DISCLAIMER

The information contained in Victoria University’s 2013 Faculty of Technical and Trades Innovation was current at 03 September 2012.

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.

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HOW TO USE THIS HANDBOOK

Victoria University’s 2013 Faculty of Technical and Trades Innovation Handbook is designed to provide students with detailed information on course structures and unit details for undergraduate and postgraduate courses offered by the faculty in 2013.

The definition of fields used in course tables throughout this handbook include:

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

PLEASE NOTE

This handbook provides a guide to courses available within Victoria University’s Faculty of Technical and Trades Innovation in 2013.

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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CERTIFICATE III IN FURNITURE MAKING

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DIPLOMA OF ENGINEERING - TECHNICAL

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<table>
<thead>
<tr>
<th>Certificate/Program</th>
<th>Code</th>
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<tbody>
<tr>
<td>Certificate II in Competitive Manufacturing</td>
<td>MSA21108</td>
</tr>
<tr>
<td>Certificate III in Competitive Manufacturing</td>
<td>MSA31108</td>
</tr>
<tr>
<td>Certificate III in Process Manufacturing</td>
<td>MSA30107</td>
</tr>
<tr>
<td>Certificate IV in Water Operations</td>
<td>NWP40107</td>
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<tr>
<td>Diploma of Government (Procurement and Contracting)</td>
<td>PSP52510</td>
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<tr>
<td>Certificate II in Civil Construction</td>
<td>RII20709</td>
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<tr>
<td>Certificate III in Civil Construction Plant Operations</td>
<td>RII30809</td>
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<tr>
<td>Certificate II in Warehousing Operations</td>
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<tr>
<td>Certificate III in Warehousing Operations</td>
<td>TLU31610</td>
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<tr>
<td>Certificate IV in Transport and Logistics (Rail Operations)</td>
<td>TLU40410</td>
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<td>Certificate IV in Logistics</td>
<td>TLU42010</td>
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<tr>
<td>Diploma of Logistics</td>
<td>TLU50410</td>
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<tr>
<td>Certificate III in Electrotechnology Electrician</td>
<td>UEE30807</td>
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<tr>
<td>Advanced Diploma of Engineering Technology - Electrical</td>
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<tr>
<td><strong>School of Service Industries</strong></td>
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<tr>
<td>Certificate II in Modelling</td>
<td>22020VIC</td>
</tr>
<tr>
<td>Diploma of Specialist Make-Up Services</td>
<td>CUF50407</td>
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<tr>
<td>Certificate II in Retail Make-Up and Skin Care</td>
<td>SIB20110</td>
</tr>
<tr>
<td>Certificate III in Beauty Services</td>
<td>SIB30110</td>
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<tr>
<td>Certificate IV in Beauty Therapy</td>
<td>SIB40110</td>
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<tr>
<td>Diploma of Beauty Therapy</td>
<td>SIB50110</td>
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<tr>
<td>Diploma of Salon Management</td>
<td>SIB50210</td>
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<tr>
<td>Certificate II in Hairdressing</td>
<td>SIH20111</td>
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<tr>
<td>Certificate III in Hairdressing</td>
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<td>Certificate II in Hospitality</td>
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<td>Certificate II in Hospitality (Kitchen Operations)</td>
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<td>Certificate III in Hospitality (Commercial Cookery)</td>
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<td>Certificate III in Hospitality (Asian Cookery)</td>
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<tr>
<td>Certificate IV in Hospitality (Commercial Cookery)</td>
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<tr>
<td>Advanced Diploma of Hospitality</td>
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<td>Diploma of Hospitality (Culinary Management)</td>
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<tr>
<td>Certificate II in Hairdressing</td>
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<tr>
<td>Certificate III in Hairdressing</td>
<td>WRH30106</td>
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<tr>
<td>Certificate III in Hairdressing</td>
<td>WRH30109</td>
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<td>WRH40109</td>
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<tr>
<td><strong>Units</strong></td>
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</tr>
</tbody>
</table>
SCHOOL OF CONSTRUCTION INDUSTRIES

Below are details of courses offered by the School of Construction Industries in 2013.

This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

CERTIFICATE II IN BUILDING AND CONSTRUCTION (BRICKLAYING, CARPENTRY, PAINTING AND DECORATING, WALL AND CEILING LINING, WALL AND FLOOR TILING AND SOLID PLASTERING) - PREAPPRENTICESHIP

Course Code: 21844VIC

Campus: Werribee, Newport, Melton, Sunshine.

About this course: Hone your specific skills such as wall and floor tiling, and painting and bricklaying needed to gain an apprenticeship in the building industry.

Course Objectives: This qualification offers participants prevocational training in the building and construction industry. The qualification aims to provide participants with the basic skills and knowledge to allow them to seek an apprenticeship in one of the following sectors in the building and construction industry:

Careers: Bricklayer, Carpenter, Painter and Decorator, Wall and Floor Tiler.

Admission Requirements Other: There are no entry requirements for this course unless the applicant is under 15 years of age - in which case a letter of permission from the school and/or parents is required.

Selection Processes: Direct Entry, Other Applicants may be required to sit a reading/writing test.

COURSE STRUCTURE

16 weeks full-time or part time equivalent. Full time, Part time. This qualification consists of 13 core units - with five Bricklaying stream specific modules, 11 Carpentry stream specific modules and 9 Painting and Decorating stream specific modules.

Core Units of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>VBQM697</td>
<td>WORKPLACE SAFETY AND INDUSTRY INDUCTION</td>
<td>34</td>
</tr>
<tr>
<td>VBQM698</td>
<td>WORKPLACE PROCEDURES FOR ENVIRONMENTAL SUSTAINABILITY</td>
<td>16</td>
</tr>
<tr>
<td>VBQM699</td>
<td>BASIC FIRST AID</td>
<td>8</td>
</tr>
<tr>
<td>VBQM700</td>
<td>BUILDING STRUCTURES</td>
<td>8</td>
</tr>
<tr>
<td>VBQM701</td>
<td>CALCULATIONS FOR THE BUILDING INDUSTRY</td>
<td>20</td>
</tr>
<tr>
<td>VBQM702</td>
<td>CAREER STUDIES</td>
<td>16</td>
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<table>
<thead>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>VBQM703</td>
<td>COMMUNICATIONS FOR THE BUILDING INDUSTRY</td>
<td>20</td>
</tr>
<tr>
<td>VBQM704</td>
<td>INTRODUCTION TO SCAFFOLDING</td>
<td>24</td>
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<tr>
<td>VBQM705</td>
<td>LEVELLING</td>
<td>8</td>
</tr>
<tr>
<td>VBQM706</td>
<td>QUALITY PRINCIPLES FOR THE BUILDING INDUSTRY</td>
<td>8</td>
</tr>
<tr>
<td>VBQM707</td>
<td>SAFE HANDLING AND USE OF PLANT AND POWER TOOLS</td>
<td>16</td>
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<tr>
<td>VBQM708</td>
<td>WORKPLACE DOCUMENTS AND PLANS</td>
<td>20</td>
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<tr>
<td>CPCCOHS1001A</td>
<td>WORK SAFELY IN THE CONSTRUCTION INDUSTRY</td>
<td>6</td>
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</table>

Bricklaying Stream specific Units of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>VBQM711</td>
<td>BRICKLAYING VENEER CONSTRUCTION PRINCIPLES</td>
<td>100</td>
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<tr>
<td>VBQM712</td>
<td>BRICKLAYING CAVITY CONSTRUCTION PRINCIPLES</td>
<td>100</td>
</tr>
<tr>
<td>VBQM713</td>
<td>MASONRY BLOCKWORK</td>
<td>50</td>
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<tr>
<td>VBQM710</td>
<td>BRICKLAYING BASIC SKILLS</td>
<td>126</td>
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<tr>
<td>VBQM709</td>
<td>BRICKLAYING HAND TOOLS</td>
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Carpentry Stream specific Units of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>VBQM717</td>
<td>SUB-FLOOR FRAMING</td>
<td>36</td>
</tr>
<tr>
<td>VBQM718</td>
<td>WALL FRAMING</td>
<td>48</td>
</tr>
<tr>
<td>VBQM719</td>
<td>ROOF FRAMING</td>
<td>40</td>
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<tr>
<td>VBQM720</td>
<td>EXTERNAL CLADDING</td>
<td>24</td>
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<tr>
<td>VBQM721</td>
<td>INSTALLATION OF WINDOW AND DOOR FRAME</td>
<td>24</td>
</tr>
<tr>
<td>VBQM722</td>
<td>INTERIOR FIXING</td>
<td>40</td>
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<tr>
<td>VBQM723</td>
<td>INTRODUCTION TO DEMOLITION</td>
<td>16</td>
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<tr>
<td>VBQM724</td>
<td>FORMWORK FOR CONCRETING</td>
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<tr>
<td>VBQM716</td>
<td>BASIC SETTING OUT</td>
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<tr>
<td>VBQM715</td>
<td>CARPENTRY POWER TOOLS</td>
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<tr>
<td>VBQM714</td>
<td>CARPENTRY HAND TOOLS</td>
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Painting and Decorating Stream specific Units of Study

<table>
<thead>
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<tr>
<td>VBQM728</td>
<td>COLOUR THEORY AND PRACTICE</td>
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<tr>
<td>VBQM729</td>
<td>PAINT APPLICATION</td>
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<tr>
<td>VBQM730</td>
<td>TIMBER STAINING AND CLEAR FINISHING PRINCIPLES</td>
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<tr>
<td>VBQM731</td>
<td>PROTECTIVE METAL COATINGS</td>
<td>40</td>
</tr>
<tr>
<td>VBQM732</td>
<td>SPRAY PAINTING</td>
<td>32</td>
</tr>
</tbody>
</table>
ADVANCED DIPLOMA OF BUILDING DESIGN (ARCHITECTURAL)
Course Code: 21953VIC
Campus: Newport.

About this course: Open the door to entry level design positions in the building industry. You will learn the following skills:
- construction technology for residential and commercial buildings
- building codes
- designing safe and sustainable buildings
- managing complex projects

Course Objectives: The qualification will be used by Building Design Practitioner aspirants as a job ready entry level outcome.

Careers: The Advanced Diploma of Building Design (Architectural) will provide graduates with the skills and knowledge required for employment as a building designer and to apply for registration in Victoria as a sole practitioner, following the required period of industry experience.

Course Duration: 2.5 years

Admission Requirements Other: Successful completion of VCE/VCAL or equivalent

Selection Processes: Direct Entry, VTAC

COURSE STRUCTURE
To be awarded a certificate for the Advanced Diploma of Building Design (Architectural), participants are required to successfully complete all 21 core units.

VPAU582 UNDERTAKEN SITE SURVEY AND ANALYSIS TO INFORM DESIGN PROCESS 40
VPAU583 APPLY STRUCTURAL AND CONSTRUCTION TECHNOLOGY TO THE DESIGN OF RESIDENTIAL BUILDINGS 180
VPAU584 APPLY STRUCTURAL AND CONSTRUCTION TECHNOLOGY TO THE DESIGN OF COMMERCIAL BUILDINGS 120
VPAU585 COMPLY WITH CODES AND STANDARDS IN THE DESIGN OF RESIDENTIAL BUILDINGS 40
VPAU586 COMPLY WITH CODES AND STANDARDS IN THE DESIGN OF COMMERCIAL BUILDINGS 50
VPAU587 DESIGN SAFE BUILDINGS 40
VPAU588 DESIGN SUSTAINABLE BUILDINGS 90
VPAU589 INTEGRATE SERVICES LAYOUT INTO DESIGN DOCUMENTATION 40
VPAU590 PRODUCE WORKING DRAWINGS FOR RESIDENTIAL BUILDINGS 180
VPAU591 PRODUCE WORKING DRAWINGS FOR COMMERCIAL BUILDINGS 180
VPAU592 SELECT CONSTRUCTION MATERIALS FOR BUILDING PROJECTS 40
VPAU593 PROVIDE DESIGN SOLUTIONS FOR RESIDENTIAL AND COMMERCIAL BUILDINGS 200
VPAU594 INTEGRATE DIGITAL APPLICATIONS INTO ARCHITECTURAL WORKFLOWS 240
VPAU595 PRESENT ARCHITECTURAL DESIGNS 120
VPAU596 MANAGE ARCHITECTURAL PROJECT ADMINISTRATION 60
VPAU597 UNDERTAKE COMPLEX ARCHITECTURAL PROJECTS 280
VPAU598 WORK SAFELY IN THE CONSTRUCTION INDUSTRY 6
BSBOHS404B CONTRIBUTE TO THE IMPLEMENTATION OF STRATEGIES TO CONTROL OHS RISK 40
BSBSMB404A UNDERTAKE SMALL BUSINESS PLANNING 50
VU20716 CONDUCT A BUSHFIRE ATTACK LEVEL (BAL) ASSESSMENT 60
VU20717 APPLY BUSHFIRE ATTACK LEVEL (BAL) ASSESSMENT 30

CERTIFICATE II IN SIGNAGE
Course Code: 22003VIC
Campus: Sunshine.

About this course: Get a head start in the dynamic sign industry. With a skills shortage in the industry, many employers are seeking good applicants who have completed Certificate II training. Develop your artistic flair and use various techniques and materials such as computer graphics, painting, engraving, vinyl, glass, wood and plastic to create prominent designs.

Course Objectives: The objective of this course is to provide skills to people looking at getting started in the Sign Industry as many employers prefer applicants that have completed Certificate II level training and will assist in the ‘Skills Shortage’ experienced in this trade.
Careers: Sign Writer

Course Duration: 0.5 years

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

Selection Processes: Interview, Other Skills assessment

COURSE STRUCTURE

To be awarded this qualification participants are required to complete all 15 units of competency.

Core Units

CPCCOHS1001A WORK SAFELY IN THE CONSTRUCTION INDUSTRY 6
CPCCCM1004A CONDUCT WORKPLACE COMMUNICATION 20
CPCCOHS2001A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY 20
CPCCCM1003A PLAN AND ORGANISE WORK 20
CPCCCM2001A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
CPCCCM1005A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
CPCCCM2008A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
CPCCSI2002A LAY OUT AND DESIGN SIGNAGE 40
CPCCSI2003A PREPARE SURFACES FOR SIGNAGE 20
VPAU535 USE SIGN INDUSTRY TOOLS, PLANT AND EQUIPMENT 40
VPAU536 WRITE SIGNS ON UNEVEN SURFACES 60
VPAU537 OPERATE A FLAT BED ROUTER 20
VPAU541 PRODUCE BASIC COMPUTER AIDED MANUFACTURED (CAM) SIGNS - VINYL 60
VPAU542 PRODUCE BASIC SIGNS 96
LMFGG2002B APPLY FIRST AID 8

CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP)

Course Code: 22138VIC
Campus: Melton, Sunshine.

About this course: This course will prepare graduates with the skills and knowledge for entry level into an apprenticeship (Certificate III) within the plumbing industry. This course has a range of units that introduce the learner to basic skills and knowledge that underpin the Certificate III in Plumbing, these include:

- maintain safe working conditions
- provide basic emergency life support
- select and use plumbing tools, equipment and materials
- locate, interpret and apply relevant information
- work effectively with others
- communication skills
- follow instructions in a designated sequence
- use appropriate manual handling procedures
- produce technical drawings
- numeracy and calculations
- principles of sustainability
- methods and strategies to identify employment opportunities in the plumbing industry.

Course Objectives: This course will prepare graduates with the skills and knowledge for entry level into an apprenticeship (Certificate III) within the plumbing industry. The course has a range of units that introduce the learner to basic skills and knowledge that underpin the Certificate III in Plumbing.

Careers: Preparation for a Plumbing apprenticeship.

Course Duration: 0.5 years

Admission Requirements Other: It is recommended that the participants have basic communication, literacy, numeracy skills that are sufficiently well developed for them to participate in the training. The entry requirement for this course is Australian Core Skills Framework (ACSF) Level 2.

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

COURSE STRUCTURE

To achieve recognition for the Certificate II in Plumbing (Pre-apprenticeship) and to ensure the industry context of the qualification is maintained, the candidate must demonstrate satisfactory completion of all 19 units of competency.

CPCCCM2002A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION 10
BSBWRIT301A WRITE SIMPLE DOCUMENTS 30
HLTFA201A PROVIDE BASIC EMERGENCY LIFE SUPPORT 8
CPCCOHS1001A WORK SAFELY IN THE CONSTRUCTION INDUSTRY 6
CPCCOHS2001A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY 20
CPCCCM1002A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
CPCCCM1005A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
CPCCCM2006A APPLY BASIC LEVELLING PROCEDURES 8
CPCCCM2001A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
CUVCRS04B PRODUCE TECHNICAL DRAWINGS 40
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<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Value</th>
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<tbody>
<tr>
<td>VU20526</td>
<td>USE BASIC PLUMBING HAND TOOLS</td>
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<tr>
<td>VU20527</td>
<td>USE BASIC POWER TOOLS</td>
<td>20</td>
</tr>
<tr>
<td>VU20528</td>
<td>PERFORM BASIC OXY-ACETYLENE WELDING AND CUTTING</td>
<td>20</td>
</tr>
<tr>
<td>VU20529</td>
<td>USE BASIC ELECTRIC WELDING EQUIPMENT AND TECHNIQUES</td>
<td>20</td>
</tr>
<tr>
<td>VU20530</td>
<td>USE PLUMBING PIPES, FITTINGS AND FIXTURES TO SIMULATE PLUMBING INSTALLATIONS</td>
<td>30</td>
</tr>
<tr>
<td>VU20531</td>
<td>APPLY BASIC SHEET METAL PRACTICES</td>
<td>50</td>
</tr>
<tr>
<td>VU20532</td>
<td>FABRICATE SIMPLE PLUMBING PIPE SYSTEMS</td>
<td>30</td>
</tr>
<tr>
<td>VU20533</td>
<td>CUT AND PENETRATE BUILDING MATERIALS AND STRUCTURES</td>
<td>30</td>
</tr>
<tr>
<td>VU20534</td>
<td>IDENTIFY CAREER PATHWAYS IN THE PLUMBING INDUSTRY</td>
<td>30</td>
</tr>
</tbody>
</table>

**CERTIFICATE II IN JOINERY/SHOPFITTING/STAIRBUILDING (PREAPPRENTICESHIP)**

Course Code: 22145VIC
Campus: Newport.

**About this course:** Take the next step towards a specialised career in the building and construction industry and pathway into an apprenticeship. Learn the skills and knowledge of basic shopfitting, joinery and stair building techniques. Areas of training include door and window construction, cutting and installation of glass, using power and hand tools and levelling.

**Course Objectives:** This course will prepare students with the skills and knowledge for entry into an apprenticeship (Certificate III) within the joinery/shopfitting/stairbuilding industries or carpentry.

**Careers:** Apprentice Joiner, construction assembler / machinist / materials handling.

**Course Duration:** 0.5 years

**Admission Requirements Year 12:** Successful completion of VCE

**Admission Requirements International:** IELTS 5.5 or equivalent.

**Admission Requirements Mature Age:** Relevant industry experience

**Admission Requirements VET:** Successful completion of VCE

**Selection Processes:** Direct Entry, Interview

**COURSE STRUCTURE**

Students must satisfactorily complete all 18 units of competency.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCCOHS1001A</td>
<td>WORK SAFELY IN THE CONSTRUCTION INDUSTRY</td>
<td>6</td>
</tr>
<tr>
<td>CPCCOHS2001A</td>
<td>APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY</td>
<td>20</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>CPCCC1002A</td>
<td>WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY</td>
<td>20</td>
</tr>
<tr>
<td>CPCCCA2001A</td>
<td>HANDLE CARPENTRY MATERIALS</td>
<td>16</td>
</tr>
<tr>
<td>CPCCCA2002A</td>
<td>USE CARPENTRY TOOLS AND EQUIPMENT</td>
<td>96</td>
</tr>
<tr>
<td>CPCCC1005A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
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<tr>
<td>CPCCC1001A</td>
<td>READ AND INTERPRET PLANS AND SPECIFICATIONS</td>
<td>36</td>
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<tr>
<td>CUVCRS06A</td>
<td>PRODUCE TECHNICAL DRAWINGS</td>
<td>50</td>
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<tr>
<td>CPCCCM1004A</td>
<td>CONDUCT WORKPLACE COMMUNICATION</td>
<td>20</td>
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<tr>
<td>CPCCCM2006A</td>
<td>APPLY BASIC LEVELLING PROCEDURES</td>
<td>8</td>
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<tr>
<td>CPCCSH2002A</td>
<td>USE ALUMINIUM SECTIONS FOR FABRICATION</td>
<td>40</td>
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<tr>
<td>HLFA201A</td>
<td>PROVIDE BASIC EMERGENCY LIFE SUPPORT</td>
<td>8</td>
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<tr>
<td>VU20558</td>
<td>PREPARE FOR WORK IN THE JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRIES</td>
<td>24</td>
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<tr>
<td>VU20559</td>
<td>SET UP AND OPERATE BASIC STATIC MACHINES</td>
<td>40</td>
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<tr>
<td>VU20560</td>
<td>CARRY OUT BASIC CONSTRUCTION PROCESSES WITHIN THE JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRIES</td>
<td>120</td>
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<tr>
<td>VU20561</td>
<td>CONSTRUCT BASIC DOORS AND WINDOWS</td>
<td>48</td>
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<tr>
<td>VU20562</td>
<td>CONSTRUCT A BASIC SHOPFITTING DISPLAY UNIT</td>
<td>48</td>
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<tr>
<td>VU20563</td>
<td>CONSTRUCT A BASIC STAIR</td>
<td>48</td>
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</table>

**CERTIFICATE III IN PLUMBING**

Course Code: BCP30103
Campus: Sunshine.

This course is for Continuing students only.

**Course Objectives:** All apprentices will gain Registration and Licence levels with the Plumbing Commission.

**Careers:** Licenced plumbers.

**Admission Requirements Other:** All apprentices need to be apprenticed to an employer.

**Selection Processes:** User Choice (Apprenticeships), Employer Choice, Other

**COURSE STRUCTURE**

Training Package - Nominal hours: 862-13764 years part-time. Part time

Students must achieve a minimum of four of the following plumbing streams:

- **Stream 1 - Water (Mandatory)**
- **Stream 2 - Sanitary**
Stream 3 - Drainage
Stream 4 - Mechanical Services
Stream 5 - Roofing
Stream 6 - Gas Services

Units of Study

Plumbing Stream 1 - Water
To obtain this stream all twenty-four (24) core units and six (6) elective units as listed in the Plumbing and Service Industry.

Plumbing Stream 2 - Sanitary
To obtain this stream all six (6) core competency units and four (4) elective competency units as listed in the Plumbing and Service Industry Training Package (BCP03) must be completed.

Plumbing Stream 3 - Drainage
To obtain this stream all nine (9) core competency units and three (3) elective competency units as listed in the Plumbing and Service Industry Training Package (BCP03) must be completed.

Plumbing Stream 4 - Mechanical Services
To obtain this stream all four (4) core competency units and eleven (11) elective competency units as listed in the Plumbing and Service Industry Training Package (BCP03) must be completed.

Plumbing Stream 5 - Roofing
To obtain this stream all nine (9) core competency units and four (4) elective competency units as listed in the Plumbing and Service Industry Training Package (BCP03) must be completed.

Plumbing Stream 6 - Gas Services
To obtain this stream all twelve (12) core competency units and five (5) elective competency units as listed in the Plumbing and Service Industry Training Package (BCP03) must be completed.

CERTIFICATE I IN CONSTRUCTION
Course Code:CPC10111
Campus:Werribee, Newport, Melton, Sunshine.

About this course: This course is an introduction to a wide variety of trades across Construction Industries. You will learn an array of specialist practical skills and knowledge relevant to the construction industry including its culture, occupations, job roles and workplace expectations. The competency cover: • essential occupational health and safety requirements • the industrial and work organisation structure • communication skills • work planning • basic use of tools and materials The qualification is built around a basic construction project unit that integrates the skills and embeds employability skills in context.

Course Objectives: This qualification provides an introduction to the construction industry, its culture, occupations, job roles and workplace expectations.

Careers: This prepares students for a pre apprenticeship in the construction industry.

Course Duration: 0.5 years

Admission Requirements Year 12: It is recommended that the participants have basic communication, literacy, numeracy skills.

Admission Requirements Mature Age: It is recommended that the participants have basic communication, literacy, numeracy skills.

Admission Requirements VET: It is recommended that the participants have basic communication, literacy, numeracy skills.

Selection Processes: Direct Entry

COURSE STRUCTURE
To achieve this qualification, the candidate must demonstrate competency in: • 11 units: • 8 core units • 3 elective units.

Core Units of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CPCCCM1012A</td>
<td>WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY</td>
<td>20</td>
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<tr>
<td>CPCCCM1013A</td>
<td>PLAN AND ORGANISE WORK</td>
<td>20</td>
</tr>
<tr>
<td>CPCCCM1014A</td>
<td>CONDUCT WORKPLACE COMMUNICATION</td>
<td>20</td>
</tr>
<tr>
<td>CPCCCM2005A</td>
<td>USE CONSTRUCTION TOOLS AND EQUIPMENT</td>
<td>96</td>
</tr>
<tr>
<td>CPCCOHS1001A</td>
<td>WORK SAFELY IN THE CONSTRUCTION INDUSTRY</td>
<td>6</td>
</tr>
<tr>
<td>CPCCOHS2001A</td>
<td>APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY</td>
<td>20</td>
</tr>
<tr>
<td>CPCVE1011A</td>
<td>UNDERTAKE A BASIC CONSTRUCTION PROJECT</td>
<td>40</td>
</tr>
<tr>
<td>CPCCCM2001A</td>
<td>READ AND INTERPRET PLANS AND SPECIFICATIONS</td>
<td>36</td>
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</table>

Elective Units of Study

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CPCCCM1011A</td>
<td>UNDERTAKE BASIC ESTIMATION AND COSTING</td>
</tr>
<tr>
<td>CPCCCM1015A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
</tr>
<tr>
<td>CPCCCM2004A</td>
<td>HANDLE CONSTRUCTION MATERIALS</td>
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<tr>
<td>CPCCCM2006A</td>
<td>APPLY BASIC LEVELLING PROCEDURES</td>
</tr>
<tr>
<td>CPCVE1002A</td>
<td>UNDERTAKE A BASIC COMPUTER DESIGN PROJECT</td>
</tr>
</tbody>
</table>

CERTIFICATE II IN CONSTRUCTION
Course Code:CPC20111
Campus:Melton, Sunshine, Harvester Technical College.

About this course: This qualification provides an occupational outcome and a range of support tasks applicable to a majority of construction work sites. The qualification has...
core units of competency that are required in many Certificate III qualifications. The elective options are structured to allow choice from a range of units aligned at Certificate III level and in total could provide meaningful credit in a construction industry Australian Apprenticeship.

Course Objectives: This qualification provides an introduction to the construction industry, its culture, occupations and workplace expectations. Students will be encouraged to pursue further studies within the construction field.

Careers: Occupational titles may include: Trades assistant, Builder’s labourer, Construction assistant.

Course Duration: 0.5 years

Admission Requirements Other: There are no specific admission requirements for entry into this course.

Selection Processes: Direct Entry

COURSE STRUCTURE

To achieve this qualification, the candidate must demonstrate competency in:

- 15 units of competency: 9 core units & 6 elective units.

Core Units of Study

- CPCCCM1012A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
- CPCCCM1013A PLAN AND ORGANISE WORK 20
- CPCCCM1014A CONDUCT WORKPLACE COMMUNICATION 20
- CPCCCM1015A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
- CPCCCM2001A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
- CPCCCM2005A USE CONSTRUCTION TOOLS AND EQUIPMENT 96
- CPCCCM2006A APPLY BASIC LEVELLING PROCEDURES 8
- CPCCO2013A CARRY OUT CONCRETING TO SIMPLE FORMS 20
- CPCCOHS2001A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY 20

Elective Units of Study

- CPCCCM2002A CARRY OUT EXCAVATION 16
- CPCCCM2009A CARRY OUT BASIC DEMOLITION 32
- CPCCCM2008A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
- CPCCCM2010A WORK SAFELY AT HEIGHTS 8
- CPCCCM3001B OPERATE ELEVATED WORK PLATFORMS 32
- CPCCCA2003A ERECT AND DISMANTLE FORMWORK FOR FOOTINGS AND SLABS ON GROUND 24
- CPCCCM2007A USE EXPLOSIVE POWER TOOLS 16
- CPCCSP2003A PREPARE SURFACES FOR PLASTERING 40

The above units represent all recognised electives for this course. VU will offer a selection of these units. Your school contact will be able to provide details on the units currently being offered.

CERTIFICATE III IN BRICKLAYING/BLOCKLAYING

Course Code: CPC30108

Campus: Werribee, Newport, Melton, Offshore.

Course Objectives: This course aims to provide apprentices with training in both the housing and industrial areas of the bricklaying trade. During the course, Apprentices will also acquire the skills necessary for the safe use and maintenance of a wide range of tools and equipment generally use on-the-job such as power tools, automatic and laser levels, cement mixers, generators, scaffolding, conveyor belts etc.

Careers: This qualification provides a trade outcome in bricklaying and blocklaying. Occupational titles may include:

- Bricklayer
- Blocklayer.

Course Duration: 3 years

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

Selection Processes: User Choice (Apprenticeships), Employer Choice

COURSE STRUCTURE

27 units of competency are required for award of this qualification:

- 21 compulsory units
- 6 elective units

Compulsory Units of Study

- CPCCCA3002A CARRY OUT SETTING OUT 24
- CPCCCM1002A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
- CPCCCM1003A PLAN AND ORGANISE WORK 20
- CPCCCM1004A CONDUCT WORKPLACE COMMUNICATION 20
- CPCCCM1005A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
- CPCCCM2001A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
- CPCCCM2006A APPLY BASIC LEVELLING PROCEDURES 8
CERTIFICATE III IN BRICKLAYING/BLOCKLAYING

Course Code: CPC30111

Campus: Werribee, Newport, Industry, Melton, Off-shore.

Course Objectives: This course provides training and assessment for apprentices in the bricklaying and blocklaying industry.

Careers: Occupational titles may include:
- Bricklayer
- Blocklayer.

Course Duration: 3 years

Admission Requirements Other: To qualify for admission into the course applicants must be employed as a bricklaying/blocklaying apprentice.

Selection Processes: User Choice (Apprenticeships), Employer Choice

COURSE STRUCTURE

To achieve this qualification, the candidate must demonstrate competency in:
- 27 units of competency
- 21 core units
- 6 elective units

Core Units of Study

- CPCCCA3002A CARRY OUT SETTING OUT 24
- CPCCCM1012A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
- CPCCCM1013A PLAN AND ORGANISE WORK 20
- CPCCCM1014A CONDUCT WORKPLACE COMMUNICATION 20
- CPCCCM1015A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
- CPCCCM2001A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
- CPCCCM2006A APPLY BASIC LEVELLING PROCEDURES 8
- CPCCCM2008A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
- CPCCCM2009A CARRY OUT BASIC DEMOLITION 32
- CPCCLSF2001A LICENSE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING - BASIC LEVEL 40
- CPCCSC2002A ERECT AND DISMANTLE BASIC SCAFFOLDING 56
- CPCCLSF2001A LICENSE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING - BASIC LEVEL 40
- CPCCCM2009A CARRY OUT BASIC DEMOLITION 32
- CPCCLSF2001A LICENSE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING - BASIC LEVEL 40
- CPCCCM2009A CARRY OUT BASIC DEMOLITION 32
- CPCCLSF2001A LICENSE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING - BASIC LEVEL 40
- CPCCCM2009A CARRY OUT BASIC DEMOLITION 32
- CPCCLSF2001A LICENSE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING - BASIC LEVEL 40
- CPCCCM2009A CARRY OUT BASIC DEMOLITION 32
- CPCCLSF2001A LICENSE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING - BASIC LEVEL 40
- CPCCCM2009A CARRY OUT BASIC DEMOLITION 32
- CPCCLSF2001A LICENSE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING - BASIC LEVEL 40
- CPCCCM2009A CARRY OUT BASIC DEMOLITION 32
- CPCCLSF2001A LICENSE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING - BASIC LEVEL 40

Elective Units of Study

- CPCCBL3001A LAY PAVING 24
- CPCCBL3007A INSTALL GLASS BLOCKWORK 8
- CPCCBL3008A INSTALL AERATED AUTOCLAVED CONCRETE PRODUCTS 40
- CPCCBL3012A CONSTRUCT FIREPLACES AND CHIMNEYS 48
- CPCCBL3013A CONSTRUCT MASONRY STRUCTURAL SYSTEMS 40
- CPCCBL3015A CONSTRUCT DECORATIVE BRICKWORK 70
- CPCCBL3016A CONSTRUCT BATTERED MASONRY WALLS AND PIERS 32
- CPCCBL3017A CARRY OUT TUCK POINTING TO BRICKWORK 12
- CPCCCM2007A USE EXPLOSIVE POWER TOOLS 16
- CPCCCM3001A OPERATE ELEVATED WORK PLATFORMS 32
- CPCCCO2003A CARRY OUT CONCRETING TO SIMPLE FORMS 20
- CPCCSF2004A PLACE AND FIX REINFORCEMENT MATERIALS 80
- BSBSMB301A INVESTIGATE MICRO BUSINESS OPPORTUNITIES 30
- BSBSMB406A MANAGE SMALL BUSINESS FINANCES 60
**CPCCBL2002A** USE BRICKLAYING AND BLOCKLAYING TOOLS AND EQUIPMENT 30

**CPCCBL3002A** CARRY OUT MASONRY VENEER CONSTRUCTION 60

**CPCCBL3003A** CARRY OUT CAVITY BRICK CONSTRUCTION 60

**CPCCBL3004A** CONSTRUCT MASONRY STEPS AND STAIRS 32

**CPCCBL3005A** LAY MASONRY WALLS AND CORNERS 76

**CPCCBL3006A** LAY MULTI-THICKNESS WALLS AND PIERS 60

**CPCCBL3009A** INSTALL FLASHINGS AND DAMP PROOF COURSE 8

**CPCCBL3010A** CONSTRUCT MASONRY ARCHES 100

**CPCCBL3011A** CONSTRUCT CURVED WALLS 32

**CPCCBL3014A** INSTALL FIRE-RATED MASONRY CONSTRUCTION 32

**CPCCCA2001A** HANDLE CARPENTRY MATERIALS 16

**CPCCCA2002A** USE CARPENTRY TOOLS AND EQUIPMENT 96

**CPCCCA3001A** CARRY OUT GENERAL DEMOLITION OF MINOR BUILDING STRUCTURES 32

**CPCCCA3002A** CARRY OUT SETTING OUT 24

**CPCCCA3003A** PLACE AND FIX REINFORCEMENT MATERIALS 80

**BSBSMB301A** INVESTIGATE MICRO BUSINESS OPPORTUNITIES 30

**BSBSMB406A** MANAGE SMALL BUSINESS FINANCES 60

**CPCCSF2004A** PLACE AND FIX REINFORCEMENT MATERIALS 80

**BSBSMB301A** INVESTIGATE MICRO BUSINESS OPPORTUNITIES 30

**BSBSMB406A** MANAGE SMALL BUSINESS FINANCES 60

**CPCCSLF2001A** LICENSE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING - BASIC LEVEL 40

**CPCCSC2002A** ERECT AND DISMANTLE BASIC SCAFFOLDING 56

**CPCCCM2007A** USE EXPLOSIVE POWER TOOLS 16

**CPCCCM2010A** WORK SAFELY AT HEIGHTS 8

**CPCCCM3001B** OPERATE ELEVATED WORK PLATFORMS 32

**CPCCSF2004A** PLACE AND FIX REINFORCEMENT MATERIALS 80

**BSBSMB301A** INVESTIGATE MICRO BUSINESS OPPORTUNITIES 30

**BSBSMB406A** MANAGE SMALL BUSINESS FINANCES 60

The above units represent all recognised electives for this course. VU will offer a selection of these units. Your school contact will be able to provide details on the units currently being offered.

**CERTIFICATE III IN CARPENTRY**

**Course Code:** CPC30208

**Campus:** Werribee, Newport, Melton, Off-shore.

**About this course:** Train as a carpenter and open up a career in commercial or residential building. Learn the skills necessary for the safe use and maintenance of tools and equipment such as power tools, automatic and laser levels, nail guns and generators.

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

**Careers:** This qualification provides a trade outcome in carpentry, covering work in residential and commercial building sites. Occupational titles may include: Carpenter

**Course Duration:** 4 years

**Admission Requirements Other:** To qualify for admission to the course applicants must be registered as an apprentice.

**Selection Processes:** User Choice (Apprenticeships), Employer Choice

**COURSE STRUCTURE**

30 units of competency are required for award of this qualification:

- 22 compulsory units
- 8 elective units

**Compulsory Units of Study**

**CPCCCA2001A** HANDLE CARPENTRY MATERIALS 16

**CPCCCA2002A** USE CARPENTRY TOOLS AND EQUIPMENT 96

**CPCCCA3001A** CARRY OUT GENERAL DEMOLITION OF MINOR BUILDING STRUCTURES 32

**CPCCCA3002A** CARRY OUT SETTING OUT 24

**CPCCCA3003A** CARRY OUT LEVELLING OPERATIONS 24

**CPCCCM1002A** WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20

**CPCCCM1003A** PLAN AND ORGANISE WORK 20

**CPCCCM1004A** CONDUCT WORKPLACE COMMUNICATION 20

**CPCCCM1006A** WORK SAFELY AT HEIGHTS 8

**CPCCCM1005A** CARRY OUT MEASUREMENTS AND CALCULATIONS 20

The above units represent all recognised electives for this course. VU will offer a selection of these units. Your school contact will be able to provide details on the units currently being offered.
<table>
<thead>
<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>CPCCCM2002A</td>
<td>READ AND INTERPRET PLANS AND SPECIFICATIONS</td>
</tr>
<tr>
<td>CPCCCM2005A</td>
<td>USE EXPLOSIVE POWER TOOLS</td>
</tr>
<tr>
<td>CPCCCM2006A</td>
<td>ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING</td>
</tr>
<tr>
<td>CPCCCM2007A</td>
<td>CARRY OUT CONCRETING TO SIMPLE FORMS</td>
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<tr>
<td>CPCCCM2008A</td>
<td>APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY</td>
</tr>
<tr>
<td>CPCCCM2009A</td>
<td>INSTALL FLOORING SYSTEMS</td>
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<tr>
<td>CPCCCM2010A</td>
<td>CONSTRUCT WALL FRAMES</td>
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<tr>
<td>CPCCCM2011A</td>
<td>CONSTRUCT CEILING FRAMES</td>
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<tr>
<td>CPCCCM2012A</td>
<td>CONSTRUCT ROOF TRUSSES</td>
</tr>
<tr>
<td>CPCCCM2013A</td>
<td>INSTALL ROOF PITCHED ROOFS</td>
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<tr>
<td>CPCCCM2014A</td>
<td>CONSTRUCT EAVES</td>
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**Elective Units of Study**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CPCCCM2015A</td>
<td>INSTALL AND REPLACE WINDOWS AND DOORS</td>
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<tr>
<td>CPCCCM2016A</td>
<td>FRAME AND FIT WET AREA FIXTURES</td>
</tr>
<tr>
<td>CPCCCM2017A</td>
<td>INSTALL LINING, PANELLING AND MOULDING</td>
</tr>
<tr>
<td>CPCCCM2018A</td>
<td>CONSTRUCT TIMBER EXTERNAL STAIRS</td>
</tr>
<tr>
<td>CPCCCM2019A</td>
<td>CONSTRUCT, ERECT AND DISMANTLE FORMWORK FOR STAIRS AND RAMPS</td>
</tr>
<tr>
<td>CPCCCM2020A</td>
<td>ERECT AND DISMANTLE FORMWORK TO SUSPENDED SLABS, COLUMNS, BEAMS AND WALLS</td>
</tr>
<tr>
<td>CPCCCM2021A</td>
<td>ERECT AND DISMANTLE JUMP FORM FORMWORK</td>
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<tr>
<td>CPCCCM2022A</td>
<td>ERECT AND DISMANTLE SLIP FORM FORMWORK</td>
</tr>
<tr>
<td>CPCCCM2023A</td>
<td>ERECT AND DISMANTLE FORMWORK FOR FOOTINGS AND SLABS ON GROUND</td>
</tr>
<tr>
<td>CPCCCM2024A</td>
<td>CONSTRUCT ADVANCED ROOFS</td>
</tr>
<tr>
<td>CPCCCM2025A</td>
<td>REFURBISH TIMBER SASHES TO WINDOW FRAMES</td>
</tr>
<tr>
<td>CPCCCM2026A</td>
<td>CONSTRUCT BULKHEADS</td>
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<tr>
<td>CPCCCM2027A</td>
<td>ASSEMBLE PARTITIONS</td>
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<tr>
<td>CPCCCM2028A</td>
<td>INSTALL EXTERIOR CLADDING</td>
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<tr>
<td>CPCCCM2029A</td>
<td>INSTALL CURTAIN WALLING</td>
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**Core Units of Study**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CPCCCM3001A</td>
<td>OPERATE ELEVATED WORK PLATFORMS</td>
</tr>
<tr>
<td>CPCCSF2003A</td>
<td>CUT AND BEND MATERIALS USING OXY-LPG EQUIPMENT</td>
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<tr>
<td>CPCCSF2004A</td>
<td>PLACE AND FIX REINFORCEMENT MATERIALS</td>
</tr>
<tr>
<td>CPCCVC3003A</td>
<td>INSTALL DRY WALL PASSIVE FIRE-RATED SYSTEMS</td>
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<tr>
<td>BCCCM2004B</td>
<td>DRAIN AND DEWATER SITE</td>
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<tr>
<td>BCCCM2009B</td>
<td>WORK IN CONFINED SPACES</td>
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<tr>
<td>BCCCM2010B</td>
<td>INSTALL TRENCH SUPPORT</td>
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<tr>
<td>BSBSMB301A</td>
<td>INVESTIGATE MICRO BUSINESS OPPORTUNITIES</td>
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<tr>
<td>BSBSMB406A</td>
<td>MANAGE SMALL BUSINESS FINANCES</td>
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<tr>
<td>CPCCSSP2003A</td>
<td>PREPARE SURFACES FOR PLASTERING</td>
</tr>
<tr>
<td>CPCCLSF2001A</td>
<td>LICENSE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING - BASIC LEVEL</td>
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<td>CPCCSC2002A</td>
<td>ERECT AND DISMANTLE BASIC SCAFFOLDING</td>
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<tr>
<td>CPCCSF2004A</td>
<td>PLACE AND FIX REINFORCEMENT MATERIALS</td>
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</table>

**Certificate III in Carpentry**

**Course Code:** CPC30211  
**Campus:** Werribee, Newport, Industry, Melton, Off-shore.

**About this course:** Train as an apprentice carpenter and construct your future in the commercial or residential building field.

**Course Objectives:** This course provides training and assessment for apprentices in the carpentry industry.

**Careers:** This qualification provides a trade certificate in carpentry, covering work in residential and commercial applications. Occupational titles may include:  
- Carpenter

**Course Duration:** 3 years

**Admission Requirements Other:** To qualify for admission into the course applicants must be employed as a carpentry apprentice.

**Selection Processes:** User Choice (Apprenticeships), Employer Choice

**Course Structure**

To achieve this qualification, the candidate must demonstrate competency in 30 units of competency:

- 22 core units
- 8 elective units.

**Core Units of Study**

<table>
<thead>
<tr>
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tools and equipment generally used on-the-job such as power tools, automatic and laser levels, nail guns, compressors and generators.

**Careers:** This qualification provides a trade outcome in joinery covering work for residential and commercial applications. Occupational titles may include:

- Joiner.

**Course Duration:** 4 years

**Admission Requirements Other:** To qualify for admission to the course applicants must be registered as an apprentice.

**Selection Processes:** User Choice (Apprenticeships), Employer Choice

**COURSE STRUCTURE**

30 units of competency are required for award of this qualification:

- 16 compulsory units
- 14 elective units

### Compulsory Units of Study

- CPCCCA2001A HANDLE CARPENTRY MATERIALS 16
- CPCCCA2002A USE CARPENTRY TOOLS AND EQUIPMENT 96
- CPCCCA3023A CARRY OUT LEVELLING OPERATIONS 24
- CPCCCM1002A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
- CPCCCM1003A PLAN AND ORGANISE WORK 20
- CPCCCM1004A CONDUCT WORKPLACE COMMUNICATION 20
- CPCCCM1005A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
- CPCCCM1006A WORK SAFELY AT HEIGHTS 8
- CPCCCM2001A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
- CPCCCM2007A USE EXPLOSIVE POWER TOOLS 16
- CPCCOH52001A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY 20
- CPCCJN3001A USE STATIC MACHINES 56
- CPCCJN3002A USE COMPUTER-CONTROLLED MACHINERY 60
- CPCCJN3003A MANUFACTURE COMPONENTS FOR DOOR AND WINDOW FRAMES AND DOORS 80
- CPCCJN3004A MANUFACTURE JOINERY COMPONENTS 40
- CPCCSH3001A SET OUT AND ASSEMBLE CABINETS, SHOWCASES, WALL UNITS, COUNTERS AND WORKSTATIONS 80

### Elective Units of Study

- CPCCCS3001A DESIGN AND SET OUT STAIRS 24
- CPCCJS3002A MANUFACTURE STAIR COMPONENTS FOR STRAIGHT FLIGHTED STAIRS 32
- CPCCJS3003A ASSEMBLE AND INSTALL STAIRS 24
- CPCCJS3004A MANUFACTURE AND INSTALL CONTINUOUS HANDRAILING AND SPECIAL STAIR COMPONENTS 56
- CPCCJS3006A CONSTRUCT FABRICATED STAIRS 24
- CPCCCA3010A INSTALL AND REPLACE WINDOWS AND DOORS 70
- CPCCCA3012A FRAME AND FIT WET AREA FIXTURES 24
- CPCCCA3013A INSTALL LINING, PANELLING AND MOULDING 40
- CPCCCA3016A CONSTRUCT TIMBER EXTERNAL STAIRS 40
- CPCCCA3001A CARRY OUT GENERAL DEMOLITION OF MINOR BUILDING STRUCTURES 32
- CPCCCA3011A REFURBISH TIMBER SASHES TO WINDOW FRAMES 16
- CPCCCA3014A CONSTRUCT BULKHEADS 16
- CPCCCA3015A ASSEMBLE PARTITIONS 32
- CPCCJN2001A ASSEMBLE COMPONENTS 32
- CPCCJN2002A PREPARE FOR OFF-SITE MANUFACTURING PROCESS 32
- CPCCJN2003A PACKAGE MANUFACTURED PRODUCTS FOR TRANSPORT 10
- CPCCJN3005A CUT AND INSTALL GLASS 16
- CPCCPD3001A PREPARE SURFACES FOR PAINTING 40
- CPCCSF2003A CUT AND BEND MATERIALS USING OXY-LPG EQUIPMENT 20
- CPCCSF2004A PLACE AND FIX REINFORCEMENT MATERIALS 80
- CPCCSH2003A APPLY AND INSTALL SEALANT AND SEALANT DEVICES 16
- CPCCSH3004A APPLY FINISHES 16
- CPCCSH3005A APPLY AND TRIM DECORATIVE FINISHES 40
- CPCCST2005A CARRY OUT LOAD SLINGING OF OFF-SITE MATERIALS 8
- BSBSMB301A INVESTIGATE MICRO BUSINESS OPPORTUNITIES 30
- BSBSMB406A MANAGE SMALL BUSINESS FINANCES 60
- CPCCCA3002A CARRY OUT SETTING OUT 24
- CPCCPD3006A APPLY STAINS AND CLEAR TIMBER FINISHES 40
**Certificate III in Joinery**

**Course Code:** CPC31911  
**Campus:** Newport, Industry.

**About this course:** As an apprentice joiner you will learn techniques such as manufacturing and assembling stairs, cutting and installing glass and applying finishes. You will gain practical skills for the safe use and maintenance of tools and equipment such as power tools, automatic and laser levels, cement mixers and generators.

**Course Objectives:** This course provides training and assessment for apprentices in the joinery industry.

**Careers:** This qualification provides a trade certificate in joinery covering work for residential and commercial applications.

**Course Duration:** 3 years

**Admission Requirements Other:** To qualify for admission into the course applicants must be employed as a joinery apprentice.

**Selection Processes:** User Choice (Apprenticeships), Employer Choice

**Course Structure**

To achieve this qualification, the candidate must demonstrate competency in 30 units of competency:

- 16 core units
- 14 elective units.

**Core Units of Study**

- CPCCCA2002A USE CARPENTRY TOOLS AND EQUIPMENT 96
- CPCCCA2011A HANDLE CARPENTRY MATERIALS 16
- CPCCCA3023A CARRY OUT LEVELLING OPERATIONS 24
- CPCCCM1012A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
- CPCCCM1013A PLAN AND ORGANISE WORK 20
- CPCCCM1014A CONDUCT WORKPLACE COMMUNICATION 20
- CPCCCM1015A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
- CPCCCM2001A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
- CPCCCM2007A USE EXPLOSIVE POWER TOOLS 16
- CPCCCM2010A WORK SAFELY AT HEIGHTS 8
- CPCCOH2001A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY 20
- CPCCJN3001A USE STATIC MACHINES 56
- CPCCJN3002A USE COMPUTER-CONTROLLED MACHINERY 60
- CPCCJN3003A MANUFACTURE COMPONENTS FOR DOOR AND WINDOW FRAMES AND DOORS 80
- CPCCJN3004A MANUFACTURE JOINERY COMPONENTS 40
- CPCCSH3001A SET OUT AND ASSEMBLE CABINETS, SHOWCASES, WALL UNITS, COUNTERS AND WORKSTATIONS 80
- CPCCJS3002A MANUFACTURE STAIR COMPONENTS FOR STRAIGHT FLIGHTED STAIRS 32
- CPCCJS3003A ASSEMBLE AND INSTALL STAIRS 24
- CPCCJS3004A MANUFACTURE AND INSTALL CONTINUOUS HANDRAILING AND SPECIAL STAIR COMPONENTS 56
- CPCCJS3006A CONSTRUCT FABRICATED STAIRS 24
- CPCCJS3011A DESIGN AND SET OUT STAIRS 24
- CPCCCA3010A INSTALL AND REPLACE WINDOWS AND DOORS 70
- CPCCCA3012A FRAME AND FIT WET AREA FIXTURES 24
- CPCCCA3013A INSTALL LINING, PANELLING AND MOULDING 40
- CPCCCA3016A CONSTRUCT TIMBER EXTERNAL STAIRS 40
- CPCCCA3011A REFURBISH TIMBER SASHES TO WINDOW FRAMES 16
- CPCCCA3014A CONSTRUCT BULKHEADS 16
- CPCCCA3015A ASSEMBLE PARTITIONS 32
- CPCCCM2001A ASSEMBLE COMPONENTS 32
- CPCCCM2002A PREPARE FOR OFF-SITE MANUFACTURING PROCESS 32
- CPCCJN2003A PACKAGE MANUFACTURED PRODUCTS FOR TRANSPORT 10
- CPCCJN3005A CUT AND INSTALL GLASS 16
- CPCCJN3006A PREPARE SURFACES FOR PAINTING 40
- CPCCSF2003A CUT AND BEND MATERIALS USING OXY-LPG EQUIPMENT 20
- CPCCSF2004A PLACE AND FIX REINFORCEMENT MATERIALS 80
- CPCCSH2003A APPLY AND INSTALL SEALANT AND SEALANT DEVICES 16
- CPCCSH3004A APPLY FINISHES 16
- CPCCSH3005A APPLY AND TRIM DECORATIVE FINISHES 40
The above units represent all recognised electives for this course. VU will offer a selection of these units. Your school contact will be able to provide details on the units currently being offered.

CERTIFICATE III IN CARPENTRY AND JOINERY
Course Code: CPC32008
Campus: Werribee, Newport, Melton, Off-shore.

About this course: Improve your skills and move up in your profession with practical and technical knowledge of the carpentry and joinery trade. You will train in installing floors, doors and windows, and constructing roofs and stairs. You will learn the practical skills for the safe use and maintenance of tools and equipment such as power tools, cement mixers, automatic and laser levels and generators.

Course Objectives: This qualification provides a trade outcome in carpentry and joinery, covering work in residential and commercial building sites. During the course, Apprentices will also acquire the skills necessary for the safe use and maintenance of a wide range of tools and equipment generally used on-the-job such as power tools, automatic and laser levels, nail guns, compressors, generators and scaffolding.

Careers: This qualification provides a trade outcome in carpentry and joinery, covering work in residential and commercial building sites. Occupational titles may include: Carpenter and joiner.

Course Duration: 4 years

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

Selection Processes: User Choice (Apprenticeships), Employer Choice

COURSE STRUCTURE

32 units of competency are required for award of this qualification:

- 27 compulsory units
- 5 elective units

Compulsory Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CPCCCA2001A</td>
<td>HANDLE CARPENTRY MATERIALS</td>
<td>16</td>
</tr>
<tr>
<td>CPCCCA2002A</td>
<td>USE CARPENTRY TOOLS AND EQUIPMENT</td>
<td>96</td>
</tr>
<tr>
<td>CPCCCA3001A</td>
<td>CARRY OUT GENERAL DEMOLITION OF MINOR BUILDING STRUCTURES</td>
<td>32</td>
</tr>
<tr>
<td>CPCCCA3002A</td>
<td>CARRY OUT SETTING OUT</td>
<td>24</td>
</tr>
<tr>
<td>CPCCCA3023A</td>
<td>CARRY OUT LEVELLING OPERATIONS</td>
<td>24</td>
</tr>
<tr>
<td>CPCCCM1002A</td>
<td>WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY</td>
<td>20</td>
</tr>
<tr>
<td>CPCCCM1003A</td>
<td>PLAN AND ORGANISE WORK</td>
<td>20</td>
</tr>
<tr>
<td>CPCCCM1004A</td>
<td>CONDUCT WORKPLACE COMMUNICATION</td>
<td>20</td>
</tr>
<tr>
<td>CPCCCM1005A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
</tr>
<tr>
<td>CPCCCM1006A</td>
<td>WORK SAFELY AT HEIGHTS</td>
<td>8</td>
</tr>
<tr>
<td>CPCCCM2001A</td>
<td>READ AND INTERPRET PLANS AND SPECIFICATIONS</td>
<td>36</td>
</tr>
<tr>
<td>CPCCCM2002A</td>
<td>CARRY OUT EXCAVATION</td>
<td>16</td>
</tr>
<tr>
<td>CPCCCM2007A</td>
<td>USE EXPLOSIVE POWER TOOLS</td>
<td>16</td>
</tr>
<tr>
<td>CPCCCM2008A</td>
<td>ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING</td>
<td>40</td>
</tr>
<tr>
<td>CPCCCD2003A</td>
<td>CARRY OUT CONCRETING TO SIMPLE FORMS</td>
<td>20</td>
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</tbody>
</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>CPCCCA3010A</td>
<td>INSTALL AND REPLACE WINDOWS AND DOORS</td>
<td>70</td>
</tr>
<tr>
<td>CPCCCA3012A</td>
<td>FRAME AND FIT WET AREA FIXTURES</td>
<td>24</td>
</tr>
<tr>
<td>CPCCCA3013A</td>
<td>INSTALL LINING, PANELLING AND MOULDING</td>
<td>40</td>
</tr>
<tr>
<td>CPCCCA3016A</td>
<td>CONSTRUCT TIMBER EXTERNAL STAIRS</td>
<td>40</td>
</tr>
<tr>
<td>CPCCJS3001A</td>
<td>DESIGN AND SET OUT STAIRS</td>
<td>24</td>
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<tr>
<td>CPCCJS3002A</td>
<td>MANUFACTURE STAIR COMPONENTS FOR STRAIGHT FLIGHTED STAIRS</td>
<td>32</td>
</tr>
</tbody>
</table>
To achieve this qualification, the candidate must demonstrate competency in 32 units of competency:

- 28 core units
- 4 elective units.

Core Units of Study

<table>
<thead>
<tr>
<th>Code</th>
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<th>Units</th>
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<tbody>
<tr>
<td>CPCCCA2002A</td>
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<tr>
<td>CPCCCA3013A</td>
<td>INSTALL LINING, PANNELLING AND MOULDING</td>
<td>40</td>
</tr>
<tr>
<td>CPCCCA3017A</td>
<td>INSTALL EXTERIOR CLADDING</td>
<td>20</td>
</tr>
<tr>
<td>CPCCCA3019A</td>
<td>ERECT AND DISMANTLE FORMWORK TO SUSPENDED SLABS, COLUMNS, BEAMS AND WALLS</td>
<td>40</td>
</tr>
<tr>
<td>CPCCCA3023A</td>
<td>CARRY OUT LEVELLING OPERATIONS</td>
<td>24</td>
</tr>
<tr>
<td>CPCCCM1012A</td>
<td>WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY</td>
<td>20</td>
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<tr>
<td>CPCCCM1013A</td>
<td>PLAN AND ORGANISE WORK</td>
<td>20</td>
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<tr>
<td>CPCCCM1014A</td>
<td>CONDUCT WORKPLACE COMMUNICATION</td>
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<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
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<td>USE EXPLOSIVE POWER TOOLS</td>
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<tr>
<td>CPCCCM2008A</td>
<td>ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING</td>
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<tr>
<td>CPCCCM2010A</td>
<td>WORK SAFELY AT HEIGHTS</td>
<td>8</td>
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<tr>
<td>CPCCCD2013A</td>
<td>CARRY OUT CONCRETING TO SIMPLE FORMS</td>
<td>20</td>
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<tr>
<td>CPCCDS2001A</td>
<td>APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY</td>
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<tr>
<td>CPCCCA3003A</td>
<td>INSTALL FLOORING SYSTEMS</td>
<td>40</td>
</tr>
<tr>
<td>CPCCCA3004A</td>
<td>CONSTRUCT WALL FRAMES</td>
<td>60</td>
</tr>
<tr>
<td>CPCCCA3005A</td>
<td>CONSTRUCT CEILING FRAMES</td>
<td>32</td>
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<tr>
<td>CPCCCA3006A</td>
<td>ERECT ROOF TRUSSES</td>
<td>40</td>
</tr>
<tr>
<td>CPCCCA3007B</td>
<td>CONSTRUCT PITCHED ROOFS</td>
<td>60</td>
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The above units represent all recognised electives for this course. VU will offer a selection of these units. Your school contact will be able to provide details on the units currently being offered.

**CERTIFICATE III IN SIGNAGE**

**Course Code:** CPC32108  
**Campus:** Sunshine.  
This course is for Continuing students only.

**About this course:** Become a fully qualified signwriter with a course that covers all aspects of the sign industry. You will learn:

- vinyl cutting
- sign fabrication
- sign installation
- sign design
- graphic design
- how to operate advanced computer design software
- how to produce signs on uneven surfaces
- sign writing
- how to produce engraved signs
- advanced vinyl application, such as vehicle wrapping
- heritage signage

You may be required to work outdoors or produce signage in a factory environment.

**Course Objectives:** This course provides training to apprentices that will equip them to work in the sign industry.

**Careers:** This qualification provides a trade outcome in signage. Occupational titles may include: Signwriter, Sign manufacturer.

**Course Duration:** 4 years

**Admission Requirements Other:** To qualify for admission to the course, applicants must be registered as an apprentice.

**Selection Processes:** User Choice (Apprenticeships), Employer Choice

**COURSE STRUCTURE**

21 units of competency are required for award of this qualification:

- 14 compulsory units
- 7 elective units

Compulsory Units of Study

- CPCCM1002A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
- CPCCM1003A PLAN AND ORGANISE WORK 20
- CPCCM1004A CONDUCT WORKPLACE COMMUNICATION 20
- CPCCM1005A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
CPCCOH52001A  APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY  20
CPCCSI2001A  USE COLOUR FOR SIGNAGE  24
CPCCSI2002A  LAY OUT AND DESIGN SIGNAGE  40
CPCCSI2003A  PREPARE SURFACES FOR SIGNAGE  20
CPCCSI2004A  PRODUCE DIGITAL SIGNAGE  36
CPCCSI2005A  FABRICATE SIGNAGE  40
CPCCSI2006A  SIGNWRITE TO SIMPLE FORMS  76
CPCCSI2007A  APPLY FASTENERS AND FIXINGS  16
CPCCSI3001A  PRODUCE VINYL SIGNAGE  36
CPCCSI3002A  USE ROTARY ROUTER  20
Elective Units of Study
CPCCCM1006A  WORK SAFELY AT HEIGHTS  8
CPCCCM2006A  APPLY BASIC LEVELLING PROCEDURES  8
CPCCCM2008A  ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING  40
CPCCCM3001A  OPERATE ELEVATED WORK PLATFORMS  32
CPCCCM3003A  WORK SAFELY AROUND POWER SOURCES, SERVICES AND ASSETS  40
CPCCCD2003A  CARRY OUT CONCRETING TO SIMPLE FORMS  20
CPCCSI3003A  SIGNWRITE TO DECORATIVE FORMS  92
CPCCSI3004A  APPLY ADVANCED VINYL APPLICATIONS  40
CPCCSI3005A  USE ENGRAVING SYSTEMS  40
CPCCSI3006A  APPLY GILDING TO SIGNAGE  40
CPCCSI3007A  APPLY LINES AND SCROLLS  48
CPCCSI3008A  WRITE SHOWCARDS AND CHALKBOARDS  36
CPCCSI3009A  SCREEN-PRINT SIGNAGE  36
CPCCSI3010A  HAND RENDER PICTORIALS  36
CPCCSI3011A  USE LED TECHNOLOGY FOR SIGNAGE  40
CPCCSI3012A  APPLY ELECTRICAL THEORY FOR ILLUMINATED SIGNAGE  8
CPCCSI3013A  INSTALL LED SYSTEMS  40
CPCCSI3014A  MANUFACTURE GAS-CHARGED GLASS-FORMED ILLUMINATED SIGNAGE  200

BSBSMB301A  INVESTIGATE MICRO BUSINESS OPPORTUNITIES  30
BSBSMB406A  MANAGE SMALL BUSINESS FINANCES  60
MEMO5010B  APPLY FABRICATION, FORMING  80
TDTD1097B  OPERATE A FORKLIFT  40

CERTIFICATE III IN SIGNAGE
Course Code: CPC32111
Campus: Industry, Sunshine.

About this course: As a signage apprentice you will learn:

- vinyl cutting
- sign fabrication
- sign installation
- sign design
- graphic design
- how to operate advanced computer design software
- how to produce signs on uneven surfaces
- sign writing
- how to produce engraved signs
- advanced vinyl application, such as vehicle wrapping
- heritage signage

Course Objectives: This course provides training and assessment for apprentices in the signage industry.

Careers: This qualification provides a trade certificate in signage. Occupational titles may include:

- Signwriter
- Sign manufacturer.

Course Duration: 3 years

Admission Requirements Other: To qualify for admission into the course applicants must be employed as a signage apprentice.

Selection Processes: User Choice (Apprenticeships), Employer Choice

COURSE STRUCTURE
To achieve this qualification, the candidate must demonstrate competency in 21 units of competency:

- 14 core units
- 7 elective units.

Core Units of Study

CPCCCM1012A  WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY  20
CPCCCM1013A  PLAN AND ORGANISE WORK  20
CERTIFICATE III IN PLUMBING

Course Code: CPC32408
Campus: Sunshine, Off-shore.

Course Objectives: Provides off the job training for apprentices in the plumbing and gasfitting industry.

Careers: This qualification provides a trade outcome in plumbing. Occupational titles may include:
- Plumber and gasfitter
- Gasfitter
- Roof plumber.

Course Duration: 3 years

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

Selection Processes: User Choice (Apprenticeships), Employer Choice

COURSE STRUCTURE

Units of competency from a minimum of four of the following six plumbing streams are required for award of this qualification. Stream 1 Water and Stream 2 Sanitary are mandatory. The following units of competency are required for award of this qualification: Stream 1 Water (mandatory): 23 compulsory units and 6 elective units from the water stream and Stream 2 Sanitary (mandatory): 6 compulsory units and 4 elective units from the sanitary stream. Plus two of the following four streams: Stream 3 Drainage: 9 compulsory units and 3 elective units from the drainage stream Stream 4 Mechanical services: 4 compulsory units and 11 elective units from the mechanical services stream Stream 5 Roofing: 8 compulsory units and 4 elective units from the roofing stream Stream 6 Gas services: 12 compulsory units and 5 elective units from the gas services stream NB: Units of competency achieved in one stream count as credit for the same unit in the compulsory or elective requirements for any other stream.

Compulsory Units of Study

Water Stream

CPCPCM2001A WORK EFFECTIVELY IN THE PLUMBING AND SERVICES SECTOR 12
CPCPCM2002A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION 10
CPCPCM2003A CARRY OUT OHS REQUIREMENTS 36
CPCPCM2004A READ PLANS AND CALCULATE PLUMBING QUANTITIES 8
CPCPCM2005A HANDLE AND STORE PLUMBING MATERIALS 6
CPCPCM2006A USE PLUMBING HAND AND POWER TOOLS 40
CPCPCM2007A CARRY OUT LEVELLING 6
CPCPCM2010A MARK OUT MATERIALS 20
CPCPCM2011A APPLY FIRST AID IN THE WORKPLACE 8
CPCPCM2012A WELD USING OXY-ACETYLENE EQUIPMENT 16
CPCPCM2013A WELD USING ARC WELDING EQUIPMENT 16
CPCPCM2014A CARRY OUT SIMPLE CONCRETING AND RENDERING 16
CPCPCM3001A FLASH PENETRATIONS THROUGH ROOFS AND WALLS 18
CPCPCM3002A WELD PLASTIC PIPE USING FUSION METHOD 8
<table>
<thead>
<tr>
<th>Code</th>
<th>Skill</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>CPCCM3001A</td>
<td>OPERATE ELEVATED WORK PLATFORMS</td>
<td>32</td>
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**Certificate III in Plumbing**

**Course Code:** CPC32411  
**Campus:** Industry, Sunshine.

**Course Objectives:** This course provides training and assessment for apprentices in the plumbing and gasfitting industry.

**Careers:** This qualification provides a trade certificate in plumbing. Occupational titles may include:
- Plumber
- Plumber and drainer
- Plumber and gasfitter
Gasfitter

Roof plumber.

Course Duration: 3 years

Admission Requirements Year 12: To qualify for admission into the course applicants must be employed as a plumbing apprentice.

Admission Requirements International: IELTS 5.5

Admission Requirements Mature Age: To qualify for admission into the course applicants must be employed as a plumbing apprentice.

Admission Requirements VET: To qualify for admission into the course applicants must be employed as a plumbing apprentice.

Selection Processes: User Choice (Apprenticeships), Employer Choice

COURSE STRUCTURE

Units of competency from a minimum of four of the following six plumbing streams are required to be awarded this qualification. Stream 1 Water and Stream 2 Sanitary are mandatory. The following units of competency are required for award of this qualification: Stream 1 Water (mandatory): 24 core units and 5 elective units from the water stream and Stream 2 Sanitary (mandatory): 6 core units and 4 elective units from the sanitary stream. Plus two of the following four streams: Stream 3 Drainage: 9 core units and 3 elective units from the drainage stream Stream 4 Mechanical services: 4 core units and 11 elective units from the mechanical services stream Stream 5 Roofing: 8 core units and 4 elective units from the roofing stream Stream 6 Gas services: 12 core units and 5 elective units from the gas services stream. NB: Units of competency achieved in one stream count as credit for the same unit in the core or elective requirements for any other stream.

CORE UNITS OF STUDY

Water Stream

CPCPCM2002A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION 10
CPCPCM2004A READ PLANS AND CALCULATE PLUMBING QUANTITIES 8
CPCPCM2011A APPLY FIRST AID IN THE WORKPLACE 8
CPCPCM2021A WORK EFFECTIVELY IN THE PLUMBING AND SERVICES SECTOR 12
CPCPCM2023A CARRY OUT OHS REQUIREMENTS 40
CPCPCM2025A HANDLE AND STORE PLUMBING MATERIALS 6
CPCPCM2026A USE PLUMBING HAND AND POWER TOOLS 40
CPCPCM2027A CARRY OUT LEVELLING 6
CPCPCM2030A MARK OUT MATERIALS 20
CPCPCM2032A WELD USING OXY-ACETYLENE EQUIPMENT 16
CPCPCM2033A WELD USING ARC WELDING EQUIPMENT 16
CPCPCM2034A CARRY OUT SIMPLE CONCRETING AND RENDERING 16
CPCPCM2035A WORK SAFELY ON ROOFS 20
CPCPCM3011A FLASH PENETRATIONS THROUGH ROOFS AND WALLS 18
CPCPCM3012A WELD PLASTIC PIPE USING FUSION METHOD 8
CPCPCM3013A FABRICATE AND INSTALL NON-FERROUS PRESSURE PIPING 12
CPCPSN3011A FABRICATE AND INSTALL FIRE HYDRANT AND HOSE REEL SYSTEMS 40
CPCPW3010A CONNECT AND INSTALL STORAGE TANKS TO A DOMESTIC WATER SUPPLY 12
CPCPW3011A SET OUT AND INSTALL WATER SERVICES 36
CPCPW3012A INSTALL AND ADJUST WATER SERVICE CONTROLS AND DEVICES 12
CPCPW3013A INSTALL AND COMMISSION WATER HEATING SYSTEMS 25
CPCPW3015A INSTALL WATER PUMP SETS 8
CPCPW3016A FIT OFF AND COMMISSION HEATED AND COLD WATER SERVICES 16
CPCPW3017A CONNECT IRRIGATION SYSTEMS FROM DRINKING WATER SUPPLY 6
Sanitary Stream

CPCPCM2028A CUT AND JOIN SHEET METAL 8
CPCPDR2011A LOCATE AND CLEAR BLOCKAGES 8
CPCPSN3011A PLAN LAYOUT OF A RESIDENTIAL SANITARY PLUMBING SYSTEM 8
CPCPSN3012A INSTALL DISCHARGE PIPES 28
CPCPSN3013A FABRICATE AND INSTALL SANITARY STACKS 28
CPCPSN3014A INSTALL AND FIT OFF SANITARY FIXTURES 20
CPCPW3018A DRAIN WORK SITE 4
Drainage Stream

CPCPDR2011A LOCATE AND CLEAR BLOCKAGES 8
CPCPDR2012A INSTALL DOMESTIC TREATMENT PLANTS 20
CPCPDR2014A INSTALL STORMWATER AND SUB-SOIL DRAINAGE SYSTEMS 15
CPCPDR2015A DRAIN WORK SITE 4
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<td>CPCPF3015A</td>
<td>Install Roof Coverings to Curved Roof Structures</td>
<td>12</td>
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<tr>
<td>RICC2210A</td>
<td>Install Trench Support</td>
<td>16</td>
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<tr>
<td>Gas Services Stream</td>
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<tr>
<td>CPCPCM2028A</td>
<td>Erect and Dismantle Restricted Height Scaffolding</td>
<td>40</td>
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<tr>
<td>CPCPCM2010A</td>
<td>Work Safely at Heights</td>
<td>8</td>
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<tr>
<td>CPCPCM3001B</td>
<td>Operate Elevated Work Platforms</td>
<td>32</td>
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<tr>
<td>CPCPCM2029A</td>
<td>Cut using Oxy-LPG-Acetylene equipment</td>
<td>8</td>
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<tr>
<td>CPCPS3020A</td>
<td>Install Type B Gas Appliance Flues</td>
<td>4</td>
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<tr>
<td>CPCPS3022A</td>
<td>Maintain Type A Gas Appliances</td>
<td>8</td>
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<tr>
<td>CPCPS3035A</td>
<td>Install LPG Storage of Aggregate Storage Capacity Exceeding 5 (Trunc)</td>
<td>6</td>
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<tr>
<td>CPCPS3011A</td>
<td>Assemble Mechanical Services Components</td>
<td>12</td>
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<tr>
<td>CPCPS3013A</td>
<td>Install Small Bore Heating Systems</td>
<td>15</td>
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<tr>
<td>CPCPS3016A</td>
<td>Install Air Handling Units</td>
<td>12</td>
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<tr>
<td>CPCPS3017A</td>
<td>Install and Test Split System Air Conditioning</td>
<td>12</td>
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<tr>
<td>CPCPS3018A</td>
<td>Install Air Conditioning Control Equipment</td>
<td>8</td>
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</table>
The above units represent all recognised electives for this course. VU will offer a selection of these units. Your school contact will be able to provide details on the units currently being offered.

CERTIFICATE IV IN BUILDING AND CONSTRUCTION (BUILDING)

Course Code: CPC40108
Campus: Newport.
This course is for Continuing students only.

Course Objectives: The aim is that graduates will acquire specialist skill and knowledge in quantity surveying, tendering, planning and scheduling construction technology in residential and commercial buildings.

- Builder
- Construction manager.

Careers:

Course Duration: 3 years
Selection Processes: Direct Entry, Interview, Written Test

COURSE STRUCTURE

15 units of competency are required for award of this qualification:

- 12 compulsory units
- 3 elective units

Compulsory Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>CPCCBC4001A</td>
<td>APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>FOR LOW RISE BUILDING PROJECTS</td>
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<tr>
<td>CPCCBC4002A</td>
<td>MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION</td>
<td>40</td>
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<td>WORKPLACE</td>
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<tr>
<td>CPCCBC4003A</td>
<td>SELECT AND PREPARE A CONSTRUCTION CONTRACT</td>
<td>40</td>
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<tr>
<td>CPCCBC4004A</td>
<td>IDENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING AND CONSTRUCTION</td>
<td>60</td>
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<tr>
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<td>PROJECTS</td>
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<tr>
<td>CPCCBC4005A</td>
<td>PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING</td>
<td>40</td>
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<tr>
<td>CPCCBC4006A</td>
<td>SELECT, PROCUREMENT AND STORE CONSTRUCTION MATERIALS FOR LOW RISE</td>
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<td>PROJECTS</td>
<td></td>
</tr>
<tr>
<td>CPCCBC4007A</td>
<td>PLAN BUILDING OR CONSTRUCTION WORK</td>
<td>40</td>
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<tr>
<td>CPCCBC4008A</td>
<td>CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECTS</td>
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<tr>
<td>CPCCBC4009A</td>
<td>APPLY LEGAL REQUIREMENTS TO BUILDING AND CONSTRUCTION PROJECTS</td>
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Elective Units of Study

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<tr>
<td>CPCCBC4010A</td>
<td>APPLY STRUCTURAL PRINCIPLES TO RESIDENTIAL LOW RISE CONSTRUCTIONS</td>
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<tr>
<td>CPCCBC4011A</td>
<td>APPLY STRUCTURAL PRINCIPLES TO COMMERCIAL LOW RISE CONSTRUCTIONS</td>
<td>80</td>
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<tr>
<td>BSBSMB406A</td>
<td>MANAGE SMALL BUSINESS FINANCES</td>
<td>60</td>
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<tr>
<td>CPCCBC4012A</td>
<td>READ AND INTERPRET PLANS AND SPECIFICATIONS</td>
<td>30</td>
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<tr>
<td>CPCCBC4013A</td>
<td>PREPARE AND EVALUATE TENDER DOCUMENTATION</td>
<td>20</td>
</tr>
<tr>
<td>CPCCBC4014A</td>
<td>PREPARE SIMPLE BUILDING SKETCHES AND DRAWINGS</td>
<td>40</td>
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<td>CPCCBC4015A</td>
<td>PREPARE SPECIFICATIONS FOR ALL CONSTRUCTION WORKS</td>
<td>20</td>
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<tr>
<td>CPCCBC4016A</td>
<td>ADMINISTER A CONSTRUCTION CONTRACT</td>
<td>20</td>
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<tr>
<td>CPCCBC4017A</td>
<td>ARRANGE RESOURCES AND PREPARE FOR THE BUILDING OR CONSTRUCTION PROJECT</td>
<td>20</td>
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<tr>
<td>CPCCBC4018A</td>
<td>APPLY SITE SURVEYS AND SET-OUT PROCEDURES TO BUILDING AND CONSTRUCTION</td>
<td>40</td>
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<tr>
<td>CPCCBC4019A</td>
<td>APPLY SUSTAINABLE BUILDING DESIGN PRINCIPLES TO WATER MANAGEMENT SYSTEMS</td>
<td>40</td>
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<tr>
<td>CPCCBC4020A</td>
<td>BUILD THERMALLY EFFICIENT AND SUSTAINABLE STRUCTURES</td>
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<td>CPCCBC4021A</td>
<td>MINIMISE WASTE ON THE BUILDING AND CONSTRUCTION SITE</td>
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<td>CPCCBC4022A</td>
<td>SUPERVISE TILT-UP WORK</td>
<td>40</td>
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<tr>
<td>CPCCBC4023A</td>
<td>PLAN AND UNDERTAKE SITE INSPECTION AND ASSESSMENT OF ASBESTOS PRODUCTS AND MATERIALS</td>
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<tr>
<td>CPCCBC4024A</td>
<td>RESOLVE BUSINESS DISPUTES</td>
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<td>CPCCBC4025A</td>
<td>MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT</td>
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<td>CPCCBC4026A</td>
<td>ARRANGE BUILDING APPLICATIONS AND APPROVALS</td>
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<td>PCSUS4001A</td>
<td>IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
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<td>BSBWOR402A</td>
<td>PROMOTE TEAM EFFECTIVENESS</td>
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<tr>
<td>BSBITU201A</td>
<td>PRODUCE SIMPLE WORD PROCESSED DOCUMENTS</td>
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<tr>
<td>BSBITU202A</td>
<td>CREATE AND USE SPREADSHEETS</td>
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<td>BSBITU301A</td>
<td>CREATE AND USE DATABASES</td>
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<tr>
<td>BSBMGT403A</td>
<td>IMPLEMENT CONTINUOUS IMPROVEMENT</td>
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BSBPMG404A  APPLY QUALITY MANAGEMENT TECHNIQUES  30
BSBPMG407A  APPLY RISK MANAGEMENT TECHNIQUES  40
BSBPMG510A  MANAGE PROJECTS  60
BSBSMB401A  ESTABLISH LEGAL AND RISK MANAGEMENT REQUIREMENTS OF SMALL BUSINESS  60
BSBSMB402A  PLAN SMALL BUSINESS FINANCES  50
BSBSMB404A  UNDERTAKE SMALL BUSINESS PLANNING  50
BSBSMB405A  MONITOR AND MANAGE SMALL BUSINESS OPERATIONS  45
BSBWOR401A  ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS  50
BSBWRT401A  WRITE COMPLEX DOCUMENTS  50
CHCCS405A  WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS  30
TADEL404B  FACILITATE WORK BASED LEARNING  15

CERTIFICATE IV IN BUILDING AND CONSTRUCTION (BUILDING)
Course Code: CPC40110
Campus: Newport.

About this course: The aim of this course is that graduates will acquire specialist skill and knowledge in quantity surveying, tendering, planning and scheduling construction technology in residential and commercial buildings.

Course Objectives: This qualification is designed to assist in meeting the licensing/registration requirements of those wishing to become a registered builder.

Careers: Occupational titles may include:
- builder
- construction manager.

Course Duration: 3 years

Admission Requirements Other: All students are interviewed for selection, undertake a pre-selection test and require language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skills Framework.

Selection Processes: Interview

COURSE STRUCTURE
16 units of competency are required for award of this qualification:
- 13 compulsory units
- 3 elective units.

Core Units of Study
CPCBC4001A  APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR LOW RISE BUILDING  40
CPCBC4002A  MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE  40
CPCBC4003A  SELECT AND PREPARE A CONSTRUCTION CONTRACT  40
CPCBC4004A  IDENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING AND CONSTRUCTION PROJECTS  60
CPCBC4005A  PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING  40
CPCBC4006B  SELECT, PROCURE AND STORE CONSTRUCTION MATERIALS FOR LOW RISE PROJECTS  40
CPCBC4007A  PLAN BUILDING OR CONSTRUCTION WORK  40
CPCBC4008B  CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECTS  40
CPCBC4009B  APPLY LEGAL REQUIREMENTS TO BUILDING AND CONSTRUCTION PROJECTS  50
CPCBC4010B  APPLY STRUCTURAL PRINCIPLES TO RESIDENTIAL LOW RISE CONSTRUCTIONS  160
CPCBC4011B  APPLY STRUCTURAL PRINCIPLES TO COMMERCIAL LOW RISE CONSTRUCTIONS  80
CPCBC4012A  READ AND INTERPRET PLANS AND SPECIFICATIONS  30
CPCBC4013A  PREPARE AND EVALUATE TENDER DOCUMENTATION  20
CPCBC4014A  PREPARE SIMPLE BUILDING SKETCHES AND DRAWINGS  40
CPCBC4015A  PREPARE SPECIFICATIONS FOR ALL CONSTRUCTION WORKS  20
CPCBC4016A  ADMINISTER A CONSTRUCTION CONTRACT  20
CPCBC4017A  ARRANGE RESOURCES AND PREPARE FOR THE BUILDING OR CONSTRUCTION PROJECT  20
CPCBC4019A  APPLY SUSTAINABLE BUILDING DESIGN PRINCIPLES TO WATER MANAGEMENT SYSTEMS  40
CPCBC4020A  BUILD THERMALLY EFFICIENT AND SUSTAINABLE STRUCTURES  40
CPCBC4021A  MINIMIZE WASTE ON THE BUILDING AND CONSTRUCTION SITE  20
CPCBC4022A  SUPERVISE TILT-UP WORK  40
Certificate IV in Building and Construction (Estimating)

Course Code: CPC40308
Campus: Newport.

About this course: Gain the specialist skills and knowledge to launch your career as a building estimator or building scheduler. You will learn the skills of quantity surveying, tendering, planning and scheduling construction technology on residential and commercial buildings.

Course Objectives: The aim is that graduates will acquire specialist skill and knowledge in quantity surveying, tendering, planning and scheduling construction technology in residential and commercial buildings.

- Building estimator

Careers:

Course Duration: 3 years

Admission Requirements: Successful completion of VCE/VCAL or equivalent

Selection Processes: Direct Entry, Interview, Written Test

COURSE STRUCTURE

15 units of competency are required for award of this qualification:

- 8 compulsory units
- 7 elective units

Compulsory Units of Study

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<tr>
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<th>Title</th>
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<td>APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR</td>
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<td>LOW RISE BUILDING PROJECTS</td>
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<td>IDENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING AND CONSTRUCTION</td>
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<td>BSBBSM402A</td>
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<td>BSBBSM404A</td>
<td>UNDERTAKE SMALL BUSINESS PLANNING</td>
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<td>BSBWOR401A</td>
<td>ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS</td>
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<td>BSBWRT401A</td>
<td>WRITE COMPLEX DOCUMENTS</td>
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<td>CHCCS405A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
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<tr>
<td>TAADEL404B</td>
<td>FACILITATE WORK BASED LEARNING</td>
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Elective Units of Study

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<tr>
<td>CPCCBC4003A</td>
<td>SELECT AND PREPARE A CONSTRUCTION CONTRACT</td>
<td>40</td>
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<tr>
<td>CPCCBC4006B</td>
<td>SELECT, PROCURE AND STORE CONSTRUCTION MATERIALS FOR LOW RISE PROJECTS</td>
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<tr>
<td>CPCCBC4014A</td>
<td>PREPARE SIMPLE BUILDING SKETCHES AND DRAWINGS</td>
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<td>CPCCBC4015A</td>
<td>PREPARE SPECIFICATIONS FOR ALL CONSTRUCTION WORKS</td>
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<td>CPCCBC4016A</td>
<td>ADMINISTER A CONSTRUCTION CONTRACT</td>
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<td>CPCCBC4017A</td>
<td>ARRANGE RESOURCES AND PREPARE FOR THE BUILDING OR CONSTRUCTION PROJECT</td>
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<td>CPCCBC4019A</td>
<td>APPLY SUSTAINABLE BUILDING DESIGN PRINCIPLES TO WATER MANAGEMENT SYSTEMS</td>
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</tbody>
</table>
**Certificate IV in Plumbing and Services**

**Course Code:** CPC40908  
**Campus:** Industry, Sunshine.

This course is for Continuing students only.

**About this course:** Reach your goal of operating as a self-employed licensed plumber. The course provides a national qualification, as well as addressing Victorian licensing requirements. Choose from three streams: fire services, air conditioning and mechanical services, plumbing and services.

**Course Objectives:** The aim of the qualification is to train plumbers who wish to operate as a self-employed licensed plumber. It also provides a National qualification. In addition the course addresses Victorian licensing requirements.

**Careers:** This qualification provides the following career outcomes:

- experienced fire operators with responsibility for project design and supervision (Fire services stream)
- experienced plumbing service operators with responsibility for project design and supervision (Air conditioning and mechanical services stream)
- plumbers who manage a plumbing business (Plumbing and services - Management stream)
- specialist plumbing services, tradespersons and operators seeking to deepen their technical skills (Plumbing and services - Operations stream).

Occupational titles may include:

- Plumbing contractor
- Fire services supervisor
- Air conditioning technician.

**Course Duration:** 2 years

**Selection Processes:** Interview, User Choice (Apprenticeships), Written Test

**COURSE STRUCTURE**

Fire services stream 15 units of competency are required for award of this qualification: 8 compulsory units 7 elective units

Air conditioning and mechanical services stream 15 units of competency are required for award of this qualification: 8 compulsory units 7 elective units

Plumbing and services - Management stream 15 units of competency are required for award of this qualification: 10 compulsory units 5 elective units

Plumbing and services - Operations stream 15 units of competency are required for award of this qualification: 12 compulsory units 3 elective units

**Compulsory Units of Study**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<td>CPCPCM4001A</td>
<td>CARRY OUT WORK BASED RISK CONTROL PROCESSES</td>
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<td>ESTIMATE AND COST WORK</td>
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<td>BSBOHS5403A</td>
<td>IDENTIFY HAZARDS AND ASSESS OHS RISKS</td>
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<td>PREPARE SPECIFICATIONS FOR ALL CONSTRUCTION WORKS</td>
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<td>CPCBC4034A</td>
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<tr>
<td>BSBCUS301A</td>
<td>DELIVER AND MONITOR A SERVICE TO CUSTOMERS</td>
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<td>PLAN, SIZE AND LAY OUT SANITARY DRAINAGE SYSTEMS</td>
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<td>PLAN, SIZE AND LAY OUT STORMWATER DRAINAGE SYSTEMS</td>
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<td>PLAN, SIZE AND LAY OUT DOMESTIC TREATMENT PLANT DISPOSAL SYSTEMS</td>
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<td>PLAN, SIZE AND LAY OUT CONSUMER GAS INSTALLATIONS</td>
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<td>PLAN, SIZE AND LAY OUT ROOF DRAINAGE SYSTEMS</td>
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<td>PLAN, SIZE AND LAY OUT SANITARY PIPOWORK AND FIXTURES</td>
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<td>PLAN, SIZE AND LAY OUT HOT AND COLD WATER SERVICES AND SYSTEMS</td>
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<td>DEVELOP TEAMS AND INDIVIDUALS</td>
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<td>PROMOTE INNOVATION IN A TEAM ENVIRONMENT</td>
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<td>PROMOTE INNOVATION IN A TEAM ENVIRONMENT</td>
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<td>BSBIU201A</td>
<td>PRODUCE SIMPLE WORD PROCESSED DOCUMENTS</td>
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<tr>
<td>BSBIU203A</td>
<td>COMMUNICATE ELECTRONICALLY</td>
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<td>BSBIU301A</td>
<td>CREATE AND USE DATABASES</td>
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<tr>
<td>BSBMGT403A</td>
<td>IMPLEMENT CONTINUOUS IMPROVEMENT</td>
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<td>APPLY QUALITY MANAGEMENT TECHNIQUES</td>
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<td>BSBIWT401A</td>
<td>WRITE COMPLEX DOCUMENTS</td>
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<tr>
<td>CHCS405A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
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CERTIFICATE IV IN PLUMBING AND SERVICES

Course Code: CPC40911
Campus: Sunshine.

About this course: Reach your goal of operating as a self-employed or contractor plumber. This course provides a national qualification, as well as preparing you for Victorian licensing requirements.

Course Objectives: This qualification is designed to provide qualified plumbing service tradespersons with the skills and knowledge to work as an independent contractor in the plumbing industry in the following streams: Plumbing and Services - Operations Air Conditioning and Mechanical Services

Careers: Occupational titles may include:
- Plumbing contractor
- Air conditioning technician
- Self employed plumber

Course Duration: 2 years

Admission Requirements: Students must be currently enrolled in or have completed their Certificate III in Plumbing Services.

Selection Processes: Interview, Written Test

COURSE STRUCTURE

Air conditioning and mechanical services stream
To achieve this qualification, students must demonstrate competency in: 15 units of study:
- 8 core units
- 7 elective units.

Plumbing and services - Operations stream
To achieve this qualification, students must demonstrate competency in: 15 units of units:
- 12 core units
- 3 elective units.

Air Conditioning and Mechanical Services stream
Core Units of Study

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<th>Description</th>
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<td>CPCCBC4020A</td>
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Other Units:

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<td>BSBOHS403B</td>
<td>IDENTIFY HAZARDS AND ASSESS OHS RISKS</td>
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<td>PREPARE SPECIFICATIONS FOR ALL CONSTRUCTION WORKS</td>
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### Software

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**Elective Units of Study**

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<td>Design and Size Roof Drainage Systems</td>
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<td>CPCPGS4011A</td>
<td>Design and Size Consumer Gas Installations</td>
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<td>CPCPMS4002A</td>
<td>Commission Air and Water Systems</td>
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<td>CPCPMS4011A</td>
<td>Design, Size and Lay Out Heating and Cooling</td>
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<td>Design and Size Heated and Cold Water Services</td>
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<td>Establish Legal and Risk Management Requirements</td>
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Plumbing and Services - Operations stream

**Core Units of Study**

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<td>Read and Interpret Plans and Specifications</td>
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<td>Carry Out Work Based Risk Control Processes</td>
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<td>CPCPCM4002A</td>
<td>Estimate and Cost Work</td>
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<tr>
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<td>Identify Hazards and Assess OHS Risks</td>
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<td>CPCDR4011A</td>
<td>Design and Size Sanitary Drainage Systems</td>
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<td>CPCDR4012A</td>
<td>Design and Size Stormwater Drainage Systems</td>
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<td>CPCDR4013A</td>
<td>Design and Size Domestic Treatment Plant Disposal Systems</td>
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<td>Design and Size Consumer Gas Installations</td>
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**Elective Units of Study**

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### Devices

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<td>Work Effectively With Culturally Diverse Clients and Co-Workers</td>
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<td>Produce 2-D Architectural Drawings Using CAD Software</td>
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### Diploma of Building Surveying

**Course Code:** CPC50108  
**Campus:** Newport.

**Course Objectives:** The course provides training in building theory and surveying related to residential, industrial and commercial buildings. Graduates will have developed specialist skills and knowledge in plan preparation, estimating scheduling, construction technology OHS, site supervision, surveying, cost control, business management, development control, surveying procedures and practices.

- Building surveyor
- Building certifier.

**Careers:**

**Course Duration:** 1 year

**Admission Requirements Other:** Successful completion of VCE/VCAL or equivalent

**Selection Processes:** Direct Entry, Interview, Written Test, VTAC, OtherATAR score

### Course Structure

24 compulsory units of competency are required for award of this qualification.

**Compulsory Units of Study**

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<td>Assess the Construction of Domestic Scale Buildings</td>
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<td>CPCCSV5002A</td>
<td>Evaluate Materials for Construction of Domestic Scale Buildings</td>
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<tr>
<td>CPCCSV5003A</td>
<td>Produce Working Drawings for Residential Buildings</td>
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<tr>
<td>CPCCSV5004A</td>
<td>Apply Legislation to Urban Development and Building Controls</td>
<td>36</td>
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<tr>
<td>CPCCSV5005A</td>
<td>Apply Footing and Geomechanical Design Principles to Domestic Scale Buildings</td>
<td>36</td>
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<tr>
<td>CPCCSV5006A</td>
<td>Assess Construction Faults in Residential Buildings</td>
<td>36</td>
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<tr>
<td>CPCCSV5007A</td>
<td>Undertake Site Surveys and Set-Out Procedures for Building Projects</td>
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<td>CPCCSV5008A</td>
<td>Apply Building Control Legislation to Building Surveying</td>
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CPCCSV5009A ASSESS THE IMPACT OF FIRE ON BUILDING MATERIALS 36
CPCCSV5010A INTERACT WITH CLIENTS IN A REGULATED ENVIRONMENT 36
CPCCSV5011A APPLY BUILDING CODES AND STANDARDS TO RESIDENTIAL BUILDINGS 36
CPCCSV5012A ASSESS TIMBER-FRAMED DESIGNS FOR ONE AND TWO STOREY BUILDINGS 36
CPCCSV5013A APPLY PRINCIPLES OF ENERGY EFFICIENT DESIGN TO BUILDINGS 36
CPCCSV5014A APPLY BUILDING SURVEYING PROCEDURES TO RESIDENTIAL BUILDINGS 36
CPCCSV5015A ASSESS STRUCTURAL REQUIREMENTS FOR DOMESTIC SCALE BUILDINGS 72
BSBADM506B MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT 80
BSBITS401A MAINTAIN BUSINESS TECHNOLOGY 40
CHCCOM403A USE TARGETED COMMUNICATION SKILLS TO BUILD RELATIONSHIPS 55
CHCCOM4B DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES 75
ICAU1128B OPERATE A PERSONAL COMPUTER 30
ICAU1129B OPERATE A WORD PROCESSING APPLICATION 30
ICAU1130B OPERATE A SPREADSHEET APPLICATION 30
ICAU1131B OPERATE A DATABASE APPLICATION 40
ICAU1133B SEND AND RETRIEVE INFORMATION USING WEB BROWSERS AND EMAIL 25

DIPLOMA OF BUILDING AND CONSTRUCTION (BUILDING)
Course Code: CPC50208
Campus: Newport.
This course is for Continuing students only.

About this course:

Course Objectives: The aim is that graduates will acquire specialist skill and knowledge in quantity surveying, tendering, planning and scheduling construction technology in residential and commercial buildings.

Careers: Builder.

Course Duration: 2 years

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

COURSE STRUCTURE

12 units of competency are required for award of this qualification:

- 6 compulsory units
- 6 elective units

Compulsory Units of Study

CPCCBC5001A APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR MEDIUM RISE BUILDING PROJECTS 200
CPCCBC5003A SUPERVISE THE PLANNING OF ON-SITE MEDIUM RISE BUILDING OR CONSTRUCTION WORK 200
CPCCBC5008A APPLY STRUCTURAL PRINCIPLES TO THE CONSTRUCTION OF MEDIUM RISE BUILDINGS 300
BSBOHS504A APPLY PRINCIPLES OF OHS RISK MANAGEMENT 30
BSBPMG505A MANAGE PROJECT QUALITY 40
BSBPMG508A MANAGE PROJECT RISK 40

Elective Units of Study

CPCCBC5002A MONITOR COSTING SYSTEMS ON MEDIUM RISE BUILDING AND CONSTRUCTION PROJECTS 60
CPCCBC5004A SUPERVISE AND APPLY QUALITY STANDARDS TO THE SELECTION OF BUILDING AND CONSTRUCTION MATERIALS 60
CPCCBC5005A SELECT AND MANAGE BUILDING AND CONSTRUCTION CONTRACTORS 40
CPCCBC5006A APPLY SITE SURVEYS AND SET-OUT PROCEDURES TO MEDIUM RISE BUILDING PROJECTS 110
CPCCBC5007A ADMINISTER THE LEGAL OBLIGATIONS OF A BUILDING OR CONSTRUCTION CONTRACT 100
CPCCBC5009A IDENTIFY SERVICES LAYOUT AND CONNECTION METHODS TO MEDIUM RISE CONSTRUCTION PROJECTS 140
CPCCBC5010A MANAGE CONSTRUCTION WORK 150
CPCCBC5011A MANAGE ENVIRONMENTAL MANAGEMENT PRACTICES AND PROCESSES IN BUILDING AND CONSTRUCTION 150
CPCCBC5012A MANAGE THE APPLICATION AND MONITORING OF ENERGY CONSERVATION AND MANAGEMENT PRACTICES AND PROCESSES 150
CPCCBC5013A DEVELOP PROFESSIONAL TECHNICAL AND LEGAL REPORTS ON BUILDING AND CONSTRUCTION PROJECTS 40
CPCSUS5001A DEVELOP WORKPLACE POLICIES AND PROCEDURES FOR SUSTAINABILITY 50
BSBCUS501A MANAGE QUALITY CUSTOMER SERVICE 40
BSBFIM501A MANAGE BUDGETS & FINANCIAL PLANS 70
BSBHHRM509A MANAGE REHABILITATION & RETURN TO WORK 50
BSBINN502A BUILD AND SUSTAIN AN INNOVATIVE WORK ENVIRONMENT 50
BSBITA401A DESIGN DATABASES 60
BSBITU402A DEVELOP AND USE COMPLEX SPREADSHEETS 50
BSBITU404A PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS 50
BSBLED502A MANAGE PROGRAMS THAT PROMOTE PERSONAL EFFECTIVENESS 60
BSBMDT502B MANAGE PEOPLE PERFORMANCE 70
BSBMGT515A MANAGE OPERATIONAL PLAN 60
BSBRSK501A MANAGE RISK 60
BSBSLS502A LEAD AND MANAGE A SALES TEAM 60
BSBWOR501A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 60
BSBWOR502A ENSURE TEAM EFFECTIVENESS 60
CPPSM5022A IMPLEMENT ASSET MANAGEMENT PLAN 25

Core Units of Study

BSBHRM509A MANAGE REHABILITATION & RETURN TO WORK 50
BSBINN502A BUILD AND SUSTAIN AN INNOVATIVE WORK ENVIRONMENT 50
BSBITA401A DESIGN DATABASES 60
BSBITU402A DEVELOP AND USE COMPLEX SPREADSHEETS 50
BSBITU404A PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS 50
BSBLED502A MANAGE PROGRAMS THAT PROMOTE PERSONAL EFFECTIVENESS 60

DIPLOMA OF BUILDING AND CONSTRUCTION (BUILDING)
Course Code:CPC50210
Campus:Newport.

Course Objectives: This qualification is designed to meet the needs of builders, including selecting contractors, overseeing the work and its quality, and liaising with clients. This qualification is designed to assist in meeting the licensing/registration requirements of those wishing to become a registered builder.

Careers: Occupational titles may include:
- Builder
- Estimator
- Building Supervisor

Course Duration: 2 years

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

Selection Processes: Direct Entry, Interview, VTAC

COURSE STRUCTURE

18 units of competency are required for award of this qualification: 13 compulsory units 5 elective units.
Course Objectives: The course provides training in building theory and surveying related to residential, industrial and commercial buildings. Graduates will have developed specialist skills and knowledge in plan preparation, estimating scheduling, construction technology OH&S, site supervision, surveying, cost control, business management, development control, surveying procedures and practices.

- Building surveyor
- Building certifier.

Careers:

Course Duration: 1 year

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

Selection Processes: Direct Entry, Interview, Written Test

COURSE STRUCTURE

43 units of competency are required for award of this qualification.

Compulsory Units of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCCSV5001A</td>
<td>ASSESS THE CONSTRUCTION OF DOMESTIC SCALE BUILDINGS</td>
<td>100</td>
</tr>
<tr>
<td>CPCCSV5002A</td>
<td>EVALUATE MATERIALS FOR CONSTRUCTION OF DOMESTIC SCALE BUILDINGS</td>
<td>72</td>
</tr>
<tr>
<td>CPCCSV5003A</td>
<td>PRODUCE WORKING DRAWINGS FOR RESIDENTIAL BUILDINGS</td>
<td>90</td>
</tr>
<tr>
<td>CPCCSV5004A</td>
<td>APPLY LEGISLATION TO URBAN DEVELOPMENT AND BUILDING CONTROLS</td>
<td>36</td>
</tr>
<tr>
<td>CPCCSV5005A</td>
<td>APPLY FOOTING AND GEOMECHANICAL DESIGN PRINCIPLES TO DOMESTIC SCALE BUILDINGS</td>
<td>36</td>
</tr>
<tr>
<td>CPCCSV5006A</td>
<td>ASSESS THE CONSTRUCTION OF BUILDINGS UP TO THREE STOREYS</td>
<td>36</td>
</tr>
<tr>
<td>CPCCSV6007A</td>
<td>ASSESS STRUCTURAL REQUIREMENTS FOR BUILDINGS UP TO THREE STOREYS</td>
<td>40</td>
</tr>
<tr>
<td>CPCCSV6008A</td>
<td>APPLY BUILDING CODES AND STANDARDS TO BUILDINGS UP TO THREE STOREYS</td>
<td>72</td>
</tr>
<tr>
<td>CPCCSV6009A</td>
<td>IMPLEMENT PERFORMANCE-BASED CODES AND RISK MANAGEMENT PRINCIPLES FOR BUILDINGS UP TO THREE STOREYS</td>
<td>72</td>
</tr>
<tr>
<td>CPCCSV6010A</td>
<td>APPLY FIRE TECHNOLOGY TO BUILDINGS UP TO THREE STOREYS</td>
<td>40</td>
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<tr>
<td>CPCCSV6011A</td>
<td>APPLY LEGAL PROCEDURES TO BUILDING SURVEYING</td>
<td>40</td>
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<tr>
<td>CPCCSV6012A</td>
<td>FACILITATE COMMUNITY DEVELOPMENT CONSULTATION</td>
<td>40</td>
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<tr>
<td>CPCCSV6013A</td>
<td>COORDINATE BUILDING REFURBISHMENT</td>
<td>72</td>
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<tr>
<td>CPCCSV6014A</td>
<td>MANAGE AND PLAN LAND USE</td>
<td>40</td>
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<tr>
<td>CPCCSV6015A</td>
<td>ANALYSE AND PRESENT BUILDING SURVEYING RESEARCH INFORMATION</td>
<td>90</td>
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<tr>
<td>CPCCSV6016A</td>
<td>APPLY BUILDING SURVEYING PROCEDURES TO BUILDINGS UP TO THREE STOREYS</td>
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<tr>
<td>BSBADM506A</td>
<td>MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT</td>
<td>80</td>
</tr>
<tr>
<td>BSBITS401A</td>
<td>MAINTAIN BUSINESS TECHNOLOGY</td>
<td>40</td>
</tr>
<tr>
<td>BSBMGT502B</td>
<td>MANAGE PEOPLE PERFORMANCE</td>
<td>70</td>
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</tbody>
</table>
CHCCOM403A  USE TARGETED COMMUNICATION SKILLS TO BUILD RELATIONSHIPS  55
CHCCOM4B  DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES  75
ICAU1128B  OPERATE A PERSONAL COMPUTER  30
ICAU1129B  OPERATE A WORD PROCESSING APPLICATION  30
ICAU1130B  OPERATE A SPREADSHEET APPLICATION  30
ICAU1131B  OPERATE A DATABASE APPLICATION  40
ICAU1132B  OPERATE A PRESENTATION PACKAGE  25
LGAPLEM502A  APPLY ECOLOGICALLY SUSTAINABLE DEVELOPMENT PRINCIPLES TO THE BUILT ENVIRONMENT  60
LMFFT4010A  IDENTIFY AND CALCULATE PRODUCTION COSTS  36

CERTIFICATE I IN FURNISHING
Course Code: LMF10108
Campus: Newport, Off-shore.

About this course: Become a qualified tradesperson in the furnishing industry by gaining a pre-apprenticeship or apprenticeship in a trade sector. Learn how to develop hand and power tool skills to help you construct basic furniture products, gain knowledge of Occupational Health and Safety requirements, maintain edge tools and construct basic furniture products.

Course Objectives: Provides a pathway to furnishing occupations
Careers: Provides a pathway to furnishing occupations
Course Duration: 2 months
Selection Processes: Direct Entry, Interview

COURSE STRUCTURE
Six (6) units are required to complete this qualification

MANDATORY UNITS
LMFCR0001B  FOLLOW SAFE WORKING POLICIES AND PRACTICES  40
LMFCR0002B  COMMUNICATE IN THE WORKPLACE  20
LMFCR0003B  CARRY OUT MEASUREMENTS AND CALCULATIONS  20
LMFCR0004B  WORK EFFECTIVELY WITH OTHERS  15
SPECIALIST UNIT
LMFFM1001B  CONSTRUCT A BASIC TIMBER FURNISHING PRODUCT  100
ELECTIVE UNIT
LMFFF2001B  USE FURNITURE FINISHING SECTOR HAND AND POWER TOOLS  48

TOOLS

CERTIFICATE II IN FURNITURE FINISHING
Course Code: LMF20202
Campus: Newport.

About this course: This qualification is part of the Furnishing Industry Training Package. It is designed for students who want to acquire the skills and knowledge to work in the furniture finishing sector of the furnishing industry. You will learn how:
- prepare surfaces,
- mix and apply stains,
- apply finishing material by hand and spray gun,
- restore furnishing items,
- Operate a range of furniture finishing equipment.

Course Objectives: This qualification reflects the role of individuals working at entry level in the furniture industry, who undertake a prescribed range of tasks using limited practical skills and fundamental knowledge, in a defined context working under supervision.

Careers: Process Worker (Furniture Industry)
Course Duration: 0.5 years

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

Selection Processes: Direct Entry, Interview

COURSE STRUCTURE
Twelve (13) units are required to complete this qualification. 8 core units of study 5 elective units of study

Core units of Study
LMFFF2001B  USE FURNITURE FINISHING SECTOR HAND AND POWER TOOLS  48
LMFFF2003B  REMOVE SURFACE COATINGS  40
MSAENV272B  PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES  30
MSAPMOH210A  FOLLOW OHS PROCEDURES  20
MSAPMPS101A  MAKE MEASUREMENTS  30
MSAPMPS102A  COMMUNICATE IN THE WORKPLACE  20
MSAPMPS106A  WORK IN A TEAM  30
TJID2003A  HANDLE DANGEROUS GOODS/HAZARDOUS  40
About this course: Enjoy a satisfying career as a furniture builder or cabinet-maker with a basic pre-apprenticeship course to prepare you for a Certificate III in Furniture-Making. You will skill up to eventually work in a production environment, building free-standing furniture or built-in cabinets, or provide on-site assistance in installing furniture or cabinets.

Course Objectives: This qualification is a pre-apprenticeship course that prepares students for a Certificate III in Furniture-Making.

Careers: Job roles covered by this qualification include assistant cabinet maker, assistant installer of built-in cabinets, and production operator within a cabinet making enterprise. Cabinets include free-standing and built-in furniture.

Course Duration: 2 months

Admission Requirements: All students that are interviewed for selection, undertake a pre selection test and require language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skills Framework.

Selection Processes: Direct Entry

COURSE STRUCTURE

To be awarded the Certificate II in Furniture Making competency must be achieved in twelve (13) units. Units must be selected according to the rules described below.

- 5 Mandatory units must be completed
- 8 elective units must be completed

Core Units of Study

- MSAPMSUP102A COMMUNICATE IN THE WORKPLACE 20
- MSAPMSUP106A WORK IN A TEAM 30
- MSAENV272B PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 30
- LMFFM2001B USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS 48

Elective Units of Study

- LMFFF2002B DISMANTLE/REASSEMBLE FURNITURE 56
- LMFFF2004B PREPARE SURFACES FOR FINISHING 24
- LMFFF2005B MAINTAIN SPRAY EQUIPMENT AND BOOTH 24
- LMFFF2006B APPLY SURFACE COATINGS BY SPRAY GUN 60
- LMFFF2007B APPLY STAINS, FillERS AND BLEACH 52
- LMFFF2008B APPLY SURFACE COATINGS BY HAND 40

CERTIFICATE III IN FURNITURE MAKING

Course Code: LMF30302
Campus: Newport

About this course: Acquire the skills to build freestanding furniture and prepare yourself for a career in furniture-making. Learn specific techniques of furniture construction such as making timber joints by hand, preparing surfaces for finishing, using hand tools and machinery. You will also learn about estimating and costing a job, interpreting work documents and following safe working policies and procedures.

Course Objectives: The course provides the knowledge and skills required for those wishing to specialise in furniture making.

Careers: Furniture Making

Course Duration: 4 years

Admission Requirements: Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

Selection Processes: User Choice (Apprenticeships), Employer Choice, Other

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.
**Course Structure**

Twelve (28) units are required to complete this qualification. 15 core units of study and 13 elective units of study.

### Core Units of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LMFF2004B</td>
<td>PREPARE SURFACES FOR FINISHING</td>
<td>24</td>
</tr>
<tr>
<td>LMFFM2001B</td>
<td>USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS</td>
<td>48</td>
</tr>
<tr>
<td>LMFFM2002B</td>
<td>ASSEMBLE FURNISHING COMPONENTS</td>
<td>20</td>
</tr>
<tr>
<td>LMFFM2006B</td>
<td>HAND MAKE TIMBER JOINTS</td>
<td>40</td>
</tr>
<tr>
<td>LMFFM2010B</td>
<td>SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES</td>
<td>56</td>
</tr>
<tr>
<td>LMFFM2011B</td>
<td>APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES</td>
<td>16</td>
</tr>
<tr>
<td>LMFFM3011B</td>
<td>PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS</td>
<td>60</td>
</tr>
<tr>
<td>LMFGN3001B</td>
<td>READ AND INTERPRET WORK DOCUMENTS</td>
<td>24</td>
</tr>
<tr>
<td>LMFGN3002B</td>
<td>ESTIMATE AND COST JOB</td>
<td>16</td>
</tr>
<tr>
<td>MS4ENV272B</td>
<td>PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
<td>30</td>
</tr>
<tr>
<td>MSAPMOHS200A</td>
<td>WORK SAFELY</td>
<td>30</td>
</tr>
<tr>
<td>MSAPMPS101A</td>
<td>MAKE MEASUREMENTS</td>
<td>30</td>
</tr>
<tr>
<td>MSAPMSUP102A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>20</td>
</tr>
<tr>
<td>MSAPMSUP106A</td>
<td>WORK IN A TEAM</td>
<td>30</td>
</tr>
<tr>
<td>TLID2003A</td>
<td>HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES</td>
<td>40</td>
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</tbody>
</table>

### Specialist Units of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LMFFM2003B</td>
<td>SELECT AND APPLY HARDWARE</td>
<td>16</td>
</tr>
<tr>
<td>LMFFM2004B</td>
<td>APPLY SHEET LAMINATES BY HAND</td>
<td>8</td>
</tr>
<tr>
<td>LMFFM2005B</td>
<td>JOIN SOLID TIMBER</td>
<td>8</td>
</tr>
<tr>
<td>LMFFM2007B</td>
<td>FOLLOW PLANS TO ASSEMBLE PRODUCTION FURNITURE</td>
<td>16</td>
</tr>
<tr>
<td>LMFFM2008B</td>
<td>BEND AND FORM CANE</td>
<td>60</td>
</tr>
<tr>
<td>LMFFM2009B</td>
<td>CONSTRUCT CANE FURNITURE</td>
<td>100</td>
</tr>
<tr>
<td>LMFFM2012B</td>
<td>SET UP, OPERATE AND MAINTAIN PRESSURE AND CLAMPING MACHINES</td>
<td>20</td>
</tr>
<tr>
<td>LMFFM3001B</td>
<td>CONSTRUCT CHAIR AND COUCH FRAMES</td>
<td>64</td>
</tr>
<tr>
<td>LMFFM3002B</td>
<td>CONSTRUCT FURNITURE USING LEG AND RAIL METHOD</td>
<td>64</td>
</tr>
<tr>
<td>LMFFM3003B</td>
<td>PRODUCE ANGLED AND CURVED FURNITURE USING MANUFACTURED BOARD</td>
<td>64</td>
</tr>
<tr>
<td>LMFFM3004B</td>
<td>PRODUCE ANGLED AND CURVED FURNITURE USING SOLID TIMBER</td>
<td>64</td>
</tr>
</tbody>
</table>

### Certificate III in Furniture Making (Cabinet Making)

**Course Code:** LMF30402  
**Campus:** Newport

This course is for Continuing students only.

**About this course:** Learn how to manufacture and install free-standing and fitted furniture in homes or businesses. You will learn to use hand and power tools, prepare surfaces for finishing, produce manual and computer-aided drawings, estimate and cost a job.

**Course Objectives:** The course provides the knowledge and skills for those wishing to specialise in furniture making with a particular emphasis on cabinet making.

**Careers:** Cabinet Making

**Course Duration:** 4 years

**Selection Processes:** User Choice (Apprenticeships), Employer Choice, Other Entry

**Requirements:** To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience. Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

### Course Structure

This course is 3 years part-time. Full-time or part-time delivery.

### Core Units of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LMFCR0001B</td>
<td>FOLLOW SAFE WORKING POLICIES AND PRACTICES</td>
<td>40</td>
</tr>
<tr>
<td>LMFCR0002B</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>20</td>
</tr>
<tr>
<td>LMFCR0003B</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
</tr>
<tr>
<td>LMFCR0004B</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
<td>15</td>
</tr>
<tr>
<td>LMFF2004B</td>
<td>PREPARE SURFACES FOR FINISHING</td>
<td>24</td>
</tr>
<tr>
<td>LMFFM2001B</td>
<td>USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS</td>
<td>48</td>
</tr>
<tr>
<td>LMFFM2002B</td>
<td>ASSEMBLE FURNISHING COMPONENTS</td>
<td>20</td>
</tr>
<tr>
<td>LMFFM2003B</td>
<td>SELECT AND APPLY HARDWARE</td>
<td>16</td>
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</table>
Elective Units of Study

A minimum of six elective units of study, selected by the student with the approval of the Head of Department, from the list of relevant units as detailed in the Furnishing Training Package LMF02 v.1 Australian National Training Authority 2002.

CERTIFICATE III IN FURNITURE MAKING (WOOD MACHINING)

Course Code: LMF30502
Campus: Newport.

About this course: Learn the skills to become a qualified furniture-maker with a focus on wood machining. You will learn how to set up and operate a wide variety of machines, how to hand make timber joints and how to maintain your tools.

Course Objectives: The course aims to provide the knowledge and skills for those wishing to specialise in furniture making with a particular emphasis on wood machining.

Careers: Wood Machinists

Course Duration: 4 years

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

Selection Processes: User Choice (Apprenticeships), Employer Choice, Other: Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

COURSE STRUCTURE

To be awarded the LMF30502 Certificate III in Furniture Making (Wood Machining), competency must be achieved in twenty-seven (27) units of study

- seventeen (17) core units of competency
- ten (10) elective units of competency.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>LMF3004B</td>
<td>PREPARE SURFACES FOR FINISHING</td>
<td>24</td>
</tr>
<tr>
<td>LMF3005B</td>
<td>USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS</td>
<td>48</td>
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<tr>
<td>LMF3001B</td>
<td>ASSEMBLE FURNISHING COMPONENTS</td>
<td>20</td>
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<tr>
<td>LMF3011B</td>
<td>APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES</td>
<td>16</td>
</tr>
<tr>
<td>LMF3112B</td>
<td>PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION</td>
<td>16</td>
</tr>
<tr>
<td>LMF3001B</td>
<td>READ AND INTERPRET WORK DOCUMENTS</td>
<td>24</td>
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<tr>
<td>LMF3002B</td>
<td>ESTIMATE AND COST JOB</td>
<td>16</td>
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<tr>
<td>TDD397C</td>
<td>HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES</td>
<td>40</td>
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</table>

OR

<table>
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<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>LMF3004B</td>
<td>PRODUCE ANGLED AND CURVED FURNITURE USING SOLID TIMBER</td>
<td>64</td>
</tr>
<tr>
<td>LMF3005B</td>
<td>FABRICATE CUSTOM FURNITURE</td>
<td>64</td>
</tr>
<tr>
<td>LMF3006B</td>
<td>INSTALL FURNISHING PRODUCTS</td>
<td>24</td>
</tr>
<tr>
<td>LMF3011B</td>
<td>PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS</td>
<td>60</td>
</tr>
<tr>
<td>LMF3012B</td>
<td>PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION</td>
<td>16</td>
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<tr>
<td>LMF3001B</td>
<td>READ AND INTERPRET WORK DOCUMENTS</td>
<td>24</td>
</tr>
<tr>
<td>LMF3002B</td>
<td>ESTIMATE AND COST JOB</td>
<td>16</td>
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<tr>
<td>TDD397C</td>
<td>HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES</td>
<td>40</td>
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</table>

Elective Units of Study

A minimum of six elective units of study, selected by the student with the approval of the Head of Department, from the list of relevant units as detailed in the Furnishing Training Package LMF02 v.1 Australian National Training Authority 2002.

Specialist Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>LMF3011B</td>
<td>APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES</td>
<td>16</td>
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<tr>
<td>LMF3012B</td>
<td>PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION</td>
<td>16</td>
</tr>
<tr>
<td>LMF3033B</td>
<td>CONSTRUCT JIGS AND FIXTURES</td>
<td>40</td>
</tr>
<tr>
<td>LMF3001B</td>
<td>READ AND INTERPRET WORK DOCUMENTS</td>
<td>24</td>
</tr>
<tr>
<td>LMF3002B</td>
<td>ESTIMATE AND COST JOB</td>
<td>16</td>
</tr>
<tr>
<td>MSAENV272B</td>
<td>PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
<td>30</td>
</tr>
<tr>
<td>MSAPOHS200A</td>
<td>WORK SAFELY</td>
<td>30</td>
</tr>
<tr>
<td>MSAPOPS101A</td>
<td>MAKE MEASUREMENTS</td>
<td>30</td>
</tr>
<tr>
<td>MSAPOSUP102A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>20</td>
</tr>
<tr>
<td>MSAPOSUP106A</td>
<td>WORK IN A TEAM</td>
<td>30</td>
</tr>
<tr>
<td>Course Code</td>
<td>Description</td>
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</tr>
<tr>
<td>LMFFM2001B</td>
<td>Use Furniture Making Sector Hand and Power Tools</td>
<td>48</td>
</tr>
<tr>
<td>LMFFM2002B</td>
<td>Assemble Furnishing Components</td>
<td>20</td>
</tr>
<tr>
<td>LMFFM2006B</td>
<td>Hand Make Timber Joints</td>
<td>40</td>
</tr>
<tr>
<td>LMFFM2010B</td>
<td>Set Up, Operate and Maintain Basic Static Machines</td>
<td>56</td>
</tr>
<tr>
<td>LMFFM2011B</td>
<td>Apply Manufactured Board Conversion Techniques</td>
<td>16</td>
</tr>
<tr>
<td>LMFFM3011B</td>
<td>Produce Manual and Computer-Aided Production Drawings</td>
<td>60</td>
</tr>
<tr>
<td>LMFFM3012B</td>
<td>Prepare Cutting List From Plans and Job Specification</td>
<td>16</td>
</tr>
<tr>
<td>LMFFM3020B</td>
<td>Set Up, Operate and Maintain Sawsing Machines</td>
<td>24</td>
</tr>
<tr>
<td>LMFFM3021B</td>
<td>Set Up, Operate and Maintain Drilling Machines</td>
<td>24</td>
</tr>
<tr>
<td>LMFFM3022B</td>
<td>Set Up, Operate and Maintain Joining Machines</td>
<td>52</td>
</tr>
<tr>
<td>LMFFM3023B</td>
<td>Set Up, Operate and Maintain Planing and Finishing Machines</td>
<td>40</td>
</tr>
<tr>
<td>LMFFM3025B</td>
<td>Set Up, Operate and Maintain Routing and Shaping Machines</td>
<td>60</td>
</tr>
<tr>
<td>LMFFM3003B</td>
<td>Produce Angled and Curved Furniture Using Manufactured Board</td>
<td>64</td>
</tr>
<tr>
<td>LMFF2004B</td>
<td>Prepare Surfaces For Finishing</td>
<td>24</td>
</tr>
<tr>
<td>LMFGN3001B</td>
<td>Read and Interpret Work Documents</td>
<td>24</td>
</tr>
<tr>
<td>LMFGN3002B</td>
<td>Estimate and Cost Job</td>
<td>16</td>
</tr>
<tr>
<td>TJD307E</td>
<td>Handle Dangerous Goods/Hazardous Substances</td>
<td>40</td>
</tr>
<tr>
<td>LMFFM3027B</td>
<td>Set Up, Operate and Maintain Automated Edge Banding Machines</td>
<td>60</td>
</tr>
<tr>
<td>LMFGN2002B</td>
<td>Move and Store Materials and Products</td>
<td>16</td>
</tr>
<tr>
<td>LMFFM3030B</td>
<td>Set Up, Operate and Maintain CNC Sizing Machines</td>
<td>60</td>
</tr>
<tr>
<td>LMFFM3031B</td>
<td>Set Up, Operate and Maintain CNC Machining and Processing Centres</td>
<td>80</td>
</tr>
<tr>
<td>LMFFM3032B</td>
<td>Produce and Maintain Cutting Tools</td>
<td>40</td>
</tr>
</tbody>
</table>

**Certificate III in Cabinet Making**

**Course Code:** LMF32109  
**Campus:** Newport.

**About this course:** Learn how to manufacture and install free-standing and fitted furniture in bathrooms, kitchens and other places in homes or businesses. You will learn to use hand and power tools, apply surface coatings using a spray gun, produce manual and computer-aided drawings and estimate and cost a job.

**Course Objectives:** This qualification applies to trade level cabinet making work associated with free standing furniture manufacturing or the manufacture and installation of fitted furniture. Training programs for this qualification are suitable to be undertaken as part of a formal training contract with an employer under an Australian Apprenticeship arrangement.

**Careers:** The Certificate III in Cabinet Making describes the trade level outcomes for those working in furniture making and those involved in the manufacture and installation of fitted furniture typically in a kitchen, bathroom and related context. Installation skills may be applied to new or renovation work. All cabinet maker outcomes require customer communication skills in order to ensure customer requirements are met.

**Course Duration:** 4 years

**Admission Requirements Other:** Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

**Selection Processes:** User Choice (Apprenticeships), Employer Choice

**Course Structure**

To be awarded the Certificate III in Cabinet Making, competency must be achieved in twenty seven (27) units:

- 6 mandatory units must be completed
- 18 specialist units must be completed
- 3 other electives must be completed

**Core Units of Study**

All six units must be completed

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSAPMSUP102A</td>
<td>Communicate in the Workplace</td>
</tr>
<tr>
<td>MSAPMSUP106A</td>
<td>Work in a Team</td>
</tr>
<tr>
<td>MSAPMOPS101A</td>
<td>Make Measurements</td>
</tr>
<tr>
<td>LMFFM2001B</td>
<td>Use Furniture Making Sector Hand and Power Tools</td>
</tr>
<tr>
<td>LMFGN3001B</td>
<td>Read and Interpret Work Documents</td>
</tr>
<tr>
<td>MSAENV272B</td>
<td>Participate in Environmentally Sustainable Work Practices</td>
</tr>
</tbody>
</table>

**Elective Units of Study**
At least one of the following units must be chosen

**CPCCOHS1001A** WORK SAFELY IN THE CONSTRUCTION INDUSTRY 6

**MSAPMOHS200A** WORK SAFELY 30

Common Specialist

**BSBCU5301A** DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35

**LMFFM2003B** SELECT AND APPLY HARDWARE 16

**LMFFM2010B** SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES 56

**LMFFM3012B** PREPARE Cutting List FROM PLANS AND Job SPECIFICATION 16

**LMFFM3030B** SET UP, OPERATE AND MAINTAIN CNC SIZING MACHINES 60

**LMFFM3031B** SET UP, OPERATE AND MAINTAIN CNC MACHINING AND PROCESSING CENTRES 80

**LMFNG3002B** ESTIMATE AND COST Job 16

**MSACMT230A** APPLY COST FACTORS TO WORK PRACTICES 40

**LMFFM2011B** APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES 16

**Elective Specialist**

**LMFFM3003B** PRODUCE ANGLED AND CURVED FURNITURE USING MANUFACTURED BOARD 64

**LMFFM3004B** PRODUCE ANGLED AND CURVED FURNITURE USING SOLID TIMBER 64

**LMFFM3007B** PREPARE AND APPLY DECORATIVE SURFACES FOR FURNITURE 24

**LMFFM3010B** SELECT TIMBERS FOR FURNITURE PRODUCTION 8

**LMFFM3011B** PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS 60

**LMFFM3013B** MEASURE AND DRAW SITE LAYOUT FOR MANUFACTURED FURNITURE PRODUCTS 16

**LMFFM3020B** SET UP, OPERATE AND MAINTAIN SAWING MACHINES 24

**LMFFM3021B** SET UP, OPERATE AND MAINTAIN DRILLING MACHINES 24

**LMFFM3022B** SET UP, OPERATE AND MAINTAIN JOINING MACHINES 52

**LMFFM3023B** SET UP, OPERATE AND MAINTAIN PLANING AND FINISHING MACHINES 40

**Kitchens and Bathrooms Stream**

**LMFKB3001A** PREPARE FOR CABINET INSTALLATION 12

**LMFKB3001A** IDENTIFY PROCESSES IN KITCHEN AND BATHROOM PROJECTS 80

**LMFKB3002A** DETERMINE REQUIREMENTS FOR INSTALLATION OF CABINETS 46

**LMFKB3003A** CHECK AND MEASURE FIT OF CABINETS 20

**LMFKB3004A** CONDUCT ON-SITE ADJUSTMENTS TO CABINETS AND COMPONENTS 16

**Components**

**LMFKB3005A** FABRICATE CABINETS FOR THE BUILT-IN ENVIRONMENT 80

**LMFKB3006A** INSTALL FITTED CABINETS AND COMPONENTS 35

**MSACMT251A** APPLY QUALITY STANDARDS 30

**MSACMT270A** USE SUSTAINABLE ENERGY PRACTICES 30

**MSAPMSUP390A** USE STRUCTURED PROBLEM SOLVING TOOLS 40

**MSACMT271A** USE SUSTAINABLE ENVIRONMENTAL PRACTICES 30

**LMFFT4001B** COORDINATE ON-SITE INSTALLATION OF FURNISHING PRODUCTS 40

**LMFFF2007B** APPLY STAINS, FILLERS AND BLEACH 52
### Course Code: NWP10107

**Campus:** Sunshine.

**About this course:** Develop experience and a range of skills valuable to employers while you study the basics of the water industry. The Certificate I in Environmental Sustainability is designed as an induction into the water industry and focuses on young people.

**Course Objectives:** The Certificate I in Environmental Sustainability provides induction into the water industry for, in particular, young people who are seeking an opportunity to gain experience of the industry while developing a set of valuable employability skills.

**Careers:** This is a basic qualification that provides an introduction to the water industry.

**Course Duration:** 0.5 years

**Admission Requirements Year 12:** Secondary school students can choose this course as part of their VCAL requirements

**Admission Requirements International:** Secondary school students can choose this course as part of their VCAL requirements

**Admission Requirements Mature Age:** Secondary school students can choose this course as part of their VCAL requirements

**Admission Requirements VET:** Secondary school students can choose this course as part of their VCAL requirements

**Selection Processes:** Direct Entry

### COURSE STRUCTURE

To achieve this qualification the candidate must demonstrate competency in seven units of competency, comprising: Four core units - Three elective units

#### Core Units of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NWP101A</td>
<td>INVESTIGATE SUSTAINABLE WATER CYCLE MANAGEMENT</td>
<td>30</td>
</tr>
<tr>
<td>NWP102A</td>
<td>DESIGN A BASIC WATER SYSTEM MODEL</td>
<td>30</td>
</tr>
<tr>
<td>NWP103A</td>
<td>DEMONSTRATE CARE AND SAFE PRACTICES</td>
<td>20</td>
</tr>
<tr>
<td>NWP104A</td>
<td>SAMPLE AND TEST WATER SOURCES AND QUALITY</td>
<td>40</td>
</tr>
</tbody>
</table>

#### Elective Units of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NWP105A</td>
<td>DRAW AND USE SIMPLE MAPS, PLANS AND DRAWINGS</td>
<td>20</td>
</tr>
<tr>
<td>BSBCM205A</td>
<td>USE BUSINESS TECHNOLOGY</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM213A</td>
<td>PRODUCE SIMPLE WORD PROCESSED DOCUMENTS</td>
<td>60</td>
</tr>
<tr>
<td>BSBCM214A</td>
<td>CREATE AND USE SIMPLE SPREADSHEETS</td>
<td>20</td>
</tr>
<tr>
<td>BSBCM104A</td>
<td>PLAN SKILLS DEVELOPMENT</td>
<td>20</td>
</tr>
<tr>
<td>CPCCCM2005A</td>
<td>USE CONSTRUCTION TOOLS AND EQUIPMENT</td>
<td>96</td>
</tr>
<tr>
<td>BSBSUS201A</td>
<td>PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
<td>20</td>
</tr>
</tbody>
</table>
UNITs

ABC501 INTRODUCTION TO FURNISHING INDUSTRY
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: To develop knowledge of historical, recent and emerging trends in the furnishing industry.
Required Reading: Nil.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC999 INDUSTRY PLACEMENT
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Industry Placement
Required Reading: Nil.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCCBS2001B CONDUCT TACK COAT SPRAYING OPERATIONS
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: This unit specifies the competency required to spray tack coat in asphalt or sprayed sealing operations to prepare for a bituminous surface (or next treatment) to be applied. It includes the minimum criteria for competency assessment. This unit includes sprayers carried on a light truck or towed and spraying at an agreed application rate in a uniform manner.
Required Reading: VU 2008 VU produced Unit Learning Resources (Various) VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

BCCBS2002B CONDUCT TACK COAT SPRAYING OPERATIONS
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: This unit specifies the competency required to spray tack coat in asphalt or sprayed sealing operations to prepare for a bituminous surface (or next treatment) to be applied. It includes the minimum criteria for competency assessment. This unit includes sprayers carried on a light truck or towed and spraying at an agreed application rate in a uniform manner.
Required Reading: Nil.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

BCCBS2003B SAFELY HANDLE BITUMINOUS MATERIALS
Locations: Newport.
Prerequisites: Nil.
Description: This unit specifies the competency required to safely handle bituminous materials for the construction and maintenance of pavements. It includes the minimum criteria for competency assessment. This unit includes safety and handling requirements for the heating and blending application of bituminous materials.
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

BCF2001A USE STATIC MACHINES
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Identify static machines, their operation and safety requirements; Prepare machine for use; Operate machine; Maintain machine and attachments; Clean up.
Required Reading: Nil.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF2004A LAYOUT SIGNS
Locations: Newport, Sunshine.
Prerequisites: BCG1002A plan and Organise Work; BCG1003A Read and Interpret Plans
Description: Developing the design of internal/external signs to client’s requirements, using data from client’s drawings and information
Required Reading: Nil.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF2005A USE COLOUR MATCHING FOR SIGN WRITING
Locations: Newport, Sunshine.
Prerequisites: BCG1003A Read and Interpret Plans; BCG1005A Use Hand and Power Tools
Description: This unit applies to identifying and matching colours against a specified sample.
Required Reading: Nil.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF2010A MAINTAIN INVENTORY AND CONTROL, STOCK
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Identify stock materials and equipment; Maintain inventory/stock lists; Store and record stocks; Control stock.
Required Reading: Nil.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCC2001B CONDUCT TACK COAT SPRAYING OPERATIONS
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: This unit specifies the competency required to spray tack coat in asphalt or sprayed sealing operations to prepare for a bituminous surface (or next treatment) to be applied. It includes the minimum criteria for competency assessment. This unit includes sprayers carried on a light truck or towed and spraying at an agreed application rate in a uniform manner.
Required Reading: Nil.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF2011A USE COMPUTERS

Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Identify computer operation and application uses in the workplace: Use system and provide data entry; verify/confirm data input
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF2012A PACKAGE MANUFACTURED PRODUCTS FOR TRANSPORT

Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Plan and prepare packaging and transport of manufactured products; Identify and select appropriate packaging for manufactured products; Prepare for handling and transporting of manufactured products; Undertake appropriate handling and transporting techniques of manufactured products; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF2013A ASSEMBLE COMPONENTS

Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Plan and prepare for assembly; Assemble and hold components in place; Secure assembled components; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF2014A MANUALLY CUT GLASS TO SIMPLE SHAPES

Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Plan and prepare work; Cut glass to a straight line; Circle and hole cutting; Cutting glass to simple shapes; Maintain safe working area; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF2016A PREPARE FOR OFF-SITE MANUFACTURING PROCESS

Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Plan and prepare work; Identify structural features of doors/windows; Determine materials for timber windows and doors; Clean up.
Required Reading:

BCF2018A APPLY AND INSTALL SEALANT AND SEALANT DEVICES

Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Select and prepare materials and equipment; Prepare surface to receive sealants; Apply sealant; Install sealant devices; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF3000A MAINTAIN STATIC MACHINERY

Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Plan and prepare work; Identify and check safety switches of machine; Maintain machine; Install cutters/blades; Adjust machine speed; Lubricate machine; Test and adjust machine; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF3001A SETUP STATIC MACHINERY

Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Plan and prepare work; Install cutters/blades; Adjust machine speed; Test machine set up; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF3008A IDENTIFY WINDOW AND DOOR CONSTRUCTION

Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Plan and prepare work; Identify structural features of doors/windows; Determine materials for timber windows and doors; Clean up.
Required Reading:
BCF3009A SETTING OUT OF WINDOWS AND DOORS

Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Plan and prepare work; Develop height set out; Develop width set out; Mark out material; Clean up.
Required Reading: Nil.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

BCF3010A MANUFACTURE COMPONENTS FOR DOOR AND WINDOW FRAMES, DOORS AND SASHES

Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Plan and prepare work; Set up machine; Machine components; Clean up.
Required Reading: Nil.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

BCF3011A ASSEMBLE (DOOR/WINDOWS)

Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Plan and prepare work; Check components to be assembled; Assemble frame; Assemble door/sash; Prepare door/sash for fitting; Fit door/sash; Clean up.
Required Reading: Nil.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

BCF3022A APPLY GILDING TO SIGNS

Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Plan and prepare work; Prepare background surface of sign; Identify and draw to scale various types of lettering and decorative forms of signage; Use hand and/or power tools for cutting shape and to signage design; Apply gilding to sign; Clean up.
Required Reading: Nil.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3024A INSTALL INTERNAL LINING

Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Identify internal lining materials and methods of fixing; Plan and prepare work; Prepare material and surface for fixing; Fit and install lining material to surfaces; Clean up.
Required Reading: Nil.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

BCF3026A APPLY LINE AND SCROLL

Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Required Reading: Nil.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3028A WRITE TICKETS AND SHOWCARDS

Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Required Reading: Nil.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3029A APPLY WATER GILDING - GLASS

Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Plan and prepare work; Prepare background surface of sign; Identify and draw to scale various types of lettering and decorative forms of signage; Apply gilding to sign; Clean up.
Required Reading: Nil.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3030A SCREEN PRINT

Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Plan and prepare work; Screen print; Identify and solve problems; Maintain equipment and tools.

Required Reading:

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

BCF3036A SHIFT MATERIALS MANUALLY

Locations: Newport, Sunshine.

Prerequisites: Nil.

Description: Plan and prepare work; Manually handle material; Shift material using tools and equipment; Clean up.

Required Reading:

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF3037A SET OUT AND LEVEL

Locations: Newport, Sunshine.

Prerequisites: Nil.

Description: Plan and prepare work; Use automatic/spirit level to identify/determine levels; Set up alignment to given co-ordinates; Set up vertical levels; Clean up.

Required Reading:

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF3038A APPLY AND TRIM DECORATIVE FINISHES

Locations: Newport, Sunshine.

Prerequisites: Nil.

Description: Identify types of decorative finishes; Identify preparation requirements and prepare for fixing; Carry out fixing processes and finishing techniques; Clean up.

Required Reading:

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF3041A CUT AND INSTALL GLASS

Locations: Newport, Sunshine.

Prerequisites: Nil.

Description: Plan and prepare work; Select and install glass; Maintain safe working area; Clean up.

Required Reading:

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF3042A MARK OFF/OUT

Locations: Newport, Sunshine.

Prerequisites: Nil.

Description: Plan and prepare work; Transfer dimensions from engineering drawings to work; Make templates for plate, sheet, pipe and section; Develop pattern for sheet, plate or hollow sections; Estimate quantities of materials for engineering drawings; Mark out patterns to sheet, plate or hollow sections.

Required Reading:

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF3045A MANUFACTURE JOINERY UNIT COMPONENTS

Locations: Newport, Sunshine.

Prerequisites: Nil.

Description: Plan and prepare work; Select, prepare materials for use in joinery production process; Manufacture components; Secure and hold components in place; Fabricate assembled components; Process for manufacture and fabrication sequencing is monitored; Clean up.

Required Reading:

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

BCF3052A SIGN WRITE TO SIMPLE FORMS

Locations: Newport, Sunshine.

Prerequisites: Nil.

Description: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.

Required Reading:

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

BCF3053A SIGN WRITE TO DECORATIVE FORMS

Prerequisites: Nil.

Description: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.

Required Reading:

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

BCF3054A APPLY GRAPHICS USING PRESSURE SENSITIVE FILMS

Prerequisites: Nil.

Description: Plan and prepare work; Layout sign; Weed out vinyl; Apply transfer tape; Apply vinyl; Clean up finished sign.

Required Reading:

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
BGF3055A APPLY GRAPHICS TO ILLUMINATED SIGNFACES
Prerequisites: Nil.
Description: Plan and prepare work; Layout sign; Apply vinyl to signage; Spray application to signage; Clean up finished sign.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGF3056A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS - VINYL
Prerequisites: Nil.
Description: Plan and prepare work; Start up and operate computer; Maintain equipment; Identify and solve operating problems; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGF3057A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS - DIGITAL
Prerequisites: Nil.
Description: Plan and prepare work; Start up and operate computer; Maintain equipment; Identify and solve operating problems; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGF3058A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS - 3D DIMENSIONAL
Prerequisites: Nil.
Description: Plan and prepare work; Start up and operate computer; Identify and solve operating problems; Maintain equipment; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGF3062A HAND RENDER PICTORIALS
Prerequisites: Nil.
Description: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGF1009A CARRY OUT EXCAVATION AND INSTALL SUPPORT
Prerequisites: BGF1001A Carry out OH&S requirements, BGF1005A Use hand and power tools, BGF1006A Use small plant and equipment.
Description: Plan and prepare work; Locate excavation and erect safety equipment; Select tools and equipment; Dig excavations by hand; Assist machine excavation operations; Install excavation support; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGF1015A PREPARE FOR CONSTRUCTION PROCESS (BRICK/BLOCK LAYING)
Prerequisites: BGF1001A Carry out OH&S requirements, BGF1005A Use hand and power tools, BGF1006A Use small plant and equipment, BGF1007A Erect and dismantle restricted height scaffolding.
Description: Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools, plant and equipment appropriate for construction process; Select materials and cut components; Distribute components; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGF1016A PREPARE FOR CONSTRUCTION PROCESS (CARPENTRY)
Prerequisites: BGF1001A Carry out OH&S requirements, BGF1005A Use hand and power tools, BGF1006A Use small plant and equipment.
Description: Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools and equipment appropriate for construction process; Select materials and cut components; Distribute components; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGF2000A ASSEMBLE SIMPLE PARTITION FRAMES
Prerequisites: BGF1005A Use hand and power tools, BGF1006A Use small plant and equipment, BGF1016A Prepare for construction process (carpentry).
Description: Plan and prepare work; Select materials and cut components; Assemble frames/partitions; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGF2001A PREPARE SURFACES
Locations: Newport, Sunshine.
Prerequisites: BGF1005A Use hand and power tools, BGF1006A Use small plant and equipment, BGF1007E Erect and dismantle restricted height scaffolding.
Description: Plan and prepare work; Prepare work area for application process; Prepare surface by sanding/grinding; Patch holes; Stop and fill surface; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGF2002A USE SMALL PLANT AND EQUIPMENT
Prerequisites: BGF1005A Use hand and power tools, BGF1006A Use small plant and equipment, BGF1007A Erect and dismantle restricted height scaffolding.
Description: Plan and prepare work; Select tools and equipment; Operate small plant and equipment; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGF2003A PREPARE CONSTRUCTION PROCESS (CARPENTRY)
Prerequisites: BGF1005A Use hand and power tools, BGF1006A Use small plant and equipment.
Description: Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools and equipment appropriate for construction process; Select materials and cut components; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGF2004A PREPARE CONSTRUCTION PROCESS (MECHANICAL)
Prerequisites: BGF1005A Use hand and power tools, BGF1006A Use small plant and equipment.
Description: Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools and equipment appropriate for construction process; Select materials and cut components; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGF2005A USE POWER TOOLS
Prerequisites: BGF1005A Use hand and power tools, BGF1006A Use small plant and equipment.
Description: Plan and prepare work; Select power tools; Apply power tools to an area; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
BCG2003A CARRY OUT GENERAL DEMOLITION
Prerequisites: BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007 Erect and dismantle restricted scaffolding, BCG1017A Prepare for construction process (demolition).
Description: Plan and prepare work; Demolish building/structure; Clean up.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG2004A CARRY OUT LEVELLING
Locations: Newport, Sunshine.
Prerequisites: BCG1004A Carry out measurements and calculations, BCG1006A Use small plant and equipment, BCG1008A Use simple levelling devices.
Description: Plan and prepare work; Maintain given level or specified slope with boring rods; Set up and use levelling devices; Clean up.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG2005A ERECT AND STRIP FORMWORK FOR CONCRETE WORK
Locations: Newport, Sunshine.
Prerequisites: BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1010A Carry out concreting to simple forms.
Description: Plan and prepare work; Assist with the erection of formwork; Strip formwork; Clean up.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG2008A USE EXPLOSIVE POWER TOOLS (EPT)
Locations: Newport, Sunshine.
Prerequisites: BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Description: Plan and prepare work; Set out for fasteners; Use explosive power tools; Clean up; Maintain explosive power tool and kit.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG2010A REMOVE/REPLACE DOOR AND WINDOW FURNITURE
Locations: Newport, Sunshine.
Prerequisites: BCG1005A Use hand and power tools.
Description: Plan and prepare work; Remove doors, shutters and furniture; Replace doors, shutters and furniture; Clean up.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG2012A MAKE SET-OUTS
Locations: Newport, Sunshine.
Prerequisites: BCG1003A Read and interpret plans, BCG1004A Carry out measurements and calculations.
Description: Plan and prepare for set-out; Make set-out for unit; Store set-out.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG3009A CONSTRUCT AND INSTALL NON-LOAD BEARING INTERNAL PARTITION WALL
Locations: Newport, Sunshine.
Prerequisites: BCG1016A Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames.
Description: Plan and prepare work; Construct non-load bearing partition timber wall frames; Erect and mantle a full height demountable partition; Erect a half-panel glass partition; Clean up.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3010A INSTALL WINDOWS TO WALL FRAMING
Locations: Newport, Sunshine.
Prerequisites: BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG2004A Carry out levelling.
Description: Plan and prepare work; Install timber or aluminium window frame; Clean up.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3012A CONSTRUCT AND ERECT TIMBER WALL FRAMING
Locations: Newport, Sunshine.
Prerequisites: BCG1002A Plan and organise work, BCG1003A Read and interpret plans, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1008A Use levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames.
Description: Plan and prepare work; Set out wall plates; Set out and prepare studs and trimmers; Construct walls; Erect walls; Clean up.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.
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**BCG3014A ERECT TIMBER PITCHED ROOF FRAMING**

**Locations:** Newport, Sunshine.

**Prerequisites:** BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing, BCG3047A Erect ceiling framing (pitched roof).

**Description:** Plan and prepare work; Set out and prepare for erection; Erect roof; Install under purlins; Install roof strutting; Install collar ties; Install wind bracing; Construct eaves; Clean up.

**Required Reading:**

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

**BCG3015A ERECT TIMBER ROOF TRUSSES**

**Locations:** Newport, Sunshine.

**Prerequisites:** BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber framing.

**Description:** Plan and prepare work; Erect timber roof trusses; Construct gable and eaves structure; Clean up.

**Required Reading:**

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

**BCG3016A INSTALL SUB FLOOR FRAMING**

**Locations:** Newport, Sunshine.

**Prerequisites:** BCG1003A Read and interpret plans, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1011A Handle construction materials and safely use of waste, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling. Content Plan and prepare work; Install timber bearers; Install timber floor joists; Install steel bearers and joists/ladder frames; Install bearers and ‘drop-in’ joists; Install site assembled bearers and joists (long span); Clean up.

**Description:** Plan and prepare work; Install timber bearers; Install timber floor joists; Install steel bearers and joists/ladder frames; Install bearers and ‘drop-in’ joists; Install site assembled bearers and joists (long span); Clean up.

**Required Reading:**

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

**BCG3017A INSTALL TIMBER AND SHEET FLOORING**

**Locations:** Newport, Sunshine.

**Prerequisites:** BCG1003A Read and interpret plans, BCG1004A Carry out measurements and calculations, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1016A Prepare for construction process (carpentry), BCG3016A Install sub floor framing.

**Description:** Plan and prepare work; Straighten and prepare floor joists; Set out and fix first board; Laying floor boards; Lay sheet flooring; Clean up.

**Required Reading:**

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

**BCG3018A ERECT STEEL ROOF TRUSSES**

**Locations:** Newport, Sunshine.

**Prerequisites:** BCG1006A Use small plant and equipment, BCG2006A Carry out sheet flooring, BCG3019A Construct and erect steel wall framing.

**Description:** Plan and prepare work; Erect steel roof trusses; Clean up.

**Required Reading:**

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

**BCG3019A CONSTRUCT AND ERECT STEEL WALL FRAMING**

**Locations:** Newport, Sunshine.

**Prerequisites:** BCG1006A Use small plant and equipment, BCG2006A Carry out sheet flooring.

**Description:** Plan and prepare work; Construct and erect walls; Install insulation and sarking; Clean up.

**Required Reading:**

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

**BCG3020A CONSTRUCT TIMBER ROOF STRUCTURES - IRREGULAR ROOFS**

**Locations:** Newport, Sunshine.

**Prerequisites:** BCG3012A Construct and erect timber wall framing, BCG3047A Erect ceiling framing (pitched roof), BCG3014A Erect timber pitched roof framing.

**Description:** Plan and prepare work; Set out and prepare members for roof erection; Erect pyramidal or conical roof; Erect roof to splayed plan end; Construct dormers in roof surfaces; Complete eaves and barge ends; Clean up.

**Required Reading:**

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

**BCG3021A INSTALL DOOR FRAMES**

**Locations:** Newport, Sunshine.

**Prerequisites:** BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.

**Description:** Plan and prepare work; Prepare floor joists for timber door frame; Prepare door frame for floor slab; Install door frame; Clean up.

**Required Reading:**

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

**BCG3022A FINISH EAVES**

**Locations:** Newport, Sunshine.

**Prerequisites:** BCG1005A Use hand and power tools, BCG1006A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.
Assessment:
- Required Reading:

**BCG3023A INSTALL EXTERIOR CLADDING**

**Prerequisites:** BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry).

**Description:** Plan and prepare work; Straighten and prepare exterior walls; Fix timber plinths, flashing and insulation; Set out and prepare for horizontal panelling/weatherboards; Fix horizontal panelling/weatherboards; Fix vertical panelling/boards; Clean up.

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

**Required Reading:**

**BCG3024A CONSTRUCT TIMBER EXTERNAL STAIRS**

**Prerequisites:** BCG1003A Read and interpret plans, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling, BCG3016A Install sub floor framing.

**Description:** Plan and prepare work; Set out and prepare material; Assemble and erect stair; Fit and fix handrail and balustrade; Finish stairs; Clean up.

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

**Required Reading:**

**BCG3025A INSTALL EXTERNAL OR INTERNAL DOORS**

**Locations:** Newport, Sunshine.

**Prerequisites:** BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG3009A Construct and install non-lead bearing internal partition wall, BCG3021A all door frames.

**Description:** Plan and prepare work; Prepare door opening for jamb unit; Install hinged door unit; Install door to fixed door frame; Install split jamb, pre-hung door unit; Install bi-fold or internal sliding door; Install flywire door; Install cavity sliding door; Fix pelmet and architraves’; Hang sliding door; Fit trim and door hardware; Clean up.

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

**Required Reading:**

**BCG3026A INSTALL FITMENTS**

**Locations:** Newport, Sunshine.

**Prerequisites:** BCG1005A Use hand and power tools, BCG1016A Prepare for construction process (carpentry), BCG2000A Prepare surfaces, BCG2001A Prepare explosive power tools (EPT).

**Description:** Plan and prepare work; Select and prepare materials for installing fitments; Install fitments; Clean up.

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

**BCG3027A CONSTRUCT WET AREA CONSTRUCTION/INSTALLATION**

**Locations:** Newport, Sunshine.

**Prerequisites:** BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG1014A Prepare for construction process (dry wall plastering), BCG2001A Prepare surfaces, BCG2008A Use explosive power tools (EPT).

**Description:** Plan and prepare work; Set out; Prepare for both installation; Prepare for shower base installation; Install vanity unit; Install sink unit; Clean up.

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

**Required Reading:**

**BCG3029A FIX TIMBER MOULDINGS**

**Locations:** Newport, Sunshine.

**Prerequisites:** BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1006A Use plant and equipment, BCG1016A Prepare for construction process (carpentry).

**Description:** Plan and prepare work; Fit and fix nosing to windows; Cut and fix architraves to window and door frames/jambs; Cut and fit Scotia mould to windows; Construct and install pelmets; Fit and fix skirting; Clean up.

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

**Required Reading:**

**BCG3031A ERECT DOOR JAMB/FRAME (BUILT-IN UNIT)**

**Locations:** Newport, Sunshine.

**Prerequisites:** BCG1005A Use hand and power tools, BCG1006A Use plant and equipment, BCG1016A Prepare for construction process (carpentry).

**Description:** Plan and prepare work; Set out and prepare door jamb/frame; Install door jamb/frame; Clean up.

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

**Required Reading:**

**BCG3032A FIX TIMBER RAKING MOULDINGS**

**Locations:** Newport, Sunshine.

**Prerequisites:** BCG3028A Fix linings and panelling, BCG3029A Fix timber mouldings.

**Description:** Plan and prepare work; Set out and develop bevel cuts and moulds; Run moulds to designed shapes and required lengths; Cut and fix moulding into place; Clean up.

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

**Required Reading:**

**BCG3033A RESTORE/RENOVATE WINDOWS AND FRAMES**

**Locations:** Newport, Sunshine.

**Prerequisites:** BCG3010A Install windows to wall framing.

**Description:** Select and prepare materials and equipment; Restore and renovate window and frame assemblies, BCG3031A Erect door jamb/frames; BCG3032A Fix timber raking mouldings; BCG3033A Restore/renovate windows and frames.
curved window frame; Restore and renovate a casement window; Restore and
renovate a double hung window; Clean up.

**Required Reading:**

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

**BCG304A ERECT/DISMANTLE FORMWORK**

**Locations:** Newport, Sunshine.

**Prerequisites:** BCG1005A Use hand and power tools, BCG1007A Erect and dismantle
restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1016A
Prepare for construction process (carpentry), BCG2005A Erect and strip formwork for
crime work.

**Description:** Select system, plan and prepare for work; Prepare for formwork erection;
Erect formwork; Install metal decking as slab soffit; Inspect formwork; Stripping of
formwork; Back prop formwork; Clean up.

**Required Reading:**

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

**BCG3035A ERECT/DISMANTLE JUMP FORM FORMWORK**

**Locations:** Newport, Sunshine.

**Prerequisites:** BCG1005A Use hand and power tools, BCG1006A Use small plant and

**Description:** Plan and prepare work; Set out; Assemble core form system; Locate and
install penetrations; Install reinforcement; Close shutters; Place concrete; Strip
shutters; Jump system; Dismantle system; Clean up.

**Required Reading:**

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

**BCG3012A CARRY OUT SOLID BRICK CONSTRUCTION**

**Locations:** Newport, Sunshine.

**Prerequisites:** BCG1006A Use small plant and equipment, BCG1007A Erect and
dismantle restricted height scaffolding, BCG1008A Use simple levelling devices,
BSG1015A Prepare for construction process (carpentry), BCG3012A Prepare surfaces,
restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1016A
Prepare for construction process (carpentry), BCG2005A Erect and strip formwork for
concrete work.

**Description:** Select system, plan and prepare for work; Prepare for formwork erection;
Erect formwork; Install metal decking as slab soffit; Inspect formwork; Stripping of
formwork; Back prop formwork; Clean up.

**Required Reading:**

**Assessment:** One or more of the following: written assignment, written test,
simulation, observation, demonstration, discussion, questioning, presentation,
campus/workplace projects and RTO/workplace assignments.
Prerequisites: BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, B11A Carry out basic setting out, BCG3108A Carry out solid brick construction, BCG3110A Lay bricks and blocks (wall and corner).

Description: Plan and prepare work; Set out steps; Lay bricks/blocks and form steps; Clean up.

Required Reading:

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

BCG3110A LAY BRICKS AND BLOCKS (WALL AND CORNER)

Locations: Newport, Sunshine.

Prerequisites: BCG1003A Read and interpret plans, BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling.

Description: Plan and prepare work; Select bricks/blocks and mortar materials; Prepare location and materials; Lay bricks/blocks; Clean up.

Required Reading:

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

BCG3111A LAY MULTI-THICKNESS WALLS AND PIERS

Locations: Newport, Sunshine.

Prerequisites: BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG31 Lay bricks and blocks (wall and corner), BCG3108A Carry out solid brick construction.

Description: Plan and prepare work; Set out brickwork; Construct walls and attached piers; Construct isolated piers; Rake/rule joints; Clean up.

Required Reading:

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

BCG3112A CONSTRUCT MASONRY ARCH - SEMI-CIRCULAR AND SEGMENTAL

Locations: Newport, Sunshine.

Prerequisites: BCG2004A Carry out levelling, BCG3011A Carry out basic setting out, BCG3108A Carry out solid brick construction, BCG3110A Lay bricks and blocks (wall and corner), BCG3111A Lay multi-thickness walls and piers.

Description: Plan and prepare work; Set out first course; Construct wall to arch level; Set up arch centre; Cut and lay bricks/blocks to form arch; Clean up.

Required Reading:

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

BCG3113A CONSTRUCT CURVED WALL

Locations: Newport, Sunshine.

Prerequisites: BCG2004A Carry out levelling, BCG3011A Carry out basic setting out, BCG3111A Lay bricks and blocks (wall and corner), BCG3108A Carry out solid brick construction.

Description: Plan and prepare work; Set out; Lay first course; Lay subsequent courses and complete wall; Clean up.

Required Reading:

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

BCG3111A LAY SEGMENTAL/UNIT PAVING

Locations: Newport, Sunshine.

Prerequisites: BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1010A Carry out concreting to simple forms, BCG2004A Carry out levelling, BCG3011 Lay out basic setting out.

Description: Define soil type and determine paving material; Prepare to lay paving; Construct paving; Clean up.

Required Reading:

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

BCG3120A FIX LININGS AND PANELLING

Locations: Newport, Sunshine.

Prerequisites: BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1016 Prepare for construction process (carpentry), BCG2000A Assemble simple partition e, BCG2001A Prepare surfaces.

Description: Plan and prepare work; Locate and prepare frame/surface; Install lining to frame/surface; Clean up.

Required Reading:

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

BCG3122A ERECT/DISMANTLE SLIP FORM FORMWORK

Locations: Newport, Sunshine.

Prerequisites: BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG2004A Carry out levelling, BCG3013A Erect/dismantle formwork.

Description: Plan and prepare work; Set out; Assemble core form system; Locate and prepare frame/surface; Install penetrations; Install reinforcement; Close shutters; Locate yokes, jacks and connect hydraulic system; Place concrete; Activate jacking system; Slip system; Dismantle system; Clean up.

Required Reading:

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
BSBADM506A MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT

Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Establish documentation standards; Manage template design and development; Develop standard text for documents; Develop and implement strategies to ensure the use of standard documentation; Develop and implement strategies for maintenance and continuous improvement of standard documentation.

Required Reading:

Assessment:

CPCBC4002A MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to establish the competency unit’s learning outcomes and performance criteria requirements, and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

BSBCMN406A MAINTAIN BUSINESS TECHNOLOGY

Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Maintain performance of hardware and software; Provide basic system administration; Identify future technology requirements.

Required Reading: None.

Assessment:

CPCBC4003A SELECT AND PREPARE A CONSTRUCTION CONTRACT

Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to select and prepare appropriate construction contracts, including the sections, clauses and conditions for low rise construction projects. The ability to interpret complex documents, communicate clearly and succinctly and negotiate are essential skills.

Required Reading: Australian Standards ABCB Building Code of Australia

Assessment:

BSBITA401A DESIGN DATABASES

Locations: Newport, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design and develop a database (including queries, forms and reports) to meet a defined need using existing data. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Required Reading: Australian Standards ABCB Building Code of Australia

Assessment:

CPCBC4001A APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR LOW RISE BUILDING PROJECTS

Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to access, interpret and apply relevant building codes and standards applicable to the construction processes of residential and low rise commercial buildings (low rise’ licensing classification with reference to Class 1 and 10 construction and Classes 2 to 9 with a gross floor area not exceeding 2000 square metres, not including Type A or Type B construction). To successfully construct low rise buildings requires a thorough knowledge of the purpose and content of the Building Code of Australia (BCA), coupled with the ability to interpret other codes and standards related to a specific building.

Required Reading: Australian Standards ABCB Building Code of Australia

Assessment:

CPCBC4004A CONDUCT A CONSTRUCTION BID

Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to conduct a competitive tendering process for the provision of construction services. The ability to interpret complex documents, communicate clearly and succinctly and negotiate are essential skills.

Required Reading: Australian Standards ABCB Building Code of Australia

Assessment:

BSBCMN104A PLAN SKILLS DEVELOPMENT

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit has been adapted from the Competency Analysis module in the Victorian Business Skills Framework and customised to meet the needs of the Business Services Industry. The unit covers the skills and knowledge necessary to identify and document current skills and plan future skills development under the guidance of an appropriate adviser.

Required Reading: None.

Assessment:

CPCBC4004A I DENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING AND CONSTRUCTION PROJECTS

Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to calculate and communicate the estimated cost associated with the acquisition of materials and labour on building
and construction sites, together with the application of relevant overhead costs and margins. Knowledge of physical resource and supplier identification, assessment of the availability of and requirements for skilled labour and application of appropriate codes, regulations and approvals gaining processes is essential.

Required Reading: Australian Standards ABCB Building Code of Australia

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

CPCBC4006A PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

Locations: Newport.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to produce schedules of resource requirements so that orders can be placed for materials and labour for residential and commercial projects and to record and track costs as they are incurred. Knowledge of codes, regulations and approval processes, contractor systems, physical resource and supplier identification and the ability to assess the availability of and requirements for skilled labour are essential.

Required Reading: Australian Standards ABCB Building Code of Australia

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

CPCBC4006A SELECT, PROCURE AND STORE CONSTRUCTION MATERIALS FOR LOW RISE PROJECTS

Locations: Newport.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to supervise the systems through which materials are typically selected, acquired and stored on site for projects described by the Building Code of Australia (BCA) as low rise building or construction work (low rise’ licensing classification with reference to Class 1 and 10 construction and Class 2 to 9 with a gross floor area not exceeding 2000 square metres, not including Type A or Type B construction). It ensures the delivery to the site of materials that meet contract specifications and service requirements for low rise projects.

Required Reading: Australian Standards ABCB Building Code of Australia

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

CPCBC4008A CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECTS

Locations: Newport, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to supervise implementation of administration processes relating to residential and commercial construction projects. The ability to administer payments, supervise on-site communications, ensure compliance with quality control and complete record keeping processes is essential.

Required Reading: Australian Standards ABCB Building Code of Australia

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

CPCBC4005A PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

Locations: Newport.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to produce schedules of resource requirements so that orders can be placed for materials and labour for residential and commercial projects and to record and track costs as they are incurred. Knowledge of codes, regulations and approval processes, contractor systems, physical resource and supplier identification and the ability to assess the availability of and requirements for skilled labour are essential.

Required Reading: Australian Standards ABCB Building Code of Australia

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

CPCBC4006B CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECTS

Locations: Newport, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to supervise implementation of administration processes relating to residential and commercial construction projects. The ability to administer payments, supervise on-site communications, ensure compliance with quality control and complete record keeping processes is essential.
processes is essential.

Required Reading: VU produced Workbooks

Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIVC via a project or simulation.

CPCBC4009A APPLY LEGAL REQUIREMENTS TO BUILDING AND CONSTRUCTION PROJECTS

Locations: Newport.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to apply legal requirements to building and construction projects of residential and low rise commercial buildings (low rise’ licensing classification with reference to Class 1 and 10 construction and Classes 2 to 9 with a gross floor area not exceeding 2000 square metres, not including Type A or Type B construction). Application of legal requirements includes the capacity to ensure compliance with all contractual requirements. A thorough knowledge of the application of current legal and regulatory requirements is essential.

Required Reading: Australian Standards ABCB Building Code of Australia

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

CPCBC4009B APPLY LEGAL REQUIREMENTS TO BUILDING AND CONSTRUCTION PROJECTS

Locations: Newport.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to apply legal requirements to building and construction projects of residential and low rise commercial buildings. (‘Low rise’ licensing classification with reference to Class 1 and 10 construction and Classes 2 to 9 with a gross floor area not exceeding 2000 square metres, not including Type A or Type B construction). Application of legal requirements includes the capacity to ensure compliance with all contractual requirements. A thorough knowledge of the application of current legal and regulatory requirements is essential.

Required Reading: Australian Standards ABCB Building Code of Australia

Assessment: A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - understand appropriate registration, licensing or compliance requirements of state or territory registration authorities - meet appropriate business registration requirements - identify and specify appropriate insurance documentation, citing protection that meets local industry requirements - identify and specify requirements for compliance with: - OHS legislation - legislation pertaining to financial transactions, including payment of wages and subcontractor and supplier invoices - relevant building and construction codes, Acts, regulations and standards - sustainability and environmental legislation - industrial relations laws - legal obligations of contractual agreements.

CPCBC4010A APPLY STRUCTURAL PRINCIPLES TO RESIDENTIAL LOW RISE CONSTRUCTIONS

Locations: Newport.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to apply structural principles to the erection or demolition of low rise residential structures using conventional methods. The unit addresses those structures classified by the Building Code of Australia (BCA) as Class 1 and Class 10. Knowledge of the application of structural principles in accordance with Australian standards is essential.

Required Reading: Australian Standards ABCB Building Code of Australia

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

CPCBC4010B APPLY STRUCTURAL PRINCIPLES TO RESIDENTIAL LOW RISE CONSTRUCTIONS

Locations: Newport.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to apply structural principles to the erection or demolition of low rise residential structures using conventional methods. The unit addresses those structures classified by the Building Code of Australia (BCA) as Class 1 and Class 10. Knowledge of the application of structural principles in accordance with Australian standards is essential.

Required Reading: Australian Standards ABCB Building Code of Australia

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

CPCBC4011A APPLY STRUCTURAL PRINCIPLES TO COMMERCIAL LOW RISE CONSTRUCTIONS

Locations: Newport.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to apply structural principles to the erection or demolition of low rise projects of a more complex nature than single residential dwellings, which are typically commercial structures classified in the Building Code of Australia (BCA) as Classes 2 to 9 with a gross floor area not exceeding 2000 square metres but not including Type A or Type B construction. Knowledge of the application of structural principles in accordance with Australian standards is essential.

Required Reading: Australian Standards ABCB Building Code of Australia

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCBC4011B APPLY STRUCTURAL PRINCIPLES TO COMMERCIAL LOW RISE CONSTRUCTIONS

Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to apply structural principles to the erection or demolition of low rise projects of a more complex nature than single residential dwellings, which are typically commercial structures classified in the Building Code of Australia (BCA) as Classes 2 to 9 with a gross floor area not exceeding 2000 square metres but not including Type A or Type B construction. Knowledge of the application of structural principles in accordance with Australian standards is essential.
Required Reading: ABCB Building Code of Australia Australian Standards
Assessment: A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - assess structural integrity of a variety of structures found on building and construction sites - apply structural principles behind the safe erection and demolition of low rise structures classified within the BCA as Classes 2 to 9 with a gross floor area not exceeding 2000 square metres but not including Type A or Type B construction - apply technical construction principles to the appropriate selection, integration and building in of construction elements and components - coordinate, plan, implement and check building of a low rise structure.

CPCBC4012A READ AND INTERPRET PLANS AND SPECIFICATIONS

Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to read and interpret plans and specifications applicable to medium rise residential and commercial projects in order to inform estimation, planning and supervisory activities.
Required Reading: VU Produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments.
Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCBC4013A PREPARE AND EVALUATE TENDER DOCUMENTATION

Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to evaluate contract specifications and information and to prepare tender documents associated with projects in the building and construction industries. Knowledge of tender preparation and interpretation of project demands and requirements and the capability to bring together a body of diverse information are essential. How to find the information and present it in a manner that meets organisational needs in short timeframes is important, as is the ability to manage time effectively.
Required Reading: Australian Standards ABCB Building Code of Australia
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC4014A PREPARE SIMPLE BUILDING SKETCHES AND DRAWINGS

Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to produce sketches and drawings. The sketches may be used to clarify or communicate ideas to clients or other parties. They may also be simplified versions taken from architectural drawings, designed to capture design concepts or options. The sketches may be used for estimating purposes and to show measurements and other requirements for building and construction works. This unit does not describe more complex drafting skills.
Required Reading: Australian Standards ABCB Building Code of Australia
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC4015A PREPARE SPECIFICATIONS FOR ALL CONSTRUCTION WORKS

Locations: Newport, Industry, Sunshine.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to prepare specifications, using standard forms of specification as a basis. The preparation of a clearly understood specification for construction works requires establishing the level of detail required and identifying all the inherent contractual obligations. The capacity to develop specifications, that may range from outline to detailed specifications and which conform to National Specification System of Australia (NATSPEC) or other industry standards, is required. The specifications may stipulate materials, quality of work and project timelines. In order to achieve the outcomes for this unit, knowledge of relevant industry legislation and standards, and the ability to research information and communicate well with clients are required.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments.
Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCBC4016A ADMINISTER A CONSTRUCTION CONTRACT

Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to administer building and construction contracts for either residential or commercial projects. Required Reading: Australian Standards ABCB Building Code of Australia
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements,
including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCBC4017A ARRANGE RESOURCES AND PREPARE FOR THE BUILDING OR CONSTRUCTION PROJECT**

**Locations:** Newport.
**Prerequisites:** Nil.
**Description:** This unit of competency specifies the outcomes required to procure the physical and human resources necessary to ensure the development of on-site facilities and the availability of personnel, plant, and equipment, materials and other site-essential items for low rise (low rise’ licensing classification with reference to Class 1 and 10 construction and Classes 2 to 9 with a gross floor area not exceeding 2000 square metres, not including Type A or Type B construction) construction projects. Knowledge of physical resource acquisition and supply processes, and identification and procurement of suitable labour through the organisation’s own employees and/or subcontractors is essential.

**Required Reading:** Australian Standards ABCB Building Code of Australia

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

**CPCBC4018A APPLY SITE SURVEYS AND SET-OUT PROCEDURES TO BUILDING AND CONSTRUCTION PROJECTS**

**Locations:** Newport.
**Prerequisites:** Nil.
**Description:** This unit of competency specifies the outcomes required to conduct basic measuring and levelling techniques as part of the set-out procedures performed on building projects. It includes the use of technical instruments, application of standard procedures and performance of calculations necessary in the set-out of construction projects.

**Required Reading:** Australian Standards ABCB Building Code of Australia

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

**CPCBC4019A APPLY SUSTAINABLE BUILDING DESIGN PRINCIPLES TO WATER MANAGEMENT SYSTEMS**

**Locations:** Newport.
**Prerequisites:** Nil.
**Description:** This unit of competency specifies the outcomes required to apply sound water management principles as part of the implementation of sustainable building and construction processes. The range of legislative and council planning requirements are addressed in addition to the need to respond to growing consumer demand for sustainable buildings and environmentally friendly developments.

**Required Reading:** Australian Standards ABCB Building Code of Australia

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

**CPCBC4020A BUILD THERMALLY EFFICIENT AND SUSTAINABLE STRUCTURES**

**Locations:** Newport.
**Prerequisites:** Nil.
**Description:** This unit of competency specifies the outcomes required to apply sound principles of thermal efficiency as part of the implementation of sustainable building and construction processes. The range of legislative and council planning requirements are addressed in this unit, in addition to the need to respond to growing consumer demand for sustainable buildings and environmentally friendly developments.

**Required Reading:** Australian Standards ABCB Building Code of Australia

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

**CPCBC4021A MINIMISE WASTE ON THE BUILDING AND CONSTRUCTION SITE**

**Locations:** Newport.
**Prerequisites:** Nil.
**Description:** This unit of competency specifies the outcomes required to support sustainable building practices by minimising waste on the building and construction site. The range of legislative and council planning requirements are addressed in addition to industry best practice in relation to the management of by-products generated and removed from demolition, renovation and construction sites.

**Required Reading:** Australian Standards ABCB Building Code of Australia

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

**CPCBC4022A SUPERVISE TILT-UP WORK**

**Locations:** Newport.
**Prerequisites:** Nil.
**Description:** This unit of competency specifies the outcomes required to organise, coordinate and supervise tilt-up work on site. The knowledge and skills required to apply licensing and other regulatory requirements to the process are addressed. The erection of tilt-up pre-cast concrete panels requires the application of highly structured processes and the application of safe work practices.

**Required Reading:** Australian Standards ABCB Building Code of Australia

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

**CPCBC4023A PLAN AND UNDERTAKE SITE INSPECTION AND ASSESSMENT OF ASBESTOS PRODUCTS AND MATERIALS**

**Locations:** Newport.
**Prerequisites:** Nil.
**Description:** This unit of competency specifies the outcomes required to plan, inspect and remove samples of asbestos materials and substances. The unit includes
research, planning, preparation and conduct for the inspection of asbestos materials. It also includes the removal, handling and quarantining of samples for testing.

Required Reading: Australian Standards ABCB Building Code of Australia

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

CPCBC4024A RESOLVE BUSINESS DISPUTES

Locations: Newport.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to advise on or resolve business disputes that may arise in the course of activities in residential and commercial contracting projects. Dispute resolution procedures may be applied as one of the disputing parties or as an independent party.

Required Reading: Australian Standards ABCB Building Code of Australia

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

CPCBC4025A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Locations: Newport.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to present confidently, prepare for personal responsibilities in the workplace and provide opportunities for personal professional development.

Required Reading: Australian Standards ABCB Building Code of Australia

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

CPCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS

Locations: Newport.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to prepare documentation and submit a building approval application or submission to appropriate authorities and the management of the submission through to its final approval. To successfully manage building approvals requires a detailed understanding of the technical documentation that must be prepared, including building plans and specifications together with knowledge of the current regulatory and planning processes. The unit requires the ability to communicate effectively with related building professionals, planning officers and clients.

Required Reading: Australian Standards ABCB Building Code of Australia

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

CPCBC4028A PREPARE DESIGN BRIEF FOR CONSTRUCTION WORKS

Locations: Newport.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to generate a brief for a conventional design, seek feedback on drafts, negotiate with the client and prepare a final design brief for client approval.

Required Reading: Australian Standards ABCB Building Code of Australia

CPCBC4034A APPLY CODES AND STANDARDS TO BUILDING TRADE AND SERVICES CONTRACTING

Locations: Newport.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to access, interpret and apply relevant standards and codes applicable to the performance of building trade contracting and plumbing and services. Successfully complying with the range of relevant standards and codes requires a thorough and relevant knowledge of the purpose of the Building Code of Australia (BCA) and the Plumbing Code of Australia (PCA), coupled with the ability to interpret and apply specific and relevant standards across the range of trades and service sectors.

Required Reading: Australian Standards ABCB Building Code of Australia

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

CPCBC4051A SUPERVISE ASBESTOS REMOVAL

Locations: Newport.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to supervise the removal process for friable and non-friable asbestos containing material (ACM). The unit includes planning for and supervising the removal process, including preparing the work area and the work site, using safe and compliant removal practices, maintaining safety procedures, and supervising the decontamination and removal processes. Ensuring compliance with the asbestos removal control plan (ARCP) is central to the effective performance of the role. This includes ensuring and documenting that required air monitoring and other testing and certification processes are conducted by licensed asbestos assessors according to legislation.

Required Reading: Australian Standards ABCB Building Code of Australia

Assessment: A person should demonstrate the ability to: - obtain and apply work instructions for the safe and correct removal of asbestos - plan for the safe and correct removal of asbestos, including: analysing all documentation, such as the asbestos register - scoping and resourcing the work - work with and supervise the removal team to ensure the safe and correct removal of ACM - supervise and coordinate as required the testing process in strict compliance with legislation and code of practice - supervise decontamination process for workers, equipment and work site to ensure strict compliance with legislation and code of practice - complete documentation that supports the removal process within limits of own responsibility - demonstrate team supervision for the safe and compliant removal of ACM.

CPCBC5001A APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR MEDIUM RISE BUILDING PROJECTS

Locations: Newport.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to access,
interpret and apply relevant building codes and standards applicable to the construction processes of medium rise commercial and wide span buildings (medium rise licensing classification with reference to Class 1 and 10 construction, Class 2 and 3 to a maximum of 3 storeys, Class 4 to 9 to a maximum of 3 storeys, not including Type A construction). To successfully construct medium rise buildings requires a thorough knowledge of the purpose and content of the Building Code of Australia (BCA), coupled with the ability to interpret other codes and standards related to a specific building.

**Required Reading:** Australian Standards ABCB Building Code of Australia

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

**CPCCBC5001B APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR MEDIUM RISE BUILDING PROJECTS**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to access, interpret and apply relevant building codes and standards applicable to the construction processes of medium rise commercial and wide span buildings (medium rise licensing classification with reference to Classes 1 and 10 construction, Classes 2 and 3 to a maximum of 3 storeys, and Classes 4 to 9 to a maximum of 3 storeys, not including Type A construction).

**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.

**CPCCBC5002A MONITOR COSTING SYSTEMS ON MEDIUM RISE BUILDING AND CONSTRUCTION PROJECTS**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to monitor building or construction costing systems. The processes and practices involved in supervising and monitoring costing systems result in the ongoing maintenance of cost control and the production of expenditure schedules and other arrangements, which ensure contracts or projects remain on budget. In order to achieve the outcomes for this unit, knowledge of relevant legislation, codes and standards, industry estimating and costing systems, and financial principles is required.

**Required Reading:** Australian Standards ABCB Building Code of Australia

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

**CPCCBC5003A SUPERVISE THE PLANNING OF ON-SITE MEDIUM RISE BUILDING OR CONSTRUCTION WORK**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to supervise the planning process and organisation of on-site building or construction work projects up to and including medium rise commercial and wide span buildings (medium rise licensing classification with reference to Class 1 and 10 construction, Class 2 and 3 to a maximum of 3 storeys, Class 4 to 9 to a maximum of 3 storeys, not including Type A construction). Successful supervision of planning and organisation requires effective interpretation of contractual and planning requirements and development of strategies for using human and physical resources effectively in order to comply with contractual obligations. In order to achieve the outcomes for this unit, knowledge of relevant building and construction planning practices, state or territory building and construction codes, standards and regulations and human resource principles and practices is required.

**Required Reading:** Australian Standards ABCB Building Code of Australia

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

**CPCCBC5004A SUPERVISE AND APPLY QUALITY STANDARDS TO THE SELECTION OF BUILDING AND CONSTRUCTION MATERIALS**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to supervise the systems through which materials are selected, acquired and stored on site for building or construction work up to and including medium rise projects. It ensures the delivery to the site of materials that meet contract specifications and service requirements for commercial projects. To achieve the outcomes for this unit, knowledge of relevant building construction materials and technologies, environmental effects on materials and testing procedures is required.

**Required Reading:** Australian Standards ABCB Building Code of Australia

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

**CPCCBC5005A SELECT AND MANAGE BUILDING AND CONSTRUCTION CONTRACTORS**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to select and manage building and construction contractors. It covers the processes and practices involved in supervising the systems through which the selection and management of subcontract resources occurs within the organisation, and through which subcontracting needs are identified and quantified. In order to achieve the outcomes for this unit, knowledge of relevant industry legislation, standards and codes, the subcontracting system and industrial relations processes is required.

**Required Reading:** Australian Standards ABCB Building Code of Australia

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCBC5006A APPLY SITE SURVEYS AND SET-OUT PROCEDURES TO MEDIUM RISE BUILDING PROJECTS
Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to apply site surveys and set-out procedures to medium rise building and construction projects. It addresses the skills and practices required to measure, record and interpret data using measuring and levelling equipment and to set out building projects. The ability to operate specific surveying equipment and apply calculations and knowledge of the Building Code of Australia (BCA) and Australian standards are essential.
Required Reading: Australian Standards ABCB Building Code of Australia
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC5006B APPLY SITE SURVEYS AND SET-OUT PROCEDURES TO MEDIUM RISE BUILDING PROJECTS
Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to apply site surveys and set-out procedures to medium rise building and construction projects. It addresses the skills and practices required to measure, record and interpret data using measuring and levelling equipment and to set out building projects. The ability to operate specific surveying equipment and apply calculations and knowledge of the Building Code of Australia (BCA) and Australian standards are essential.
Required Reading: Australian Standards ABCB Building Code of Australia
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC5007A ADMINISTER THE LEGAL OBLIGATIONS OF A BUILDING OR CONSTRUCTION CONTRACT
Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to administer the legal obligations of a building or construction contract. It is concerned with licensing and/or builders’ registration and other legislative matters as appropriate, and administering the systems through which the obligations of complying with legislation are fulfilled. In order to achieve the outcomes for this unit, knowledge of relevant industry legislation, codes, standards, regulations, licensing, employee awards, agreements, OHS, taxation and insurance is required.
Required Reading: Australian Standards ABCB Building Code of Australia
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC5008A APPLY STRUCTURAL PRINCIPLES TO THE CONSTRUCTION OF MEDIUM RISE BUILDINGS
Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to apply structural principles to the construction of medium rise buildings. The design and construction of medium rise buildings requires the input of a range of skilled professionals, including architects and engineers. The building and construction professional plays a significant role within this project team and requires the ability to communicate effectively with building design professionals, and develop sound and safe practices in relation to structural procedures on site.
Required Reading: Australian Standards ABCB Building Code of Australia
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC5009A IDENTIFY SERVICES LAYOUT AND CONNECTION METHODS TO MEDIUM RISE CONSTRUCTION PROJECTS
Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to identify drawings, specifications and requirements for services in a range of medium rise and wide span commercial projects. It requires an ability to identify and evaluate differing methods and services in accordance with building regulations and standards.
Required Reading: Australian Standards ABCB Building Code of Australia
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC5010A MANAGE CONSTRUCTION WORK
Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to manage construction work and/or projects, which may involve fulfilling single or multi-site commercial contractual obligations. To successfully manage construction projects requires knowledge of relevant industry legislation, codes, standards, methods, procedures and practices as well as the ability to communicate effectively with others.
Required Reading: Australian Standards ABCB Building Code of Australia
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC5010B MANAGE CONSTRUCTION WORK
Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to manage construction work and/or projects, which may involve fulfilling single or multi-site commercial contractual obligations. To successfully manage construction projects
requires knowledge of relevant industry legislation, codes, standards, methods, procedures and practices as well as the ability to communicate effectively with others.

**Required Reading:** 
Australian Standards ABCB Building Code of Australia

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

**CPCBC5011A MANAGE ENVIRONMENTAL MANAGEMENT PRACTICES AND PROCESSES IN BUILDING AND CONSTRUCTION**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to manage environmental management practices and processes in building and construction, as part of the organisation’s overall management system. To successfully manage practices and processes requires knowledge of current trends in environmental practices and methodologies, statistical analysis and legislative requirements.

**Required Reading:** 
Australian Standards ABCB Building Code of Australia

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

**CPCBC5012A MANAGE THE APPLICATION AND MONITORING OF ENERGY CONSERVATION AND MANAGEMENT PRACTICES AND PROCESSES**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to manage the application and monitoring of energy conservation and management practices and processes within the building and construction industry. Successful application of the unit requires knowledge of energy management practices and methodologies, statistical analysis, current trends and factors in energy conservation, and legislative and regulatory requirements.

**Required Reading:** 
Australian Standards ABCB Building Code of Australia

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

**CPCBC5013A DEVELOP PROFESSIONAL TECHNICAL AND LEGAL REPORTS ON BUILDING AND CONSTRUCTION PROJECTS**

**Locations:** Melton.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to develop professional technical and legal reports on buildings and commercial construction projects. The unit requires knowledge of relevant legislation, codes, standards and regulations, contract documentation and construction planning and practices, as well as the ability to communicate effectively.

**Required Reading:** 
Australian Standards ABCB Building Code of Australia

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

**CPCBC5018A APPLY STRUCTURAL PRINCIPLES TO THE CONSTRUCTION OF MEDIUM RISE BUILDINGS**

**Locations:** Newport.

**Prerequisites:** CPCBC5001B - APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR MEDIUM RISE BUILDING PROJECTS

**Description:** This unit of competency specifies the outcomes required to apply structural principles to the building of medium rise buildings. The design and construction of medium rise buildings require the input of a range of skilled professionals, including architects and engineers. The building and construction professional plays a significant role within this project team and requires the ability to communicate effectively with building design professionals, and develop sound and safe practices in relation to structural procedures on site.

**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.

**CPCCB2001A HANDLE AND PREPARE BRICKLAYING AND BLOCKLAYING MATERIALS**

**Locations:** Werribee, Newport, Melton.

**Prerequisites:** CPCCHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to handle bricklaying and blocklaying materials manually and mechanically, including their storage requirements. It also includes preparatory mixing requirements and environmental requirements for the disposal of waste.

**Required Reading:** 
VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**CPCCB2002A USE BRICKLAYING AND BLOCKLAYING TOOLS AND EQUIPMENT**

**Locations:** Werribee, Newport, Melton.

**Prerequisites:** CPCCHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to use tools and equipment used in bricklaying and blocklaying safely and effectively. It includes the identification, selection and use of hand and power tools, plant and equipment used in masonry work.

**Required Reading:** 
VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCL3001A LAY PAVING

Locations: Werribee, Newport, Melton.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit of competency specifies the outcomes required to lay pavers on level andinclined surfaces. It includes preparing, setting out and laying of the paving.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCL3002A CARRY OUT MASONRY VENEER CONSTRUCTION

Locations: Werribee, Newport, Melton.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit of competency specifies the outcomes required to construct masonry veneer buildings and structures. It includes planning, preparation, set out and installation of the masonry.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCL3003A CARRY OUT CAVITY BRICK CONSTRUCTION

Locations: Werribee, Newport, Melton.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit of competency specifies the outcomes required to construct cavity brick/block buildings and structures. It includes planning, preparation, set out and installation of the masonry.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCL3004A CONSTRUCT MASONRY STEPS AND STAIRS

Locations: Werribee, Newport, Melton.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit of competency specifies the outcomes required to construct masonry steps, stairs and wing walls for different types and styles of buildings. It includes planning, preparation, set out and installation of the masonry.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCL3005A LAY MASONRY WALLS AND CORNERS

Locations: Werribee, Newport, Melton.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit of competency specifies the outcomes required to construct masonry walls and corners to different types and styles of buildings. It includes planning, preparation, set out and installation of the masonry.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.
CPCCBL3006A LAY MULTI-THICKNESS WALLS AND PIERS

Locations: Werribee, Newport, Melton.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to construct multi-thickness walls and piers for different types and styles of buildings. It includes planning, preparation, set out and construction of walls and piers.

Required Reading: VU produced Workbooks

Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCBL3007A INSTALL GLASS BLOCKWORK

Locations: Werribee, Newport, Melton.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to install glass blockwork to buildings. It includes preparation, set out and installation of the blocks.

Required Reading: VU produced Workbooks

Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCBL3008A INSTALL AERATED AUTOCLAVED CONCRETE PRODUCTS

Locations: Newport.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to install aerated autoclaved concrete (AAC) products to different types and styles of buildings. It includes planning, preparation, set out and installation requirements of the work.

Required Reading: Australian Standards

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

CPCCBL3009A INSTALL FLASHINGS AND DAMP PROOF COURSE

Locations: Werribee, Newport, Melton.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Required Reading: This unit of competency specifies the outcomes required to install flashings and damp proofing products to different types and styles of buildings. It includes planning, preparation, set out, installation and application requirements of the work.

Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCBL3010A CONSTRUCT MASONRY ARCHES

Locations: Werribee, Newport, Melton.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to construct masonry arches within walls and above columns or attached piers. It includes the preparation, set out and construction of masonry walls and arches.

Required Reading: VU produced Workbooks

Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCBL3011A CONSTRUCT CURVED WALLS

Locations: Werribee, Newport, Melton, Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to construct a specified masonry curved wall. It includes the preparation, set out and construction of curved walls.

Required Reading: VU produced Workbooks

Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.
located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**CPCBL3012A CONSTRUCT FIREPLACES AND CHIMNEYS**

**Locations:** Werribee, Newport, Melton.

**Prerequisites:** CPCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to construct brick fireplaces and chimneys in various types and styles of buildings. It includes planning, preparation, set out and construction requirements of the work.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**CPCBL3013A CONSTRUCT MASONRY STRUCTURAL SYSTEMS**

**Locations:** Werribee, Newport, Melton.

**Prerequisites:** CPCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to construct masonry load bearing walls and engaged and isolated piers. It includes planning, preparation set out and construction requirements of the work.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**CPCBL3014A INSTALL FIRE-RATED MASONRY CONSTRUCTION**

**Locations:** Werribee, Newport, Melton.

**Prerequisites:** CPCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to construct fire-rated masonry construction systems for fire-resistant construction. It includes planning, set out and installation requirements of the work.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**CPCBL3015A CONSTRUCT DECORATIVE BRICKWORK**

**Locations:** Werribee, Newport, Melton.

**Prerequisites:** CPCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to construct decorative brickwork to buildings. It includes planning, set out and laying of bricks to form a decorative finish.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**CPCBL3016A CONSTRUCT BATTERED MASONRY WALLS AND PIERS**

**Locations:** Werribee, Newport, Melton.

**Prerequisites:** CPCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to construct battered and piers. It includes the preparation of the base and the laying of masonry or stone to form the wall.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**CPCBL3017A CARRY OUT TUCK POINTING TO BRICKWORK**

**Locations:** Werribee, Newport, Melton.

**Prerequisites:** CPCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to apply tuck pointing to different types and styles of buildings. It includes planning, preparation, set out and application of tuck pointing.
**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCB3018A INSTALL AERATED AUTOCLAVED CONCRETE PRODUCTS**

**Locations:** Werribee, Newport, Melton.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to install aerated autoclaved concrete (AAC) products to different types and styles of buildings. It includes planning, preparation, set out and installation requirements of the work.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCCA2001A HANDLE CARPENTRY MATERIALS**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to safely manually handle, store and apply environmental management principles associated with carpentry materials and components. It includes preparing material for mechanical handling.

**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.

**CPCCCA2002A USE CARPENTRY TOOLS AND EQUIPMENT**

**Locations:** Werribee, Newport, Melton, Sunshine.

**Prerequisites:** CPCCCHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to safely select and use carpentry tools and equipment. It includes hand tools, power tools, pneumatic tools, plant and equipment.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation
CPCCA3001A CARRY OUT GENERAL DEMOLITION OF MINOR BUILDING STRUCTURES

Locations: Werribee, Newport, Melton, Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit of competency specifies the outcomes required to plan, prepare, set out, construct and erect load bearing and non-load bearing wall frames for different types of loadings determined by the roof top and bracing configuration. It includes set out, cutting and fabrication of both timber and metal wall frames, and the erection, connection and bracing of wall frames to specifications.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCA3002A CARRY OUT SETTING OUT

Locations: Werribee, Newport, Melton, Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit of competency specifies the outcomes required to identify site boundaries and survey indicators, and establishing, measuring and setting up profiled set outs for buildings and structural components of building work.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCA3003A INSTALL FLOORING SYSTEMS

Locations: Werribee, Newport, Melton, Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit of competency specifies the outcomes required to plan, prepare, set out and install timber flooring systems to support imposed loads. It includes application in brick veneer, full masonry and timber frame construction.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCA3004A CONSTRUCT WALL FRAMES

Locations: Werribee, Newport, Melton, Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit of competency specifies the outcomes required to plan, prepare, set out, construct and erect load bearing and non-load bearing wall frames for different types of loadings determined by the roof top and bracing configuration. It includes set out, cutting and fabrication of both timber and metal wall frames, and the erection, connection and bracing of wall frames to specifications.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCA3005A CONSTRUCT CEILING FRAMES

Locations: Werribee, Newport, Melton, Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit of competency specifies the outcomes required to plan, prepare, set out, construct and erect ceiling frames to accommodate ceiling joists, hanging beams, strutted beams and composite beams. It includes selection of members and setting out of the ceiling frame in conjunction with the roof members.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCA3006A ERECT ROOF TRUSSES

Locations: Werribee, Newport, Melton, Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit of competency specifies the outcomes required to select, set out, erect and brace roof trusses to accommodate roof coverings for waterproofing purposes. It includes gable, hip and valley, and hip roofing types.

Required Reading: VU produced Workbooks

Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCCA3007A CONSTRUCT PITCHED ROOFS

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to select, set out, construct and erect pitched roofs to accommodate roof coverings for waterproofing purposes. It includes scotch valley gable, hip and valley, broken hip and valley and combinations thereof.

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.

CPCCCA3007B CONSTRUCT PITCHED ROOFS

Description: This unit of competency specifies the outcomes required to select, set out, construct and erect pitched roofs on irregular plan building shapes which may have skewed, spayed or hexagonal ends. It includes such roofs that include dormer windows and may be of gable, hip, and valley, or combinations of these that are applied to different types and styles of buildings.

Required Reading: VU produced Workbooks

Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCCA3007C CONSTRUCT ADVANCED ROOFS

Required Reading: VU produced Workbooks

Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCCA3008A CONSTRUCT EAVES

Locations: Werribee, Newport, Melton, Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to prepare, set out and construct eaves, including the cutting and fixing of fascias and barges to provide a finish between the wall and the roof. It includes boxed eaves and the finish to gable ends.

Required Reading: VU produced Workbooks

Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCCA3009A INSTALL AND REPLACE WINDOWS AND DOORS

Locations: Werribee, Newport, Melton, Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to plan, prepare, set out and construct pitched roofs on irregular plan building shapes which may have skewed, spayed or hexagonal ends. It includes such roofs that include dormer windows and may be of gable, hip, and valley, or combinations of these that are applied to different types and styles of buildings.

Required Reading: VU produced Workbooks

Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

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integration of employability skills with workplace tasks and job roles, confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCCA3011A REFURBISH TIMBER SASHES TO WINDOW FRAMES**

**Locations:** Werribee, Newport, Melton, Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to refurbish timber sashes to window frames to rectify operation of external windows for ongoing use. It includes timber casement windows and double hung windows, and the refitting of timber sashes.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**CPCCCA3012A FRAME AND FIT WET AREA FIXTURES**

**Locations:** Werribee, Newport, Melton, Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to install supporting framework for fixtures and fixtures associated with the wet area construction for a bath, shower base and sink or basin unit, and preparation for wet area linings. It includes bathroom, laundry, shower, toilet and en suite wet areas.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**CPCCCA3013A INSTALL LINING, PANELLING AND MOULDING**

**Locations:** Werribee, Newport, Melton, Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to prepare, set out and install lining and panelling to either masonry or timber/metal framed walls. It includes the installation of mouldings to provide decorative finishes.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**CPCCCA3014A CONSTRUCT BULKHEADS**

**Locations:** Werribee, Newport, Melton, Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to construct bulkheads to conceal services or for decorative purposes. It includes straight, curved and geometric shaped bulkheads, generally constructed in situ and includes prefabricated fitments.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**CPCCCA3015A ASSEMBLE PARTITIONS**

**Locations:** Werribee, Newport, Melton, Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to set out and assemble partitions for the purpose of dividing areas into useable spaces. It includes prefabricated and demountable partitions constructed of timber or metal.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.
CPCCCA3016A CONSTRUCT TIMBER EXTERNAL STAIRS
Locations: Werribee, Newport, Melton, Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit of competency specifies the outcomes required to construct, erect and dismantle formwork for stairs and ramps to form up the concrete that may involve one or more flights, in order to provide access into a structure. It includes timber treads and stringers.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCCCA3017A INSTALL EXTERIOR CLADDING
Locations: Werribee, Newport, Melton, Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit of competency specifies the outcomes required to install material finishes applied to an external framed wall surface for the purpose of weatherproofing and securing the building. It includes sheet material, weatherboarding of timber, plastic, metal and fibre cement sheet.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCCCA3018A CONSTRUCT, ERECT AND DISMANTLE FORMWORK FOR STAIRS AND RAMPS
Locations: Werribee, Newport, Melton, Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit of competency specifies the outcomes required to construct, erect and dismantle formwork for stairs and ramps to form up the concrete that may involve one or more flights in order to provide access between floors and/or landings. It includes timber, metal or prefabricated formwork.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCCCA3019A ERECT AND DISMANTLE FORMWORK TO SUSPENDED SLABS, COLUMNS, BEAMS AND WALLS
Locations: Werribee, Newport, Melton, Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit of competency specifies the outcomes required to erect and dismantle formwork to suspended slabs, columns, beams and walls to contain concrete in above ground construction. It includes timber, metal or prefabricated formwork of modular or in situ design.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCCCA3020A ERECT AND DISMANTLE JUMP FORM FORMWORK
Locations: Werribee, Newport, Melton, Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit of competency specifies the outcomes required to erect and dismantle jump form formwork to form wall structures where the formwork process is continuous. It includes curved or straight jump form formwork.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCCCA3021A ERECT AND DISMANTLE SLIP FORM FORMWORK
Locations: Werribee, Newport, Melton, Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
This unit of competency specifies the outcomes required to erect and dismantle slip form formwork to form wall structures where the formwork process is continuous. It includes curved or straight slip form formwork.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

### CPCCA3022A INSTALL CURTAIN WALLING

**Locations:** Werribee, Newport, Melton, Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to fit and fix curtain walling facades to multi-storey structures to provide external cladding of structural steel or reinforced concrete. It includes fabricated frameworks with metal cladding, fabricated framework with glass panels, pre-cast concrete panels, and manufactured and natural stone products in or on the structure.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

### CPCCA3023A CARRY OUT LEVELLING OPERATIONS

**Locations:** Werribee, Newport, Melton, Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to conduct levelling procedures using the rise and fall method and the height of instrument method for the purpose of establishing correct and accurate set out of buildings, their components and preparation. It includes the set up, testing and use of levelling devices and undertaking closed traverses using a range of levelling equipment.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

### CPCCCM1001A UNDERTAKE BASIC ESTIMATION AND COSTING

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to estimate materials, labour and time requirements and establish costs for a basic construction project.

**Required Reading:** Australian Standards

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

### CPCCCM1002A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY

**Locations:** Newport.

**Prerequisites:** CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to prepare for and sustain effective work within the construction industry. It covers the identification and clarification of the construction industry work context, scope and employment conditions, responsibility required to be accepted by the individual, working in a team, individual career path improvement activities and sustainable work practices and techniques.

**Required Reading:** Australian Standards VU Produced Workshops

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

### CPCCCM1003A PLAN AND ORGANISE WORK

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to plan and organise individual and group work activities on a construction site. The unit includes identifying task requirements, planning steps and organising work.

**Required Reading:** Australian Standards VU Produced Workshops

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

### CPCCCM1004A CONDUCT WORKPLACE COMMUNICATION

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to communicate
effectively with other workers in a construction workplace environment. It includes gathering, conveying and receiving information through verbal and written forms of communication.

Required Reading: Australian Standards 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.

CPCCCM1005A CARRY OUT MEASUREMENTS AND CALCULATIONS
Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to carry out measurements and perform simple calculations to determine task and material requirements for a job in a construction work environment.

Required Reading: Australian Standards VU Produced Workshops

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

CPCCCM1006A WORK SAFELY AT HEIGHTS
Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to work safely on construction sites where the work activity involves working above 1.5 metres from ground level and where fall protection measures are required.

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.

CPCCCM1014A CONDUCT WORKPLACE COMMUNICATION
Locations: Werribee, Newport, Melton, Sunshine, Harvester Technical College.
Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to communicate effectively with other workers in a construction workplace environment. It includes gathering, conveying and receiving information through verbal and written forms of communication.

Required Reading: VU produced Workbooks

Assessment: A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - locate, interpret and apply relevant construction industry information, standards and specifications - comply with site safety plans and OHS legislation - communicate and work effectively and safely with others - locate and identify documentation on site employment conditions and source of these conditions - follow workplace procedures according to instructions given and report information only at own level of responsibility, including: - complying with environmental/sustainability legislation, and organisational and procedural requirements - use of tools, such as an inspection checklist. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School.

CPCCCM1013A PLAN AND ORGANISE WORK
Locations: Werribee, Newport, Melton, Sunshine, Harvester Technical College.
Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to plan and organise individual and group work activities on a construction site. The unit includes identifying task requirements, planning steps and organising work.

Required Reading: VU produced Workbooks

Assessment: A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - locate, interpret and apply relevant construction industry information, standards and specifications - comply with site safety plans and OHS legislation - communicate and work effectively and safely with others - document and communicate work-related information, including work orders, specifications, products, materials and labour requirements, costing calculations for products, materials and labour, and special conditions for a specified construction project - estimate and cost a specified project, including: - estimate quantities of material required - determine types and amount of labour required to complete the work - estimate time required to complete job - estimate overheads associated with the project.

CPCCCM1012A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY
Locations: Werribee, Newport, Melton, Sunshine, Harvester Technical College.
Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to prepare for and sustain effective work within the construction industry. It covers the identification and clarification of the construction industry work context, scope and employment conditions, responsibility required to be accepted by the individual, working in a team, individual career path improvement activities and sustainable work practices and techniques.

Required Reading: VU produced Workbooks

Assessment: A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - locate, interpret and apply relevant construction industry information, standards and specifications - comply with site safety plans and OHS legislation - communicate and work effectively and safely with others - locate and identify documentation on site employment conditions and source of these conditions - follow workplace procedures according to instructions given and report information only at own level of responsibility, including: - complying with environmental/sustainability legislation, and organisational and procedural requirements - use of tools, such as an inspection checklist. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School.

CPCCCM1014A CONDUCT WORKPLACE COMMUNICATION
Locations: Werribee, Newport, Melton, Sunshine, Harvester Technical College.
Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to communicate effectively with other workers in a construction workplace environment. It includes gathering, conveying and receiving information through verbal and written forms of communication.

Required Reading: VU produced Workbooks

Assessment: A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - locate, interpret and apply relevant information - comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations - comply with organisational policies and
procedures, including quality requirements - safely and effectively use communication equipment - communicate and work effectively and safely with others - interpret all signage accurately - complete tasks successfully following instruction - convey pieces of information to other workers accurately - fill out workplace documents accurately - frame questions at an on-site meeting in a range of contexts or occasions over time. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School.

**CPCCCM1015A CARRY OUT MEASUREMENTS AND CALCULATIONS**

**Locations:** Werribee, Newport, Melton, Sunshine, Harvester Technical College.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to read and interpret plans and specifications relevant to construction operations. It includes the identification of types of plans and drawings and their functions, the recognition of commonly used symbols and abbreviations, the identification of key features and specifications on a site plan, the comprehension of written job specifications and the recognition of document status and amendment detail.

**Required Reading:** VU produced Workbooks

**Assessment:** A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - locate, interpret and apply relevant information - comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations - safely and effectively use tools and equipment - communicate and work effectively and safely with others - calculate each of the following using a realistic construction task or example: - length - perimeter - circumference - area - volume - number - ratio - percentage - conversion of metres to millimetres and millimetres to metres - measure using a rule or tape measure five Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School.

**CPCCCM2001A READ AND INTERPRET PLANS AND SPECIFICATIONS**

**Locations:** Werribee, Newport, Melton, Sunshine, Harvester Technical College.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to read and interpret plans and specifications relevant to construction operations. It includes the identification of types of plans and drawings and their functions, the recognition of commonly used symbols and abbreviations, the identification of key features and specifications on a site plan, the comprehension of written job specifications and the recognition of document status and amendment detail.

**Required Reading:** VU Produced Workshops

**Assessment:** A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - locate, interpret and apply relevant information, standards and specifications - comply with site safety plan, OHS regulations - comply with organisational policies and procedures, including quality requirements - communicate and work effectively and safely with others - for a minimum of two different projects, read and interpret the project plans, including: - confirmation of amendment status and drawings confirmed 'for construction' - six key features on both the plan and the site - confirmation of six items of information from the title block of the project plans - six ancillary works dimensions, levels and locations from the project plans Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School.

**CPCCCM2002A CARRY OUT EXCAVATION**

**Locations:** Werribee, Newport, Melton, Sunshine, Harvester Technical College.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to undertake hand excavation tasks and excavations requiring the assistance of plant machinery to form excavations for footings, and the provision of services. It includes excavation to new and existing sites, and new services or the diversion of existing services.

**Required Reading:** VU produced Workbooks

**Assessment:** A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - locate, interpret and apply relevant information, standards and specifications - comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations - comply with organisational policies and procedures, including quality requirements - safely and effectively use tools, plant and equipment - communicate and work effectively and safely with others - determine from an existing set out, a mark out and then excavate site as part of an overall project to job specifications without damaging services. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to UWC via a project or simulation.

**CPCCCM2004A HANDLE CONSTRUCTION MATERIALS**

**Locations:** Werribee, Newport, Melton, Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to safely manually handle, store and apply environmental management principles associated with construction materials and components. It includes preparing material for mechanical handling.

**Required Reading:** VU Produced Workbooks

**Assessment:** A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - handle other building and construction components and materials for one construction project.

**CPCCCM2005A USE CONSTRUCTION TOOLS AND EQUIPMENT**

**Locations:** Footscray Nicholson, Werribee, Newport, City King St, Industry, Melton, Sunshine, St Albans, Harvester Technical College VU College: 22012VIC Certificate I in Vocational Education - includes Industry, City King, St Albans, Footscray Nicholson, Melton, Newport, Sunshine, Werribee, Harvester TC and Other. This unit is also delivered at off-site work placement locations.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to safely select and use construction tools and equipment. It includes hand tools, power tools, pneumatic tools, and plant and equipment.

**Required Reading:** VU produced Workbooks

**Assessment:** This unit must be able to provide evidence of the ability to: - locate, interpret and apply relevant information, standards and specifications - comply with site safety plan and OHS legislation - safely and effectively use tools, plant and equipment - safely move and stack a given quantity of sheet material - safely handle other building and construction components and materials for one construction project.
hand saw, hand plane, chisel, shovel, wheelbarrow, sledge hammer, pick, mattock, crow bar and pinch bar for given tasks - identify power and pneumatic tools, including electrical and compressed air safety - safely use and maintain a minimum of a: - power saw - electric plane - impact power drill - nail gun - impact hammer - generator compressor. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School.

**CPCCCM2006A APPLY BASIC LEVELLING PROCEDURES**

**Locations:** Werribee, Newport, Melton, Sunshine, Harvester Technical College.

**Prerequisites:**CPCCOH52001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:**This unit of competency specifies the outcomes required to carry out levelling in a single plane for the purpose of establishing correct and accurate set out of buildings components. It includes the set up, testing and use of levelling devices, and establishing and transferring heights using a range of levelling equipment.

**Required Reading:**VU produced Workbooks

**Assessment:**A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations - comply with organisational policies and procedures, including quality requirements - safely and effectively use tools and equipment - communicate and work effectively and safely with others - transfer levels and record differences in height on one project to job specifications using: - a spirit level and straight edge - levelling with water technique - laser levelling devices - optical levelling devices - accurately record the results of each levelling procedure to organisational requirements. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School.

**CPCCCM2007A USE EXPLOSIVE POWER TOOLS**

**Locations:** Werribee, Newport, Melton, Sunshine, Harvester Technical College.

**Prerequisites:**CPCCOH52001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:**This unit of competency specifies the outcomes required to apply safe and effective operation of explosive power tools (EPT), used to fasten materials or fix fasteners to bases. It includes both direct action and indirect action explosive powered fastening tools.

**Required Reading:**VU produced Workbooks

**Assessment:**A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - locate, interpret and apply relevant information, standards and specifications - comply with site safety plan and OHS - comply with organisational policies and procedures - safely and effectively use tools and equipment - fix metal or timber to a steel, concrete or masonry base on one project of each to job specifications, including: - completion of stripping and assembly of the tool - selecting charges and fasteners applicable to base material and material being fixed - misfire procedures - complying with storage and security regulations and OHS requirements for the working environment Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCCM2008A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING**

**Locations:** Werribee, Newport, Melton, Sunshine, Harvester Technical College.

**Prerequisites:**CPCCOH52001A - APPLY OHS REQUIREMENTS, POLICIES AND

**PROCEDURES IN THE CONSTRUCTION INDUSTRY**

**Description:**This unit of competency specifies the outcomes required to erect and dismantle restricted height scaffolding to provide work platforms for various occupational applications. It includes placement of safety barriers and only involves modular scaffolding restricted to a height of 4 metres.

**Required Reading:**VU produced Workbooks

**Assessment:**A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - locate, interpret and apply relevant information, standards and specifications - comply with site safety plan and OHS legislation, regulations and codes of practice - comply with organisational policies and procedures, including quality requirements - safely and effectively use tools, plant and equipment - complete planning, erection and dismantling of a modular scaffolding system, in accordance with JSA and safe work method statements and regulations, including a minimum of: - three boys (one with a return) - one lift with ladder - fall and edge protection. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCCM2009A CARRY OUT BASIC DEMOLITION**

**Locations:** Werribee, Newport, Melton, Sunshine, Harvester Technical College.

**Prerequisites:**CPCCOH52001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:**This unit of competency specifies the outcomes required to remove components from single storey buildings and structures using basic demolition techniques. It includes the preparation of the site for the demolition process and the removal of components.

**Required Reading:**VU produced Workbooks

**Assessment:**A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - locate, interpret and apply relevant information, standards and specifications - comply with site safety plan and OHS legislation - comply with organisational policies and procedures - safely and effectively use tools, plant and equipment - as a minimum, given a site demolition plan and instructions, remove the fixtures and fittings, ceiling, and external and internal non-load bearing walls; and clean up, disposing or salvaging materials, ensuring: - confirmation that wall or structure is not load bearing - compliance with regulations, standards and organisational quality procedures and processes. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCCM2010A WORK SAFELY AT HEIGHTS**

**Locations:** Werribee, Newport, Melton, Sunshine, Harvester Technical College.

**Prerequisites:**CPCCOH52001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:**This unit of competency specifies the outcomes required to work safely on construction sites where the work activity involves working above 1.5 metres from ground level and where fall protection measures are required.

**Required Reading:**VU Produced Workbooks

**Assessment:**A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - locate, interpret and apply relevant information, standards and specifications - comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations - safely and effectively use tools, plant and equipment - communicate and work effectively and safely with others - select and use appropriate height access and fall protection equipment and
work methods, including inspecting fall protection equipment, scaffold and fall barriers for faults - apply knowledge of industry products to identify: - manual handling risks - types of lifting and support structures approved for use Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School.

**CPCCCM3001A OPERATE ELEVATED WORK PLATFORMS**

**Locations:** Werribee, Newport, Melton, Sunshine, Harvester Technical College.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to safely and effectively operate some types of elevated work platforms (EWPs) in a variety of different terrains and situations to access isolated work areas. The unit includes locating, setting up, operating and shutting down EWPs. In addition to achievement of this competency, an EWP operator may need to obtain additional certification of training and experience before being allowed to operate the equipment.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCCM3001B OPERATE ELEVATED WORK PLATFORMS**

**Locations:** Werribee, Newport, Melton, Sunshine, Harvester Technical College.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to safely and effectively operate some types of elevated work platforms (EWPs) in a variety of different terrains and situations to access isolated work areas. The unit includes locating, setting up, operating and shutting down EWPs. In addition to achievement of this competency, an EWP operator may need to obtain additional certification of training and experience before being allowed to operate the equipment.

**Required Reading:** VU produced Workbooks

**Assessment:** A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - locate, interpret and apply relevant information, standards and specifications - comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations - comply with organisational policies and procedures, including quality requirements - safely and effectively use tools, plant and equipment - communicate and work effectively and safely with others - complete set up and operation of a range of EWPs as listed in the range statement, including all functions. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCCM3003A WORK SAFELY AROUND POWER SOURCES, SERVICES AND ASSETS**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to work with or operate plant in or around close proximity of power sources, services and assets for the general safety of personnel and equipment. It includes all occupational areas that may require working near electricity.

**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.

**CPCCCO20003A CARRY OUT CONCRETING TO SIMPLE FORMS**

**Locations:** Newport.

**Prerequisites:** CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to safely install formwork, reinforcement and place and finish concrete for the construction of minor slabs, pathways and other minor works to a specified design finish. The unit includes positioning the truck, placing concrete from truck to work area, spreading concrete and cleaning up site.

**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.

**CPCCCO2013A CARRY OUT CONCRETING TO SIMPLE FORMS**

**Locations:** Werribee, Newport, Melton, Sunshine, Harvester Technical College.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to safely install formwork, reinforcement and place and finish concrete for the construction of minor slabs, pathways and other minor works to a specified design finish. The unit includes positioning the truck, placing concrete from truck to work area, spreading concrete and cleaning up site.

**Required Reading:** VU produced Workbooks

**Assessment:** A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - locate, interpret and apply relevant information, standards and specifications - comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations - comply with organisational policies and procedures - safely and effectively operate and use tools, plant and equipment - communicate and work effectively and safely with others. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCCM3007A CUT AND CORE CONCRETE**

**Locations:** Newport.

**Prerequisites:** CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to plan, prepare, cut and core concrete for the provision of service holes, core samples, construction
joints and joining new components. The unit includes the use of sawing and drilling equipment.

**Required Reading:** Australian Standards

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCJN2001A ASSEMBLE COMPONENTS**

**Locations:** Newport, Industry, Melton.

**Prerequisites:** CPCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit specifies the outcomes required to assemble manufactured components to form a completed constructed unit.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**CPCJN3002A USE COMPUTER-CONTROLLED MACHINERY**

**Locations:** Werribee, Newport, Melton.

**Prerequisites:** CPCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit specifies the outcomes required to program, load and operate computer-controlled machinery for the production of components.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.
CPCCJN3004A MANUFACTURE JOINERY COMPONENTS

Locations: Werribee, Newport, Melton.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit specifies the outcomes required to carry out machining and manufacturing processes for component material in preparation for assembling joinery components.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCJS3003A ASSEMBLE AND INSTALL STAIRS

Locations: Newport.
Prerequisites: Nil.
Description: This unit specifies the outcomes required to assemble prepared components required for the assembly and installation of a timber stair to location.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCJS3004A MANUFACTURE AND INSTALL CONTINUOUS HANDRAILING

Locations: Newport.
Prerequisites: CPCCOJS3001A - DESIGN AND SET OUT STAIRS.
Description: This unit specifies the outcomes required to carry out machining and manufacturing processes to set out component material in preparation for the assembly of window frames, sashes, doors and door frames.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCJS3001A DESIGN AND SET OUT STAIRS

Locations: Newport.
Prerequisites: Nil.
Description: This unit specifies the outcomes required to design and set out dressed material to prepare for manufacturing processes in preparation for the assembly of components to construct a stair.
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCJS3002A MANUFACTURE STAIR COMPONENTS FOR STRAIGHT FLIGHTED STAIRS

Locations: Werribee, Newport, Melton, Sunshine.
Prerequisites: CPCCOJS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit specifies the outcomes required to undertake the manufacturing processes required to prepare and manufacture components for the assembly of straight flighted stairs.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCJS3003A ASSEMBLE AND INSTALL STAIRS

Locations: Werribee, Newport, Melton, Sunshine.
Prerequisites: CPCCOJS3001A - DESIGN AND SET OUT STAIRS.
Description: This unit specifies the outcomes required to carry out machining and manufacturing processes to set out component material in preparation for the assembly of window frames, sashes, doors and door frames.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCJS3004A MANUFACTURE AND INSTALL CONTINUOUS HANDRAILING

Locations: Newport.
Prerequisites: Nil.
Description: This unit specifies the outcomes required to carry out machining and manufacturing processes to set out component material in preparation for the assembly of window frames, sashes, doors and door frames.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCJS3002A MANUFACTURE STAIR COMPONENTS FOR STRAIGHT FLIGHTED STAIRS

Locations: Werribee, Newport, Melton, Sunshine.
Prerequisites: CPCCOJS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit specifies the outcomes required to undertake the manufacturing processes required to prepare and manufacture components for the assembly of straight flighted stairs.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCJS3001A DESIGN AND SET OUT STAIRS

Locations: Newport.
Prerequisites: Nil.
Description: This unit specifies the outcomes required to design and set out dressed material to prepare for manufacturing processes in preparation for the assembly of components to construct a stair.
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCJS3002A MANUFACTURE STAIR COMPONENTS FOR STRAIGHT FLIGHTED STAIRS

Locations: Werribee, Newport, Melton, Sunshine.
Prerequisites: CPCCOJS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit specifies the outcomes required to undertake the manufacturing processes required to prepare and manufacture components for the assembly of straight flighted stairs.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCJS3003A ASSEMBLE AND INSTALL STAIRS

Locations: Werribee, Newport, Melton, Sunshine.
Prerequisites: CPCCOJS3001A - DESIGN AND SET OUT STAIRS.
Description: This unit specifies the outcomes required to carry out machining and manufacturing processes to set out component material in preparation for the assembly of window frames, sashes, doors and door frames.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCJS3004A MANUFACTURE AND INSTALL CONTINUOUS HANDRAILING

Locations: Newport.
Prerequisites: Nil.
Description: This unit specifies the outcomes required to carry out machining and manufacturing processes to set out component material in preparation for the assembly of window frames, sashes, doors and door frames.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.
This unit specifies the outcomes required to design and set out dressed component to construct a stair. It requires the ability to demonstrate personal awareness of OHS legislative requirements, and the basic principles of risk management and prevention of injury and illness in the construction industry. Licensing requirements will apply to this unit of competency depending on the regulatory requirements of each jurisdiction.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCJS3006A CONSTRUCT FABRICATED STAIRS**

**Locations:** Werribee, Newport, Melton, Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit specifies the outcomes required to construct fabricated stairs, which may involve one or more flights in their structure and could incorporate fabricated components that are alternatives to timber components.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCJS3001A DESIGN AND SET OUT STAIRS**

**Locations:** Werribee, Newport, Melton, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit specifies the outcomes required to design and set out dressed material to prepare for manufacturing processes in preparation for the assembly of components to construct a stair.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCJSF2001A LICENSE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING - BASIC LEVEL**

**Locations:** Werribee, Newport, Melton, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit specifies the outcomes required to erect, alter and dismantle scaffolding at the basic level, consisting of scaffolding work connected with the operation or use of modular or pre-fabricated scaffolds, cantilevered materials hoists with a maximum working load of 500kg, ropes and gin wheels, safety nets and static lines, and bracket scaffolds (tank and formwork) for licensing purposes.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCOHS1001A WORK SAFELY IN THE CONSTRUCTION INDUSTRY**

**Locations:** Werribee, Newport, Melton, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit specifies the outcomes required to undertake Occupational Health and Safety (OHS) induction training within the construction industry. It requires the ability to demonstrate personal awareness of OHS legislative requirements, and the basic principles of risk management and prevention of injury and illness in the construction industry. Licensing requirements will apply to this unit of competency depending on the regulatory requirements of each jurisdiction.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCOHS2001A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY**

**Locations:** Werribee, Newport, Melton, Sunshine, Harvester Technical College.

**Prerequisites:** Nil.

**Description:** This unit specifies the outcomes required to carry out OHS requirements through safe work practices at any on or off-site construction workplace. It requires the performance of work in a safe manner through awareness of risks and work requirements, and the planning and performance of safe work practices with concern for personal safety and the safety of others.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment methods will include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School.
equipment to extinguish a simulated mechanical fire - evacuate a site through simulated response to an emergency Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School.

**CPCCPB3015A INSTALL ACOUSTIC AND THERMAL ENVIRONMENTAL PROTECTION SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** CPCCOH52001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to install wall and ceiling systems that satisfy environmental requirements in terms of acoustic ratings and energy efficiency ratings in accordance with sustainable building practices. It includes planning and preparation for work, installation of insulation to wall cavities and plenum, installation of acoustic systems and completion of post work clean-up activities.

**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.

**CPCCPD2003A REMOVE AND REPLACE DOORS AND DOOR AND WINDOW COMPONENTS**

**Locations:** Sunshine.

**Prerequisites:** CPCCOH51001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to remove and replace doors and door and window furniture for the purpose of painting or replacement. The unit includes regulating and preparation for the work, the removal and replacement of doors and door and window furniture and completion of clean-up activities.

**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.

**CPCCPD3001A PREPARE SURFACES FOR PAINTING**

**Locations:** Sunshine.

**Prerequisites:** CPCCOH51001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to restore, repair and prepare different material surfaces for the application of paint. The unit includes planning and preparation for the work, preparation of new or uncoated surfaces, preparation of previously coated surfaces, preparation of previously wallpapered surfaces for painting and completion of clean-up activities.

**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.

**CPCCPD3006A APPLY STAINS AND CLEAR TIMBER FINISHES**

**Locations:** Sunshine.

**Prerequisites:** CPCCOH51001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to apply stains and clear timber finishes to different material surfaces, including previously stained or finished timber to form a protective and decorative finish. The unit includes planning and preparation for the work, preparation of the work area and materials, staining of bare timber, application of clear finishes and completion of clean-up activities.

**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.

**CPCCPD3009A REMOVE GRAFFITI AND APPLY PROTECTIVE COATINGS**

**Locations:** Sunshine.

**Prerequisites:** CPCCOH51001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to remove graffiti and apply preventative materials to different surfaces to form graffiti-resistant surface systems. The unit includes planning and preparation for the work, preparation of the work site and materials, removal of graffiti, application of preventative material and completion of clean-up activities.

**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.

**CPCCPD3021A PREPARE SURFACES FOR PAINTING**

**Locations:** Werribee, Newport, Melton, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to restore, repair and prepare different material surfaces for the application of paint. The unit includes planning and preparation for the work, preparation of new or uncoated surfaces, preparation of previously coated surfaces, preparation of previously wallpapered surfaces for painting and completion of clean-up activities.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**CPCCRI3001B OPERATE PERSONNEL AND MATERIALS HOISTS**

**Locations:** Newport.

**Prerequisites:** CPCCOH52001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to place and fix reinforcement for concrete work as part of construction processes. It includes planning and preparation for the work, final preparation for placement, placing and fixing reinforcement, checking the reinforcement and completing clean-up activities.

Required Reading: VU produced Workbooks

Assessment: Assessment methods will: satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCSH2002A USE ALUMINIUM SECTIONS FOR FABRICATION

Locations: Sunshine.

Prerequisites: CPCCOH52001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit specifies the outcomes required to use aluminium sections in fabricated structures and the methods of joining the sections.

Required Reading: Australian Standards

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

CPCCSH2003A APPLY AND INSTALL SEALANT AND SEALANT DEVICES

Locations: Werribee, Newport, Melton, Sunshine.

Prerequisites: CPCCOH52001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit specifies the outcomes required to apply sealants and sealant devices to structures.

Required Reading: VU produced Workbooks

Assessment: Assessment methods will: satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCSH3001A SET OUT AND ASSEMBLE CABINETS, SHOWCASES, WALL UNITS, COUNTERS AND WORKSTATIONS

Locations: Werribee, Newport, Melton, Sunshine.

Prerequisites: CPCCOH52001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
**Description:** This unit specifies the outcomes required to set out component parts and assemble and fit them to complete the construction of a fitment.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCHS3004A APPLY FINISHES**

**Locations:** Werribee, Newport, Melton, Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit specifies the outcomes required to prepare and apply types of finishing materials to surfaces.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCHS3005A APPLY AND TRIM DECORATIVE FINISHES**

**Locations:** Werribee, Newport, Melton, Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit specifies the outcomes required to prepare and apply decorative finishes to surfaces.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCHS3004A USE COLOUR FOR SIGNAGE**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit specifies the outcomes required to use colour for signage in a range of sign manufacture and installation activities. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCHS3002A LAY OUT AND DESIGN SIGNAGE**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit specifies the outcomes required to lay out and design signage. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCHS3003A PREPARE SURFACES FOR SIGNAGE**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit specifies the outcomes required to prepare a range of surfaces for signage application. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**B4**
CPCSI2004A PRODUCE DIGITAL SIGNAGE

Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to produce digital signage. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading: VU produced Workbooks

Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCSI2005A FABRICATE SIGNAGE

Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to fabricate signage using acrylic or light metal materials. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading: VU produced Workbooks

Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCSI2006A SIGNWRITE TO SIMPLE FORMS

Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to manually write signs on a range of surfaces to design specifications. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading: VU produced Workbooks

Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCSI2007A APPLY FASTENERS AND FIXINGS

Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to apply proprietary fasteners and fixings in a range of common construction materials.

Required Reading: VU produced Workbooks

Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCSI3001A PRODUCE VINYL SIGNAGE

Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to produce vinyl signage in a variety of styles and shapes for attachment to surfaces. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading: VU produced Workbooks

Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCSI3002A USE ROTARY ROUTER

Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to engrave signs...
using a laser or rotary router. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCSI3003A SIGNWRITE TO DECORATIVE FORMS**

**Locations:** Sunshine.

**Prerequisites:** CPCCIOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to manually signwrite to decorative forms using a range of techniques and materials. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCSI3004A APPLY ADVANCED VINYL APPLICATIONS**

**Locations:** Werribee, Newport, Melton, Sunshine.

**Prerequisites:** CPCCIOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to produce vinyl signage in advanced forms. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCSI3005A USE ENGRAVING SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** CPCCIOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to engrave signs using a laser or rotary router. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCSI3006A APPLY GILDING TO SIGNAGE**

**Locations:** Sunshine.

**Prerequisites:** CPCCIOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to prepare background surfaces; masking, drafting and applying gilding to lettering, shapes, heraldic and other decorative forms of signage. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCSI3007A APPLY LINES AND SCROLLS**

**Locations:** Sunshine.

**Prerequisites:** CPCCIOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to set out and apply materials to produce various forms of line and scroll work on specified surfaces.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation
environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCSI3008A WRITE SHOWCARDS AND CHALKBOARDS**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to manually write showcards and chalkboards for commercial purposes. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Required Reading:** Australian Standards VU Produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCSI3009A SCREEN-PRINT SIGNAGE**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to prepare screens and apply paint to sign faces, creating decoratively designed signs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCSI3010A INSTALL LED SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to install light emitting diode (LED) technology for signage. No licensing (less than 240 volts), legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCSI3011A USE LED TECHNOLOGY FOR SIGNAGE**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to use light emitting diode (LED) technology for signage. No licensing (less than 240 volts), legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCSI3012A APPLY ELECTRICAL THEORY FOR ILLUMINATED SIGNAGE**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to apply electrical theory for signage applications. No licensing (less than 240 volts), legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Required Reading:** Australian Standards VU Produced Workshops

**Assessment:** Assessment methods will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCCS3014A MANUFACTURE GAS-CHARGED GLASS-FORMED ILLUMINATED SIGNAGE

Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to manufacture gas-charged glass-formed illuminated signage. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading: Australian Standards VU Produced Workbooks
Assessment: Assessment methods will include: - theory - practical - direct evidence - self evaluation.


CPCCSP2003A PREPARE SURFACES FOR PLASTERING

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to prepare surfaces to accept a new skin of lining materials. It includes planning and preparation for work, producing a level and plumb surface through sanding and grinding, patching, levelling, packing, filling and finishing, and post work clean-up.

Required Reading: VU produced Workbooks
Assessment: Assessment methods will include: - practical assessment - work projects - written and verbal tasks.


CPCCST2005A CARRY OUT LOAD SLINGING OF OFF-SITE MATERIALS

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit specifies the outcomes required to sling and move materials to LiWC via a project or simulation located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

Required Reading: VU produced Workbooks
Assessment: Assessment methods will include: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks.

Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCSV5001A ASSESS THE CONSTRUCTION OF DOMESTIC SCALE BUILDINGS

Locations: Newport.
Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to assess the construction of domestic scale buildings and those of a similar loading, construction and size, such as small industrial, commercial or public buildings. It includes evaluation and identification of appropriate construction methods, and identification of required standards and services according to relevant legislation, design and maintenance specifications.

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

CPCCSV5002A EVALUATE MATERIALS FOR CONSTRUCTION OF DOMESTIC SCALE BUILDINGS

Locations: Newport.
Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to evaluate and select materials for domestic scale buildings. It relates to a range of building materials, including concrete, glass, timber, plastic and plasterboard in accordance with the Building Code of Australia (BCA).

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

CPCCSV5003A PRODUCE WORKING DRAWINGS FOR RESIDENTIAL BUILDINGS

Locations: Newport.
Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to read and interpret plans and specifications and to undertake basic architectural drafting of conventional residential structures. It includes the production of two and three-dimensional (3-D) drawings in accordance with standard industry drawing practice and to a level suitable for building permit approval.

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

CPCCSV5004A APPLY LEGISLATION TO URBAN DEVELOPMENT AND BUILDING CONTROLS

Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to research, interpret and apply appropriate land use and urban development to a conventional building project in compliance with relevant legislation and the Building Code of Australia (BCA).

Required Reading: Australian Standards ABCB Building Code of Australia

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

CPCCSV5005A APPLY FOOTING AND GEOMECHANICAL DESIGN PRINCIPLES TO DOMESTIC SCALE BUILDINGS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to apply footing and geomechanical design principles to domestic scale buildings or those of a similar loading, construction and size, such as small industrial, commercial or public buildings. It includes the evaluation and distribution of soil types, and identification of appropriate footing systems and maintenance requirements for foundation components of the project.

Required Reading: Australian Standards ABCB Building Code of Australia

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

CPCCSV5006A ASSESS CONSTRUCTION FAULTS IN RESIDENTIAL BUILDINGS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to identify construction faults in residential buildings. It includes the identification and evaluation of construction problems and determination of alternative building methods in accordance with legislative requirements.

Required Reading: Australian Standards ABCB Building Code of Australia

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

CPCCSV5007A UNDERTAKE SITE SURVEYS AND SET-OUT PROCEDURES FOR BUILDING PROJECTS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to undertake site surveys and set out procedures for civil and residential building projects. It includes the use of basic measuring and levelling equipment, recording and interpretation of data, and evaluation of compliance with relevant legislation.

Required Reading: Australian Standards ABCB Building Code of Australia

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

CPCCSV5008A APPLY BUILDING CONTROL LEGISLATION TO BUILDING SURVEYING

Locations: Newport.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to research, interpret and apply building control legislation for use in building surveying activities relating to domestic scale buildings and structures. It includes the evaluation of the Australian common law system and the various sources of law applicable to building surveying activities and the identification and application of the professional code of ethics required for the assessment and inspection of buildings.

Required Reading: Australian Standards ABCB Building Code of Australia

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

CPCCSV5009A ASSESS THE IMPACT OF FIRE ON BUILDING MATERIALS

Locations: Newport.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to assess the impact of fire on building materials. It includes the research, analysis and reporting of testing conducted on a range of building materials and structures in differing circumstances to determine combustion, flammability, heat transfer, burning conditions, building material behaviour, fire loads of buildings and fire resistance.

Required Reading: Australian Standards ABCB Building Code of Australia

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

CPCCSV5010A INTERACT WITH CLIENTS IN A REGULATED ENVIRONMENT

Locations: Newport.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to initiate and undertake consultation with individuals and groups in regard to building surveying practices. It includes the identification and implementation of appropriate interaction models according to community demographics, cultural considerations and social stratification; the analysis and evaluation of data to enable informed decision-making; and the presentation of findings to clients and other appropriate stakeholders.

Required Reading: Australian Standards ABCB Building Code of Australia

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

CPCCSV5011A APPLY BUILDING CODES AND STANDARDS TO RESIDENTIAL BUILDINGS

Locations: Newport.
CPCCSV5012A ASSESS TIMBER-FRAMED DESIGNS FOR ONE AND TWO STOREY BUILDINGS
Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to assess structural members for a timber-framed domestic building up to and including two storeys. It includes the evaluation of plans and specifications, and selection of structural members for ceiling and roof framing, timber wall frames, timber stumps, floor beams and joists. It requires compliance with all relevant legislation, the Building Code of Australia (BCA) and Australian standards.
Required Reading: Australian Standards ABCB Building Code of Australia
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5013A APPLY PRINCIPLES OF ENERGY EFFICIENT DESIGN TO BUILDINGS
Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to select appropriate energy efficient design to buildings. It includes the evaluation of building designs to establish suitable forms of construction and the identification of appropriate energy consumption practices for incorporation into design briefs.
Required Reading: Australian Standards ABCB Building Code of Australia
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5014A APPLY BUILDING SURVEYING PROCEDURES TO RESIDENTIAL BUILDINGS
Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to assess residential buildings for compliance with building legislation. It includes the evaluation and interpretation of plans, progressive inspection of building work, preparation of reports and compliance with legislative requirements.
Required Reading: Australian Standards ABCB Building Code of Australia

CPCCSV5015A ASSESS STRUCTURAL REQUIREMENTS FOR DOMESTIC SCALE BUILDINGS
Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to assess the structural requirements of domestic scale buildings and those of a similar loading, construction and size, such as small industrial, commercial or public buildings. It includes the application of design concepts to the selection, positioning and sizing of all structural members and materials that form a building structure.
Required Reading: Australian Standards ABCB Building Code of Australia
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5001A ASSESS THE CONSTRUCTION OF BUILDINGS UP TO THREE STOREYS
Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to assess the construction of buildings up to three storeys and a maximum floor area of 2000 square metres. It includes evaluation and identification of appropriate construction methods and the identification of required standards and services according to relevant legislation, design and maintenance specifications.
Required Reading: Australian Standards ABCB Building Code of Australia
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5002A PRODUCE WORKING DRAWINGS FOR BUILDINGS UP TO THREE STOREYS
Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to read and interpret plans and specifications and to undertake architectural drafting of buildings up to three storeys and a maximum floor area not exceeding 2000 square metres. It includes the production of two and three-dimensional drawings in accordance with standard industry drawing practice and to a level suitable for building permit approval.
Required Reading: Australian Standards ABCB Building Code of Australia
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5003A ASSESS CONSTRUCTION FAULTS IN BUILDINGS UP TO THREE STOREYS
Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to identify...
construction faults in buildings up to three storeys and not exceeding a maximum floor area of 2000 square metres. It includes the identification and evaluation of construction problems and determination of alternative methods in accordance with legislative requirements.  

Required Reading: Australian Standards ABCB Building Code of Australia  

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

**CPCSV6004A APPLY FOOTING AND GEOMECHANICAL DESIGN PRINCIPLES TO BUILDINGS UP TO THREE STOREYS**

Locations: Newport.  
Prerequisites: Nil.  
Description: This unit of competency specifies the outcomes required to apply footing and geomechanical design principles to buildings up to three storeys and not exceeding a maximum floor area of 2000 square metres. It includes the identification, classification, calculated positioning and sizing of all structural footing that form foundation components of the project.  

Required Reading: Australian Standards ABCB Building Code of Australia  

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

**CPCSV6005A EVALUATE SERVICES LAYOUT AND CONNECTION METHODS FOR RESIDENTIAL AND COMMERCIAL BUILDINGS UP TO THREE STOREYS**

Locations: Newport.  
Prerequisites: Nil.  
Description: This unit of competency specifies the outcomes required to evaluate the layout of services and connection methods for residential and commercial buildings up to three storeys and not exceeding a maximum floor area of 2000 square metres. It includes the evaluation of cold and hot water supply, sewerage layout, electrical and electronic installation requirements, smoke and fire preventative systems. It requires compliance with relevant legislation, Australian standards and the Building Code of Australia (BCA).  

Required Reading: Australian Standards ABCB Building Code of Australia  

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

**CPCSV6006A EVALUATE THE USE OF CONCRETE FOR RESIDENTIAL AND COMMERCIAL BUILDINGS UP TO THREE STOREYS**

Locations: Newport.  
Prerequisites: Nil.  
Description: This unit of competency specifies the outcomes required to evaluate and select concrete for commercial and residential buildings of up to three storeys and a maximum floor area of 2000 square metres. This unit relates primarily to the selection, maintenance and repair of concrete as a fundamental building material in accordance with the Building Code of Australia (BCA).  

Required Reading: Australian Standards ABCB Building Code of Australia  

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

CPCCSV6011A APPLY LEGAL PROCEDURES TO BUILDING SURVEYING
Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to evaluate smoke detection and fire prevention, protection and control systems for buildings up to three storeys and not exceeding a maximum floor area of 2000 square metres. It includes evaluation of firefighting equipment in buildings, integration of active and passive fire protection systems, and the determination of sprinkler and drencher requirements according to the Building Code of Australia (BCA), relevant legislation and Australian standards.

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

CPCCSV6012A FACILITATE COMMUNITY DEVELOPMENT CONSULTATION
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to advise on building control activities in a court of law and present evidence in accordance with rules of evidence for civil and criminal trials. It includes the identification and application of the rules of statutory interpretation as they relate to building control legislation.

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

CPCCSV6013A COORDINATE BUILDING REFURBISHMENT
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to undertake standard refurbishment of buildings. It includes the evaluation of property/premises to establish the scope of work, preparation of inspection reports, and the engagement and coordination of subcontractors to carry out defined tasks.

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

CPCCSV6014A MANAGE AND PLAN LAND USE
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to plan and manage the use of land in a regulated building environment. It includes the evaluation of relevant legislation and application of land management practices and planning concepts required in conventional building developments.

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

CPCCSV6015A ANALYSE AND PRESENT BUILDING SURVEYING RESEARCH INFORMATION
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to gather, organise and present building surveying information using available systems. It includes the design, execution and documentation of research for a building surveying project.

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

CPCCSV6016A APPLY BUILDING SURVEYING PROCEDURES TO BUILDINGS UP TO THREE STOREYS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to assess medium rise building projects of up to three storeys and a maximum floor area of 2000 square metres for compliance with building and land use requirements. It includes the evaluation and interpretation of plans, progressive inspection of building work, preparation of reports and compliance with legislative requirements.

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

CPCCVE1001A UNDERTAKE A BASIC CONSTRUCTION PROJECT
Locations: Sunshine.
Prerequisites: CPCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit of competency specifies the outcomes required to undertake a
basic construction project to provide elementary skills applicable to the construction industry. It includes completion of a project using basic tools, equipment and materials.

**Required Reading:** Australian Standards

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

**CPCCVE1002A UNDERTAKE A BASIC COMPUTER DESIGN PROJECT**

**Locations:** Werribee, Newport, Melton, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to undertake a basic computer design project involving the design of a simple residential structure. It includes interpretation of a client brief, application of the computer design software, refining of the design through consultation with the client, and final production of the design in plan and elevation format.

**Required Reading:** VU Produced Workbooks

**Assessment:** A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - locate, interpret and apply relevant information, standards and specifications - comply with OHS regulations and state and territory legislation applicable to the design function - comply with organisational policies and procedures, including quality requirements - communicate and work effectively and safely with others - design a minimum of a full size one bedroom home or equivalent (including a bedroom, lounge, kitchen and bathroom of not less than 30 square metres), including: - interpret and confirm a client brief - produce, using a CAD system, a first draft design - negotiate final design requirements with the client - finalise the design and its presentation, in both plan and elevation format, to the client.

**CPCCVE1001A UNDERTAKE A BASIC CONSTRUCTION PROJECT**

**Locations:** Werribee, Newport, Melton, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to undertake a basic construction project to provide elementary skills applicable to the construction industry. It includes completion of a project using basic tools, equipment and materials.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCWF3004A REPAIR WALL AND FLOOR TILES**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to repair wall and floor, using mortar or adhesive. It includes preparing, removing and replacing wall or ceiling, and completion of post work clean up.

**Required Reading:** Australian Standards

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks.

**CPCCWP2003A PREPARE FOR CONSTRUCTION WATERPROOFING PROCESS**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to apply waterproofing to differing types of wet areas in varying building situations. It includes identification of the processes required and planning and preparation of materials for penetration and flashings associated with wall and ceiling lining. It does not cover the technical aspects of passive fire systems. It includes planning and preparation for work, selection and safe use of tools and equipment to complete the penetrations and flashings, restoration of the integrity of the wall or ceiling, and completion of post work clean-up activities.

**Required Reading:** Australian Standards

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

**CPCCWC3003A INSTALL DRY WALL PASSIVE FIRE-RATED SYSTEMS**

**Locations:** Werribee, Newport, Melton, Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to select and install dry wall fire-rated systems to walls and ceilings. It includes planning and preparation for installation; installation of approved systems for timber stud walls, steel stud partitions, stuff walls, timber joist and suspended ceilings; and completion of post-installation activities.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks.
application.

**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.

**CPCWP2004A PREPARE SURFACES FOR WATERPROOFING APPLICATION**

**Locations:** Sunshine.

**Prerequisites:** CPCCHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to repair and prepare different material surfaces that form part of the application of waterproofing within the construction process. It includes the inspection, preparation for, and repair and finishing of surfaces prior to the application of the waterproofing process.

**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.

**CPCCM2001A WORK EFFECTIVELY IN THE PLUMBING AND SERVICES SECTOR**

**Locations:** Sunshine.

**Prerequisites:** CPCCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to prepare for and sustain effective work within the plumbing and services sector of the building and construction industry. It requires the ability to accept instructions, work with others, plan activities and perform tasks, as well as participate in workplace planning and meetings. Outcomes include effective participation in a plumbing and services workplace to promote a harmonious and efficient work environment. The unit covers the identification and clarification of the sector work context and setting, acceptance of workplace responsibility by the individual, working in a team, individual career path improvement and participation in meetings.

**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.

**CPCPCM2002A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION**

**Locations:** Werribee, Newport, Melton, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to communicate effectively through oral, visual and written means of communication in order to facilitate work practices that are safe, meet specifications and provide quality outcomes.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCCM2003A CARRY OUT OHS REQUIREMENTS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to carry out OHS requirements through safe work practices at a plumbing workplace. The unit requires the performance of work in a safe manner through awareness of risks, work requirements and the planning and performance of safe work practices with concern for personal safety and the safety of others.

**Required Reading:** Australian Standards

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

**CPCPCM2004A READ PLANS AND CALCULATE PLUMBING QUANTITIES**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to use and interpret plans and specifications associated with construction work, and accurately complete measurements and calculations to establish quantities of materials for plumbing work. The unit requires the interpretation of plans, drawings and specifications to interpret requirements, and making measurements and calculations to determine quantities of plumbing materials.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCPCM2005A HANDLE AND STORE PLUMBING MATERIALS**

**Locations:** Sunshine.

**Prerequisites:** CPCCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to safely handle and store plumbing materials and to identify and address environmental concerns and associated hazards, including the disposal of waste. It addresses OHS and environmental requirements to minimise risk to the health and safety of personnel and to the environment.

**Required Reading:** Australian Standards

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

CPCPCM2006A USE PLUMBING HAND AND POWER TOOLS

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to use commonly used hand and power tools in plumbing work applications.

**Required Reading:** Australian Standards

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

CPCPCM2007A CARRY OUT LEVELLING

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS; CPCPCM2004A - READ PLANS AND CALCULATE PLUMBING QUANTITIES

**Description:** This unit of competency specifies the outcomes required to plan and use levelling equipment to establish, record and apply those levels to plumbing work applications.

**Required Reading:** Australian Standards

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

CPCPCM2008A CUT AND JOIN SHEET METAL

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS; CPCPCM2010A - MARK OUT MATERIALS

**Description:** This unit of competency specifies the outcomes required to cut and join sheet metal associated with the fabrication, installation and repair functions of the plumbing sector.

**Required Reading:** Australian Standards

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

CPCPCM2009A CUT USING OXY-LPG-ACETYLENE EQUIPMENT

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to use oxy-LPG-acetylene equipment to carry out basic cutting of mild steel in support of plumbing applications and fabrication to meet job specifications.

**Required Reading:** Australian Standards

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

CPCPCM2010A MARK OUT MATERIALS

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to mark out plumbing materials prior to fabricating piping, steel sections, ducting and sheet materials, roofing and cladding.

**Required Reading:** Australian Standards

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

CPCPCM2011A APPLY FIRST AID IN THE WORKPLACE

**Locations:** Werribee, Newport, Melton, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to provide basic first aid in the workplace.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Specific unit assessments are located in the learning and assessment plans within the School.

CPCPCM2012A WELD USING OXY-ACETYLENE EQUIPMENT

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS; CPCPCM2010A - MARK OUT MATERIALS

**Description:** This unit of competency specifies the outcomes required to weld/braze metals associated with the fabrication, installation and repair of plumbing components and systems, using oxy-LPG-acetylene equipment.

**Required Reading:** Australian Standards

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

CPCPCM2013A WELD USING ARC WELDING EQUIPMENT

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to weld metals associated with the fabrication and installation of plumbing components, using arc welding equipment.

**Required Reading:** Australian Standards

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

**CPCPCM2014A CARRY OUT SIMPLE CONCRETING AND RENDERING**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to perform minor repairs and undertake minor concreting and rendering tasks.

**Required Reading:** Australian Standards

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

**CPCPCM2015A WORK SAFELY ON ROOFS**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to perform safe working practices when undertaking plumbing work on roofing structures.

**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.

**CPCPCM2021A WORK EFFECTIVELY IN THE PLUMBING AND SERVICES SECTOR**

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to prepare for and sustain effective work within the plumbing and services sector of the building and construction industry. It requires the ability to accept instructions, work with others, plan activities and perform tasks, as well as participate in workplace planning and meetings. Outcomes include effective participation in a plumbing and services workplace to promote a harmonious and efficient work environment. The unit covers the identification and clarification of the sector work context and setting, acceptance of workplace responsibility by the individual, working in a team, individual career path improvement and participation in meetings.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Specific unit assessments are located in the learning and assessment plans within the School.

**CPCPCM2023A CARRY OUT OHS REQUIREMENTS**

**Locations:** Werribee, Newport, Melton, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to carry out OHS requirements through safe work practices in a plumbing and services work environment. The unit requires the performance of work in a safe manner through awareness of risks, work requirements and the planning and performance of safe work practices with concern for personal safety and the safety of others. It includes the initial response to workplace emergencies and the safe use of electricity.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Specific unit assessments are located in the learning and assessment plans within the School.

**CPCPCM2025A HANDLE AND STORE PLUMBING MATERIALS**

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to handle and store plumbing materials and to identify and address environmental concerns and associated hazards, including the disposal of waste. It addresses OHS and environmental requirements to minimise risk to the health and safety of personnel and to the environment.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Specific unit assessments are located in the learning and assessment plans within the School.

**CPCPCM2026A USE PLUMBING HAND AND POWER TOOLS**

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to use commonly used hand and power tools in plumbing work applications.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Specific unit assessments are located in the learning and assessment plans within the School.

**CPCPCM2027A CARRY OUT LEVELLING**

**Locations:** Werribee, Newport, Melton, Sunshine.

**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to plan and use levelling equipment to establish, record and apply those levels to plumbing work applications.

Required Reading: VU Produced Workbooks

Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks.

Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation.

CPCPCM2028A CUT AND JOIN SHEET METAL

Locations: Werribee, Newport, Melton, Sunshine.

Prerequisites: CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to cut and join sheet metal associated with the fabrication, installation and repair functions of the plumbing sector.

Required Reading: VU Produced Workbooks

Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks.

Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation.

CPCPCM2029A CUT USING OXY-LPG-ACETYLENE EQUIPMENT

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to use oxy-LPG-acetylene equipment to carry out basic cutting of mild steel in support of plumbing applications and fabrication to meet job specifications.

Required Reading: VU Produced Workbooks

Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks.

Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation.

CPCPCM2030A MARK OUT MATERIALS

Locations: Werribee, Newport, Melton, Sunshine.

Prerequisites: CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to mark out plumbing materials prior to fabricating piping, steel sections, ducting and sheet materials, roofing and cladding.

Required Reading: VU Produced Workbooks

Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks.

Specific unit assessments are located in the learning and assessment plans within the School.

CPCPCM2032A WELD USING OXY-ACETYLENE EQUIPMENT

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to weld/brass metals associated with the fabrication, installation and repair of plumbing components and systems, using oxy-LPG-acetylene equipment.

Required Reading: VU Produced Workbooks

Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks.

Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation.

CPCPCM2033A WELD USING ARC WELDING EQUIPMENT

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to weld metals associated with the fabrication and installation of plumbing components, using arc welding equipment.

Required Reading: VU produced Workbooks

Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks.

Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation.
CPCPCM2034A CARRY OUT SIMPLE CONCRETING AND RENDERING

Description: This unit of competency specifies the outcomes required to set out, cut and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

Required Reading: VU produced Workbooks

CPCPCM2035A WORK SAFELY ON ROOFS

Description: This unit of competency specifies the outcomes required to perform safe working practices when undertaking plumbing work on roofing structures.

Required Reading: VU produced Workbooks

CPCPCM3001A FLASH PENETRATIONS THROUGH ROOFS AND WALLS

Description: This unit of competency specifies the outcomes required to set out, cut and flush a roof or wall penetration.

Required Reading: Australian Standards

CPCPCM3002A WELD PLASTIC PIPE USING FUSION METHOD

Description: This unit of competency specifies the outcomes required to fusion weld polyethylene (PE), polypropylene (PP) and polybutylene (PB) (approved as per Australian standards) polymer pipes, and test joints in plastic pipe up to DN300 for water, sanitary and stormwater application only.

Required Reading: Australian Standards

CPCPCM3003A FABRICATE AND INSTALL NON-FERROUS PRESSURE PIPING

Description: This unit of competency specifies the outcomes required to fabricate, install and test non-ferrous pressure pipe.

Required Reading: Australian Standards

CPCPCM3011A FLASH PENETRATIONS THROUGH ROOFS AND WALLS

Description: This unit of competency specifies the outcomes required to set out, cut and flush a roof or wall penetration.

Required Reading: VU produced Workbooks

CPCPCM3012A WELD PLASTIC PIPE USING FUSION METHOD

Description: This unit of competency specifies the outcomes required to fusion weld polyethylene (PE), polypropylene (PP) and polybutylene (PB) (approved as per Australian standards) polymer pipes, and test joints in plastic pipe up to DN300 for water, sanitary and stormwater application only.

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.
located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPCM3013A FABRICATE AND INSTALL NON-FERROUS PRESSURE PIPING

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to determine installation requirements and to fabricate, install and test non-ferrous pressure pipe.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPCM4001A CARRY OUT WORK BASED RISK CONTROL PROCESSES

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to carry out work-based risk control processes. It covers the identification of hazards, the assessment of risk, the identification of unacceptable risk and the determination, preparation and completion of a course of action. This unit is strongly related to the unit BSSCN0416A Identify risk and apply risk management processes.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPCM4002A ESTIMATE AND COST WORK

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to estimate materials, labour and time requirements and to establish costs for provision of services or products. The unit covers the gaining of information, the estimation of materials, labour and time, the calculation of costs and the associated documentation.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPCM4003A PRODUCE 2-D ARCHITECTURAL DRAWINGS USING CAD SOFTWARE

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to produce two-dimensional (2-D) architectural drawings using computer-aided design (CAD) software under limited supervision.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPCM4004A PREPARE SIMPLE SKETCHES AND DRAWINGS

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to produce on-site drawings of work required in buildings up to five floors with residential, commercial, industrial or mixed occupancy. Sketches may be used for estimating purposes and show measurements and other requirements for building and construction or fire, mechanical and/or plumbing services.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPCR2001A LOCATE AND CLEAR BLOCKAGES

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to locate and clear blockages to sanitary plumbing, water and sewerage pipe installations and drainage and roof installations, with the use of mechanically operated drain cleaning
machines and attachments, closed circuit television (CCTV) and manually operated drain cleaning tools and equipment where required.

**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.

**CPCDR2002A INSTALL DOMESTIC TREATMENT PLANTS**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to install pre-cast concrete and glass reinforced plastic approved domestic treatment plants.

**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.

**CPCDR2003A MAINTAIN EFFLUENT DISINFECTION SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to maintain chlorine disinfection systems for domestic treatment plants.

**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.

**CPCDR2004A INSTALL STORMWATER AND SUB-SOIL DRAINAGE SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to install stormwater and sub-soil drainage systems to an approved point of discharge.

**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.

**CPCDR2005A DRAIN WORK SITE**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to remove water from a work site, either temporarily or permanently, through stormwater and sub-soil drainage systems. It includes the installation of submersible and non-submersible type pumps, suitable for pumping unscreened roof water, sub-soil water and surface water.

**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.

**CPCDR2006A INSTALL PREFABRICATED INSPECTION OPENINGS AND ENCLOSURES**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to install prefabricated inspection openings and enclosures.

**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.

**CPCDR2011A LOCATE AND CLEAR BLOCKAGES**

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to locate and clear blockages to sanitary plumbing, water and sewerage pipe installations and drainage and roof installations, with the use of mechanically operated drain cleaning machines and attachments, closed circuit television (CCTV) and manually operated drain cleaning tools and equipment where required.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will:
- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**CPCDR2012A INSTALL DOMESTIC TREATMENT PLANTS**

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to install prefabricated domestic treatment plants.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment methods will:
- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are
located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCPDR2013A MAINTAIN EFFLUENT DISINFECTION SYSTEMS**  
**Locations:** Industry, Sunshine.  
**Prerequisites:** Nil.  
**Description:** This unit of competency specifies the outcomes required to maintain chlorine disinfection systems for domestic treatment plants.  
**Required Reading:** VU Produced Workbooks  
**Assessment:** Assessment methods will: satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package and include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Specific unit assessments are located in the learning and assessment plans within the School.

**CPCPDR2014A INSTALL STORMWATER AND SUB-SOIL DRAINAGE SYSTEMS**  
**Locations:** Industry, Sunshine.  
**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS  
**Description:** This unit of competency specifies the outcomes required to install stormwater and sub-soil drainage systems to an approved point of discharge.  
**Required Reading:** VU Produced Workbooks  
**Assessment:** Assessment methods will: satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package and include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCPDR2015A DRAIN WORK SITE**  
**Locations:** Industry, Sunshine.  
**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS  
**Description:** This unit of competency specifies the outcomes required to remove water from a work site, either temporarily or permanently, through stormwater and sub-soil drainage systems. It includes the installation of submersible and non-submersible type pumps, suitable for pumping unscreened roof water, sub-soil water and surface water.  
**Required Reading:** VU Produced Workbooks  
**Assessment:** Assessment methods will: satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package and include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCPDR2016A INSTALL PREFABRICATED INSPECTION OPENINGS AND ENCLOSURES**  
**Locations:** Industry, Sunshine.  
**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS  
**Description:** This unit of competency specifies the outcomes required to install prefabricated inspection openings and enclosures.  
**Required Reading:** VU Produced Workbooks  
**Assessment:** Assessment methods will: satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package and include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCPDR3001A PLAN LAYOUT OF A RESIDENTIAL EXTERNAL SANITARY DRAINAGE SYSTEM**  
**Locations:** Sunshine.  
**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS  
**Description:** This unit of competency specifies the outcomes required to plan the layout of sanitary drainage systems for residential buildings.  
**Required Reading:** Australian Standards  
**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPDR3002A INSTALL BELOW GROUND SANITARY DRAINAGE SYSTEMS**  
**Locations:** Sunshine.  
**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS  
**Description:** This unit of competency specifies the outcomes required to install below ground sanitary drainage systems for sewage and waste discharge from sanitary fixtures to an authorities’ approved point of discharge or on-site disposal system.  
**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.

**CPCPDR3003A INSTALL ON-SITE DISPOSAL SYSTEMS**  
**Locations:** Sunshine.  
**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS  
**Description:** This unit of competency specifies the outcomes required to install an on-site effluent disposal system from a domestic treatment plant.  
**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.

**CPCPDR3011A PLAN LAYOUT OF A RESIDENTIAL SANITARY DRAINAGE SYSTEM**

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to plan the layout of sanitary drainage systems for residential buildings.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Specific unit assessments are located in the learning and assessment plans within the School.

**CPCPDR3012A INSTALL BELOW GROUND SANITARY DRAINAGE SYSTEMS**

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to install below ground sanitary drainage systems for sewage and waste discharge from sanitary fixtures to an authorities' approved point of discharge or on-site disposal system.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation

**CPCPDR4001A PLAN, SIZE AND LAY OUT SANITARY DRAINAGE SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to plan, size and document the layout of surface and sub-soil stormwater drainage systems up to points of connection. It covers preparation for the planning, identification and confirmation of system specifications and requirements, the planning of the system layout and work finalisation processes, including records and documentation.

**Required Reading:** Australian Standards

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

**CPCPDR4002A PLAN, SIZE AND LAY OUT STORMWATER DRAINAGE SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to plan, size and document the layout of domestic treatment plant disposal systems. It covers preparation for the planning, identification and confirmation of system specifications and requirements, and the planning of the system layout and work finalisation processes, including records and documentation.

**Required Reading:** Australian Standards

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

**CPCPDR4003A PLAN, SIZE AND LAY OUT DOMESTIC TREATMENT PLANT DISPOSAL SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to plan, size and document the layout of domestic treatment plant disposal systems. It covers preparation for the planning, identification and confirmation of system specifications and requirements, and the planning of the system layout and work finalisation processes, including records and documentation.

**Required Reading:** Australian Standards

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

**CPCPDR4001A DESIGN AND SIZE Sanitary DRAINAGE SYSTEMS**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to design, size and document the layout of surface and sub-soil stormwater drainage systems up to
legal points of discharge. It covers the preparation for the planning, identification and confirmation of system specifications and requirements, the planning of the system layout and work finalisation processes, including records and documentation.

**Required Reading:** VU produced Workbooks

**Assessment:**

Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCPD4012A DESIGN AND SIZE STORMWATER DRAINAGE SYSTEMS**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to design, size and document the layout of surface and sub-soil stormwater drainage systems up to legal points of discharge. It covers the preparation for the planning, identification and confirmation of system specifications and requirements, the planning of the system layout and work finalisation processes, including records and documentation.

**Required Reading:** VU produced Workbooks

**Assessment:**

Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCPD4013A DESIGN AND SIZE DOMESTIC TREATMENT PLANT DISPOSAL SYSTEMS**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to design, size and document the layout of domestic treatment plant disposal systems. It covers preparation for the planning, identification and confirmation of system specifications and requirements, and the planning of the system layout and work finalisation processes, including records and documentation.

**Required Reading:** VU produced Workbooks

**Assessment:**

Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCPF2001A CONNECT STATIC STORAGE TANKS FOR FIXED FIRE PROTECTION SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to connect static storage tanks to fixed fire protection systems.

**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.

**CPCPF2002A INSTALL PORTABLE FIRE EQUIPMENT**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to install portable fire extinguishers, fire blankets and signage.

**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.

**CPCPF3001A FABRICATE AND INSTALL FIRE HYDRANT AND HOSE REEL SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to fabricate and install fire hydrant and hose reel systems.

**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.

**CPCPF3003A FIT OFF SPRINKLER HEADS, CONTROLS AND ANCILLARY EQUIPMENT**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to install sprinkler heads, system controls and ancillary equipment for sprinkler fire protection systems.

**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.
CPCFPS3004A INSTALL CONTROL VALVE ASSEMBLIES, ACTUATING DEVICES AND LOCAL ALARMS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install control valve assemblies, actuating devices and local alarms for fire protection systems in commercial, industrial, residential and domestic situations.

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.

CPCFPS3007A INSTALL DOMESTIC AND RESIDENTIAL LIFE SAFETY SPRINKLER SYSTEMS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install domestic and residential life safety fire sprinkler systems in buildings up to four storeys in height.

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.

CPCFPS3008A TEST AND MAINTAIN FIRE HYDRANT AND HOSE REEL INSTALLATIONS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to test and maintain fire hydrant and hose reel installations in commercial and domestic situations. The unit requires the conduct of routine testing and maintenance of fire hydrant and hose reel installations in the full range of domestic and commercial situations.

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.

CPCFPS3011A FABRICATE AND INSTALL FIRE HYDRANT AND HOSE REEL SYSTEMS

Locations: Industry, Sunshine.
Prerequisites: CPCPCM2023A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to fabricate and install fire hydrant and hose reel systems.

Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCFPS3017A INSTALL DOMESTIC AND RESIDENTIAL LIFE SAFETY SPRINKLER SYSTEMS

Locations: Industry, Sunshine.
Prerequisites: CPCPCM2023A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install domestic and residential life safety fire sprinkler systems in buildings up to four storeys in height.

Required Reading: VU Produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCFPS4002A COMMISSION AND MAINTAIN SPECIAL HAZARD FIRE SUPPRESSION SYSTEMS

Locations: Sunshine.
Prerequisites: CPCPCM4001A - CARRY OUT WORK BASED RISK CONTROL PROCESSES
Description: This unit of competency specifies the outcomes required to test, commission and maintain special hazard fire suppression systems. It covers preparation for the work, identification and confirmation of system specifications and requirements, physical testing and commissioning of the systems, and conduct of systems maintenance and work finalisation processes, including records and documentation. NOTE: All technicians performing work described in this unit that involves the handling of prescribed ozonedepleting substances (ODS) and synthetic greenhouse gases (SGG) extinguishing agents must hold an appropriate extinguishing agent handling licence (EHHL).

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.

CPCFPS4003A COMMISSION FIRE SYSTEM PUMP SETS

Locations: Sunshine.
Prerequisites: CPCPCM4001A - CARRY OUT WORK BASED RISK CONTROL PROCESSES
Description: This unit of competency specifies the outcomes required to test and commission fire system pump sets. It covers preparation for the work, identification and confirmation of system specifications and requirements, physical testing and
commissioning of systems, and work finalisation processes, including records and documentation.

**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.

**CPCPS4004A DESIGN RESIDENTIAL AND DOMESTIC FIRE SPRINKLER SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** CPCPS4001A - COMMISSION DOMESTICAL AND RESIDENTIAL FIRE SUPPRESSION SPRINKLER SYSTEMS

**Description:** This unit of competency specifies the outcomes required to design domestic and residential fire sprinkler systems using hydraulic calculations. It covers preparation for the work, determination of system requirements, detailed design and recording of system plans, and work finalisation processes.

**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.

**CPCPS4005A COMMISSION FIRE ALARM AND DETECTION SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to commission fire alarm and detection systems. It covers preparation for the work, identification and confirmation of system specifications and requirements, physical testing and commissioning of the systems, and work finalisation processes, including records and documentation.

**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.

**CPCPS4006A COMMISSION FIREFIGHTING APPLIANCES**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to commission firefighting appliances. It covers preparation for the work, identification and confirmation of system specifications and requirements, physical testing and commissioning of appliances, and work finalisation processes, including records and documentation.

**Required Reading:** Australian Standards

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

**CPCPGS3001A INSTALL GAS PIPING SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to install and test gas consumer piping carrying natural gas (NG), liquefied petroleum gas (LPG) or tempered liquefied petroleum gas (TLP) up to 200kPa. Design requirements of this unit

**Required Reading:** Australian Standards

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

**CPCPGS3002A SIZE CONSUMER GAS PIPING SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to install and test gas consumer piping carrying natural gas (NG), liquefied petroleum gas (LPG) or tempered liquefied petroleum gas (TLP) up to 200kPa.

**Required Reading:** Australian Standards

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

**CPCPGS3003A INSTALL AND COMMISSION TYPE A GAS APPLIANCES**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to install and commission Type A gas appliances approved for use with natural gas (NG), liquefied petroleum gas (LPG) or tempered liquefied petroleum gas (TLP) up to 200kPa. Type A gas appliances are badged appliances of less than 500 megajoules (MJ) for which an approval scheme exists. They include but are not limited to space heaters, ducted heating systems, hot water storage, instant hot water heaters, decorative heaters, and gas stoves and hot plates.

**Required Reading:** Australian Standards

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

**CPCPGS3004A INSTALL LPG STORAGE OF AGGREGATE STORAGE CAPACITY UP TO 500 LITRES**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to install liquefied petroleum gas (LPG) storage facilities with a storage capacity up to 500 litres for consumer piping systems. The unit requires the selection, location and installation of LPG storage facilities with a storage capacity of up to 500 litres, either single tank or multiple cylinder installations and the testing of the associated piping system. The storage is connected to consumer piping systems with operating pressures less than 200kPa. The design requirements of this unit are limited to the
application of the design to layout and installation.

**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.

**CPCG3005A INSTALL LPG STORAGE OF AGGREGATE STORAGE CAPACITY EXCEEDING 500 LITRES AND LESS THAN 8KL**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to install and commission liquefied petroleum gas (LPG) storage facilities with a storage capacity of more than 500 litres but less than 8KL. The storage is connected to consumer piping systems with an operating pressure not exceeding 140kPa. The design requirements of this unit are limited to the application of the design to layout and installation.

**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.

**CPCG3006A INSTALL LPG SYSTEMS IN CARAVANS, MOBILE HOMES, WATER CRAFT AND MOBILE WORKPLACES**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to install and commission liquefied petroleum gas (LPG) systems in caravans, mobile homes, water craft and mobile workplaces. The unit requires the determination of the requirements, the installation and commissioning of LPG systems with an operating pressure not exceeding 2.75kPa in caravans, mobile homes, water craft and mobile workplaces. The design requirements of this unit are limited to the application of the design to layout and installation.

**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.

**CPCG3007A INSTALL GAS DETECTION DEVICES**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to install gas detection equipment to liquefied petroleum gas (LPG) systems in water craft. The unit requires determining the design of an LPG detection system, confirming that it complies with standards, and then installing and testing it. The design requirements of this unit are limited to the application of the design to layout and installation.

**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.

**CPCG3008A INSTALL GAS PRESSURE CONTROL EQUIPMENT**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to install and commission gas control and regulating equipment for consumer gas piping carrying natural gas (NG), liquefied petroleum gas (LPG), or tempered liquefied petroleum gas (TLP) up to 200kPa. This unit requires the determination of the requirements for gas control and regulating equipment (for pressures up to 200kPa), and its installation, testing and commissioning in accordance with standards. The design requirements of this unit are limited to the application of the design to layout and installation.

**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.

**CPCG3009A INSTALL TYPE A GAS APPLIANCE FLUES**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to install Type A gas appliances. Work may also involve the installation of power flue applications. The design requirements of this unit are limited to the application of the design to layout and installation.

**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.

**CPCG3010A INSTALL TYPE B GAS APPLIANCE FLUES**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to install flue systems for Type B gas appliances. Work may also involve the installation of power flue applications. The design requirements of this unit are limited to the application of the design to layout and installation.

**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.

**CPCG3011A PURGE CONSUMER PIPING**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to purge consumer gas piping systems.

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

**CPCG653012A MAINTAIN TYPE A GAS APPLIANCES**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to perform basic maintenance on Type A gas appliances.

**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.

**CPCG653013A DISCONNECT AND RECONNECT TYPE A GAS APPLIANCES**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to disconnect and reconnect services from Type A gas appliances operating on natural gas (NG), liquefied petroleum gas (LPG), or tempered liquefied petroleum gas (TLPG) up to 200kPa. The work is confined to disconnecting and reconnecting a like appliance.

**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.

**CPCG653014A CALCULATE AND INSTALL NATURAL VENTILATION FOR TYPE A GAS APPLIANCES**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to determine, install and test materials and equipment required to support natural ventilation of Type A gas appliances operating on natural gas (NG), liquefied petroleum gas (LPG) or tempered liquefied petroleum gas (TLPG) up to 200kPa.

**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.

**CPCG653015A INSTALL SUBSIDIARY GAS METERS**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to install and test subsidiary gas meters for gas consumer piping systems.

**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.

**CPCG653016A INSTALL LPG SYSTEMS IN CARAVANS, MOBILE HOMES, WATER CRAFT AND MOBILE WORKPLACES**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to install and commission liquefied petroleum gas (LPG) systems in caravans, mobile homes, water craft and mobile workplaces. The unit requires the determination of requirements, the installation and commissioning of LPG systems with an operating pressure not exceeding 2.75kPa in caravans, mobile homes, water craft and mobile workplaces. The design requirements of this unit are limited to the application of the design to layout and installation.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LicW via a project or simulation.

**CPCG653017A INSTALL GAS DETECTION DEVICES**

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to install gas detection equipment to liquefied petroleum gas (LPG) systems in water craft. The unit requires determining the design of an LPG detection system, confirming that it complies with standards, and then installing and testing it. The design requirements of this unit are limited to the application of the design to layout and installation.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LicW via a project or simulation.
for gas control and regulating equipment (for pressures up to 200kPa), and its installation, testing and commissioning in accordance with standards. The design requirements of this unit are limited to the application of the design to layout and installation.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCPGS3019A INSTALL TYPE A GAS APPLIANCE FLUES**

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to install and test flues for Type A gas appliances.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCPGS3020A INSTALL TYPE B GAS APPLIANCE FLUES**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil

**Description:** This unit of competency specifies the outcomes required to install flue systems for Type B gas appliances. Work may also involve the installation of power flue applications. The design requirements of this unit are limited to the application of the design to layout and installation.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCPGS3021A PURGE CONSUMER PIPING**

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to purge consumer gas piping systems.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCPGS3022A MAINTAIN TYPE A GAS APPLIANCES**

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to perform basic maintenance on Type A gas appliances.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCPGS3023A DISCONNECT AND RECONNECT TYPE A GAS APPLIANCES**

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to disconnect and reconnect services from Type A gas appliances operating on natural gas (NG), or liquefied petroleum gas (LPG), or tempered liquefied petroleum gas (TLPG) up to 200kPa. The work is confined to disconnecting and reconnecting a like appliance.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation
CPCPGS3024A CALCULATE AND INSTALL NATURAL VENTILATION FOR TYPE A GAS APPLIANCES

Locations: Industry, Sunshine.
Prerequisites: CPCPCM2023A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to determine, install and test materials and equipment required to support natural ventilation of Type A gas appliances operating on natural gas (NG), liquefied petroleum gas (LPG) or tempered liquefied petroleum gas (TLPG) up to 200kPa.
Required Reading: VU Produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPGS3031A INSTALL GAS PIPING SYSTEMS

Locations: Industry, Sunshine.
Prerequisites: CPCPCM2023A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to select, install and test gas consumer piping carrying natural gas (NG), liquefied petroleum gas (LPG), or tempered liquefied petroleum gas (TLPG) up to 200kPa.
Required Reading: VU Produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPCM2023A INSTALL AND COMMISSION TYPE A GAS APPLIANCES

Locations: Industry, Sunshine.
Prerequisites: CPCPCM2023A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install and commission Type A gas appliances approved for use with natural gas (NG) or liquefied petroleum gas (LPG) up to 200kPa. Type A gas appliances are badgeged appliances of less than 500 megajoules (MJ) for which an approval scheme exists. They include but are not limited to space heaters, ducted heating systems, heated water storage, instant heated water heaters, decorative heaters, and gas stoves and hot plates.
Required Reading: VU Produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPGS3034A INSTALL LPG STORAGE OF AGGREGATE STORAGE CAPACITY UP TO 500 LITRES

Locations: Industry, Sunshine.
Prerequisites: CPCPCM2023A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install liquefied petroleum gas (LPG) storage facilities with a storage capacity up to 500 litres for consumer piping systems. The unit requires the selection, location and installation of LPG storage facilities with a storage capacity of up to 500 litres, either single tank or multiple cylinder installations and the testing of the associated piping system. The storage is connected to consumer piping systems with operating pressures less than 200kPa. The design requirements of this unit are limited to the application of the design to layout and installation.
Required Reading: VU Produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPGS3035A INSTALL LPG STORAGE OF AGGREGATE STORAGE CAPACITY EXCEEDING 5 (TRUNC)
Competency unit's learning outcomes and performance criteria requirements, and skill competence within set and controlled parameters in accordance with each unit is undertaken within the scope of AS5601 (AG601) Gas installations. Work associated with this unit is undertaken within the scope of AS5601 (AG601) Gas installations and local licensing requirements (gas, electrical and plumbing).

**CPCPGS4001A PLAN, SIZE AND LAY OUT CONSUMER GAS INSTALLATIONS**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to plan, size and document a consumer's gas installation, including consumer piping operating up to a pressure of 200kPa, fluing, ventilation and appliance installation associated with natural gas (NG), simulated natural gas (SNG), liquefied petroleum gas (LPG) and tempered liquefied petroleum gas (TLPG) for a building of minimum four floors and multiple buildings supplied through one gas source (billing meter or storage tank). It covers preparing for work, determining gas installation requirements, detailed planning of the layout, and completing work finalisation processes, including records and documentation. Work associated with this unit is undertaken within the scope of AS5601 (AG601) Gas installations and local licensing requirements (gas, electrical and plumbing).

**Required Reading:** Nil.

**Assessment:**
- Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation.

**CPCPGS4003A INSTALL, COMMISSION AND SERVICE TYPE B GAS APPLIANCES**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to install, commission and service Type B gas appliances, from the gas isolation valve and electrical isolation switch to the flue spigot on the appliance, in accordance with current and relevant standards. Before satisfying this unit, the candidate requires a restricted electrical licence or equivalent to connect and disconnect appliances in accordance with the requirements of the particular State or Territory.

**Required Reading:** Australian Standards

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation.

**CPCPGS4011A DESIGN AND SIZE CONSUMER GAS INSTALLATIONS**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to design, size and document a consumer's gas installation, including consumer piping operating up to a pressure of 200kPa, fluing, ventilation and appliance installation associated with natural gas (NG), simulated natural gas (SNG), liquefied petroleum gas (LPG) and tempered liquefied petroleum gas (TLPG) for a building of minimum four floors and multiple buildings supplied through one gas source (billing meter or storage tank). It covers preparing for work, determining gas installation design requirements, detailed planning of the layout, and completing work finalisation processes, including records and documentation. Work associated with this unit is undertaken within the scope of AS5601 Gas installations and local licensing requirements (gas, electrical and plumbing).

**Required Reading:** Nil.

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation.

**CPCPGS3003A INSTALL, COMMISSION AND SERVICE TYPE B GAS APPLIANCES**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to install, commission and service Type B gas appliances, from the gas isolation valve and electrical isolation switch to the flue spigot on the appliance, in accordance with current and relevant standards. Before satisfying this unit, the candidate requires a restricted electrical licence or equivalent to connect and disconnect appliances in accordance with the requirements of the particular State or Territory.

**Required Reading:** Australian Standards

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPIG2011A DESIGN DOMESTIC URBAN IRRIGATION SYSTEMS

Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to prepare basic designs and irrigation drawings for domestic and small commercial projects.
Required Reading: VU Produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Specific unit assessments are located in the learning and assessment plans within the School.

CPCPIG3001A SET OUT, INSTALL AND COMMISSION IRRIGATION SYSTEMS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS - CPCPCM2004A - PLAN AND CALCULATE PLUMBING QUANTITIES - CPCPWM3007A - CONNECT IRRIGATION SYSTEMS FROM DRINKING WATER SUPPLY.
Description: This unit of competency specifies the outcomes required to set out, install and commission irrigation systems.
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPIG3002A INSTALL AND COMMISSION DOMESTIC IRRIGATION PUMPS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS - CPCPCM2004A - PLAN AND CALCULATE PLUMBING QUANTITIES - CPCPWM3001A - SET OUT, INSTALL AND COMMISSION IRRIGATION SYSTEMS - CPCPWM3007A - CONNECT IRRIGATION SYSTEMS FROM DRINKING WATER SUPPLY.
Description: This unit of competency specifies the outcomes required to install and commission domestic irrigation pumps.
Required Reading: VU Produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCPSM2001A ASSEMBLE MECHANICAL SERVICES COMPONENTS

Locations: Sunshine.
Prerequisites: CPCPCM2023A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to assemble mechanical services components for heating and cooling systems prior to their installation.
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.

CPCPSM3001A FABRICATE AND INSTALL STEEL PRESSURE PIPING

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS - CPCPCM2009A - CUT USING OXY-LPG ACETYLENE EQUIPMENT
Description: This unit of competency specifies the outcomes required to determine installation requirements and to fabricate, install and test steel pressure piping. It applies to pipe systems with operating pressures not exceeding 1750kPa and 2000c.
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3002A SELECT AND FIT INSULATION AND SHEATHING

Locations: Sunshine.
Prerequisites: CPCPM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install insulating sheathing on hot and cold piping, fittings and vessels. It includes the selection of insulation materials.
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3003A INSTALL SMALL BORE HEATING SYSTEMS

Locations: Sunshine.
Prerequisites: CPCPM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install small bore hydronic hot water heating systems.
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3004A INSTALL MEDICAL GAS PIPELINE SYSTEMS

Locations: Sunshine.
Prerequisites: CPCPM2003A - CARRY OUT OHS REQUIREMENTS; CPCPNC3003A - FABRICATE AND INSTALL NON-FERROUS PRESSURE PIPING
Description: This unit of competency specifies the outcomes required to install and test medical gas pipeline systems.
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3005A INSTALL AND TEST DUCTING SYSTEMS

Locations: Sunshine.
Prerequisites: CPCPM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install and test ducting systems used for ventilation systems, heating and/or cooling systems, and exhaust systems.
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3006A INSTALL AIR HANDLING UNITS

Locations: Sunshine.
Prerequisites: CPCPM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install and test air handling units, providing evidence of competence outcomes, within periodic and scheduled timelines.
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3007A INSTALL AND TEST SPLI SYSTEM AIR CONDITIONING

Locations: Sunshine.
Prerequisites: CPCPM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install and test split system air conditioning.
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3008A INSTALL AIR CONDITIONING CONTROL EQUIPMENT

Locations: Sunshine.
Prerequisites: CPCPM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install air conditioning control equipment for the control of pressure, temperature, flow rate, humidity and density.
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3009A MAINTAIN MECHANICAL SERVICES EQUIPMENT

Locations: Sunshine.
Prerequisites: CPCPM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to perform general maintenance of heating, ventilating and air conditioning systems and associated mechanical equipment (air distribution systems, hydronic systems and control systems).
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCPMS3010A INSTALL AND MAINTAIN EVAPORATIVE AIR COOLING SYSTEMS
Locations: Industry, Sunshine.
Prerequisites: CPCPCM2023A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install and maintain evaporative air cooling systems.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing, and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions - questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks.
Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPMS3011A INSTALL AIR HANDLING UNITS
Locations: Industry, Sunshine.
Prerequisites: CPCPCM2023A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install small bore hydronic heated water heating systems.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing, and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks.
Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPMS3012A SELECT AND FIT INSULATION AND SHEATHING
Locations: Industry, Sunshine.
Prerequisites: CPCPCM2023A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install insulating sheathing on hot and cold piping, fittings and vessels. It includes the selection of insulation materials.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing, and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks.
Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPMS3013A INSTALL SMALL BORE HEATING SYSTEMS
Locations: Industry, Sunshine.
Prerequisites: CPCPCM2023A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install and maintain small bore hydronic heated water heating systems.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing, and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks.
Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPMS3014A INSTALL MEDICAL GAS PIPELINE SYSTEMS
Locations: Industry, Sunshine.
Prerequisites: CPCPCM2023A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install and test medical gas pipeline systems.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing, and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks.
Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPMS3015A INSTALL AND TEST DUCTING SYSTEMS
Locations: Industry, Sunshine.
Prerequisites: CPCPCM2023A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install and test ducting systems used for ventilation systems, heating and/or cooling systems, and exhaust systems.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing, and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks.
Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPMS3016A INSTALL AND MAINTAIN EVAPORATIVE AIR COOLING SYSTEMS
Locations: Industry, Sunshine.
Prerequisites: CPCPCM2023A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install and maintain evaporative air cooling systems.
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.

CPCPMS3011A FABRICATE AND INSTALL STEEL PRESSURE PIPING
Locations: Industry, Sunshine.
Prerequisites: CPCPCM2023A - CARRY OUT OHS REQUIREMENTS
Description: This unit lends itself to LiWC via a project or simulation. This unit of competency specifies the outcomes required to determine installation requirements and to fabricate, install and test steel pressure piping. It applies to pipe systems with operating pressures not exceeding 1750kPa and 200°C.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks.
Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation
**CPCPMS3017A INSTALL AND TEST SPLIT SYSTEM AIR CONDITIONING**

*Prerequisites:* Nil.

*Description:* This unit of competency specifies the outcomes required to install and test split system air conditioning.

*Required Reading:* VU produced Workbooks

*Assessment:* Assessment methods will:- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCPMS3018A INSTALL AIR CONDITIONING CONTROL EQUIPMENT**

*Prerequisites:* CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

*Description:* This unit of competency specifies the outcomes required to install air conditioning control equipment for the control of pressure, temperature, flow rate, humidity and density.

*Required Reading:* VU produced Workbooks

*Assessment:* Assessment methods will:- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

**CPCPMS4001A PLAN, SIZE AND LAY OUT HEATING AND COOLING SYSTEMS**

*Locations:* Sunshine.

*Prerequisites:* Nil.

*Description:* This unit of competency specifies the outcomes required to plan, size and layout the heating and cooling systems for multi-floor structures. It covers preparing for the work, identifying and confirming system specifications and requirements, planning system layout, and work finalization processes, including records and documentation.

*Required Reading:* Australian Standards

*Assessment:* Assessment tasks will be designed to reinforce the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPMS4002A COMMISSION AIR AND WATER SYSTEMS**

*Locations:* Industry, Sunshine.

*Prerequisites:* Nil.
Prerequisites: To LiWC via a project or simulation.

Assessments: Assessment methods will include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application; reinforce the integration of employability skills with workplace tasks and job roles; confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: practical assessment - work projects - demonstration - written and verbal tasks.

Required Reading: Australian Standards.

Location: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS.

Description: This unit of competency specifies the outcomes required to determine storage requirements and to plan, prepare and install storage tanks and related piping for the collection and storage of roof water. The unit requires the installation of water storage tanks of at least 1000 litres capacity.

Required Reading: Australian Standards.

Location: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS.

Description: This unit of competency specifies the outcomes required to design, size and layout heating and cooling systems. It covers preparing for the work, identifying and confirming system specifications and requirements, designing system layout, and work finalisation processes, including records and documentation.

Required Reading: VU produced Workbooks.

Location: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to design, size and document the layout of heating and cooling systems for multi-floor structures. It covers preparing for the work, identifying and confirming system specifications and requirements, designing system layout, and work finalisation processes, including records and documentation.

Required Reading: VU produced Workbooks.

Location: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS.

Description: This unit of competency specifies the outcomes required to test and install roof sheeting, steel battens and wall cladding for roofs. It includes the selection and installation of non-metallic roof materials associated with metal roofing (excluding roof tiles and slate) and of insulation materials.

Required Reading: Australian Standards.

Location: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS.

Description: This unit of competency specifies the outcomes required to select and install roof sheeting, steel battens and wall cladding for roofs. It includes the selection and installation of non-metallic roof materials associated with metal roofing (excluding roof tiles and slate) and of insulation materials.

Required Reading: Australian Standards.

Location: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS.

Description: This unit of competency specifies the outcomes required to select and install roof sheeting, steel battens and wall cladding for roofs. It includes the selection and installation of non-metallic roof materials associated with metal roofing (excluding roof tiles and slate) and of insulation materials.
located in the learning and assessment plans within the School. This unit lends itself to UWVC via a project or simulation

**CPCPRF2013A COLLECT AND STORE ROOF WATER**

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to determine storage requirements and to plan, prepare and install storage tanks and related piping for the collection and storage of roof water. The unit requires the installation of water storage tanks of at least 1000 litres capacity.

**Required Reading:**

**Assessment:**

- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks.

**CPCPRF2014A FABRICATE ROOF COVERINGS FOR CURVED STRUCTURES**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to design and fabricate curved industrial roof coverings.

**Required Reading:**

**Assessment:**

- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks.

**CPCPRF3001A RECEIVE ROOFING MATERIALS**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to coordinate the delivery, receipt and handling of roofing materials on a site.

**Required Reading:**

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

**CPCPRF3002A FABRICATE AND INSTALL ROOF DRAINAGE COMPONENTS**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to fabricate and install roof drainage components and rainwater goods for commercial and residential roof systems.

**Required Reading:**

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

**CPCPRF3003A FABRICATE AND INSTALL EXTERNAL FLASHINGS**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to fabricate and install external flashings for roof and ceiling systems.

**Required Reading:**

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

**CPCPRF3004A INSTALL ROOF COMPONENTS**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to select and install industrial type roofing components in roofs.

**Required Reading:**

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

**CPCPRF3005A INSTALL ROOF COVERINGS TO CURVED ROOF STRUCTURES**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to set out and install roofing to hyperbolic, paraboloid, industrial and barrel vault roof structures.

**Required Reading:**

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

**CPCPRF3006A INSTALL COMPOSITE ROOF SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to install roof systems.

**Required Reading:**

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

CPCPRF3011A RECEIVE ROOFING MATERIALS

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to coordinate the delivery, receipt and handling of roofing materials on site.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPRF3012A FABRICATE AND INSTALL ROOF DRAINAGE COMPONENTS

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to fabricate and install roof drainage components and rainwater goods for commercial and residential roof systems.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPRF3013A FABRICATE AND INSTALL EXTERNAL FLASHINGS

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to fabricate and install external flashings for roof and ceiling systems.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPRF3014A INSTALL ROOF COMPONENTS

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to set out and install industrial type roofing components in roofs.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPRF3015A INSTALL ROOF COVERINGS TO CURVED ROOF STRUCTURES

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to fabricate and install roofing to hyperbolic, paraboloid, barrel vault roof, curved roof and bull nosed roof structures.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPRF3016A INSTALL COMPOSITE ROOF SYSTEMS

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to install roof sheets for composite roof systems.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation
CPCRF4001A PLAN, SIZE AND LAY OUT ROOF DRAINAGE SYSTEMS

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to plan, size and document the layout of components of roof drainage systems.

**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.

CPCRF4011A DESIGN AND SIZE ROOF DRAINAGE SYSTEMS

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to design, size and document the layout of components of roof drainage systems.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to UWC via a project or simulation

CPCSN3001A PLAN LAYOUT OF A RESIDENTIAL SANITARY PLUMBING SYSTEM

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to plan the layout of a sanitary plumbing system for residential buildings.

**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.

CPCSN3002A INSTALL DISCHARGE PIPES

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to install pipework from soil and wastewater fixtures to a stack or drain.

**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.
CPCPSN3011A PLAN LAYOUT OF A RESIDENTIAL SANITARY PLUMBING SYSTEM

Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to plan the layout, size and install a sanitary plumbing system for residential buildings.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPSN3012A INSTALL DISCHARGE PIPES

Locations: Industry, Sunshine.
Prerequisites: CPCPCM2023A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install pipework from soil and wastewater fixtures to a stack or drain.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPSN3013A FABRICATE AND INSTALL SANITARY STACKS

Locations: Industry, Sunshine.
Prerequisites: CPCPCM2023A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to fabricate and install sanitary stacks for soil and waste discharges.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPSN3014A INSTALL AND FIT OFF SANITARY FIXTURES

Locations: Industry, Sunshine.
Prerequisites: CPCPCM2023A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install and fit off sanitary fixtures. It applies to the installation of sanitary plumbing, including the connection of discharge pipes to sanitary plumbing and drainage, including soil and waste fixtures.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPSN3015A INSTALL PRE-TREATMENT FACILITIES

Locations: Industry, Sunshine.
Prerequisites: CPCPCM2023A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install pre-treatment facilities designed to intercept and retain prohibited discharges to the sanitary plumbing and drainage system.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPSN3016A INSTALL SEWERAGE PUMP SETS

Locations: Industry, Sunshine.
Prerequisites: CPCPCM2023A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install sewerage pumps, and install and test small bore macerators.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation
located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation

CPCPSN4001A PLAN, SIZE AND LAY OUT SANITARY PIPEWORK AND FIXTURES
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to plan, size and document the layout of sanitary pipework and fixtures for multi-floor buildings.
Required Reading: Australian Standards
Assessment: Assessment methods will include: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation

CPCPSN4011A DESIGN AND SIZE SANITARY PLUMBING SYSTEMS
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to design, size and document the layout of sanitary plumbing systems for multi-floor buildings.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation

CPCPWT3001A SET OUT AND INSTALL WATER SERVICES
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install hot, cold and tempered water services from the water supply to the fixture or points of discharge and storage.
Required Reading: Australian Standards
Assessment: Assessment methods will include: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation

CPCPWT3002A INSTALL AND ADJUST WATER SERVICE CONTROLS AND DEVICES
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install water service controls and mixing devices used to manually control water mix and flow. It includes the basic adjustment and maintenance of correct flow operation for flushing devices, control valves, temperature control devices pumps and appliances, and excludes the commissioning and adjustment of backflow prevention devices and thermostatic mixing valves.
Required Reading: Australian Standards
Assessment: Assessment methods will include: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation

CPCPWT3003A INSTALL AND COMMISSION WATER HEATING SYSTEMS
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install and commission water heaters for domestic and commercial applications.
Required Reading: Australian Standards
Assessment: Assessment methods will include: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation

CPCPWT3004A INSTALL AND MAINTAIN DOMESTIC WATER TREATMENT EQUIPMENT
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install, test and maintain domestic water softeners, water coolers and water filtering equipment.
Required Reading: Australian Standards
Assessment: Assessment methods will include: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation

CPCPWT3005A INSTALL WATER PUMP SETS
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install water pumps and the installation and testing of a centrifugal pump set.
Required Reading: Australian Standards
Assessment: Assessment methods will include: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation

CPCPWT3006A FIT OFF AND COMMISSION HOT AND COLD WATER SERVICES
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to fit off and commission hot and cold water services to appropriate fixtures. It includes the provision for non-drinkable water applications.
Required Reading: Australian Standards
Assessment: Assessment methods will include: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation
and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPWT3007A CONNECT IRRIGATION SYSTEMS FROM DRINKING WATER SUPPLY**

*Locations:* Sunshine.

*Prerequisites:* CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

*Description:* This unit of competency specifies the outcomes required to connect irrigation and watering systems from a drinking water supply. It does not include the commissioning of backflow prevention devices or arrangements.

*Required Reading:* Australian Standards

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

**CPCPWT3008A INSTALL WATER SERVICE**

*Locations:* Sunshine.

*Prerequisites:* CPCPCM2003A - CARRY OUT OHS REQUIREMENTS; CPCPCM2004A - READ PLANS AND CALCULATE PLUMBING QUANTITIES

*Description:* This unit of competency specifies the outcomes required to install a water supply system from the authorities’ main to the metering device, in accordance with water authority requirements.

*Required Reading:* Australian Standards

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

**CPCPWT3009A INSTALL WATER PIPE SYSTEMS**

*Locations:* Sunshine.

*Prerequisites:* CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

*Description:* Install water pipe systems

*Required Reading:* Australian Standards

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

**CPCPWT3010A CONNECT AND INSTALL STORAGE TANKS TO A DOMESTIC WATER SUPPLY**

*Locations:* Industry, Sunshine.

*Prerequisites:* CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

*Description:* This unit of competency specifies the outcomes required to connect and install storage tanks to a domestic water supply.

*Required Reading:* VU produced Workbooks

*Assessment:* Assessment methods will: satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: practical assessment - work projects - demonstration - written and verbal tasks.

**CPCPWT3011A SET OUT AND INSTALL WATER SERVICES**

*Locations:* Industry, Sunshine.

*Prerequisites:* CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

*Description:* This unit of competency specifies the outcomes required to install heated, cold and tempered water services from the water supply to the fixture or points of discharge and storage.

*Required Reading:* VU produced Workbooks

*Assessment:* Assessment methods will: satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: practical assessment - work projects - demonstration - written and verbal tasks.

**CPCPWT3012A INSTALL AND ADJUST WATER SERVICE CONTROLS AND DEVICES**

*Locations:* Industry, Sunshine.

*Prerequisites:* CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

*Description:* This unit of competency specifies the outcomes required to install water service controls and mixing devices used to manually control water mix and flow. It includes the basic adjustment and maintenance of correct flow operation for flushing devices, control valves, temperature control devices pumps and appliances, and excludes the commissioning and adjustment of backflow prevention devices and thermostatic mixing valves.

*Required Reading:* VU produced Workbooks

*Assessment:* Assessment methods will: satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: practical assessment - work projects - demonstration - written and verbal tasks.

**CPCPWT3013A INSTALL AND COMMISSION WATER HEATING SYSTEMS**

*Locations:* Industry, Sunshine.

*Prerequisites:* CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

*Description:* This unit of competency specifies the outcomes required to install and commission water heaters for domestic and commercial applications.
CPCPWT3014A INSTALL AND MAINTAIN DOMESTIC WATER TREATMENT EQUIPMENT

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to install, test and maintain domestic water softeners, water coolers and water filtering equipment.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPWT3015A INSTALL WATER PUMP SETS

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to install and test water pumps.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPWT3016A FIT OFF AND COMMISSION HEATED AND COLD WATER SERVICES

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to fit off and commission heated and cold water services to appropriate fixtures. It includes the provision for non-drinkable water applications.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPWT3017A CONNECT IRRIGATION SYSTEMS FROM DRINKING WATER SUPPLY

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to connect irrigation and watering systems from a drinking water supply. It does not include the commissioning of backflow prevention devices or arrangements.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPWT3018A INSTALL WATER SERVICE

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to install a water supply system from the authorities’ main to the metering device, in accordance with water authority requirements.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPWT3019A INSTALL WATER PIPE SYSTEMS

**Locations:** Industry, Sunshine.

**Prerequisites:** CPCPCM2023A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install and test water pipes larger than DN65, or large water services.

Required Reading: VU produced Workbooks

Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPWT4001A PLAN, SIZE AND LAY OUT HOT AND COLD WATER SERVICES AND SYSTEMS

Locations: Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to plan, size and document the layout of hot, tempered and cold water services and fire hydrant and hose reel systems for multi-floor buildings. It covers preparation for work, identification of water service and system requirements, planning the service and system layout and completion of work finalisation processes.

Required Reading: Australian Standards

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

CPCPWT4002A COMMISSION AND MAINTAIN BACKFLOW PREVENTION DEVICES

Locations: Sunshine.

Prerequisites: CPCPWT4001A - CARRY OUT WORK BASED RISK CONTROL PROCESSES

Description: This unit of competency specifies the outcomes required to test, commission and maintain backflow prevention devices in water services. It covers preparation for work, identification of testing and commissioning requirements, physical testing and commissioning of devices, maintenance of devices and completion of work finalisation processes.

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.

CPCPWT4003A COMMISSION AND MAINTAIN HOT WATER TEMPERATURE CONTROL DEVICES

Locations: Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to test, commission and maintain hot water temperature control devices, including thermostatic mixing valves in water services. It covers preparation for work, identification of testing and commissioning requirements, physical testing and commissioning of devices, maintenance of devices and completion of work finalisation processes.

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.

CPCPWT401A DESIGN AND SIZE HEATED AND COLD WATER SERVICES AND SYSTEMS

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to design, size and document the layout of heated, tempered and cold water services, flushing systems, hydrant and hose reel systems for multi-floor buildings. It covers preparation for work, identification of water service and system requirements, planning the service and system layout and completion of work finalisation processes.

Required Reading: VU produced Workbooks

Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPWT4012A COMMISSION AND MAINTAIN BACKFLOW PREVENTION DEVICES

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to test, commission and maintain backflow prevention devices in water services. It covers preparation for work, identification of testing and commissioning requirements, physical testing and commissioning of devices, maintenance of devices and completion of work finalisation processes.

Required Reading: VU produced Workbooks

Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or very closely simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation

CPCPWT4013A COMMISSION AND MAINTAIN HEATED WATER TEMPERATURE CONTROL DEVICES

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to test, commission and maintain heated water temperature control devices, including thermostatic mixing valves in water services. It covers preparation for work, identification of testing and commissioning requirements, physical testing and commissioning of devices, maintenance of devices and completion of work finalisation processes.
null
Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks

**ICA5151B GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS**

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

*Prerequisites:* Nil.

*Description:* This unit defines the competency required to identify, analyse and document business requirements.

*Required Reading:* VU 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.

**LMFCR0002A COMMUNICATE IN THE WORKPLACE**

*Locations:* Newport, Sunshine.

*Prerequisites:* Nil.

*Description:* Gather, convey and receive information and ideas; Draft routine correspondence.

*Required Reading:* VU 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.

**LMFCR0003A CARRY OUT MEASUREMENTS AND CALCULATIONS**

*Locations:* Newport, Sunshine.

*Prerequisites:* Nil.

*Description:* Obtain measurements; Perform simple calculations; Estimate approximate quantities.

*Required Reading:* VU VU Produced Workbooks

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

**LMFCR0003B CARRY OUT MEASUREMENTS AND CALCULATIONS**

*Locations:* Newport.

*Prerequisites:* Nil.

*Description:* This unit covers the competency to accurately complete measurements and calculations of materials relevant to the work requirements.

*Required Reading:* VU 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.

**LMFCR0001B FOLLOW SAFE WORKING POLICIES AND PRACTICES**

*Locations:* Newport.

*Prerequisites:* Nil.

*Description:* This unit covers the essential activities required to satisfy safe work practices within the furnishing industry. It incorporates and expands upon WorkSafe Australia Guidelines (NOHSCA).
LMFCR0004A WORK EFFECTIVELY WITH OTHERS
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Develop effective workplace relationships; Contribute to workgroup activities.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFCR0004B WORK EFFECTIVELY WITH OTHERS
Locations: Newport.
Prerequisites: Nil.
Description: This unit covers the competency required to work in a group environment requiring group commitment and cooperation and support of other group members. This unit encompasses the requirements of Business Services Australia Unit BSBCMN204A within a furnishing industry context.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFDT4007A ESTABLISH THE DESIGN BRIEF
Locations: Newport.
Prerequisites: Nil.
Description: This unit specifies the skills and knowledge required to establish the objectives of a design brief and determine direction for the concepts and solutions which may result from the design process.
Required Reading: No text required
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks

LMFF2001B USE FURNITURE FINISHING SECTOR HAND AND POWER TOOLS
Locations: Newport.
Prerequisites: Nil.
Description: This unit covers the competency to use hand and power tools, and basic static machines, in applications relating to the furniture finishing sector of the furnishing industry.
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.

LMFF2002B DISMANTLE/REASSEMBLE FURNITURE
Locations: Newport.
Prerequisites: Nil.
Description: This unit covers the competency to dismantle and re-assemble furniture and/or fittings for the purposes of coating, repair, restoration, producing patterns, templates or for samples.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFF2003B REMOVE SURFACE COATINGS
Locations: Newport.
Prerequisites: Nil.
Description: This unit covers the competency to safely remove surface coatings by hand or chemical means in preparation for the application of new surface coatings.
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.

LMFF2004A PREPARE SURFACES FOR FINISHING
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Prepare for surface preparation; Prepare surfaces; Clean work area and maintain equipment.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFF2004B PREPARE SURFACES FOR FINISHING
Locations: Newport.
Prerequisites: Nil.
Description: This unit covers the competency to prepare surfaces for the application of surface coatings by hand or machine.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFF2005B MAINTAIN SPRAY EQUIPMENT AND BOOTH
Locations: Newport.
Prerequisites: Nil.
Description: This unit covers the competency to strip, clean, restore and service spray equipment and booths.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

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LMFFF2006B APPLY SURFACE COATINGS BY SPRAY GUN
Locations: Newport.
Prerequisites: Nil.
Description: This unit covers the competency to apply surface coatings by hand-held spray gun.
Required Reading: VU VU Produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFF2007B APPLY STAINS, FILLERS AND BLEACH
Locations: Newport.
Prerequisites: Nil.
Description: This unit covers the competency to apply stains, fillers and bleach to timber surfaces.
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.

LMFFF2008B APPLY SURFACE COATINGS BY HAND
Locations: Newport.
Prerequisites: Nil.
Description: This unit covers the competency to apply brushable coatings, including one-pot polyurethane, enamels, acrylics and polish, by hand.
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.

LMFFM1001A CONSTRUCT BASIC TIMBER FURNISHING PRODUCT
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: This unit covers the competency to construct, assemble and finish a basic timber furnishing product.
Required Reading: VU VU Produced Workbooks
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFFM1001B CONSTRUCT A BASIC TIMBER FURNISHING PRODUCT
Locations: Newport.
Prerequisites: Nil.
Description: This unit covers the competency to construct, assemble and finish a basic timber furnishing product.
Required Reading: VU 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.

LMFFM2001A USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Identify hand and power tools; Select hand tools; Use hand tools; Select power tools; Use power tools; Clean up work area and tools.
Required Reading: VU VU Produced Workbooks
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFFM2001B USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS
Locations: Newport.
Prerequisites: Nil.
Description: Prepare for assembly; Assemble components; Clean work area and maintain equipment.
Required Reading: VU VU Produced Workbooks
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFFM2002A ASSEMBLE FURNISHING COMPONENTS
Locations: Newport.
Prerequisites: Nil.
Description: Prepare for assembly; Assemble components; Clean work area and maintain equipment.
Required Reading: VU VU Produced Workbooks
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFFM2002B ASSEMBLE FURNISHING COMPONENTS
Locations: Newport.
Prerequisites: Nil.
Description: Produce furniture frames or furniture
Required Reading: VU 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.

LMFFM2003A SELECT AND APPLY HARDWARE
Locations: Newport.
Prerequisites: Nil.
Description: Plan and prepare work; Apply and/or fit and finish; Finalise operation and maintain equipment.
Required Reading: VU VU Produced Workbooks
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**LMFFM2003B SELECT AND APPLY HARDWARE**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit covers the competency to select and apply hardware to new and refurbished furniture.

**Required Reading:** VU 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.

**LMFFM2004A APPLY SHEET LAMINATES BY HAND**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the competency to apply laminates by hand, including the preparation, layout, application and finalisation processes.

**Required Reading:** VU VU Produced Workbooks

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

**LMFFM2004B APPLY SHEET LAMINATES BY HAND**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit covers the competency to apply laminates by hand, including the preparation, layout, application and finalisation processes.

**Required Reading:** VU 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.

**LMFFM2005A JOIN SOLID TIMBER**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** Prepare the work; Layout and prepare materials; Join timber; Finalise operation and maintain equipment.

**Required Reading:** VU VU Produced Workbooks

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

**LMFFM2005B JOIN SOLID TIMBER**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit covers the competency to join solid timber required for the manufacture of solid timber flat surfaces.

**Required Reading:** VU 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.

**LMFFM2006A HAND MAKE TIMBER JOINTS**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** Plan and prepare for work; Make joint; Complete housekeeping.

**Required Reading:** VU 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.

**LMFFM2007A FOLLOW PLANS TO ASSEMBLE PRODUCTION FURNITURE**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the competency to assemble timber production furniture using modular construction methods and components to a given plan.

**Required Reading:** VU VU Produced Workbooks

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

**LMFFM2007B FOLLOW PLANS TO ASSEMBLE PRODUCTION FURNITURE**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit covers the competency to assemble timber production furniture using modular construction methods and components to a given plan.

**Required Reading:** VU 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.
personal protective equipment - Apply ventilation standards - Follow work instructions, operating procedures and inspection practices to: - minimise the risk of injury to self and others - prevent damage to goods, equipment and products - maintain required production output and product quality - Bend and form cane for a minimum of three furniture items, including: - two or three seater lounge - oval dining table - dining chair - Work effectively with others - Modify activities to cater for variations in workplace context and environment

LMFFM2009B CONSTRUCT CANE FURNITURE
Locations: Newport.
Prerequisites: Nil.
Description: This unit covers the competency to construct and assemble cane furniture.
Required Reading: VU Produced Workbooks
Assessment: Interpret work order and locate and apply relevant information. Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment. Follow work instructions, operating procedures and inspection practices to: - minimise the risk of injury to self and others - prevent damage to goods, equipment and products - maintain required production output and product quality - Construct a minimum of three cane furniture items products, including: - two or three seater lounge - oval dining table - dining chair - Work effectively with others - Modify activities to cater for variations in workplace contexts and environment

LMFFM2010A SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.
Required Reading:-
Assessment:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFFM2010B SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES
Locations: Newport.
Prerequisites: Nil.
Description: This unit covers the competency to operate and maintain basic static machines used for sawing, planing, sanding and drilling in the production of furniture.
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.

LMFFM2011A APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Prepare for work; Set up machines; Apply conversion techniques; Clean up work area and maintain equipment.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFFM2011B APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES
Locations: Newport.
Prerequisites: Nil.
Description: This unit covers the competency to apply manufactured board conversion techniques to produce furnishing component parts and manufactured board panel doors.
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.

LMFFM2012A SET UP, OPERATE AND MAINTAIN PRESSURE AND CLAMPING MACHINES
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: This unit covers the competency to set up, operate and maintain pressure and clamping machines using their full potential and capacities in the production of furniture.
Required Reading:-
Assessment:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFFM2012B SET UP, OPERATE AND MAINTAIN PRESSURE AND CLAMPING MACHINES
Locations: Newport.
Prerequisites: Nil.
Description: This unit covers the competency to set up, operate and maintain pressure and clamping machines using their full potential and capacities in the production of furniture.
Required Reading: VU Produced Workbooks
Assessment: Interpret work order and locate and apply relevant information. Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment. Read and interpret cutting lists and job specifications to prepare for work. Identify materials used in the work process. Follow work instructions, operating procedures and inspection processes to: - minimise the risk of injury to self or others - prevent damage and wastage of goods, equipment and products - maintain required production output and product quality - Identify, set up, operate and maintain at least one pneumatically/hydraulically operated pressure and clamping machine to perform a significant production function covering three variable and different set up situations - Work effectively with others - Modify activities to cater for variations in workplace context and environment

LMFFM3001B CONSTRUCT CHAIR AND COUCH FRAMES
Locations: Newport.
Prerequisites: Nil.
Description: This unit covers the competency to construct and assemble chair and couch frames.
Required Reading: VU Produced Workbooks
Assessment: Interpret work order and locate and apply relevant information. Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment. Follow work instructions, operating
procedures and inspection practices to: - minimise the risk of injury to self or others - prevent damage to goods, equipment or products - maintain required production output and product quality - Construct at least three significant chair and couch frames - Work effectively with others - Modify activities to cater for variations in workplace contexts and environment

**LMFFM3002A CONSTRUCT FURNITURE USING LEG AND RAIL METHOD**

**Prerequisites:** Nil.

**Description:** Prepare for work; Complete construction; Finalise operation.

**Required Reading:** Nil.

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

**Locations:** Newport.

**Description:** This unit covers the competency to follow plans to construct and assemble furniture using leg and rail construction.

**Required Reading:** VU VU Produced Workbooks.

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

**LMFFM3002B CONSTRUCT FURNITURE USING LEG AND RAIL METHOD**

**Prerequisites:** Nil.

**Description:** This unit covers the competency to follow plans to construct and assemble furniture using leg and rail construction.

**Required Reading:** VU 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.

**Locations:** Newport.

**Description:** This unit covers the competency to follow plans to construct and assemble furniture using leg and rail construction.

**Required Reading:** VU VU Produced Workbooks.

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

**LMFFM3003B PRODUCE ANGLED AND CURVED FURNITURE USING MANUFACTURED BOARD**

**Prerequisites:** Nil.

**Description:** This unit covers the competency to construct and assemble manufactured board furniture using angled and curved construction methods.

**Required Reading:** VU 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.

**Locations:** Newport.

**Description:** This unit covers the competency to construct and assemble furniture using angular construction methods.

**Required Reading:** VU VU Produced Workbooks.

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

**LMFFM3004B PRODUCE ANGLED AND CURVED FURNITURE USING SOLID TIMBER**

**Prerequisites:** Nil.

**Description:** This unit covers the competency to construct and assemble furniture using angular construction methods.

**Required Reading:** VU 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.

**Locations:** Newport.

**Description:** This unit covers the competency to construct and assemble furniture using angular construction methods.

**Required Reading:** VU VU Produced Workbooks.

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

**LMFFM3005B FABRICATE CUSTOM FURNITURE**

**Prerequisites:** Nil.

**Description:** This unit covers the competency to plan, construct and assemble custom furniture in response to specific orders and job requests.

**Required Reading:** VU 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.

**Locations:** Newport.

**Description:** This unit applies to employees engaged in the installation of furnishing products to a given plan.

**Required Reading:** VU 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.

**LMFFM3006B INSTALL FURNISHING PRODUCTS**

**Prerequisites:** Nil.

**Description:** This unit covers the competency to prepare and apply veneers and inlays.

**Required Reading:** VU 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.

**Locations:** Newport.

**Description:** This unit covers the competency to produce production drawings using both manual and computer-aided methods.

**Required Reading:** VU VU produced Workbooks.

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

**LMFFM3007B PREPARE AND APPLY DECORATIVE SURFACES FOR FURNITURE**

**Prerequisites:** Nil.

**Description:** This unit covers the competency to produce production drawings using both manual and computer-aided methods.

**Required Reading:** VU 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.

**Locations:** Newport.

**Description:** This unit covers the competency to produce production drawings using both manual and computer-aided methods.

**Required Reading:** VU 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.

**LMFFM3008B SELECT TIMBERS FOR FURNITURE PRODUCTION**

**Prerequisites:** Nil.

**Description:** This unit covers the competency to produce production drawings using both manual and computer-aided methods.

**Required Reading:** VU 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.

**Locations:** Newport.

**Description:** This unit covers the competency to produce production drawings using both manual and computer-aided methods.

**Required Reading:** VU 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.

**LMFFM3009B PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS**

**Prerequisites:** Nil.

**Description:** This unit covers the competency to produce production drawings using both manual and computer-aided methods.

**Required Reading:** VU 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.
including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFFM3012A PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** Read plans and job specifications; Prepare cutting lists; Read and interpret cutting lists.

**Required Reading:** VU VU produced Workbooks

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

**LMFFM3012B PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** Prepare cutting lists; Read plans and job specifications; Prepare cutting lists and processing data for subsequent processing operations

**Required Reading:** VU VU produced Workbooks

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

**LMFFM3013B MEASURE AND DRAW SITE LAYOUT FOR MANUFACTURED FURNITURE PRODUCTS**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit covers the competency to measure and record site layout details to provide an accurate basis for both manufacture and installation of furniture products.

**Required Reading:** VU VU Produced Workbooks

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

**LMFFM3020B SET UP, OPERATE AND MAINTAIN SAWING MACHINES**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit covers the competency to set up, operate and maintain sawing machines using their full technical potential and capacities. It encompasses and builds on the machines and tasks covered in unit LMFFM2010A Set up, operate and maintain basic static machines

**Required Reading:** VU 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.

**LMFFM3021A SET UP, OPERATE AND MAINTAIN DRILLING MACHINES**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.

**Required Reading:** VU VU produced Workbooks

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

**LMFFM3021B SET UP, OPERATE AND MAINTAIN DRILLING MACHINES**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit covers the competency to set up, operate and maintain drilling machines using their full technical potential and capacities. It encompasses and builds on the drilling machines and tasks covered in unit LMFFM2010A Set up, operate and maintain basic static machines

**Required Reading:** VU VU produced Workbooks

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

**LMFFM3022B SET UP, OPERATE AND MAINTAIN JOINING MACHINES**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit covers the competency to set up, operate and maintain joining machines using their full potential and capacities in the production of furniture

**Required Reading:** VU VU produced Workbooks

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

**LMFFM3023B SET UP, OPERATE AND MAINTAIN PLANING AND FINISHING MACHINES**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit covers the competency to set up, operate and maintain planing and finishing machines using their full potential and capacities in the production of furniture. It encompasses and builds on the machines and tasks covered in unit LMFFM2010A Set up, operate and maintain basic static machines

**Required Reading:** VU 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.

**LMFFM3025B SET UP, OPERATE AND MAINTAIN ROUTING AND SHAPING MACHINES**

**Locations:** Newport.

**Prerequisites:** Nil.
Description: This unit covers the competency to set up, operate and maintain routing and shaping machines using their full potential and capacities in the production of furniture.

Required Reading: VU VU Produced Workbooks

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

LMFFM3027B SET UP, OPERATE AND MAINTAIN AUTOMATED EDGE BANDING MACHINES

Locations: Newport.

Prerequisites: Nil.

Description: This unit covers the competency to set up, operate and maintain edge banding machines which use automated processes to apply and finish edge treatments.

Required Reading: VU VU Produced Workbooks

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

LMFFM3030B SET UP, OPERATE AND MAINTAIN CNC SIZING MACHINES

Locations: Newport.

Prerequisites: Nil.

Description: This unit covers the competency to set up, operate and maintain CNC sizing machines to produce furniture or components.

Required Reading: VU VU Produced Workbooks

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

LMFFM3031B SET UP, OPERATE AND MAINTAIN CNC MACHINING AND PROCESSING CENTRES

Locations: Newport.

Prerequisites: Nil.

Description: This unit covers the competency to set up, operate and maintain CNC machining and processing centres to produce furniture or components.

Required Reading: VU VU Produced Workbooks

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

LMFFM3032B PRODUCE AND MAINTAIN CUTTING TOOLS

Locations: Newport.

Prerequisites: Nil.

Description: This unit covers the competency to select and machine materials, to produce and maintain profile knives, and to maintain router cutters, straight knives and profile cutter heads used in woodworking machinery.

Required Reading: VU VU Produced Workbooks

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

LMFFM3033B CONSTRUCT JIGS AND FIXTURES

Locations: Newport.

Prerequisites: Nil.

Description: This unit covers the competency to prepare and construct jigs and fixtures to produce furniture components.

Required Reading: VU 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.

LMFFT4001B COORDINATE ON-SITE INSTALLATION OF FURNISHING PRODUCTS

Locations: Newport.

Prerequisites: Nil.

Description: This unit covers the competency to coordinate tradespersons who provide services involved in the installation, refurbishment, restoration or repair of furnishing products, primarily in a kitchen, bathroom or laundry setting.

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. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

LMFFT4009B MATCH FURNISHING STYLE/MATERIALS TO CUSTOMER REQUIREMENTS

Locations: Newport.

Prerequisites: Nil.

Description: This unit addresses the competency to assess customer requirements, to analyse all available and practical options and to match furnishing style/materials to customer requirements.

Required Reading: VU 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.

LMFFT4101A IDENTIFY AND CALCULATE PRODUCTION COSTS

Locations: Newport, Sunshine.

Prerequisites: Nil.

Description: Gather information; Estimate materials and labour; Determine/calculated overheads; Calculate costs; Document details and verify where necessary.

Required Reading: VU VU Produced Workbooks

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
LMF6G1001A COMPLETE A BASIC GLASS AND GLAZING PROJECT
Locations: Newport.
Prerequisites: Nil.
Description: This unit covers the competency to prepare, fabricate and assemble a basic glass and glazing project.
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.

LMF6G2002A APPLY FIRST AID
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: This unit covers the competency to identify the need for and the application of first aid until the arrival of medically qualified personnel or the evacuation of the patient.
Required Reading: VU 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.

LMF6G3015A FABRICATE AND INSTALL SHOWER SCREENS AND WARDROBE DOORS
Locations: Newport.
Prerequisites: Nil.
Description: This unit addresses the knowledge and skills required to plan, fabricate and install shower screens and wardrobe doors.
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.

LMF6N2002B MOVE AND STORE MATERIALS AND PRODUCTS
Locations: Newport.
Prerequisites: Nil.
Description: This unit covers the competency to move, store and to record raw materials, goods and finished products.
Required Reading: VU 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.

LMF6N3001A READ AND INTERPRET WORK DOCUMENTS
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: Identify document type and purpose; Read and interpret the document; Plan own work sequence; Maintain document files.
Required Reading: VU 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.

LMF6N3001B READ AND INTERPRET WORK DOCUMENTS
Locations: Newport.
Prerequisites: Nil.
Description: This unit covers the competency to interpret work documents including cutting lists, standards, drawings and specifications to produce or repair furnishings and to install floor coverings, glass and other furnishing items.
Required Reading: VU 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.

LMF6N2002A MOVE AND STORE MATERIALS AND PRODUCTS
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: This unit covers the competency to move, store and to record raw materials, goods and finished products.
Required Reading: VU VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMF6N3002A ESTIMATE AND COST JOB
Locations: Newport.
Prerequisites: Nil.
Description: This unit covers the competency to estimate materials, labour and time requirements and establish costs for provision of services or products.
Required Reading: VU 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.

LMF6K2001A PREPARE FOR CABINET INSTALLATION
Locations: Newport.
Prerequisites: Nil.
Description: This unit covers the skills and knowledge required to prepare a site and
confirm completeness of cabinets and components required for installation. It requires checking of job information and identifying quality issues.

**Required Reading:** VU VU Produced Workbooks VU

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

**LMFKB2002A PROVIDE ASSISTANCE IN CABINET INSTALLATION**

**Locations:** Newport, Industry.

**Prerequisites:** Nil.

**Description:** This unit covers the skills and knowledge required to assist in the on-site installation of cabinets for kitchens or bathrooms. Skills required include assembling cabinets, fixing components and placing cabinets to wall and floor surfaces, and making a limited range of adjustments.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will include: - Effective and safely implement work instructions to assemble and install cabinets - Efficiently and safely use required hand and power tools - Effectively and safely apply cabinet components - Follow instruction of supervisor Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LWC via a project or simulation.

**LMFKB3001A IDENTIFY PROCESSES IN KITCHEN AND BATHROOM PROJECTS**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit covers the skills and knowledge required to identify the processes used in new and renovated kitchen and bathroom projects. This includes key stages, service providers and quality elements that typically characterise a project concerned with the development of kitchens and bathrooms.

**Required Reading:** VU VU Produced Workbooks VU

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

**LMFKB3002A DETERMINE REQUIREMENTS FOR INSTALLATION OF CABINETS**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit covers the skills and knowledge required to assess a site, including walls, floors, appliances, services and other structural components to determine implications and modifications required for location and installation of cabinets.

**Required Reading:** VU VU Produced Workbooks VU

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

**LMFKB3003A CHECK AND MEASURE FIT OF CABINETS**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit covers the skills and knowledge required to take measurements on-site and check cabinetry to ensure an accurate fit. It requires assessment of levels and squareness of walls and floors and other structural components to determine adjustments required on cabinets to ensure exact fit.

**Required Reading:** VU VU Produced Workbooks VU

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

**LMFKB3004A CONDUCT ON-SITE ADJUSTMENTS TO CABINETS AND COMPONENTS**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit covers the skills and knowledge to examine required cabinet adjustments, select appropriate techniques and make adjustments to pre-made cabinets in order to achieve an accurate fit at site of installation. It includes conducting measurements to check accuracy of adjustments made.

**Required Reading:** VU VU Produced Workbooks VU

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

**LMFKB3005A FABRICATE CABINETS FOR THE BUILT-IN ENVIRONMENT**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit covers the skills and knowledge required to plan production processes and construct and assemble components to fabricate cabinets that meet predetermined specifications. It includes use of materials and processes typically applied within a cabinet manufacturing environment.

**Required Reading:** VU VU Produced Workbooks VU

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

**LMFKB3006A INSTALL FITTED CABINETS AND COMPONENTS**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit covers the skills and knowledge required to install cabinets according to specifications and design plans, including the application of selected components to achieve a quality finish. This unit requires an ability to access and apply information and instruction for the use of components and cabinet products.

**Required Reading:** VU VU Produced Workbooks VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
MEM10009B INSTALL REFRIGERATION AND AIR CONDITIONING PLANT/EQUIPMENT

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers installing refrigeration/air conditioning systems in commercial, industrial, marine and transport applications.
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM10010B INSTALL PIPEWORK AND PIPEWORK ASSEMBLIES

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers planning, preparing and installing pipework and assemblies.
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.

MEM110B OPERATE MOBILE LOAD SHIFTING EQUIPMENT

Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: This unit covers operating mobile load shifting equipment, including moving and placing loads.
Required Reading: Nil.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM111B UNDERTAKE MANUAL HANDLING

Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: This unit covers lifting and moving materials manually.
Required Reading: Nil.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM13.3B WORK SAFELY WITH INDUSTRIAL CHEMICALS AND MATERIALS

Prerequisites: Nil.
Description: This unit covers using personal protective equipment (PPEs), identifying the particular hazards and emergency procedures, and observing safe working practices in that environment.
Required Reading: Nil.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM16005A OPERATE AS A TEAM MEMBER TO CONDUCT MAN, ENG

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers operating as a member of a team, where operations and outcomes are dependent on the performance of the entire team.
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.

MEM18.1C USE HAND TOOLS

Prerequisites: Nil.
Description: This unit covers using a range of hand tools for a variety of general engineering applications.
Required Reading: Nil.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM18.2B USE POWER TOOLS/HAND HELD OPERATIONS

Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: This unit covers using a range of hand held power tools and fixed power tools for hand held operations for a variety of general engineering applications.
Required Reading: Nil.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM18D55B DISMANTLE, REPLACE AND ASSEMBLE ENGINE COMPONENTS

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers dismantling and identifying faulty components, selecting replacements, and assembling engineering components into assemblies or sub-assemblies in accordance with standard operating procedures.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM18086B TEST, RECOVER, EVACUATE AND CHARGE REFRIGERATION SYSTEMS

Locations: Werribee, Newport, Melton, Sunshine.
Prerequisites: Nil.
Description: This unit covers testing, recovering, evacuating and charging refrigeration systems to achieve performance specification.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor’s reports, project work, samples and questioning. Questioning techniques should not require language,
literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials. Assessments may include: practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to UWC via a project or simulation.

**MEM2.5C11A MEASURE WITH GRADUATED DEVICES**
*Locations:* Newport, Sunshine.
*Prerequisites:* Nil.
*Description:* Use a range of graduated devices to measure/determine dimensions or variables; Maintain graduated devices.
*Required Reading:* Nil.
*Assessment:* One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

**MEM25.1B APPLY FIBRE REINFORCED PLASTICS**
*Locations:* Newport, Sunshine.
*Prerequisites:* Nil.
*Description:* This unit covers applying and forming/shaping fibre reinforced materials. It covers the use of manual and mechanical methods using a variety of glass reinforcements and other fibres. Typical applications include marine vessel and aircraft construction.
*Required Reading:* Nil.
*Assessment:* One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**MEM5.50B PERFORM ROUTINE GAS METAL ARC WELDING**
*Locations:* Newport, Sunshine.
*Prerequisites:* Nil.
*Description:* This unit covers preparing the materials and carrying out routine manual metal arc welding (MMAW).
*Required Reading:* Nil.
*Assessment:* One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**MEM5.3B SOFT SOLDERING (BASIC)**
*Locations:* Newport, Sunshine.
*Prerequisites:* Nil.
*Description:* This unit applies to performing soft soldering applications of ferrous and non-ferrous materials, using straightforward techniques, where heat damage to components or finish of soldered joint is not critical.
*Required Reading:* Nil.
*Assessment:* One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**MEM4.18B GENERAL WOODWORKING MACHINE OPERATIONS**
*Locations:* Newport, Sunshine.
*Prerequisites:* Nil.
*Description:* This unit covers setting up and operating woodworking machines used by engineering pattern makers and marine fabricators.
*Required Reading:* Nil.
*Assessment:* One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**MEM5.5C PERFORM ROUTINE MANUAL METAL ARC WELDING**
*Locations:* Newport, Sunshine.
*Prerequisites:* Nil.
*Description:* This unit covers setting up and operating woodworking machines used by engineering pattern makers and marine fabricators.
*Required Reading:* Nil.
*Assessment:* One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**MEM5.51B PERFORM ROUTINE GAS METAL ARC WELDING**
*Locations:* Newport, Sunshine.
*Prerequisites:* Nil.
*Description:* This unit covers preparing the materials and carrying out routine manual metal arc welding (MMAW).
*Required Reading:* Nil.
*Assessment:* One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**MEM5.58B CARRY OUT MECHANICAL CUTTING**
*Locations:* Newport, Sunshine.
*Prerequisites:* Nil.
*Description:* This unit covers setting up and operating a range of mechanical cutting and holing equipment.
*Required Reading:* Nil.
*Assessment:* One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**MEM5.7C MANUAL HEATING AND THERMAL CUTTING**
*Locations:* Newport, Sunshine.
*Prerequisites:* Nil.
*Description:* This unit covers performing manual heating, thermal cutting and gouging.
including the assembly and disassembly and operation of the equipment on a range of materials (ferrous, non-ferrous and non-metallic) using a variety of methods.

**MEM50.1B RESPOND TO BOATING EMERGENCIES AND INCIDENTS**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers dealing with boating emergencies and incidents including the use of safety equipment and the provision of assistance to others in distress. It also includes raising alarms and dealing with on-board emergencies. This unit was developed by the National Marine Safety Committee (NMSC).

**Required Reading:**

**Assessment:**

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

**MEM50.1B CLASSIFY RECREATIONAL BOATING TECHNOLOGIES AND FEATURES**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers recognising vessel features, fittings and fixtures; correctly identifying power and transmission systems; describing system operating purpose; and using appropriate terminology.

**Required Reading:**

**Assessment:**

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

**MEM50.2B WORK SAFELY ON MARINE CRAFT**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers identifying risks and safety working on and moving around vessels - for sales, service or repair - on and out of the water.

**Required Reading:**

**Assessment:**

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

**MEM50.3B FOLLOW WORK PROCEDURES TO MAINTAIN THE MARINE ENVIRONMENT**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers conducting work on vessels or equipment without adversely affecting the quality of the marine environment.

**Required Reading:**

**Assessment:**

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

**MEM50.4B MAINTAIN QUALITY OF ENVIRONMENT BY FOLLOWING MARINA CODES**

**Locations:** Newport, Sunshine.

**MEM50.7B CHECK OPERATIONAL CAPABILITY OF SAILS AND SAIL OPERATING EQUIPMENT**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers conducting basic checks on vessel sail systems.

**Required Reading:**

**Assessment:**

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

**MEM50.8B CARRY OUT TRIP PREPARATION AND PLANNING**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers undertaking the required steps to plan and prepare for a safe boating trip. It includes maintenance of the boat and safety equipment as well as mooring and berthing apparatus. This unit was developed by the National Marine Safety Committee (NMSC).

**Required Reading:**

**Assessment:**

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

**MEM50.9B SAFELY OPERATE A POWERED RECREATIONAL BOAT**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers safely handling/operating a powered recreational boat on coastal and inland waters. It includes manoeuvring and handling the boat as well as safe navigation and anchoring. This unit was developed by the National Marine Safety Committee (NMSC).

**MEM50.5B REFUEL VESSELS**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers refuelling vessels and appliances.

**Required Reading:**

**Assessment:**

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

**MEM50.6B CHECK OPERATIONAL CAPABILITY OF MARINE CRAFT**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers undertaking the required steps to plan and prepare for a safe boating trip. It includes maintenance of the boat and safety equipment as well as mooring and berthing apparatus. This unit was developed by the National Marine Safety Committee (NMSC).

**Required Reading:**

**Assessment:**

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

**MEM50.8B CARRY OUT TRIP PREPARATION AND PLANNING**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers undertaking the required steps to plan and prepare for a safe boating trip. It includes maintenance of the boat and safety equipment as well as mooring and berthing apparatus. This unit was developed by the National Marine Safety Committee (NMSC).

**Required Reading:**

**Assessment:**

One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
MEM9.2B INTERPRET TECHNICAL DRAWING

Description: This unit covers interpreting technical drawing applying to any of the full range of engineering disciplines.

Required Reading: Nil.

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

VU Produced Workbooks
VU produced Workbooks

MSACMT270A USE SUSTAINABLE ENERGY PRACTICES

Description: This unit covers the skills needed to use and make improvements in sustainable energy practices in production, maintenance and logistics.

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 within the School. This unit lends itself to LIWC via a project or simulation.

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.

VU Produced Workbooks
VU Produced Workbooks

MSACMT271A USE SUSTAINABLE ENVIRONMENTAL PRACTICES

Description: This unit covers the knowledge and skills needed to use and make improvements in sustainable environmental practices in production, maintenance and logistics.

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.

VU Produced Workbooks
VU Produced Workbooks

MSAPMSUP102A DESIGN A BASIC WATER SYSTEM MODEL

Description: This unit of competency describes the outcomes required to explore and apply the characteristics of basic water and wastewater systems to a system model. This includes understanding the characteristics of simple water and wastewater systems, together with the application of scientific principles to the development of a working water system model.

Required Reading: VU Produced Learning 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.

VU Produced Workbooks
VU Produced Workbooks

MSAPMSUP101A INVESTIGATE SUSTAINABLE WATER CYCLE MANAGEMENT

Description: This unit of competency covers the organisation of team activities to fit in with the scheduling of production to meet operational guidelines.

Required Reading: VU produced Workbooks 21860VIC Certificate I in Mumgu-dhal tyama-tyt: The teacher will provide teaching and learning material as required.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. 21860VIC Certificate I in Mumgu-dhal tyama-tyt: Students develop a portfolio of evidence for assessment. This will include teacher questioning/observation, checklists, student/team logbooks and third-party feedback.

Assessment: Assessment methods will: - recognise the importance of material properties and qualities - apply approved procedures - take appropriate action to resolve problems or report problems to appropriate personnel. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation.

VU Produced Workbooks
VU Produced Workbooks

MSAPMSUP101A WORK IN A TEAM

Description: This unit of competency covers the organisation of team activities to fit in with the scheduling of production to meet operational guidelines.

Required Reading: VU produced Workbooks 21860VIC Certificate I in Mumgu-dhal tyama-tyt: The teacher will provide teaching and learning material as required.

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

VU Produced Workbooks
VU Produced Workbooks

MSAPMSUP273A HANDLE GOODS

Description: This competency covers the organisation of team activities to fit in with the scheduling of production to meet operational guidelines.

Required Reading: VU produced Workbooks 21860VIC Certificate I in Mumgu-dhal tyama-tyt: The teacher will provide teaching and learning material as required.

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

VU Produced Workbooks
VU Produced Workbooks

MSAPMSUP273A HANDLE GOODS

Description: This competency covers the organisation of team activities to fit in with the scheduling of production to meet operational guidelines.

Required Reading: VU produced Workbooks 21860VIC Certificate I in Mumgu-dhal tyama-tyt: The teacher will provide teaching and learning material as required.

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

VU Produced Workbooks
VU Produced Workbooks

MSAPMSUP271A USE SUSTAINABLE ENERGY PRACTICES

Description: This unit covers the skills needed to use and make improvements in sustainable energy practices in production, maintenance and logistics.

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.

VU Produced Workbooks
VU Produced Workbooks

MSAPMSUP270A USE SUSTAINABLE ENERGY PRACTICES

Description: This unit covers the skills needed to use and make improvements in sustainable energy practices in production, maintenance and logistics.

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 within the School. This unit lends itself to LIWC via a project or simulation.

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

VU Produced Workbooks
VU Produced Workbooks
including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**NWP103A DEMONSTRATE CARE AND SAFE PRACTICES**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency describes the outcomes required to understand, apply and satisfy safe practices in a work-like context. It includes identifying and following procedures for hazards and risks, monitoring and maintaining cleanliness and tidiness in work activities, and reporting hazards and risks in appropriate ways. It may apply to general OHS requirements and specific workplace policies and procedures.

**Required Reading:** VU VU Produced Learning 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.

**NWP104A SAMPLE AND TEST WATER SOURCES AND QUALITY**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency describes the outcomes required to collect and prepare water samples and perform water flow and quality tests according to specified standards and parameters relevant to water quality standards.

**Required Reading:** VU VU Produced Learning 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.

**NWP105A DRAW AND USE SIMPLE MAPS, PLANS AND DRAWINGS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency describes the outcomes required to read and interpret maps, plans and drawings and prepare a simple map or plan. Training and assessment against this unit of competency must incorporate relevant OHS and related legislative requirements.

**Required Reading:** VU VU Produced Learning 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.

**RIIG2004A OPERATE SMALL PLANT AND EQUIPMENT**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit cover the skills and knowledge to operate a range of small plant and equipment commonly employed in resources and infrastructure activities and work sites. It includes the selection of the most commonly used equipment, the planning and preparation for work, the conduct of checks, the use of the plant and/or equipment and the post operational maintenance and clean up.

**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.

**RTE3605A TROUBLESHOOT IRRIGATION SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This competency standard covers the process of troubleshooting faults and blockages in irrigation systems. It requires the ability to read and apply system specifications, technical manuals and supply/spare parts inventories, operate, maintain and repair irrigation systems, and record and report maintenance activities. Troubleshooting faults and blockages in irrigation systems requires knowledge of characteristics and operation of replaceable components of irrigation systems, system malfunctions and their likely causes, isolation procedures and OHS and environmental guidelines.

**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.

**TLID307E HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to handle dangerous goods and hazardous substances, including identifying requirements for working with dangerous goods and/or hazardous substances; confirming site incident procedures; and selecting handling techniques.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment of this unit must be undertaken by a registered training organisation. As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests. Practical assessment must occur: through appropriately simulated activities at the registered training organisation, and/or in an appropriate range of situations in the workplace. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School.

**VBP521 WALL AND FLOOR TILING HAND AND POWER TOOLS**

**Locations:** Newport.

**Prerequisites:** VBOA697 - WORKPLACE SAFETY AND INDUSTRY INDUCTION

**Description:** The purpose of this module is to provide the student with the skills and knowledge necessary to select, maintain and apply hand and power tools and equipment used in the wall and floor tiling industry.

**Required Reading:** Australian Standards Manufacturers Material and Application Specifications

**Assessment:** The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

**VBP522 TILING SUBSTRATES**

**Locations:** Newport.

**Prerequisites:** VBP521 - WALL AND FLOOR TILING HAND AND POWER TOOLS

**Description:** The purpose of this module is to provide the student with the skills and
knowledge necessary to prepare substrates to receive wall or floor tiles.

**Required Reading:** Australian Standards Manufacturers Material and Application Specifications

**Assessment:** The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

**VBP523 TILING ADHESIVES**

**Locations:** Newport.

**Prerequisites:** VBP522 - TITLING SUBSTRATES

**Description:** The purpose of this module is to provide the student with the skills and knowledge necessary to identify, select and apply wall and floor adhesives.

**Required Reading:** Australian Standards Manufacturers Material and Application Specifications

**Assessment:** The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

**VBP524 WALL TILING**

**Locations:** Newport.

**Prerequisites:** VBP524 - WALL TILING

**Description:** The purpose of this module is to provide the student with the skills and knowledge necessary to install wall tiles to substrates.

**Required Reading:** Australian Standards Manufacturers Material and Application Specifications

**Assessment:** The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

**VBP525 FLOOR TILING**

**Locations:** Newport.

**Prerequisites:** VBP525 - FLOOR TILING

**Description:** The purpose of this module is to provide the student with the skills and knowledge necessary to install floor tiles to substrates.

**Required Reading:** Australian Standards Manufacturers Material and Application Specifications

**Assessment:** The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

**VBQM697 WORKPLACE SAFETY AND INDUSTRY INDUCTION**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** The purpose of this module is to introduce the participant to the building and construction industry and provide the skills, ability and knowledge required to ensure the safety of themselves and others while working.

**Required Reading:** Nil.

**Assessment:** The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM698 WORKPLACE PROCEDURES FOR ENVIRONMENTAL SUSTAINABILITY**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** The purpose of this module is to provide the participant with the knowledge and skills to identify activities and procedures in the building and construction industry which may impact on environmental sustainability and to identify and implement procedures to minimise their effect.

**Required Reading:** Nil.

**Assessment:** The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM699 BASIC FIRST AID**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** The purpose of this module is to provide the participant with the skills, ability and knowledge to render basic first aid support to injured people.

**Required Reading:** Nil.

**Assessment:** The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM700 BUILDING STRUCTURES**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** The purpose of this module is to provide the participant with the skills, ability and knowledge to identify different building structures found in the commercial and housing sectors of the building and construction industry.

**Required Reading:** Nil.

**Assessment:** The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM701 CALCULATIONS FOR THE BUILDING INDUSTRY**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** The purpose of this module is to provide the participant with the knowledge and skills to practically apply mathematics in the building industry.

**Required Reading:** Nil.

**Assessment:** The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM702 CAREER STUDIES**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** The purpose of this module is to provide the participant with the skills, ability and knowledge to enable them to confidently embark on a career in the building industry.

**Required Reading:** Nil.

**Assessment:** The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM703 COMMUNICATIONS FOR THE BUILDING INDUSTRY**

**Locations:** Newport, Sunshine.
The purpose of this module is to provide the participant with the skills, ability and knowledge to safely operate, maintain and use small plant and portable power tools under direct supervision in their industry sector. This module does not address carpentry specific power tools.

Required Reading:

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM704 INTRODUCTION TO SCAFFOLDING

Locations: Newport, Sunshine.

Prerequisites: Nil.

Description: The purpose of this module is to provide the participant with knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM705 LEVELLING

Locations: Newport, Sunshine.

Prerequisites: Nil.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to understand safe erection, use and disassembly of restricted height scaffolding.

Required Reading:

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM706 QUALITY PRINCIPLES FOR THE BUILDING INDUSTRY

Locations: Newport, Sunshine.

Prerequisites: Nil.

Description: The purpose of this module is to provide the participant with the knowledge and skills to apply quality principles and practices within the building and construction industry.

Required Reading:

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM707 SAFE HANDLING AND USE OF PLANT AND POWER TOOLS

Locations: Newport, Sunshine.

Prerequisites: Nil.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to effectively communicate in the building and construction industry at a simple, routine and predictable level.

Required Reading:

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM708 WORKPLACE DOCUMENTS AND PLANS

Locations: Newport, Sunshine.

Prerequisites: Nil.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge necessary to read and interpret documents and plans.

Required Reading:

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM709 BRICKLAYING HAND TOOLS

Locations: Newport, Sunshine.

Prerequisites: Nil.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge related to the use of hand tools and equipment used in the bricklaying sector of the building and construction industry.

Required Reading:

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM710 BRICKLAYING BASIC SKILLS

Locations: Newport, Sunshine.

Prerequisites: Nil.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply basic bricklaying skills. This module also includes an appreciation of the principles of concrete.

Required Reading:

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM711 BRICKLAYING VENEER CONSTRUCTION PRINCIPLES

Locations: Newport, Sunshine.

Prerequisites: Nil.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply brick veneer construction principles.

Required Reading:

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM712 BRICKLAYING CAVITY CONSTRUCTION PRINCIPLES

Locations: Newport, Sunshine.

Prerequisites: Nil.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply brick cavity construction principles.

Required Reading:
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM713 MASONRY BLOCKWORK
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply masonry/blockwork construction principles. (Excludes the practical application of reinforced concrete masonry bond beams.)

Required Reading:

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM714 CARPENTRY HAND TOOLS
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to select, maintain and apply hand tools and equipment used in the carpentry sector of the building and construction industry.

Required Reading:

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM715 CARPENTRY POWER TOOLS
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to select, safely operate and maintain power tools used in the carpentry sector of the building and construction industry.

Required Reading:

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM716 BASIC SETTING OUT
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to set out a building.

Required Reading:

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM717 SUB-FLOOR FRAMING
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to construct subfloor framing.

Required Reading:

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM718 WALL FRAMING
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to construct wall framing.

Required Reading:

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM719 ROOF FRAMING
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to construct roof framing.

Required Reading:

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM720 EXTERNAL CLADDING
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to install external cladding.

Required Reading:

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM721 INSTALLATION OF WINDOW AND DOOR FRAME
Locations: Newport, Sunshine.
Prerequisites: Nil.
Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to install window and door frames.

Required Reading:

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM722 INTERIOR FIXING
Locations: Newport, Sunshine.
Prerequisites: Nil.
**VBQM726 SURFACE PREPARATION**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** The purpose of this module is to provide the participant with the skills, ability and knowledge to prepare surfaces in the painting and decorating industry.

**Required Reading:**

**Assessment:** The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

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**VBQM727 PAINT PRINCIPLES**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** The purpose of this module is to provide the participant with the ability and knowledge to discuss the principles of paint.

**Required Reading:**

**Assessment:** The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

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**VBQM728 COLOUR THEORY AND PRACTICE**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** The purpose of this module is to provide the participant with the skills, ability and knowledge to apply colour mixing principles.

**Required Reading:**

**Assessment:** The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

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**VBQM729 PAINT APPLICATION**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** The purpose of this module is to provide the participant with the skills, ability and knowledge to apply both oil and water-based paints.

**Required Reading:**

**Assessment:** The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

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**VBQM730 TIMBER STAINING AND CLEAR FINISHING PRINCIPLES**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** The purpose of this module is to provide the participant with the skills, ability and knowledge to apply timberstaining, finishing and preservation.

**Required Reading:**

**Assessment:** The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

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**VBQM731 PROTECTIVE METAL COATINGS**

**Locations:** Newport, Sunshine.

**Prerequisites:** Nil.

**Description:** The purpose of this module is to provide the participant with the skills, ability and knowledge to apply protective metal coatings.

**Required Reading:**

**Assessment:** The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills. The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.
**VPAU541 PRODUCE BASIC COMPUTER AIDED MANUFACTURED (CAM) SIGNS - VINYL**

**Locations:** Sunshine.
**Prerequisites:** CPCCSI2002A - LAY OUT AND DESIGN SIGNAGE

**Description:** This unit applies to the preparation of materials and design layout for computer operation in producing basic computer aided manufactured vinyl signs.

**Required Reading:** VU VU Produced Work Books

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

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**VPAU542 PRODUCE BASIC SIGNS**

**Locations:** Sunshine.
**Prerequisites:** CPCCSI2002A - LAY OUT AND DESIGN SIGNAGE

**Description:** This unit applies to the preparation and production processes used to apply substances to surfaces in forming basic signs.

**Required Reading:** VU VU Produced Work Books

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

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**VPAU582 UNDERTAKE SITE SURVEY AND ANALYSIS TO INFORM DESIGN PROCESS**

**Locations:** Newport.
**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to undertake a site survey and a site analysis for residential and commercial building projects. It includes the use of basic measuring and levelling equipment, recording and interpretation of data, and evaluation of, and compliance with relevant legislation.


**Assessment:** Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is
able to be transferred to other circumstances. Assessment will be in conjunction with assessment of other units of competency, including those listed above.

VPAU583 APPLY STRUCTURAL AND CONSTRUCTION TECHNOLOGY TO THE DESIGN OF RESIDENTIAL BUILDINGS

Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to apply structural and construction technology to the design of residential buildings. It requires compliance with state legislation and the provisions for BCA Classes 1 and 10 and relevant Australian Standards as they apply to the structural and construction components of a residential building.

Required Reading: Building Codes Board 2009 Building Code of Australia Canprint - Canberra Australian Standards 2009 As 1684.2 - Timber framing manual Canprint - Canberra Australian Standards 2009 As 2870 - Concrete footings & slabs Canprint - Canberra

Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package. Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above.

VPAU584 APPLY STRUCTURAL AND CONSTRUCTION TECHNOLOGY TO THE DESIGN OF COMMERCIAL BUILDINGS

Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to apply structural and construction technology to the design of commercial buildings. It requires compliance with state legislation and the provisions for BCA Classes 2 to 9 and relevant Australian Standards as they apply to the structural and construction components of a commercial building.

Required Reading: Building Codes Board 2009 Building Code of Australia Canprint - Canberra Australian Standards 2009 As 1684.2 - Timber framing manual Canprint - Canberra Australian Standards 2009 As 2870 - Concrete footings & slabs Canprint - Canberra

Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package. Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above.

VPAU585 COMPLY WITH CODES AND STANDARDS IN THE DESIGN OF RESIDENTIAL BUILDINGS

Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to access, interpret and apply relevant building codes and standards to the design of residential buildings. It includes the ability to apply a range of design solutions for residential buildings (BCA Classes 1 and 10), in compliance with the Building Code of Australia (BCA) and make recommendations for alternative solutions as required. It requires thorough knowledge of the purpose and content of the Building Code of Australia (BCA).

Required Reading: Building Codes Board 2009 Building Code of Australia Canprint - Canberra Australian Standards 2009 As 1684.2 - Timber framing manual Canprint - Canberra Australian Standards 2009 As 2870 - Concrete footings & slabs Canprint - Canberra

Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package. Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above.

VPAU586 COMPLY WITH CODES AND STANDARDS IN THE DESIGN OF COMMERCIAL BUILDINGS

Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to access, interpret and apply relevant building codes and standards to the design of commercial buildings. It includes the ability to apply a range of design solutions to the construction or design of a commercial building (BCA Classes 2 to 9), in compliance with the Building Code of Australia (BCA) and make recommendations for alternative solutions as required. It requires thorough knowledge of the purpose and content of the Building Code of Australia (BCA).

Required Reading: Building Codes Board 2009 Building Code of Australia Canprint - Canberra Australian Standards 2009 As 1684.2 - Timber framing manual Canprint - Canberra Australian Standards 2009 As 2870 - Concrete footings & slabs Canprint - Canberra

Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package. Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is
VPAU587 DESIGN SAFE BUILDINGS

Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to apply safe design principles to control OHS risk during the life of a building. It includes the ability to identify and comply with legal responsibilities and obligations and evaluate OHS hazards associated with the design, construction and use of a building during its life cycle. Applying safe design principles requires consultation with stakeholders and specialist advisors and the ability to make recommendations for alternative design solutions and incorporate risk controls into the building design and end use.

Required Reading: Building Codes Board 2009 Building Code of Australia Canprint - Canberra Australian Standards 2009 As 1684.2 - Timber framing manual Canprint - Canberra Australian Standards 2009 As 2870 - Concrete footings & slabs Canprint - Canberra

Assessment: Assessment will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above

VPAU588 DESIGN SUSTAINABLE BUILDINGS

Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to apply the principles of sustainability to building design. It includes the application of sustainable practices to minimise negative impacts of the construction process and land use on the environment, incorporate passive design, sustainable water use and energy efficiency into a building design and select suitable materials for the construction of the building. It requires compliance with relevant legislation, Australian Standards and the Building Code of Australia (BCA).

Required Reading: Building Codes Board 2009 Building Code of Australia Canprint - Canberra Australian Standards 2009 As 1684.2 - Timber framing manual Canprint - Canberra Australian Standards 2009 As 2870 - Concrete footings & slabs Canprint - Canberra

Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above

VPAU589 INTEGRATE SERVICES LAYOUT INTO DESIGN DOCUMENTATION

Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to integrate the layout of services and connections into building design documentation for residential (BCA Classes 1 and 10) and commercial (BCA Classes 2 to 9) buildings. It includes the knowledge and application of current sustainable and energy efficient practices and appliances and involves consultation with other professionals to obtain agreement on service layout details and specifications. It requires compliance with relevant legislation, Australian Standards and the Building Code of Australia (BCA).

Required Reading: Building Codes Board 2009 Building Code of Australia Canprint - Canberra Australian Standards 2009 As 1684.2 - Timber framing manual Canprint - Canberra Australian Standards 2009 As 2870 - Concrete footings & slabs Canprint - Canberra

Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above

VPAU590 PRODUCE WORKING DRAWINGS FOR RESIDENTIAL BUILDINGS

Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies outcomes required to produce two and three-dimensional drawings in accordance with standard industry practice and to a level suitable for building permit approval applications. It includes the ability to read and interpret plans and specifications and to produce working drawings for residential buildings (BCA Classes 1 and 10).

Required Reading: Building Codes Board 2009 Building Code of Australia Canprint - Canberra Australian Standards 2009 As 1684.2 - Timber framing manual As 2870 - Concrete footings & slabs Canprint - Canberra Australian Standards 2009 As 2870 - Concrete footings & slabs Canprint - Canberra

Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above
VPAU591 PRODUCE WORKING DRAWINGS FOR COMMERCIAL BUILDINGS

Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to produce two and three-dimensional drawings in accordance with standard industry practice and to a level suitable for building permit approval applications. It includes the ability to read and interpret plans and specifications and to produce working drawings for commercial buildings (BCA Classes 2 to 9).

Required Reading: Building Codes Board 2009 Building Code of Australia Canprint - Canberra Australian Standards 2009 As 1684.2 - Timber framing manual Canprint - Canberra Australian Standards 2009 As 2870 - Concrete footings & slabs Canprint - Canberra

Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able only not to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above.

VPAU592 SELECT CONSTRUCTION MATERIALS FOR BUILDING PROJECTS

Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to evaluate and select a range of suitable construction materials for building projects, taking into account a range of criteria including physical attributes, cost and sustainability. It includes the ability to analyse properties and characteristics to determine their suitability for application in the construction of a building. It requires selection of materials that comply with relevant legislation, Australian Standards and the Building Code of Australia (BCA).

Required Reading: Building Codes Board 2009 Building Code of Australia Canprint - Canberra Australian Standards 2009 As 1684.2 - Timber framing manual Canprint - Canberra Australian Standards 2009 As 2870 - Concrete footings & slabs Canprint - Canberra

Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able only not to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above.

VPAU593 PROVIDE DESIGN SOLUTIONS FOR RESIDENTIAL AND COMMERCIAL BUILDINGS

Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to apply the theories and principles of design to the design of buildings. It can be applied to both residential buildings (BCA Classes 1 and 10) and commercial buildings (BCA Classes 2 to 9). It requires the ability to research, analyse and evaluate information on the history and elements of architecture and their influence on current practice. It includes developing a design response which meets the requirements of a project brief, and communicating a final design solution to relevant stakeholders.

Required Reading: Building Codes Board 2009 Building Code of Australia Canprint - Canberra Australian Standards 2009 As 1684.2 - Timber framing manual Canprint - Canberra Australian Standards 2009 As 2870 - Concrete footings & slabs Canprint - Canberra

Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able only not to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above.

VPAU594 INTEGRATE DIGITAL APPLICATIONS INTO ARCHITECTURAL WORKFLOWS

Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to use a range of digital applications in architectural workflows. It includes the ability to determine the appropriate digital applications required for specific project outputs and the application of architectural standards and conventions to produce and manage the project. Work is likely to be undertaken with limited supervision and in consultation with team members and external consultants.

Required Reading: Building Codes Board 2009 Building Code of Australia Canprint - Canberra Australian Standards 2009 As 1684.2 - Timber framing manual Canprint - Canberra Australian Standards 2009 As 2870 - Concrete footings & slabs Canprint - Canberra

Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able only not to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above.

VPAU595 PRESENT ARCHITECTURAL DESIGNS

Locations: Newport.
Prerequisites: Nil.

Description: This unit specifies the outcomes required to undertake a design concept for an architectural project. The design could be for a residential (BCA Classes 1 and 10) or commercial (BCA Classes 2 to 9) building. It includes reviewing the project brief, developing presentation materials and presenting the final design concept to relevant stakeholders. Materials for presentation could include sketches, computer generated drawings/images, or models. It requires the ability to effectively clarify or communicate ideas and the design concept to stakeholders.

Required Reading: Building Codes Board 2009 Building Code of Australia Canprint - Canberra Australian Standards 2009 As 1684.2 - Timber framing manual Canprint - Canberra Australian Standards 2009 As 2870 - Concrete footings & slabs Canprint - Canberra

Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above

VPAU596 MANAGE ARCHITECTURAL PROJECT ADMINISTRATION

Locations: Newport.

Prerequisites: Nil.

Description: This unit specifies the outcomes required to manage architectural administration and the development of project documentation. It requires the knowledge of the legislation pertaining to project administration and the ability to comply with the organisational requirements for quality assurance. Work is expected to be undertaken in consultation with both internal personnel and external consultants and with limited supervision.

Required Reading: Building Codes Board 2009 Building Code of Australia Canprint - Canberra Australian Standards 2009 As 1684.2 - Timber framing manual Canprint - Canberra Australian Standards 2009 As 2870 - Concrete footings & slabs Canprint - Canberra

Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above

VPAU597 UNDERTAKE COMPLEX ARCHITECTURAL PROJECTS

Locations: Newport.

Prerequisites: Nil.

Description: This unit specifies the outcomes required to undertake complex architectural projects for residential (BCA Classes 1 and 10) and/or commercial (BCA Classes 2 to 9) buildings. It includes consultation with a client to prepare a project brief and the development and presentation of a design concept that meets the requirements of the brief and relevant legislative requirements and codes and standards. It requires the preparation of all necessary documentation and the development of a critical path management diagram. It requires thorough knowledge of the Building Code of Australia (BCA), relevant Australian Standards and local authority regulatory requirements.

Required Reading: Building Codes Board 2009 Building Code of Australia Canprint - Canberra Australian Standards 2009 As 1684.2 - Timber framing manual Canprint - Canberra Australian Standards 2009 As 2870 - Concrete footings & slabs Canprint - Canberra

Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above

VU20526 USE BASIC PLUMBING HAND TOOLS

Locations: Melton, Sunshine.

Prerequisites: CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to use basic hand tools for a range of simple plumbing tasks.

Required Reading: Not Applicable

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

VU20527 USE BASIC POWER TOOLS

Locations: Melton, Sunshine.

Prerequisites: CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to identify, select, use and store basic power tools associated with simple plumbing tasks.

Required Reading: Not Applicable

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

VU20528 PERFORM BASIC OXY-ACETYLENE WELDING AND CUTTING

Locations: Melton, Sunshine.

Prerequisites: CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to use oxy-acetylene equipment to perform welding and cutting tasks related to simple plumbing jobs.

Required Reading: Not Applicable

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

**VU20529 USE BASIC ELECTRIC WELDING EQUIPMENT AND TECHNIQUES**

**Locations:** Melton, Sunshine.

**Prerequisites:** CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to use a range of electric welding tools and techniques.

**Required Reading:** Not Applicable

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

**VU20530 USE PLUMBING PIPES, FITTINGS AND FIXTURES TO SIMULATE PLUMBING INSTALLATIONS**

**Locations:** Melton, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the competency to identify plumbing pipes, plumbing fittings and plumbing fixtures associated with basic plumbing tasks.

**Required Reading:** Not Applicable

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

**VU20531 APPLY BASIC SHEET METAL PRACTICES**

**Locations:** Melton, Sunshine.

**Prerequisites:** CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to cut, join and bend sheet metal products for a range of simple plumbing related tasks.

**Required Reading:** Not Applicable

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

**VU20532 FABRICATE SIMPLE PLUMBING PIPE SYSTEMS**

**Locations:** Melton, Sunshine.

**Prerequisites:** CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to distinguish, select and fabricate drainage, water and gas tubing and pipes for a range of simple plumbing related tasks.

**Required Reading:** Not Applicable

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

**VU20533 CUT AND PENETRATE BUILDING MATERIALS AND STRUCTURES**

**Locations:** Melton, Sunshine.

**Prerequisites:** CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to identify the properties of building materials and structures to facilitate cutting and penetration where required to fulfil job tasks.

**Required Reading:** Not Applicable

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

**VU20534 IDENTIFY CAREER PATHWAYS IN THE PLUMBING INDUSTRY**

**Locations:** Melton, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency describes the outcomes to distinguish and determine opportunities and pathways of employment in the plumbing industry.

**Required Reading:** Not Applicable

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

**VU20558 PREPARE FOR WORK IN THE JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRIES**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**VU20559 SET UP AND OPERATE BASIC STATIC MACHINES**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit covers the competency to identify, safely set up and operate basic static machines, under supervision within the joinery/shopfitting/stairbuilding industries.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**VU20560 CARRY OUT BASIC CONSTRUCTION PROCESSES WITHIN THE JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRIES**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.
VU20561 CONSTRUCT BASIC DOORS AND WINDOWS

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit of competency specifies the outcomes required to plan, prepare, set out and construct basic doors and windows. The unit includes basic construction methods and manufacturing processes related to the joinery/shopfitting/stairbuilding industries.
Required Reading: VU Produced Workbooks
Assessment: This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

VU20562 CONSTRUCT A BASIC SHOPFITTING DISPLAY UNIT

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit of competency specifies the outcomes required to construct a basic shopfitting display unit using construction techniques and methods as required by the joinery/shopfitting/stairbuilding industries.
Required Reading: VU Produced Workbooks
Assessment: This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

VU20563 CONSTRUCT A BASIC STAIR

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit of competency specifies the outcomes required to construct and assemble a basic timber stair to meet stair design specifications, tolerances, and industry standards applicable to the joinery, shopfitting and stairbuilding industries.
Required Reading: VU Produced Workbooks
Assessment: This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

VU20716 CONDUCT A BUSHFIRE ATTACK LEVEL (BAL) ASSESSMENT

Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency describes the outcomes required to conduct a BAL assessment. This includes relevant theoretical knowledge of fire, understanding of the regulatory framework, assessing a location and education of and consultation with clients about the benefits of achieving the required fire resistance.
Assessment: To be deemed competent in this unit, participants must: - comply with applicable Commonwealth, state or territory legislative and regulatory requirements and Codes of Practice, including OHS, environmental and organisational policies and procedures relevant to undertaking a BAL assessment - communicate effectively and work safely with others - explain the importance of incorporating the outcomes from a BAL assessment into the design and construction process. - incorporate BAL requirements into the design and construction of at least one building.

VU20717 APPLY BUSHFIRE ATTACK LEVEL (BAL) ASSESSMENT

Locations: Newport.
Prerequisites: VU20716 - CONDUCT A BUSHFIRE ATTACK LEVEL (BAL) ASSESSMENT
Description: This unit of competency specifies the outcomes required to access, interpret and apply a BAL assessment to the design and construction of buildings.
Assessment: To be deemed competent in this unit, participants must: - comply with applicable Commonwealth, state or territory legislative and regulatory requirements and Codes of Practice, including OHS, environmental and organisational policies and procedures relevant to applying a BAL assessment to the design and construction process. - communicate effectively and work safely with others. - explain the importance of incorporating the outcomes from a BAL assessment into the design and construction process. - incorporate BAL requirements into the design and construction of at least one building.
SCHOOL OF ENGINEERING AND INDUSTRIAL TRAINING

Below are details of courses offered by the School of Engineering and Industrial Training in 2013.

This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

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

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

Course Duration: 1 year

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

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

COURSE STRUCTURE
Diploma of Engineering Technology To fulfil the requirements for the qualification learners must satisfy the following requirements. Non-trade entry: Select from Table A: Units of competency equivalent to a training effort of at least 200 hours. It is strongly recommended that the selection include MEM13014A Apply principles of occupational health and safety in work environment. Select from Table B: Units of competency equivalent to a training effort of at least 600 hours. Selection must be based on the following principles: 1. A minimum of 80% of the training effort must be from units listed in Table B. The balance may be drawn from other endorsed training packages provided the units of competency are of an appropriate AQF level and relevant to an engineering job function or to enterprise requirements. 2. At least 60% of the training effort must be from units of competency at AQF level 5.

CIVIL

Table A

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<thead>
<tr>
<th>Code</th>
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<tr>
<td>MEM13014A</td>
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<td>MEM14004A</td>
<td>PLAN TO UNDERTAKE A ROUTINE TASK</td>
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<td>MEM15002A</td>
<td>APPLY QUALITY SYSTEMS</td>
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<td>MEM15024A</td>
<td>APPLY QUALITY PROCEDURES</td>
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<td>MEM16007A</td>
<td>WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT</td>
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<td>MEM18001C</td>
<td>USE HAND TOOLS</td>
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<td>USE POWER TOOLS/HAND HELD OPERATIONS</td>
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<td>VBN782</td>
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<td>PERFORM MEASUREMENTS AND LAYOUT TASKS ON CONSTRUCTION SITES</td>
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PROJECTS

VU20159 APPLY PRINCIPLES OF HYDRAULICS TO PIPE AND CHANNEL FLOW 80
VU20160 DESIGN A WATER RETICULATION SCHEME 40
VU20161 PLAN SEWERAGE RETICULATION SYSTEMS 40
VU20162 PLAN WATER RETICULATION SYSTEMS 40

MANUFACTURING

Table A

MEM13014A APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT 10
MEM14004A PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM15002A APPLY QUALITY SYSTEMS 20
MEM16007A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM18001C USE HAND TOOLS 20
MEM18002B USE POWER TOOLS/HAND HELD OPERATIONS 20
MEM07032B USE WORKSHOP MACHINES FOR BASIC OPERATION 20
VBN768 DEVELOP AN INDIVIDUAL CAREER PLAN FOR THE ENGINEERING INDUSTRY 20
VBN769 PERFORM BASIC MACHINING PROCESSES 40
VBN773 PRODUCE BASIC ENGINEERING SKETCHES AND DRAWINGS 20
VBN777 HANDLE ENGINEERING MATERIALS 20

Table B

AUM5301A PRODUCE DRAWINGS MANUALLY 40
BSBPM507A MANAGE PROJECT COMMUNICATIONS 40
ICAU2006B OPERATE COMPUTING PACKAGES 60
VBP228 APPLY MATHEMATICIAL SOLUTIONS TO ENGINEERING PROBLEMS 60
VBP230 APPLY SCIENTIFIC PRINCIPLES TO ENGINEERING PROBLEMS 60
VBP235 USE COMPUTER AIDED DRAFTING SYSTEMS 80
VBP250 SET UP MANUFACTURING PROCESSES FOR ENGINEERING APPLICATIONS 40
VBP252 APPLY COMPUTER AIDED MANUFACTURING (CAM) PROCESSES 40
VBP253 APPLY COMPUTER AIDED MANUFACTURING (CAM) 2D PROGRAMMING 40
VBP255 PROGRAM A 3D MACHINE CENTRE 60
VBP263 IMPLEMENT BASIC MATERIALS SCIENCE PRINCIPLES TO ENGINEERING APPLICATIONS 40
VBP265 PLAN FOR THE IMPLEMENTATION OF MECHANICAL DRIVE SYSTEMS 60

Alternative units can be selected from the ones below

VBP243 PLAN, IMPLEMENT AND APPLY PREVENTATIVE MAINTENANCE PROCEDURES 80
VBP246 SELECT AND MAINTAIN BEARING AND ROTARY SHAFT ASSEMBLIES 40
VBP269 APPLY HYDRAULIC PRINCIPLES IN ENGINEERING 60
VBP270 APPLY PNEUMATIC PRINCIPLES IN ENGINEERING. 60
VBP271 SET UP MECHATRONICS ENGINEERING SYSTEMS 60
VBP275 PROGRAM, OPERATE AND SELECT A ROBOTICS SYSTEM 60
VBUQ263 APPLY PRINCIPLES OF METROLOGY IN MANUFACTURING 60
VPAU643 WRITE ADVANCED CNC PROGRAMS AND OPERATE A VERTICAL MACHINING CENTRE 80
VPAU644 WRITE ADVANCED CNC PROGRAMS AND OPERATE A MULTI AXIS TURNING CENTRE 60

MECHANICAL

Table A

MEM13014A APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT 10
MEM14004A PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM15002A APPLY QUALITY SYSTEMS 20
MEM16007A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM18001C USE HAND TOOLS 20
MEM18002B USE POWER TOOLS/HAND HELD OPERATIONS 20
MEM07032B USE WORKSHOP MACHINES FOR BASIC OPERATION 20
VBN768 DEVELOP AN INDIVIDUAL CAREER PLAN FOR THE ENGINEERING INDUSTRY 20
VBN769 PERFORM BASIC MACHINING PROCESSES 40
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<td>VBP250</td>
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<td>APPLY PNEUMATIC PRINCIPLES IN ENGINEERING.</td>
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**Table B**

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<td>MANAGE PROJECT COMMUNICATIONS</td>
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<td>APPLY MATHEMATICAL SOLUTIONS TO ENGINEERING PROBLEMS</td>
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<td>USE ADVANCED 2D</td>
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<td>SET UP MANUFACTURING PROCESSES FOR ENGINEERING APPLICATIONS</td>
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**ADVANCED DIPLOMA OF ENGINEERING TECHNOLOGY**

**Course Code:** 21622VIC

**Campus:** Sunshine.

**About this course:** Equip yourself for a career in the engineering industries by improving your existing skills in CAD, robotics, and advanced manufacturing. The flexible course structure allows you to add further endorsed or specifically designed units of competency to help meet the industry's future needs.

**Course Objectives:** To provide:

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- non-trades pathways into technician and engineering associate qualifications for industry entrants;
- flexibility for engineering enterprises and workers to select training specifically targeted to update and enhance existing skills;
- opportunity for trades people to upgrade their qualifications;
- an opportunity to deliver specifically developed units of competency addressing robotics, advanced manufacturing and computer aided drafting;
- a course structure that allows the addition of additional units of competency, either endorsed or specifically designed, to meet future needs of the industry.

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

**Course Duration:** 2 years

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

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

**COURSE STRUCTURE**

Advanced Diploma of Engineering Technology To fulfil the requirements for the qualification learners must satisfy the following requirements. Non-trade entry: Select from Table A: Units of competency equivalent to a training effort of at least 200 hours. It is strongly recommended that the selection include MEA13014A Apply principles of occupational health & safety in work environment. Selection must be based on the following principles: 1. A minimum of 80% of the training effort must be from units listed in Table B. The balance may be drawn from other endorsed training packages provided the units of competency are of an appropriate AQF level and relevant to an engineering job function or to enterprise requirements. 2. At least 30% of the training effort must be from units of competency at AQF level 6. Trade entry: Select from Table B: Units of competency equivalent to a training effort of at least 1200 hours. Selection must be based on the following principles: 1. A minimum of 80% of the training effort must be from units listed in Table B. The balance may be drawn from other endorsed training packages provided the units of competency are of an appropriate AQF level and relevant to an engineering job function or to enterprise requirements. 2. At least 30% of the training effort must be from units of competency at AQF level 6.

**CIVIL**

**Table B**

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<td>DESIGN A WATER RETICULATION SCHEME</td>
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<td>PLAN WATER RETICULATION SYSTEMS</td>
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**154**
Table B

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

Alternative units can be selected from the ones below

VBP272 INTERFACE AND PROGRAM MECHATRONICS ENGINEERING SYSTEMS 60
VBP273 PERFORM VIBRATION MEASUREMENT AND CONTROL 60
VBP276 PLAN AND MANAGE A ROBOTICS SYSTEM 60
VBQU264 APPLY PRINCIPLES OF ADVANCED METROLOGY IN MANUFACTURING 60
VBQU266 PROGRAM AND SET UP CO-ORDINATE MEASURING MACHINES (CMM) 60
VBQU267 INTEGRATE CO-ORDINATE MEASURING MACHINES INTO MANUFACTURING 80

MECHANICAL

Table B

VBP232 APPLY PRINCIPLES OF STRENGTH OF MATERIALS TO ENGINEERING PROBLEMS 40
VBP264 IMPLEMENT ADVANCED MATERIALS SCIENCE PRINCIPLES TO ENGINEERING APPLICATIONS 60

155
To be eligible for the award of the Certificate IV in Electrical, completion of all units from any one of the streams must be achieved. Only one stream is required to be satisfied in order to graduate.

Elective Units of Study

Stream 1 Electrical Business Management and Contracting

PMBHS409A ESTABLISH, MAINTAIN AND EVALUATE AN OH&S SYSTEM 40
VBQU448 PREPARE SPECIFICATIONS FOR THE SUPPLY OF MATERIALS AND EQUIPMENT FOR ELECTROTECHNOLOGY PROJECTS 40
VBQU449 ESTIMATE ELECTROTECHNOLOGY PROJECTS 40
VBQU450 PROVIDE QUOTATIONS FOR INSTALLATION OR SERVICE JOBS 60
VBQU451 CONDUCT AN ELECTRICAL CONTRACTING BUSINESS 40

Stream 2 Programmable Logic Controllers

MCM261A USE SCADA SYSTEMS IN MANUFACTURING 30
VBQU452 SET UP AND COMMISSION PROGRAMMABLE LOGIC CONTROLLERS 40
VBQU453 WRITE PROGRAMS FOR PROGRAMMABLE LOGIC CONTROLLERS 60
VBQU454 DEVELOP, ENTER AND VERIFY PROGRAMS FOR SCADA SYSTEMS 60
VBQU455 INTEGRATE PROGRAMMABLE LOGIC CONTROLLERS INTO INDUSTRIAL CONTROL PROCESSES 80

Stream 3 Motor Control

VBQU456 DIAGNOSE AND RECTIFY FAULTS IN SERVO DRIVE SYSTEMS 60
VBQU457 DIAGNOSE AND RECTIFY FAULTS IN AC MOTOR DRIVE SYSTEMS 60
VBQU458 DIAGNOSE AND RECTIFY FAULTS IN DC MOTOR DRIVE SYSTEMS 60
VBQU459 INSTALL AND MAINTAIN INDUCTION MOTORS 60
VBQU460 EVALUATE PERFORMANCE OF ELECTRICAL MACHINES 40

Stream 4 Industrial Control

VBQU461 DIAGNOSE AND RECTIFY FAULTS IN INDUSTRIAL CONTROL EQUIPMENT AND SYSTEMS 60
VBQU462 DIAGNOSE AND RECTIFY FAULTS IN ELECTRONIC POWER CONTROL SYSTEMS 60
VBQU463 DEVELOP, ENTER AND VERIFY PROGRAMS FOR INDUSTRIAL CONTROL SYSTEMS USING HIGH LEVEL LANGUAGE 60
VBQU464 PROVIDE SOLUTIONS TO PROBLEMS IN BASIC INDUSTRIAL CONTROL SYSTEMS 60

Stream 5 Mechatronics

VBQU465 TEST AND MONITOR FLUID POWER CIRCUITS 60
VBQU466 INSTALL AND MAINTAIN HYDRAULIC/PNEUMATIC SYSTEMS 80
VBQU467 SET UP ELECTRONICALLY CONTROLLED ROBOTICALLY OPERATED COMPLEX SYSTEMS 80
VBQU468 TEST AND COMMISSION TRANSUDCERS AND SENSORS 60
VBQU469 SET UP ELECTRONICALLY CONTROLLED MECHANICALLY OPERATED COMPLEX SYSTEMS 60

CERTIFICATE II IN ELECTROTECHNOLOGY STUDIES (PRE- VOCATIONAL)

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

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

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

Course Duration: 0.5 years

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

Selection Processes: Direct Entry, Interview, Practical Test

COURSE STRUCTURE

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

- UEEEEE041B: SOLVE PROBLEMS IN MULTIPLE PATH D.C. CIRCUITS 40
- UEEEEE05B: FIX AND SECURE EQUIPMENT 20
- UEEEEE07B: USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS 40
- UEEEEE33B: DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTRICAL 20
- UEEEEE040B: IDENTIFY AND SELECT COMPONENTS/ACCESSORIES/MATERIALS FOR ELECTROTECHNOLOGY WORK ACTIVITIES 80
- UEEEEE042B: PRODUCE ROUTINE PRODUCTS FOR CARRYING OUT ELECTROTECHNOLOGY WORK ACTIVITIES 120
- UEEEEE012B: PROVIDE BASIC SUSTAINABLE ENERGY SOLUTIONS FOR ENERGY REDUCTION IN DOMESTIC PREMISES 40
- UEEEEE02B: ATTACH CORDS AND PLUGS TO ELECTRICAL EQUIPMENT FOR CONNECTION TO A SINGLE PHASE 250 VOLT SUPPLY 10
- UEEEEE08B: CONDUCT IN-SERVICE SAFETY TESTING OF ELECTRICAL CORD ASSEMBLIES AND CORD CONNECTED EQUIPMENT 20

Core Units of Study

- UEEEEE040B: SOLVE PROBLEMS IN MULTIPLE PATH D.C. CIRCUITS 40
- UEEEEE05B: FIX AND SECURE EQUIPMENT 20
- UEEEEE07B: USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS 40
- UEEEEE33B: DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTRICAL 20
- UEEEEE040B: IDENTIFY AND SELECT COMPONENTS/ACCESSORIES/MATERIALS FOR ELECTROTECHNOLOGY WORK ACTIVITIES 80
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- UEEEEE08B: CONDUCT IN-SERVICE SAFETY TESTING OF ELECTRICAL CORD ASSEMBLIES AND CORD CONNECTED EQUIPMENT 20

Elective Units of Study

- UEEEEE041B: SOLVE PROBLEMS IN MULTIPLE PATH D.C. CIRCUITS 40
- UEEEEE05B: FIX AND SECURE EQUIPMENT 20
- UEEEEE07B: USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS 40
- UEEEEE33B: DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTRICAL 20
- UEEEEE040B: IDENTIFY AND SELECT COMPONENTS/ACCESSORIES/MATERIALS FOR ELECTROTECHNOLOGY WORK ACTIVITIES 80
- UEEEEE042B: PRODUCE ROUTINE PRODUCTS FOR CARRYING OUT ELECTROTECHNOLOGY WORK ACTIVITIES 120
- UEEEEE012B: PROVIDE BASIC SUSTAINABLE ENERGY SOLUTIONS FOR ENERGY REDUCTION IN DOMESTIC PREMISES 40
- UEEEEE02B: ATTACH CORDS AND PLUGS TO ELECTRICAL EQUIPMENT FOR CONNECTION TO A SINGLE PHASE 250 VOLT SUPPLY 10
- UEEEEE08B: CONDUCT IN-SERVICE SAFETY TESTING OF ELECTRICAL CORD ASSEMBLIES AND CORD CONNECTED EQUIPMENT 20

Certificate II in Engineering Education

Course Code: 22019VIC
Campus: Melton, Sunshine.

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

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

Course Duration:
0.5 years

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

Selection Processes:
Direct Entry, Written Test, Other
All students are interviewed for selection and complete a selection test prior to admission. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.

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

Core Units of Study

- MEM13014A: APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT 10
- MEM18001C: USE HAND TOOLS 20
- MEM18002B: USE POWER TOOLS/HAND HELD OPERATIONS 20
- VBN768: DEVELOP AN INDIVIDUAL CAREER PLAN FOR THE ENGINEERING INDUSTRY 20
PERFORM BASIC MACHINING PROCESSES 40
APPLY BASIC FABRICATION TECHNIQUES 40
APPLY ELECTROTECHNOLOGY PRINCIPLES IN AN ENGINEERING WORK ENVIRONMENT 20
USE COMPUTERS FOR ENGINEERING RELATED WORK ACTIVITIES 20
PRODUCE BASIC ENGINEERING SKETCHES AND DRAWINGS 20
PERFORM BASIC COMPUTATIONAL PRINCIPLES IN ENGINEERING WORK ACTIVITIES 20
USE BASIC ENGINEERING CONCEPTS TO PLAN THE MANUFACTURE OF ENGINEERING COMPONENTS 20
HANDLE ENGINEERING MATERIALS 20
PRODUCE BASIC ENGINEERING COMPONENTS AND PRODUCTS USING FABRICATION AND MACHINING 20
PERFORM CUTTING, GRINDING AND TURNING OPERATIONS 60
FORM, BEND AND SHAPE ENGINEERING MATERIALS 60
USE FUNDAMENTAL REFRIGERATION PRINCIPLES AND PROCESSES TO FABRICATE ENGINEERING STRUCTURES 60
PERFORM BASIC WELDING AND THERMAL CUTTING PROCESSES TO FABRICATE ENGINEERING STRUCTURES 60
CREATE ENGINEERING DRAWINGS USING COMPUTER AIDED SYSTEMS 60
ASSEMBLE AND TEST ELECTRONIC ENGINEERING EQUIPMENT AND MAKE IT OPERATIONAL 60
FABRICATE BASIC JEWELLERY ITEMS 60
IDENTIFY AND SELECT COMPONENTS, ACCESSORIES AND MATERIALS FOR ELECTROTECHNOLOGY WORK ACTIVITIES 20
APPLY TECHNOLOGIES AND CONCEPTS TO ELECTROTECHNOLOGY WORK ACTIVITIES 100
CARRY OUT ROUTINE WORK ACTIVITIES IN AN ELECTROTECHNOLOGY ENVIRONMENT 40
CARRY OUT A SHARED TECHNOLOGY PROJECT 60
PERFORM BASIC NETWORK AND COMPUTER ASSEMBLY 30
PERFORM BASIC NETWORK AND COMPUTER MAINTENANCE 30
INSTALL AND CONFIGURE BASIC NETWORK AND COMPUTER OPERATING SYSTEMS 40
BUILD A SMALL WIRELESS LAN 30
SET UP AND OPERATE A WIRELESS COMMUNICATIONS LINK 30
SET UP AND TEST AN EMBEDDED CONTROL SYSTEM 30
TEST AND VERIFY CORRECT OPERATION OF A BY-WIRE CONTROL SYSTEM 30
IMPLEMENT A DIGITAL CIRCUIT USING A PROGRAMMABLE LOGIC DEVICES (PLD) 30
CONSTRUCT AND CONFIGURE A BASIC ROBOTIC SYSTEM 30

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

Course Duration: 0.5 years

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

Selection Processes: Direct Entry

COURSE STRUCTURE

To be awarded the qualification, Certificate II in Integrated Technologies, participants are required to complete:

- the four core units of competency
- elective units of competency equivalent to a minimum of 150 hours from at least two specialisations. (Note: elective units that appear in more than one area of specialisation may not be counted as two electives.)

Core Units of Study

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

DIPLOMA OF PURCHASING
Course Code: BSB51507

About this course: Expand on your theoretical knowledge base in purchasing and further your career as a purchasing officer in the supply, purchasing, tendering or contract management field. Gain the skills to manage the work of other staff, develop strategies for effective purchasing, manage contracts and write tender documents.

Course Objectives: The course aims to provide the skills and knowledge for students wishing to pursue a career in an area of Supply, Purchasing, Tendering, or Contract Management.

Careers: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Contract Manager
- Inventory and Purchasing Manager
- Purchasing Consultant
- Purchasing Coordinator
- Purchasing Manager
- Site and Purchasing Coordinator.

Course Duration: 0.5 years

Admission Requirements Other: Additional entry requirements

Selection Processes: Interview, Written Application, VTAC

COURSE STRUCTURE

8 units of competency are required for award of this qualification: ≥ 5 core units ≥ 3 elective units

Core Units of Study

BSBPUR501B  DEVELOP, IMPLEMENT AND REVIEW PURCHASING STRATEGIES  60
BSBPUR502B  MANAGE SUPPLIER RELATIONSHIPS  40
BSBPUR504B  MANAGE A SUPPLY CHAIN  60
BSBRKG502B  MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS  40
BSBRSK501A  MANAGE RISK  60

Elective Units of Study
Select a minimum of two units from the list below

BSBCUS501A  MANAGE QUALITY CUSTOMER SERVICE  40
BSBFIM501A  MANAGE BUDGETS & FINANCIAL PLANS  70
BSBMGT502B  MANAGE PEOPLE PERFORMANCE  70
BSBMGT516A  FACILITATE CONTINUOUS IMPROVEMENT  60
BSBOHS509A  ENSURE A SAFE WORKPLACE  60
PSPPROC502A  ESTABLISH CONTRACT MANAGEMENT ARRANGEMENTS  50
PSPPROC503A  MANAGE CONTRACT PERFORMANCE  50
PSPPROC504A  FINALISE CONTRACTS  30

And up to one other unit of study available from the Diploma of Logistics which has been approved by the course coordinator

CERTIFICATE III IN ENGINEERING (MECHANICAL TRADE)
Course Code: MEM30205
Campus: Sunshine, Off-shore.

About this course: Lay the groundwork for your entry into a traineeship or apprenticeship in the metal trade industry. You will learn the basics in theory and develop your skills in problem solving, using sound judgement and managing your time and information effectively.

Course Objectives:

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

Course Duration: 3 years

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

Selection Processes: User Choice (Apprenticeships), Employer Choice

COURSE STRUCTURE

3 years part-time. Full-time, Part-time, Flexible.

Core Units of Study

MEM12023A  PERFORM ENGINEERING MEASUREMENTS  30
MEM12024A  PERFORM COMPUTATIONS  30
MEM13014A  APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT  10
MEM14004A  PLAN TO UNDERTAKE A ROUTINE TASK  10
MEM14005A  PLAN A COMPLETE ACTIVITY  20
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MEM15002A</td>
<td>APPLY QUALITY SYSTEMS</td>
<td>20</td>
</tr>
<tr>
<td>MEM15024A</td>
<td>APPLY QUALITY PROCEDURES</td>
<td>10</td>
</tr>
<tr>
<td>MEM16006A</td>
<td>ORGANISE AND COMMUNICATE INFORMATION</td>
<td>20</td>
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<tr>
<td>MEM16007A</td>
<td>WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT</td>
<td>10</td>
</tr>
<tr>
<td>MEM16008A</td>
<td>INTERACT WITH COMPUTING TECHNOLOGY</td>
<td>20</td>
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<tr>
<td>MEM17003A</td>
<td>ASSIST IN THE PROVISION OF ON THE JOB TRAINING</td>
<td>20</td>
</tr>
<tr>
<td>MSAENV272B</td>
<td>PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
<td>30</td>
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</table>

**Elective Units of Study**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MEM05005B</td>
<td>CARRY OUT MECHANICAL CUTTING</td>
<td>20</td>
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<tr>
<td>MEM05006C</td>
<td>PERFORM BRAZING AND OR SILVER SOLDERING</td>
<td>20</td>
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<tr>
<td>MEM05007C</td>
<td>PERFORM MANUAL HEATING &amp; THERMAL CUTTING</td>
<td>20</td>
</tr>
<tr>
<td>MEM05012C</td>
<td>PERFORM ROUTINE MANUAL METAL ARC WELDING</td>
<td>20</td>
</tr>
<tr>
<td>MEM05013C</td>
<td>PERFORM MANUAL PRODUCTION WELDING</td>
<td>20</td>
</tr>
<tr>
<td>MEM05049B</td>
<td>PERFORM ROUTINE GAS TUNGSTEN ARC WELDING</td>
<td>20</td>
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<tr>
<td>MEM05050B</td>
<td>PERFORM ROUTINE GAS METAL ARC WELDING</td>
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<tr>
<td>MEM05051A</td>
<td>SELECT WELDING PROCESSES</td>
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<tr>
<td>MEM05052A</td>
<td>APPLY SAFE WELDING PRACTICES</td>
<td>40</td>
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<tr>
<td>MEM06007B</td>
<td>PERFORM BASIC INCIDENTAL HEAT/QUENCHING</td>
<td>20</td>
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<tr>
<td>MEM07001B</td>
<td>PERFORM OPERATIONAL MAINTENANCE OF MACHINES/EQUIPMENT</td>
<td>20</td>
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<tr>
<td>MEM07003B</td>
<td>PERFORM MACHINE SETTING (ROUTINE)</td>
<td>40</td>
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<tr>
<td>MEM07005C</td>
<td>PERFORM GENERAL MACHINING</td>
<td>80</td>
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<tr>
<td>MEM07006C</td>
<td>PERFORM LATHE OPERATIONS</td>
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<tr>
<td>MEM07007C</td>
<td>PERFORM MILLING OPERATIONS</td>
<td>40</td>
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<tr>
<td>MEM07008D</td>
<td>PERFORM GRINDING OPERATIONS</td>
<td>40</td>
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<tr>
<td>MEM07010B</td>
<td>PERFORM TOOL AND CUTTER GRINDING OPERATION</td>
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<tr>
<td>MEM07011B</td>
<td>PERFORM COMPLEX MILLING OPERATIONS</td>
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<tr>
<td>MEM07012B</td>
<td>PERFORM COMPLEX GRINDING OPERATIONS</td>
<td>40</td>
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<tr>
<td>MEM07014B</td>
<td>PERFORM ELECTRO-DISCHARGE MACHINING OPERATIONS</td>
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<tr>
<td>MEM07015B</td>
<td>SET COMPUTER CONTROLLED MACHINES/PROCESS</td>
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<tr>
<td>MEM07016C</td>
<td>SET AND EDIT COMPUTER CONTROLLED MACHINE</td>
<td>40</td>
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<tr>
<td>MEM07018C</td>
<td>WRITE BASIC NC/CNC PROGRAMS</td>
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<tr>
<td>MEM07021B</td>
<td>PERFORM COMPLEX LATHE OPERATIONS</td>
<td>40</td>
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<tr>
<td>MEM07024B</td>
<td>OPERATE AND MONITOR MACHINE/PROCESS</td>
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<tr>
<td>MEM07028B</td>
<td>OPERATE COMPUTER CONTROLLED MACHINES/PROC</td>
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<tr>
<td>MEM07032B</td>
<td>USE WORKSHOP MACHINES FOR BASIC OPERATION</td>
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<tr>
<td>MEM09002B</td>
<td>INTERPRET TECHNICAL DRAWING</td>
<td>40</td>
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<tr>
<td>MEM09022A</td>
<td>CREATE 2D CODE FILES USING COMPUTER AIDED MANUFACTURING SYSTEM</td>
<td>40</td>
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<tr>
<td>MEM17001B</td>
<td>ASSIST IN DEVELOPMENT AND DELIVER TRAINING</td>
<td>20</td>
</tr>
<tr>
<td>MEM10006B</td>
<td>INSTALL MACHINE/PLANT</td>
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</tr>
<tr>
<td>MEM11010B</td>
<td>OPERATE MOBILE LOAD SHIFTING EQUIPMENT</td>
<td>40</td>
</tr>
<tr>
<td>MEM12003B</td>
<td>PERFORM PRECISION MECHANICAL MEASUREMENT</td>
<td>20</td>
</tr>
<tr>
<td>MEM12006C</td>
<td>MARK OFF/OUT (GENERAL ENGINEERING)</td>
<td>40</td>
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<tr>
<td>MEM12019B</td>
<td>MEASURE COMPONENTS USING CO-ORD MEASURING</td>
<td>40</td>
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<tr>
<td>MEM10002B</td>
<td>TERMINATE AND CONNECT ELECTRICAL WIRING</td>
<td>30</td>
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<tr>
<td>MEM18001C</td>
<td>USE HAND TOOLS</td>
<td>20</td>
</tr>
<tr>
<td>MEM18002B</td>
<td>USE POWER TOOLS/HAND HELD OPERATIONS</td>
<td>20</td>
</tr>
<tr>
<td>MEM18003C</td>
<td>USE TOOLS FOR PRECISION WORK</td>
<td>40</td>
</tr>
<tr>
<td>MEM18004B</td>
<td>MAINTAIN AND OVERHAUL MECHANICAL EQUIP</td>
<td>40</td>
</tr>
<tr>
<td>MEM18005B</td>
<td>PERFORM FAULT DIAGNOSTICS, INSTALL AND REMOVE BEARINGS</td>
<td>40</td>
</tr>
<tr>
<td>MEM18006C</td>
<td>REPAIR AND FIT ENGINEERING COMPONENTS</td>
<td>60</td>
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<tr>
<td>MEM18007B</td>
<td>MAINTAIN AND REPAIR MECHANICAL DRIVES AND MECHANICAL TRANSMISSION ASS</td>
<td>20</td>
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<tr>
<td>MEM18009B</td>
<td>PERFORM LEVEL AND ALIGNMENT OF MACHINES AND ENG CO</td>
<td>40</td>
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<tr>
<td>MEM18010C</td>
<td>PERFORM EQUIP CONDITION MONITOR</td>
<td>40</td>
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<tr>
<td>MEM18011C</td>
<td>SHUT DOWN AND ISOLATE MACHINES/EQUIPMENT</td>
<td>20</td>
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<tr>
<td>MEM18012B</td>
<td>PERFORM INSTALLATION AND REMOVAL OF MECHANICAL SEAALS</td>
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<tr>
<td>MEM18013B</td>
<td>PERFORM GLAND PACKING</td>
<td>20</td>
</tr>
<tr>
<td>MEM18018C</td>
<td>MAINTAIN PNEUMATIC SYSTEM COMPONENTS</td>
<td>40</td>
</tr>
</tbody>
</table>
The above units represent all recognised electives for this course. VU will offer a selection of these units. Your school contact will be able to provide details on the units currently being offered.

**CERTIFICATE III IN ENGINEERING (FABRICATION TRADE)**

**Course Code:** MEM30305  
**Campus:** Sunshine, Offshore.

**About this course:** Start your career in engineering with a solid foundation in the basic relevant theories. You’ll develop skills and learn to apply them, including problem solving, using your judgement and managing time and information.

**Course Objectives:** This qualification is designed to provide an industry recognised skills profile related to trade work as an Engineering Tradesperson - Fabrication. Skills development would usually be undertaken through an Australian Apprenticeship arrangement where the mix of on and off-the-job training would be specified in the Training Plan associated with the Contract of Training between the employer and apprentice.

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

**Course Duration:** 3 years

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

**Selection Processes:** User Choice (Apprenticeships), Employer Choice

**COURSE STRUCTURE**

<table>
<thead>
<tr>
<th>Code</th>
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<tr>
<td>MEM12023A</td>
<td>PERFORM ENGINEERING MEASUREMENTS</td>
<td>30</td>
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<tr>
<td>MEM12024A</td>
<td>PERFORM COMPUTATIONS</td>
<td>30</td>
</tr>
<tr>
<td>MEM13014A</td>
<td>APPLY PRINCIPLES OF WORK OH&amp;S IN WORK ENVIRONMENT</td>
<td>10</td>
</tr>
<tr>
<td>MEM14004A</td>
<td>PLAN TO UNDERTAKE A ROUTINE TASK</td>
<td>10</td>
</tr>
<tr>
<td>MEM14005A</td>
<td>PLAN A COMPLETE ACTIVITY</td>
<td>20</td>
</tr>
<tr>
<td>MEM15002A</td>
<td>APPLY QUALITY SYSTEMS</td>
<td>20</td>
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<tr>
<td>MEM15024A</td>
<td>APPLY QUALITY PROCEDURES</td>
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<tr>
<td>MEM16006A</td>
<td>ORGANISE AND COMMUNICATE INFORMATION</td>
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<tr>
<td>MEM16007A</td>
<td>WORK WITH OTHERS IN MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT</td>
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<tr>
<td>MEM16008A</td>
<td>INTERACT WITH COMPUTING TECHNOLOGY</td>
<td>20</td>
</tr>
<tr>
<td>MEM17003A</td>
<td>ASSIST IN THE PROVISION OF ON THE JOB TRAINING</td>
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<td>MSAENV272B</td>
<td>PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
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**Elective Units of Study**

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<td>MEM03001B</td>
<td>PERFORM MANUAL PRODUCTION ASSEMBLY</td>
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<td>MEM03003B</td>
<td>PERFORM SHEET AND PLATE ASSEMBLY</td>
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<td>MEM05004C</td>
<td>PERFORM ROUTINE OXY ACETYLENE WELDING</td>
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<td>CARRY OUT MECHANICAL CUTTING</td>
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<td>MEM05006C</td>
<td>PERFORM BRAZING AND OR SILVER SOLDERING</td>
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<td>MEM05007C</td>
<td>PERFORM MANUAL HEATING &amp; THERMAL CUTTING</td>
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<td>MEM05008C</td>
<td>PERFORM ADV MANUAL THERMAL CUT, GOUG SHA</td>
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<td>MEM05010C</td>
<td>APPLY FABRICATION, FORMING AND SHAPING TECHNIQUES</td>
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<td>REPAIR/REPLACE/MODIFY FABRICATIONS</td>
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<td>PERFORM ADV GEOMETRIC DEVELOP. - CONICAL</td>
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<td>MEM05040B</td>
<td>PERFORM ADV GEOMETRIC DEVELOP. - TRANSITION</td>
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<td>MEM05047B</td>
<td>WELD USING FLUX ARC WELDING PROCESS</td>
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<td>MEM05050B</td>
<td>PERFORM ROUTINE GAS METAL ARC WELDING</td>
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<td>MEM05051A</td>
<td>SELECT WELDING PROCESSES</td>
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<td>MEM05052A</td>
<td>APPLY SAFE WELDING PRACTICES</td>
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<td>MEM07001B</td>
<td>PERFORM OPERATIONAL MAINTENANCE OF MACHINES/EQUIPMENT</td>
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<td>MEM07032B</td>
<td>USE WORKSHOP MACHINES FOR BASIC OPERATION</td>
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<td>MEM09002B</td>
<td>INTERPRET TECHNICAL DRAWING</td>
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<td>MEM10001C</td>
<td>ERECT STRUCTURES</td>
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<td>MEM10006B</td>
<td>INSTALL MACHINE/PLANT</td>
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<td>MEM12006C</td>
<td>MARK OFF/OUT (GENERAL ENGINEERING)</td>
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<td>MEM12007D</td>
<td>MARK OFF/OUT STRUCTURAL FABRICATIONS AND SHAPES</td>
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<td>MEM15003B</td>
<td>USE IMPROVEMENT PROCESSES IN TEAM ACTIVITIES</td>
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<td>MEM15004B</td>
<td>PERFORM INSPECTION</td>
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<td>MEM15005B</td>
<td>SELECT AND CONTROL INSPECTION PROCESSES AND PROCEDURES</td>
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<td>MEM18001C</td>
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<td>MEM18002B</td>
<td>USE POWER TOOLS/HAND HELD OPERATIONS</td>
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<td>MEM18003C</td>
<td>USE TOOLS FOR PRECISION WORK</td>
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<td>MEM18006B</td>
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<td>MEM18009B</td>
<td>PERFORM LEVEL AND ALIGNMENT OF MACHINES AND ENG CO</td>
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<td>MEM18011C</td>
<td>SHUT DOWN AND ISOLATE MACHINES/EQUIPMENT</td>
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<td>MEM18055B</td>
<td>DISMANTLE, REPLACE AND ASSEMBLE ENGINE</td>
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<td>UNDERTAKE MANUAL HANDLING</td>
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<td>MEM18052B</td>
<td>MAINTAIN FLUID POWER SYSTEMS FOR MOBILE PLANT</td>
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The above units represent all recognised electives for this course. VU will offer a selection of these units. Your school contact will be able to provide details on the units currently being offered.

**CERTIFICATE IV IN ENGINEERING**

**Course Code:** MEM40105  
**Campus:** Melton, Sunshine.

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

**Careers:** Supervisors, Technicians.

**Admission Requirements Other:** To qualify for admission to the course, applicants must have completed an approved apprenticeship.

**Selection Processes:** Direct Entry, VTAC

**COURSE STRUCTURE**

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

**Common Core Units of Study**

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<tr>
<th>Unit Code</th>
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<td>PERFORM ENGINEERING MEASUREMENTS</td>
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<td>MEM12024A</td>
<td>PERFORM COMPUTATIONS</td>
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<tr>
<td>MEM13014A</td>
<td>APPLY PRINCIPLES OF WORK OH&amp;S IN WORK ENVIRONMENT</td>
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<tr>
<td>MEM14004A</td>
<td>PLAN TO UNDERTAKE A ROUTINE TASK</td>
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<td>PLAN A COMPLETE ACTIVITY</td>
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<td>SELECT WELDING PROCESSES</td>
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<td>APPLY SAFE WELDING PRACTICES</td>
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<td>MEM05053A</td>
<td>SET &amp; EDIT COMPUTER CONTROLLED THERM CUT</td>
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<td>MEM05054A</td>
<td>WRITE BASIC NC/CNC PROG FOR THERMAL CUT</td>
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<td>WORK SAFELY WITH INDUSTRIAL CHEMICALS &amp; MATERIALS</td>
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<td>UNDERTAKE BASIC PROCESS PLANNING</td>
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MEM05017D  WELD USING GAS METAL ARC WELDING PROCESS  40
MEM05019D  WELD USING GAS TUNGSTEN ARC WELDING PROCESS  40
MEM05049B  PERFORM ROUTINE GAS TUNGSTEN ARC WELDING  20
MEM05050B  PERFORM ROUTINE GAS METAL ARC WELDING  20
MEM05051A  SELECT WELDING PROCESSES  20
MEM05052A  APPLY SAFE WELDING PRACTICES  40
MEM11011B  UNDERTAKE MANUAL HANDLING  20
MEM18004B  MAINTAIN AND OVERHAUL MECHANICAL EQUIP  40
MEM18005B  PERFORM FAULT DIAGNOSTICS, INSTALL AND REMOVE BEARINGS  40
MEM18007B  MAINTAIN AND REPAIR MECHANICAL DRIVES AND MECHANICAL TRANSMISSION ASS  20
MEM18009B  PERFORM LEVEL AND ALIGNMENT OF MACHINES AND ENGINEERING EQUIPMENT  40
MEM18010C  PERFORM EQUIP CONDITION MONITOR  40
MEM18011C  SHUT DOWN AND ISOLATE MACHINES/EQUIPMENT  20
MEM18012B  PERFORM INSTALLATION AND REMOVAL OF MECHANICAL SEALS  20
MEM18018C  MAINTAIN PNEUMATIC SYSTEM COMPONENTS  40
MEM18019B  MAINTAIN PNEUMATIC SYSTEMS  40
MEM18020B  MAINTAIN HYDRAULIC SYSTEM COMPONENTS  40
MEM18021B  MAINTAIN HYDRAULIC SYSTEM  40
MEM18022B  MAINTAIN FLUID POWER CONTROLS  80
MEM18023B  MODIFY FLUID POWER SYSTEM OPERATION  80
MEM18053B  MODIFY FLUID POWER CONTROL SYSTEMS  60
MEM30012A  APPLY MATHEMATICAL TECHNIQUES IN A MANUFACTURING, ENGINEERING OR RELATED FIELD  40

Elective Units of Study
MEM18011C  SHUT DOWN AND ISOLATE MACHINES/EQUIPMENT  20
MEM05007C  PERFORM MANUAL HEATING & THERMAL CUTTING  20
MEM05012C  PERFORM ROUTINE MANUAL METAL ARC WELDING  20
MEM05050B  PERFORM ROUTINE GAS METAL ARC WELDING  20
MEM05051A  SELECT WELDING PROCESSES  20
MEM05052A  APPLY SAFE WELDING PRACTICES  40
MEM06007B  PERFORM BASIC INCIDENTAL HEAT/QUENCHING  20
MEM07005C  PERFORM GENERAL MACHINING  80
MEM07006C  PERFORM LATHE OPERATIONS  40
MEM07007C  PERFORM MILLING OPERATIONS  40
MEM09002B  INTERPRET TECHNICAL DRAWING  40
MEM18001C  USE HAND TOOLS  20
MEM18002B  USE POWER TOOLS/HAND HELD OPERATIONS  20
MEM18003C  USE TOOLS FOR PRECISION WORK  40
MEM18005B  PERFORM FAULT DIAGNOSTICS, INSTALL AND REMOVE BEARINGS  40
MEM18006B  REPAIR AND FIT ENGINEERING COMPONENTS  60
MEM18018C  MAINTAIN PNEUMATIC SYSTEM COMPONENTS  40
MEM18020B  MAINTAIN HYDRAULIC SYSTEM COMPONENTS  40
MEM18055B  DISMANTLE, REPLACE AND ASSEMBLE ENGINE COMPONENTS  30

DIPLOMA OF ENGINEERING - ADVANCED TRADE
Course Code: MEM50105
Campus: Sunshine.

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

Careers: Technical Officer, Engineering Assistant

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

Selection Processes: Direct Entry, VTAC

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

Core Units of Study
MEM12023A  PERFORM ENGINEERING MEASUREMENTS  30
MEM12024A  PERFORM COMPUTATIONS  30
MEM12025A  USE GRAPHICAL TECHNIQUES AND PERFORM SIMPLE
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<th>Description</th>
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<td>APPLY PRINCIPLES OF WORK OH&amp;S IN WORK ENVIRONMENT</td>
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<td>MEM14004A</td>
<td>PLAN TO UNDERTAKE A ROUTINE TASK</td>
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<tr>
<td>MEM14005A</td>
<td>PLAN A COMPLETE ACTIVITY</td>
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<td>MEM15024A</td>
<td>APPLY QUALITY PROCEDURES</td>
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<td>APPLY QUALITY SYSTEMS</td>
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<td>MEM16006A</td>
<td>ORGANISE AND COMMUNICATE INFORMATION</td>
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<td>MEM16007A</td>
<td>WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT</td>
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<tr>
<td>MEM16008A</td>
<td>INTERACT WITH COMPUTING TECHNOLOGY</td>
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<tr>
<td>MEM16009A</td>
<td>RESEARCH AND ANALYSE ENGINEERING INFORMATION</td>
<td>20</td>
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<tr>
<td>MEM16011A</td>
<td>COMMUNICATE WITH INDIVIDUALS AND SMALL GROUPS</td>
<td>20</td>
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<tr>
<td>MEM16012A</td>
<td>INTERPRET SPECIFICATIONS AND MANUALS</td>
<td>40</td>
</tr>
<tr>
<td>MEM16014A</td>
<td>REPORT TECHNICAL INFORMATION</td>
<td>20</td>
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<tr>
<td>MEM17003A</td>
<td>ASSIST IN THE PROVISION OF ON THE JOB TRAINING</td>
<td>20</td>
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<tr>
<td>MEM30012A</td>
<td>PERFORM MATHEMATICAL TECHNIQUES IN A MANUFACTURING, ENGINEERING OR RELATED</td>
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<tr>
<td>MSAENV272B</td>
<td>PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
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<td></td>
<td><strong>Elective Units of Study</strong></td>
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<tr>
<td>MEM03001B</td>
<td>PERFORM MANUAL PRODUCTION ASSEMBLY</td>
<td>40</td>
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<tr>
<td>MEM03003B</td>
<td>PERFORM SHEET AND PLATE ASSEMBLY</td>
<td>40</td>
</tr>
<tr>
<td>MEM03006B</td>
<td>SET ASSEMBLY STATIONS</td>
<td>20</td>
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<tr>
<td>MEM04018B</td>
<td>PERFORM GENERAL WOODWORKING MACHINE OPS</td>
<td>40</td>
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<tr>
<td>MEM05001B</td>
<td>PERFORM MANUAL SOLDERING/DESOLD - ELEC</td>
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<td>MEM05003B</td>
<td>PERFORM SOFT SOLDERING</td>
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<td>MEM05004C</td>
<td>PERFORM ROUTINE OXY ACETYLENE WELDING</td>
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<td>MEM05005B</td>
<td>CARRY OUT MECHANICAL CUTTING</td>
<td>20</td>
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<td>MEM05006B</td>
<td>PERFORM BRAZING AND/OR SILVER SOLDERING</td>
<td>20</td>
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<td>MEM05007C</td>
<td>PERFORM MANUAL HEATING &amp; THERMAL CUTTING</td>
<td>20</td>
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<td>MEM05008C</td>
<td>PERFORM ADV MANUAL THERMAL CUT, GOUG SHA</td>
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<td>MEM05009C</td>
<td>PERFORM AUTOMATED THERMAL CUT</td>
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<td>MEM05012C</td>
<td>PERFORM ROUTINE MANUAL METAL ARC WELDING</td>
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<tr>
<td>MEM05014C</td>
<td>MONITOR QUALITY OF PRODUCTION WELDING/FOB</td>
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<tr>
<td>MEM05013C</td>
<td>PERFORM MANUAL PRODUCTION WELDING</td>
<td>20</td>
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<tr>
<td>MEM05016C</td>
<td>PERFORM ADV WELDING USING MAN METAL ARC</td>
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<tr>
<td>MEM05018C</td>
<td>PERFORM ADV WELDING USING GAS METAL ARC</td>
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<td>MEM05020C</td>
<td>PERFORM WELD USING GAS TUNGSTEN ARC</td>
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<td>MEM05023C</td>
<td>WELD USING SUBMERGED ARC WELDING PROCESS</td>
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<tr>
<td>MEM05026B</td>
<td>APPLY WELDING PRINCIPLES</td>
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<td>MEM05038B</td>
<td>PERFORM ADV GEOMETRIC DEVELOPMENT - CYLIND/REC</td>
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<td>MEM05039B</td>
<td>PERFORM ADV GEOMETRIC DEVELOP - CONICAL</td>
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<td>MEM05040B</td>
<td>PERFORM ADV GEOMETRIC DEVELOPMENT - TRANSITION</td>
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<tr>
<td>MEM05043B</td>
<td>PERFORMS WELDS TO CODE STAND USE GAS METAL</td>
<td>60</td>
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<tr>
<td>MEM05044B</td>
<td>PERFORM WELDS TO DOCE STAND USE GAS TUNG</td>
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<td>MEM05046B</td>
<td>PERFORM WELDS TO CODE STAND USE MAN META</td>
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<tr>
<td>MEM05047B</td>
<td>WELD USING FLUX ARC WELDING PROCESS</td>
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<tr>
<td>MEM05049B</td>
<td>PERFORM ROUTINE GAS TUNGSTEN ARC WELDING</td>
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<tr>
<td>MEM05051A</td>
<td>SELECT WELDING PROCESSES</td>
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<tr>
<td>MEM05052A</td>
<td>APPLY SAFE WELDING PRACTICES</td>
<td>40</td>
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<tr>
<td>MEM07015B</td>
<td>SET COMPUTER CONTROLLED MACHINES/PROCESS</td>
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<tr>
<td>MEM07024B</td>
<td>OPERATE AND MONITOR MACHINE/PROCESS</td>
<td>40</td>
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<tr>
<td>MEM07032B</td>
<td>USE WORKSHOP MACHINES FOR BASIC OPERATION</td>
<td>20</td>
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<tr>
<td>MEM09002B</td>
<td>INTERPRET TECHNICAL DRAWING</td>
<td>40</td>
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<tr>
<td>MEM09009C</td>
<td>CREATE 2D DRAWINGS USE COMP AIDED DESIGN</td>
<td>80</td>
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<tr>
<td>MEM10002B</td>
<td>TERMINATE AND CONNECT ELECTRICAL WIRING</td>
<td>40</td>
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<tr>
<td>MEM10004B</td>
<td>ENTER AND CHANGE PROG CONTROLLER OP PARAMETERS</td>
<td>20</td>
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<tr>
<td>MEM10005B</td>
<td>COMMISSION PROGRAMMABLE CONTROL PROGRAMS</td>
<td>40</td>
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<tr>
<td>MEM10006B</td>
<td>INSTALL MACHINE/PLANT</td>
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<tr>
<td>MEM10107B</td>
<td>ADMINISTER INVENTORY PROCEDURES</td>
<td>40</td>
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<tr>
<td>MEM11101B</td>
<td>UNDERTAKE MANUAL HANDLING</td>
<td>20</td>
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<td>MEM12003B</td>
<td>PERFORM PRECISION MECHANICAL MEASUREMENT</td>
<td>20</td>
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<tr>
<td>MEM12007D</td>
<td>MARK OFF/OUT STRUCTURAL FABRICATIONS AND SHAPES</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<td>MEM13001B</td>
<td>PERFORM EMERGENCY FIRST AID</td>
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<td>MEM14002B</td>
<td>UNDERTAKE BASIC PROCESS PLANNING</td>
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<td>MEM15001B</td>
<td>PERFORM BASIC STATISTICAL QUALITY CONTROL</td>
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<td>MEM15002A</td>
<td>APPLY QUALITY SYSTEMS</td>
<td>20</td>
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<tr>
<td>MEM15004B</td>
<td>PERFORM INSPECTION</td>
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<td>MEM16004B</td>
<td>PERFORM INTERNAL/EXTERNAL CUSTOMER SERVICE</td>
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<td>MEM16005A</td>
<td>OPERATE AS A TEAM MEMBER TO CONDUCT MAN, ENG</td>
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<tr>
<td>MEM16010A</td>
<td>WRITE REPORTS</td>
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<tr>
<td>MEM18001C</td>
<td>USE HAND TOOLS</td>
<td>20</td>
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<tr>
<td>MEM18002B</td>
<td>USE POWER TOOLS/HAND HELD OPERATIONS</td>
<td>20</td>
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<tr>
<td>MEM18004B</td>
<td>MAINTAIN AND OVERHAUL MECHANICAL EQUIP</td>
<td>40</td>
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<tr>
<td>MEM18005B</td>
<td>PERFORM FAULT DIAGNOSTICS, INSTALL AND REMOVE BEARINGS</td>
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<tr>
<td>MEM18007B</td>
<td>MAINTAIN AND REPAIR MECHANICAL DRIVES AND MECHANICAL TRANSMISSION ASS</td>
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<td>MEM18001C</td>
<td>USE HAND TOOLS</td>
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<tr>
<td>MEM04007B</td>
<td>POUR MOLTEN METAL</td>
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<td>MEM08007B</td>
<td>CONTROL SURFACE FINISH PRODUCTION AND FINISHED PRODUCT QUALITY</td>
<td>40</td>
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<tr>
<td>MEM08009C</td>
<td>MAKE UP SOLUTIONS</td>
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<tr>
<td>MEM09004B</td>
<td>PERFORM ELECTRICAL/ELECTRONIC DETAIL DRAFTING</td>
<td>80</td>
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<tr>
<td>MEM10003B</td>
<td>INSTALL AND TEST ELECTRICAL WIRING AND CIRCUITS UP TO 1000 VOLS A.C. AND</td>
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<tr>
<td>MEM10007C</td>
<td>MODIFY CONTROL SYSTEMS</td>
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<td>MEM10008B</td>
<td>UNDERTAKE COMMISSIONING PROCEDURES FOR PLANT AND/OR EQUIPMENT</td>
<td>40</td>
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<td>MEM11005B</td>
<td>PICK AND PROCESS ORDER</td>
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<td>MEM11006B</td>
<td>PERFORM PRODUCTION PACKAGING</td>
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<tr>
<td>MEM11008B</td>
<td>PACKAGE MATERIALS (STORES AND WAREHOUSE)</td>
<td>20</td>
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<tr>
<td>MEM11013B</td>
<td>UNDERTAKE WAREHOUSE RECEIVAL PROCESS</td>
<td>40</td>
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<tr>
<td>MEM11014B</td>
<td>UNDERTAKE WAREHOUSE DISPATCH PROCE</td>
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<tr>
<td>MEM12004B</td>
<td>PERFORM PRECISION ELECTRICAL/ELECTRONIC MEASUREMENT</td>
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<td>MEM18030B</td>
<td>DIAGNOSE AND RECTIFY LOW VOLTAGE ELECTRICAL SYSTEMS</td>
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<td>MEM18037B</td>
<td>DIAGNOSE AND RECTIFY LOW VOLTAGE CHARGING SYSTEMS</td>
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<td>MEM18051B</td>
<td>FAULT FIND AND REPAIR/RECTIFY COMPLEX ELECTRICAL CIRCUITS</td>
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<tr>
<td>MEM18054B</td>
<td>FAULT FIND, TEST AND CALIBRATE INSTRUMENTATION SYSTEMS AND EQUIPMENT</td>
<td>80</td>
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<tr>
<td>MEM05010C</td>
<td>APPLY FABRICATION, FORMING AND SHAPING TECHNIQUES</td>
<td>80</td>
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<tr>
<td>MEM05011D</td>
<td>ASSEMBLE FABRICATED COMPONENTS</td>
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<td>MEM05015D</td>
<td>WELD USING MANUAL METAL ARC WELDING PROCESS</td>
<td>40</td>
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<td>MEM05017D</td>
<td>WELD USING GAS METAL ARC WELDING PROCESS</td>
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<td>MEM05019D</td>
<td>WELD USING TUNGSTEN ARC WELDING PROCESS</td>
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<td>MEM12006C</td>
<td>MARK OFF/OUT (GENERAL ENGINEERING)</td>
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<tr>
<td>MEM09008B</td>
<td>PERFORM ADVANCED STRUCTURAL DETAIL DRAFTING</td>
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<td>MEM17002B</td>
<td>MEM17002B</td>
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<tr>
<td>MEM10001C</td>
<td>ERECT STRUCTURES</td>
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</tbody>
</table>

**Diploma of Engineering - Technical**

Course Code: MEM50211  
Campus: Sunshine, Off-shore.

**About this course:** Upgrade your qualifications and direct your career into working as a technician in engineering technology. This leading-edge, technology-focused course also provides a non-trades pathway into technician and engineering associate qualifications — the Advanced Diploma of Engineering Technology or the Bachelor of Engineering.

**Course Objectives:** This qualification reflects the role of individuals who are competent in a prescribed range of engineering skills. This qualification prepares students to work autonomously within the engineering industry. Work is undertaken as a technician in the mechanical and civil stream of the Engineering industry.

**Careers:**  
- Environmental And Structural Civil Engineering  
- Mechanical Engineering  
- Manufacturing Engineering  
- Computer Aided Drafting (Cad)

**Course Duration:** 1 year

**Admission Requirements Year 12:** Successful Completion of VCE

**Admission Requirements Mature Age:** Minimum age of 18 and one year out of school

**Admission Requirements VET:** Successful Completion of VCE

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

**COURSE STRUCTURE**
The minimum requirements for achievement of the Diploma of Engineering - Technical are:

- completion of the five core units of competency listed below, and
- 15 elective units, to bring the total number of units to 20.

Elective units must be selected as follows:

- up to eight general elective units from the list in Group A,
- at least seven specialist elective units from Group B, to bring the total number of elective units to 15.

### Core Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MEM16008A</td>
<td>INTERACT WITH COMPUTING TECHNOLOGY</td>
<td>20</td>
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<tr>
<td>MEM30007A</td>
<td>SELECT COMMON ENGINEERING MATERIALS</td>
<td>40</td>
</tr>
<tr>
<td>MEM30012A</td>
<td>APPLY MATHEMATICAL TECHNIQUES IN A MANUFACTURING, ENGINEERING OR RELATED</td>
<td>40</td>
</tr>
<tr>
<td>MSAENV272B</td>
<td>PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
<td>30</td>
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<tr>
<td>MEM16006A</td>
<td>ORGANISE AND COMMUNICATE INFORMATION</td>
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</table>

### Group A - General Electives - select up to eight

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MEM12024A</td>
<td>PERFORM COMPUTATIONS</td>
<td>30</td>
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<tr>
<td>MEM15001B</td>
<td>PERFORM BASIC STATISTICAL QUALITY CONTROL</td>
<td>20</td>
</tr>
<tr>
<td>MEM18001C</td>
<td>USE HAND TOOLS</td>
<td>20</td>
</tr>
<tr>
<td>MEM30001A</td>
<td>USE COMPUTER AIDED DRAFTING SYSTEMS TO PRODUCE BASIC ENGINEERING DRAWINGS</td>
<td>40</td>
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<tr>
<td>MEM30003A</td>
<td>PRODUCE DETAILED ENGINEERING DRAWINGS</td>
<td>80</td>
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<tr>
<td>MEM30004A</td>
<td>USE CAD TO CREATE AND DISPLAY 3D MODELS</td>
<td>40</td>
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<tr>
<td>MEM30005A</td>
<td>CALCULATE FORCE SYSTEMS WITHIN SIMPLE BEAM STRUCTURES</td>
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<tr>
<td>MEM30006A</td>
<td>CALCULATE STRESSES IN SIMPLE STRUCTURES</td>
<td>40</td>
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<tr>
<td>MEM30009A</td>
<td>CONTRIBUTE TO THE DESIGN OF BASIC MECHANICAL SYSTEMS</td>
<td>40</td>
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<tr>
<td>MEM30010A</td>
<td>SET UP BASIC HYDRAULIC CIRCUITS</td>
<td>40</td>
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<tr>
<td>MEM30011A</td>
<td>SET UP BASIC PNEUMATIC CIRCUITS</td>
<td>40</td>
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<tr>
<td>MEM30013A</td>
<td>ASSIST IN THE PREPARATION OF A BASIC WORKPLACE LAYOUT</td>
<td>20</td>
</tr>
<tr>
<td>MEM30020A</td>
<td>DEVELOP AND MANAGE A PLAN FOR A SIMPLE MANUFACTURING RELATED PROJECT</td>
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</table>

### Group B - General Electives - select up to seven

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>MEM30025A</td>
<td>ANALYSE A SIMPLE ELECTRICAL SYSTEM CIRCUIT</td>
<td>40</td>
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<tr>
<td>MSAENV472B</td>
<td>IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
<td>40</td>
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<tr>
<td>MEM09141A</td>
<td>REPRESENT MECHANICAL ENGINEERING DESIGNS</td>
<td>80</td>
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<tr>
<td>MEM09142A</td>
<td>REPRESENT MECHATRONIC ENGINEERING DESIGNS</td>
<td>80</td>
</tr>
<tr>
<td>MEM09004B</td>
<td>PERFORM ELECTRICAL/ELECTRONIC DETAIL DRAFTING</td>
<td>80</td>
</tr>
<tr>
<td>MEM12022B</td>
<td>PROGRAM CO-ORDINATE MEASURING MACHINE (ADV)</td>
<td>20</td>
</tr>
<tr>
<td>MEM12025A</td>
<td>USE GRAPHICAL TECHNIQUES AND PERFORM SIMPLE STATISTICAL COMPUTATIONS</td>
<td>20</td>
</tr>
<tr>
<td>MEM13010A</td>
<td>SUPERVISE OCCUPATIONAL HEALTH AND SAFETY IN AN INDUSTRIAL WORK ENVIRONMENT</td>
<td>40</td>
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<tr>
<td>MEM14081A</td>
<td>APPLY MECHANICAL ENGINEERING FUNDAMENTALS TO SUPPORT DESIGN AND DEVELOPMENT OF PROJECTS</td>
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<tr>
<td>MEM14082A</td>
<td>APPLY MECHATRONICS FUNDAMENTALS TO SUPPORT DESIGN AND DEVELOPMENT OF ENGINEERING PROJECTS</td>
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<tr>
<td>MEM15008B</td>
<td>PERFORM ADVANCED STATISTICAL QUALITY CONTROL</td>
<td>20</td>
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<tr>
<td>MEM22002A</td>
<td>MANAGE SELF IN THE ENGINEERING ENVIRONMENT</td>
<td>40</td>
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<tr>
<td>MEM23001A</td>
<td>APPLY ADVANCED MATHEMATICAL TECHNIQUES IN A MANUFACTURING ENGINEERING OR RELATED ENVIRONMENT</td>
<td>80</td>
</tr>
<tr>
<td>MEM23003A</td>
<td>OPERATE AND PROGRAM COMPUTERS AND/OR CONTROLLERS IN ENGINEERING SITUATIONS</td>
<td>80</td>
</tr>
<tr>
<td>MEM23041A</td>
<td>APPLY BASIC SCIENTIFIC PRINCIPLES AND TECHNIQUES IN MECHANICAL ENGINEERING SITUATIONS</td>
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<tr>
<td>MEM23061A</td>
<td>SELECT AND TEST MECHANICAL ENGINEERING MATERIALS</td>
<td>60</td>
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<tr>
<td>MEM23062A</td>
<td>SELECT AND TEST MECHATRONIC ENGINEERING MATERIALS</td>
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<tr>
<td>MEM23071A</td>
<td>SELECT AND APPLY MECHANICAL ENGINEERING METHODS, PROCESSES AND CONSTRUCTION TECHNIQUES</td>
<td>60</td>
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<tr>
<td>MEM23072A</td>
<td>SELECT AND APPLY MECHATRONIC ENGINEERING METHODS, PROCESSES AND CONSTRUCTION TECHNIQUES</td>
<td>60</td>
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<tr>
<td>MEM24011B</td>
<td>ESTABLISH NON-DESTRUCTIVE TESTS</td>
<td>120</td>
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<td>MSA00611A</td>
<td>MANAGE PEOPLE RELATIONSHIPS</td>
<td>60</td>
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<tr>
<td>MSA00617A</td>
<td>DEVELOP AND MANAGE SUSTAINABLE ENERGY PRACTICES</td>
<td>70</td>
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<tr>
<td>MSA00617A</td>
<td>DEVELOP AND MANAGE SUSTAINABLE ENVIRONMENTAL PRACTICES</td>
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ADVANCED DIPLOMA OF ENGINEERING

Course Code: MEM60111
Campus: Industry, Sunshine, Off-shore.

About this course: Equip yourself for a career in the engineering industries by improving your existing skills in CAD, robotics, and advanced manufacturing. This flexible nature of this course allows customisation for industry needs.

Course Objectives: This qualification reflects the role of individuals who are competent in a prescribed range of engineering skills. This qualification prepares students to work autonomously within the engineering industry. Work is undertaken as a technician in the mechanical and civil stream of the Engineering industry. This qualification reflects the role of individuals who are competent in a prescribed range of advanced engineering skills, including computer aided design, the application of materials science, mathematical solutions to advanced engineering problems, as well as design mechatronics. Work is undertaken as an advanced engineering technician the mechanical and civil stream of the Engineering industry.

Careers: • Advanced Technical Worker • Manager in Engineering

Course Duration: 2 years

Admission Requirements Year 12: Successful Completion of VCE

Admission Requirements International: IELTS: 5.5 or equivalent

Admission Requirements Mature Age: Minimum age of 18 and one year out of school

Admission Requirements VET: Successful Completion of VCE

Selection Processes: Direct Entry, Interview, VTAC

COURSE STRUCTURE

The minimum requirements for achievement of the Advanced Diploma of Engineering are:

- completion of the seven core units of competency listed below, and
- completion of 23 elective units, to bring the total number of units to 30.

Group A and Group B elective units must be selected as follows:

- up to eight general elective units from the list in Group A
- at least 15 specialist elective units from Group B, to bring the total number of elective units to 23

Core Units of Study

MEM16006A ORGANISE AND COMMUNICATE INFORMATION 20
MEM16008A INTERACT WITH COMPUTING TECHNOLOGY 20
MEM30007A SELECT COMMON ENGINEERING MATERIALS 40
MEM30012A APPLY MATHEMATICAL TECHNIQUES IN A MANUFACTURING, ENGINEERING OR RELATED 40

MSAENV272B PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 30
MEM22001A PERFORM ENGINEERING ACTIVITIES 60
MEM22002A MANAGE SELF IN THE ENGINEERING ENVIRONMENT 40

Group A Elective Units of Study

MEM12024A PERFORM COMPUTATIONS 30
MEM15001B PERFORM BASIC STATISTICAL QUALITY CONTROL 20
MEM18001C USE HAND TOOLS 20
MEM24001B PERFORM BASIC PENETRANT TESTING 20
MEM24003B PERFORM BASIC MAGNETIC PARTICLE TESTING 40
MEM24007B PERFORM ULTRASONIC THICKNESS TESTING 20
MEM24009B PERFORM BASIC RADIOGRAPHIC TESTING 20
MEM30001A USE COMPUTER AIDED DRAFTING SYSTEMS TO PRODUCE BASIC ENGINEERING DRAWINGS 40
MEM30002A PRODUCE BASIC ENGINEERING GRAPHICS 40
MEM30003A PRODUCE DETAILED ENGINEERING DRAWINGS 80
MEM30004A USE CAD TO CREATE AND DISPLAY 3D MODELS 40
MEM30005A CALCULATE FORCE SYSTEMS WITHIN SIMPLE BEAM STRUCTURES 40
MEM30006A CALCULATE STRESSES IN SIMPLE STRUCTURES 40
MEM30008A APPLY BASIC ECONOMIC AND ERGONOMIC CONCEPTS TO EVALUATE ENGINEERING 40
MEM30009A CONTRIBUTE TO THE DESIGN OF BASIC MECHANICAL SYSTEMS 40
MEM30010A SET UP BASIC HYDRAULIC CIRCUITS 40
MEM30011A SET UP BASIC PNEUMATIC CIRCUITS 40
MEM30013A ASSIST IN THE PREPARATION OF A BASIC WORKPLACE LAYOUT 20
MEM30017A USE BASIC PREVENTATIVE MAINTENANCE TECHNIQUES AND TOOLS 40
MEM30018A UNDERTAKE BASIC PROCESS PLANNING 20
MEM30020A DEVELOP AND MANAGE A PLAN FOR A SIMPLE MANUFACTURING RELATED PROJECT 30
MEM30024A PARTICIPATE IN QUALITY ASSURANCE TECHNIQUES 30
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM30025A</td>
<td>ANALYSE A SIMPLE ELECTRICAL SYSTEM CIRCUIT</td>
<td>40</td>
</tr>
<tr>
<td>MEM30026A</td>
<td>SELECT AND TEST COMPONENTS FOR SIMPLE ELECTRONIC SWITCHING AND TIMING CIRCUITS</td>
<td>20</td>
</tr>
<tr>
<td>MSAENV472B</td>
<td>IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
<td>40</td>
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<tr>
<td>MEM09141A</td>
<td>REPRESENT MECHANICAL ENGINEERING DESIGNS</td>
<td>80</td>
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<tr>
<td>MEM09142A</td>
<td>REPRESENT MECHATRONIC ENGINEERING DESIGNS</td>
<td>80</td>
</tr>
<tr>
<td>MEM09004B</td>
<td>PERFORM ELECTRICAL/ELECTRONIC DETAIL DRAFTING</td>
<td>80</td>
</tr>
<tr>
<td>MEM09005B</td>
<td>PERFORM BASIC ENGINEERING DETAIL DRAFTING</td>
<td>80</td>
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<tr>
<td>MEM09151A</td>
<td>APPLY COMPUTER AIDED MODELLING AND DATA MANAGEMENT TECHNIQUES TO MECHANICAL ENGINEERING DESIGNS</td>
<td>80</td>
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<tr>
<td>MEM09152A</td>
<td>APPLY COMPUTER AIDED MODELLING AND DATA MANAGEMENT TECHNIQUES TO MECHATRONIC ENGINEERING DESIGNS</td>
<td>80</td>
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<tr>
<td>MEM12022B</td>
<td>PROGRAM CO-ORDINATE MEASURING MACHINE (ADV)</td>
<td>20</td>
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<tr>
<td>MEM12025A</td>
<td>USE GRAPHICAL TECHNIQUES AND PERFORM SIMPLE STATISTICAL COMPUTATIONS</td>
<td>20</td>
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<tr>
<td>MEM13010A</td>
<td>SUPERVISE OCCUPATIONAL HEALTH AND SAFETY IN AN INDUSTRIAL WORK ENVIRONMENT</td>
<td>40</td>
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<tr>
<td>MEM14002B</td>
<td>UNDERTAKE BASIC PROCESS PLANNING</td>
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<tr>
<td>MEM14061A</td>
<td>PLAN AND DESIGN MECHANICAL ENGINEERING PROJECTS</td>
<td>60</td>
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<tr>
<td>MEM22002A</td>
<td>MANAGE SELF IN THE ENGINEERING ENVIRONMENT</td>
<td>40</td>
</tr>
<tr>
<td>MEM22006A</td>
<td>SOURCE AND ESTIMATE MATERIALS</td>
<td>40</td>
</tr>
<tr>
<td>MEM23001A</td>
<td>APPLY ADVANCED MATHEMATICAL TECHNIQUES IN A MANUFACTURING ENGINEERING OR RELATED ENVIRONMENT</td>
<td>80</td>
</tr>
<tr>
<td>MEM23002A</td>
<td>APPLY CALCULUS IN ENGINEERING SITUATIONS</td>
<td>80</td>
</tr>
<tr>
<td>MEM22005A</td>
<td>MANAGE ENGINEERING OPERATIONS</td>
<td>60</td>
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<tr>
<td>MEM22006A</td>
<td>SOURCE AND ESTIMATE MATERIALS</td>
<td>40</td>
</tr>
<tr>
<td>MEM22007A</td>
<td>MANAGE ENVIRONMENTAL EFFECTS OF ENGINEERING ACTIVITIES</td>
<td>60</td>
</tr>
<tr>
<td>MEM22008A</td>
<td>MANAGE CHANGE AND TECHNICAL DEVELOPMENT</td>
<td>40</td>
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<tr>
<td>MEM22009A</td>
<td>MANAGE TECHNICAL SALES AND PROMOTION</td>
<td>60</td>
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<tr>
<td>MEM23001A</td>
<td>APPLY ADVANCED MATHEMATICAL TECHNIQUES IN A MANUFACTURING ENGINEERING OR RELATED ENVIRONMENT</td>
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</table>

**Group B Elective Units of Study**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MEM23002A</td>
<td>APPLY CALCULUS IN ENGINEERING SITUATIONS</td>
<td>80</td>
</tr>
<tr>
<td>MEM23003A</td>
<td>OPERATE AND PROGRAM COMPUTERS AND/OR CONTROLLERS IN ENGINEERING SITUATIONS</td>
<td>80</td>
</tr>
<tr>
<td>MEM14062A</td>
<td>PLAN AND DESIGN MECHATRONIC ENGINEERING PROJECTS</td>
<td>60</td>
</tr>
<tr>
<td>MEM14063A</td>
<td>PLAN AND DESIGN MANUFACTURING ENGINEERING PROJECTS</td>
<td>60</td>
</tr>
<tr>
<td>MEM14064A</td>
<td>PLAN AND DESIGN MAINTENANCE ENGINEERING PROJECTS</td>
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<tr>
<td>MEM14081A</td>
<td>APPLY MECHANICAL ENGINEERING FUNDAMENTALS TO SUPPORT DESIGN AND DEVELOPMENT OF PROJECTS</td>
<td>60</td>
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<tr>
<td>MEM14082A</td>
<td>APPLY MECHATRONICS FUNDAMENTALS TO SUPPORT DESIGN AND DEVELOPMENT OF ENGINEERING PROJECTS</td>
<td>60</td>
</tr>
<tr>
<td>MEM15007B</td>
<td>CONDUCT PRODUCT AND/OR PROCESS CAPABILITY STUDIES</td>
<td>60</td>
</tr>
<tr>
<td>MEM15008B</td>
<td>PERFORM ADVANCED STATISTICAL QUALITY CONTROL</td>
<td>20</td>
</tr>
<tr>
<td>MEM15011B</td>
<td>EXERCISE EXTERNAL QUALITY ASSURANCE</td>
<td>60</td>
</tr>
<tr>
<td>MEM24004B</td>
<td>PERFORM MAGNETIC PARTICLE TESTING</td>
<td>40</td>
</tr>
<tr>
<td>MEM24011B</td>
<td>ESTABLISH NON-DESTRUCTIVE TESTS</td>
<td>120</td>
</tr>
<tr>
<td>MEM15012B</td>
<td>MAINTAIN/SUPERVISE THE APPLICATION OF QUALITY PROCEDURES</td>
<td>40</td>
</tr>
<tr>
<td>MEM23001A</td>
<td>APPLY BASIC SCIENTIFIC PRINCIPLES AND TECHNIQUES IN MECHANICAL ENGINEERING SITUATIONS</td>
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</tr>
<tr>
<td>MEM23051A</td>
<td>APPLY BASIC ELECTRO AND CONTROL SCIENTIFIC PRINCIPLES AND TECHNIQUES IN MECHANICAL AND MANUFACTURING ENGINEERING SITUATIONS</td>
<td>80</td>
</tr>
<tr>
<td>MEM23052A</td>
<td>APPLY BASIC ELECTRO AND CONTROL SCIENTIFIC PRINCIPLES AND TECHNIQUES IN AERONAUTICAL ENGINEERING SITUATIONS</td>
<td>60</td>
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<tr>
<td>MEM23061A</td>
<td>SELECT AND TEST MECHANICAL ENGINEERING MATERIALS</td>
<td>60</td>
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<tr>
<td>MEM23062A</td>
<td>SELECT AND TEST MECHATRONIC ENGINEERING MATERIALS</td>
<td>60</td>
</tr>
<tr>
<td>MEM23072A</td>
<td>SELECT AND APPLY MECHATRONIC ENGINEERING METHODS, PROCESSES AND CONSTRUCTION TECHNIQUES</td>
<td>60</td>
</tr>
<tr>
<td>MEM23081A</td>
<td>APPLY SCIENTIFIC PRINCIPLES AND TECHNIQUES IN MECHANICAL ENGINEERING SITUATIONS</td>
<td>60</td>
</tr>
<tr>
<td>MEM23082A</td>
<td>APPLY SCIENTIFIC PRINCIPLES AND TECHNIQUES IN</td>
<td>60</td>
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</tbody>
</table>
MECHATRONIC ENGINEERING SITUATIONS

MEM23083A  APPLY INDUSTRIAL ENGINEERING PRINCIPLES AND TECHNIQUES IN COMPETITIVE MANUFACTURING ENGINEERING SITUATIONS  60

MEM23091A  APPLY MECHANICAL SYSTEM DESIGN PRINCIPLES AND TECHNIQUES IN MECHANICAL ENGINEERING SITUATIONS  60

MEM24012C  APPLY METALLURGY PRINCIPLES  40

MSACMT670A  DEVELOP AND MANAGE SUSTAINABLE ENERGY PRACTICES  70

MSACMT671A  DEVELOP AND MANAGE SUSTAINABLE ENVIRONMENTAL PRACTICES  60

MSACMS401A  ENSURE PROCESS IMPROVEMENTS ARE SUSTAINED  50

MSAENV672B  DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY  50

CERTIFICATE II IN COMPETITIVE MANUFACTURING
Course Code: MSA21108
Campus: Industry.

About this course: Seek a career in the manufacturing industry with the skills and knowledge of competitive manufacturing practices and techniques required to improve work-related processes and procedures. Learn to apply efficient techniques for cost reduction, quality and delivery time improvement, implement safe work practices and improve productivity in the workplace. This course offers an entry-level pathway aimed at trainees and frontline operators.

Course Objectives: The objective is to develop the knowledge and skills in competitive manufacturing practices and techniques required to improve work-related processes and procedures. This course is currently offered to organisations wanting to improve the productivity in any workplace. This is an entry level course aimed at Trainees and frontline operators.

Careers: Operator’s assistant

Course Duration: 1 year

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

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

COURSE STRUCTURE

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

Mandatory Units of Study

MSACMC210A  MANAGE THE IMPACT OF CHANGE ON OWN WORK  40

MSAPMOHS200A  WORK SAFELY  30

One of the following

MSACMS200A  APPLY COMPETITIVE MANUFACTURING PRACTICES  40

MSACMS201A  SUSTAIN PROCESS IMPROVEMENTS  40

Select 7 from the list below

MSACMS201A  SUSTAIN PROCESS IMPROVEMENTS  40

MSACMS200A  APPLY COMPETITIVE MANUFACTURING PRACTICES  40

MSACMT221A  APPLY JUST IN TIME (JIT) PROCEDURES  30

MSACMT230A  APPLY COST FACTORS TO WORK PRACTICES  40

MSACMT240A  APPLY 5S PROCEDURES IN A MANUFACTURING ENVIRONMENT  40

MSACMT250A  MONITOR PROCESS CAPABILITY  30

MSACMT251A  APPLY QUALITY STANDARDS  30

MSACMT280A  UNDERTAKE ROOT CAUSE ANALYSIS  50

MSACMT281A  CONTRIBUTE TO THE APPLICATION OF A PROACTIVE MAINTENANCE STRATEGY  30

CERTIFICATE III IN PROCESS MANUFACTURING
Course Code: MSA30107
Campus: Industry.

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

Course Objectives: The Certificate III in Process Manufacturing is intended for production workers who use a range of equipment and provide support functions directly related to producing products. They undertake advanced roles, working in accordance with the operating procedures and apply their knowledge to anticipate problems and solve a range of foreseen and unforeseen problems. This certificate is for: • production support workers - people working in manufacturing and filling the vital production support roles but who may not have the opportunity to develop competency in sufficient technical skills related directly to producing products • employees who operate across more than one category within process manufacturing or ‘specialised processes’ and elsewhere when required.

Careers: Advanced Production Operator

Course Duration: 1 year

Admission Requirements Other: Mature age and currently employed Production support worker.

Selection Processes: Direct Entry, Written Test, Employer Choice
To be awarded the Certificate III in Process Manufacturing, competency must be achieved in 21 units: 4 core units of study - 17 elective units of study.

**Core Units of Study**
- MSACMT251A APPLY QUALITY STANDARDS (30)
- MSAPMOHS200A WORK SAFELY (30)
- MSAPMSUP200A ACHIEVE WORK OUTCOMES (30)
- MSAPMSUP210A PROCESS AND RECORD INFORMATION (30)

**Elective Units of Study**
- MCM251A APPLY QUALITY STANDARDS (30)
- MEM09002B INTERPRET TECHNICAL DRAWING (40)
- MEM15001B PERFORM BASIC STATISTICAL QUALITY CONTROL (20)
- MEM16008A INTERACT WITH COMPUTING TECHNOLOGY (20)
- MSACMS201A SUSTAIN PROCESS IMPROVEMENTS (40)
- MSACMT220A APPLY QUICK CHANGEOVER PROCEDURES (40)
- MSACMT250A MONITOR PROCESS CAPABILITY (30)
- MSACMT260A USE PLANNING SOFTWARE SYSTEMS IN MANUFACTURING (40)
- MSAPMOHS100A FOLLOW OHS PROCEDURES (20)
- MSAPMOHS110A FOLLOW EMERGENCY RESPONSE PROCEDURES (20)
- MSAPMOHS200A WORK SAFELY (30)
- MSAPMOHS210A UNDERTAKE FIRST RESPONSE TO NON-FIRE INCIDENTS (20)
- MSAPMOHS300A FACILITATE THE IMPLEMENTATION OF OHS FOR A WORK GROUP (40)
- MSAPMOPS101A MAKE MEASUREMENTS (30)
- MSAPMOPS102A PERFORM TASKS TO SUPPORT PRODUCTION (30)
- MSAPMOPS200A OPERATE EQUIPMENT (40)
- MSAPMSUP101A CLEAN WORKPLACE OR EQUIPMENT (30)
- MSAPMSUP172A IDENTIFY AND MINIMISE ENVIRONMENTAL HAZARDS (20)
- MSAPMSUP200A ACHIEVE WORK OUTCOMES (30)
- MSAPMSUP210A PROCESS AND RECORD INFORMATION (30)
- MSAPMSUP291A PARTICIPATE IN CONTINUOUS IMPROVEMENT (30)
- MSAPMSUP300A IDENTIFY AND IMPLEMENT OPPORTUNITIES TO MAXIMISE PRODUCTION EFFICIENCIES (40)
- MSAPMSUP303A IDENTIFY EQUIPMENT FAULTS (40)
- MSAPMSUP330A DEVELOP AND ADJUST A PRODUCTION SCHEDULE (30)
- MSAPMSUP383A FACILITATE A TEAM (30)
- MSAPMSUP390A USE STRUCTURED PROBLEM SOLVING TOOLS (40)
- PAMBHA103C SHIFT MATERIALS SAFELY BY HAND (20)
- PMBPROD130C SET UP EQUIPMENT FOR CONTINUOUS OPERATION (30)
- PMBPROD300B PRODUCE PRODUCTS (40)
- PMBPROD301B TAKE A MACHINE OUT OF PRODUCTION (30)
- PMBPROD385A PROGRAM COMPUTER CONTROLLED EQUIPMENT (40)
- PMBTech301B USE MATERIAL AND PROCESS KNOWLEDGE TO SOLVE PROBLEMS (40)
- TADEL301A PROVIDE TRAINING THROUGH INSTRUCTION AND DEMONSTRATION OF WORK SKILLS (40)
- PMBWA302C COORDINATE WASTE DISPOSAL (20)
- MSAPMPER200C WORK IN ACCORDANCE WITH AN ISSUED PERMIT (20)
- MSAPMPER205C ENTER CONFINED SPACE (30)

**CERTIFICATE III IN COMPETITIVE MANUFACTURING**

**Course Code:** MSA31108
**Campus:** Industry.

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

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

**Careers:** Manufacturing equipment or process operator

**Course Duration:** 1 year

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

**Selection Processes:** Interview, Written Test, Practical Test, Employer Choice, Other/This course is only available to those working in the competitive manufacturing industry.
COURSE STRUCTURE

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

Mandatory Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>MSACMS200A</td>
<td>APPLY COMPETITIVE MANUFACTURING PRACTICES</td>
<td>40</td>
</tr>
<tr>
<td>MSACMS401A</td>
<td>ENSURE PROCESS IMPROVEMENTS ARE SUSTAINED</td>
<td>50</td>
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A maximum of one of the following

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MSACMC210A</td>
<td>MANAGE THE IMPACT OF CHANGE ON OWN WORK</td>
<td>40</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
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<tr>
<td>MSACMC410A</td>
<td>LEAD CHANGE IN A MANUFACTURING ENVIRONMENT</td>
<td>50</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
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<tr>
<td>MSACMC411A</td>
<td>LEAD A COMPETITIVE MANUFACTURING TEAM</td>
<td>40</td>
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A minimum of one of the following

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<tr>
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<tbody>
<tr>
<td>MSACMT241A</td>
<td>FACILITATE A JUST IN TIME (JIT) SYSTEM</td>
<td>50</td>
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<tr>
<td>MSACMT242A</td>
<td>MONITOR A MANUFACTURING LEVELLED PULL SYSTEM</td>
<td>50</td>
</tr>
<tr>
<td>MSACMT430A</td>
<td>IMPROVE COST FACTORS IN WORK PRACTICES</td>
<td>50</td>
</tr>
<tr>
<td>MSACMT432A</td>
<td>ANALYSE MANUAL HANDLING PROCESSES</td>
<td>50</td>
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<tr>
<td>MSACMT440A</td>
<td>LEAD 5S IN A MANUFACTURING ENVIRONMENT</td>
<td>50</td>
</tr>
<tr>
<td>MSACMT441A</td>
<td>FACILITATE CONTINUOUS IMPROVEMENT IN MANUFACTURING</td>
<td>40</td>
</tr>
<tr>
<td>MSACMT450A</td>
<td>UNDERTAKE PROCESS CAPABILITY IMPROVEMENTS</td>
<td>50</td>
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<tr>
<td>MSACMT451A</td>
<td>MISTAKE PROOF A PRODUCTION PROCESS</td>
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<tr>
<td>MSACMT452A</td>
<td>APPLY STATISTICS TO PROCESSES IN MANUFACTURING</td>
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</table>

The balance of units up to 4 may be chosen from the list below or above

<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>MSACMT220A</td>
<td>APPLY QUICK CHANGEOVER PROCEDURES</td>
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<tr>
<td>MSACMT221A</td>
<td>APPLY JUST IN TIME (JIT) PROCEDURES</td>
<td>30</td>
</tr>
<tr>
<td>MSACMT230A</td>
<td>APPLY COST FACTORS TO WORK PRACTICES</td>
<td>40</td>
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<tr>
<td>MSACMT231A</td>
<td>INTERPRET PRODUCT COSTS IN TERMS OF CUSTOMER REQUIREMENTS</td>
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<tr>
<td>MSACMT240A</td>
<td>APPLY 5S PROCEDURES IN A MANUFACTURING ENVIRONMENT</td>
<td>40</td>
</tr>
<tr>
<td>MSACMT250A</td>
<td>MONITOR PROCESS CAPABILITY</td>
<td>30</td>
</tr>
<tr>
<td>MSACMT251A</td>
<td>APPLY QUALITY STANDARDS</td>
<td>30</td>
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</tbody>
</table>

CERTIFICATE IV IN WATER OPERATIONS

Course Code: NWP40107
Campus: Sunshine.

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

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

Course Duration: 2 years

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

Selection Processes: Interview, Employer Choice

COURSE STRUCTURE

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

Core units of study

<table>
<thead>
<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>LGACOM405B</td>
<td>IMPLEMENT AND MONITOR THE ORGANISATION’S OHS POLICIES, PROCEDURES AND PROGRAMS WITHIN THE WORK GROUP OR SECTION</td>
<td>20</td>
</tr>
<tr>
<td>NWP401B</td>
<td>COORDINATE AND MONITOR THE APPLICATION OF ENVIRONMENTAL PLANS AND PROCEDURES</td>
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</table>

Elective units of study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN402A</td>
<td>DEVELOP WORK PRIORITIES</td>
<td>30</td>
</tr>
<tr>
<td>BSBFLM405B</td>
<td>IMPLEMENT OPERATIONAL PLAN</td>
<td>50</td>
</tr>
<tr>
<td>LGAWORK404A</td>
<td>MANAGE A CIVIL WORKS PROJECT</td>
<td>80</td>
</tr>
<tr>
<td>NWP410B</td>
<td>COORDINATE AND MONITOR ASSET CONSTRUCTION AND MAINTENANCE</td>
<td>60</td>
</tr>
<tr>
<td>NWP415B</td>
<td>COORDINATE AND MONITOR SURFACE WATER SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>NWP416B</td>
<td>COORDINATE AND MONITOR WATER STORAGE CATCHMENT ACTIVITIES</td>
<td>60</td>
</tr>
<tr>
<td>NWP417B</td>
<td>COORDINATE AND MONITOR GROUNDWATER SYSTEM USAGE</td>
<td>60</td>
</tr>
<tr>
<td>NWP418B</td>
<td>COORDINATE AND MONITOR BULKWATER SYSTEM</td>
<td>60</td>
</tr>
</tbody>
</table>
### OPERATIONS

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NWP419B</td>
<td>Coordinate and Monitor River System Usage</td>
<td>60</td>
</tr>
<tr>
<td>NWP425B</td>
<td>Coordinate and Monitor the Operation of Irrigation Delivery Systems</td>
<td>60</td>
</tr>
<tr>
<td>NWP426B</td>
<td>Coordinate and Monitor the Operation of Potable Water Systems</td>
<td>60</td>
</tr>
<tr>
<td>NWP427B</td>
<td>Coordinate and Monitor the Operation of Drainage Systems</td>
<td>40</td>
</tr>
<tr>
<td>NWP428B</td>
<td>Coordinate and Monitor the Operation of Wastewater Collection Systems</td>
<td>40</td>
</tr>
<tr>
<td>NWP429B</td>
<td>Coordinate, Implement and Report Trade Waste Monitoring Procedures</td>
<td>60</td>
</tr>
<tr>
<td>NWP430A</td>
<td>Evaluate, Implement and Monitor Standard Low-Risk Trade Waste Discharge Approvals</td>
<td>60</td>
</tr>
<tr>
<td>NWP431A</td>
<td>Investigate, Rectify and Report on Trade Waste</td>
<td>70</td>
</tr>
<tr>
<td>NWP435B</td>
<td>Coordinate and Monitor the Optimisation of Water Treatment Processes</td>
<td>60</td>
</tr>
<tr>
<td>NWP436B</td>
<td>Coordinate and Monitor the Optimisation of Wastewater Treatment Processes</td>
<td>60</td>
</tr>
<tr>
<td>NWP437A</td>
<td>Analyse Data and Produce Hydrometric Reports</td>
<td>100</td>
</tr>
<tr>
<td>NWP438A</td>
<td>Measure and Process Hydrometric Stream Discharge Data in Flood Conditions</td>
<td>100</td>
</tr>
<tr>
<td>NWP440A</td>
<td>Supervise Conduit Inspection and Reporting</td>
<td>40</td>
</tr>
<tr>
<td>NWP219A</td>
<td>Work Safely in Confined Spaces</td>
<td>20</td>
</tr>
<tr>
<td>NWP300B</td>
<td>Provide and Promote Customer Service</td>
<td>20</td>
</tr>
<tr>
<td>PSPPROC410A</td>
<td>Administer Contracts</td>
<td>40</td>
</tr>
</tbody>
</table>

### DIPLOMA OF GOVERNMENT (PROCUREMENT AND CONTRACTING)

**Course Code:** PS52510  
**Campus:** Werribee, Footscray Nicholson, Industry.

**Course Objectives:** This specialist qualification covers the competencies required for independent and self-directed work as a procurement and contract manager in the public sector.

**Careers:** Possible job titles relevant to this qualification include: Contract Account Manager; Business Development Manager; Account Executive; Marketing Manager; Sales & Marketing Analyst; Client Relationship Manager; Warehousing Manager; Inventory Manager; Inventory Analyst; Stock/Inventory Controller; Procurement Analyst; Procurement Manager; Operations Manager

**Course Duration:** 1 year

**Admission Requirements Year 12:** Successful completion of VCE

### Admission Requirements International:
- IELTS 5.5 or equivalent

### Admission Requirements Mature Age:
- Minimum age of 18 and one year out of school

### Admission Requirements VET:
- Successful completion of VCE

**Selection Processes:** Direct Entry, Interview, Portfolio, Employer Choice

**COURSE STRUCTURE**

- 13 units of competency are required for the award of this qualification.
  - 9 core units
  - 4 elective units

**Core Units of Study**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSPGOV507A</td>
<td>Undertake Negotiations</td>
<td>50</td>
</tr>
<tr>
<td>PSPETHC501B</td>
<td>Promote the Values and Ethics of Public Services</td>
<td>30</td>
</tr>
<tr>
<td>PSPLEGN501B</td>
<td>Promote the Compliance with Legislation in the Public Sector</td>
<td>25</td>
</tr>
<tr>
<td>PSPPROC503B</td>
<td>Manage Contract Performance</td>
<td>50</td>
</tr>
<tr>
<td>PSPPROC504B</td>
<td>Finalise Contracts</td>
<td>30</td>
</tr>
<tr>
<td>PSPPROC505A</td>
<td>Manage Procurement Risk</td>
<td>40</td>
</tr>
<tr>
<td>PSPPROC506A</td>
<td>Plan to Manage a Contract</td>
<td>50</td>
</tr>
<tr>
<td>PSPPROC507A</td>
<td>Plan for Procurement Outcomes</td>
<td>35</td>
</tr>
<tr>
<td>PSPPROC508A</td>
<td>Make Procurement Decisions</td>
<td>40</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSPGOV504B</td>
<td>Undertake Research and Analysis</td>
<td>60</td>
</tr>
<tr>
<td>BSPUR504B</td>
<td>Manage a Supply Chain</td>
<td>60</td>
</tr>
<tr>
<td>PSPPROC509A</td>
<td>Participate in Budget and Procurement Review Processes</td>
<td>40</td>
</tr>
<tr>
<td>PSPPROC510A</td>
<td>Conduct and Manage Coordinated Procurement</td>
<td>35</td>
</tr>
<tr>
<td>BSBPMG510A</td>
<td>Manage Projects</td>
<td>60</td>
</tr>
</tbody>
</table>

### CERTIFICATE II IN CIVIL CONSTRUCTION

**Course Code:** RII20709  
**Campus:** Werribee, Industry.

**About this course:**

**Course Objectives:** This qualification reflects the role of individuals working at an operational role in civil construction, who undertake a prescribed range of tasks using limited practical skills and fundamental knowledge, in a defined context working under supervision.
Careers: A graduate of this course, may gain an entry level position in the civil construction industry eg labourer in a road construction/maintenance company or similar in a company that works in housing estate development.

Course Duration: 0.5 years

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

Selection Processes: Direct Entry

Course Structure

Students must successfully complete sixteen (16) units of study made up of: Thirteen (13) mandatory units Three (3) elective units

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIIBEF201A</td>
<td>PLAN AND ORGANISE WORK</td>
<td>20</td>
</tr>
<tr>
<td>RIICCM201A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
</tr>
<tr>
<td>RIICCM202A</td>
<td>IDENTIFY, LOCATE AND PROTECT UNDERGROUND SERVICES</td>
<td>30</td>
</tr>
<tr>
<td>RIICCM203A</td>
<td>READ AND INTERPRET PLANS AND SPECIFICATIONS</td>
<td>40</td>
</tr>
<tr>
<td>RIICCM205A</td>
<td>CARRY OUT MANUAL EXCAVATION</td>
<td>8</td>
</tr>
<tr>
<td>RIICCM207A</td>
<td>SPREAD AND COMPACT MATERIALS MANUALLY</td>
<td>12</td>
</tr>
<tr>
<td>RIICCM208A</td>
<td>CARRY OUT BASIC LEVELLING</td>
<td>8</td>
</tr>
<tr>
<td>RIICDM201A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>20</td>
</tr>
<tr>
<td>RIIHS201A</td>
<td>WORK SAFELY AND FOLLOW OHS POLICIES AND PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>RISAM201A</td>
<td>HANDLE RESOURCES AND INFRASTRUCTURE MATERIALS AND SAFELY DISPOSE OF NON TOXIC MATERIALS</td>
<td>16</td>
</tr>
<tr>
<td>RISAM203A</td>
<td>USE HAND AND POWER TOOLS</td>
<td>80</td>
</tr>
<tr>
<td>RISAM204A</td>
<td>OPERATE SMALL PLANT AND EQUIPMENT</td>
<td>20</td>
</tr>
<tr>
<td>RIWIMG203A</td>
<td>DRAIN AND DEWATER CIVIL CONSTRUCTION SITE</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIICCM204A</td>
<td>PLAN AND FIX REINFORCEMENT MATERIALS</td>
<td>40</td>
</tr>
<tr>
<td>RIICCM206A</td>
<td>SUPPORT PLANT OPERATIONS</td>
<td>8</td>
</tr>
<tr>
<td>RIICCM209A</td>
<td>CARRY OUT CONCRETE WORK</td>
<td>40</td>
</tr>
<tr>
<td>RIICCM210A</td>
<td>INSTALL TRENCH SUPPORT</td>
<td>16</td>
</tr>
<tr>
<td>RIICCM211A</td>
<td>ERECT AND DISMANTLE TEMPORARY FENCING AND GATES</td>
<td>40</td>
</tr>
<tr>
<td>RIICRC201A</td>
<td>REPAIR POTHOLES</td>
<td>36</td>
</tr>
<tr>
<td>RIIHS205A</td>
<td>CONTROL TRAFFIC WITH STOP-SLOW BAT</td>
<td>8</td>
</tr>
<tr>
<td>RISAM205A</td>
<td>CUT, WELD AND BEND MATERIALS</td>
<td>40</td>
</tr>
<tr>
<td>RIICRC208A</td>
<td>LAY PIPES</td>
<td>40</td>
</tr>
<tr>
<td>RIIHS202A</td>
<td>ENTER AND WORK IN CONFINED SPACES</td>
<td>30</td>
</tr>
</tbody>
</table>

Certificate III in Civil Construction Plant Operations

Course Code: RII30809

Campus: Werribee.

About this course: Become a fully qualified plant operator and open the door to civil construction work, including roads, bridges, dams, waterworks and trenches. You will train in power tools and in carrying out concrete work, learn how to control traffic and how to operate large machinery.

Course Objectives: This course is offered as a traineeship, the qualification reflects the role of a skilled operator working with civil construction machinery, who applies a broad range of skills in a varied work context, using some discretion and judgement and relevant theoretical knowledge. The individual may provide theoretical advice and support a team.

Careers: Mobile plant operator

Course Duration: 3 years

Admission Requirements Other: Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

Selection Processes: Employer Choice

Course Structure

Successful completion of nineteen (19) units of competency made up of:

- fourteen (14) core units of competency, and
- five (5) elective units from the electives list below, including
  - one (1) unit from Group A electives listed below AND two (2) units from Group B electives listed below OR
  - two (2) units from the Group A electives listed below

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIIBEF201B</td>
<td>PLAN AND ORGANISE WORK</td>
<td>20</td>
</tr>
<tr>
<td>RIICCM202A</td>
<td>IDENTIFY, LOCATE AND PROTECT UNDERGROUND SERVICES</td>
<td>30</td>
</tr>
<tr>
<td>RIICCM203A</td>
<td>READ AND INTERPRET PLANS AND SPECIFICATIONS</td>
<td>40</td>
</tr>
<tr>
<td>RIICCM205A</td>
<td>CARRY OUT MANUAL EXCAVATION</td>
<td>8</td>
</tr>
<tr>
<td>RIICCM206A</td>
<td>SUPPORT PLANT OPERATIONS</td>
<td>8</td>
</tr>
<tr>
<td>RIICCM205A</td>
<td>CARRY OUT MANUAL EXCAVATION</td>
<td>8</td>
</tr>
<tr>
<td>RIICCM206A</td>
<td>SUPPORT PLANT OPERATIONS</td>
<td>8</td>
</tr>
<tr>
<td>RIICCM207A</td>
<td>SPREAD AND COMPACT MATERIALS MANUALLY</td>
<td>12</td>
</tr>
</tbody>
</table>
About this course: Pick a career in the rapidly growing fields of transport and logistics. You can learn to operate forklifts and order pickers in a real warehouse environment and develop a good understanding of receiving and dispatching goods and other accentual aspects of warehousing.

Course Objectives: This qualification is designed for employees who have basic knowledge and skills in the different areas of the transport and logistics industry. This course will provide students with a working knowledge of warehouse and storage policies and procedures. Students will specialise in the receiving of and dispatching of products and will expand their skills in equipment operations such as forklifts and order pickers.

Careers: Possible job titles relevant to this qualification include:
- Store Assistant
- Packer
- Postal Assistant
- Pallet Maker/Repairer

Course Duration: 0.5 years

Admission Requirements Other: There are no entry requirements for this qualification.

Selection Processes: Direct Entry, Interview

COURSE STRUCTURE
A successful assessment outcome for a total 15 units of competency, comprising:
- 2 core units
- 13 elective units

Core Units of Study
- TLIF1001A FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 20
- TLIL1001A COMPLETE WORKPLACE ORIENTATION/INDUCTION PROCEDURES 30

Elective Units of Study
- TUF1001A OPERATE A FORKLIFT 40
- TUE2001A PRESENT ROUTINE WORKPLACE INFORMATION 40
- TUE2008A PROCESS WORKPLACE DOCUMENTATION 20
- TUF2006A APPLY ACCIDENT-EMERGENCY PROCEDURES 20
- TUG2007A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
- TUI2001A APPLY QUALITY PROCEDURES 20
- TUK2010A USE INFOTECHNOLOGY DEVICES IN THE WORKPLACE 40
- TUL2008A COMPLETE ROUTINE ADMINISTRATIVE TASKS 10
- TULIC2001A LICENCE TO OPERATE A FORKLIFT TRUCK 40
- TUA2011A PACKAGE GOODS 20
CERTIFICATE III IN WAREHOUSING OPERATIONS

Course Code:TLI31610
Campus: Werribee, Industry.

About this course: Expand your career options in the rapidly growing field of transport and logistics. You can learn to operate forklifts and order pickers in a real warehouse environment and develop a good understanding of receiving and dispatching goods and other essential aspects of warehousing.

Course Objectives: This qualification is designed for individuals who have basic knowledge and skills in the different areas of the transport and logistics industry. This course will provide students with a working knowledge of warehouse and storage policies and procedures. Students will specialise in the use of inventory systems to conduct stock counts and apply product knowledge to organise receivables and dispatches and will expand their skills in equipment operations such as forklifts and order pickers.

Careers: Students who undertake the Certificate III in Warehousing Operations are well prepared for entry into employment as follows:
- Store Warehouse Assistant
- Packer
- Receiving and Dispatch Clerk
- Distribution Clerk

Course Duration: 0.5 years

Admission Requirements Other: There are no entry requirements for this qualification.

Selection Processes: Direct Entry, Employer Choice

COURSE STRUCTURE

A successful assessment outcome for a total of 15 units of competency, comprising:
- 2 core units
- 13 elective units

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TLIF1001A</td>
<td>FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>TUL1001A</td>
<td>COMPLETE WORKPLACE ORIENTATION/INDUCTION PROCEDURES</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUA2012A</td>
<td>PICK AND PROCESS ORDERS</td>
<td>20</td>
</tr>
<tr>
<td>TUA2013A</td>
<td>RECEIVE GOODS</td>
<td>20</td>
</tr>
<tr>
<td>TUA2021A</td>
<td>DESPATCH STOCK</td>
<td>20</td>
</tr>
<tr>
<td>TUA2022A</td>
<td>PARTICIPATE IN STOCKTAKES</td>
<td>20</td>
</tr>
<tr>
<td>TUL1030A</td>
<td>UNDERTAKE GENERAL SITE MAINTENANCE</td>
<td>40</td>
</tr>
<tr>
<td>TLIU2012A</td>
<td>PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
<td>20</td>
</tr>
<tr>
<td>TUD2010A</td>
<td>OPERATE A FORKLIFT</td>
<td>40</td>
</tr>
<tr>
<td>TUE3002A</td>
<td>ESTIMATE/CALCULATE MASS, AREA AND QUANTIFY DIMENSIONS</td>
<td>30</td>
</tr>
<tr>
<td>TUG3002A</td>
<td>LEAD A WORK TEAM OR GROUP</td>
<td>40</td>
</tr>
<tr>
<td>TULJ3002A</td>
<td>APPLY QUALITY SYSTEMS</td>
<td>40</td>
</tr>
<tr>
<td>TULIC2001A</td>
<td>LICENCE TO OPERATE A FORKLIFT TRUCK</td>
<td>40</td>
</tr>
<tr>
<td>TULIC2002A</td>
<td>LICENCE TO OPERATE AN ORDER PICKING FORKLIFT TRUCK</td>
<td>30</td>
</tr>
<tr>
<td>TUA3015A</td>
<td>COMPLETE RECEIVAL/DESPATCH DOCUMENTATION</td>
<td>40</td>
</tr>
<tr>
<td>TUA3016A</td>
<td>USE INVENTORY SYSTEMS TO ORGANISE STOCK CONTROL</td>
<td>40</td>
</tr>
<tr>
<td>TUA3018A</td>
<td>ORGANISE DESPATCH OPERATIONS</td>
<td>40</td>
</tr>
<tr>
<td>TUA3019A</td>
<td>ORGANISE RECEIVAL OPERATIONS</td>
<td>40</td>
</tr>
<tr>
<td>TUA3038A</td>
<td>CONTROL AND ORDER STOCK</td>
<td>40</td>
</tr>
<tr>
<td>TUA3039A</td>
<td>RECEIVE AND STORE STOCK</td>
<td>40</td>
</tr>
<tr>
<td>TUD3027A</td>
<td>PREPARE FOR TRANSPORT OF DANGEROUS GOODS</td>
<td>50</td>
</tr>
<tr>
<td>TUD3031A</td>
<td>RIG LOAD</td>
<td>40</td>
</tr>
<tr>
<td>TLF3004A</td>
<td>ORGANISE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES IN THE WORKPLACE</td>
<td>30</td>
</tr>
<tr>
<td>TLIU2012A</td>
<td>PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
<td>20</td>
</tr>
</tbody>
</table>

The above units represent all recognised electives for this course. VU will offer a selection of these units. Your school contact will be able to provide details on the units currently being offered.

CERTIFICATE IV IN TRANSPORT AND LOGISTICS (RAIL OPERATIONS)

Course Code:TLI40410
Campus: Industry.

About this course: Upgrade your skills to become a train driver in the Rail Industry.

Course Objectives: A general qualification for the operations sector of the Rail Industry. This is the qualification to become a train driver. Performance of a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedure for performing current practices, and provision of some leadership and guidance to others in the application and planning of the skills.

Careers: Technical supervisory and leadership roles within the rail operations industry.

Course Duration: 2 years

Admission Requirements Other: Employer Choice

Selection Processes: Employer Choice
## COURSE STRUCTURE

A successful completion of 28 is required. - 7 units from AQF Level 1 - 7 units from AQF Level 2 - 7 units from AQF Level 3 - 7 units from AQF Level 4

### AQF Level 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TLAB1028A</td>
<td>MAINTAIN AND USE HAND TOOLS</td>
<td>20</td>
</tr>
<tr>
<td>TULD1001A</td>
<td>SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS</td>
<td>20</td>
</tr>
<tr>
<td>TLE1003A</td>
<td>PARTICIPATE IN BASIC WORKPLACE COMMUNICATION</td>
<td>50</td>
</tr>
<tr>
<td>TLIF1001A</td>
<td>FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>TUG1001A</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
<td>40</td>
</tr>
<tr>
<td>TUL1001A</td>
<td>COMPLETE WORKPLACE ORIENTATION/INDUCTION PROCEDURES</td>
<td>30</td>
</tr>
<tr>
<td>TLU1002A</td>
<td>APPLY CUSTOMER SERVICE SKILLS</td>
<td>30</td>
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</tbody>
</table>

### AQF Level 2

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TLB2022A</td>
<td>DIAGNOSE AND RECTIFY MINOR FAULTS</td>
<td>30</td>
</tr>
<tr>
<td>TUE2008A</td>
<td>PROCESS WORKPLACE DOCUMENTATION</td>
<td>20</td>
</tr>
<tr>
<td>TUE2007A</td>
<td>USE COMMUNICATION SYSTEMS</td>
<td>20</td>
</tr>
<tr>
<td>TLIF2010A</td>
<td>APPLY FATIGUE MANAGEMENT STRATEGIES</td>
<td>30</td>
</tr>
<tr>
<td>TLIF2018A</td>
<td>OPERATE FIREFIGHTING EQUIPMENT</td>
<td>20</td>
</tr>
<tr>
<td>TLIF2006A</td>
<td>APPLY ACCIDENT-EMERGENCY PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>TUL2008A</td>
<td>COMPLETE ROUTINE ADMINISTRATIVE TASKS</td>
<td>10</td>
</tr>
<tr>
<td>TLAB2001A</td>
<td>CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT</td>
<td>40</td>
</tr>
</tbody>
</table>

### AQF Level 3

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TLB3018A</td>
<td>CONDUCT FULL TRAIN EXAMINATION</td>
<td>40</td>
</tr>
<tr>
<td>TLB3019A</td>
<td>TEST TRAIN BRAKING SYSTEM</td>
<td>30</td>
</tr>
<tr>
<td>TLB3020A</td>
<td>VISUALLY INSPECT STATIONARY TRAIN</td>
<td>80</td>
</tr>
<tr>
<td>TLB3002A</td>
<td>TEST EQUIPMENT AND ISOLATE FAULTS</td>
<td>40</td>
</tr>
<tr>
<td>TLB3026A</td>
<td>PREPARE FOR TRAIN OPERATION</td>
<td>40</td>
</tr>
<tr>
<td>TLIC3017A</td>
<td>SHUNT ROLLING STOCK</td>
<td>120</td>
</tr>
<tr>
<td>TLIC3027A</td>
<td>STABLE A MOTIVE POWER UNIT</td>
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<tr>
<td>TLAB3075A</td>
<td>INSPECT AND PREPARE A MOTIVE POWER UNIT</td>
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### AQF Level 4

<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>TLIC4019A</td>
<td>DRIVE TRAIN TO OPERATIONAL REQUIREMENTS</td>
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<tr>
<td>TLIC4023A</td>
<td>OPERATE TRAIN WITH DUE CONSIDERATION OF ROUTE CONDITIONS</td>
<td>200</td>
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<tr>
<td>TLIC4024A</td>
<td>OPERATE URBAN PASSENGER TRAIN</td>
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<tr>
<td>TLIC4026A</td>
<td>OPERATE AND MONITOR A MOTIVE POWER UNIT</td>
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<tr>
<td>TLIF4021A</td>
<td>RESPOND TO TRAIN-DRIVING EMERGENCIES AND ABNORMAL SITUATIONS</td>
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<tr>
<td>TJA4005A</td>
<td>CHECK AND EVALUATE RECORDS AND DOCUMENTATION</td>
<td>20</td>
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<tr>
<td>TLIF4007A</td>
<td>IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY PROCEDURES</td>
<td>40</td>
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<tr>
<td>TLIC4006A</td>
<td>DRIVE MULTI-COMBINATION VEHICLE</td>
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### Additional Elective Units of Study

<table>
<thead>
<tr>
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<tr>
<td>TUC2002A</td>
<td>DRIVE LIGHT RIGID VEHICLE</td>
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<tr>
<td>TULIC2014A</td>
<td>LICENCE TO DRIVE LIGHT RIGID VEHICLE</td>
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<tr>
<td>TIC3003A</td>
<td>DRIVE MEDIUM RIGID VEHICLE</td>
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<tr>
<td>TULIC2015A</td>
<td>LICENCE TO DRIVE MEDIUM RIGID VEHICLE</td>
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<tr>
<td>TIC3004A</td>
<td>DRIVE HEAVY RIGID VEHICLE</td>
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<tr>
<td>TULIC2016A</td>
<td>LICENCE TO DRIVE HEAVY RIGID VEHICLE</td>
<td>50</td>
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<tr>
<td>TIC3005A</td>
<td>DRIVE HEAVY COMBINATION VEHICLE</td>
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<tr>
<td>TULIC3017A</td>
<td>LICENCE TO DRIVE HEAVY COMBINATION VEHICLE</td>
<td>60</td>
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<tr>
<td>TULIC4006A</td>
<td>DRIVE MULTI-COMBINATION VEHICLE</td>
<td>40</td>
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<tr>
<td>TULIC3018A</td>
<td>LICENCE TO OPERATE MULTI-COMBINATION VEHICLE</td>
<td>60</td>
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<tr>
<td>BSBCU5201B</td>
<td>DELIVER A SERVICE TO CUSTOMERS</td>
<td>40</td>
</tr>
<tr>
<td>TJA2014A</td>
<td>USE PRODUCT KNOWLEDGE TO COMPLETE WORK OPERATIONS</td>
<td>20</td>
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<tr>
<td>TJD2010A</td>
<td>OPERATE A FORKLIFT</td>
<td>40</td>
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<tr>
<td>TJD2012A</td>
<td>OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT</td>
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<tr>
<td>TUE2001A</td>
<td>PRESENT ROUTINE WORKPLACE INFORMATION</td>
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<tr>
<td>TLIF2019A</td>
<td>ENSURE A SAFE ON-BOARD PASSENGER AND WORKING ENVIRONMENT</td>
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</table>
The above units represent all recognised electives for this course. VU will offer a selection of these units. Your school contact will be able to provide details on the units currently being offered.

CERTIFICATE IV IN LOGISTICS
Course Code: TLX40210

About this course: Prepare for entry into the Diploma of Logistics with a strong knowledge and skill base needed to commence a career in the transport, storage and logistics industry. You will be eligible for jobs in supply chain industry, including distribution, warehousing, transport administration and logistics operations.

Course Objectives: This qualification is for those working in the Logistics Industry in a variety of operational roles. Students are trained in a broad range of skilled applications to evaluate and analyse current practice and provide some leadership in the logistics sector. The qualification aims to equip students to work at a mid range level in a variety of contexts in the logistics field.

Careers: Possible job titles relevant to this qualification include: Logistics Coordinator; Logistics Supervisor; Warehousing Team Leader; Load Supervisor; Freight Scheduler; Fleet controller; Buyer

Course Duration: 1 year

Admission Requirements Year 12: Successful completion of VCE
Admission Requirements Mature Age: Minimum age of 18 and one year out of school
Admission Requirements VET: Successful completion of VCE
### Course Objectives
A general qualification for the integrated management of logistics. Successful completion will require the self-directed application of knowledge and skills, with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques for self and others. Applications involve participation in the development of strategic initiatives as well as personal responsibility and autonomy in performing complex technical operations or organising others. It may include participation in teams, including those concerned with planning and evaluation functions. Group or team coordination may be involved.

### Admissions Requirements
- **Year 12:** Successful completion of VCE
- **International:** IELTS
- **Mature Age:** Minimum age of 18 and one year out of school
- **VET:** Successful completion of VCE
**Selection Processes:** Direct Entry, Interview, Portfolio, VTAC, Employer Choice

**COURSE STRUCTURE**

A successful assessment outcome for a total of 14 units of competency comprising:

- 1 core unit
- 13 elective units

**Core Units of Study**

- TUL5020A DEVELOP AND MAINTAIN OPERATIONAL PROCEDURES FOR TRANSPORT AND LOGISTICS ENTERPRISES 30

**Elective Units of Study**

- BSBHRM402A RECRUIT, SELECT AND INDUCT STAFF 50
- BSBINM501A MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM 50
- BSBMGT502B MANAGE PEOPLE PERFORMANCE 70
- BSB05S509A ENSURE A SAFE WORKPLACE 60
- TLU5058A MANAGE FACILITY AND INVENTORY REQUIREMENTS 140
- TLI4008A MONITOR TRANSPORT ACTIVITIES AT INTERCHANGES 30
- TLI5018A MANAGE CUSTOMER SERVICE 40
- TUL5019A IMPLEMENT AND MONITOR TRANSPORT LOGISTICS 40
- TUL5055A MANAGE A SUPPLY CHAIN 60
- TUP5008A MANAGE A TRANSPORT AND LOGISTICS BUSINESS UNIT 60
- TUP5035A MANAGE BUDGETS AND FINANCIAL PLANS 80
- TLR5006A DEVELOP, IMPLEMENT AND REVIEW PURCHASING STRATEGIES 60
- TLR5014A MANAGE SUPPLIERS 60

**Other Elective Units of Study**

- TLR5005A MANAGE A CONTRACT 40
- TLR4003A NEGOTIATE A CONTRACT 40
- TLU5035A MANAGE INTERNATIONAL FREIGHT TRANSFER 60
- TUL5026A MANAGE EXPORT LOGISTICS 100
- TUP5004A DEVELOP A TRANSPORT AND LOGISTICS BUSINESS PLAN 150
- TLR5007A MANAGE INTERNATIONAL PURCHASING 120
- TLX4028A APPLY KNOWLEDGE OF LOGISTICS 20
- BSBWORS02A ENSURE TEAM EFFECTIVENESS 60

**Certificate III in Electrotechnology Electrician**

**Course Code:** UEE30807

**Campus:** Sunshine, Off-shore.

**About this course:** Upgrade your skills to become a licensed electrician. This course is offered as an apprenticeship.

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

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

**Course Duration:** 3 years

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

**Selection Processes:** User Choice (Apprenticeships), Employer Choice

**COURSE STRUCTURE**

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

**Core Units of Study**

- UEEEEE020B PARTICIPATE IN ELECTRICAL WORK AND COMPETENCY DEVELOPMENT ACTIVITIES 20
- UEEE0018 APPLY OHS PRACTICES IN THE WORKPLACE 20
- UEEE002B DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS 40
- UEEE003B SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS 40
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<th>Credits</th>
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<tbody>
<tr>
<td>UEENEEE004B</td>
<td>Solve Problems in Multiple Path D.C. Circuits</td>
<td>40</td>
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<tr>
<td>UEENEEE005B</td>
<td>Fix and Secure Equipment</td>
<td>20</td>
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<tr>
<td>UEENEEE007B</td>
<td>Use Drawings, Diagrams, Schedules and Manuals</td>
<td>40</td>
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<tr>
<td>UEENEEE008B</td>
<td>Lay Wiring and Terminate Accessories for Extra-Low Voltage Circuits</td>
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<tr>
<td>UEENEEE033B</td>
<td>Document Occupational Hazards and Risks in Electrical</td>
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<tr>
<td>UEENEG001B</td>
<td>Solve Problems in Electromagnetic Circuits</td>
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<tr>
<td>UEENEG002B</td>
<td>Solve Problems in Single and Three Phase Low Voltage Circuits</td>
<td>80</td>
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<tr>
<td>UEENEG003B</td>
<td>Install Wiring and Accessories for Low Voltage Circuits</td>
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<tr>
<td>UEENEG004B</td>
<td>Install Low Voltage Electrical Apparatus and Associated Equipment</td>
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<tr>
<td>UEENEG005B</td>
<td>Verify Compliance and Functionality of General Electrical Installations</td>
<td>40</td>
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<tr>
<td>UEENEG007B</td>
<td>Select and Arrange Equipment for General Electrical Installations</td>
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<tr>
<td>UEENEG008B</td>
<td>Find and Repair Faults in Electrical Apparatus and Circuits</td>
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<tr>
<td>UEENEG009B</td>
<td>Develop and Connect Control Circuits</td>
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<tr>
<td>UEENEC001B</td>
<td>Maintain Documentation</td>
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<tr>
<td>UEENEC002B</td>
<td>Source and Purchase Material/Parts for Installation or Service Jobs</td>
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<tr>
<td>UEENEC003B</td>
<td>Provide Quotations for Installation or Service Jobs</td>
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<td>UEENEC010B</td>
<td>Deliver a Service to Customers</td>
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<tr>
<td>UEENED001B</td>
<td>Use Basic Computer Applications Relevant to a Workplace</td>
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<td>UEENED009B</td>
<td>Comply with Scheduled and Preventative Maintenance Program Processes</td>
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<tr>
<td>UEENEE020B</td>
<td>Provide Basic Instruction in the Use of Electrotechnology Apparatus</td>
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<tr>
<td>UEENEK042A</td>
<td>Participate in Environmentally Sustainable Work Practices</td>
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<tr>
<td>UEENEF002B</td>
<td>Lay and Connect Cables for Multiple Access to Telecommunications Services</td>
<td>120</td>
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<tr>
<td>UEENEO004B</td>
<td>Use Engineering Applications Software</td>
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<tr>
<td>UEENEO007B</td>
<td>Develop, Enter and Verify Programs for Programmable Logic Controllers Using Ladder Instruction Set</td>
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<td>UEENEO26B</td>
<td>Design a Computer Based Control System</td>
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<td>UEENEO27B</td>
<td>Develop Structured Programs to Control External Devices</td>
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<td>UEENEO28B</td>
<td>Develop and Test Code for Microcontroller Devices</td>
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<tr>
<td>UEENEG035B</td>
<td>Diagnose and Rectify Faults in A.C. Motor Drive Systems</td>
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<tr>
<td>UEENEH001B</td>
<td>Carry Out Basic Repairs to Computer Equipment By Replacement of Modules/Sub-Assemblies</td>
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<tr>
<td>UEENEH002B</td>
<td>Carry Out Basic Repairs to Electronic Apparatus By Replacement of Components</td>
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<tr>
<td>UEENEH003B</td>
<td>Carry Out Routine Repairs to Business Equipment</td>
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<td>UEENEH004B</td>
<td>Set Up and Test Residential Audio/Video Equipment</td>
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<td>UEENEH005B</td>
<td>Verify Compliance and Functionality of Custom Electronic Installations</td>
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<tr>
<td>UEENEH006B</td>
<td>Assemble and Set Up Fixed Audio/Video Components and Systems in Buildings and Premises</td>
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<tr>
<td>UEENEH007B</td>
<td>Carry Out Repairs of Predictable Faults in General Electronic Apparatus</td>
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<tr>
<td>UEENEH008B</td>
<td>Assemble and Erect Reception Antennae and Signal Distribution Equipment</td>
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<tr>
<td>UEENEH009B</td>
<td>Set Up and Test Gaming/Games Equipment</td>
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<tr>
<td>UEENEH10B</td>
<td>Install Commercial Audio/Video System Components</td>
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<tr>
<td>UEENEH11B</td>
<td>Troubleshoot D.C. Power Supplies with Single Phase Input</td>
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<td>UEENEH12B</td>
<td>Troubleshoot Digital Subsystems</td>
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<td>UEENEH13B</td>
<td>Troubleshoot Amplifiers</td>
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<tr>
<td>UEENEH14B</td>
<td>Troubleshoot Frequency Dependent Circuits</td>
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<td>UEENEH15B</td>
<td>Develop Software Solutions in Microcontroller Based Systems</td>
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<tr>
<td>Code</td>
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<td>UEEENEH016B</td>
<td>FIND AND REPAIR FAULTS IN THE MICROWAVE AMPLIFIER SECTIONS IN ELECTRONIC APPARATUS</td>
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<td>CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN AUDIO AND VIDEO REPLAY/RECORDING APPARATUS</td>
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<td>UEEENEH018B</td>
<td>FIND AND REPAIR FAULTS IN ELECTRONIC APPARATUS</td>
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<td>CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN TELEVISION RECEIVERS</td>
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<td>UEEENEH020B</td>
<td>FIND AND REPAIR FAULTS IN GAMING AND GAMES EQUIPMENT</td>
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<tr>
<td>UEEENEH021B</td>
<td>FIND AND REPAIR FAULTS IN HIGH VOLUME OFFICE EQUIPMENT</td>
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<tr>
<td>UEEENEH022B</td>
<td>FIND AND REPAIR FAULTS IN REMOTE CONTROL APPARATUS</td>
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<tr>
<td>UEEENEH023B</td>
<td>FIND AND REPAIR FAULTS IN MICROWAVE HEATING APPARATUS</td>
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<td>UEEENEH024B</td>
<td>CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN AUDIO COMPONENTS</td>
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<tr>
<td>UEEENEH025B</td>
<td>PROVIDE SOLUTIONS TO SINGLE PHASE ELECTRONIC POWER CONTROL PROBLEMS</td>
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<tr>
<td>UEEENEH026B</td>
<td>PROVIDE SOLUTIONS TO POLYPHASE ELECTRONIC POWER CONTROL PROBLEMS</td>
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<tr>
<td>UEEENEH027B</td>
<td>COMMISSION COMMERCIAL RADIO FREQUENCY (RF) TRANSMISSION AND RECEPTION SYSTEMS</td>
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<td>UEEENEH028B</td>
<td>INSTALL MICROWAVE AND ANTENNAE AND WAVEGUIDES</td>
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<td>UEEENEH029B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN NAVIGATION SYSTEMS</td>
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<tr>
<td>UEEENEH030B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN SATELLITE-BASED SURVEILLANCE AND OBSERVATION SYSTEMS</td>
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<tr>
<td>UEEENEH031B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN RADAR APPARATUS AND SYSTEMS</td>
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<tr>
<td>UEEENEH032B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN GLOBAL POSITIONING SYSTEMS</td>
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<tr>
<td>UEEENEH033B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN TELECOMMUNICATION APPARATUS AND SYSTEMS</td>
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<td>UEEENEH034B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN ELECTRONIC MEDICAL EQUIPMENT</td>
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<tr>
<td>UEEENEH035B</td>
<td>DESIGN CUSTOM ELECTRONIC INSTALLATIONS</td>
<td>120</td>
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<tr>
<td>UEEENEH036B</td>
<td>DESIGN COMMERCIAL AUDIO/VIDEO INSTALLATIONS</td>
<td>120</td>
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<tr>
<td>UEEENEH037B</td>
<td>PROGRAM AND COMMISSION COMMERCIAL AUDIO/VIDEO SYSTEMS</td>
<td>40</td>
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<tr>
<td>UEEENEH038B</td>
<td>FIND AND REPAIR FAULTS IN COMPLEX POWER SUPPLIES</td>
<td>40</td>
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<tr>
<td>UEEENEH039B</td>
<td>TROUBLESHOOT BASIC AMPLIFIERS</td>
<td>40</td>
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<td>UEEENEH040B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN SONAR APPARATUS AND SYSTEMS</td>
<td>120</td>
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<tr>
<td>UEEENEH041B</td>
<td>MANAGE ELECTRONICS/COMPUTER SYSTEMS PROJECTS</td>
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<td>UEEENEH042B</td>
<td>TROUBLESHOOT OSCILLATORS</td>
<td>40</td>
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<tr>
<td>UEEENEH043B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN DIGITAL SUBSYSTEMS OF ELECTRONIC CONTROLS</td>
<td>60</td>
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<tr>
<td>UEEENEH044B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN ANALOGUE CIRCUITS AND COMPONENTS IN ELECTRONIC CONTROL SYSTEMS</td>
<td>60</td>
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<tr>
<td>UEEENEH045B</td>
<td>DEVELOP SOLUTIONS TO ANALOGUE ELECTRONIC PROBLEMS</td>
<td>80</td>
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<tr>
<td>UEEENEH046B</td>
<td>SOLVE FUNDAMENTAL PROBLEMS IN ELECTRONIC COMMUNICATIONS SYSTEMS</td>
<td>40</td>
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<tr>
<td>UEEENEH047B</td>
<td>ASSESS COMPLIANCE OF ELECTRONIC APPARATUS</td>
<td>60</td>
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<tr>
<td>UEEENEH048B</td>
<td>DESIGN AND DEVELOP ADVANCED DIGITAL SYSTEMS</td>
<td>40</td>
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<tr>
<td>UEEENEH049B</td>
<td>DEVELOP SOLUTIONS TO AUDIO ELECTRONIC PROBLEMS</td>
<td>60</td>
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<tr>
<td>UEEENEH050B</td>
<td>ASSEMBLE AND SET UP BASIC WIRED AND WIRELESS SECURITY SYSTEMS</td>
<td>80</td>
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<tr>
<td>UEEENEH051B</td>
<td>INSTALL LARGE WIRED AND WIRELESS SECURITY SYSTEMS</td>
<td>100</td>
</tr>
<tr>
<td>UEEENEH052B</td>
<td>ENTER INSTRUCTIONS AND TEST BASIC WIRED AND WIRELESS SECURITY SYSTEMS</td>
<td>40</td>
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<tr>
<td>UEEENEH053B</td>
<td>PROGRAM AND TEST LARGE WIRED AND WIRELESS SECURITY SYSTEMS</td>
<td>120</td>
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<tr>
<td>UEEENEH054B</td>
<td>PROGRAM AND COMMISSION COMMERCIAL SECURITY ALARM SYSTEMS</td>
<td>60</td>
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<tr>
<td>UEEENEH055B</td>
<td>PROGRAM AND COMMISSION COMMERCIAL SECURITY ACCESS CONTROL SYSTEMS</td>
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<tr>
<td>UEEENEH056B</td>
<td>PROGRAM AND COMMISSION COMMERCIAL SECURITY CLOSED CIRCUIT TELEVISION (CCTV) SYSTEMS</td>
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<tr>
<td>UEEENEH057B</td>
<td>DEVELOP BASIC INTEGRATED SECURITY SYSTEMS PLAN</td>
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<tr>
<td>UEEENEH058B</td>
<td>DESIGN INTEGRATED SECURITY SYSTEMS FOR A SINGLE SITE</td>
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<td>UEEENEH059B</td>
<td>DESIGN INTEGRATED COMPLEX SECURITY SYSTEMS</td>
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<td>UEENEEH060B</td>
<td>PLAN ELECTRONIC PROJECTS</td>
<td>60</td>
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<tr>
<td>UEENEEH061B</td>
<td>POSITION AND TERMINATE FIRE DETECTION AND WARNING SYSTEM APPARATUS</td>
<td>40</td>
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<tr>
<td>UEENEEH062B</td>
<td>VERIFY COMPLIANCE AND FUNCTIONALITY OF FIRE PROTECTION INSTALLATIONS</td>
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<tr>
<td>UEENEEH063B</td>
<td>ENTER AND VERIFY PROGRAMS IN PREPARATION FOR COMMISSIONING FIRE PROTECTION SYSTEMS</td>
<td>40</td>
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<tr>
<td>UEENEEH064B</td>
<td>COMMISSION COMMERCIAL FIRE PROTECTION SYSTEMS</td>
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<tr>
<td>UEENEEH065B</td>
<td>FIND AND REPAIR FAULTS IN FIRE PROTECTION SYSTEMS</td>
<td>40</td>
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<tr>
<td>UEENEEH066B</td>
<td>FAULT FIND MICROCONTROLLER BASED HARDWARE</td>
<td>40</td>
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<tr>
<td>UEENEEH067B</td>
<td>COMMISSION ELECTRONICS AND COMMUNICATIONS SYSTEMS</td>
<td>20</td>
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<tr>
<td>UEENEEH068B</td>
<td>MODIFY-REDESIGN OF ELECTRONICS AND COMMUNICATIONS SYSTEMS</td>
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<td>UEENEEH069B</td>
<td>SOLVE PROBLEMS IN ELECTRONIC CIRCUITS</td>
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<tr>
<td>UEENEEH070B</td>
<td>TERMINATE AND CONNECT COMPONENTS, CONDUCTORS, WIRING AND CABLES FOR ELECTRONIC CIRCUITS</td>
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<td>UEENEEH071B</td>
<td>FIND AND REPAIR FAULTS IN TELEVISION RECEIVERS</td>
<td>120</td>
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<tr>
<td>UEENEEH072B</td>
<td>FIND AND REPAIR FAULTS IN COMMUNICATION SYSTEMS</td>
<td>80</td>
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<td>UEENEEH073B</td>
<td>FIND AND REPAIR FAULTS IN PROFESSIONAL AUDIO REPRODUCTION COMPONENTS</td>
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<td>UEENEEH074B</td>
<td>FIND AND REPAIR FAULTS IN AUDIO/VIDEO RECORDING EQUIPMENT</td>
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<td>UEENEEH075B</td>
<td>FIND AND RECTIFY FAULTS AND MALFUNCTIONS IN SECURITY SYSTEM INSTALLATIONS</td>
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<tr>
<td>UEENEEH076B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN DISPLAY CIRCUITS</td>
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<td>UEENEEH077B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN RECORDING AND REPLAY APPARATUS</td>
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<td>UEENEEH078B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN CAMERA CIRCUITS</td>
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<td>UEENEEH079B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN DIGITAL TELEVISION APPARATUS</td>
<td>80</td>
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<tr>
<td>UEENEEH080B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN DIGITAL TRANSMISSION SYSTEMS</td>
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<tr>
<td>UEENEEH081B</td>
<td>DESIGN PRINTED CIRCUIT BOARDS</td>
<td>40</td>
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<tr>
<td>UEENEEH082B</td>
<td>DEVELOP SOLUTIONS TO RF AMPLIFIERS PROBLEMS</td>
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<tr>
<td>UEENEEH083B</td>
<td>ANALYSE THE PERFORMANCE OF WIRELESS-BASED ELECTRONIC SYSTEMS</td>
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<tr>
<td>UEENEEH084B</td>
<td>MODIFY DSP BASED SUB-SYSTEMS</td>
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<tr>
<td>UEENEEH085B</td>
<td>DESIGN A SIGNAL-CONDITIONING SUBSYSTEM</td>
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<tr>
<td>UEENEEH086B</td>
<td>INSTALL AND SET UP TRANSDUCERS AND SENSING DEVICES</td>
<td>40</td>
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<tr>
<td>UEENEEK010B</td>
<td>CO-ORDINATE MAINTENANCE OF RENEWABLE ENERGY APPARATUS AND SYSTEMS</td>
<td>20</td>
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<tr>
<td>UEENEEK022B</td>
<td>PLAN RENEWABLE ENERGY PROJECTS</td>
<td>60</td>
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<tr>
<td>UEENEEK023B</td>
<td>CARRY OUT BASIC REPAIRS TO RENEWABLE ENERGY APPARATUS BY REPLACEMENT OF COMPONENTS</td>
<td>60</td>
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<tr>
<td>UEENEEK024B</td>
<td>ASSEMBLE AND SET UP PHOTOVOLTAIC APPARATUS IN DOMESTIC DWELLINGS</td>
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<tr>
<td>UEENEEK025B</td>
<td>SOLVE BASIC PROBLEMS IN PHOTOVOLTAIC ENERGY APPARATUS</td>
<td>80</td>
</tr>
<tr>
<td>UEENEEK026B</td>
<td>INSTALL AND SET UP GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS</td>
<td>40</td>
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<tr>
<td>UEENEEK027B</td>
<td>DIAGNOSE FAULTS IN RENEWABLE ENERGY CONTROL SYSTEMS</td>
<td>60</td>
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<tr>
<td>UEENEEK028B</td>
<td>SOLVE BASIC PROBLEMS IN STAND-ALONE RENEWABLE ENERGY SYSTEMS</td>
<td>60</td>
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<tr>
<td>UEENEEK029B</td>
<td>DESIGN RENEWABLE ENERGY HEATING SYSTEMS</td>
<td>120</td>
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<tr>
<td>UEENEEK030B</td>
<td>SOLVE BASIC PROBLEMS IN WIND ENERGY CONVERSION SYSTEMS</td>
<td>60</td>
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<tr>
<td>UEENEEK031B</td>
<td>DESIGN WIND ENERGY CONVERSION SYSTEMS RATED TO 10 KW</td>
<td>60</td>
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<tr>
<td>UEENEEK032B</td>
<td>DEVELOP STRATEGIES TO ADDRESS SUSTAINABILITY ISSUES</td>
<td>20</td>
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<tr>
<td>UEENEEK033B</td>
<td>DESIGN HYBRID POWER SYSTEMS</td>
<td>80</td>
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<tr>
<td>UEENEEK034B</td>
<td>INSTALL STAND-ALONE PHOTOVOLTAIC POWER SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>UEENEEK035B</td>
<td>DESIGN GRID CONNECTED POWER SUPPLY SYSTEMS</td>
<td>120</td>
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<tr>
<td>UEENEEK036B</td>
<td>PREPARE GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS FOR LV CONNECTION</td>
<td>40</td>
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<tr>
<td>UEENEEK040B</td>
<td>DEVELOP ENGINEERING SOLUTIONS TO RENEWABLE ENERGY PROBLEMS</td>
<td>60</td>
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<tr>
<td>UEENEEK041B</td>
<td>DEVELOP STRATEGIES FOR EFFECTIVE ENERGY REDUCTION IN BUILDINGS</td>
<td>60</td>
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<tr>
<td>UEENEEM001B</td>
<td>REPORT ON THE INTEGRITY OF EXPLOSION PROTECTED EQUIPMENT IN HAZARDOUS AREAS</td>
<td>20</td>
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</table>
**Course Code:** UEE62110  
**Campus:** Sunshine.

**About this course:** Expand your career options by learning the skills to design, validate and evaluate electrical equipment and systems and provide technical or sales advice. Competencies are mapped to several industry certifications to ensure graduates are job ready.

**Course Objectives:** This qualification provides the skills and knowledge required to design and validate/evaluate electrical equipment and systems and provide technical advice/sales.

**Careers:**  
- Electronics Technician  
- Electrical Technician  
- Technical Officer (Electrical)  
- Electrical Engineer

**Course Duration:** 2 years

**Admission Requirements Year 12:** Successful completion of VCE

**Admission Requirements International:** IELTS: 5.5 or equivalent

**Admission Requirements Mature Age:** Successful completion of VCE

**Admission Requirements VET:** Successful completion of VCE

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

**COURSE STRUCTURE**

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

- 16 Core Units of Study
- 3 Core Stream Electives
- Selected elective units to collectively total between 1900 and 1970 hours

**Core Units of Study**

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<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>UEEENEEE003B</td>
<td>SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS</td>
<td>40</td>
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<tr>
<td>UEEENEEE004B</td>
<td>SOLVE PROBLEMS IN MULTIPLE PATH D.C. CIRCUITS</td>
<td>40</td>
</tr>
<tr>
<td>UEEENEEE007BB</td>
<td>CONTRIBUTE TO RISK MANAGEMENT IN ELECTROTECHNOLOGY SYSTEMS</td>
<td>20</td>
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<tr>
<td>UEEENEEE005B</td>
<td>FIX AND SECURE EQUIPMENT</td>
<td>20</td>
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<tr>
<td>UEEENEEE008B</td>
<td>LAY WIRING AND TERMINATE ACCESSORIES FOR EXTRA-LOW VOLTAGE CIRCUITS</td>
<td>40</td>
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<tr>
<td>UEEENEEE033B</td>
<td>DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTRICAL</td>
<td>20</td>
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<tr>
<td>UEEENEEE033B</td>
<td>PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN</td>
<td>20</td>
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<tr>
<td>UEEENEEE046B</td>
<td>IDENTIFY EFFECTS OF ENERGY ON MACHINERY AND MATERIALS IN AN ELECTROTECHNOLOGY ENVIRONMENT</td>
<td>120</td>
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</table>

**MATERIALS IN AN ELECTROTECHNOLOGY ENVIRONMENT**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>UEEENEG001B</td>
<td>SOLVE PROBLEMS IN ELECTROMAGNETIC CIRCUITS</td>
<td>60</td>
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<tr>
<td>UEEENEEE050B</td>
<td>UNDERTAKE COMPUTATIONS IN AN ELECTROTECHNOLOGY ENVIRONMENT</td>
<td>120</td>
</tr>
<tr>
<td>UEEENEG002B</td>
<td>SOLVE PROBLEMS IN SINGLE AND THREE PHASE LOW VOLTAGE CIRCUITS</td>
<td>80</td>
</tr>
<tr>
<td>UEEENEG047B</td>
<td>PROVIDE COMPUTATIONAL SOLUTIONS TO POWER ENGINEERING PROBLEMS</td>
<td>60</td>
</tr>
<tr>
<td>UEEENEG048B</td>
<td>SOLVE PROBLEMS IN COMPLEX MULTIPLE PATH POWER CIRCUITS</td>
<td>60</td>
</tr>
<tr>
<td>UEEENEG049B</td>
<td>SOLVE PROBLEMS IN COMPLEX POLYPHASE POWER CIRCUITS</td>
<td>60</td>
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<tr>
<td>UEEENEG001B</td>
<td>APPLY OHS PRACTICES IN THE WORKPLACE</td>
<td>20</td>
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<tr>
<td>UEEENEEE028</td>
<td>DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS</td>
<td>40</td>
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**Stream Core Elective Units of Study**

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<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>UEEENEE020B</td>
<td>PROVIDE BASIC INSTRUCTION IN THE USE OF ELECTROTECHNOLOGY APPARATUS</td>
<td>20</td>
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<tr>
<td>UEEENEEKO42A</td>
<td>PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
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<tr>
<td>UEEENEEKO45A</td>
<td>IMPLEMENT &amp; MONITOR, POLICIES &amp; PROCEDURES FOR ENVIRONMENTALLY SUSTAINABLE ELECTROTECH WORK PRACTICE</td>
<td>20</td>
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</table>

**Elective Units of Study**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>UEEENEE025B</td>
<td>SOLVE PROBLEMS IN COMPLEX MULTIPLE PATH CIRCUITS</td>
<td>60</td>
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<tr>
<td>UEEENEE078B</td>
<td>CONTRIBUTE TO RISK MANAGEMENT IN ELECTROTECHNOLOGY SYSTEMS</td>
<td>20</td>
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<tr>
<td>UEEENEE002B</td>
<td>ASSEMBLE, SET UP AND TEST PERSONAL COMPUTERS</td>
<td>80</td>
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<tr>
<td>UEEENEEE032B</td>
<td>DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN COMPUTER SYSTEMS</td>
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<tr>
<td>UEEENEG045B</td>
<td>DEVELOP ENGINEERING SOLUTIONS FOR INDUCTION MOTOR PROBLEMS</td>
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<td>UEEENEH044B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN ANALOGUE CIRCUITS AND COMPONENTS IN ELECTRONIC CONTROL SYSTEMS</td>
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<tr>
<td>UEEENEEE05B</td>
<td>UNDERTAKE COMPUTATIONS IN AN ELECTROTECHNOLOGY ENVIRONMENT</td>
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<tr>
<td>UEEENEH048B</td>
<td>DESIGN AND DEVELOP ADVANCED DIGITAL SYSTEMS</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>UEENEEH081B</td>
<td>Design Printed Circuit Boards</td>
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<tr>
<td>UEENEEH083B</td>
<td>Analyse the Performance of Wireless-Based Electronic Systems</td>
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<tr>
<td>UEENE051B</td>
<td>Provide Programming Solution for Engineering Problems</td>
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<tr>
<td>UEENEEH025B</td>
<td>Provide Solutions to Single Phase Electronic Power Control Problems</td>
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<tr>
<td>UEENEEH026B</td>
<td>Provide Solutions to Polyphase Electronic Power Control Problems</td>
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<tr>
<td>UEENE007B</td>
<td>Develop, Enter and Verify Programs for Programmable Logic Controllers Using Ladder Instruction Set</td>
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<tr>
<td>UEENE09B</td>
<td>Develop, Enter and Verify Programs for Industrial Control Systems Using High Level Instructions</td>
<td>60</td>
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<tr>
<td>UEENEEG035B</td>
<td>Diagnose and Rectify Faults in A.C. Motor Drive Systems</td>
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<tr>
<td>UEENEEG041B</td>
<td>Diagnose and Rectify Faults in Servo Drive Systems</td>
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<tr>
<td>UEENE008B</td>
<td>Develop, Enter and Verify Programs in Supervisory Control and Data Acquisition Systems</td>
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<tr>
<td>UEENEE026B</td>
<td>Design a Computer Based Control System</td>
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<td>UEENEEK032B</td>
<td>Develop Strategies to Address Sustainability Issues</td>
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<tr>
<td>Solar Stream</td>
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<tr>
<td>UEENEE026B</td>
<td>Install and Set Up Grid Connected Photovoltaic Power Systems</td>
<td>40</td>
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<tr>
<td>UEENEE025C</td>
<td>Solve Basic Problems in Photovoltaic Energy Apparatus</td>
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<tr>
<td>UEENEE023B</td>
<td>Carry Out Basic Repairs to Renewable Energy Apparatus by Replacement of Components</td>
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<tr>
<td>UEENEE036B</td>
<td>Prepare Grid Connected Photovoltaic Power Systems for LV Connection</td>
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<tr>
<td>UEESEE01B</td>
<td>Apply OHS Practices in the Workplace</td>
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<tr>
<td>UEESEE008B</td>
<td>Lay Wiring and Terminate Accessories for Extra-Low Voltage Circuits</td>
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<td>UEESEE027B</td>
<td>Diagnose Faults in Renewable Energy Control Systems</td>
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<th>Course Code</th>
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<tr>
<td>UEENEEK028B</td>
<td>Solve Basic Problems in Stand-Alone Renewable Energy Systems</td>
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<tr>
<td>UEENEEK034B</td>
<td>Install Stand-Alone Photovoltaic Power Systems</td>
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<tr>
<td>UEENEEK035C</td>
<td>Design Grid Connected Power Supply Systems</td>
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<td>Hazardous Stream</td>
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<tr>
<td>UEENEM019A</td>
<td>Attend to Breakdowns in Hazardous Areas Coal Mining</td>
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<tr>
<td>UEENEM020A</td>
<td>Attend to Breakdowns in Hazardous Areas Gas Atmospheres</td>
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<tr>
<td>UEENEM021A</td>
<td>Attend to Breakdowns in Hazardous Areas Dust Atmospheres</td>
<td>20</td>
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<tr>
<td>UEENEM022A</td>
<td>Attend to Breakdowns in Hazardous Areas Pressurisation</td>
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<tr>
<td>UEENEM023A</td>
<td>Install Explosion-Protected Equipment and Wiring Systems Coal Mining</td>
<td>60</td>
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<tr>
<td>UEENEM024A</td>
<td>Install Explosion-Protected Equipment and Wiring Systems Gas Atmospheres</td>
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<tr>
<td>UEENEM025A</td>
<td>Install Explosion-Protected Equipment and Wiring Systems Dust Atmospheres</td>
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<tr>
<td>UEENEM026A</td>
<td>Install Explosion-Protected Equipment and Wiring Systems Pressurisation</td>
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<td>UEENEM027A</td>
<td>Maintain Equipment in Hazardous Areas Coal Mining</td>
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<td>UEENEM028A</td>
<td>Maintain Equipment in Hazardous Areas Gas Atmospheres</td>
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<td>UEENEM029A</td>
<td>Maintain Equipment in Hazardous Areas Dust Atmospheres</td>
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<tr>
<td>UEENEM030A</td>
<td>Maintain Equipment in Hazardous Areas Pressurisation</td>
<td>60</td>
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<tr>
<td>UEENEM038A</td>
<td>Conduct Testing of Hazardous Area Installations Coal Mining</td>
<td>40</td>
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<tr>
<td>UEENEM039A</td>
<td>Conduct Testing of Hazardous Area Installations Gas Atmospheres</td>
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<td>UEENEM040A</td>
<td>Conduct Testing of Hazardous Area Installations Dust Atmospheres</td>
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<td>UEENEM041A</td>
<td>Conduct Testing of Hazardous Area Installations Pressurisation</td>
<td>40</td>
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<tr>
<td>UEENEM042A</td>
<td>Conduct Close Visual Inspection of Existing Hazardous Areas Installations</td>
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<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tr>
<td>UEEENMO43A</td>
<td>CONDUCT DETAILED INSPECTION OF HAZARDOUS AREAS INSTALLATIONS COAL MINING</td>
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<tr>
<td>UEEENMO44A</td>
<td>CONDUCT DETAILED INSPECTION OF HAZARDOUS AREAS INSTALLATIONS GAS ATMOSPHERES</td>
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<tr>
<td>UEEENMO45A</td>
<td>CONDUCT DETAILED INSPECTION OF HAZARDOUS AREAS INSTALLATIONS DUST ATMOSPHERES</td>
<td>40</td>
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<tr>
<td>UEEENMO46A</td>
<td>CONDUCT DETAILED INSPECTION OF HAZARDOUS AREAS INSTALLATIONS PRESSURISATION</td>
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<tr>
<td>UEEENMO80A</td>
<td>REPORT ON THE INTEGRITY OF EXPLOSION-PROTECTED EQUIPMENT IN A HAZARDOUS AREA</td>
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</table>
**BCCCM1001C FOLLOW OH&S POLICIES AND PROCEDURES**
Prerequisites: Nil.
Description: This unit specifies the competency required to work safely on a civil construction site adhering to OH&S policies and procedures. It includes the minimum criteria for competency assessment. This unit includes emergency procedures, identification of hazards applicable to civil construction workplaces and basic risk assessment.
Required Reading: VU 2008 VU produced Unit Learning Resources (Various) VU
Assessment: Project work; Written objective tests; Practical projects AND/OR RPL.

**BCCCM1002B CONDUCT WORKPLACE COMMUNICATION**
Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Description: This unit specifies the competency required to communicate effectively with other workers in a civil construction workplace environment. It includes the minimum criteria for competency assessment. This unit includes gathering, conveying and receiving information through verbal and written forms of communication.
Required Reading: VU 2008 VU produced Unit Learning Resources (Various) VU
Assessment: Workplace assessment; Practical exercises; Assignments and/or RPL.

**BCCCM1003B PLAN AND ORGANISE WORK**
Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Description: This unit specifies the competency required to plan allotted tasks to maximise personal productivity on a civil construction site. It includes the minimum criteria for competency assessment. This unit includes pre-work planning and the safe and efficient sequencing of work.
Required Reading: VU 2008 VU produced Unit Learning Resources (Various) VU
Assessment: Project work; Practical exercises; Verbal assessment and/or RPL.

**BCCCM1004B CARRY OUT MEASUREMENTS AND CALCULATIONS**
Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Description: This unit specifies the competency required to carry out measurements and perform simple calculations to determine task and material requirements for a job in a civil construction work environment. It includes the minimum criteria for competency assessment.

**BCCCM1005B HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF NONTOXIC**
Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Description: This unit specifies the competency required to handle construction material and safely dispose of non-toxic materials. It includes the minimum criteria for competency assessment. This unit covers planning and preparation for work, the manual handling, sorting and stacking of materials, the mechanical handling of materials, the removal of waste and the area clean up.
Required Reading: VU 2008 VU produced Unit Learning Resources (Various) VU
Assessment: Project work; Practical exercises and/or RPL.

**BCCCM2001B USE CIVIL CONSTRUCTION HAND AND POWER TOOLS**
Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Description: This unit specifies the competency required to use a range of hand and power tools to carry out work. It includes the minimum criteria for competency assessment. This unit includes the comprehension of written job specifications and the recognition of document and abbreviations, the identification of key features and specifications on a site plan, the recognition of types of construction activities and sites, the identification of equipment commonly employed in civil construction activities and sites. It includes the minimum criteria for competency assessment. This unit covers the identification of types of equipment, the planning and preparation for work, the conduct of checks, the use of the plant and equipment and the post operational maintenance and clean up.
Required Reading: VU 2008 VU produced Unit Learning Resources (Various) VU
Assessment: Project work; Workplace assessment; Practical projects; and/or RPL.

**BCCCM2002C USE SMALL PLANT AND EQUIPMENT**
Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Description: This unit specifies the competency required to safely and effectively use small plant and equipment commonly employed in civil construction activities and sites. It includes the minimum criteria for competency assessment. This unit covers the identification of the most appropriate equipment, the planning and preparation for work, the conduct of checks, the use of the plant and equipment and the post operational maintenance and clean up.
Required Reading: VU 2008 VU produced Unit Learning Resources (Various) VU
Assessment: Project work; Workplace assessment; Practical projects; and/or RPL.

**BCCCM2003B READ AND INTERPRET PLANS AND SPECIFICATIONS**
Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Description: This unit specifies the competency required to read and interpret plans and specifications relevant to civil construction operations. It includes the minimum criteria for competency assessment. The unit covers the interpretation of types of plans and drawings and their functions, the recognition of commonly used symbols and abbreviations, the identification of key features and specifications on a site plan, the comprehension of written job specifications and the recognition of document status and amendment detail.
Required Reading: VU 2008 VU produced Unit Learning Resources (Various) VU
Assessment: Project work; Practical exercises; Practical projects; Verbal assessment and/or RPL.

**BCCCM2004B DRAIN AND DEWATER SITE**
Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Description: This unit specifies the competency required to drain and/or dewater civil
construction project sites for environmental protection purposes and the control of water which may affect construction. It includes the minimum criteria for competency assessment. This unit includes the drainage of surface water and the dewatering of trenches, excavations, pits, wells, ponds and caffer dams.

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

**Assessment:** Project work; Workplace assessment; Practical projects; and/or RPL.

### BCCCM2005B CARRY OUT MANUAL EXCAVATION

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Description:** This unit specifies the competency required to carry out safe and effective manual excavation for situations requiring basic benchmarking and battering but not requiring formal shoring. It includes the minimum criteria for competency assessment. The unit includes preparation for work, the digging and cleaning of the excavation, excavation of post holes, the application of basic collapse prevention techniques, the isolating of the immediate area and the final clean up.

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

**Assessment:** Project work; Practical exercises and/or RPL.

### BCCCM2006B SUPPORT PLANT OPERATIONS

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Description:** This unit specifies the competency required to support plant operations on a construction site. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the identification and protection of services, the direction and guidance of plant operations, and the manual finishing and clean up of jobs.

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

**Assessment:** Project work; Workplace assessment; Practical exercises; Verbal assessment and/or RPL.

### BCCCM2007B SPREAD AND COMPACT MATERIALS MANUALLY

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Description:** This unit specifies the competency required to spread and compact soils and aggregate with hand tools, hand tampers and small compaction equipment. It also includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, directing the placement and spreading by machine plus the manual spreading and compaction of soils and aggregates and site clean up.

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

**Assessment:** Project work; Workplace assessment; Practical exercises; and/or RPL.

### BCCCM2008B CARRY OUT BASIC LEVELLING

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Description:** This unit specifies the competency required to carry out basic levelling including the establishment of earthwork alignment and the transfer of heights from the survey control. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the establishment of alignment, the set up and use of levelling devices and the recording of outcomes.

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

**Assessment:** Simulated workplace assessment; Written objective tests; Oral test/technical interview; Workplace assessment; Practical exercises; Practical projects.

### BCCCM2009B WORK IN CONFINED SPACES

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Description:** This unit specifies the competency required to work in a confined space (enclosed or partially enclosed) for the purpose of carrying out work or inspections. It includes the minimum criteria for competency assessment. This unit includes entry and exit procedures, assessment of associated risks and how to operate safely in a confined space which is at atmospheric pressure during occupancy.

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

**Assessment:** Project work; Practical exercises; Oral test; Workplace assessment; RPL.

### BCCCM2010B INSTALL TRENCH SUPPORT

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Description:** This unit specifies the competency required to shore a trench to prevent the collapse of trench walls and provide safety to personnel working in the trench. It includes the minimum criteria for competency assessment. This unit includes the set out, installation and removal of shoring.

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

**Assessment:** Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises; Practical projects.

### BCCCM2012B CARRY OUT CONCRETE WORK

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Description:** This unit specifies the competency required to carry out concrete work on civil construction projects to foundations, slabs and retaining structures. It includes the minimum criteria for competency assessment. This unit includes setting out, reinforcing, erecting and dismantling formwork, placing, finishing and curing concrete.

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

**Assessment:** Simulated workplace assessment; Project work; Questionnaire; Written objective tests; Oral test/technical interview; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; RPL.

### BCCCM2013C CONTROL TRAFFIC WITH A STOP-SLOW BAT

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Description:** This unit specifies the competency required to control traffic on public roads and construction sites for the protection of site workers and the general public, including the minimum criteria for competency assessment. This unit includes operating a radio and using a stop-slow bat.

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

**Assessment:** Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises; Practical projects.

### BCCCM2014B IDENTIFY, LOCATE AND PROTECT UNDERGROUND SERVICES

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Description:** This unit specifies the competency required to identify, locate and protect underground services in preparation of a site for construction operations. It includes the minimum criteria for competency assessment. This unit includes searching for known or potential services or utilities which may exist under the surface of a specified excavation site.

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

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BCCCM3001B CONSTRUCT AND DismANTLE TEMPORARY FENCING AND GATES

Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Description: This unit specifies the competency required to construct, maintain and dismantle fences and gates to isolate work sites or re-fence existing land owners property. It includes the minimum criteria for competency assessment. This unit includes isolation fences and gates for equipment and materials preventing accidents due to unauthorised access on civil construction sites.

Required Reading: VU 2008 VU produced Unit Learning Resources (Various) VU
Assessment: Project work; Practical exercises and/or RPL.

BCCCM3003C IMPLEMENT TRAFFIC MANAGEMENT PLAN

Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Description: This unit specifies the competency required to implement a traffic management plan for works on roads ensuring traffic flow is maintained and risk to the safety of the public and workers is minimised. It includes the minimum criteria for competency assessment. The unit includes traffic management plans for public and private roads, parking areas and restricted access construction sites.

Required Reading: VU 2008 VU produced Unit Learning Resources (Various) VU
Assessment: Written objective tests; Practical exercises.

BCCPO3001B CONDUCT BACKHOE/LOADER OPERATIONS

Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Description: This unit specifies the competency required to conduct civil construction backhoe/loader operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the backhoe/loader for a range of mandatory tasks, the fitting, use and removal of attachments and operator maintenance activities.

Required Reading: VU 2008 VU produced Unit Learning Resources (Various) VU
Assessment: Written objective tests; Oral test; Workplace assessment; Practical projects.

BCCPO3003B CONDUCT EXCAVATOR OPERATIONS

Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Description: This unit specifies the competency required to conduct civil construction excavator operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the excavator for a range of mandatory tasks, the fitting, use and removal of attachments and operator maintenance activities.

Required Reading: VU 2008 VU produced Unit Learning Resources (Various) VU
Assessment: Written objective tests; Oral test; Workplace assessment; Practical exercises.

BCCPO3004B CONDUCT WHEELED FRONT END LOADER OPERATIONS

Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Description: This unit specifies the competency required to conduct civil construction front end loader operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the front end loader for a range of mandatory tasks, the fitting, use and removal of attachments and operator maintenance activities.

Required Reading: VU 2008 VU produced Unit Learning Resources (Various) VU
Assessment: Project work; Written objective tests; Oral test; Workplace assessment; Practical exercises.

BCCPO3006B CONDUCT GRADER OPERATIONS

Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Description: This unit specifies the competency required to conduct civil construction grader operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the grader for a range of mandatory tasks, the fitting, use and removal of attachments and operator maintenance activities.

Required Reading: VU 2008 VU produced Unit Learning Resources (Various) VU
Assessment: Project work; Written objective tests; Oral test; Workplace assessment; Practical exercises.

BCCPO3008B CONDUCT SKID STEER LOADER OPERATIONS

Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Description: This unit specifies the competency required to conduct civil construction skid steer loader operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the skid steer loader for a range of mandatory tasks, the fitting, use and removal of attachments and operator maintenance activities.

Required Reading: VU 2008 VU produced Unit Learning Resources (Various) VU
Assessment: Simulated workplace assessment; Project work; Questionnaire; Written objective tests; Oral test/technical interview; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; RPL.

BCCPO3013B CONDUCT ROLLER OPERATIONS

Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Description: This unit specifies the competency required to conduct civil construction roller operations to roll and compact materials. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the roller for a range of mandatory tasks and the conduct of operator maintenance activities.

Required Reading: VU 2008 VU produced Unit Learning Resources (Various) VU
Assessment: Simulated workplace assessment; Written objective tests; Workplace assessment; Practical exercises.

BCCPO3014B CONDUCT WATER CART OPERATIONS

Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Description: This unit specifies the competency required to conduct civil construction water cart operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the water cart for a range of mandatory tasks,
and the conduct of operator maintenance and work finalisation activities.

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

**Assessment:** Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

**BCCP03016B CONDUCT DUMP TRUCK OPERATIONS**

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Description:** This unit specifies the competency required to conduct civil construction dump truck operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the dump truck for a range of mandatory tasks, and the conduct of operator maintenance and work finalisation activities.

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

**Assessment:** Simulated workplace assessment; Written objective tests; Workplace assessment; Practical exercises; Practical projects.

**BCCRC2001B REPAIR POTHOLES**

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Description:** This unit covers the competency required to repair potholes using pavement materials, hot mix and cold mix preparations. It includes the minimum criteria for competency assessment. The unit includes preparation, repair and clean up of the pavement and the wearing surface.

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

**Assessment:** Simulated workplace assessment; Workplace assessment; Practical exercises.

**BCCRC2003B INSTALL SUB-SOIL DRAINAGE**

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Description:** This unit specifies the competency required to install sub-soil drainage to drain water away from the road pavement. It includes the minimum criteria for competency assessment. This unit includes the setting out of sub-soil drains, placement of bedding materials, installation of sub-soil drainage components and the monitoring of backfilling and compacting.

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

**Assessment:** Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

**BCCRC2008B LAY PIPES**

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Description:** This unit specifies the competency required to install pipes and drainage pipe culverts that form part of the road drainage system. It includes the minimum criteria for competency assessment. This unit includes the setting out of excavations/trenches, installing of bedding materials, lowering and positioning of pipes/pipe culverts, completion and backfilling.

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

**Assessment:** Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

**BCCRC3006B CONDUCT EARTHWORKS**

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Description:** This unit specifies the competency required to conduct the construction of the earthworks associated with road projects. It includes the minimum criteria for competency assessment. This unit includes the planning and preparation, set out of offset/recovery pegs, the support of plant in the formation and compaction of the earthworks and the determination of resources throughout the activity.

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

**Assessment:** Simulated workplace assessment; Oral test/technical interview; On job or workplace assessment; Practical projects; Verbal assessment; RPL.

**BCG1000A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** Receive and convey information; Carry out face to face routine communication; Work with others; Participate in simple on-site meeting processes.

**Required Reading:**

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

**BCG1001A CARRY OUT OH&S REQUIREMENTS**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** Plan and prepare for safe work practices; Use safe work practices to carry out work; Assume responsibility for safety of self and others; Work from ladder and work platforms; Use 240V power supply safely; Adhere to emergency procedures; Carry out general housekeeping.

**Required Reading:**

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

**BCG1002A PLAN AND ORGANISE WORK**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** Identify work requirements; Plan process to complete work; Select tools and equipment; Demonstrate safe and efficient sequence of work; Modify plan; Report outcomes; Clean up.

**Required Reading:**

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

**BCG1003A READ AND INTERPRET PLANS**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** Identify types of drawings and their functions; Recognise commonly used symbols and abbreviations; Locate and identify key features on a site plan; Identify and locate key features from sectional details and elevations; Recognise amendments; Read and interpret specifications.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG1004A CARRY OUT MEASUREMENTS AND CALCULATIONS
Prerequisites: Nil.
Description: Obtain measurements; Perform simple calculations; Estimate approximate quantities.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG1005A USE HAND AND POWER TOOLS
Prerequisites: Nil.
Description: Identify hand and power tools; Select hand tools; Use hand tools; Select power tools; Establish power supply to work location; Use power tools; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG1006A USE SMALL PLANT AND EQUIPMENT
Prerequisites: Nil.
Description: Identify plant and equipment, their operations and safety requirements; Select plant and equipment; Use plant and equipment; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG1007A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING
Prerequisites: BCG1001A Carry out OH&S Requirements, BCG1005A Use hand and power tools.
Description: Plan and prepare work; Erect safety barriers; erect scaffolding; Dismantle scaffold; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG1008A USE SIMPLE LEVELLING DEVICES
Prerequisites: Nil.
Description: Plan and prepare work; Set up and use levelling device; Transfer heights with straight edge and spirit level; Maintain given level or specified slope with boring rods; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG1010A CARRY OUT CONCRETING TO SIMPLE FORMS
Prerequisites: BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Description: Select tools and equipment; Erect and strip simple formwork; Place and tie reinforcement; Place concrete; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG1011A HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE
Prerequisites: Nil.
Description: Plan and prepare work; Correctly manual handle, sort and stack construction material; Prepare for mechanical handling of materials; Handle and remove waste safely; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG2007A OPERATE ELEVATED WORK PLATFORMS (EWP)
Prerequisites: BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Description: Plan and prepare work; Conduct routine checks of platform; Locate equipment in place for work application; Elevate platform to work location; Lower platform and shut down; Clean up.
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.
BSG3011A CARRY OUT BASIC SETTING OUT

Prerequisites: BCG1003A Read and interpret plans, and BCG1015A Prepare for construction process (brick/block laying). BCG2004A Carry out levelling.
Description: Plan and prepare work; Identify and indicate site boundaries; Set out first line for building; Set out right angled corner; Install other building lines; Check for square; Clean up.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BSBCM216A CREATE CUSTOMER FEEDBACK

Prerequisites: Nil.
Description: This unit specifies the outcomes required to deal with customer relationships at an introductory operational level. It covers the knowledge and skills required when meeting and greeting customers to create a positive impression and to establish rapport with the customer.
Required Reading: VU VU produced Unit Learning Resources
Assessment: The following methods may be used in assessing units: Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

BSBCM217A PROCESS CUSTOMER FEEDBACK

Prerequisites: Nil.
Description: This unit specifies the outcomes required to deal with customer feedback at an introductory operational level.
Required Reading: VU VU produced Unit Learning Resources
Assessment: The following methods may be used in assessing units: Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

BSBMGT516B FACILITATE CONTINUOUS IMPROVEMENT

Prerequisites: Nil.
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.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

BSBPUR501B DEVELOP, IMPLEMENT AND REVIEW PURCHASING STRATEGIES

Prerequisites: Nil.
Description: This unit specifies the outcomes required to develop, implement and evaluate an organisation’s purchasing strategies, and implement improvements to those strategies.
Required Reading:-
Assessment: The following methods may be used in assessing units: Written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.

BSBPR502B MANAGE SUPPLIER RELATIONSHIPS

Prerequisites: Nil.
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.
Required Reading: -
Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit of competency’s learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to facilitate learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks, written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.

BSBPR504B MANAGE A SUPPLY CHAIN

Prerequisites: Nil.
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.
Required Reading: -
Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit of competency’s learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to facilitate learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks, written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.

BSBRKG304A MAINTAIN BUSINESS RECORDS

Prerequisites: Nil.
Description: This unit describes the work required to maintain the records of a business or records system in good order on a day-to-day basis. It includes the work to gather together records that are subject to business or records system updates, to perform those updates, and to retrieve reports from the system in response to a request.
Required Reading: -
Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit of competency’s learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to facilitate learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks, written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.
tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling. The following methods may be used in assessing units: Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling.

CPCLDG3001A LICENSE TO PERFORM DOGGING
Prerequisites: Nil.
Description: This unit specifies the outcomes required to perform slinging techniques, including the selection and inspection of lifting gear and/or the directing of the crane operator in the movement of the load when the load is out of view of the crane/ operator for licensing purposes.
Required Reading: VU produced workbooks Required licensing hand books as per the state or territory authority
Assessment: Assessment methods will: - comply with Commonwealth, state or territory OHS legislation, standards relevant to safe dogging and crane operations. - apply Hazzard prevention and control measures - apply to move loads in conjunction with cranes including, the reading of tags, slinging, loading - use fibre and/or synthetic rope as tag lines, and connecting to loads using clove hitch, rolling hitch, bowline and single sheet bend. - conduct pre and post operational checks of the lifting equipment. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCLRG3001A LICENSE TO PERFORM RIGGING - BASIC LEVEL
Prerequisites: Nil.
Description: This unit specifies the outcomes required to perform basic rigging work associated with movement of plant and equipment, steel erections, hoists (including mast climbing hoists), placement of pre-cast concrete, safety nets and static lines, perimeter safety screens and shutters; and cantilever crane loading platforms for licensing purposes.
Required Reading: VU produced workbooks Required licensing hand books as per the state or territory authority
Assessment: Assessment methods will: - be conducted using the national OHS endorsed Assessment Instruments. These Instruments provide advice on their application. - be in conjunction with the assessment of other units of competency. - consistent and accurate in performance together with application of underpinning knowledge. - confirm a reasonable inference that competency is not only able to be satisfied under the particular circumstance, but is able to be transferred to other circumstances. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCLRG3002A LICENSE TO PERFORM RIGGING - INTERMEDIATE LEVEL
Prerequisites: Nil.
Description: This unit specifies the outcomes required to perform rigging work at the intermediate level, which includes all the outcomes for rigging work at the basic level, and also includes rigging of cranes, rigging of conveyors, rigging of dredges and excavators, rigging associated with tilt slabs, rigging associated with demolition work, and dual lifts for licensing purposes.
Required Reading: VU produced workbooks Required licensing hand books as per the state or territory authority
Assessment: Assessment methods will: - be conducted using the endorsed Assessment Instruments. These Instruments provide advice on their application. - apply to the use of 'simulators' in the assessment of this unit of competency is not acceptable. - be in conjunction with the assessment of other units of competency. - confirm consistency and accuracy of performance together with application of underpinning knowledge. - confirm a reasonable inference that competency is not only able to be satisfied under the particular circumstance, but is able to be transferred to other circumstances. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCLRG4001A LICENSE TO PERFORM RIGGING & ADVANCED LEVEL
Prerequisites: Nil.
Description: This unit specifies the outcomes required to perform rigging work at the advanced level, which includes all the outcomes for rigging work at the basic and intermediate levels, and also includes rigging of gin poles and shear legs, flying foaxes and cable ways, guyed derricks and structures, and suspended scaffolds and fabricated hung scaffolds for licensing purposes.
Required Reading: VU Produced Work Books Required licensing hand books as per the state or territory authority
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCLSF3001A LICENSE TO ERECT, ALTER AND Dismantle SCAFFOLDING - INTERMEDIATE LEVEL
Prerequisites: Nil.
Description: This unit specifies the outcomes required to erect, alter and dismantle scaffolding at the Intermediate level which includes use and operation of Cantilevered crane-loading platforms, Cantilevered and spurred scaffolds, Barrow ramps and sloping platforms, perimeter safety screens and shutters Mast climbers, and tube and coupler scaffolds (including tube and coupler covered ways and ganttries) for licensing purposes.
Required Reading: VU produced workbooks Required licensing hand books as per the state or territory authority
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of
employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

CPCCLS4001A LICENCE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING - ADVANCED LEVEL
Prerequisites: Nil.
Description: This unit specifies the outcomes required to erect, alter and dismantle scaffolding at the Advanced level. Scaffolding consists of all intermediate scaffolding work including all other scaffolding work connected with the use and operation of Hung scaffolds and Suspended scaffolds for licensing purposes.
Required Reading: VU produced workbooks Required licensing hand books as per the state or territory authority
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

EB023 INTRODUCTION TO FINANCIAL MANAGEMENT
Locations: Sunshine.
Prerequisites: Nil.
Description: The purpose of this module is to provide competency based training at the paraprofessional level to enable participants to describe the processes of financial management in their enterprise, to perform relevant calculations and to prepare a budget for their enterprise.
Required Reading: No Required Reading

EB050 ENGINEERING PROJECT
Locations: Sunshine.
Prerequisites: Nil.
Description: To enable students to proceed from a client's brief to the preparation of design and development briefs, engineering solutions, design and detail drawings, written reports of tasks, processes and design outcomes, and the oral presentation of technical information.
Required Reading: No Required Reading

EB076 INTRODUCTION TO ENVIRONMENTAL MANAGEMENT
Locations: Sunshine.
Prerequisites: Nil.
Required Reading: No Required Reading

EB701 ADVANCED MACHINE DESIGN
Locations: Sunshine.
Prerequisites: Nil.
Description: ADVANCED MACHINE DESIGN
Required Reading: No Required Reading

EB703 MACHINE DESIGN
Locations: Sunshine.
Prerequisites: Nil.
Description: MACHINE DESIGN
Required Reading: No Required Reading

EB704 MECHANICAL DESIGN
Locations: Sunshine.
Prerequisites: Nil.
Description: MECHANICAL DESIGN
Required Reading: No Required Reading

EB711 THERMODYNAMICS 2
Locations: Sunshine.
Prerequisites: Nil.
Description: THERMODYNAMICS 2
Required Reading: No Required Reading

EB852 FOUNDATIONS 1
Locations: Sunshine.
Prerequisites: Nil.
Description: FOUNDATIONS 1
Required Reading: No Required Reading

EB854 STORMWATER DRAINAGE
Locations: Sunshine.
Prerequisites: Nil.
Description: STORMWATER DRAINAGE
Required Reading: No Reading Required

EB855 STRUCTURAL STEEL DESIGN 1
Locations: Sunshine.
Prerequisites: Nil.
Description: STRUCTURAL STEEL DESIGN 1
Required Reading: No Required Reading

EB874 STRUCTURAL STEEL DESIGN 2
Locations: Sunshine.
Prerequisites: Nil.
Description: STRUCTURAL STEEL DESIGN 2
Required Reading: No Required Reading

ICTBW3082A PERFORM TESTS ON OPTICAL COMMUNICATION SYSTEM AND COMPONENTS
Locations: Melton, Sunshine.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to test optical communication systems and components in the field using portable test instruments. It covers testing of point-to-point networks as well as next generation optical fibre networks which use passive optical network (PON) technologies in fibre to the home (FTTH) deployment.
Required Reading: VU produced Workbooks
Assessment: This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

ICTBWN3088A INSTALL OPTICAL FIBRE SPLITTERS IN FIBRE DISTRIBUTION HUBS
Locations: Melton, Sunshine.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to install optical fibre splitters in fibre distribution hubs (FDH) as part of a fibre to the premises (FTTP) network. Optical networks and FTTP are part of the strategies by service providers using wave division multiplexing (WDM) to deliver very high speed broadband capacity through the access network for the National Broadband Network (NBN) initiative.
Required Reading: VU produced Workbooks
Assessment: This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

ICTBWN3090A INSTALL LEAD-IN MODULE AND CABLE FOR FIBRE TO THE PREMISES
Locations: Melton, Sunshine.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to install a lead-in module and its associated cable for a fibre to the premises (FTTP) installation.
Required Reading: VU produced Workbooks
Assessment: This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

ICTBWN3100A WORK SAFELY WITH LIVE FIBRE TO TEST AND COMMISSION A FIBRE TO THE X INSTALLATION
Locations: Melton, Sunshine.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to work safely on a live optical fibre installation to test and commission a wave division multiplexing (WDM) system or connect a splitter for fibre to the x (FTTX) deployment. Optical networks and FTTX are part of the strategies by service providers using WDM to deliver very high speed broadband capacity through the access network for the National Broadband Network (NBN) initiative.
Required Reading: VU produced Workbooks
Assessment: This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

ICTCBL2017A ALTER SERVICES TO EXISTING CABLE SYSTEM
Locations: Melton, Sunshine.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to alter services to an existing voice or data cable system within customer premises.
Required Reading: VU produced Workbooks
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

ICTCBL2065A SPLICE AND TERMINATE OPTICAL FIBRE CABLE FOR CARRIERS AND SERVICE PROVIDERS
Locations: Melton, Sunshine.
ICTCBL3010A INSTALL AND TERMINATE OPTICAL FIBRE CABLE ON CUSTOMER PREMISES

Locations: Melton, Sunshine.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to install and test optical fibre cable on customer premises for telecommunications applications. Assessment by a TITAB registered assessor is recommended. All customer cabling work in the telecommunications, fire, security and data industries must be performed by a registered cabler. All cablers are required to register with an Australian Communications and Media Authority (ACMA)-accredited registrar.

Required Reading: VU produced Workbooks

Assessment: This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

ICTCBL3011A INSTALL AND TERMINATE COAXIAL CABLE

Locations: Melton, Sunshine.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to install and terminate coaxial cable on customer premises in communications applications, digital and analogue, including telephony, data and video, including digital broadcasting, computer networks, including local area networks (LAN), wide area networks (WAN) and multimedia.

Required Reading: VU produced Workbooks

Assessment: This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

ICTCBL3013A PERFORM CABLE AND SYSTEM TEST ON CUSTOMER PREMISES

Locations: Melton, Sunshine.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to test the performance of equipment on customer premises for the purpose of commissioning, fault identification or routine maintenance. It includes ensuring a safe and secure work environment while work is being undertaken.

Required Reading: VU produced Workbooks

Assessment: This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

ICTCBL3014A HAND OVER SYSTEMS AND EQUIPMENT

Locations: Melton, Sunshine.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to effectively transfer control of a newly installed or upgraded system to a customer. It includes the transfer of information to the client and the completion of relevant documentation.

Required Reading: VU produced Workbooks

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

ICTCBL3015A LOCATE AND IDENTIFY CABLE SYSTEM FAULTS

Locations: Sunshine.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to locate and identify cable system faults in communications cables at enterprise and customer premises sites. The cable types may be telecommunications, voice or data cabling.

Required Reading: VU Produced Workbook

Assessment: This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

ICTCBL3018A INSTALL UNDERGROUND ENCLOSURES AND CONDUIT

Locations: Melton, Sunshine.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to install underground enclosures and conduit for new or cable maintenance tasks in access networks or customer premises.

Required Reading: VU produced Workbooks

Assessment: This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

ICTCBL3019A INSTALL UNDERGROUND CABLE

Locations: Melton, Sunshine.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to install underground cable for all communications applications in Access Networks or customer premises.

Required Reading: VU produced Workbooks

Assessment: This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

ICTCBL3020A CONSTRUCT AERIAL CABLE SUPPORTS

Locations: Melton, Sunshine.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to install aerial cable supports in all communications applications.

Required Reading: VU produced Workbooks

Assessment: This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

ICTCBL3021A INSTALL AERIAL CABLE

Locations: Melton, Sunshine.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to install aerial cable in all communications applications.

Required Reading: VU produced Workbooks

Assessment: This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

ICTCBL3049A INSTALL SYSTEMS AND EQUIPMENT ON CUSTOMER PREMISES

Locations: Melton, Sunshine.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to install customer premises equipment. This may include communications
applications, such as telephony, broadband data, video, including digital broadcasting, computer networks, including local area networks (LAN), wide area networks (WAN) and multimedia.

**ICTCBL3052A CUT OVER NEW SYSTEMS AND EQUIPMENT ON CUSTOMER PREMISES**

*Locations:* Melton, Sunshine.

*Prerequisites:* Nil.

*Description:* This unit describes the performance outcomes, skills and knowledge required to cut over new customer premises systems and equipment. This may include communications applications in telephony, broadband, data, video, radio frequency identification (RFID), security and computer networks, including local area networks (LAN), wide area networks (WAN) and multimedia.

*Required Reading:* VU produced Workbooks

*Assessment:* This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**ICTCBL3067A MODIFY AND CUT OVER CABLE**

*Locations:* Melton, Sunshine.

*Prerequisites:* Nil.

*Description:* This unit describes the performance outcomes, skills and knowledge required to modify an infrastructure to cut over new cables into an existing cabling installation. This may include communications applications in telephony, broadband, data, video, radio frequency identification (RFID), security and computer networks, including local area networks (LAN), wide area networks (WAN) and multimedia.

*Required Reading:* VU produced Workbooks

*Assessment:* This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**ICTCBL3069A INSTALL NETWORK CABLE EQUIPMENT**

*Locations:* Melton, Sunshine.

*Prerequisites:* Nil.

*Description:* This unit describes the performance outcomes, skills and knowledge required to install network cable equipment in customer premises or service provider Access Networks. This may include communications applications in telephony, broadband, data, video, radio frequency identification (RFID), security and computer networks, including local area networks (LAN), wide area networks (WAN) and multimedia. Cable equipment is used for line and signal conditioning and may use optical or electronic technology in optical fibre hubs or hybrid fibre coaxial (HFC) housings.

*Required Reading:* VU produced Workbooks

*Assessment:* This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**ICTCBL3103A MAINTAIN CABLE NETWORK**

*Locations:* Melton, Sunshine.

*Prerequisites:* Nil.

*Description:* This unit describes the performance outcomes, skills and knowledge required to maintain cable network in customer premises or service provider access networks. This may include communications applications in telephony, broadband, data, video, radio frequency identification (RFID), security and computer networks, including local area networks (LAN), wide area networks (WAN) and multimedia.

*Cable equipment is used for line and signal conditioning and may use optical or electronic technology in optical fibre hubs or hybrid fibre coaxial (HFC) housings.*

*Required Reading:* VU produced Workbooks

*Assessment:* This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**ICTOHS2153A WORK SAFELY NEAR POWER INFRASTRUCTURE**

*Locations:* Melton, Sunshine.

*Prerequisites:* Nil.

*Description:* This unit describes the performance outcomes, skills and knowledge to conduct telecommunications operations near substantial safety hazards. It includes safe hazard management at heights near electrical distribution infrastructure, radiation devices or other services in confined spaces.

*Required Reading:* VU produced Workbooks

*Assessment:* Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

**ICTOHS2170A FOLLOW OCCUPATIONAL HEALTH AND SAFETY AND ENVIRONMENTAL POLICY AND**

*Locations:* Sunshine.

*Prerequisites:* Nil.

*Description:* This unit describes the performance outcomes, skills and knowledge required to follow safe working practices and environmental policy in the management of telecommunications workplace tasks. It involves awareness of safe handling of active optical fibre cabling, laser sources and equipment.

*Required Reading:* VU Produced Workbook

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

**ICCTEN2007A USE ELECTRICAL SKILLS IN TELECOMMUNICATIONS WORK**

*Locations:* Sunshine.

*Prerequisites:* Nil.

*Description:* This unit describes the performance outcomes, skills and knowledge required for an entry-level worker to use electrical skills working with analog and digital, cabling and wireless networking in telecommunications.

*Required Reading:* VU Produces Workbook

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

**ICCTEN2140A USE HAND AND POWER TOOLS**

*Locations:* Sunshine.

*Prerequisites:* Nil.

*Description:* This unit describes the performance outcomes, skills and knowledge required to safely use hand and power tools in the workshop and on the worksite.

*Required Reading:* VU Produced Workbook

*Assessment:* This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.
ICTEN3054A PROVIDE INFRASTRUCTURE FOR TELECOMMUNICATIONS NETWORK EQUIPMENT

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to install supporting infrastructure for telecommunications equipment and associated hardware equipment. This includes carrier grade switching, transmission and access equipment and associated media, power and monitoring equipment and alarm systems.

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.

ICTEN3056A INSTALL TELECOMMUNICATIONS NETWORK EQUIPMENT

Locations: Melton, Sunshine.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to effectively install and test telecommunications network equipment. It includes processes for checking plans, obtaining and proper handling of equipment and supplies.

Required Reading: VU produced Workbooks

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

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.

MEMO3001B PERFORM MANUAL PRODUCTION ASSEMBLY

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers assembling components and/or subassemblies in a production environment and testing the components and/or sub-assemblies to ensure compliance with specifications.

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.

MEMO3003B PERFORM SHEET AND PLATE ASSEMBLY

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

Required Reading: VU 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.

MCMT261A USE SCADA SYSTEMS IN MANUFACTURING

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

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

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

MEMO30068 SET ASSEMBLY STATIONS

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers setting up, adjusting and testing assembly stations according to defined procedures.

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.

MEMO40007B POUR MOLTEN METAL

Locations: Sunshine.
Prerequisites: MEM130048 Work safely with molten metals/glass
Description: This unit covers starting, operating and shutting down pressure die casting machines.

Required Reading: VU Produced Workbook

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

MEMO4018B PERFORM GENERAL WOODWORKING MACHINE OPS

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

MEMO5001B PERFORM MANUAL SOLDERING/DESOLD - ELEC

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers performing manual soldering/desoldering for the installation and fabrication of electrical/electronic components.
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.

MEMO5003B PERFORM SOFT SOLDERING

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit applies to performing soft soldering applications of ferrous and non-ferrous materials, using straightforward techniques, where heat damage to components or finish of soldered joint is not critical.
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.

MEMO5004C PERFORM ROUTINE OXY ACETYLENE WELDING

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers preparing materials and performing routine oxy acetylene welding.
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.

MEMO5005B CARRY OUT MECHANICAL CUTTING

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

MEMO5006B PERFORM BRAZING AND/OR SILVER SOLDERING

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

MEMO5007C PERFORM BRAZING AND OR SILVER SOLDERING

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers performing brazing (including braze welding) and silver soldering. It includes the preparation of materials and equipment and the inspection of the completed work.
Required Reading: VU Produced Workbooks
Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts. Assessments may include:- practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

MEMO5008C PERFORM ADV MANUAL HEATING & THERMAL CUTTING

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers performing manual heating, thermal cutting and gouging including the assembly and disassembly and operation of the equipment on a range of materials (ferrous, non-ferrous and non-metallic) using a variety of methods.
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.

MEMO5009C PERFORM ADV MANUAL HEATING, THERMAL CUT, GOUG SHA
**MEM5009C PERFORM AUTOMATED THERMAL CUTTING**

**Locations:** Sunshine.
**Prerequisites:** Nil.
**Description:** This unit covers setting up and using single and multi-headed automated thermal cutting machines.
**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.

**MEM5010B APPLY FABRICATION, FORMING**

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

**MEM5010C APPLY FABRICATION, FORMING AND SHAPING TECHNIQUES**

**Locations:** Sunshine.
**Prerequisites:** MEM5003C - PERFORM GEOMETRIC DEVELOPMENT MEM09002B - INTERPRET TECHNICAL DRAWING MEM12023A - PERFORM ENGINEERING MEASUREMENTS MEM12024A - PERFORM COMPUTATIONS MEM18001C - USE HAND TOOLS

**Description:** This unit covers applying the fabrication of shapes and products using a variety of forming and shaping techniques, using a variety of tools and equipment.
**Required Reading:** VU Produced Workbook

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

**MEM5011C ASSEMBLE FABRICATED COMPONENTS**

**Locations:** Sunshine.
**Prerequisites:** Nil.
**Description:** This unit covers assembling general fabricated components in plate, pipe and section or sheet.
**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.

**MEM5011D ASSEMBLE FABRICATED COMPONENTS**

**Locations:** Sunshine.
**Prerequisites:** MEM50005B - CARRY OUT MECHANICAL CUTTING MEM5007C - PERFORM MANUAL HEATING & THERMAL CUTTING MEM5012C - PERFORM ROUTINE MANUAL METAL ARC WELDING MEM5015D - WELD USING MANUAL METAL ARC WELDING PROCESS MEM5051A - SELECT WELDING PROCESSES MEM5052A - APPLY SAFE WELDING PRACTICES MEM09002B - INTERPRET TECHNICAL DRAWING MEM12023A - PERFORM ENGINEERING MEASUREMENTS MEM18001C, MEM18002B

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

**MEM5012C PERFORM ROUTINE MANUAL METAL ARC WELDING**

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

**MEM5013C PERFORM MANUAL PRODUCTION WELDING**

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

**MEM5014C MONITOR QUALITY OF PRODUCTION WELDING/FAB**

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

**MEM5015C WELD USING MANUAL METAL ARC WELD PROCESS**

**Locations:** Sunshine.
**Prerequisites:** Nil.

**Description:** This unit covers performing basic inspection of completed or partly completed welded fabrications produced by others in a production environment.
**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.
Description: This unit covers preparing materials, selecting and setting up the welding equipment, carrying out the manual metal arc welding (MMAW), and inspecting for and correcting defects, in a range of fabrication activities.

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.

MEMO5015D WELD USING MANUAL METAL ARC WELDING PROCESS

Locations: Sunshine.

Prerequisites: MEMO5012C - PERFORM ROUTINE MANUAL METAL ARC WELDING, MEMO5051A - SELECT WELDING PROCESSES, MEMO5052A - APPLY SAFE WELDING PRACTICES, MEM12023A - PERFORM ENGINEERING MEASUREMENTS, MEM18001C - USE HAND TOOLS, MEM18002B - USE POWER TOOLS, HAND HELD OPERATIONS

Description: This unit of competency covers the preparation, positioning, fixing, and manual welding techniques associated with general trade level welding using manual metal arc welding (MMAW) equipment including the selection and set up of the equipment appropriate to both the material and the weld to be performed, carrying out the MMAW to prescribed standards, and examining for and correcting defects, in a range of welded fabrications.

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.

MEMO5016C PERFORM ADV WELDING USING MAN METAL ARC

Locations: Sunshine.

Prerequisites: Nil.

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

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.

MEMO5017C WELD USING GAS METAL ARC WELDING PROCESS

Locations: Newport, Sunshine.

Prerequisites: Nil.

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

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

MEMO5017D WELD USING GAS METAL ARC WELDING PROCESS

Locations: Sunshine.

Prerequisites: MEMO5050B - PERFORM ROUTINE GAS METAL ARC WELDING, MEMO5051A - SELECT WELDING PROCESSES, MEMO5052A - APPLY SAFE WELDING PRACTICES, MEM12023A - PERFORM ENGINEERING MEASUREMENTS, MEM18001C - USE HAND TOOLS, MEM18002B - USE POWER TOOLS, HAND HELD OPERATIONS

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

Required Reading: VU 2008 VU produced Unit Learning Resources (Various) 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.
and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05020C PERFORM ADV WELD USING GAS TUNGSTEN ARC
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers preparing materials, selecting and setting up the welding equipment, carrying out advanced gas tungsten arc welding (GTAW), inspecting for and correcting defects, and maintaining the weld records.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05022C PERFORM ADV WELD USING OXY ACETYLENE WELDING PROCESS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers preparing materials, selecting and setting up the welding equipment, carrying out advanced oxy acetylene welding, carrying out using a range of materials for general fabrication.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05023C WELD USING SUBMERGED ARC WELDING PROCESS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers preparing materials, selecting and setting up the welding equipment, carrying out the submerged arc welding, inspecting for and correcting defects, and maintaining weld records.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05024B PERFORM WELDING SUPERVISION
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers instructing and qualifying welders in accordance with weld procedures, and maintaining quality and safety procedures.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05025C PERFORM WELDING/FABRICATION INSPECTION
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers performing welding/fabrication inspection by selecting, conducting or verifying appropriate nondestructive tests, establishing and validating welding procedures, ensuring quality assurance is carried out, and monitoring procedures.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05026B APPLY WELDING PRINCIPLES
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers applying welding principles to meet the statutory and regulatory requirements for welding procedures. It must be assessed in combination with one of the units satisfying Australian Standard 1796 Certificates 1 to 9.
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.

MEM05026C APPLY WELDING PRINCIPLES
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers applying welding principles to meet the statutory and regulatory requirements for welding procedures generally associated with the application of one of the units satisfying Australian Standard 1796 Certificates 1-9.
Required Reading: VU Produced Workbook
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05036C REPAIR/REPLACE/MODIFY FABRICATIONS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers instructing and qualifying welders in accordance with weld procedures, preparing materials, undertaking the repair, replacement or modification of the fabrication; cleaning and finishing to specifications; and inspecting the result.
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.
MEM05037C PERFORM GEOMETRIC DEVELOPMENT
Locations: Sunshine.
Prerequisites: MEM09002B - INTERPRET TECHNICAL DRAWING/MEM1 2023A - PERFORM ENGINEERING MEASUREMENTS/MEM1 2024A - PERFORM COMPUTATIONS
Description: This unit covers marking out general fabrications using geometric development.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05038B PERFORM ADV GEOMETRIC DEVELOPMENT - CYLIND/REC
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers marking out complex cylindrical/rectangular fabrications.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05039B PERFORM ADV GEOMETRIC DEVELOP - CONICAL
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers marking out complex conical fabrications using advanced geometric development techniques.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05040B PERFORM ADV GEOMETRIC DEVELOP - TRANSITION
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers marking out complex fabrications using geometric development.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05041B WELD USING POWDER FLAME SPRAYING
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers powder spraying, using hot and/or cold processes on a range of heavy or light materials.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05042B PERFORM WELD TO CODE STAND USE FLUX COR
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers preparing and producing welds to code standards using flux core arc welding (FCAW).
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05043B PERFORMS WELDS TO CODE STAND USE GAS META
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers preparing and producing welds to code standards using gas metal arc welding (GMAW).
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05044B PERFORM WELDS TO DOCE STAND USE GAS TUNG
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers preparing and producing welds to code standards using gas tungsten arc welding (GTAW).
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05045B PERFORM PIPE WELDS TO CODE STAND METAL A
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers preparing and producing pipe welds to code standards using manual metal arc welding (MMAW).
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.

MEM05046B PERFORM WELDS TO CODE STAND USE MAN META
Locations: Sunshine.
MEM05007C - PERFORM MANUAL HEATING & THERMAL CUTTING
MEM05012C - PERFORM ROUTINE MANUAL METAL ARC WELDING
MEM05015D - WELD USING MANUAL METAL ARC WELDING
MEM05016C - PERFORM ADV WELDING USING MAN METAL ARC WELDING
MEM05026C - APPLY WELDING PRINCIPLES
MEM0501A - SELECT WELDING PROCESSES
MEM0502A - APPLY SAFE WELDING PRACTICES
MEM0502B - INTERPRET TECHNICAL DRAWINGS
MEM10001C - Use hand tools
MEM10002B - Use power tools/hand held

MEM05047B WELD USING FLUX ARC WELDING PROCESS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers preparing materials, selecting and setting up the welding equipment, carrying out flux core arc welding (FCAW) and inspecting for and correcting defects.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05048B PERFORM ADV WELD USING FLUX ARC WELDING
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers preparing materials, selecting and setting up the welding equipment, carrying out advanced flux core arc welding (FCAW), inspecting for and correcting defects, and maintaining the weld records.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05049B PERFORM ROUTINE GAS TUNGSTEN ARC WELDING
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers preparing the materials and carrying out routine gas tungsten arc welding (GTAW).
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05050B PERFORM ROUTINE GAS METAL ARC WELDING
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers preparing materials and routine gas metal arc welding (GMAW).
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05051A SELECT WELDING PROCESSES
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers identifying material properties and selecting appropriate welding processes to achieve safe and effective welding outcomes.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05052A APPLY SAFE WELDING PRACTICES
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers identifying risks associated with welding operations and implementing hazard reduction practices.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

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

MEM05054A WRITE BASIC NC/CNC PROG FOR THERMAL CUT
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit applies to thermal cutting machines and covers identifying computer controlled machine program elements, writing a basic program and operation sheet, and trialling the program.
MEMO6007B PERFORM BASIC INCIDENTAL HEAT/QUENCHING

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers performing straightforward heating/quenching, tempering and annealing of ferrous and non-ferrous metals.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce knowledge and skill competence within specified parameters. Examples include determining the job requirements and sequence of operations, selecting and mounting tools, performing the heating/quenching operation, observing safety precautions, selecting appropriate wheels and accessories, observing correct monitoring of grinding operation, undertaking grinding to trade standard in terms of time and responsibility for own work, undertaking correct remedial procedures for out of specification results as per enterprise procedures. Assessments will include: - practical assessment - work projects - demonstration - written and oral tasks.

MEMO7001B PERFORM OPERATIONAL MAINTENANCE OF MACHINES/EQUIPMENT

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers carrying out programmed safety and maintenance checks on machines/equipment.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce knowledge and skill competence within specified parameters. Examples include: - determining the job requirements and sequence of operations - identifying guard, coolant and dust extraction requirements - correct fixing of job - correct job planning - undertaking grinding to trade standard in terms of time and responsibility for own work - undertaking correct remedial procedures for out of specification results as per enterprise procedures. Assessments will include: - practical assessment - work projects - demonstration - written and oral tasks.

MEMO7003B PERFORM MACHINE SETTING (ROUTINE)

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers routine setting of machines in accordance with defined procedures.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce knowledge and skill competence within specified parameters. Examples include: - determining the job requirements and sequence of operations - identifying required measuring instruments - determining required measurements - correct job planning - identifying required measuring instruments and equipment, safety equipment, holding devices, grinding wheels, accessories and sequence of operations - identifying guard, coolant and dust extraction requirements - performing the grinding operation and checking the components for conformance to specifications - undertaking grinding to trade standard in terms of time and responsibility for own work - undertaking correct remedial procedures for out of specification results as per enterprise procedures. Assessments will include: - practical assessment - work projects - demonstration - written and oral tasks.

MEMO7005C PERFORM GENERAL MACHINING

Locations: Sunshine.
Prerequisites: MEMO9002B - INTERPRET TECHNICAL DRAWING MEM12023A - PERFORM ENGINEERING MEASUREMENTS MEM18001C - USE HAND TOOLS
Description: This unit covers determining the job requirements and sequence of operations, selecting and mounting tools, performing the machining, measuring the components, and adjusting and maintaining a range of standard machine tools.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce knowledge and skill competence within specified parameters. Examples include: - determining the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEMO7006C PERFORM LATHE OPERATIONS

Locations: Sunshine.
Prerequisites: MEMO7005C - PERFORM GENERAL MACHINING MEM09002B - INTERPRET TECHNICAL DRAWING MEM12023A - PERFORM ENGINEERING MEASUREMENTS MEM18001C - USE HAND TOOLS
Description: This unit covers performing machining operations on a lathe to required tolerances and specifications using all types of accessories.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce knowledge and skill competence within specified parameters. Examples include: - determining the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEMO7007C PERFORM MILLING OPERATIONS

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers performing milling operations on a range of milling machines.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce knowledge and skill competence within specified parameters. Examples include: - determining the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEMO7008D PERFORM GRINDING OPERATIONS

Locations: Sunshine.
Prerequisites: MEMO7005C - PERFORM GENERAL MACHINING MEM09002B - INTERPRET TECHNICAL DRAWING MEM12023A - PERFORM ENGINEERING MEASUREMENTS MEM18001C - USE HAND TOOLS
Description: This unit covers determining the job requirements, observing safety precautions, selecting appropriate wheels and accessories, performing the grinding operations and checking the components for conformance to specifications.
Required Reading: VU Produced Workbooks
Assessment: Critical aspects of assessment and evidence include: - determining requirements for grinding job including quantity, material, measurements and tolerances - correct job planning including identifying required measuring instruments and equipment, safety equipment, holding devices, grinding wheels, accessories and sequence of operations - identifying guard, coolant and dust extraction requirements and checking equipment and coolant before grinding operation - correct fixing of job - correct monitoring of grinding operation - undertaking grinding to trade standard in terms of time and responsibility for own work - undertaking correct remedial procedures for out of specification results as per enterprise procedures. Assessments may include: - practical assessment - work projects - demonstration - written and oral tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LWC via a project or simulation.

MEMO7010B PERFORM TOOL AND CUTTER GRINDING OPERATION

Locations: Sunshine.
Prerequisites: Nil.
MEM07011B PERFORM COMPLEX MILLING OPERATIONS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers performing complex milling operations, including gear cutting and helical milling of a range of materials.
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.

MEM07012B PERFORM COMPLEX GRINDING OPERATIONS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers performing complex grinding operations.
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.

MEM07014B PERFORM ELECTRO-DISCHARGE MACHINING OPS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers performing electro-discharge (EDM) machining operations.
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.

MEM07015B SET COMPUTER CONTROLLED MACHINES/PROCESS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers mounting work holding fixtures/devices/tools, conducting pre-start checks, setting numerical and computer controlled machines, instructing the operator and replacing worn or damaged tooling.
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.

MEM07016C SET AND EDIT COMPUTER CONTROLLED MACHINE
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers setting up work holding fixtures/devices/tools, setting tooling offsets, trialling the program, instructing the operator and replacing worn or damaged tooling.
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.

MEM07018C WRITE BASIC NC/CNC PROGRAMS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers identifying computer controlled machine program elements, writing a basic program and operation sheet, and trialling the program.
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.

MEM07019C PROGRAM NC/CNC MACHINING CENTRE
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers writing and trialling programs for NC/CNC machining centres.
Required Reading: VU Produced Workbooks
Assessment: Assessment method: - Assessors should gather a range of evidence that is valid, sufficient, current and authentic. - Evidence can be gathered through a variety of ways including direct observation, supervisor’s reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. - The candidate must have access to all tools, equipment, materials and documentation required. - The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials. Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LiWC via a project simulation.

MEM07021B PERFORM COMPLEX LATHE OPERATIONS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers setting up work, selecting and preparing tooling and performing complex turning operations.
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.
MEM07024B OPERATE AND MONITOR MACHINE/PROCESS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers obtaining the job instruction, conducting the pre-start checks, and operating and monitoring the machine or process.
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.

MEM07026B PERFORM ADVANCED PLASTIC PROCESSING
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers producing products using advanced plastic processing equipment.
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.

MEM07027B PERFORM ADVANCED PRESS OPERATIONS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers performing advanced press operations and recognising and rectifying deviations and faults in the product/output, raw material or feed stock, tooling and machine/process.
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.

MEM07028B OPERATE COMPUTER CONTROLLED MACHINES/PROCESS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers obtaining the job instructions, conducting the pre-start checks, and operating and monitoring the computer controlled machine or process.
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.

MEM07032B USE WORKSHOP MACHINES FOR BASIC OPERATION
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers basic machining in a maintenance or jobbing environment.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
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**MEMO90058 PERFORM BASIC ENGINEERING DETAIL DRAFTING**  
**Locations:** Sunshine.  
**Prerequisites:** Nil.  
**Description:** This unit covers producing drawings to Australian Standard 1100 or equivalent where the critical dimensions and associated tolerances and design specifications are predetermined.  
**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.

**MEMO9008B PERFORM ADVANCED STRUCTURAL DETAIL DRAFTING**  
**Locations:** Sunshine.  
**Prerequisites:** MEMO9002B - INTERPRET TECHNICAL DRAWING  
**Description:** This unit covers producing fabrication/structural assembly, fabrication/structural layout drawings to AS 1100 or equivalent.  
**Required Reading:** VU Produced Workbook  
**Assessment:** Assessment method: - Assessors should gather a range of evidence that is valid, sufficient, current and authentic. - Evidence can be gathered through a variety of ways including direct observation, supervisor’s reports, project work, samples and questioning. - Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. - The candidate must have access to all tools, equipment, materials and documentation required. - The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks.

**MEMO9009C CREATE 2D DRAWINGS USE COMP AIDED DESIGN**  
**Locations:** Sunshine.  
**Prerequisites:** MEMO9002B - INTERPRET TECHNICAL DRAWING - INTERACT WITH COMPUTING TECHNOLOGY  
**Description:** This unit covers preparing the CAD environment, creating 2D drawings, and producing output including linked bills of materials.  
**Required Reading:** VU Produced Workbook  
**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MEMO9022A CREATE 2D CODE FILES USING COMPUTER AIDED MANUFACTURING SYSTEM**  
**Locations:** Sunshine.  
**Prerequisites:** Nil.  
**Description:** This unit covers producing 2D CAM code files, managing files, managing tools and associated customisation of installed software including the use of macros, menus and default settings.  
**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.

**MEMO9141A REPRESENT MECHANICAL ENGINEERING DESIGNS**  
**Locations:** Sunshine.  
**Prerequisites:** Nil.  
**Description:** This unit defines the competencies required to represent the design of mechanical and manufacturing engineering products, processes, systems or services using appropriate graphical techniques, specifications and documentation. Work would typically be carried out as part of a design team.  
**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.

**MEMO9142A REPRESENT MECHATRONIC ENGINEERING DESIGNS**  
**Locations:** Sunshine.  
**Prerequisites:** Nil.  
**Description:** This unit covers representing mechatronic and maintenance systems products, processes, systems or services using appropriate graphical techniques, specifications and documentation. Mechatronics is usually defined as the integration of mechanical, electronics, programming, electrical and fluid power in an automated engineering product.  
**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.

**MEMO9151A APPLY COMPUTER AIDED MODELLING AND DATA MANAGEMENT TECHNIQUES TO MECHANICAL ENGINEERING DESIGNS**  
**Locations:** Sunshine.  
**Prerequisites:** Nil.  
**Description:** This unit covers the application of CAD modelling and data management techniques to the design of mechanical and manufacturing engineering products, processes, systems or services.  
**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.

**MEMO9152A APPLY COMPUTER AIDED MODELLING AND DATA MANAGEMENT TECHNIQUES TO MECHATRONIC ENGINEERING DESIGNS**  
**Locations:** Sunshine.  
**Prerequisites:** Nil.  
**Description:** This unit covers applying CAD modelling and data management techniques to the design of mechatronic and maintenance engineering products, processes, systems or services. Mechatronics is usually defined as the integration of
mechanical, electronics, programming, electrical and fluid power in an automated engineering product.

**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.

**MEM10001C ERECT STRUCTURES**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers inspecting and preparing the erection site and erecting structures.

**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.

**MEM10002B TERMINATE AND CONNECT ELECTRICAL WIRING**

**Locations:** Sunshine.

**Prerequisites:** MEM09002B - INTERPRET TECHNICAL DRAWING/ MEM12002B - PERFORM ELECTRICAL/ELECTRONIC MEASUREMENT/ MEM18001C - USE HAND TOOLS

**Description:** This unit covers terminating, disconnecting or reconnecting electrical wiring and circuits.

**Required Reading:** 1 VU Produced Workbook

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

**MEM10003B INSTALL AND TEST ELECTRICAL WIRING AND CIRCUITS UP TO 1000 VOLTS A.C. AND AND/OR EQUIPMENT**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers installing and testing electrical wiring and circuits up to 1000 volts a.c. and 1500 volts d.c.

**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.

**MEM10004B ENTER AND CHANGE PROG CONTROLLER OP PARAMETERS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers entering and changing programmable controller operational parameters, including specifications and procedures gained from a range of circuit drawings, engineering data sheets, step print out, manufacturers’ procedure and data books.

**MEM10008B COMMISSION PROGRAMMABLE CONTROL PROGRAMS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers adjusting and commissioning the programmable controller program to specification only.

**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.

**MEM10006B INSTALL MACHINE/PLANT**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers installing machine/plant where the equipment being installed requires substantial modification to the existing site and/or connecting equipment.

**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.

**MEM10007C MODIFY CONTROL SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** See training package of MEMS for pre-requisites to this unit

**Description:** This unit covers planning the commissioning procedure, assessing the control system performance, adjusting the control system, and undertaking commissioning modifications.

**Required Reading:** VU Produced Workbook

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

**MEM10008B UNDERTAKE COMMISSIONING PROCEDURES FOR PLANT AND/OR EQUIPMENT**

**Locations:** Sunshine.

**Prerequisites:** Refer to MEMS training package

**Description:** This unit covers undertaking commissioning work on internally or externally located plant and/or equipment

**Required Reading:** VU Produced Workbook

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements,
MEM11005B PICK AND PLACE LOADS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers receiving an order, picking an order, checking against documentation, locating and securing goods, dispatching goods, and completing enterprise documentation.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
Required Reading: VU Produced Workbook

MEM11006B PERFORM PRODUCTION PACKAGING
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers packaging and labelling of finished goods for storage or transport.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
Required Reading: VU Produced Workbook

MEM11007B ADMINISTRATE INVENTORY PROCEDURES
Locations: Sunshine.
Prerequisites: N/A
Description: This unit covers using inventory procedures and requisitioning goods.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
Required Reading: VU Produced Workbook

MEM11008B PACKAGE MATERIALS (STORES AND WAREHOUSE)
Locations: Sunshine.
Prerequisites: N/A
Description: This unit covers determining packaging requirements, packaging and labelling items in a stores and warehousing environment.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
Required Reading: VU Produced Workbook

MEM11010B OPERATE MOBILE LOAD SHIFTING EQUIPMENT
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers operating mobile load shifting equipment, including moving and placing loads.
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.

MEM11011B UNDERTAKE MANUAL HANDLING
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers lifting and moving materials manually.
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.

MEM11013B UNDERTAKE WAREHOUSE RECEIVAL PROCESS
Locations: Sunshine.
Prerequisites: MEM11011B - UNDERTAKE MANUAL HANDLING
Description: This unit covers checking supplier documentation, confirming the quality and quantity of received goods, arranging the unloading of goods and preparing, locating and storing goods.
Required Reading: VU Produced Workbook
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM11014B UNDERTAKE WAREHOUSE DISPATCH PROCEDURE
Locations: Sunshine.
Prerequisites: MEM11006B - PERFORM PRODUCTION PACKAGING + MEM11011B - UNDERTAKE MANUAL HANDLING + MEM11008B - PACKAGE MATERIALS (STORES AND WAREHOUSE)
Description: This unit covers arranging and consolidating orders, preparing and dispatching goods.
Required Reading: VU Produced Workbook
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.

MEM12.23A PERFORM ENGINEERING MEASUREMENTS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers performing measurement skills requiring straightforward use of mechanical measuring devices and associated calculations.
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
MEM12003B PERFORM PRECISION MECHANICAL MEASUREMENT
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers performing precision mechanical measurement by using precision measuring equipment, setting comparison measuring devices and maintaining precision equipment.
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.

MEM12004B PERFORM PRECISION ELECTRICAL/ELECTRONIC MEASUREMENT
Locations: Sunshine.
Prerequisites: N/A.
Description: This unit covers using precision measuring equipment, setting measuring devices and maintaining precision equipment.
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.

MEM12006C MARK OFF/OUT (GENERAL ENGINEERING)
Locations: Sunshine.
Prerequisites: MEM09002B - INTERPRET TECHNICAL DRAWING, MEM12023A - USE GRAPHICAL TECHNIQUES AND PERFORM SIMPLE STATISTICAL COMPUTATIONS
Description: This unit covers marking off/out by transferring dimensions from engineering drawings, prints or plans etc.
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.

MEM12007D MARK OFF/OUT STRUCTURAL FABRICATIONS AND SHAPES
Locations: Newport.
Prerequisites: Nil.
Description: This unit of competency covers the skills required by an Engineering Tradesperson - Fabrication for transferring the dimensions from the detail drawing to production environment. The unit also covers basic setting up of components and manually aligning probes.
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.

MEM12019B MEASURE COMPONENTS USING CO-ORD MEASURING
Locations: Sunshine.
simulations, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM13.14A APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers occupational health and safety procedures in an engineering or similar work environment.
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.

MEM14.4A PLAN TO UNDERTAKE A ROUTINE TASK
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers a person planning their own work where tasks involve one or more steps or functions and are carried out routinely on a regular basis. It includes the concepts of following routine instructions, specifications and requirements.
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.

MEM13001B PERFORM EMERGENCY FIRST AID
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers performing basic emergency first aid, EAR (expired air resuscitation) and CPR (cardiopulmonary resuscitation).
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.

MEM13003B WORK SAFELY WITH INDUSTRIAL CHEMICALS & MATERIALS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers using personal protective equipment (PPEs), identifying the particular hazards and emergency procedures, and observing safe working practices in that environment.
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.

MEM1301A SUPERVISE OCCUPATIONAL HEALTH AND SAFETY IN AN INDUSTRIAL WORK ENVIRONMENT
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers supervising implementation of OH&S practices and procedures in a section of a workplace that is within an industrial workplace.
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.

MEM13014A APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers following occupational health and safety procedures in an engineering or similar work environment.
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.

MEM14001B SCHEDULE MATERIAL DELIVERIES
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers identifying material requirements and scheduling material delivery.
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.

MEM14002B UNDERTAKE BASIC PROCESS PLANNING
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers reviewing process specifications and determining the production sequence.
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.

MEM14004A PLAN TO UNDERTAKE A ROUTINE TASK
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers a person planning their own work where tasks involve one or more steps or functions and are carried out routinely on a regular basis. It includes the concepts of following routine instructions, specifications and requirements.
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.
simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**MEM14005A PLAN A COMPLETE ACTIVITY**

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:**

**Assessment:**

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

**MEM14061A PLAN AND DESIGN MECHANICAL ENGINEERING PROJECTS**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers systematically planning and designing within a mechanical engineering context.

**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.

**MEM14062A PLAN AND DESIGN MECHATRONIC ENGINEERING PROJECTS**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit defines the competencies required to systematically plan and design within mechatronic engineering.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**MEM14063A PLAN AND DESIGN MANUFACTURING ENGINEERING PROJECTS**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit defines the competencies required to systematically plan and design within manufacturing engineering. This unit is based on unit AC2: Engineering Planning & Design developed by IEAust for Engineering Associates and it includes the features of the Innovative Work Skills guideline standard IWS 4 Originate & Develop the Concept.

**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.

**MEM14064A PLAN AND DESIGN MAINTENANCE ENGINEERING PROJECTS**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit defines the competencies required to systematically plan and design within maintenance engineering. Competency in this unit includes significant contribution to the planning and design process for maintenance engineering applications. Planning and design should be implemented systematically within the context of market or customer requirements and prevailing industrial environment in accordance with planning and design parameters such as performance, financial, legal, resource and scheduling.

**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.

**MEM14081A APPLY MECHANICAL ENGINEERING FUNDAMENTALS TO SUPPORT DESIGN AND DEVELOPMENT OF PROJECTS**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers engineering fundamentals required to support mechanical and manufacturing product, process, system or service design, development and improvement.

**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.

**MEM14082A APPLY MECHATRONICS FUNDAMENTALS TO SUPPORT DESIGN AND DEVELOPMENT OF ENGINEERING PROJECTS**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit defines the competencies required to apply AQF 5 engineering fundamentals to enable the selection and implementation of appropriate test equipment, materials, components and systems, support structures, power supply, control, data collection and supervisory systems in support of the design and development of engineering projects.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**MEM15.24A APPLY QUALITY PROCEDURES**

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:**

**Assessment:**

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

**MEM15002A APPLY QUALITY SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

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

MEM15003B USE IMPROVEMENT PROCESSES IN TEAM ACTIVITIES
Locations: Sunshine.
Prerequisites: MEM16.6A ORGANISE AND COMMUNICATE INFORMATION
Description: This unit covers identifying improvements and/or solving problems, implementing/monitoring the implementation of an improvement strategy, and evaluating the improvement.
Required Reading: VU Produced Workbooks
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments

MEM15004B PERFORM INSPECTION
Locations: Sunshine.
Prerequisites: Nil
Description: This unit covers identifying process capability studies, setting control limits and selecting sampling plans.
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.

MEM15005B SELECT AND CONTROL INSPECTION PROCESSES AND PROCEDURES
Locations: Sunshine.
Prerequisites: MEM15004B - PERFORM INSPECTION
Description: This unit covers selecting inspection and test procedures, and controlling the inspection/test environment and equipment.
Required Reading: VU Produced Workbooks
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments

MEM15007B CONDUCT PRODUCT AND/OR PROCESS CAPABILITY STUDIES
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers conducting process capability studies, setting control limits and selecting sampling plans.
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.

MEM15008B PERFORM ADVANCED STATISTICAL QUALITY CONTROL
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers constructing control charts.
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.

MEM15011B EXERCISE EXTERNAL QUALITY ASSURANCE
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers assessing the conformance of product to specifications, assessing the external suppliers and evaluating their goods and/or services.
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.

MEM15012B MAINTAIN/SUPERVISE THE APPLICATION OF QUALITY PROCEDURES
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers identifying and collecting and summarising data to support the quality improvement process.
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.

MEM15024A APPLY QUALITY PROCEDURES
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers applying established quality procedures to an employee’s own work within a manufacturing, engineering or related environment.
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.

MEM16.6A ORGANISE AND COMMUNICATE INFORMATION
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers accessing, organising and communicating information related to processes or tasks.
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.

MEM15004B - PERFORM INSPECTION
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers conducting process capability studies, setting control limits and selecting sampling plans.
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.

MEM15005B SELECT AND CONTROL INSPECTION PROCESSES AND PROCEDURES
Locations: Sunshine.
Prerequisites: MEM15004B - PERFORM INSPECTION
Description: This unit covers selecting inspection and test procedures, and controlling the inspection/test environment and equipment.
Required Reading: VU Produced Workbooks
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments

MEM15007B CONDUCT PRODUCT AND/OR PROCESS CAPABILITY STUDIES
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers conducting process capability studies, setting control limits and selecting sampling plans.
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.

MEM15008B PERFORM ADVANCED STATISTICAL QUALITY CONTROL
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers constructing control charts.
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.

MEM15011B EXERCISE EXTERNAL QUALITY ASSURANCE
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers assessing the conformance of product to specifications, assessing the external suppliers and evaluating their goods and/or services.
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.

MEM15012B MAINTAIN/SUPERVISE THE APPLICATION OF QUALITY PROCEDURES
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers identifying and collecting and summarising data to support the quality improvement process.
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.

MEM15024A APPLY QUALITY PROCEDURES
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers applying established quality procedures to an employee’s own work within a manufacturing, engineering or related environment.
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.

MEM16.6A ORGANISE AND COMMUNICATE INFORMATION
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers accessing, organising and communicating information related to processes or tasks.
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.
MEM16008A INTERACT WITH COMPUTING TECHNOLOGY
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers accessing, inputting and storing information used in manufacturing, engineering or related environments, using computing technology.
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM16009A RESEARCH AND ANALYSE ENGINEERING INFORMATION
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers researching and analysing information and preparing the information for dissemination.
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM16010A WRITE REPORTS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers writing technical or non-technical reports that include some level of analysis and/or research.
Required Reading: VU Produced Workbooks

MEM16011A COMMUNICATE WITH INDIVIDUALS AND SMALL GROUPS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers communicating effectively across a range of communication networks in the workplace. Communication levels include interpersonal (one-to-one), person-to-group, and mediated (e.g. telephone, letter, memo).
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM16012A INTERPRET SPECIFICATIONS AND MANUALS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers identifying, accessing, interpreting and analysing technical information in an enterprise, including quality documentation, equipment manufacturer specifications, engineering data sheets and national standards. It also covers explaining and using the information, and identifying implications of changes to technical information.
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM16014A REPORT TECHNICAL INFORMATION
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers preparing reports of a technical nature on tasks or assignments within the employee’s skill and competence.
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM16018B ASSIST IN DEVELOPMENT AND DELIVER TRAINING
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers planning for and delivering on the job training, and reviewing the training program. Training, which may be structured or informal, is delivered in a one-to-one or small group situation.

Required Reading: Nil.

Assessment: Competency Based get off Training Package

**MEM17002B**

**MEM17002B**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers identifying, planning and carrying out assessment; recording the results; and reviewing the procedure. Methods of assessment may include observation, documentation, demonstration, projects, oral tests, computer based assessment, written tests, etc.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment methods: Assessment method: - Assessors should gather a range of evidence that is valid, sufficient, current and authentic. - Evidence can be gathered through a variety of ways including direct observation, supervisor’s reports, project work, samples and questioning. - Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. - The candidate must have access to all tools, equipment, materials and documentation required. - The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks.

**MEM17003A ASSIST IN THE PROVISION OF ON THE JOB TRAINING**

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:** Nil.

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

**MEM18001C USE HAND TOOLS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:** Roger Kinsky 2009 Engineering Mechanics and strength of Materials McGraw Hill

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

**MEM18002B USE POWER TOOLS/HAND HELD OPERATIONS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:** Roger Kinsky 2009 Engineering Mechanics and strength of Materials McGraw Hill

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

**MEM18003C USE TOOLS FOR PRECISION WORK**

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

**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.

**MEM18004B MAINTAIN AND OVERHAUL MECHANICAL EQUIP**

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

**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.

**MEM18005B PERFORM FAULT DIAGNOSTICS, INSTALL AND REMOVE BEARINGS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

**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.

**MEM18006B REPAIR AND FIT ENGINEERING COMPONENTS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

**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.

**MEM18006C REPAIR AND FIT ENGINEERING COMPONENTS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
MEM18007B MAINTAIN AND REPAIR MECHANICAL DRIVES AND MECHANICAL TRANSMISSION ASS.

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers diagnosing faults and repairing drives and transmission assemblies, and undertaking final adjustment and commissioning.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM18009B PERFORM LEVEL AND ALIGNMENT OF MACHINES AND ENG CO.

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers undertaking levelling and alignment measurements/readings and performing levelling and/or alignment tasks.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM18010C PERFORM EQUIP CONDITION MONITOR.

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers undertaking condition monitoring.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM18011C SHUT DOWN AND ISOLATE MACHINES/EQUIPMENT.

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers isolating and shutting down machines and equipment.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM18012B PERFORM INSTALLATION AND REMOVAL OF MECHANICAL SEALS.

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers dismantling, selecting, reassembling and installing mechanical seals.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
MEM18021B MAINTAIN HYDRAULIC SYSTEM

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

MEM18022B MAINTAIN FLUID POWER CONTROLS

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

MEM18023B MODIFY FLUID POWER SYSTEM OPERATION

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers determining the requirements of the modification, undertaking the modification and evaluating the modified or repaired fluid power system.
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.

MEM18025B SERVICE COMBUSTION ENGINES

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers checking and assessing engine consumable fluids and components for serviceability, performing the servicing procedures and reporting what has been done.
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.

MEM18030B DIAGNOSE AND RECTIFY LOW VOLTAGE ELECTRICAL SYSTEMS

Locations: Sunshine.
Prerequisites: MEM09002B - INTERPRET TECHNICAL DRAWINGMEM12023A - PERFORM ENGINEERING MEASUREMENTS; MEM18001C - USE POWER TOOLS/HAND HELD OPERATIONS; MEM18002B - USE HAND TOOLS; MEM18055B - DISMANTLE, REPLACE AND ASSEMBLE ENGINE COMPONENTS
Description: This unit covers using test instruments, testing the battery, and assessing and rectifying wiring faults.
Required Reading: VU Produced Workbook
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM18037B DIAGNOSE AND RECTIFY LOW VOLTAGE CHARGING SYSTEMS

Locations: Sunshine.
Prerequisites: MEM09002B - INTERPRET TECHNICAL DRAWINGMEM12023A - PERFORM ENGINEERING MEASUREMENTS; MEM18001C - USE HAND TOOLS; MEM18002B - USE POWER TOOLS/HAND HELD OPERATIONS; MEM18030B - DIAGNOSE AND RECTIFY LOW VOLTAGE ELECTRICAL SYSTEMS
Description: This unit covers assessing generator/alternator operation, and testing and repairing and/or replacing generators and alternators.
Required Reading: VU Produced Workbook
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM18051B FAULT FIND AND REPAIR/RECTIFY COMPLEX ELECTRICAL CIRCUITS

Locations: Sunshine.
Prerequisites: MEM09002B - INTERPRET TECHNICAL DRAWINGMEM12023A - PERFORM ENGINEERING MEASUREMENTSMEM18001C - USE HAND TOOLS; MEM18002B - USE POWER TOOLS/HAND HELD OPERATIONS; MEM18030B - DIAGNOSE AND RECTIFY LOW VOLTAGE SYSTEMS
Description: This unit covers locating and repairing and rectifying faults in interconnected electrical circuits.
Required Reading: VU Produced Workbook
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM18052B MAINTAIN FLUID POWER SYSTEMS FOR MOBILE PLANT

Locations: Sunshine.
Prerequisites: MEM09002B - INTERPRET TECHNICAL DRAWINGMEM12023A - PERFORM ENGINEERING MEASUREMENTS; MEM18001C - USE HAND TOOLS; MEM18002B - USE POWER TOOLS/HAND HELD OPERATIONS; MEM18030B - DIAGNOSE AND RECTIFY LOW VOLTAGE SYSTEMS
Description: This unit covers using test instruments, testing the battery, and assessing and rectifying wiring faults.
Required Reading: VU Produced Workbook
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM18053B MODIFY FLUID POWER CONTROL SYSTEMS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers checking and testing software programs, controlling system inputs and outputs, repairing faulty system inputs and outputs, and preparing a service report.
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.

MEM18054B FAULT FIND, TEST AND CALIBRATE INSTRUMENTATION SYSTEMS AND EQUIPMENT
Locations: Sunshine.
Prerequisites: MEM05001B - PERFORM MANUAL SOLDERING/DESOLD - ELECTRAMEQ002B - INTERPRET TECHNICAL DRAWINGMEM12004B - PERFORM PRECISION ELECTRICAL/ELECTRONIC MEASUREMENTMEM12023A - PERFORM ENGINEERING MEASUREMENTS - MEM18002B - USE HAND TOOLS/MEM18055B - DISASSEMBLE, REPLACE AND ASSEMBLE ENGINE COMPONENTS
Included following units in path 2: MEM09002B MEM12002B MEM12023A MEM18001C MEM18002B MEM18055B MEM18064B
Description: This unit covers the testing of instrumentation systems and equipment; applying data collection techniques and localising fault conditions; analysing and reporting test results; and calibrating instrumentation systems and components.
Required Reading: VU Produced workbook
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM22001A PERFORM ENGINEERING ACTIVITIES
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers the performance of technical aspects of engineering work in accordance with established engineering principles and practices.
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.

MEM22002A MANAGE SELF IN THE ENGINEERING ENVIRONMENT
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers performing work ethically and competently, making judgements about work priorities and information requirements to achieve effective working relationships and engineering outcomes.

MEM22005A MANAGE ENGINEERING OPERATIONS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers managing a number of processes to ensure adequate resourcing, programming and maintenance for operations.
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.

MEM22006A SOURCE AND ESTIMATE MATERIALS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers working with others to define material requirements, estimate material required and identify appropriate sources to access the material.
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.

MEM22007A MANAGE ENVIRONMENTAL EFFECTS OF ENGINEERING ACTIVITIES
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers examining environmental issues and determine environmental strategies associated with engineering work.
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.

MEM22008A MANAGE CHANGE AND TECHNICAL DEVELOPMENT
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers managing change and technical developments and acting as a catalyst in the implementation of technical innovation so that improvements in products and services are achieved.
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.
MEM22009A MANAGE TECHNICAL SALES AND PROMOTION
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers identifying opportunities for the sale of technical products and systems and provide technical product information to internal and external clients.
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.

MEM23001A APPLY ADVANCED MATHEMATICAL TECHNIQUES IN A MANUFACTURING ENGINEERING OR RELATED ENVIRONMENT
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers advanced concepts of mathematics appropriate to engineering situations within the individual’s area of engineering expertise.
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.

MEM23003A OPERATE AND PROGRAM COMPUTERS AND/OR CONTROLLERS IN ENGINEERING SITUATIONS
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers operating computers and/or controllers in industrial situations and preparing and maintaining programs.
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.

MEM23041A APPLY BASIC SCIENTIFIC PRINCIPLES AND TECHNIQUES IN MECHANICAL ENGINEERING SITUATIONS
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers applying basic scientific principles and techniques to appropriate mechanical and manufacturing engineering situations.
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.

MEM23051A APPLY BASIC ELECTRO AND CONTROL SCIENTIFIC PRINCIPLES AND TECHNIQUES IN MECHANICAL AND MANUFACTURING ENGINEERING

MEM23052A APPLY BASIC ELECTRO AND CONTROL SCIENTIFIC PRINCIPLES AND TECHNIQUES IN AERONAUTICAL ENGINEERING SITUATIONS
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers applying basic electro and control scientific principles and techniques to aeronautical engineering situations.
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.

MEM23061A SELECT AND TEST MECHANICAL ENGINEERING MATERIALS
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers selecting appropriate materials and material and component tests for mechanical and manufacturing engineering applications.
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.

MEM23062A SELECT AND TEST MECHATRONIC ENGINEERING MATERIALS
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers selecting appropriate materials and material and component tests for mechatronic engineering.
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.

MEM23071A SELECT AND APPLY MECHANICAL ENGINEERING METHODS, PROCESSES AND CONSTRUCTION TECHNIQUES
Locations: Sunshine.
Prerequisites: There are No Pre-requisite Units for this Unit Version
Description: This unit covers selecting appropriate methods, processes & construction techniques within mechanical and manufacturing engineering.
MEM23072A SELECT AND APPLY MECATRONIC ENGINEERING METHODS, PROCESSES AND CONSTRUCTION TECHNIQUES

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the competences required to select appropriate methods, processes & construction techniques within mechatronic, maintenance, instrumentation and control engineering.

**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.

MEM23081A APPLY SCIENTIFIC PRINCIPLES AND TECHNIQUES IN MECHANICAL ENGINEERING SITUATIONS

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers applying advanced scientific principles to mechanical engineering situations.

**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.

MEM23082A APPLY SCIENTIFIC PRINCIPLES AND TECHNIQUES IN MECHATRONIC ENGINEERING SITUATIONS

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers applying scientific principles and techniques to mechatronic engineering.

**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.

MEM23083A APPLY INDUSTRIAL ENGINEERING PRINCIPLES AND TECHNIQUES IN COMPETITIVE MANUFACTURING ENGINEERING SITUATIONS

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers applying industrial engineering principles to competitive manufacturing engineering situations.

**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.

MEM23091A APPLY MECHANICAL SYSTEM DESIGN PRINCIPLES AND TECHNIQUES IN MECHANICAL ENGINEERING SITUATIONS

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers mechanical system design principles in mechanical engineering situations.

**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.

MEM24001B PERFORM BASIC PENETRANT TESTING

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers performing basic penetrant testing procedures in a range of industrial applications.

**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.

MEM24003B PERFORM BASIC MAGNETIC PARTICLE TESTING

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers performing basic magnetic particle testing procedures in a range of industrial applications. It covers the principles of magnetism and the associated application of basic magnetic particle testing techniques in the field of non-destructive testing. Knowledge of metallurgy associated with the level of application in this unit is required.

**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.

MEM24004B PERFORM MAGNETIC PARTICLE TESTING

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers performing magnetic particle testing in a range of industrial applications.

**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.
MEM24007B PERFORM ULTRASONIC THICKNESS TESTING

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers performing ultrasonic thickness testing in a range of industrial applications. Knowledge of metallurgy associated with the level of application in this unit is required.

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.

MEM24009B PERFORM BASIC RADIOGRAPHIC TESTING

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers performing basic radiographic testing procedures in a range of industrial applications. Knowledge of metallurgy associated with the level of application in this unit is required.

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.

MEM24011B ESTABLISH NON-DESTRUCTIVE TESTS

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers researching, analysing, developing, approving and evaluating non-destructive tests (NDT).

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.

MEM24012C APPLY METALLURGY PRINCIPLES

Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers applying basic metallurgy principles related to selecting appropriate non-destructive testing techniques (NDT) and interpreting the results of NDT tests for metallurgical processes.

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.

MEM30001A USE COMPUTER AIDED DRAFTING SYSTEMS TO PRODUCE BASIC ENGINEERING DRAWINGS

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers producing basic engineering drawings using a CAD system, under the direction of a supervisor.

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.

MEM30002A PRODUCE BASIC ENGINEERING GRAPHICS

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers producing drawings or similar graphical representations where the critical dimensions and associated tolerances and design specifications are predetermined.

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.

MEM30003A PRODUCE DETAILED ENGINEERING DRAWINGS

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers producing detailed drawings of engineering components complete with surface texture details and dimensions.

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.

MEM30004A USE CAD TO CREATE AND DISPLAY 3D MODELS

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers using a CAD program to produce and plot basic three dimensional view drawings.

Required Reading: VU Produced Workbooks
Assessment: This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

MEM30005A CALCULATE FORCE SYSTEMS WITHIN SIMPLE BEAM STRUCTURES

Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers understanding and calculating force systems within simple beam structures.

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.
MEM30006A CALCULATE STRESSES IN SIMPLE STRUCTURES
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers determining stresses and their effect on the strength and stability of simple structures and mechanical components.
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.

MEM30007A SELECT COMMON ENGINEERING MATERIALS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers recognising common materials used in engineering, assisting in the selection of a material for a specific application, and using test results to evaluate the properties of materials.
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.

MEM30008A APPLY BASIC ECONOMIC AND ERGONOMIC CONCEPTS TO EVALUATE ENGINEERING
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers participating in the application of the basic concepts of economic and ergonomic principles and procedures to evaluate an engineering application prior to production.
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.

MEM30009A CONTRIBUTE TO THE DESIGN OF BASIC MECHANICAL SYSTEMS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers contributing to basic mechanical system design, and selecting the components and mechanical features required to perform simple functions.
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.

MEM30010A SET UP BASIC HYDRAULIC CIRCUITS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers setting up and selecting components associated with single linear hydraulic systems.
Required Reading: VU Produced Workbooks
Assessment: Assessment includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

MEM30011A SET UP BASIC PNEUMATIC CIRCUITS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers setting up and selecting components associated with single linear pneumatic systems.
Required Reading: VU Produced Workbooks
Assessment: Assessment includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

MEM30012A APPLY MATHEMATICAL TECHNIQUES IN A MANUFACTURING, ENGINEERING OR RELATED
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers applying the concepts of mathematics to appropriate and simple engineering situations within the individual’s area of engineering expertise.
Required Reading: VU Produced Workbooks
Assessment: Assessment includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

MEM30013A ASSIST IN THE PREPARATION OF A BASIC WORKPLACE LAYOUT
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers assisting in the charting and analysis of basic manufacturing operations including assisting in the preparation of workplace layouts.
Required Reading: VU Produced Workbooks
Assessment: Assessment includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

MEM30014A USE BASIC PREVENTATIVE MAINTENANCE TECHNIQUES AND TOOLS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers supporting the implementation of a preventative maintenance strategy for a manufacturing enterprise.
Required Reading: VU Produced Workbooks
Assessment: Assessment includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

MEM30015A UNDERTAKE BASIC PROCESS PLANNING
Locations: Sunshine.
Prerequisites: Nil.
MEM30020A DEVELOP AND MANAGE A PLAN FOR A SIMPLE MANUFACTURING RELATED PROJECT

**Description:** This unit covers undertaking a basic determination of process specifications and production sequence for a manufacturing operation.

**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.

**MEM30022A UNDERTAKE SUPERVISED PROCUREMENT ACTIVITIES**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers planning and executing standard procurement activities to achieve required outcomes under the direction and guidance of an experienced procurement officer.

**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.

**MEM30024A PARTICIPATE IN QUALITY ASSURANCE TECHNIQUES**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers participating in quality improvement programs at a basic level.

**Required Reading:** VU Produced Workbooks

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

**MEM30025A ANALYSE A SIMPLE ELECTRICAL SYSTEM CIRCUIT**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers analysing a simple circuit by identifying the function and operation of the circuit and circuit components contained within approved manufactured products.

**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.

**MEM30026A SELECT AND TEST COMPONENTS FOR SIMPLE ELECTRONIC SWITCHING AND TIMING CIRCUITS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers selecting common electronic components to suit basic applications, and performing basic electronic calculations.

**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.

**MNQGEN400A APPLY SITE RISK MANAGEMENT SYSTEM**

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:**

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

**MSACMC210A MANAGE THE IMPACT OF CHANGE ON OWN WORK**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

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

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

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

**MSACMC410A LEAD CHANGE IN A MANUFACTURING ENVIRONMENT**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

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

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

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

**MSACMC411A LEAD A COMPETITIVE MANUFACTURING TEAM**

*Locations:* Industry, Sunshine.

*Prerequisites:* Nil.

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

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

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

**MSACMC610A MANAGE RELATIONSHIPS WITH NON-CUSTOMER EXTERNAL ORGANISATIONS**

*Locations:* Industry, Sunshine.

*Prerequisites:* Nil.

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

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

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

**MSACMC611A MANAGE PEOPLE RELATIONSHIPS**

*Locations:* Industry, Sunshine.

*Prerequisites:* Nil.

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

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

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

**MSACMC614A DEVELOP A COMMUNICATIONS STRATEGY TO SUPPORT PRODUCTION**

*Locations:* Industry, Sunshine.

*Prerequisites:* Nil.

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

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

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

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

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

**MSACMS600A DEVELOP A COMPETITIVE MANUFACTURING SYSTEM**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

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

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

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

**MSACMS601A ANALYSE AND MAP A VALUE CHAIN**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

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

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

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

**MSACMS602A MANAGE A VALUE CHAIN**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

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

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

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

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

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

**MSACMT220A APPLY QUICK CHANGEOVER PROCEDURES**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

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

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

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

**MSACMT221A APPLY JUST IN TIME (JIT) PROCEDURES**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

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

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

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

**MSACMT230A APPLY COST FACTORS TO WORK PRACTICES**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

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

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

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

**MSACMT231A INTERPRET PRODUCT COSTS IN TERMS OF CUSTOMER REQUIREMENTS**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

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

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

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

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

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
MSACMT240A APPLY 5S PROCEDURES IN A MANUFACTURING ENVIRONMENT
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills needed for an employee to apply 5S procedures (a structured approach to housekeeping) to their own job and work area.
Required Reading: Jaya K Jeffrey 2005 The Toyota Way McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT250A MONITOR PROCESS CAPABILITY
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required for gathering of data and the interpretation of simple information to determine the compliance of the process and the taking of action as defined by the procedures where the information reveals the process is out of control parameters.
Required Reading: Jaya K Jeffrey 2005 The Toyota Way McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT251A APPLY QUALITY STANDARDS
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers the skills and knowledge required to apply quality standards to work operations in a manufacturing enterprise.
Required Reading: Jaya K Jeffrey 2005 The Toyota Way McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT260A USE PLANNING SOFTWARE SYSTEMS IN MANUFACTURING
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills needed to access planning software (often known as ERP, MRP, MRPII, and often by its brand name, such as SAP) to make routine business decisions required of the person as a regular part of their job.
Required Reading: Jaya K Jeffrey 2005 The Toyota Way McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT280A UNDERTAKE ROOT CAUSE ANALYSIS
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills needed to undertake root cause analysis (RCA) by any person. This will often be done by people working in a team. This unit also covers the competencies needed by operators to contribute to an advanced maintenance strategy using RCA coupled with diagrams and charts.
Required Reading: Jaya K Jeffrey 2005 The Toyota Way McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT281A CONTRIBUTE TO THE APPLICATION OF A PROACTIVE MAINTENANCE STRATEGY
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to make a positive contribution to proactive maintenance strategies which include things like plant uptime and Overall Equipment Efficiency (OEE).
Required Reading: Jaya K Jeffrey 2005 The Toyota Way McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT421A FACILITATE A JUST IN TIME (JIT) SYSTEM
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers knowledge and skills required to facilitate the implementation/operation of a Just in Time (JIT)/kanban system in the organisation.
Required Reading: Jaya K Jeffrey 2005 The Toyota Way McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT423A MONITOR A MANUFACTURING LEVELLED PULL SYSTEM
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers knowledge and skills required to monitor the operation of a pull system in a competitive manufacturing environment and recommend improvements.
Required Reading: Jaya K Jeffrey 2005 The Toyota Way McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
MSACMT430A IMPROVE COST FACTORS IN WORK PRACTICES
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills needed to evaluate the product or process outcomes of a team in terms of their cost components and to be able to determine in general terms the cost impacts of alternative actions.
Required Reading: Liker K Jeffrey 2005 The Toyota Way McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT432A ANALYSE MANUAL HANDLING PROCESSES
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills to analyse manual handling in terms of its efficiency and safety.
Required Reading: Liker K Jeffrey 2005 The Toyota Way McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT440A LEAD 5S IN A MANUFACTURING ENVIRONMENT
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers the competencies needed to facilitate and improve the 5S housekeeping environment.
Required Reading: Liker K Jeffrey 2005 The Toyota Way McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT441A FACILITATE CONTINUOUS IMPROVEMENT IN MANUFACTURING
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to facilitate continuous improvement (kaizen) in an organisation.
Required Reading: Liker K Jeffrey 2005 The Toyota Way McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT450A UNDERTAKE PROCESS CAPABILITY IMPROVEMENTS
Locations: Industry, Sunshine.
Prerequisites: MSACMT452A - APPLY STATISTICS TO PROCESSES IN MANUFACTURING
Description: This unit covers the knowledge and skills required by a team leader/technical expert to analyse data from the process, develop improvements to eliminate variation due to assignable causes and then implement actions.
Required Reading: Liker K Jeffrey 2005 The Toyota Way McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT451A MISTAKE PROOF A PRODUCTION PROCESS
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills needed to make changes which prevent errors and/or backsliding to a pre-improvement level of practice. In the CM environment, this unit would typically be done by a team leader, technical expert of similar person.
Required Reading: Liker K Jeffrey 2005 The Toyota Way McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT452A APPLY STATISTICS TO PROCESSES IN MANUFACTURING
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to apply statistical theory and principles to the analysis and control of processes in manufacturing.
Required Reading: Liker K Jeffrey 2005 The Toyota Way McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT620A DEVELOP QUICK CHANGEOVER PROCEDURES
Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills needed to develop/improve changeovers.
Required Reading: Liker K Jeffrey 2005 The Toyota Way McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT621A DEVELOP A JUST IN TIME (JIT) SYSTEM
Locations: Industry, Sunshine.
Prerequisites: MSACMC410A - LEAD CHANGE IN A MANUFACTURING ENVIRONMENT
Description: This unit covers the skills needed to plan and implement a Just in Time (JIT) production system in manufacturing. It covers both the initial JIT implementation and also the ongoing improvement and implementation of the improved system.
Required Reading: Liker K Jeffrey 2005 The Toyota Way McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT622A DESIGN A PROCESS LAYOUT**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

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

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

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

**MSACMT623A DEVELOP A LEVELLED PULL SYSTEM OF MANUFACTURING**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

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

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

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

**MSACMT630A OPTIMISE COST OF PRODUCT**

**Locations:** Industry, Sunshine.

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

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

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

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

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

**Locations:** Industry, Sunshine.

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

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

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

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

**MSACMT640A MANAGE 5S SYSTEM IN A MANUFACTURING ENVIRONMENT**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the knowledge and skills needed for the overall management of the 5S system in a manufacturing organisation.

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

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

**MSACMT641A IMPLEMENT A CONTINUOUS IMPROVEMENT SYSTEM**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

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

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

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

**MSACMT650A DETERMINE AND IMPROVE PROCESS CAPABILITY**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

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

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

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

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

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the knowledge and skills required to determine what information is needed to support decision making in a competitive manufacturing environment and then to set about establishing required information collection systems. This would usually be done as part of a team and would require consultation with all key stakeholders.

**Required Reading:** Liker K Jeffrey 2005 The Toyota Way McGraw-Hill
MSACMT670A DEVELOP AND MANAGE SUSTAINABLE ENERGY PRACTICES

Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills needed to identify opportunities for and make improvements in sustainable energy practices in production, maintenance and logistics. Areas covered include efficient use of raw materials, management of waste, electricity conservation, heat conservation and management, water management, environment protection and environment obligations of enterprises.

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.

MSACMT671A DEVELOP AND MANAGE SUSTAINABLE ENVIRONMENTAL PRACTICES

Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills needed to identify opportunities for and make improvements in sustainable environmental practices in production, maintenance and logistics. Areas covered include efficient use of raw materials, management of waste, electricity conservation, heat conservation and management, water management, environment protection and environment obligations of enterprises.

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.

MSACMT681A DEVELOP A PROACTIVE MAINTENANCE STRATEGY

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

Required Reading: Liker K Jeffrey 2005 The Toyota Way McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSAENV472B IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES

Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This competency covers the outcomes required to effectively measure current resource use and carry out improvements including those reducing negative environmental impacts of work practices. This unit is based on the sustainability guideline standard GCSSUS01A Participate in environmentally sustainable work practices.

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.

MSAENV472B DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY

Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This competency covers the outcomes required to develop and implement a workplace sustainability policy, including the modification of the policy to suit changed circumstances. This unit is based on the sustainability guideline standard GCSSUS02A Implement and monitor environmentally sustainable work practices.

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.

MAPWMHS200A WORK SAFELY

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

Required Reading: Liker K Jeffrey 2005 The Toyota Way McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements.
including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSAPMOHS300A FACILITATE THE IMPLEMENTATION OF OHS FOR A WORK GROUP**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** On completion of this unit, the worker will be able to implement and monitor defined OHS policies and procedures for a work group or area, within their scope of responsibilities.

**Required Reading:** VU Produced Workbooks

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

**MSAPMPER200C WORK IN ACCORDANCE WITH AN ISSUED PERMIT**

**Locations:** Werribee, Industry.

**Prerequisites:** N/A

**Description:** This unit aims to ensure that people working under a permit to work understand the system, know the limitations of the permit under which they are working and comply with all the requirements of the permit. The people to whom this unit applies may be called ‘permit recipients’ or ‘permit holders’ by some organisations. Some organisations call ‘permits’ ‘clearances’

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**MSAPMPER205C ENTER CONFINED SPACE**

**Locations:** Werribee, Industry.

**Prerequisites:** MSAPMPER200C - WORK IN ACCORDANCE WITH AN ISSUED PERMIT

**Description:** This competency covers the entry to confined spaces, for maintenance, servicing of vessels or other necessary reasons. Work in/entry to confined spaces shall conform to relevant legislation and AS2865, or its authorised update or replacement.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**MSAPMSUP300A ACHIEVE WORK OUTCOMES**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. 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

**MSAPMSUP320A DEVELOP AND ADJUST A PRODUCTION SCHEDULE**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:** VU Produced Workbooks

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

**MSAPMSUP310A PROCESS AND RECORD INFORMATION**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency covers the provision and processing of all relevant information by responding to the information requirements of the plant including the completion of all workplace documents and clearly and concisely providing relevant information to others.

**Required Reading:** VU Produced Workbooks

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

**MSAPMSUP303A IDENTIFY AND IMPLEMENT OPPORTUNITIES TO MAXIMISE PRODUCTION EFFICIENCIES**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:** VU Produced Workbooks

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

**MSAPMSUP303A IDENTIFY EQUIPMENT FAULTS**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:** VU Produced Workbooks

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

**MSAPMSUP330A DEVELOP AND ADJUST A PRODUCTION SCHEDULE**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:** VU Produced Workbooks

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

**MSAPMSUP383A FACILITATE A TEAM**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:** VU Produced Workbooks

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

**MSAPMSUP390A USE STRUCTURED PROBLEM SOLVING TOOLS**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

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

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

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

**NWP219A WORK SAFELY IN CONFINED SPACES**

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:** VU 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.

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

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:** VU VU produced workbooks

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

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

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:** VU VU produced workbooks

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

**NWP415B COORDINATE AND MONITOR SURFACE WATER SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:** VU 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.

**NWP416B COORDINATE AND MONITOR WATER STORAGE CATCHMENT ACTIVITIES**

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:** VU VU produced workbooks

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

**NWP417B COORDINATE AND MONITOR GROUNDWATER SYSTEM USAGE**

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:** VU VU produced workbooks

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

**NWP418B COORDINATE AND MONITOR BULKWATER SYSTEM OPERATIONS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:** VU VU produced workbooks

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

**NWP419B COORDINATE AND MONITOR RIVER SYSTEM USAGE**

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:** VU VU produced workbooks

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

**NWP425B COORDINATE AND MONITOR THE OPERATION OF IRRIGATION DELIVERY SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:** VU VU produced workbooks

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

**NWP426B COORDINATE AND MONITOR THE OPERATION OF POTABLE WATER SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:** VU VU produced workbooks

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

**NWP427B COORDINATE AND MONITOR THE OPERATION OF DRAINAGE SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:** VU VU produced workbooks

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

**NWP428B COORDINATE AND MONITOR THE OPERATION OF WASTEWATER COLLECTION SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:** VU VU produced workbooks

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

**NWP429B COORDINATE, IMPLEMENT AND REPORT TRADE WASTE MONITORING PROCEDURES**

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:** VU VU produced workbooks

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

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

**Locations:** Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:** VU VU produced workbooks

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
NWP431A INVESTIGATE, RECTIFY AND REPORT ON TRADE WASTE

Locations: Sunshine.

Prerequisites: Nil.

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

Required Reading: VU VU produced workbooks

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

NWP435B COORDINATE AND MONITOR THE OPTIMISATION OF WATER TREATMENT PROCESSES

Locations: Sunshine.

Prerequisites: Nil.

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

Required Reading: VU VU produced workbooks

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

NWP436B COORDINATE AND MONITOR THE OPTIMISATION OF WASTEWATER TREATMENT PROCESSES

Locations: Sunshine.

Prerequisites: Nil.

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

Required Reading: VU VU produced workbooks

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

NWP437A ANALYSE DATA AND PRODUCE HYDROMETRIC REPORTS

Locations: Sunshine.

Prerequisites: Nil.

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

Required Reading: VU VU produced workbooks

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

NWP438A MEASURE AND PROCESS HYDROMETRIC STREAM DISCHARGE DATA IN FLOOD CONDITIONS

Locations: Sunshine.

Prerequisites: Nil.

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

Required Reading: VU VU produced workbooks

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

NWP440A SUPERVISE CONDUIT INSPECTION AND REPORTING

Locations: Sunshine.

Prerequisites: Nil.

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

Required Reading: VU 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.

PIMBOHS409A ESTABLISH, MAINTAIN AND EVALUATE AN OH&S SYSTEM

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

Prerequisites: Nil.

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

Required Reading: Nil.

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

PMBPREP303C SET UP EQUIPMENT FOR CONTINUOUS OPERATION

Locations: Industry, Sunshine.

Prerequisites: Nil.

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

Required Reading: Vu Produced Textbooks

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

PMBPROD300B PRODUCE PRODUCTS

Locations: Sunshine.
**PRSTS301A IDENTIFY TECHNICAL SECURITY REQUIREMENTS**

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

*Prerequisites:* Nil.

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

*Required Reading:* -

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

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**PRSO208A GIVE EVIDENCE IN COURT**

*Locations:* Werribee, Industry.

*Prerequisites:* Nil.

*Description:* This competency standard covers the skills and knowledge required to present evidence in a judicial or quasi-judicial environment. It requires the ability to prepare for legal proceedings, present evidence and follow up outcomes of proceedings. This work would be carried out under routine supervision and within organisational guidelines.

*Required Reading:* -

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

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**PRSO305A MANAGE CONFLICT THROUGH NEGOTIATION**

*Locations:* Werribee, Industry.

*Prerequisites:* Nil.

*Description:* This competency standard covers the process of using communication techniques to manage a conflict situation. It requires the ability to assess risk situations, accurately receive and relay information, adapt interpersonal styles and techniques to varying social and cultural environments, and evaluate responses. This work would be carried out under limited supervision within organisational guidelines.

*Required Reading:* -

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

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**PRSO316A CONTROL PERSONS USING EMPTY HAND TECHNIQUES**

*Locations:* Werribee, Industry.

*Prerequisites:* Nil.

*Description:* This competency standard covers the process of selecting and applying appropriate empty hand techniques to minimise risk to self and others. It requires the ability to use force in circumstances where there is a risk to safety, within requirements of applicable legislation. Competency also requires a knowledge of the procedures for conducting an arrest. This work would be carried out under limited supervision within organisational guidelines.

*Required Reading:* -

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

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**PMBTECH301B USE MATERIAL AND PROCESS KNOWLEDGE TO SOLVE PROBLEMS**

*Locations:* Sunshine.

*Prerequisites:* Nil.

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

*Required Reading:* VU VU Produced Texts

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

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**PRSSM504A PREPARE SECURITY RISK MANAGEMENT PLAN**

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

*Prerequisites:* Nil.

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

*Required Reading:* -

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

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**PMBPROD385A PROGRAM COMPUTER CONTROLLED EQUIPMENT**

*Locations:* Sunshine.

*Prerequisites:* Nil.

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

*Required Reading:* VU VU Produced Texts

*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

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**PMBPROD330B TAKE A MACHINE OUT OF PRODUCTION**

*Locations:* Sunshine.

*Prerequisites:* Nil.

*Description:* This competency covers the process of selecting and applying appropriate empty hand techniques to minimise risk to self and others. It requires the ability to use force in circumstances where there is a risk to safety, within requirements of applicable legislation. Competency also requires a knowledge of the procedures for conducting an arrest. This work would be carried out under limited supervision within organisational guidelines.

*Required Reading:* -

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

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**PRSSO305A MANAGE CONFLICT THROUGH NEGOTIATION**

*Locations:* Werribee, Industry.

*Prerequisites:* Nil.

*Description:* This competency standard covers the process of using communication techniques to manage a conflict situation. It requires the ability to assess risk situations, accurately receive and relay information, adapt interpersonal styles and techniques to varying social and cultural environments, and evaluate responses. This work would be carried out under limited supervision within organisational guidelines.

*Required Reading:* -

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

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**PRSSO316A CONTROL PERSONS USING EMPTY HAND TECHNIQUES**

*Locations:* Werribee, Industry.

*Prerequisites:* Nil.

*Description:* This competency standard covers the process of selecting and applying appropriate empty hand techniques to minimise risk to self and others. It requires the ability to use force in circumstances where there is a risk to safety, within requirements of applicable legislation. Competency also requires a knowledge of the procedures for conducting an arrest. This work would be carried out under limited supervision within organisational guidelines.

*Required Reading:* -

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

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**PMBTECH301B USE MATERIAL AND PROCESS KNOWLEDGE TO SOLVE PROBLEMS**

*Locations:* Sunshine.

*Prerequisites:* Nil.

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

*Required Reading:* VU VU Produced Texts

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

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**PRSSM504A PREPARE SECURITY RISK MANAGEMENT PLAN**

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

*Prerequisites:* Nil.

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

*Required Reading:* -

*Assessment:* One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
management by officers whose primary role is contract management, and who may or may not have had involvement in the procurement process preceding execution of the contract.

Required Reading:

Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit of competency’s learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to facilitate learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks, written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.

PSPPROC503A MANAGE CONTRACT PERFORMANCE


Prerequisites: Nil.

Description: This unit covers the implementation of strategies that ensure effective contract performance by officers whose primary role is contract management, and who may or may not have had involvement in the procurement process preceding execution of the contract.

Required Reading:

Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit of competency’s learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to facilitate learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks, written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.

PSPPROC503B MANAGE CONTRACT PERFORMANCE


Prerequisites: Nil.

Description: This unit covers the implementation of strategies that ensure effective contract performance by officers whose primary role is contract management, and who may or may not have had involvement in the procurement process preceding execution of the contract.

Required Reading:

Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit of competency’s learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to facilitate learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks, written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.

PSPPROC504A FINALISE CONTRACTS


Prerequisites: Nil.

Description: This unit covers the finalisation processes for contracts. The unit is for officers whose primary role is contract management.

Required Reading:

Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit of competency’s learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to facilitate learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks, written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.
relevant employability skills. A range of assessment methods will be designed to facilitate learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks, written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.

**PSPPROC504B FINALISE CONTRACTS**

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

**Prerequisites:** Nil.

**Description:** This unit covers the ability to finalise processes for contracts. It includes completing contracts and implementing a contract review strategy. In practice, finalising contracts may overlap with other public sector generalist and specialist work activities, such as promoting the values and ethos of public service and local government, undertaking negotiations, promoting compliance with legislation in the public sector or local government, managing contract performance, planning to manage a contract, planning for procurement outcomes and making procurement decisions.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**PSPPROC505A MANAGE PROCUREMENT RISK**

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

**Prerequisites:** Nil.

**Description:** This unit covers the ability to manage risks associated with all stages of procurement. It includes assessing risk, and preparing, implementing and reviewing a risk management plan. In practice, managing procurement risk may overlap with other public sector and local government generalist and specialist work activities, such as promoting the values and ethos of public service or local government, undertaking negotiations, promoting compliance with legislation in the public sector, managing contract performance, finalising contracts, planning to manage a contract, planning for procurement outcomes and making procurement decisions.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

**PSPPROC506A PLAN TO MANAGE A CONTRACT**

**Locations:** Industry, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the ability to establish arrangements for contract management. It includes confirming contract requirements, preparing a contract management plan, and implementing contract strategies and contractual arrangements. In practice, planning to manage a contract may overlap with other public sector and local government generalist and specialist work activities, such as promoting the values and ethos of public service or local government, undertaking negotiations, promoting compliance with legislation in the public sector, managing contract performance, finalising contracts, managing procurement risk, planning for procurement outcomes and making procurement decisions.

**Required Reading:** Not applicable

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

**PSPPROC507A PLAN FOR PROCUREMENT OUTCOMES**

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

**Prerequisites:** Nil.

**Description:** This unit covers advanced planning for complex procurement within established guidelines, policies and procedures. It includes applying and managing procurement governance arrangements, developing procurement and market strategies, and undertaking analysis to support achievement of procurement outcomes through definition of requirements aligned to business needs, consultation with stakeholders, establishment of tender evaluation panels, and documentation of detailed procurement planning. In practice, planning for procurement outcomes may overlap with other public sector and local government generalist and specialist work activities, such as acting ethically, complying with legislation, providing client service, providing leadership, developing policy, and undertaking negotiations.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**PSPPROC508A MAKE PROCUREMENT DECISIONS**

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

**Prerequisites:** Nil.

**Description:** This unit covers advanced decision making for complex procurement within established guidelines, policies and procedures. It includes understanding and applying legal and policy obligations in addition to the other factors that may influence decisions when selecting effective procurement methods, and undertaking contractual arrangements and supplier choice in an accountable and transparent environment. In practice, making procurement decisions may overlap with other public sector and local government generalist and specialist work activities, such as acting ethically, complying with legislation, providing client service, providing leadership, developing policy, and undertaking negotiations.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**PSPPROC509A PARTICIPATE IN BUDGET AND PROCUREMENT REVIEW PROCESSES**

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

**Prerequisites:** Nil.

**Description:** This unit covers the ability to participate in government budget and review processes to ensure that procurement and contract management activities occur within established procedures and financial obligations are fulfilled. It covers the budget cycle, the procedures for obtaining funding for procurement exercises, the obligations organisations have in relation to spending and the review and audit procedures that may apply to procurements and contract management. In practice, participating in budget and procurement review processes may overlap with other public sector and local government generalist and specialist work activities, such as promoting the values and ethos of public service, undertaking negotiations, promoting compliance with legislation in the public sector or local government, managing contract performance, finalising contracts, managing procurement risk, planning to manage a contract, planning for procurement outcomes and making procurement decisions.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.
PSPROCS510A CONDUCT AND MANAGE COORDINATED PROCUREMENT

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

**Prerequisites:** Nil.

**Description:** This unit covers the ability to use existing coordinated procurement contracts (CPCs) and cooperative procurement arrangements (CPAs), and to establish new CPAs across agencies. It includes identifying existing CPCs and CPAs; understanding the processes of existing contracts and arrangements; and planning, developing and implementing new CPAs. In practice, using coordinated, cooperative procurements may overlap with other public sector and local government generalist and specialist work activities, such as managing policy implementation, applying government processes, managing complex projects, planning for strategic procurement, negotiating strategic procurement, and establishing contract management arrangements.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

RIIEF201A PLAN AND ORGANISE WORK

**Locations:** Werribee.

**Prerequisites:** Nil.

**Description:** This unit covers the planning and organisation of work in the resources and infrastructure industries. It includes planning and preparing for work, sequencing work safely, and resolving problems.

**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.

RIIEF201B PLAN AND ORGANISE WORK

**Locations:** Werribee.

**Prerequisites:** Not Applicable

**Description:** This unit covers the planning and organisation of work in the resources and infrastructure industries and includes the following: • Planning and preparing for work • Sequencing work safely • Resolving problems

**Required Reading:** VU Produced Workbooks

**Assessment:** The evidence required to demonstrate competency in this unit must be relevant to worksite operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following: • Knowledge of the requirements, procedures and instructions for planning and organising work – implementation of requirements, procedures and techniques for the safe, effective and efficient completion of work plan • Working with others to undertake and complete the planning and organisation of work that meets all of the required outcomes – consistent timely completion of a work plan that safely, effectively and efficiently meets the required outcomes This unit lends itself to LIWC via a project or simulation.

RIICBS20A HAND SPREAD ASPHALT

**Locations:** Werribee.

**Prerequisites:** Nil.

**Description:** This unit covers the hand spreading of asphalt in the civil construction industry. It includes planning and preparing, spreading asphalt, and cleaning up. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors. Relevant information must be sourced prior to application of the unit.

**Required Reading:** Not Applicable

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

RIICC401A SUPERVISE CIVIL WORKS

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the supervision of civil works tasks. It includes the requirements for planning, preparing, initiating, monitoring, adjusting and reporting of civil works tasks.

**Required Reading:** No reading material is required.

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

RIICCM201A CARRY OUT MEASUREMENTS AND CALCULATIONS

**Locations:** Werribee.

**Prerequisites:** Nil.

**Description:** This unit covers the planning and organisation of work in the resources and infrastructure industries. It includes planning and preparing for work, sequencing work safely, and resolving problems.

**Required Reading:** VU Produced Workbooks

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

RIICCM202A IDENTIFY, LOCATE AND PROTECT UNDERGROUND SERVICES

**Locations:** Werribee.

**Prerequisites:** Nil.

**Description:** This unit covers the identification, location and protection of underground services in the civil construction industry. It includes planning and preparing, locating underground services, and cleaning up.

**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.

RIICCM203A READ AND INTERPRET PLANS AND SPECIFICATIONS

**Locations:** Werribee.

**Prerequisites:** Nil.

**Description:** This unit covers the reading and interpreting of plans and specifications in the civil construction industry. It includes identifying types of drawings and their functions; recognising amendments and commonly used symbols and abbreviations; locating and identifying key features on a site plan; and reading and interpreting job specifications.

**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.
competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RIICCM204A PLAN AND FIX REINFORCEMENT MATERIALS

Locations: Werribee.
Prerequisites: Nil.
Description: This unit covers the planning and fixing of reinforcement materials in the civil construction industry. It includes planning and preparing, preparing for reinforcement placement, placing and fixing reinforcement, checking reinforcement prior to concrete pour, and cleaning up.

Required Reading: VU VU Produced Workbooks

Assessment: Assessment methods will include: 
- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: 
  - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation.

RIICCM205A CARRY OUT MANUAL EXCAVATION

Locations: Werribee.
Prerequisites: Nil.
Description: This unit covers the carrying out of manual excavation in the civil construction industry. It includes preparing for work, digging small excavation by hand, completing and isolating the excavation, and cleaning up.

Required Reading: VU VU Produced Workbooks

Assessment: Assessment methods will include: 
- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: 
  - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation.

RIICCM206A SUPPORT PLANT OPERATIONS

Locations: Werribee.
Prerequisites: Nil.
Description: This unit covers the support of plant operations in the civil construction industry. It includes planning and preparing, identifying and protecting services, supporting the operators, and cleaning up.

Required Reading: VU Produced Workbooks

Assessment: Assessment methods will include: 
- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: 
  - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation.

RIICCM207A SPREAD AND COMPACT MATERIALS MANUALLY

Locations: Werribee.
Prerequisites: Nil.
Description: This unit covers the manual spreading and compacting of materials in the civil construction industry. It includes planning and preparing, conducting compaction machine operational checks, spreading and compacting materials, and cleaning up.

Required Reading: VU VU Produced Workbooks VU

Assessment: Assessment methods will include: 
- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: 
  - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation.

RIICCM208A CARRY OUT BASIC LEVELLING

Locations: Werribee.
Prerequisites: Nil.
Description: This unit covers the carrying out of basic levelling in the civil construction industry. It includes planning and preparing, establishing offsets for civil works, setting up and using levelling device, and cleaning up.

Required Reading: VU VU Produced Workbooks VU

Assessment: Assessment methods will include: 
- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: 
  - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation.

RIICCM209A CARRY OUT CONCRETE WORK

Locations: Werribee.
Prerequisites: Nil.
Description: This unit covers the carrying out of concrete work in the civil construction industry. It includes planning and preparing, selecting materials, setting out for concrete work, constructing and fitting reinforcement, erecting formwork, carrying out concrete work, stripping formwork, and cleaning up.

Required Reading: VU VU Produced Workbooks VU

Assessment: Assessment methods will include: 
- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: 
  - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation.

RIICCM210A INSTALL TRENCH SUPPORT

Locations: Werribee.
Prerequisites: Nil.
Description: This unit covers the installation of trench support in the civil construction industry. It includes planning and preparing, installing trench shoring, removing trench shoring, and cleaning up.

Required Reading: VU Produced Workbooks

Assessment: Assessment methods will include: 
- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Assessments may include: 
  - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation.

RIICCM211A ERECT AND DISMANTLE TEMPORARY FENCING AND GATES

Locations: Werribee.
Prerequisites: Nil.
Description: This unit covers the erection and dismantling of temporary fencing and gates in the civil construction industry. It includes planning and preparing, erecting fencing, erecting gates and signage, removing and making good, and cleaning up.
RIICOM201A COMMUNICATE IN THE WORKPLACE
Locations: Werribee.
Prerequisites: Nil.
Description: This unit covers communicating in the workplace in resources and infrastructure industries. It includes identifying and accessing site communication equipment and systems; communicating using site equipment and systems; carrying out face-to-face routine communication; and completing written documentation.

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

RIICRC201A REPAIR POTHOLES
Locations: Werribee.
Prerequisites: Nil.
Description: This unit covers the repairing of potholes in the civil construction industry. It includes planning and preparing for work, repairing potholes, and cleaning up.

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

RIICRC208A LAY PIPES
Locations: Werribee.
Prerequisites: Nil.
Description: This unit covers the laying of pipes in the civil construction industry. It includes planning and preparing, setting out excavations, installing bedding materials, laying pipes, and cleaning up.

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

RIICRC301A MAINTAIN DRAINAGE SYSTEMS
Locations: Werribee.
Prerequisites: Nil.
Description: This unit covers the maintenance of drainage systems in the civil construction industry. It includes planning and preparing, maintaining drainage components, excavating and repairing drainage systems, maintaining open drains, inspecting, cleaning and repairing culverts, and cleaning up. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors. Relevant information must be sourced prior to application of the unit.

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

RIICRC303A LAY PAVERS
Locations: Werribee.
Prerequisites: Nil.
Description: This unit covers the laying of pavers in the civil construction industry. It includes planning and preparing for work, preparing to lay paving, laying pavers, and cleaning up.

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

RIICRC306A CONDUCT EARTHWORKS
Locations: Werribee.
Prerequisites: Nil.
Description: This unit covers the conduct of earthworks in the civil construction industry. It includes planning and preparing work, setting out sub-grades, forming earthworks, placing and compacting sub-grade replacement materials, and cleaning up.

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

RIIIMG301A MAINTAIN SITE RECORDS
Locations: Werribee.
Prerequisites: Nil.
Description: This unit covers the maintenance of site records in resources and infrastructure industries. It includes: identifying records, processing details; and reviewing and filing records.

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

RIIMP0317A CONDUCT ROLLER OPERATIONS
Locations: Werribee.
Prerequisites: Nil.
Description: This unit covers the conducting roller operations in the civil construction industry. It includes: planning and preparing; conducting machine pre-operational checks; selecting, removing and fitting attachments; operating and relocating the machine; and carrying out operator maintenance and clean up.

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

RIIMPO318B CONDUCT CIVIL CONSTRUCTION SKID STEER LOADER OPERATIONS

Locations: Werribee.
Prerequisites: Nil.
Description: This unit covers conducting skid steer loader operations in resources and infrastructure industries and includes the following: • Planning and preparing • Conducting machine pre-operational checks • Operating skid steer loaders • Lifting, carrying and placing materials • Selecting, removing and fitting attachments • Relocating the skid steer loaders • Carrying out machine operator maintenance • Cleaning up

Required Reading: VU Produced Workbooks
Assessment: Assessment methods include: • written and/or oral assessment of the candidate’s required knowledge - observed, documented and/or first hand testimonial evidence of the candidate’s: - implementation of appropriate requirement, procedures and techniques for the safe, effective and efficient achievement of required outcomes, including: • in a minimum of two different soil types; and - to include the mandatory tasks of mixing materials, stripping/spreading topsoil and materials, loading vehicles, excavations, mixing materials and site clean-up - consistently achieving the required outcomes - first hand testimonial evidence of the candidate’s: - working with others to conduct civil Specific unit assessments are located in the learning and assessment plans within the School.

RIIMPO319A CONDUCT BACKHOE/LOADER OPERATIONS

Locations: Werribee.
Prerequisites: Nil.
Description: This unit covers conducting backhoe/loader operations in the civil construction industry. It includes: planning and preparing; conducting machine pre-operational checks; operating backhoe/loaders; lifting, carrying and placing materials; selecting, removing and fitting attachments; relocating the backhoe/loaders; carrying out machine operator maintenance; and cleaning up.

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

RIIMPO320A CONDUCT CIVIL CONSTRUCTION EXCAVATOR OPERATIONS

Locations: Werribee.
Prerequisites: Nil.
Description: This unit covers the conduct excavator operations in the civil construction industry. It includes: planning and preparing; conducting machine pre-operational checks; operating the machine; lifting, carrying and placing materials; selecting, removing and fitting attachments; relocating the machine; carrying out machine operator maintenance; and cleaning up.

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

RIIMPO321B CONDUCT CIVIL CONSTRUCTION WHEELED FRONT END LOADER OPERATIONS

Locations: Werribee.
Prerequisites: Not Applicable
Description: This unit covers conducting wheeled front end loader operations in the civil construction industry. It includes: planning and preparing; conducting machine pre-operational checks; operating skid steer loaders • Lifting, carrying and placing materials • Selecting, removing and fitting attachments • Relocating the skid steer loaders • Carrying out machine operator maintenance • Cleaning up

Required Reading: VU Produced Workbooks VU
Assessment: Assessment methods include: • written and/or oral assessment of the candidate’s required knowledge - observed, documented and/or first hand testimonial evidence of the candidate’s: - implementation of appropriate requirement, procedures and techniques for the safe, effective and efficient achievement of required outcomes, including: • in a minimum of two different soil types; and - to include the mandatory tasks of mixing materials, stripping/spreading topsoil and materials, loading, cutting/boxing, backfilling, lifting and carrying materials - consistently achieving the required outcomes - first hand testimonial evidence of the candidate’s: - working with others to undertake and complete civil construction wheeled front end loader operations Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

RIIMPO322A CONDUCT CIVIL CONSTRUCTION TRACKED FRONT END LOADER OPERATIONS

Locations: Werribee.
Prerequisites: Nil.
Description: This unit covers conducting tracked front end loader operations in the civil construction industry. It includes: planning and preparing; conducting machine pre-operational checks; operating the machine; lifting, carrying and placing materials; relocating the machine; carrying out machine operator maintenance; and cleaning up.

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

RIIMPO324A CONDUCT CIVIL CONSTRUCTION GRADER OPERATIONS

Locations: Werribee.
Prerequisites: Nil.
Description: This unit covers conducting grader operations in the civil construction industry. It includes: planning and preparing; conducting machine pre-operational checks; operating the machine; selecting, removing and fitting attachments; relocating the machine; carrying out machine operator maintenance; and cleaning up.

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

**RIIMP0326A CONDUCT CIVIL CONSTRUCTION WATER CART OPERATIONS**  
*Locations:* Werribee.  
*Prerequisites:* Nil.  
*Description:* This unit covers conduct water cart operations in the civil construction industry. It includes: planning and preparing; conducting machine pre-operational checks; operating the water cart; loading, transporting and distributing water; carrying out driver maintenance; and cleaning up.  
*Required Reading:* VU VU Produced Workbooks VU  
*Assessment:* Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**RIIOHS201A WORK SAFELY AND FOLLOW OHS POLICIES AND PROCEDURES**  
*Locations:* Werribee.  
*Prerequisites:* Nil.  
*Description:* This unit covers working safely and follow OHS policies and procedures in resources and infrastructure industries. It includes accessing and apply site safety procedures; applying personal safety measures and operational safety measures; maintaining personal wellbeing for job; and identifying and reporting incidents.  
*Required Reading:* VU VU Produced Workbooks VU  
*Assessment:* Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**RIIOHS202A ENTER AND WORK IN CONFINED SPACES**  
*Locations:* Werribee, Newport, Melton, Sunshine.  
*Prerequisites:* Nil.  
*Description:* This unit covers the entering and working in confined spaces in resources and infrastructure industries. It includes planning and preparing for entry of confined spaces; entry and working in confined spaces, exiting confined spaces and cleaning up.  
*Required Reading:* VU Produced Workbooks  
*Assessment:* Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation.

**RIIOHS205A CONTROL TRAFFIC WITH STOP-SLOW BAT**  
*Locations:* Werribee.  
*Prerequisites:* Nil.  
*Description:* This unit covers controlling of traffic with a stop-slow bat in resources and infrastructure industries. It includes: planning and preparing; coordinating traffic; operating radios; and cleaning up.  
*Required Reading:* VU VU Produced Workbooks VU  
*Assessment:* Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**RIIOHS302A IMPLEMENT TRAFFIC MANAGEMENT PLAN**  
*Locations:* Werribee.  
*Prerequisites:* Nil.  
*Description:* This unit covers the competency required to implement a traffic management plans in the civil construction industry. It includes: planning and preparing; setting out, monitoring and closing down the traffic guidance scheme; and cleaning up.  
*Required Reading:* VU VU Produced Workbooks VU  
*Assessment:* Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**RIISAM201A HANDLE RESOURCES AND INFRASTRUCTURE MATERIALS AND SAFELY DISPOSE OF NON TOXIC MATERIALS**  
*Locations:* Werribee.  
*Prerequisites:* Nil.  
*Description:* This unit covers the handling of materials and safely dispose of non toxic materials in resources and infrastructure industries. It includes planning and preparing for work; handling and removing waste; and cleaning up.  
*Required Reading:* VU VU Produced Workbooks VU  
*Assessment:* Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**RIISAM203A USE HAND AND POWER TOOLS**  
*Locations:* Werribee.  
*Prerequisites:* Nil.  
*Description:* This unit covers the use of hand and power tools in resources and infrastructure industries. It includes planning and preparing for work, selecting and using hand tools and power tools, and cleaning up.  
*Required Reading:* VU VU Produced Workbooks VU  
*Assessment:* Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**RIISAM204A OPERATE SMALL PLANT AND EQUIPMENT**  
*Locations:* Werribee.  
*Prerequisites:* Nil.  
*Description:* This unit covers the operating of a range of small plant and equipment in resources and infrastructure industries. It includes the planning and preparation for
This unit lends itself to Li employability skills with work, the conducting of pre-operational checks, the use of the plant and/or equipment, and carrying out operator maintenance and cleaning up.

**Required Reading:** VU VU Produced Workbooks VU

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

**RIISAM205A CUT, WELD AND BEND MATERIALS**

**Locations:** Werribee.

**Prerequisites:** Nil.

**Description:** This unit covers the cutting, welding and bending of materials in resources and infrastructure industries. It includes planning and preparation, performing cutting and bending, operating and controlling equipment, conducting pre-operational checks, working in an industrial environment, and cleaning up.

**Required Reading:** VU VU Produced Workbooks VU

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

**RIIVEH304A CONDUCT TIP TRUCK OPERATIONS**

**Locations:** Werribee.

**Prerequisites:** Nil.

**Description:** This unit covers the conduct of tip truck operations in the resources and infrastructure industries. It includes planning and preparing, conducting pre-operational checks, operating a tip truck, loading, transporting and tipping materials, carrying out driver maintenance, and cleaning up.

**Required Reading:** VU VU Produced Workbooks VU

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

**RIIWNG203A DRAIN AND DEWATER CIVIL CONSTRUCTION SITE**

**Locations:** Werribee, Newport, Melton, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers draining and/or dewatering of civil construction project sites. It includes: planning and preparing; positioning sedimentation control; remove surface water; constructing sump and wells; removing water from sumps or wells, trenches and pits; and cleaning up.

**Required Reading:** VU VU Produced Workbooks VU

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package - include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LIWC via a project or simulation.

**TDA1403A PROVIDE TRANSPORT SERVICES TO PASSENGERS WITH SPECIAL NEEDS**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to participate effectively in basic workplace communication including communicating information about routine tasks, processes, events or skills, participating in group discussions to achieve appropriate work outcomes, and representing views of a group to others.

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

**TDD1097A OPERATE A FORKLIFT**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to operate a forklift in the resources and infrastructure industries. It includes: planning and preparing, conducting pre-operational checks, operating a forklift, loading and unloading, transporting materials, carrying out driver maintenance, and cleaning up.

**Required Reading:** VU VU Produced Workbooks VU

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

**TDD397C HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to operate a forklift in the resources and infrastructure industries. It includes: planning and preparing, conducting pre-operational checks, operating a forklift, loading and unloading, transporting materials, carrying out driver maintenance, and cleaning up.

**Required Reading:** VU VU Produced Workbooks VU

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

**TDTE397B PARTICIPATE IN BASIC WORKPLACE COMMUNICATION**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to participate effectively in basic workplace communication including communicating information about routine tasks, processes, events or skills, participating in group discussions to achieve appropriate work outcomes, and representing views of a group to others.

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

**TDTE497B PREPARE WORKPLACE DOCUMENTS**

**Locations:** Footscray Nicholson, Werribee, Industry, St Albans, 21945VICT Certificate II in ESL (Employment) - Footscray Nicholson, St Albans and Werribee only.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to participate effectively in basic workplace communication including communicating information about routine tasks, processes, events or skills, participating in group discussions to achieve appropriate work outcomes, and representing views of a group to others.

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

**TDA1403A PROVIDE TRANSPORT SERVICES TO PASSENGERS WITH SPECIAL NEEDS**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to operate a forklift in the resources and infrastructure industries. It includes: planning and preparing, conducting pre-operational checks, operating a forklift, loading and unloading, transporting materials, carrying out driver maintenance, and cleaning up.

**Required Reading:** VU VU Produced Workbooks VU

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

**TDD397C HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to operate a forklift in the resources and infrastructure industries. It includes: planning and preparing, conducting pre-operational checks, operating a forklift, loading and unloading, transporting materials, carrying out driver maintenance, and cleaning up.

**Required Reading:** VU VU Produced Workbooks VU

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

**TDTE397B PARTICIPATE IN BASIC WORKPLACE COMMUNICATION**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to participate effectively in basic workplace communication including communicating information about routine tasks, processes, events or skills, participating in group discussions to achieve appropriate work outcomes, and representing views of a group to others.

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

**TDTE497B PREPARE WORKPLACE DOCUMENTS**

**Locations:** Footscray Nicholson, Werribee, Industry, St Albans, 21945VICT Certificate II in ESL (Employment) - Footscray Nicholson, St Albans and Werribee only.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to operate a forklift in the resources and infrastructure industries. It includes: planning and preparing, conducting pre-operational checks, operating a forklift, loading and unloading, transporting materials, carrying out driver maintenance, and cleaning up.

**Required Reading:** VU VU Produced Workbooks VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
TDTF697B APPLY ACCIDENT-EMERGENCY PROCEDURES
Prerequisites: Nil.
Description: Respond to the incident; Control and assist at accident or emergency site;
Finalise accident-emergency process and complete records.
Required Reading:-
Assessment: One or more of the following: written assignment, written test,
simulation, observation, demonstration, discussion, questioning, presentation,
campus/workplace projects and RTO/workplace assignments.

TDT6701A WORK IN A SOCIALLY DIVERSE ENVIRONMENT
Prerequisites: Nil.
Description: Communicate with customers and colleagues from diverse backgrounds;
Deal with cross-cultural misunderstandings.
Required Reading:-
Assessment: One or more of the following: written assignment, written test,
simulation, observation, demonstration, discussion, questioning, presentation,
campus/workplace projects and RTO/workplace assignments.

TDTI297C APPLY CUSTOMER SERVICE SKILLS
Prerequisites: Nil.
Description: Deal with customer inquiries; Monitor customer satisfaction.
Required Reading:-
Assessment: One or more of the following: written assignment, written test,
simulation, observation, demonstration, discussion, questioning, presentation,
campus/workplace projects and RTO/workplace assignments.

TDTL197B COMPLETE WORKPLACE ORIENTATION/INDUCTION PROCEDURES
Locations: Werribee, Industry, St Albans, Certificate II in Mumgu-dhal tyama-tyt - St Albans only.
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to complete workplace orientation and induction procedures when commencing a new work role, including identifying major areas of a workplace in terms of functions, organisational structures and occupations, and organising and accepting responsibility for own workload. It also includes the application of ethical practices in work activities receiving and acting constructively on personal feedback, participating in the identification and meeting of one’s own learning needs, and planning and organising a personal daily routine.
Required Reading: Certificate II in Mumgu-dhal tyama-tyt 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 RTO/workplace assignments. Certificate II in Mumgu-dhal tyama-tyt Students develop a portfolio of evidence for assessment. This may include short answer questions, direct observation, oral presentations, third-party feedback including reports from other teachers, support workers and peers.

TDTO1198B PROVIDE REVENUE PROTECTION MEASURES
Prerequisites: Nil.
Description: Prepare for revenue protection activities; Implement revenue protection procedures.
Required Reading:-
Assessment: One or more of the following: written assignment, written test,
simulation, observation, demonstration, discussion, questioning, presentation,
campus/workplace projects and RTO/workplace assignments.
TDI012988 MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR


Prerequisites: Nil.

Description: Monitor passenger behaviour; Identify and resolve disruptive/unlawful activity; Take action to control unlawful behaviour; Report and document incident(s).

Required Reading: VU Produced Workbook

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

TUA2011A PACKAGE GOODS


Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to package goods in accordance with regulatory and workplace requirements including selecting materials, packing and unpacking products, and labelling packaged products/loads to the required labelling standards. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Required Reading: VU Produced Workbook

Assessment: Assessment methods will: - As a minimum, will be conducted through appropriate written/oral tests - apply to practical assessments: - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace. Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LiWC via a project simulation.

TUA2012A PICK AND PROCESS ORDERS


Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to pick and process orders in accordance with workplace requirements including identifying workplace order picking processes, policies and procedures; picking and despatching orders, and recording stock levels. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Required Reading: VU Produced Workbooks

Assessment: Assessment methods will: - be conducted through appropriate written/oral tests - apply to practical assessments: - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace. Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LiWC via a project simulation.

TUA2013A RECEIVE GOODS

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to receive goods in accordance with regulatory and workplace requirements, including identifying workplace procedures and documentation requirements for the receipt of goods; checking and inspecting goods on arrival and completing workplace documentation; and unloading, packing and storing stock. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Required Reading: VU Produced Workbook

Assessment: Assessment methods will: - be conducted through appropriate written/oral tests - apply to practical assessments: - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace. Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LiWC via a project simulation.

TUA2014A USE PRODUCT KNOWLEDGE TO COMPLETE WORK OPERATIONS


Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to use product knowledge to complete work operations in accordance with workplace requirements including identifying products in a subsection of a warehouse or other storage area, examining quality and reporting on products, and using inventory and labelling systems to identify and locate products.

Required Reading: VU Produced Workbooks

Assessment: This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

TUA2021A DESPATCH STOCK


Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to despatch stock in accordance with workplace requirements including analysing orders to identify work requirements, following workplace order picking processes to prepare goods for despatch, and completing despatch tasks in accordance with workplace procedures and schedules. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Required Reading: VU Produced Workbook

Assessment: Assessment methods will: - be conducted through appropriate written/oral tests - apply to practical assessments: - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace. Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LiWC via a project simulation.

TUA2022A PARTICIPATE IN STOCKTAKES


Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to participate in stocktakess in accordance with workplace requirements including preparing for stocktakess, conducting stocktakess, counting stock, identifying stock discrepancies, and completing all required documentation. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Required Reading: VU Produced Workbook

Assessment: Assessment methods will: - be conducted through appropriate written/oral tests - apply to practical assessments: - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace. Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LiWC via a project simulation.

TUA3015A COMPLETE RECEIVAL/DESPATCH DOCUMENTATION


Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to complete receival/despatch documentation in accordance with regulatory and workplace requirements including analysing orders to identify work requirements to fill order,
following workplace order documentation processes, and finalising documentation in accordance with workplace procedures and any relevant regulatory requirements. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

**Required Reading:** VU Produced Workbook

**Assessment:** Assessment methods will: - As a minimum, be conducted through appropriate written/oral tests - apply to practical assessments: - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace. Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LiWC via a project simulation.

**TJA3016A USE INVENTORY SYSTEMS TO ORGANISE STOCK CONTROL**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to use inventory systems to organise stock control in accordance with workplace requirements including identifying inventory and stock control systems in use in the workplace, using re-order procedures to maintain stock levels, organising cyclical stock counts, and reporting discrepancies or variances. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

**Required Reading:** VU Produced Workbook

**Assessment:** Assessment methods will: - As a minimum, be conducted through appropriate written/oral tests - apply to practical assessments: - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace. Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LiWC via a project simulation.

**TJA3018A ORGANISE DESPATCH OPERATIONS**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to organise despatch operations in accordance with workplace requirements including planning and organising despatch operations, organising the storage and despatch of stock, and completing all required documentation and records. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment methods will: - As a minimum, be conducted through appropriate written/oral tests - apply to practical assessments: - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace. Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LiWC via a project simulation.

**TJA3019A ORGANISE RECEIVAL OPERATIONS**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to organise receival operations in accordance with workplace requirements including planning and organising receival operations, organising the storage of received stock, and completing all required documentation and records in accordance with workplace procedures and relevant regulatory requirements. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

**Required Reading:** VU Produced Workbook

**Assessment:** Assessment methods will: - As a minimum, be conducted through appropriate written/oral tests - apply to practical assessments: - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace. Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LiWC via a project simulation.

**TJA3038A CONTROL AND ORDER STOCK**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to control and order stock for a workplace store in an enterprise/organisation in a transport, distribution, production, hospitality, retail or other relevant industry sector. It specifically covers maintaining stock levels and records, organising and administering stocktakes, identifying stock losses, processing stock orders, and following up orders. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

**Required Reading:** VU Produced Workbook

**Assessment:** Assessment methods will: - As a minimum, be conducted through appropriate written/oral tests - Practical assessments must occur: - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace. Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LiWC via a project simulation.

**TJA3039A RECEIVE AND STORE STOCK**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to receive and store stock for a workplace store in an enterprise/organisation in a transport, distribution, production, hospitality, retail or other relevant industry sector. It specifically covers taking delivery of stock, storing the received stock, and rotating and maintaining stock in accordance with relevant regulatory and workplace procedures. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

**Required Reading:** VU Produced Workbook

**Assessment:** Assessment methods will: - As a minimum, be conducted through appropriate written/oral tests - Practical assessments must occur: - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace. Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LiWC via a project simulation.

**TJA4005A CHECK AND EVALUATE RECORDS AND DOCUMENTATION**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to check and evaluate records and documentation in accordance with regulatory and workplace requirements including checking documentation and analysing and evaluating records.

**Required Reading:** VU produced Workbooks

**Assessment:** This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**TJA4028A ASSESS AND MONITOR OPTIMUM STOCK LEVELS**

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

**Prerequisites:** Nil.
Description: This unit involves the skills and knowledge required to organise the transport of freight or goods, including planning the transport operations, organising the transport of the freight, completing the required documentation and finalising the organisational process.

Required Reading: VU Produced Workbooks

Assessment: Assessment methods will: - Assessment of this unit must be undertaken by a registered training organisation - Assessment of this unit must be conducted through appropriate written/oral tests - Practical assessment must occur: - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace - Practical assessment must occur: - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LiWC via a project simulation.

TLIA4032A ORGANISE TRANSPORT OF FREIGHT OR GOODS
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to organise the transport of freight or goods, including planning the transport operations, organising the transport of the freight, completing the required documentation and finalising the organisational process.

Required Reading: VU Produced Workbooks

Assessment: Assessment methods will: - Assessment of this unit must be undertaken by a registered training organisation - Assessment of this unit must be conducted through appropriate written/oral tests - Practical assessment must occur: - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LiWC via a project simulation.

TLIA4033A ORGANISE INTERNATIONAL TRANSPORT OF FREIGHT
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to organise the international transport of freight, including confirming customer requirements, organising freight arrangements and communicating with shipping agents and authorities.

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit's learning outcomes in the unit of study.

TLIA5035A MANAGE INTERNATIONAL FREIGHT TRANSFER
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to plan and manage international freight transfer in accordance with relevant regulatory requirements and workplace procedures, including the ADG and IDG codes. This includes analysing freight transfer requirements, planning and establishing processes for international freight transfer, monitoring and coordinating systems and processes for international freight transfer, and completing all required documentation.

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit's learning outcomes in the unit of study.

TLIA5055A MANAGE FACILITY AND INVENTORY REQUIREMENTS
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to manage a facility and its inventory requirements. It includes identifying space, safety and security requirements; developing a documentation system; designing storage zones; and evaluating facility utilisation.

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit's learning outcomes in the unit of study.

TLJB1028A MAINTAIN AND USE HAND TOOLS
Locations: Industry.
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to maintain and use hand tools in accordance with workplace requirements, including selecting and using hand tools to complete workplace tasks, maintaining basic hand tools in accordance with manufacturers instructions, and securing and storing hand tools in accordance with workplace procedures.

Required Reading: VU Produced Workbooks

Assessment: This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

TLJB1030A UNDERTAKE GENERAL SITE MAINTENANCE
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to undertake general site housekeeping and maintenance in depots, sub-depots, factories, compounds, campsites, etc. in accordance with safeworking and regulatory requirements and workplace procedures. It includes preparing for the work, conducting site housekeeping functions, applying pest and vegetation control measures, and completing all work requirements. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Required Reading: VU Produced Workbook

Assessment: Assessment methods will: - Assessment of this unit must be undertaken by a registered training organisation - Assessment methods will: - Assessment of this unit must be conducted through appropriate written/oral tests - Practical assessment must occur: - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LiWC via a project simulation.

TLJB2001A CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to check and assess the operational capabilities of equipment in accordance with workplace requirements, including inspecting equipment and work area, checking the operational capability of equipment and its safety devices, identifying and assessing the impact of faults on safety and work requirements, and recording and reporting the results of inspection.
and testing in accordance with workplace procedures and relevant regulatory requirements. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

**Required Reading:** VU Produces Workbook

**Assessment:** Assessment methods will include demonstration of applying: - the underpinning knowledge and skills: - relevant legislation and workplace procedures - other relevant aspects of the range statement. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School.

**TLIB2022A DIAGNOSE AND RECTIFY MINOR FAULTS**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to identify, diagnose and rectify minor faults in accordance with workplace requirements, including identifying maintenance and/or repair requirements, conducting minor maintenance and routine repairs, checking and reporting minor repairs and/or maintenance, and providing support in accordance with workplace procedures.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**TLIB28078 MAINTAIN AND USE HAND TOOLS**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to maintain and use hand tools in accordance with workplace requirements, including selecting and using hand tools to complete workplace tasks, maintaining basic hand tools in accordance with manufacturers instructions, and securing and storing hand tools in accordance with workplace procedures.

**Required Reading:** VU VU produced Unit Learning Resources

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

**TLIB3002A TEST EQUIPMENT AND ISOLATE FAULTS**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to test equipment and isolate faults in accordance with workplace requirements, including identifying scope of the operational test; planning operational tests; checking the equipment through full operating range; and isolating faults and/or formulating recommendations for adjustment, repair or replacement in accordance with workplace procedures and relevant regulatory requirements.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**TLIB3018A CONDUCT FULL TRAIN EXAMINATION**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to conduct a full train examination in accordance with workplace procedures and the requirements of relevant safetyworking regulations and codes of practice. It includes preparing for the examination of the train, preparing the train for examination, examining the rolling stock, examining the loads, and documenting and actioning the examination results.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**TLIB3019A TEST TRAIN BRAKING SYSTEM**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to test a train braking system in accordance with workplace procedures and the requirements of relevant safetyworking regulations and codes of practice. It includes planning and preparing for, and testing train brake operation; dealing with identified faults; and recording the results of a brake test in accordance with workplace requirements.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**TLIB3020A VISUALLY INSPECT STATIONARY TRAIN**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to visually inspect a stationary train in accordance with workplace procedures and the requirements of relevant safetyworking regulations and codes of practice. It includes preparing for the visual inspection, inspecting the train, and documenting and actioning the inspection results.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**TLIB3026A PREPARE FOR TRAIN OPERATION**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to prepare for train operation in accordance with workplace procedures and the requirements of relevant safetyworking regulations and codes of practice. It includes preparing for and implementing the prescribed pre-departure checks and confirming the required train documentation.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**TLIB3075A INSPECT AND PREPARE A MOTIVE POWER UNIT**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to inspect, prepare and start a motive power unit in accordance with relevant workplace practices, rail regulations and codes of practice. It includes the checking and preparing of the motive power unit, visually examining the motive power unit, conducting in-cab checks, and starting and positioning the motive power unit for service in accordance with workplace requirements.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.
TLIB8409A CARRY OUT ROUTINE MAINTENANCE OF STRUCTURES

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to carry out routine maintenance of structures in accordance with safeworking and regulatory requirements and workplace procedures. It includes determining job requirements, performing routine maintenance, cleaning up the site after maintenance activities, and completing documentation.

**Required Reading:** VU Produced Workbook

**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

TLIB8609A APPLY AWARENESS OF STRUCTURES FUNDAMENTALS

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to understand and apply awareness of structures fundamentals in accordance with approved standards, safeworking and regulatory requirements and workplace procedures. It includes identifying types of structures, structures terminology and conventions, and defect categories; and locating and identifying defects in structures. Licensing or certification requirements are not applicable to this unit.

**Required Reading:** VU Produced Workbook

**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

TLIB9209A OPERATE MINOR MECHANICAL EQUIPMENT

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to operate and maintain minor mechanical equipment in accordance with safeworking and regulatory requirements and workplace procedures. It includes carrying out pre-operation checks on equipment, operating mechanical equipment, conducting routine maintenance, and securing and storing equipment.

**Required Reading:** Not Applicable

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

TLIB9309A CLEAN EQUIPMENT AND RESTORE WORKSITE

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to clean up plant, equipment and worksite in accordance with safeworking and regulatory requirements and workplace procedures. It includes planning and preparing work, arranging the clear up and disposal/reclamation of material, operating cleaning equipment and mobile plant, finalising the work and restoring the site.

**Required Reading:** VU Produced Workbook

**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

TLIC2002A DRIVE LIGHT RIGID VEHICLE

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to drive a light rigid vehicle safely including systematic and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition, and performance and effective management of hazardous situations. Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory Road Traffic Authority.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment methods will: - be undertaken by a registered training organisation - applied through knowledge which must be conducted through appropriate written/oral tests - be through activities in an appropriately simulated environment at the registered training organisation, and/or - assessed through appropriate range of situations in the workplace Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

TLIC3003A DRIVE MEDIUM RIGID VEHICLE

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to drive a medium rigid vehicle safely including systematic and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition and performance and effective management of hazardous situations. Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory Road Traffic Authority.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment methods will: - be undertaken by a registered training organisation - applied through knowledge which must be conducted through appropriate written/oral tests - be through activities in an appropriately simulated environment at the registered training organisation, and/or - assessed through appropriate range of situations in the workplace Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

TLIC3004A DRIVE HEAVY RIGID VEHICLE

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to drive a heavy rigid vehicle safely including systematic and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition and performance, and effective management of hazardous situations. Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory Road Traffic Authority.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment methods will: - be undertaken by a registered training organisation - as a minimum, be conducted through appropriate written/oral tests - be through activities in an appropriately simulated environment at the registered training organisation, and/or - be in an appropriate range of situations in the
workplace. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LWC via a project or simulation.

**TLIC3025A DRIVE HEAVY COMBINATION VEHICLE**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to drive a heavy combination vehicle safely including systematic and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition and performance, coupling and uncoupling of dollies, monitoring of traffic and road conditions, management of vehicle condition and performance, and effective management of hazardous situations. Assessment of this unit may be undertaken within a licensing examination conducted, by or under the authority of, the relevant state/territory Road Traffic Authority.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**TLIC3017A SHUNT ROLLING STOCK**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to safely shunt rolling stock in accordance with safeworking and regulatory requirements and workplace procedures, including controlling and directing the physical movement of rolling stock and operating relevant equipment to carry out a developed shunting strategy.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**TLIC3027A STABLE A MOTIVE POWER UNIT**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to stable a motive power unit in accordance with relevant workplace practices, rail regulations and codes of practice. It includes determining the required stabilising location, shunting and securing the train, stabilising and securing the motive power unit, carrying out all required post-operational checks and completing postoperational paperwork.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**TLIC4006A DRIVE MULTI-COMBINATION VEHICLE**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to drive a multi-combination vehicle safely, including systematic and efficient control of all vehicle functions, coupling and uncoupling of dollies, monitoring of traffic and road conditions, management of vehicle condition and performance, and effective management of hazardous situations. Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory Road Traffic Authority.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**TLIC4023A OPERATE TRAIN WITH DUE CONSIDERATION OF ROUTE CONDITIONS**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to operate a train with due consideration of route conditions in accordance with safeworking and regulatory requirements and workplace procedures. This includes identifying route requirements, applying route knowledge to the planning of a train journey, and using route knowledge during a train journey in accordance with workplace requirements and standards.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**TLIC4024A OPERATE URBAN PASSENGER TRAIN**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to operate an urban passenger train in accordance with safeworking and regulatory requirements and workplace procedures. This includes driving an urban train efficiently and effectively; assisting passengers as required; carrying out pre- and post-operation checks and terminus inspections; responding effectively to abnormal situations, incidents and external operating factors; and stabilising an urban train in accordance with workplace requirements.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**TLIC4026A OPERATE AND MONITOR A MOTIVE POWER UNIT**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to operate and monitor a motive power unit in accordance with relevant workplace practices, rail regulations and codes of practice. It includes operating the controls of the motive power unit, and monitoring its performance and maintaining its operational condition during a journey. It also includes working collaboratively with other train crew and relevant personnel.

**Required Reading:** VU Produced Workbook

**Assessment:** This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**TUD1001A SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS**

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

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to shift loads using manual handling methods, including assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation in accordance with the plan.
Required Reading: VU Produced Workbooks
Assessment: This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

TL1D107C SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to shift loads using manual handling methods, including assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation in accordance with the plan.
Required Reading: VU produced Unit Learning Resources
Assessment: The following methods may be used in assessing units: Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TL1D2003A HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES
Locations: Werribee, Newport.
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to handle dangerous goods and hazardous substances, including identifying requirements for working with dangerous goods and/or hazardous substances; confirming site incident procedures; and selecting handling techniques.
Required Reading: Not Applicable
Assessment: The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of: - identifying dangerous goods/hazardous substances (from labels, IMDG markings, HAZCHEM signs and other relevant - identifying and selecting the safety requirements for handling dangerous goods/hazardous substances - maintaining workplace records and documentation - determining (any) required permits - identifying job and site hazards and planning work to minimise risks - selecting appropriate equipment and work systems including personal protection equipment - estimating weight and dimensions of load and any special requirements - identifying and assessing handling and storage precautions and requirements for dangerous goods/hazardous substances

TL1D2010A OPERATE A FORKLIFT
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to operate a forklift, including checking forklift condition, driving the forklift to fulfil operational requirements, monitoring site conditions, and monitoring and maintaining forklift performance. Assessment of this unit will usually be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory OH&S authority.
Required Reading: VU produced Workbooks Required licensing hand books as per the state or territory authority
Assessment: Assessment methods will: - as a minimum, be conducted through appropriate written/oral tests - be through activities in an appropriately simulated environment at the registered training organisation, and/or - be in an appropriate range of situations in the workplace Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

TL1D2012A OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to operate specialised load shifting equipment in accordance with workplace requirements and relevant regulatory requirements, including planning work for the current working conditions; using controls and equipment operating systems to manage movement of the unit and accessory operations; locating load and identifying load characteristics; moving materials and loads; monitoring and operating controls; and stopping, parking and securing equipment after operation.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - be undertaken by a registered training organisation - as a minimum, be conducted through appropriate written/oral tests - be through activities in an appropriately simulated environment at the registered training organisation, and/or - be in an appropriate range of situations in the workplace Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

TL1D3027A PREPARE FOR TRANSPORT OF DANGEROUS GOODS
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to prepare for the transport of dangerous goods, including checking the dangerous goods load; assessing vehicle suitability to transport the intended load; checking emergency procedures and equipment; evaluating documented route plan; and completing required assessment process. Licensing, legislative, regulatory or certification requirements are applicable to this unit.
Required Reading: VU Produced Workbook
Assessment: Assessment methods will: - As a minimum, be conducted through appropriate written/oral tests - Practical assessments must occur: - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project simulation.

TL1D3031A RIG LOAD
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to prepare and rig all types of loads in preparation for lifting by a crane, including preparing for the transfer of a load, assessing lifting requirements, securing a load, and detaching a load. Licensing, legislative, regulatory or certification requirements are applicable to this unit.
Required Reading: VU Produced Workbook
Assessment: Assessment methods will: - As a minimum, be conducted through appropriate written/oral tests - Practical assessments must occur: - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project simulation.

TL1D3035A OPERATE A BOOM TYPE ELEVATING WORK PLATFORM
Locations: Werribee.
Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to use communication systems including identifying system features, operating a communication system effectively, using appropriate communication protocols when using a system, maintaining equipment, and completing documentation.

Required Reading: VU Produced Workbooks

Assessment: This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

TJE2008A PROCESS WORKPLACE DOCUMENTATION


Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to process workplace documentation including planning the documentation to fulfill the identified purpose and completing the documentation in accordance with requirements. Documentation may include forms, logs, diaries and basic hand-written or typed reports. It may also include entry of information into computer-based documents and forms.

Required Reading: VU Produced Workbooks

Assessment: Assessment methods will: - be conducted through appropriate written/oral tests - apply to practical assessments - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace. Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LiWC via a project simulation.

TJE3002A ESTIMATE/CALCULATE MASS, AREA AND QUANTIFY DIMENSIONS


Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to estimate and calculate mass and area and quantify dimensions of loads as part of work functions in the transport, stevedoring, warehousing, and/or storage sectors. This includes estimating loads to be transported or placed in storage, identifying mass, area and volume limitations of available transport/storage systems and carrying out calculations required to organise load(s) to match identified transport/storage limitations.

Required Reading: VU Produced Workbooks

Assessment: Assessment methods will: - As a minimum, be conducted through appropriate written/oral tests: - practical assessments must occur: - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace. Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LiWC via a project simulation.

TJE3004A PREPARE WORKPLACE DOCUMENTS

Locations: Footscray Nicholson, Werribee, Newport, City King St, Industry, Melton, Footscray Park, Sunshine, City Flinders, St Albans, 21772VIC Certificate I in General Education for Adults - All Campuses including Visy Cares Hub, Distance Education and industry locations within the Western suburbs.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to prepare workplace documents and forms in accordance with workplace requirements and any applicable regulations/codes including planning and preparing a simple workplace document such as a letter or report, and gathering relevant information enabling the completion of a workplace form.

Required Reading: There is no required reading for this unit. The teacher will provide teaching and learning material as required.

Assessment: Assessment tasks will be designed to meet the controlled parameters in
This unit involves the skills and knowledge required to carry out basic routine workplace calculations, including carrying out required mathematical operations, preparing basic estimates of mass, size and volume, and interpreting basic graphical representations of mathematical information. It includes calculations for routine industry-related tasks using manual and electronic processes. It specifically includes the skills and knowledge needed to estimate/calculate manual load shifting requirements.

**Required Reading:** VU produced Unit Learning Resources

**Assessment:** The following methods may be used in assessing units:
- Written objective tests
- Written responses, short and extended answers
- Oral test / technical interview
- On job or workplace assessment
- Practical / exercises
- Practical projects
- Assignments
- Personal appraisal
- Verbal assessment
- Profiling
- RPL

**TLIE807C PROCESS WORKPLACE DOCUMENTATION**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to process workplace documentation including planning the documentation to fulfill the identified purpose and completing the documentation in accordance with requirements. Documentation may include forms, logs, diaries and basic hand-written or typed reports. It may also include entry of information into computer-based documents and forms.

**Required Reading:** VU produced Unit Learning Resources

**Assessment:** The following methods may be used in assessing units:
- Written objective tests
- Written responses, short and extended answers
- Oral test / technical interview
- On job or workplace assessment
- Practical / exercises
- Practical projects
- Assignments
- Personal appraisal
- Verbal assessment
- Profiling
- RPL

**TLIF1001A FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROPERTIES**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to follow and apply occupational health and safety (OH&S) procedures when carrying out work activities. It includes identifying and following workplace procedures for hazard identification and risk control, contributing to arrangements for the management of occupational health and safety, and completing occupational health and safety records.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will:
- be conducted through appropriate written/oral tests
- apply to practical assessments:
  - through activities in an appropriately simulated environment at the registered training organisation, and/or
  - in an appropriate range of situations in the workplace
Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LiWC via a project simulation.

**TLIF1002A CONDUCT HOUSEKEEPING ACTIVITIES**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to conduct housekeeping activities in the workplace, including identifying required housekeeping requirements, procedures and resources for different areas of the workplace, monitoring and maintaining cleanliness and tidiness in the workplace, and completing assigned housekeeping tasks.

**Required Reading:** VU produced Workbook

**Assessment:** Assessment methods will:
- be conducted through appropriate written/oral tests
- apply to practical assessments:
  - through activities in an appropriately simulated environment at the registered training organisation, and/or
  - in an appropriate range of situations in the workplace
Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LiWC via a project simulation.

**TLIF1007C APPLY FATIGUE MANAGEMENT STRATEGIES**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to apply fatigue management strategies in the workplace, including identifying and implementing strategies for preventing and managing occupational fatigue, and completing related documentation.
management strategies, including identifying and acting upon signs of fatigue and implementing appropriate strategies to minimise fatigue during work activities.

**Required Reading:** VU VU produced Unit Learning Resources

**Assessment:** The following methods may be used in assessing units: Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

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**TLIF107C FOLLOW OH&S PROTOCOLS**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to follow and apply OH&S procedures when carrying out work activities, including identifying and following workplace procedures for hazard identification and risk control, contributing to arrangements for the management of occupational health and safety, and completing occupational health and safety records.

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test /technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling. The following methods may be used in assessing units: Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling.

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**TLIF2006A APPLY ACCIDENT-EMERGENCY PROCEDURES**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to apply accident emergency procedures, including responding to an incident, controlling and assisting at an accident or emergency site, finalising accident-emergency processes, and completing records, reports and other required documentation in accordance with regulatory requirements and workplace procedures.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment methods will: be conducted through appropriate written/oral tests - apply to practical assessments: through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace. Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LiWC via a project simulation.

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**TLIF2010A APPLY FATIGUE MANAGEMENT STRATEGIES**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to apply fatigue management strategies, including identifying and acting upon signs of fatigue and implementing appropriate strategies to minimise fatigue during work activities, in accordance with legislative and regulatory requirements.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

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**TLIF2018A OPERATE FIREFIGHTING EQUIPMENT**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to operate and check firefighting equipment in accordance with manufacturers instructions and workplace emergency procedures, including identifying and selecting the appropriate equipment, using the firefighting equipment to fight a fire, and checking that the firefighting equipment is operational.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

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**TLIF2019A ENSURE A SAFE ON-BOARD PASSENGER AND WORKING ENVIRONMENT**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to ensure a safe on-board passenger and working environment in accordance with OH&S regulatory and workplace requirements, including performing checks and inspections; rectifying and reporting work hazards and non-compliances; and completing all required documentation.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

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**TLIF2062A APPLY AWARENESS OF SAFEWORKING RULES AND REGULATIONS**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to apply a basic awareness of applicable safeworking rules and regulations to work functions in the rail industry. It includes interpreting and applying the applicable safeworking rules and protocols; recognising and reporting unsafe situations; following safeworking instructions and procedures; and taking appropriate safety precautions.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

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**TLIF3004A ORGANISE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES IN THE WORKPLACE**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to organise OH&S procedures in the workplace, including interpreting and applying information about OH&S policies and procedures and duty of care responsibilities, identifying and assessing hazards and risks in the workplace, negotiating to control workplace hazards and risks, resolving complaints about OH&S, and instituting appropriate risk management strategies. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

**Required Reading:** VU Produced Workbook

**Assessment:** Assessment methods will: be conducted through appropriate written/oral tests - Practical assessments must occur: through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace. Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LiWC via a project simulation.
TLIF3058A APPLY SAFEWORKING RULES AND REGULATIONS TO RAIL FUNCTIONS
Locations: Industry.
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to apply applicable safeworking rules and regulations to rail functions carried out on rail networks. It includes the correct use of communication protocols; interpreting and responding to radio, hand signal and light commands; interpreting and following relevant safeworking rules and protocols; and taking appropriate action in the event of safety incidents, unsafe situations or emergencies.
Required Reading: VU Produced Workbooks
Assessment: This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

TLIF307C IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY PROCEDURES
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to implement and monitor OH&S procedures, including accessing information about OH&S and the workplace policies and procedures, implementing and monitoring procedures for identifying and assessing hazards, implementing and monitoring/auditing procedures for controlling risks, planning and supervising housekeeping arrangements, and implementing and monitoring procedures for dealing with hazardous events.
Required Reading: VU Produced Workbooks
Assessment: The following methods may be used in assessing units:- Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLIF4007A IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY PROCEDURES
Locations: Industry.
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to implement and coordinate accident-emergency procedures, including responding to the incident, conducting on-site activities, and completing follow-up actions.
Required Reading: VU Produced Workbooks
Assessment: This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

TLIF4014A DEVELOP AND MAINTAIN A SAFE WORKPLACE
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to develop and maintain a safe workplace, including providing and informing personnel about OH&S legislation, codes and standards; planning and implementing safety requirements in accordance with regulations; monitoring, adjusting and reporting safety performance; investigating and reporting non-conformance; and evaluating the OH&S system and related policies, procedures and programs.
Required Reading: VU Produced Workbooks
Assessment: Assessment methods will: - be conducted through appropriate written/oral tests - Practical assessment must occur: - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

TLIF4021A RESPOND TO TRAIN-DRIVING EMERGENCIES AND ABNORMAL SITUATIONS
Locations: Industry.
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to respond to emergencies and abnormal situations when driving a train in accordance with regulatory requirements, relevant codes of practice and workplace procedures. It includes identifying and responding to emergencies and abnormal situations; arranging follow-on support and assistance; and communicating with personnel and customers in accordance with workplace procedures and relevant safeworking requirements.
Required Reading: VU Produced Workbooks
Assessment: This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

TLIF607C APPLY ACCIDENT-EMERGENCY PROCEDURES
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to apply accident emergency procedures, including responding to an incident, controlling and assisting at an accident or emergency site, finalising accident-emergency processes, and completing records, reports and other required documentation in accordance with regulatory requirements and workplace procedures.
Required Reading: VU Produced Workbooks
Assessment: The following methods may be used in assessing units:- Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLIF6207A APPLY AWARENESS OF SAFEWORKING RULES AND REGULATIONS
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to apply a basic awareness of applicable safeworking rules and regulations to work functions in the rail industry. It includes interpreting and applying the applicable safeworking rules and protocols; recognising and reporting unsafe situations; following safeworking instructions and procedures; and taking appropriate safety precautions. Licensing, legislative, regulatory or certification requirements are applicable to this unit.
Required Reading: Not Applicable
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks

TLIG1001A WORK EFFECTIVELY WITH OTHERS
Locations: Industry.
Prerequisites: Nil.
Description: This unit involves the basic skills and knowledge required to work effectively with others in a workplace including contributing to determination of appropriate work roles, contributing to the planning of activities, and working with others to complete the activities.
**TLIG107C WORK EFFECTIVELY WITH OTHERS**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the basic skills and knowledge required to work effectively with others in a workplace, including contributing to determination of appropriate work roles, contributing to the planning of activities, and working with others to complete the activities.

**Required Reading:** VU produced Workbooks

**Assessment:** This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**TLIG2007A WORK IN A SOCIALLY DIVERSE ENVIRONMENT**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to work in a socially diverse environment, including the development and application of the cultural awareness that is required by all people working in the transport and distribution industries. It includes the cultural awareness required for serving customers and working with colleagues from diverse backgrounds.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - be conducted through appropriate written/oral tests - apply to practical assessments: - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project simulation.

**TLIG3002A LEAD A WORK TEAM OR GROUP**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to lead a work team or group including participating in team/group planning, managing and developing team/group performance, participating in and facilitating the work team/group in its achievement of workplace tasks, and documenting and reviewing work team/group performance.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will: - As a minimum, be conducted through appropriate written/oral tests - Practical assessments must occur: - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project simulation.

**TLIG4005A ORGANISE TRANSPORT WORKLOAD**

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

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to organise transport workload, including organising and accepting responsibility for own workload, participating in identifying and meeting own learning needs, and planning and organising a personal daily routine.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**TLIG4006A FACILITATE WORK TEAMS**

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

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to lead and facilitate work teams, including participating and providing leadership in team planning, developing team commitment and cooperation, managing and developing team performance, and participating in and facilitating the work of work teams/groups.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment methods will: - be conducted through appropriate written/oral tests. Practical assessment must occur: - through activities in an appropriately simulated environment at the registered training organisation, and/or - codes of practice and operation manuals (if in an appropriate range of situations in the workplace. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**TLIG707B WORK IN A SOCIALLY DIVERSE ENVIRONMENT**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to work in a socially diverse environment, including the development and application of the cultural awareness that is required by all people working in the transport and distribution industries. It includes the cultural awareness required for serving customers and working with colleagues from diverse backgrounds.

**Required Reading:**--

**Assessment:** The following methods may be used in assessing units: - Written objective tests; - Written responses, short and extended answers; - Oral test / technical interview; - On job or workplace assessment; - Practical / exercises; - Practical projects; - Assignments; - Personal appraisal; - Verbal assessment; - Profiling; - RPL.

**TLII1002A APPLY CUSTOMER SERVICE SKILLS**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to apply routine customer service skills to relevant workplace operations including dealing with customer inquiries, monitoring customer satisfaction and taking appropriate action to satisfy customer needs.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**TLII207D APPLY CUSTOMER SERVICE SKILLS**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to apply routine customer service skills to relevant workplace operations including dealing with customer inquiries, monitoring customer satisfaction and taking appropriate action to satisfy customer needs.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.
customer inquiries, monitoring customer satisfaction and taking appropriate action to satisfy customer needs.

**Required Reading:**
- VU produced Unit Learning Resources

**Assessment:** The following methods may be used in assessing units:
- Written objective tests
- Written responses, short and extended answers
- Oral test / technical interview
- On job or workplace assessment
- Practical / exercises
- Practical projects
- Assignments
- Personal appraisal
- Verbal assessment
- Profiling
- RPL

**TLIJ4001A COORDINATE QUALITY CUSTOMER SERVICE**

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

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to coordinate quality customer service in operations including planning to meet internal and external customer requirements, ensuring delivery of quality service, and monitoring, adjusting and reporting customer service.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment methods will:
- be conducted through appropriate written/oral tests
- Practical assessment must occur:
  - through activities in an appropriately simulated environment at the registered training organisation, and/or codes of practice and operation manuals
  - in an appropriate range of situations in the workplace

**Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.**

**TLIJ4008A MONITOR TRANSPORT ACTIVITIES AT INTERCHANGES**

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

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to monitor transport activities at interchanges including monitoring transport and passenger movements, identifying and attending to coordination problems, and informing customers of irregularities.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

**TLIJ5018A MANAGE CUSTOMER SERVICE**

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

**Prerequisites:** Nil.

**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.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**TLIJ2001A APPLY QUALITY PROCEDURES**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to apply quality procedures within work activities including applying quality concepts to work, planning and trialing improvements in work processes and implementing improvements confirmed through the trials.

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment methods will:
- be conducted through appropriate written/oral tests
- apply to practical assessments:
  - through activities in an appropriately simulated environment at the registered training organisation, and/or
  - in an appropriate range of situations in the workplace

**Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project simulation.**

**TLJ207C APPLY QUALITY SYSTEMS**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to apply quality systems in workplace operations including working within a quality improvement system and using quality improvement systems, tools and techniques in accordance with enterprise procedures.

**Required Reading:** VU produced Unit Learning Resources

**Assessment:** The following methods may be used in assessing units:
- Written objective tests
- Written responses, short and extended answers
- Oral test / technical interview
- On job or workplace assessment
- Practical / exercises
- Practical projects
- Assignments
- Personal appraisal
- Verbal assessment
- Profiling
- RPL

**TLJ3002A APPLY QUALITY SYSTEMS**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to apply quality systems in workplace operations including working within a quality improvement system and using quality improvement systems, tools and techniques in accordance with enterprise procedures.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment methods will:
- As a minimum, be conducted through appropriate written/oral tests
- Practical assessments must occur:
  - through activities in an appropriately simulated environment at the registered training organisation, and/or
  - in an appropriate range of situations in the workplace

**Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project simulation.**

**TLK107C USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to use infotechnology devices and computer applications in the workplace including identifying computer equipment and systems, setting up and shutting down equipment for use, and inputting, retrieving and presenting files/data in accordance with work requirements.

**Required Reading:** VU produced Unit Learning Resources

**Assessment:** The following methods may be used in assessing units:
- Written objective tests
- Written responses, short and extended answers
- Oral test / technical interview
- On job or workplace assessment
- Practical / exercises
- Practical projects
- Assignments
- Personal appraisal
- Verbal assessment
- Profiling
- RPL

**TLK2003A APPLY KEYBOARD SKILLS**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to enter data into an infotechnology device using a keyboard including the application of OH&S principles to keyboard operations and the accurate entry of the data.

**Required Reading:** VU produced Workbooks
TLIK2010A USE INFOTECHNOLOGY DEVICES IN THE WORKPLACE
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to use infotechnology devices in the workplace including identifying infotechnology equipment and systems; setting up and shutting down equipment for use; and inputting, retrieving and presenting files/data in accordance with work requirements.
Required Reading: VU Produced Workbooks
Assessment: Assessment methods will: - be conducted through appropriate written/oral tests - apply to practical assessments: - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LiWC via a project simulation.

TLIK307C APPLY KEYBOARD SKILLS
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to enter data into an infotechnology device using a keyboard including the application of OH&S principles to keyboard operations and the accurate entry of the data.
Required Reading: VU produced Workbooks
Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling

TLIL1001A COMPLETE WORKPLACE ORIENTATION/INDUCTION PROCEDURES
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to complete workplace orientation and induction procedures when commencing a new work role. It includes identifying major areas of the workplace in terms of functions, organisational structures and occupations; and organising and accepting responsibility for own workload. It also includes the application of ethical practices in work activities; receiving and acting constructively on personal feedback; participating in the identification and meeting of one’s own learning needs; and planning and organising a personal daily routine.
Required Reading: VU Produced Workbooks
Assessment: Assessment methods will: - be conducted through appropriate written/oral tests - apply to practical assessments: - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LiWC via a project simulation.

TLIL107C COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to complete workplace orientation and induction procedures when commencing a new work role, including identifying major areas of the workplace in terms of functions, organisational structures and occupations, and organising and accepting responsibility for own workload. It also includes the application of ethical practices in work activities, receiving and acting constructively on personal feedback, participating in the identification and meeting of one’s own learning needs, and planning and organising a personal daily routine.
Required Reading: VU produced Workbooks
Assessment: The following methods may be used in assessing units: - Written objective tests - Written response, short and extended answers - Oral test / technical interview - Simulated workplace assessment - On job or workplace assessment - Practical exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling. The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling.

TLIL2008A COMPLETE ROUTINE ADMINISTRATIVE TASKS
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to complete routine administrative activities in a transport, warehousing, distribution and/or storage workplace, including receiving and distributing incoming mail, receiving and despatching outgoing mail, filing documents, and receiving and relaying written and oral messages.
Required Reading: VU produced Workbooks
Assessment: Assessment methods will: - be conducted through appropriate written/oral tests - apply to practical assessments: - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LiWC via a project simulation.

TLIL2048A PREPARE FOR TRAIN DEPARTURE
Locations: Industry.
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to prepare for train departure in accordance with workplace procedures and the requirements of relevant safeworking regulations and codes of practice. For both freight and passenger trains, it includes the checking of rolling stock, equipment and related documentation; checking for any planned variations from normal routines; and, where required, completing documentation. For passenger trains, it also includes, where appropriate, the checking of passenger facilities and assessing stock levels in accordance with workplace requirements.
Required Reading: VU produced Workbooks
Assessment: This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

TLIL4005A APPLY CONFLICT/GRIEVANCE RESOLUTION STRATEGIES
Locations: Industry.
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to apply conflict resolution strategies to resolve grievances that may occur in the course of work, including identifying potential conflict situations, implementing appropriate conflict resolution strategies, and using effective interpersonal skills. Grievances and conflict situations may include those between employees in the workplace, between employees and managers, as well as grievances that might be raised by customers.
TLL5020A DEVELOP AND MAINTAIN OPERATIONAL PROCEDURES FOR TRANSPORT AND LOGISTICS ENTERPRISES
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to develop and maintain operational procedures for transport and logistics enterprises in accordance with relevant regulatory requirements and workplace procedures, including planning and developing operational procedures, monitoring the implementation of the operational procedure(s), and evaluating the implementation of operational procedures.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

TLL5026A MANAGE EXPORT LOGISTICS
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to manage export logistics in accordance with relevant regulatory requirements and workplace procedures, including planning efficient export logistics operations, developing appropriate contingency management strategies, producing the required operation schedules for export logistics, and monitoring and coordinating the required systems for export logistics.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

TLL5055A MANAGE A SUPPLY CHAIN
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to manage a supply chain, including the relationships between an organisation and its supply and demand partners along the chain. It covers implementing a demand-driven supply chain management strategy, managing the supply chain, and evaluating and improving supply chain effectiveness.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

TLL1C2001A LICENCE TO OPERATE A FORKLIFT TRUCK
Prerequisites: Nil.
Description: This unit specifies the outcomes required for the operation of a powered industrial truck equipped with a mast and an elevating load carriage to which is attached a pair of fork arms or other attachment, for licensing purposes. This definition also includes a truck on which the operator is raised with the attachment for order-picking.
Required Reading: VU Produced Workbooks Required licensing hand books as per the state or territory authority
Assessment: Assessment methods will: - as a minimum, be conducted through appropriate written/oral tests - be through activities in an appropriately simulated environment of the registered training organisation, and/or - be in an appropriate range of situations in the workplace. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.
TLILIC2002A LICENCE TO OPERATE AN ORDER PICKING FORKLIFT TRUCK

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit specifies the outcomes required to operate a powered industrial truck of a type where the operator's control arrangement is incorporated with the load carriage/lifting media, and elevates with it, for licensing purposes.

**Required Reading:** VU Produced Workbook

**Assessment:**

**Assessment methods will:** be undertaken by a registered training organisation as a minimum, be conducted through appropriate written/oral tests - be through activities in an appropriately simulated environment at the registered training organisation, and/or - be in an appropriate range of situations in the workplace Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

TLILIC2005A LICENCE TO OPERATE A BOOM-TYPE ELEVATING WORK PLATFORM (BOOM LENGTH 11 METERS OR MORE)

**Locations:** Werribee, Industry.

**Prerequisites:** Not Applicable

**Description:** This unit specifies the outcomes required to operate a boom-type elevating work platform (boom length 11 metres or more) for licensing purposes, and involves the operation of a telescoping device, hinged device, or articulated device or any combination of these used to support a platform on which personnel, equipment and materials may be elevated to perform work. The 11 metre boom length shall be taken to mean the greater of the following: (a) The vertical distance from the floor of the platform to the surface supporting the elevating work platform with the platform at its maximum height; or (b) The nominal reach, measured horizontally from the centre point of rotation to the outer edge of the platform in its most extended position.

**Required Reading:** VU Produced Workbooks

**Assessment:**

**Assessment methods will:** be undertaken by a registered training organisation as a minimum, be conducted through appropriate written/oral tests - be through activities in an appropriately simulated environment at the registered training organisation, and/or - be in an appropriate range of situations in the workplace Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

TLILIC2014A LICENCE TO DRIVE LIGHT RIGID VEHICLE

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to obtain a licence to drive a light rigid vehicle. It includes systematic and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition and performance and effective management of hazardous situations. Assessment of this unit will be undertaken within a licensing examination conducted by, or under the authority of, the relevant Heavy Vehicle Driver Licensing Authority.

**Required Reading:** VU Produced Workbook

**Assessment:**

**Assessment methods will:** be undertaken by a registered training organisation as a minimum, be conducted through appropriate written/oral tests - be through activities in an appropriately simulated environment at the registered training organisation, and/or - be in an appropriate range of situations in the workplace Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

TLILIC2015A LICENCE TO DRIVE MEDIUM RIGID VEHICLE

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to obtain a licence to drive a medium rigid vehicle. It includes systematic and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition and performance and effective management of hazardous situations. Assessment of this unit will be undertaken within a licensing examination conducted by, or under the authority of, the relevant Heavy Vehicle Driver Licensing Authority.

**Required Reading:** VU Produced Workbook

**Assessment:**

**Assessment methods will:** be undertaken by a registered training organisation as a minimum, be conducted through appropriate written/oral tests - be through activities in an appropriately simulated environment at the registered training organisation, and/or - be in an appropriate range of situations in the workplace Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

TLILIC2016A LICENCE TO DRIVE HEAVY RIGID VEHICLE

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to obtain a licence to drive a heavy rigid vehicle. It includes systematic and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition and performance and effective management of hazardous situations. Assessment of this unit will be undertaken within a licensing examination conducted by, or under the authority of, the relevant Heavy Vehicle Driver Licensing Authority.

**Required Reading:** VU Produced Workbook

**Assessment:**

**Assessment methods will:** be undertaken by a registered training organisation as a minimum, be conducted through appropriate written/oral tests - be through activities in an appropriately simulated environment at the registered training organisation, and/or - be in an appropriate range of situations in the workplace Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

TLILIC3008A LICENCE TO OPERATE A SLEWING MOBILE CRANE (UP TO 20 TONNES)

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit specifies the outcomes required to operate a slewing mobile crane (up to 20 tonnes) for licensing purposes. It encompasses the requirement for non-slewing mobile crane licence and the vehicle loading crane licence.

**Required Reading:** VU Produced Workbook

**Assessment:**

**Assessment methods will:** be undertaken by a registered training organisation as a minimum, be conducted through appropriate written/oral tests - be through activities in an appropriately simulated environment at the registered training organisation, and/or - be in an appropriate range of situations in the workplace Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

TLILIC3017A LICENCE TO DRIVE HEAVY COMBINATION VEHICLE

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

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Description: This unit involves the skills and knowledge required to obtain a licence to drive a heavy combination vehicle. It includes systematic and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition and performance, coupling and uncoupling of trailers, and effective management of hazardous situations. Assessment of this unit will be undertaken within a licensing examination conducted by, or under the authority of, the relevant Heavy Vehicle Driver Licensing Authority.

Required Reading: VU Produced Workbooks

Assessment: Assessment methods will: - be undertaken by a registered training organisation - as a minimum, be conducted through appropriate written/oral tests - be through activities in an appropriately simulated environment at the registered training organisation, and/or - be in an appropriate range of situations in the workplace - apply to practical driving aspects which must be assessed in a vehicle typical of the class as approved by the Licensing Authority. The use of simulators for driver testing is not permitted. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

TLLIC3018A LICENCE TO OPERATE MULTI-COMBINATION VEHICLE

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to obtain a licence to drive a multi-combination vehicle. It includes systematic and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition and performance, coupling and uncoupling of trailers, and effective management of hazardous situations. Assessment of this unit will be undertaken within a licensing examination conducted by, or under the authority of, the relevant Heavy Vehicle Driver Licensing Authority.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment methods will: - be undertaken by a registered training organisation - as a minimum, be conducted through appropriate written/oral tests - be through activities in an appropriately simulated environment at the registered training organisation, and/or - be in an appropriate range of situations in the workplace - apply to practical driving aspects which must be assessed in a vehicle typical of the class as approved by the Licensing Authority. The use of simulators for driver testing is not permitted. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

TLLIC4009A LICENCE TO OPERATE A SLEWING MOBILE CRANE (UP TO 60 TONNES)

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit specifies the outcomes required to operate a slewing mobile crane (up to 60 tonnes) for licensing purposes. It encompasses the requirement for the up to 20 tonnes licence.

**Required Reading:** VU Produced Workbook

**Assessment:** Assessment methods will: - be undertaken by a registered training organisation - as a minimum, be conducted through appropriate written/oral tests - be through activities in an appropriately simulated environment at the registered training organisation, and/or - be in an appropriate range of situations in the workplace - apply to practical driving aspects which must be assessed in a vehicle typical of the class as approved by the Licensing Authority. The use of simulators for driver testing is not permitted. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

TLI01207C MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to manage disruptive and/or unlawful behaviour on transport systems, including monitoring passenger behaviour, identifying and attending to disruptive/unlawful activity, taking appropriate action to control disruptive/unlawful behaviour, and reporting and documenting incident(s).

**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.

TLP4038A MONITOR A SUPPLY CHAIN OPERATION

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

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to monitor the functions of an established supply chain. It includes applying knowledge of the relevant principles to the relationships and functions within a supply chain. This may include logistics, supply, demand, transport, and the flow of data.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

TLP4039A MONITOR TRANSPORT OPERATIONS

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

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to monitor transport operations and identify and report issues and possible improvements. It requires knowledge of transport strategies and methods for local, national and international contexts and regulatory requirements and organisational requirements.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

TLP4040A MONITOR WAREHOUSE OPERATIONS

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

**Prerequisites:** Nil.

**Description:** This unit involves the skills and knowledge required to monitor warehouse operations and identify and report issues and possible improvements. It requires knowledge of different types of warehouses and their functions and organisational requirements. This includes the use of warehouse equipment, inventory and stock control processes, information technology and communication systems, warehouse security arrangements and the application of engineered standards.

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.
TLIP5004A DEVELOP A TRANSPORT AND LOGISTICS BUSINESS PLAN
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to develop a business plan for an organisation or a discrete business unit in the transport and logistics industry in accordance with relevant regulatory requirements and workplace procedures. This includes conducting a situational and market analysis, analysing the organisational environment, developing appropriate strategies, and implementing and evaluating the resulting business plan.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

TLIP5008A MANAGE A TRANSPORT AND LOGISTICS BUSINESS UNIT
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to manage a transport and logistics business unit in accordance with relevant regulatory requirements and workplace procedures. This includes identifying the market for the business unit, setting transport and logistics business unit objectives, collecting information for business planning operations, establishing the resources required to achieve objectives, and managing business unit performance to achieve the required outcomes.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

TLIP5025A SET AND ACHIEVE BUDGET
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to set and achieve a workplace budget in accordance with relevant regulatory requirements and workplace procedures. This includes planning the budget requirements, monitoring the budget and taking appropriate corrective action, monitoring expenditure, and reviewing and appropriately modifying the budget if necessary.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

TLIP5035A MANAGE BUDGETS AND FINANCIAL PLANS
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to manage budgets and financial plans. It covers all of the significant aspects of financial management for operational managers who are not financial specialists. It emphasises the preparation of users of budgets/financial plans through communication and training and consistent surveillance over budget performance, with early intervention where required.
Required Reading: VU Produced Workbooks
Assessment: This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

TLIQ1307B ADVISE ON AND CONSTRUCT FARES FOR CUSTOMERS
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to advise on and construct fares for customers in accordance with regulatory and workplace requirements, including advising on air, coach, ferry, tram, bus and rail fares; constructing fares and itineraries; and issuing documents.
Required Reading: VU Produced Unit Learning Resources
Assessment: The following methods may be used in assessing units: Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLIR4001A MONITOR SUPPLIER PERFORMANCE
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to monitor the performance of contracted suppliers of goods/materials/services including administering the supplier contract, assessing for conformity to contracted requirements, and completing all required documentation concerning the contract.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

TLIR4003A NEGOTIATE A CONTRACT
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to contract transport and distribution services in accordance with relevant regulatory requirements and workplace procedures. This includes negotiating the contract with a contractor, finalising the contract negotiations, and completing all enterprise contract requirements.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

TLIR4008A IMPLEMENT AND SUPERVISE STOCKTAKING PROCEDURES
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to implement and monitor stocktaking procedures. It includes maintaining stock records; implementing stocktaking and stock rotation; and identifying stock losses.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

TLIR4009A IMPLEMENT PURCHASING SYSTEMS
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to implement purchasing systems. It includes identifying purchasing requirements; sourcing purchases; checking castings, and arranging purchasing.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

TLIR4010A PLAN PURCHASING
TLIR4012A CONDUCT INTERNATIONAL PURCHASING
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to conduct international purchasing and includes sourcing potential suppliers, evaluating offers, negotiating contracts, and ensuring that the terms are in accordance with the contract requirements.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

TLIR5005A MANAGE A CONTRACT
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to manage a contract. It includes confirming contract requirements, establishing a contract management system, and monitoring and evaluating the contract.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

TLIR5006A DEVELOP, IMPLEMENT AND REVIEW PURCHASING STRATEGIES
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to develop, implement and review an organisation’s purchasing strategies. It includes determining, developing and implementing purchasing strategies, evaluating these and implementing improvements.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

TLIR5007A MANAGE INTERNATIONAL PURCHASING
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to manage international purchasing of specific goods within workplace policies and procedures and regulatory frameworks. Licensing, legislative, regulatory or certification requirements are applicable to this unit.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

TLIR5014A MANAGE SUPPLIERS
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to manage suppliers. It includes assessing suppliers and building a productive relationship with them; evaluating delivery of goods/services; negotiating arrangements and resolving disagreements with suppliers; and reviewing supplier performance.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

TLIU1009A MONITOR PLANT AND EQUIPMENT IN AN ENVIRONMENTALLY SUSTAINABLE MANNER
Locations: Industry.
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to monitor plant and equipment in an environmentally sustainable manner. It includes minimising the effects of pollution during operations and monitoring of plant and equipment; and transporting and handling environmentally hazardous materials safely and in accordance with environmental protection regulations and guidelines.
Required Reading: VU produced Workbooks
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

TLIU2012A PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to work in an environmentally sustainable manner. It includes minimising the effects of pollution during operations and monitoring of plant and equipment; and transporting and handling environmentally hazardous materials safely and in accordance with environmental protection regulations and guidelines.
Required Reading: VU Produced Workbook
Assessment: Assessment methods will: - be conducted through appropriate written/oral tests - apply to practical assessments: - through activities in an appropriately simulated environment at the registered training organisation, and/or - in an appropriate range of situations in the workplace Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LiWC via a project simulation.

TLIU809A APPLY ENVIRONMENTAL PROCEDURES TO RAIL INFRASTRUCTURE
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to apply environmental procedures to rail infrastructure maintenance and construction activities in accordance with approved standards, safety and regulatory requirements and workplace procedures. It includes minimising the effects of pollution during work and transporting and handling environmentally hazardous materials safely and in accordance with environmental protection regulations and guidelines. Licensing or certification requirements are not applicable to this unit.
Required Reading: Not Applicable
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.
Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.
TLIK1078 OPERATE UNDER TRACK PROTECTION RULES
Locations: Werribee.
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to operate under local track protection rules in accordance with safe working and regulatory requirements and workplace procedures. It includes determining the work parameters, applying the chemical, fire, and electrical safety procedures in accordance with manufacturers instructions, and completing all required documentation.
Required Reading: Nil.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and 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.

TLIK2909A USE CHEMICAL REPAIR PRODUCTS
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to use chemical repair products in accordance with safe working and regulatory requirements and workplace procedures. It includes determining the work parameters, applying the chemical repair method in accordance with manufacturers instructions, and completing all required documentation.
Required Reading: Nil.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and 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.

TLIK4028A APPLY KNOWLEDGE OF LOGISTICS
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to analyse and apply knowledge of logistics. The application of this knowledge is required by people who are not currently specialists in the field but need the knowledge to inform their decision making. The application of logistics knowledge is specific to a variety of component processes in logistical activities including the logistics support to operations, logistics support to capability and the application of logistics systems. There are no specific licensing or certification requirements applicable to this unit.
Required Reading: Nil.
Assessment: Required licensing hand books as per the state or territory authority. Assessment methods will: - be undertaken by a registered training organisation - Where possible, be supported by questions to assess required knowledge. Questioning techniques should suit the language and literacy levels of the candidate - reflect workplace demands such as literacy and the needs of particular groups - include a combination of methods such as: - evidence from the workplace and/or training programs - case studies - demonstration - feedback from supervisors and peers regarding the candidate’s ability - observation - portfolios - projects - questioning - reviews or reports prepared by the candidate - scenarios - simulation or role plays Specific unit assessments are located in the learning and assessment plans within the school. This unit lends itself to LIWC via a project simulation.

TLL1Y1508A ESTABLISH SUPPLY CHAINS
Prerequisites: Nil.
Description: This unit covers the competency required to establish and develop a strategy and model for supply chain management. The establishment and development of supply chains in the material system are on integral support to the stated capability requirement. Licensing, legislative, regulatory or certification requirements are applicable to this unit.
Required Reading: No required text
Assessment: Assessment may include class work, project work, assignments, topic tests and presentations.

UEENEEA108 ASSEMBLE, MOUNT AND CONNECT SWITCHGEAR AND CONTROLGEAR
Locations: Sunshine.
Prerequisites: UEENEEE02B - DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTSUEENEEE005B - FIX AND SECURE EQUIPMENTUEENEEE007B - USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS
Description: This unit covers the assembling and mounting of switchgear and controlgear including the interconnections within a switchboard enclosure intended to operate at voltages up to 1000 V a.c. or 1500 V d.c. It encompasses working safely, following standards, specifications and component manufacturers requirements, matching equipment with that specified, terminating cables and connecting wiring and completing necessary documentation.
Required Reading: Nil.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

UEENEO001B MAINTAIN DOCUMENTATION
Prerequisites: Nil.
Description: This unit covers the maintenance of the variety of documentation required to record work activities, purchases and expenses and compliance obligations. It encompasses documentation typically required in an electrotechnology enterprise, work instructions and procedures and time management.
Required Reading: Online resources
Assessment: Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Electrotechnology Training Package - reinforce that Competency is performed with inherent safe working practices expected in the Industry to which this unit applies. - include that the specified essential knowledge and associated skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and skills described in this unit. Specific unit assessments are located in the learning and assessment plans within the School.

UEENEO002B SOURCE AND PURCHASE MATERIAL/PARTS FOR INSTALLATION OR SERVICE JOBS
Prerequisites: Nil.
Description: This unit covers sourcing and purchasing/ordering materials/parts for installation or service jobs. It encompasses following job specification, using manufacturer’s catalogues, making telephone, internet or email enquiries, selecting...
UEENEED004B USE ENGINEERING APPLICATIONS SOFTWARE
Locations:Footscray Nicholson, Melton, Sunshine.
Prerequisites:Nil.
Description:This unit covers the use of computer application relevant to engineering support work functions. It encompasses applying user preferences, using application menus and tools, entering and retrieving information, working with groups and
transferring and printing files.

**Required Reading:** Online resources

**Assessment:** Assessment methods will: satisfy the endorsed Assessment Guidelines of the Electrotechnology Training Package - reinforce that Competency is performed with inherent safe working practices expected in the Industry to which this unit applies. - include that the specified essential knowledge and associated skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and skills described in this unit. Specific unit assessments are located in the learning and assessment plans within the School.

**UEENEED007B DEVELOP, ENTER AND VERIFY PROGRAMS FOR PROGRAMMABLE LOGIC CONTROLLERS USING LADDER INSTRUCTION SET**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**UEENEED008B DEVELOP, ENTER AND VERIFY PROGRAMS IN SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers development, installation and testing of programs for supervisory control and data acquisition. It encompasses working safely, process analysis, developing process condition database, developing Human-Machine Interface (HMI), using dedicated SCADA software package and documenting programming activities.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**UEENEED009B DEVELOP, ENTER AND VERIFY PROGRAMS FOR INDUSTRIAL CONTROL SYSTEMS USING HIGH LEVEL INSTRUCTIONS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers development, installation and testing of programs for an industrial system requiring advance control functions. It encompasses working safely, using structure logic, acceptable design techniques, applying knowledge of high level instructions, and documenting development and programming activities.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**UEENEED010B SET UP AND CREATE CONTENT FOR A WEB SERVER**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:**

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

**UEENEED011B DEVELOP OBJECT ORIENTED CODE**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:**

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

**UEENEED012B SUPPORT COMPUTER HARDWARE AND SOFTWARE**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:**

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

**UEENEED013B INSTALL AND ADMINISTER UNIX BASED COMPUTERS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:**

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

**UEENEED014B DESIGN AND MANAGE ENTERPRISE NETWORKS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:**

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

**UEENEED015B ADMINISTER USER NETWORKS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the administration of network servers. It encompasses safe working practices, establishing and maintaining user and group permissions, network security and shared resource management, monitoring and optimising network systems performance and reliability, maintaining currency of the network and documenting all administration activities.

**Required Reading:**

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

**UEENEED016B DEVELOP NETWORK SERVICES**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers develop services for network clients for emails, Internet access, shared resources. It encompasses safe working practices, installing and configuring Domain Name Server (DNS), email servers, Dynamic Host Configuration Protocol (DHCP), remote access servers, Network Address Translation (N/AT), directory services, Authentication Servers and documenting development activities.

**Required Reading:**

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

**UEENEED017B INSTALL AND CONFIGURE INTERNETWORKING SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This competency standard unit covers the interconnection of networks. It encompasses safe working practice, basic installation and configuration of switches and routers and documenting installation and configuration activities.

**Required Reading:**

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

**UEENEED018B DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This competency standard unit covers the design, implementation and performance monitoring of internetworking systems. It encompasses safe working practice, evaluating customer requirements, applying sound design principles, complying with regulation and standards, and documentation of design and performance monitoring.

**Required Reading:**

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

**UEENEED023B DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS & WIRELESS LANS/WANS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This competency standard unit covers the design, implementation and performance monitoring of internetworking systems. It encompasses safe working practice, evaluating customer requirements, applying sound design principles, complying with regulation and standards, and documentation of design and performance monitoring.

**Required Reading:**

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

**UEENEED024B INTEGRATE MULTIPLE COMPUTER OPERATING SYSTEMS ON A CLIENT SERVER NETWORK**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This competency standard unit covers interconnecting computers to form a local area network (LAN). It encompasses applying different computer and network operating systems on a single LAN, using network standards and protocols, selecting network topology and physical media, disaster planning recovery, performance management and documentation of work activities.

**Required Reading:**

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

**UEENEED025B INTEGRATE MULTIPLE COMPUTER OPERATING SYSTEMS ON A WIDE AREA NETWORK**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This competency standard unit covers the interconnection of computers to form a local area network (LAN). It encompasses applying different computer and network operating systems on a single LAN, using network standards and protocols, selecting network topology and physical media, disaster planning recovery, performance management and documentation of work activities.

**Required Reading:**

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

**UEENEED026B DESIGN A COMPUTER BASED CONTROL SYSTEM**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the design of computer application for control processes. It encompasses apply knowledge of control devices, control systems, programmable logic controllers, supervisory control and data acquisition systems and control programming methods, developing alternative design schemes based on design brief, customer relations and documenting designs.
UEENEED027B DEVELOP STRUCTURED PROGRAMS TO CONTROL EXTERNAL DEVICES

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This competency standard unit covers programming of microprocessor/microcontroller devices to access external devices. The unit encompasses working safely, applying knowledge of control applications, and analogue and digital input/output signals, programming fundamentals, writing and testing program and documenting programming activities.

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**UEENEED028B DEVELOP AND TEST CODE FOR MICROCONTROLLER DEVICES**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This competency standard unit covers structured programming instructions for micro devices at a fundamental level. The unit encompasses working safely, applying knowledge of device architecture and programming fundamentals, writing and testing specified instructions and documenting development activities.

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**UEENEED029B DEVELOP BASIC WEB PAGES FOR ENGINEERING APPLICATIONS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the development of web pages for engineering applications. It encompasses working safely, developing web pages using authoring tools, client-side scripting, fundamental server-side scripting and documenting development activities.

**Required Reading:**

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

**UEENEED043B INSTALL AND CONFIGURE OPERATING SYSTEMS AND SOFTWARE**

**Locations:** Footscray Nicholson, Melton, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers installing and configuring an operating system and software on a personal computer. It encompasses safe working practices, installing and testing the operating system and application software, testing functionality, rectifying operating anomalies, following written and oral instruction and procedures and applying appropriate customer relations.

**Required Reading:** Online resources

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Electrotechnology Training Package - reinforce that Competency is performed with inherent safe working practices expected in the Industry which to which this unit applies. - include that the specified essential knowledge and associated skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and skills described in this unit. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to UWVC via a project or simulation.

**UEENEED044B COMMISSION COMPUTER SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:**

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

**UEENEED045B MODIFY-REDESIGN OF COMPUTER SYSTEM**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:**

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

**UEENEED046B SET UP AND CONFIGURE BASIC LOCAL AREA NETWORK**

**Locations:** Footscray Nicholson, Melton, Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:** Online resources

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Electrotechnology Training Package - reinforce that Competency is performed with inherent safe working practices expected in the Industry which to which this unit applies. - include that the specified essential knowledge and associated skills are assessed in a structured environment which is primarily intended for
learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and skills described in this unit. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**EDUREE048B PLAN COMPUTER SYSTEMS PROJECT**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:**

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

**EDUREE051B PROVIDE PROGRAMMING SOLUTION FOR ENGINEERING PROBLEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:**

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

**EDUREE001B APPLY OHS PRACTICES IN THE WORKPLACE**

**Locations:** Footscray Nicholson, Melton, Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:**

**Assessment:** Assessment methods will:

1. satisfy the endorsed Assessment Guidelines of the Electrotechnology Training Package - reinforce that Competency is performed with inherent safe working practices expected in the Industry to which this unit applies. - include that the specified essential knowledge and associated skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and skills described in this unit. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**EDUREE002B DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS**

**Locations:** Footscray Nicholson, Melton, Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:**

**Assessment:** Assessment methods will:

1. satisfy the endorsed Assessment Guidelines of the Electrotechnology Training Package - reinforce that Competency is performed with inherent safe working practices expected in the Industry to which this unit applies. - include that the specified essential knowledge and associated skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and skills described in this unit. Specific unit assessments are located in the learning and assessment plans within the School.
UEENEEE005B FIX AND SECURE EQUIPMENT

**Locations:** Footscray Nicholson, Melton, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers fixing, securing and mounting techniques as apply in the various electrotechnology work functions. It encompasses the safe use of hand and portable power tools, safe lifting techniques, safe use of ladders and elevated platforms and the selection and safe application of fixing devices and supporting accessories/equipment.

**Required Reading:** Online resources

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Electrotechnology Training Package - reinforce that Competency is performed with inherent safe working practices expected in the Industry to which this unit applies. - include that the specified essential knowledge and associated skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and skills described in this unit. Specific unit assessments are located in the learning and assessment plans within the School.

UESSEEEO78 USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS

**Locations:** Footscray Nicholson, Melton, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the use of drawings, diagrams, equipment and cable schedules and manuals as they apply to the various electrotechnology work functions. It encompasses the rudiments for communicating with schematic, wiring and mechanical diagrams and equipment and cable/connection schedules, manuals, site and architectural drawings and plans showing the location of services, apparatus, plant and machinery.

**Required Reading:** Online resources

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Electrotechnology Training Package - reinforce that Competency is performed with inherent safe working practices expected in the Industry to which this unit applies. - include that the specified essential knowledge and associated skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and skills described in this unit. Specific unit assessments are located in the learning and assessment plans within the School.

UEENEEE008B LAY WIRING AND TERMINATE ACCESSORIES FOR EXTRA-LOW VOLTAGE CIRCUITS

**Locations:** Footscray Nicholson, Melton, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the laying of wiring/cabling, connection of accessories and continuity and insulation resistance testing of circuits intended to operate at extra-low voltage. Typically this includes circuits and accessories for ELV powered devices, security, controls, integrated systems, audio/video systems. It encompasses the principles of single source, single load power circuits, control circuits and communications circuits, safe working practices and following work processes that satisfy electrical principles for safety and functionality.

**Required Reading:** Online resources

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Electrotechnology Training Package - reinforce that Competency is performed with inherent safe working practices expected in the Industry to which this unit applies. - include that the specified essential knowledge and associated skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and skills described in this unit. Specific unit assessments are located in the learning and assessment plans within the School.

UEENEEE009B COMPLY WITH SCHEDULED AND PREVENTATIVE MAINTENANCE PROGRAM PROCESSES

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the quality assurance and risk management compliance processes for maintenance of the electrotechnology aspects of plant and equipment. It encompasses working safely and to technical, quality and risk management standards, work specifications and maintenance schedules, sample inspections, evaluating components and completing the necessary maintenance documentation.

**Required Reading:**

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

UEENEEE011B MANAGE RISK IN ELECTROTECHNOLOGY ACTIVITIES

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers managing risk related to OHS, environment, resources and financial viability. It encompasses identifying risk events, the likelihood and consequences of such events, evaluating risk, risk management planning and mitigation of risk.

**Required Reading:**

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

UEENEEE015B DEVELOP DESIGN BRIEFS FOR ELECTROTECHNOLOGY PROJECTS

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers developing requirement to be incorporated in to the design of electrotechnology projects. It encompasses determining the safety requirements to be met, establishing client expectations, ensuring cost effective solutions are pursued and documenting design requirements.

**Required Reading:**

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

UEENEEE017B IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the mandatory requirements of persons in a supervisory role to implement and monitor an organisation’s occupational health and safety policies, procedures and programs. It encompasses understanding an organisation’s
OHS obligations, providing safety information to staff, implementing and monitoring participative arrangements, safety procedures and training and maintaining safety records.

**Required Reading:**

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

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**UEENEE020B PROVIDE BASIC INSTRUCTION IN THE USE OF ELECTROTECHNOLOGY APPARATUS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers instructing customers/users in the use of electrotechnology apparatus. It encompasses appropriate customer relations, the use of apparatus manufacturer’s instruction material, basic instruction methods and evaluation and completing documentation.

**Required Reading:**

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

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**UEENEE022B CARRY OUT PREPARATORY ELECTROTECHNOLOGY WORK ACTIVITIES**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the carrying out of preparatory work related to any electrotechnology discipline. It encompasses working safely, following basic instructions under direct supervision. It will include electrotechnology support activities including the use of basic hand tools, the safe use of ladders and elevated work platforms and the fixing and securing of equipment under direction following routine work practices.

**Required Reading:** Hampson Introduction to Electrical Trade

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

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**UEENEE024B COMPILE AND PRODUCE AN ELECTROTECHNOLOGY REPORT**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers compiling and producing an electrotechnology report. It encompasses determining these safety requirements are met and all regulatory responsibilities are adhered to. The person competent in this unit must demonstrate an ability to identify information sources and collect and analyse and format information applicable to the electrotechnology industry and produce a report as required.

**Required Reading:**

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

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**UEENEE025B SOLVE PROBLEMS IN COMPLEX MULTIPLE PATH CIRCUITS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers determining correct operation of complex series-parallel circuits and providing solutions as they apply to various electrotechnology work functions. It encompasses working safely, problem solving procedures, including using electrical measuring devices, applying appropriate circuit theorems and providing solutions derived from measurements and calculations and justification for such solutions.

**Required Reading:** VU Produced Workbooks

**Assessment:** This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

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**UEENEEE032B DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN COMPUTER SYSTEMS**

**Locations:** Footscray Nicholson, Melton, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers occupational work hazard identification; identifying health and safety risks to workers; classification of risks; documenting control measures intended to eliminate or reduce the risk that could potentially arise during the conduct of work activities and; consultation processes with those involved with computer systems work. This unit primarily deals with the process involved in completing documentation and/or making appropriate modifications to pre-prepared documents.

**Required Reading:** Online resources

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Electrotechnology Training Package - reinforce that Competency is performed with inherent safe working practices expected in the Industry to which this unit applies. - include that the specified essential knowledge and associated skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and skills described in this unit. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

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**UEENEEE033B DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTRICAL**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers: Occupational work hazard identification; identifying health and safety risks to workers; classification of risks; documenting control measures intended to eliminate or reduce the risk that could potentially arise during the conduct of work activities and; consultation processes with those involved with electrical work. This unit primarily deals with the process involved in completing documentation and/or making appropriate modifications to pre-prepared documents.

**Required Reading:**

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

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**UEENEEE037B DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTROTECHNOLOGY**

**Locations:** Sunshine.
**Prerequisites:** Nil.

**Description:** This unit primarily deals with the process involved in completing documentation and/or making appropriate modifications to pre-prepared documents. It covers i) occupational work hazard identification, ii) identifying health and safety risks to workers, iii) classification of risks, iv) documenting control measures intended to eliminate or reduce the risk that could potentially arise during the conduct of work activities, and v) consultation processes with those involved with electrotechnology work.

**Required Reading:** VU Produced Work books

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

**UEENEEE038B PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN**

**Locations:** Footscray Nicholson, Melton, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the application of skills and knowledge in taking responsibility for one's own competency development. It encompasses understanding the structure of a competency development plan, participating in the development of a personal competency development plan, understanding responsibilities and obligation under competency development plan, following activities for developing competency, self-monitoring competency development and meeting trainee obligations for periodic reporting of competency development activities.

**Required Reading:** - Online resources

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Electrotechnology Training Package - reinforce that Competency is performed with inherent safe working practices expected in the Industry to which this unit applies. - include that the specified essential knowledge and associated skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and skills described in this unit. Specific unit assessments are located in the learning and assessment plans within the School.

**UEENEEE040B IDENTIFY AND SELECT COMPONENTS/ACCESSORIES/MATERIALS FOR ELECTROTECHNOLOGY WORK ACTIVITIES**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers undertaking a schedule of work for selecting appropriately identified components, accessories, or materials in an agreed time, to a quality standard and with a minimum of waste, using appropriate technology mediums where required.

**Required Reading:** Hampson Introduction to Electrical Trade

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

**UEENEEE041B USE OF ROUTINE EQUIPMENT/PLANT/TECHNOLOGIES IN AN ELECTROTECHNOLOGY ENVIRONMENT**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers routine equipment, plant, and personnel protective equipment required to do work in the Electrotechnology environment, is used in accordance with the schedule of work to ensure work is completed in an agreed time, to a quality standard and with a minimum waste.

**Required Reading:** Hampson Introduction to Electrical Trade

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

**UEENEEE042B PRODUCE ROUTINE PRODUCTS FOR CARRYING OUT ELECTROTECHNOLOGY WORK ACTIVITIES**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers routine products required to do work in the Electrotechnology environment are produced in accordance with the schedule of work ensuring work is completed in an agreed time, to a quality standard and with a minimum waste.

**Required Reading:** Hampson Introduction to Electrical Trade

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

**UEENEEE044B APPLY TECHNOLOGIES AND CONCEPTS TO ELECTROTECHNOLOGY WORK ACTIVITIES**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers undertake Electrotechnology work activities using a range of technologies such as computers, and apply analytical concepts to achieve the desired outcome ensuring work is completed in an agreed time, to a quality standard and with a minimum of waste.

**Required Reading:** Not Applicable

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

**UEENEEE046B IDENTIFY EFFECTS OF ENERGY ON MACHINERY AND MATERIALS IN AN ELECTROTECHNOLOGY ENVIRONMENT**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers effects of energy on machinery and/or materials used in an Electrotechnology environment are identified and completed in an agreed time, to a quality standard and using appropriate technology mediums, where required. It encompasses working safely, applying knowledge of identifying the effects of energy on machinery and materials in an electrotechnology environment.

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
UEENEEE047B IDENTIFY BUILDING TECHNIQUES, METHODS AND MATERIALS USED IN ELECTROTECHNOLOGY WORK ACTIVITIES


Prerequisites: Nil.

Description: This unit covers identifying a range of techniques, methods and materials used in Electrotechnology work activities including types of fixing devices, segregation requirements, fixing structures, walls and floor structures, lifting techniques and other related building materials. It encompasses working safely, applying knowledge of identifying building techniques, methods and materials used in electrotechnology work activities.

Required Reading:

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

UEENEEE048C CARRY OUT ROUTINE WORK ACTIVITIES IN AN ELECTROTECHNOLOGY ENVIRONMENT

Locations: Sunshine.

Prerequisites: Nil.

Description: This unit covers undertaking scheduled routine work activities in the electrotechnology industry in an agreed time, to a quality standard and with a minimum of waste. It encompasses working safely, applying knowledge of carrying out routine work activities in electrotechnology environments.

Required Reading: No text required.

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

UEENEEE050B UNDERTAKE COMPUTATIONS IN AN ELECTROTECHNOLOGY ENVIRONMENT


Prerequisites: Nil.

Description: This unit covers computational and mathematical procedures to solve problems or to enhance given data. It encompasses working safely, applying knowledge of undertaking computations in electrotechnology environment.

Required Reading:

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

UEENEEE070B WRITE SPECIFICATIONS FOR COMPUTER SYSTEMS ENGINEERING PROJECTS


Prerequisites: Nil.

Description: This unit covers developing requirement to be incorporated into the writing of specifications for computer systems engineering projects. It encompasses determining the safety requirements to be met, establishing client expectations, ensuring cost effective solutions are pursued and documenting design and technical requirements.

Required Reading:

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

UEENEEE071B WRITE SPECIFICATIONS FOR ELECTRICAL ENGINEERING PROJECTS


Prerequisites: Nil.

Description: This unit covers developing requirement to be incorporated into the writing of specifications for electrical engineering projects. It encompasses determining the safety requirements to be met, establishing client expectations, ensuring cost effective solutions are pursued and documenting design and technical requirements.

Required Reading:

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

UEENEEE078B CONTRIBUTE TO RISK MANAGEMENT IN ELECTROTECHNOLOGY SYSTEMS


Prerequisites: Nil.

Description: This unit covers contributing to the management of risk in electrotechnology systems related to OHS, environment, resources and financial viability. It encompasses contributing to the identification of electrotechnology systems risks; and risk events, the likelihood and consequences of such events, evaluating risk, risk management planning and mitigation of risk.

Required Reading:

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

UEENEEE079A IDENTIFY AND SELECT COMPONENTS, ACCESSORIES AND MATERIALS FOR ELECTROTECHNOLOGY WORK ACTIVITIES

Locations: Sunshine.

Prerequisites: Nil.

Description: This unit covers undertaking a schedule of work for selecting appropriately identified components, accessories or materials in an agreed time, to a quality standard and with a minimum of waste, using appropriate technology mediums where required.

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.

UEENEEE001B LAY AND CONNECT CABLELING FOR DIRECT ACCESS TO TELECOMMUNICATIONS SERVICES


Prerequisites: Nil.

Description: This unit covers the installation and termination of telecommunications cabling in buildings and premises. It encompasses working safely and to Australian Communications and Media Authority’s ‘restricted’ Cabling Provider Rule, installing
telephone line, two-pair (quad) cables, terminating on socket outlets, testing and compliance checks and completing cabling documentation.

**Required Reading:** Hampson Introduction to Electrical Trade

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

**UEENE002B LAY AND CONNECT CABLES FOR MULTIPLE ACCESS TO TELECOMMUNICATIONS SERVICES**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the laying and termination of telecommunications cabling in buildings and premises. It encompasses working safely and to Australian Communications and Media Authority's Open Cabling Provider Rule, installing multiple telephone line, multi-pair cables, backbone cabling, terminating in socket outlets, termination modules and distributors, testing and compliance checks and completing cabling documentation.

**Required Reading:**

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

**UEENE006B SOLVE PROBLEMS IN DATA AND VOICE COMMUNICATIONS CIRCUITS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers providing known solutions to predictable problems in single and multiple path circuits operated at extralow voltage as they apply to various data and voice communications work functions. It encompasses working safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable communication circuit problems.

**Required Reading:** Hampson Introduction to Electrical Trade

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

**UEENE001B SOLVE PROBLEMS IN ELECTROMAGNETIC CIRCUITS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers determining correct operation of electromagnetic circuits and providing solutions as they apply to electrical installations and equipment. It encompasses working safely, power circuit problems solving processes, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in multiple path circuit.

**Required Reading:**

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

**UEENE002B SOLVE PROBLEMS IN SINGLE AND THREE PHASE LOW VOLTAGE CIRCUITS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers ascertaining correct operation of single and three phase circuits and solving circuit problems as they apply to servicing, fault finding, installation and compliance work functions. It encompasses safe working practices, multiphase circuit arrangements, issue related to protection, power factor and MEN systems and solutions to circuit problems derived from calculated and measured parameters.

**Required Reading:**

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

**UEENE003B INSTALL WIRING AND ACCESSORIES FOR LOW VOLTAGE CIRCUITS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the installation in building and premises of wiring enclosures, cable support systems, cables and accessories and intended to operate at voltages up to 1,000V a.c. or 1,500V d.c. It encompasses working safely and to installation standards, wiring cables to specified locations, terminating cables and connecting wiring at accessories and completing the necessary installation documentation.

**Required Reading:**

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

**UEENE004B INSTALL LOW VOLTAGE ELECTRICAL APPARATUS AND ASSOCIATED EQUIPMENT**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the installation of protection devices, switchgear and controlgear, appliances and luminaries and intended to operate at voltages up to 1,000V a.c. or 1,500V d.c. It encompasses working safely and to installation standards, matching equipment with that specified for a given location, placing and securing equipment accurately, making required circuit connections and completing the necessary installation documentation.

**Required Reading:**

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

**UEENE005B VERIFY COMPLIANCE AND FUNCTIONALITY OF GENERAL ELECTRICAL INSTALLATIONS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers inspection and testing to verify whether an electrical installation is safe and complies with all requirements. It encompasses working
safety, visual inspections and mandatory, optional and functional test procedures, identifying non-compliance defects and mandatory reporting requirements.

**Required Reading:**

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

**UEENEEG007B SELECT AND ARRANGE EQUIPMENT FOR GENERAL ELECTRICAL INSTALLATIONS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers selecting equipment for electrical installations operating at voltages up to 1,000V a.c. or 1,500V d.c. to meet performance standards. These encompass schemes for protection of persons and property, correct function, compatibility with the supply, arrangement of circuits and selection of switchgear, controlgear, protection devices and wiring based on calculated and deemed-to-comply solutions.

**Required Reading:**

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

**UEENEEG008B FIND AND REPAIR FAULTS IN ELECTRICAL APPARATUS AND CIRCUITS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers finding and repairing faults in electrical apparatus and interconnecting circuits and equipment operating at voltages up to 1,000V a.c. or 1,500V d.c. It encompasses working safely, reading circuit diagrams, sketching diagrams from traced wiring, logically applying fault finding procedures, conducting repairs and completing the necessary service documentation.

**Required Reading:**

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

**UEENEEG009B DEVELOP AND CONNECT CONTROL CIRCUITS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers developing, connecting and functionally testing electrical power and control circuits that perform specific control functions. It encompasses working safely; developing schematic/ladder diagrams and converting them to wiring diagrams; selecting and connecting contactors and control devices to perform a specific function.

**Required Reading:**

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

**UEENEEG035B DIAGNOSE AND RECTIFY FAULTS IN A.C. MOTOR DRIVE SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers diagnosing and rectifying faults in systems controlling starting, speed, torque, power output, efficient running and braking of a.c. motors. The unit encompasses safe working practices, interpreting technical data, applying knowledge of a.c. motors operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and reporting work activities and outcomes.

**Required Reading:**

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

**UEENEEG041B DIAGNOSE AND RECTIFY FAULTS IN SERVO DRIVE SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers diagnosing and rectifying faults in systems controlling servo and drives. The unit encompasses safe working practices, interpreting technical data, applying knowledge of servo/stepper drives operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and reporting work activities and outcomes.

**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.

**UEENEEG045B DEVELOP ENGINEERING SOLUTIONS FOR INDUCTION MOTOR PROBLEMS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers developing engineering solutions to resolve problems with induction motors. It encompasses working safely, apply extensive knowledge of induction motor operation and construction and their application, gathering and analysing data, applying problem solving techniques, developing and documenting solutions and alternatives.

**Required Reading:** VU Produced Workbook

**Assessment:** This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

**UEENEEG047B PROVIDE COMPUTATIONAL SOLUTIONS TO POWER ENGINEERING PROBLEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the application of computational processes to solving problems encountered in power engineering. It encompasses working safely, applying problem solving techniques, using a range of mathematical processes, providing solutions to power engineering problems and justifying such solutions.

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
**UEENEEG048B SOLVE PROBLEMS IN COMPLEX MULTIPLE PATH POWER CIRCUITS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the determining correct operation of complex series-parallel power circuits and providing solutions as they apply to electrical power engineering work functions. It encompasses working safely, problem solving procedures, including using electrical measuring devices, applying appropriate circuit theorems and providing solutions derived from measurements and calculations and providing justification for such solutions.

**Required Reading:**

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

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**UEENEEG049B SOLVE PROBLEMS IN COMPLEX POLYPHASE POWER CIRCUITS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers determining correct operation of complex polyphase power circuits and providing solutions as they apply to electrical power engineering work functions. It encompasses working safely, problem solving procedures, including using electrical measuring devices, applying appropriate circuit theorems and providing solutions derived from measurements and calculations and justification for such solutions.

**Required Reading:**

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

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**UEENEEH003B CARRY OUT ROUTINE REPAIRS TO BUSINESS EQUIPMENT**

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

**Description:** This unit deals with the repair of computer equipment by replacement of slot/plug connected modules/sub-assemblies. It encompasses safe working practices, following written and oral instruction and procedures, basic testing techniques, dismantling and assembling apparatus and disconnecting and reconnecting components.

**Required Reading:**

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Electrotechnology Training Package - reinforce that Competency is performed with inherent safe working practices expected in the Industry to which this unit applies. - include that the specified essential knowledge and associated skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and skills described in this unit. Specific unit assessments are located in the learning and assessment plans within the School.

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**UEENEEH004B SET UP AND TEST RESIDENTIAL AUDIO/VIDEO EQUIPMENT**

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

**Description:** This unit covers setting up of non-fixed audio and video equipment as on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

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**UEENEEH005B CARRY OUT BASIC REPAIRS TO COMPUTER EQUIPMENT BY REPLACEMENT OF MODULES/SUB-ASSEMBLIES**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit deals with the repair of computer equipment by replacement of slot/plug connected modules/sub-assemblies. It encompasses safe working practices, following written and oral instruction and procedures, basic testing techniques, dismantling and assembling apparatus and disconnecting and reconnecting components.

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

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**UEENEEH006B CARRY OUT BASIC REPAIRS TO ELECTRONIC APPARATUS BY REPLACEMENT OF COMPONENTS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit deals with the repair of computer equipment by replacement of slot/plug connected modules/sub-assemblies. It encompasses safe working practices, following written and oral instruction and procedures, basic testing techniques, dismantling and assembling apparatus and disconnecting and reconnecting components.

**Required Reading:**

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Electrotechnology Training Package - reinforce that Competency is performed with inherent safe working practices expected in the Industry to which this unit applies. - include that the specified essential knowledge and associated skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and skills described in this unit. Specific unit assessments are located in the learning and assessment plans within the School.

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**UEENEEH007B CARRY OUT ROUTINE REPAIRS TO BUSINESS EQUIPMENT**

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

**Description:** This unit covers the confirmation of predictable faults and repair of such faults by repair or replacement of mechanical components and replacement of discrete and integrated components of business electronic equipment. It encompasses safe working practices, following written and oral instruction and routine testing and repair procedures, verifying equipment operation and reporting.

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.
directed in user manuals in a residential or business environment. It encompasses safe working practices, connection and secure optimum placement of system components, following written and oral instruction and procedures and customer relations.

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**UEENEEH058 VERIFY COMPLIANCE AND FUNCTIONALITY OF CUSTOM ELECTRONIC INSTALLATIONS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers testing and visual inspection for verifying that a custom electronic system and components are safe and comply with requirements and functions as intended. It encompasses working safely, conducting compliance tests, conducting visual inspections, identifying non-compliance defects and mandatory reporting requirements.

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**UEENEEH068 ASSEMBLE AND SET UP FIXED AUDIO/VIDEO COMPONENTS AND SYSTEMS IN BUILDINGS AND PREMISES**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers installing of fixed audio/video components and systems in a residential or business environment. It encompasses safe working practices; secure placement and connection of system components, following written and oral instruction and procedures and customer relations.

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**UEENEEH078 CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN GENERAL ELECTRONIC APPARATUS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers identifying predictable faults and repairing by replacement of subassemblies in electronic apparatus. The unit encompasses safe working practices, interpreting circuit diagrams and service manuals, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**UEENEEH088 ASSEMBLE AND ERECT RECEPTION ANTENNAE AND SIGNAL DISTRIBUTION EQUIPMENT**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the installation, positioning and securing of terrestrial and satellite arrays and dishes and associated amplifiers and the reticulation of cables and connection of multiple access outlets and associated equipment. It encompasses safe working practices, selection of antennae and distribution components, installation techniques, use of testing devices and following written and oral instruction and procedures.

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**UEENEEH098 SET UP AND TEST GAMING/GAMES EQUIPMENT**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit covers setting-up of electronic gaming and games equipment to manufacturers’ instructions in compliance with regulations. It encompasses safe working practices, connection and secure placement of gaming/games equipment, following written and oral instruction and procedures and customer relations.

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**UEENEEH108 INSTALL COMMERCIAL AUDIO/VIDEO SYSTEM COMPONENTS**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit covers installation of components for audio/video facilities in buildings and premises. The unit encompasses working safely and to specifications and standards, matching equipment with that specified for a given location, terminating and interconnecting cables/conductors and completing the necessary installation documentation.

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**UEENEEH118 TROUBLESHOOT D.C. POWER SUPPLIES WITH SINGLE PHASE INPUT**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers determining correct operation of independent power supplies and power supply sections of electronic apparatus. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in d.c. power supplies with single phases input.

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical
UEENEEH012B TROUBLESHOOT DIGITAL SUBSYSTEMS


Prerequisites: Nil.

Description: This unit covers determining correct operation of digital systems. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in digital components circuits.

Required Reading:

Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH013B TROUBLESHOOT AMPLIFIERS


Prerequisites: Nil.

Description: This unit covers determining correct operation of amplifiers. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in amplifier sections/circuits.

Required Reading:

Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH014B TROUBLESHOOT FREQUENCY DEPENDENT CIRCUITS


Prerequisites: Nil.

Description: This unit covers determining correct operation of resonance circuits used in electronic apparatus. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in resonance circuits.

Required Reading:

Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH015B DEVELOP SOFTWARE SOLUTIONS IN MICROCONTROLLER BASED SYSTEMS


Prerequisites: Nil.

Description: This unit covers developing, implementing and testing programming solutions in microcontroller based systems. It encompasses following development brief, using appropriate development software, writing code, applying problem solving procedures, testing and modifying of programs.

Required Reading:

Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH016B FIND AND REPAIR FAULTS IN THE MICROWAVE AMPLIFIER SECTIONS IN ELECTRONIC APPARATUS


Prerequisites: Nil.

Description: This unit covers fault finding and repair of microwave amplifier sections in electronic apparatus. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Required Reading:

Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH017B CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN AUDIO AND VIDEO REPLAY/RECORDING APPARATUS


Prerequisites: Nil.

Description: This unit covers identifying predictable faults and their repair by replacement of subassemblies in CD, DVD and tape replay/recording apparatus. The unit encompasses safe working practices, interpreting circuit diagrams and service manuals, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Required Reading:

Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH018B FIND AND REPAIR FAULTS IN ELECTRONIC APPARATUS


Prerequisites: Nil.

Description: This unit covers fault finding and repair of general electronic apparatus. The unit encompasses safe working practices, consulting apparatus service manuals, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Required Reading:

Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH019B CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN TELEVISION RECEIVERS


Prerequisites: Nil.

Description: This unit covers identifying predictable faults and their repair by replacement of subassemblies in televisions. The unit encompasses safe working practices, interpreting circuit diagrams and service manuals, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.
The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

Required Reading:

**Description:** This unit covers fault finding and repair of gaming equipment. The unit encompasses safe working practices, interpreting circuit diagrams, applying knowledge of remote control to logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Prerequisites:** Nil.

**Locations:** Footscray Nicholson, Sunshine.

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**EQUIPMENT**

**APPARATUS**

UEENEEH023B FIND AND REPAIR FAULTS IN MICROWAVE HEATING APPARATUS

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers fault finding and repair in remote control apparatus and devices. The unit encompasses safe working practices, interpreting circuit diagrams, applying knowledge of remote control to logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**EQUIPMENT**

**APPARATUS**

UEENEEH024B CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN AUDIO COMPONENTS

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers identifying predictable faults and repairing by replacement of subassemblies in audio components. The unit encompasses safe working practices, interpreting circuit diagrams and service manuals, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**EQUIPMENT**

**APPARATUS**

UEENEEH025B PROVIDE SOLUTIONS TO SINGLE PHASE ELECTRONIC POWER CONTROL PROBLEMS

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers solving problems with electronic aspects of single phase power control devices and circuits. The unit encompasses safe working practices, interpreting diagrams, applying knowledge of electronic power control devices and their application, using effective problem solving techniques, safety and functional testing and reporting work activities and outcomes.

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**EQUIPMENT**

**APPARATUS**

UEENEEH026B PROVIDE SOLUTIONS TO POLYPHASE ELECTRONIC POWER CONTROL PROBLEMS

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers solving problems with electronic aspects of polyphase power control devices and circuits. The unit encompasses safe working practices, interpreting diagrams, applying knowledge of electronic power control devices and their application, using effective problem solving techniques, safety and functional testing and reporting work activities and outcomes.

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.
UEEEHH027B COMMISSION COMMERCIAL RADIO FREQUENCY (RF) TRANSMISSION AND RECEPTION SYSTEMS


Prerequisites: Nil.

Description: This unit covers the setting-up and adjusting of RF transmission and reception systems for optimum performance. It encompasses safe working practices, signal testing and analysis, adjusting equipment, following procedures and documenting.

Required Reading:

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

UEEEHH028B INSTALL MICROWAVE AND ANTEENNAE AND WAVEGUIDES


Prerequisites: Nil.

Description: This unit covers the installation and testing of waveguides and antennae for microwave communications systems. It encompasses working safely and to installation standards, matching hardware and accessories with that specified for a given location, installation techniques, pre commission adjustment of antennas and waveguides and following instruction and procedures.

Required Reading:

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

UEEEHH029B DIAGNOSE AND RECTIFY FAULTS IN NAVIGATION SYSTEMS


Prerequisites: Nil.

Description: This unit covers fault finding and repair of faults in navigation systems. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical diagnostic methods and knowledge of navigation system components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Required Reading:

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

UEEEHH030B DIAGNOSE AND RECTIFY FAULTS IN SATELLITE-BASED SURVEILLANCE AND OBSERVATION SYSTEMS


Prerequisites: Nil.

Description: This unit covers fault finding and repair faults in surveillance and observation systems. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of surveillance system components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Required Reading:

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

UEEEHH031B DIAGNOSE AND RECTIFY FAULTS IN RADAR APPARATUS AND SYSTEMS


Prerequisites: Nil.

Description: This unit covers fault finding and repair faults in radar apparatus and system. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of radar system components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Required Reading:

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

UEEEHH032B DIAGNOSE AND RECTIFY FAULTS IN GLOBAL POSITIONING SYSTEMS


Prerequisites: Nil.

Description: This unit covers fault diagnosis and rectification in global positioning system. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of GPS system components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Required Reading:

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

UEEEHH033B DIAGNOSE AND RECTIFY FAULTS IN TELECOMMUNICATION APPARATUS AND SYSTEMS


Prerequisites: Nil.

Description: This unit covers fault diagnosis and rectification in telecommunication apparatus and systems. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of telecommunication system components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Required Reading:

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

UEEEHH034B DIAGNOSE AND RECTIFY FAULTS IN ELECTRONIC MEDICAL EQUIPMENT


Prerequisites: Nil.

Description: This unit covers diagnosing and rectifying faults in the electronic aspects of electronic medical equipment. The unit encompasses safe working practices, interpreting process and circuit diagrams, applying knowledge of medical process on job or workplace assessment; practical / exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
controls to logical diagnosis procedures, rectifying faults, safety and functional testing and completing the necessary service documentation.

**UEENEEH035B DESIGN CUSTOM ELECTRONIC INSTALLATIONS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the design of home entertainment aspects of custom electronic installations and energy control systems. It encompasses developing control scenarios based on a design brief, negotiating with architect/designer, builder and client and the like, applying knowledge of electronic audio/video components and home theatre acoustics and relevant electrical installation regulation, developing design drawings and obtaining approval for final design.

**Required Reading:**

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

**UEENEEH036B DESIGN COMMERCIAL AUDIO/VIDEO INSTALLATIONS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the design of audio/video facilities in meeting rooms, classrooms, studios, theatres, halls and the like. It encompasses applying knowledge of electronic audio/video components, acoustics and visual displays, analogue and digital communication, multimedia storage and reproduction, negotiating with clients and others and documenting design.

**Required Reading:**

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

**UEENEEH037B PROGRAM AND COMMISSION COMMERCIAL AUDIO/VIDEO SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers testing, adjusting and balancing of audio/video facilities in meeting rooms, classrooms, studios, theatres, halls and the like. The unit encompasses working safely and to specifications, measuring and adjusting necessary parameters to meet specified performance, working with clients and documenting and certifying set performance parameters.

**Required Reading:**

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

**UEENEEH038B FIND AND REPAIR FAULTS IN COMPLEX POWER SUPPLIES**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers fault finding and repair of regulated and switch mode power supplies. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Required Reading:**

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

**UEENEEH039B TROUBLESHOOT BASIC AMPLIFIERS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers determining correct operation of basic amplifier circuits. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in basic amplifier circuits.

**Required Reading:**

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

**UEENEEH040B DIAGNOSE AND RECTIFY FAULTS IN SONAR APPARATUS AND SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers fault finding and the repair of faults in sonar apparatus and system. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of sonar system components, rectifying faults, safety and functional testing and completing the necessary service documentation.

**Required Reading:**

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

**UEENEEH041B MANAGE ELECTRONICS/COMPUTER SYSTEMS PROJECTS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the management of electronics/computer systems projects involving management of safety, budget variation, personnel, resources, timelines and completion documentation.

**Required Reading:**

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

**UEENEEH042B TROUBLESHOOT OSCILLATORS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers determining correct operation of discrete component and modularised oscillators. It encompasses working safely, problem solving procedures,
including the use of; voltage, current, resistance and phase measuring devices, providing solutions derived from measurements and calculations to predictable problems in oscillators.

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

**UEENEEH043B DIAGNOSE AND RECTIFY FAULTS IN DIGITAL SUBSYSTEMS OF ELECTRONIC CONTROLS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers diagnosing and rectifying faults in digital components of electronic control systems. The unit encompasses safe working practices, applying knowledge of digital subsystems to logical fault finding processes, implementing fault rectification, safety and functional testing and reporting work activities and outcomes.

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

**UEENEEH044B DIAGNOSE AND RECTIFY FAULTS IN ANALOGUE CIRCUITS AND COMPONENTS IN ELECTRONIC CONTROL SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers diagnosing and rectifying faults in analogue applications in electronic control systems. The unit encompasses safe working practices, interpreting diagrams and technical data, applying knowledge of analogue circuits and components to logical fault finding processes, implementing fault rectification, safety and functional testing and reporting work activities and outcomes.

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

**UEENEEH045B DEVELOP SOLUTIONS TO ANALOGUE ELECTRONIC PROBLEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This competency standard unit covers developing engineering solutions to resolve problems with analogue electronics. It encompasses working safely, applying effective knowledge of analogue electronics circuit and device operation and their application, gathering and analysing data, applying problem solving techniques, developing and documenting solutions and alternatives.

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

**UEENEEH046B SOLVE FUNDAMENTAL PROBLEMS IN ELECTRONIC COMMUNICATIONS SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers ascertaining correct operation of communications systems and solving fundamental system problems as met in engineering support work functions. It encompasses working safely, problem solving techniques, the use of a range of measuring devices, providing solutions derived from measurements to predictable problems in electronic communication systems.

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

**UEENEEH047B ASSESS COMPLIANCE OF ELECTRONIC APPARATUS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers assessing electronic apparatus for compliance with a standard and/or regulation for the purpose of certification or approval. The unit encompasses safe working practices, determining specified requirements, inspecting, setting up performance tests, evaluating inspection and test results and documenting evaluation outcomes.

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

**UEENEEH048B DESIGN AND DEVELOP ADVANCED DIGITAL SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the design and development of advanced digital systems. It encompasses working safely, following design brief, applying knowledge of digital components/devices, interpreting device/component specifications, constructing prototype devices, applying programming techniques to programmable devices, testing developed system prototype operation, verifying compliance of the design against the final brief, and documenting design and development work.

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

**UEENEEH049B DEVELOP SOLUTIONS TO AUDIO ELECTRONIC PROBLEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers developing engineering solutions to resolve problems with audio electronics. It encompasses working safely, applying extensive knowledge of audio electronics circuits and device operation and application, gathering and analysing data, applying problem solving techniques, developing and documenting solutions and alternatives.

**Required Reading:**
- Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
UEENEEH050B ASSEMBLE AND SET UP BASIC WIRED AND WIRELESS SECURITY SYSTEMS

Prerequisites: Nil.
Description: This unit covers installing electronic security systems with up to 50 connected devices typically used in single domestic and small commercial premises. It encompasses working safely and to standards, following oral and written instructions and procedures, securely placing and connecting security system components, and applying customer relation protocols.

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

UEENEEH051B INSTALL LARGE WIRED AND WIRELESS SECURITY SYSTEMS

Prerequisites: Nil.
Description: This unit covers installing electronic security systems with in excess of 50 connected devices in buildings, premises and precincts. It encompasses working safely and to standards, following oral and written instructions and procedures, securely placing and connecting security system components, and applying customer relation protocols.

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

UEENEEH052B ASSEMBLE AND SET UP LARGE WIRED AND WIRELESS SECURITY SYSTEMS

Prerequisites: Nil.
Description: This unit covers installing electronic security systems with up to 100 connected intrusion and access devices and based on customer relations protocols.

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

UEENEEH054B PROGRAM AND COMMISSION COMMERCIAL SECURITY ALARM SYSTEMS

Prerequisites: Nil.
Description: This unit covers installing and testing of security alarm system typically used in commercial buildings and premises. The unit encompasses working safely, following specifications and security access scenarios, programming security alarm functions, using circuit diagrams and schedules, and providing as-programmed document.

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

UEENEEH056B PROGRAM AND COMMISSION COMMERCIAL SECURITY ACCESS CONTROL SYSTEMS

Prerequisites: Nil.
Description: This unit covers installing and testing of security access control system typically used in commercial buildings and premises. The unit encompasses working safely, following specifications and security access scenarios, programming security functions, using circuit diagrams and schedules, and providing as-programmed document.

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

UEENEEH057B DEVELOP BASIC INTEGRATED SECURITY SYSTEMS PLAN

Prerequisites: Nil.
Description: This unit covers integrating security components to form a complete security system with up to 100 connected intrusion and access devices and based on specifications, securely placing and connecting security system components, and applying customer relation protocols.
common security scenarios. It encompasses applying knowledge of common security scenarios and security network standards and protocols, selecting network topology and physical media, disaster recovery planning, performance management and documentation of work activities.

**Required Reading:**

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

UEENEEH058B DESIGN INTEGRATED SECURITY SYSTEMS FOR A SINGLE SITE

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers integrating security components to form a security system with multiple and interrelated subsystems. It encompasses applying knowledge of security scenarios and security network standards and protocols, selecting network topology and physical media, disaster recovery planning, performance management and negotiating with clients and others and documenting design.

**Required Reading:**

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

UEENEEH059B DESIGN INTEGRATED COMPLEX SECURITY SYSTEMS

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers integrating security components to form a complex security system across multiple sites with multiple and related subsystems and remote monitoring and control. It encompasses applying knowledge of security scenarios and security network standards and protocols, selecting network topology and physical media, disaster recovery planning, performance management and negotiating with clients and others and documenting design.

**Required Reading:**

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

UEENEEH060B PLAN ELECTRONIC PROJECTS

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:**

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

UEENEEH061B POSITION AND TERMINATE FIRE DETECTION AND WARNING SYSTEM APPARATUS

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers installing electronic fire detection and warning systems in buildings and premises. It encompasses, working safely to standards, following oral and written instructions and procedures, securely placing and connecting fire detection system and warning, components, and applying customer relation protocols.

**Required Reading:**

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

**UEENEEE065B FIND AND REPAIR FAULTS IN FIRE PROTECTION SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This competency standard unit covers fault finding and repair of fire protection systems that include multiple connected detection, warning and fire control devices and remote monitoring to the subassembly level. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Required Reading:**

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

**UEENEEE066B FAULT FIND MICROCONTROLLER BASED HARDWARE**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers determining correct operation of microcontroller systems. It encompasses working safely, problem solving procedures, providing solutions derived from measurements and calculations to predictable faults in microcontroller hardware.

**Required Reading:**

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

**UEENEEE067B COMMISSION ELECTRONICS AND COMMUNICATIONS SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This competency standard unit covers undertaking commissioning procedures of electronics and communications systems to comply with predetermined parameters and delivery to client. It encompasses safe working practices, system parameter testing, analysis and adjusting to assure optimum performance, following procedures, and documenting final operating parameters and settings.

**Required Reading:**

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

**UEENEEE068B MODIFY-REDESIGN OF ELECTRONICS AND COMMUNICATIONS SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

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

**Required Reading:**

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

**UEENEEE069B SOLVE PROBLEMS IN ELECTRONIC CIRCUITS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This competency standard unit covers determining correct operation of single source parallel and series-parallel circuits and providing solutions as they apply to various electronic work functions. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in multiple path circuit.

**Required Reading:**

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

**UEENEEE070B TERMINATE AND CONNECT COMPONENTS, CONDUCTORS, WIRING AND CABLES FOR ELECTRONIC CIRCUITS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the implementation, performance and evaluation of component connections and terminations of conductors, wiring, cables, and other recognised mediums. It encompasses implementing reliable termination and connection processes, working to specifications, safe use of connection and termination tools, safe use of termination and/or soldering devices, selection and placement of components, termination and connection preparation, termination and connection techniques, and evaluating termination and connection work.

**Required Reading:**

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

**UEENEEE071B FIND AND REPAIR FAULTS IN TELEVISION RECEIVERS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers fault finding and repair of faults in signal processing and scanning and deflection sections of television receivers. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Required Reading:**

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

**UEENEEE072B FIND AND REPAIR FAULTS IN COMMUNICATION SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.
This unit covers fault finding and repair of communication systems. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Required Reading:**

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

**UEEENEEH073B FIND AND REPAIR FAULTS IN PROFESSIONAL AUDIO REPRODUCTION COMPONENTS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers fault finding and repair of professional and high-end audio amplifiers, preamplifiers, receivers, graphic equalizers, speakers and the like. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Required Reading:**

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

**UEEENEEH074B FIND AND REPAIR FAULTS IN AUDIO/VIDEO RECORDING EQUIPMENT**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers fault finding and repair of ACR, CD, VCR and DVD players/recorders. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Required Reading:**

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

**UEEENEEH075B FIND AND REPAIR FAULTS AND MALFUNCTIONS IN SECURITY SYSTEM INSTALLATIONS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers fault finding and repair of security system installations. The unit encompasses safe working practices, interpreting circuit diagrams, applying knowledge of security systems to logical fault finding procedures, rectifying faults/malfunctions, safety and functional testing and completing the necessary service documentation.

**Required Reading:**

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

**UEEENEEH076B DIAGNOSE AND RECTIFY FAULTS IN DISPLAY CIRCUITS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers fault finding and repair of faults in cathode ray tubes, liquid crystal and plasma display circuits. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of display circuit components, rectifying faults, safety and functional testing and completing the necessary service documentation.

**Required Reading:**

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

**UEEENEEH077B DIAGNOSE AND RECTIFY FAULTS IN RECORDING AND REPLAY APPARATUS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers fault finding and repair of faults in SACD, DVD and DVD-A recording and replay apparatus. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of recording and replay apparatus components, rectifying faults, safety and functional testing and completing the necessary service documentation.

**Required Reading:**

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

**UEEENEEH078B DIAGNOSE AND RECTIFY FAULTS IN CAMERA CIRCUITS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers fault finding and repair of faults in camera circuits. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of camera circuit components, rectifying faults, safety and functional testing and completing the necessary service documentation.

**Required Reading:**

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

**UEEENEEH079B DIAGNOSE AND RECTIFY FAULTS IN DIGITAL TELEVISION APPARATUS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers fault finding and repair of faults in digital television apparatus. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of digital television apparatus circuit components, rectifying faults, safety and functional testing and completing the necessary service documentation.

**Required Reading:**

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

**UEENEH080B DIAGNOSE AND RECTIFY FAULTS IN DIGITAL TRANSMISSION SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the diagnosis and repair of faults in digital transmission systems. It encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods, and knowledge of digital transmission systems circuit components, rectifying faults, safety and functional testing, and completing the necessary service documentation.

**Required Reading:**

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

**UEENEH081B DESIGN PRINTED CIRCUIT BOARDS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the design of printed circuit boards. The unit encompasses the application of knowledge of electronic circuits, components, component assemblies, developing alternative design schemes based on design brief, customer relations, and documenting designs.

**Required Reading:**

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

**UEENEH082B DEVELOP SOLUTIONS TO RF AMPLIFIERS PROBLEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers developing engineering solutions to resolve problems with RF amplifiers. It encompasses working safely, applying extensive knowledge of RF amplifier circuits and device operation, and their application, gathering and analyzing data, applying problem-solving techniques, developing and documenting solutions and alternatives.

**Required Reading:**

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

**UEENEH083B ANALYSE THE PERFORMANCE OF WIRELESS-BASED ELECTRONIC SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the analysis of wireless-based electronic systems to provide solutions to mobile communications performance. It encompasses working safely, applying extensive knowledge of mobile communications parameters, gathering and analyzing data, applying problem-solving techniques, developing and documenting results and solutions for use in design work.

**Required Reading:**

**Assessment:**

**UEENEH084B MODIFY DSP BASED SUB-SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers modifying digital signal processing based sub-systems. It encompasses working safely, following design brief, applying knowledge of digital and analogue devices, interpreting device specifications, constructing prototypes, testing developed system prototype operation and documenting system design and development work.

**Required Reading:**

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

**UEENEH085B DESIGN A SIGNAL-CONDITIONING SUBSYSTEM**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers designing signal-conditioning subsystems incorporating sensors and transducers and digital and analogue elements. It encompasses working safely, following design brief, applying knowledge of digital and analogue devices, interpreting device specifications, constructing prototypes, testing developed system prototype operation and documenting system design and development work.

**Required Reading:**

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

**UEENEH088B DESIGN AND DEVELOP ELECTRONICS/COMPUTER PROJECTS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the design and development of electronics/computer systems projects. It encompasses working safely, designing, constructing, recording, evaluating and reporting of an electronics/computer systems design project.

**Required Reading:**

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

**UEENEH001B INSTALL AND SETUP TRANSDUCERS AND SENSING DEVICES**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the installation and setting up of transducers and sensors. It encompasses working safely and to installation standards, matching equipment with specified requirements, placing and securing equipment accurately, making required pneumatic, hydraulic and electrical circuit connections, adjusting and setting up devices to specifications and manufacturer instructions, and completing the necessary installation documentation.

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

**Prerequisites:** Nil.

**Description:** This unit covers providing known solutions to predictable problems in renewable energy apparatus. It encompasses working safely and providing basic sustainable energy solutions for energy reduction in domestic premises.

**Required Reading:** Hampson Introduction to Electrical Trade

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

**Locations:** Footscray Nicholson, Sunshine.

**UEENEEK022B PLAN RENEWABLE ENERGY PROJECTS**

**Prerequisites:** Nil.

**Description:** This unit covers development and documentation of renewable energy project proposals, milestones and completions. The unit encompasses, establishing budgets, critical path analysis, development of workflow strategies, documenting, presenting and negotiating budgets and timelines.

**Required Reading:**

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

**Locations:** Footscray Nicholson, Sunshine.

**UEENEEK023B CARRY OUT BASIC REPAIRS TO RENEWABLE ENERGY APPARATUS BY REPLACEMENT OF COMPONENTS**

**Prerequisites:** Nil.

**Description:** This unit deals with the replacement of electrical and nonelectrical components of renewable energy apparatus. It encompasses safe working practices, following written and oral instructions and procedures, basic testing techniques, disconnecting and reconnecting electrical/electronic components, dismantling and assembling apparatus and reporting repair activities.

**Required Reading:**

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

**Locations:** Footscray Nicholson, Sunshine.

**UEENEEK024B ASSEMBLE AND SET UP PHOTOVOLTAIC APPARATUS IN DOMESTIC DWELLINGS**

**Prerequisites:** Nil.

**Description:** This unit covers installing of photovoltaic apparatus in domestic dwellings. It encompasses safe working practices; secure placement and connection of apparatus, following written and oral instruction and procedures and customer relations.

**Required Reading:**

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

**Locations:** Footscray Nicholson, Sunshine.

**UEENEEK025B SOLVE BASIC PROBLEMS IN PHOTOVOLTAIC ENERGY APPARATUS**

**Prerequisites:** Nil.

**Description:** This unit covers providing known solutions to predictable problems in photovoltaic energy apparatus operated at extralow voltage. It encompasses working

**Locations:** Footscray Nicholson, Sunshine.
safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable circuit problems.

Required Reading:

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

UEENEEK025C SOLVE BASIC PROBLEMS IN PHOTOVOLTAIC ENERGY APPARATUS


Prerequisites: Nil.

Description: This unit covers providing known solutions to predictable problems in photovoltaic energy apparatus operated at extralow voltage. It encompasses working safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable circuit problems.

Required Reading:

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

UEENEEK026B INSTALL AND SET UP GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS


Prerequisites: Nil.

Description: This unit covers the installation, adjustment and set-up of photovoltaic power systems and connecting to a supply grid inverter. It encompasses working safely and to installation standards, matching components with that specified for a given location, placing and securing system components accurately, making required circuit connections and completing the necessary installation documentation.

Required Reading:

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

UEENEEK027B DIAGNOSE FAULTS IN RENEWABLE ENERGY CONTROL SYSTEMS


Prerequisites: Nil.

Description: This unit covers diagnosing and rectifying faults in renewable energy control systems. It encompasses working safely, reading circuit diagrams, sketching diagrams from traced wiring, logically applying fault finding procedures, conducting repairs and completing the necessary service documentation.

Required Reading:

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

UEENEEK028B SOLVE BASIC PROBLEMS IN STAND-ALONE RENEWABLE ENERGY SYSTEMS


Prerequisites: Nil.

Description: This unit covers providing known solutions to predictable problems in stand-alone renewable energy systems operated at extra-low voltage. It encompasses working safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable circuit problems.

Required Reading:

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

UEENEEK029B DESIGN RENEWABLE ENERGY HEATING SYSTEMS


Prerequisites: Nil.

Description: This unit covers the design of renewable energy heating systems and their installation. It encompasses following design briefs, incorporating schemes for protection of persons and property from dangers of system malfunction, ensuring other safety and performance standards and functional requirements are meet and documenting design calculations and criteria.

Required Reading:

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

UEENEEK030B SOLVE BASIC PROBLEMS IN WIND ENERGY CONVERSION SYSTEMS


Prerequisites: Nil.

Description: This unit covers providing known solutions to predictable problems in wind energy conversion systems. It encompasses working safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable circuit problems.

Required Reading:

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

UEENEEK031B DESIGN WIND ENERGY CONVERSION SYSTEMS RATED TO 10 KW


Prerequisites: Nil.

Description: This unit covers the design of wind energy conversion systems and their installation. It encompasses following design briefs, incorporating schemes for protection of persons and property from dangers of system malfunction, ensuring other safety and performance standards and functional requirements are meet and documenting design calculations and criteria.

Required Reading:

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
UEENEEK032B DEVELOP STRATEGIES TO ADDRESS SUSTAINABILITY ISSUES

Prerequisites: Nil.
Description: This unit covers developing strategies to address greenhouse gases and sustainability issues. It encompasses working safely, applying extensive knowledge of sustainable energy systems and components and their operating parameters, gathering and analysing data, applying problem solving techniques, developing and documenting alternatives solutions.

Required Reading:

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

UEENEEK033B DESIGN HYBRID POWER SYSTEMS

Prerequisites: Nil.
Description: This unit covers the design of hybrid power systems and their installation. It encompasses following design briefs, incorporating schemes for protection of persons and property from dangers of system malfunction, ensuring other safety and performance standards and functional requirements are meet and documenting design calculations and criteria.

Required Reading:

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

UEENEEK034B INSTALL STAND-ALONE PHOTOVOLTAIC POWER SYSTEMS

Prerequisites: Nil.
Description: This competency standard unit covers the installation, adjustment and setup of stand-alone photovoltaic powersystems. It encompasses working safely and to installation standards, matching components with that specified for a given location, placing and securing system components accurately, making required circuit connections and completing the necessary installation documentation.

Required Reading:

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

UEENEEK035B DESIGN GRID CONNECTED POWER SUPPLY SYSTEMS

Prerequisites: Nil.
Description: This unit covers the design of grid connected power supply systems and their installation. It encompasses following design briefs, incorporating schemes for protection of persons and property from dangers of system malfunction, ensuring other safety and performance standards and functional requirements are meet and documenting design calculations and criteria.

Required Reading:

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

UEENEEK036B DEVELOP ENGINEERING SOLUTIONS TO RENEWABLE ENERGY PROBLEMS

Prerequisites: Nil.
Description: This unit covers developing engineering solutions to resolve problems with renewable energy. It encompasses working safely, applying extensive knowledge of renewable energy systems and components and their operating parameters, gathering and analysing data, applying problem solving techniques, developing and documenting alternatives solutions.

Required Reading:

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

UEENEEK037B DEVELOP STRATEGIES FOR EFFECTIVE ENERGY REDUCTION IN BUILDINGS

Prerequisites: Nil.
Description: This unit covers evaluating energy used in buildings and developing and documenting strategies/methods to effectively reduce energy use without compromising occupancy standards. It encompasses working safely, setting up and conducting evaluation measurements and evaluating energy use from measured
parameters.

**Required Reading:**

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

**UEENEEK042A PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES**

**Locations:** Footscray Nicholson, Melton, Sunshine.

**Prerequisites:** Nil.

**Description:** This competency standard unit requires the worker to undertake methods of work practice that minimises energy and material usage and to seek energy reduction strategies in the workplace. The unit seeks to minimise negative impacts on the environment.

**Required Reading:** Online resources

**Assessment:** Assessment methods will: - satisfy the endorsed Assessment Guidelines of the Electrotechnology Training Package - reinforce that Competency is performed with inherent safe working practices expected in the Industry to which this unit applies - include that the specified essential knowledge and associated skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and skills described in this unit. Specific unit assessments are located in the learning and assessment plans within the School.

**UEENEEK045A IMPLEMENT & MONITOR, POLICIES & PROCEDURES FOR ENVIRONMENTALLY SUSTAINABLE ELECTROTECH WORK PRACTICE**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This Competency Standard Unit specifies the outcomes for the collecting, interpretation and application of environmental management information, the identification of environmental impacts and the assessment of risks. It also consists of monitoring while implementing environmentally sustainable work polices and plans on, the development of modifications as part of the review process.

**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.

**UEENEKOS0A ASSEMBLE AND SET UP PHOTOVOLTAIC APPARATUS IN A DOMESTIC DWELLING**

**Locations:** Sunshine.

**Prerequisites:** UEENEEK023B - CARRY OUT BASIC REPAIRS TO RENEWABLE ENERGY APPARATUS BY REPLACEMENT OF COMPONENTS; UEENEEK025C - SOLVE BASIC PROBLEMS IN PHOTOVOLTAIC ENERGY APPARATUS

**Description:** This unit covers assembling and setting up ELV photovoltaic apparatus in domestic dwellings. It encompasses safe working practices; secure placement of apparatus, following written and oral instruction and procedures and customer relations.

**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.

**UEENEEEM001B REPORT ON THE INTEGRITY OF EXPLOSION PROTECTED EQUIPMENT IN HAZARDOUS AREAS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the explosion-protection aspects of plant and machinery operation and maintenance. It requires the ability to visually identify any damage or deterioration of explosion-protected equipment, monitor changes in the explosion hazard and to implement procedures established to limit the risk of an explosion.

**Required Reading:**

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

**UEENEEEM002B ATTEND TO BREAKDOWNS IN HAZARDOUS AREAS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the explosion-protection aspects of attending to a breakdown in a hazardous area or of explosion-protected and associated equipment. It requires the ability to ascertain the nature of a breakdown, the extent of repairs required and the personnel needed to repair the breakdown.

**Required Reading:**

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

**UEENEEEM003B USE AND MAINTAIN THE INTEGRITY OF PORTABLE GAS DETECTION DEVICES**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the gas detection aspects of ensuring a work place is safe from explosive and toxic gases and vapours. It requires the ability to use measuring instruments accurately, follow written instructions and to write instructions for others.

**Required Reading:**

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

**UEENEEEM004B INSTALL EXPLOSION-PROTECTED EQUIPMENT AND WIRING SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the explosion-protection aspects for installing explosion-protected and associated equipment and wiring systems. It requires the ability to match equipment with that specified for a given location, work safely, and to installation standards and complete the necessary installation documentation.

**Required Reading:**

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

**UEENEEM05B INSTALL AND MAINTAIN INTEGRITY OF FIXED GAS DETECTION EQUIPMENT**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the installation, calibration and response checking of permanent gas detection equipment. It requires the ability to match equipment with that specified for a given location and to use manufacturer manuals to maintain accuracy of gas monitoring devices.

**Required Reading:**

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

**UEENEEM06B MAINTAIN EQUIPMENT IN HAZARDOUS AREAS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the explosion-protection aspects for maintaining explosion-protected and associated equipment and wiring systems. It requires the ability to follow a maintenance program, work safely, carry out maintenance to standards and manufacturer instructions and complete the necessary maintenance documentation.

**Required Reading:**

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

**UEENEEM07B OVERHAUL AND REPAIR EXPLOSION-PROTECTED EQUIPMENT**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the explosion-protection aspects of overhauling and repairing explosion-protected equipment. It requires the ability to establish and document the level of work required, arranging for the overhaul/repair to be carried, verify compliance of overhauled/repaired equipment and complete the necessary documentation.

**Required Reading:**

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

**UEENEEM08B ASSESS EXPLOSION-PROTECTED EQUIPMENT FOR COMPLIANCE WITH STANDARDS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the explosion-protection aspects of assessing compliance of electrical equipment. It requires the ability to assess and to report on the integrity of equipment, gather assessment and test documentation from accredited testing stations and prepares submissions to accredited certification bodies.

**Required Reading:**

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

**UEENEEM09B TEST INSTALLATIONS IN HAZARDOUS AREAS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the explosion-protection aspects for electrical installations for hazardous areas. It requires the ability to select, prepare and use appropriate testing devices, work safely and to Standards and to interpret and record test results.

**Required Reading:**

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

**UEENEEM10B CONDUCT CLOSE INSPECTION OF EXISTING HAZARDOUS AREAS INSTALLATIONS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the explosion-protection aspects for conducting visual and close inspections of electrical installations for hazardous areas. It requires the ability to follow inspection programs, work safely, and identify conditions that affect the integrity of explosion-protection and document inspection findings.

**Required Reading:**

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

**UEENEEM11B CONDUCT DETAILED INSPECTION OF HAZARDOUS AREAS INSTALLATIONS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the explosion-protection aspects for conducting initial, periodic and sample audit inspections of explosion-protected equipment and installations. It requires the ability to audit a site dossier, work safely in a hazardous area, inspect against Standards and report and act on inspection results.

**Required Reading:**

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

**UEENEEM12B DEVELOP AND MANAGE MAINTENANCE PROGRAMS FOR HAZARDOUS AREAS ELECTRICAL EQUIPMENT**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the explosion-protection aspects for plant maintenance schemes. It requires the ability to develop and manage maintenance programs incorporating strategies for periodic inspections, repair/overhaul/replacement of components and recording of maintenance outcomes.

**Required Reading:**

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

**UEENEM013B ENSURE THE SAFETY OF HAZARDOUS AREAS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the explosion-protection aspects of ensuring that potentially explosive atmospheres, generated by production, processing or servicing activities, do not pose a hazard to persons, property or the environment.

**Required Reading:**

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

**UEENEM014B DESIGN AND DEVELOP MODIFICATIONS TO EXPLOSION-PROTECTED EQUIPMENT**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the explosion-protection aspects of designing and developing modifications to explosion-protected equipment. It requires the abilities in technical design and compliance assessments and documentation.

**Required Reading:**

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

**UEENEM015B CLASSIFY HAZARDOUS AREAS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers knowledge and skills to classify areas where potentially explosive materials may exist. It requires the ability to gather and analyse data relative to explosion hazards, determine the extent of risk and establish and document zones delineating the levels of risk.

**Required Reading:**

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

**UEENEM016B DESIGN ELECTRICAL INSTALLATIONS IN HAZARDOUS AREAS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the explosion-protection aspects planning electrical installations for hazardous areas. It requires the ability to identify hazardous areas from classification diagrams, identical examples of previously classified areas or those given in standards and to select and locate explosion-protected equipment and wiring systems and other items that may influence the explosion-protection technique.

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

UEENEEM022A ATTEND TO BREAKDOWNS IN HAZARDOUS AREAS PRESSURISATION

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers the explosion-protection aspects of attending to a breakdown in a hazardous area or of explosion-protected and associated equipment. It requires the ability to ascertain the nature of a breakdown, the extent of repairs required and the personnel needed to repair the breakdown.

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.

UEENEEM023A INSTALL EXPLOSION-PROTECTED EQUIPMENT AND WIRING SYSTEMS COAL MINING

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers the explosion-protection aspects for installing explosion-protected and associated equipment and wiring systems. It requires the ability to match equipment with that specified for a given location, work safely, and to installation standards and complete the necessary installation documentation.

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.

UEENEEM024A INSTALL EXPLOSION-PROTECTED EQUIPMENT AND WIRING SYSTEMS GAS ATMOSPHERES

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers the explosion-protection aspects for installing explosion-protected and associated equipment and wiring systems. It requires the ability to match equipment with that specified for a given location, work safely, and to installation standards and complete the necessary installation documentation.

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.

UEENEEM025A INSTALL EXPLOSION-PROTECTED EQUIPMENT AND WIRING SYSTEMS DUST ATMOSPHERES

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers the explosion-protection aspects for installing explosion-protected and associated equipment and wiring systems. It requires the ability to match equipment with that specified for a given location, work safely, and to installation standards and complete the necessary installation documentation.

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.

UEENEEM026A INSTALL EXPLOSION-PROTECTED EQUIPMENT AND WIRING SYSTEMS PRESSURISATION

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers the explosion-protection aspects for installing explosion-protected and associated equipment and wiring systems. It requires the ability to match equipment with that specified for a given location, work safely, and to installation standards and complete the necessary installation documentation.

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.

UEENEEM027A MAINTAIN EQUIPMENT IN HAZARDOUS AREAS COAL MINING

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers the explosion-protection aspects for maintaining explosion-protected and associated equipment and wiring systems. It requires the ability to follow a maintenance program, work safely, carry out maintenance to Standards and manufacturer instructions and complete the necessary maintenance documentation.

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.

UEENEEM028A MAINTAIN EQUIPMENT IN HAZARDOUS AREAS GAS ATMOSPHERES

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers the explosion-protection aspects for maintaining explosion-protected and associated equipment and wiring systems. It requires the ability to follow a maintenance program, work safely, carry out maintenance to Standards and manufacturer instructions and complete the necessary maintenance documentation.

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.
UEENEEM029A MAINTAIN EQUIPMENT IN HAZARDOUS AREAS DUST ATMOSPHERES
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers the explosion-protection aspects for maintaining explosion-protected and associated equipment and wiring systems. It requires the ability to follow a maintenance program, work safely, carry out maintenance to Standards and manufacturer instructions and complete the necessary maintenance documentation.
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.

UEENEEM030A MAINTAIN EQUIPMENT IN HAZARDOUS AREAS PRESSURISATION
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers the explosion-protection aspects for maintaining explosion-protected and associated equipment and wiring systems. It requires the ability to follow a maintenance program, work safely, carry out maintenance to Standards and manufacturer instructions and complete the necessary maintenance documentation.
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.

UEENEEM038A CONDUCT TESTING OF HAZARDOUS AREA INSTALLATIONS COAL MINING
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers the explosion-protection aspects for electrical, electronic, instrument and data communication installations for hazardous areas. It requires the ability to select, prepare and use appropriate testing devices, work safely and to Standards and to interpret and record test results.
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.

UEENEEM039A CONDUCT TESTING OF HAZARDOUS AREA INSTALLATIONS GAS ATMOSPHERES
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers the explosion-protection aspects for electrical, electronic, instrument and data communication installations for hazardous areas. It requires the ability to select, prepare and use appropriate testing devices, work safely and to

Standards and to interpret and record test results.
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.

UEENEEM040A CONDUCT TESTING OF HAZARDOUS AREA INSTALLATIONS DUST ATMOSPHERES
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers the explosion-protection aspects for electrical, electronic, instrument and data communication installations for hazardous areas. It requires the ability to select, prepare and use appropriate testing devices, work safely and to Standards and to interpret and record test results.
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.

UEENEEM041A CONDUCT TESTING OF HAZARDOUS AREA INSTALLATIONS PRESSURISATION
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers the explosion-protection aspects for electrical, electronic, instrument and data communication installations for hazardous areas. It requires the ability to select, prepare and use appropriate testing devices, work safely and to Standards and to interpret and record test results.
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.

UEENEEM042A CONDUCT CLOSE VISUAL INSPECTION OF EXISTING HAZARDOUS AREAS INSTALLATIONS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers the explosion-protection aspects for conducting visual inspections of explosion-protected equipment and installations. It requires the ability to work safely in a hazardous area, and to identify conditions that affect the integrity of explosion-protection and document inspection findings.
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.

UEENEEM043A CONDUCT DETAILED INSPECTION OF HAZARDOUS AREAS INSTALLATIONS COAL MINING
CONDUCT DETAILED INSPECTION OF HAZARDOUS AREAS INSTALLATIONS GAS ATMOSPHERES
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers the explosion-protection aspects of conducting close and detailed inspections of explosion-protected equipment and installations. It requires the ability to use a verification dossier, work safely in a hazardous area, inspect against Standards and report and act on inspection results.
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.

CONDUCT DETAILED INSPECTION OF HAZARDOUS AREAS INSTALLATIONS DUST ATMOSPHERES
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers the explosion-protection aspects of conducting close and detailed inspections of explosion-protected equipment and installations. It requires the ability to use a verification dossier, work safely in a hazardous area, inspect against Standards and report and act on inspection results.
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.

CONDUCT DETAILED INSPECTION OF HAZARDOUS AREAS INSTALLATIONS PRESSURISATION
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers the explosion-protection aspects of conducting close and detailed inspections of explosion-protected equipment and installations. It requires the ability to use a verification dossier, work safely in a hazardous area, inspect against Standards and report and act on inspection results.
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.

REPORT ON THE INTEGRITY OF EXPLOSION-PROTECTED EQUIPMENT IN A HAZARDOUS AREA
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit covers the explosion-protection aspects of plant and machinery operation and maintenance. It requires the ability to visually identify any damage or deterioration of explosion-protected equipment, monitor changes in the explosion hazard and to implement procedures established to limit the risk of an explosion.
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.

ATTACH CORDS AND PLUGS TO ELECTRICAL EQUIPMENT FOR CONNECTION TO A SINGLE PHASE 250 VOLT SUPPLY
Prerequisites: Nil.
Description: This unit covers attaching flexible cords and plugs to electrical equipment for connection to supplies up to 250V a.c. This may be incidental to or a primary and regular function of work related to a principle function in the workplace. It encompasses working safely, identifying plug configurations, selecting and using testing and measuring devices, terminating and connecting cords/plugs and conductors, safety testing and reporting.
Required Reading: Hampson Introduction to Electrical Trade
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

CONDUCT IN-SERVICE SAFETY TESTING OF ELECTRICAL CORD ASSEMBLIES AND CORD CONNECTED EQUIPMENT
Prerequisites: Nil.
Description: This unit covers safety testing of electrical cord assemblies and cord connected equipment. It encompasses working safely, using portable apparatus tester, identifying faults, applying tagging, arranging for repair of faulty equipment and complete testing documentation.
Required Reading: Hampson Introduction to Electrical Trade
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

APPLY ENVIRONMENT AND SUSTAINABLE ENERGY PROCEDURES
Prerequisites: Nil.
Description: This Unit covers the implementation of relevant environmental procedures to specific projects/sites. It includes the identification of possible environmental risks...
and impacts, the undertaking of work in accordance with sustainable energy and energy conservation principles, the provision of re-cycling materials and the recording and reporting of environmental incidents. It also encompasses the process of reviewing and participating and contributing in environmental procedures according to established enterprise requirements.

**Required Reading:** Hampson Introduction to Electrical Trade

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

**UTENES102A OPERATE PLANT AND EQUIPMENT NEAR LIVE ELECTRICAL CONDUCTORS/APPAREATUS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers determining correct operation of single source d.c. parallel and series-parallel circuits and providing solutions as they apply to various electrotechnology work functions. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in multiple path circuit.

**Required Reading:** Hampson Introduction to Electrical Trade

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

**UTENES009A PARTICIPATE IN THE TRAINING OF OTHERS**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** Plan and prepare to provide for learning opportunities; Supervise/mentor learners; Verify activities undertaken by learner.

**Required Reading:**

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

**UTENES105GA INSTALL AND TERMINATE WIRING SYSTEMS (CABLING/WIRING SUPPORT AND PROTECTION)**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** Install wiring enclosures, cable support systems, cables and accessories.

**Required Reading:**

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

**UTENES105JA INSTALL AND TERMINATE WIRING SYSTEMS (POWER AND CONTROL – LOW VOLTAGE)**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** Plan and prepare for installation; Install wiring systems; Inspect and notify completion of work.

**Required Reading:**

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

**UTENES106BA INSTALL ELECTRICAL/ELECTRONIC APPARATUS (ELECTRICAL)**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.

**Required Reading:**

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

**UTENES206BA MAINTAIN AND REPAIR APPARATUS AND CIRCUITS (ELECTRICAL)**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.

**Required Reading:**

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

**UTENES301BA UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND CIRCUITS (ELECTRICAL)**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.

**Required Reading:**

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

**UTENES402BA TEST APPARATUS AND CIRCUITS (ELECTRICAL)**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** Plan and prepare for testing; Conduct testing; Notify completion of test.

**Required Reading:**

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

**UTENES501BA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND CIRCUITS (ELECTRICAL)**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** Plan and prepare for diagnosis of faults; Diagnose faults in apparatus and associated circuits; Rectify faults in apparatus and associated circuits; provide status report(s).

**Required Reading:**

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

VAA125 ADVANCED ENGINEERING MATHS A
Locations: Sunshine.  
Prerequisites: Nil.  
Description: ADVANCED ENGINEERING MATHS A  
Required Reading: No Required Reading

VAA126 ADVANCED ENGINEERING MATHS B
Locations: Sunshine.  
Prerequisites: Nil.  
Description: ADVANCED ENGINEERING MATHS B  
Required Reading: No Required Reading

VAE704 PHYSICS A
Locations: Sunshine.  
Prerequisites: Nil.  
Description: PHYSICS A  
Required Reading: No Required Reading

VAE705 PHYSICS B
Locations: Sunshine.  
Prerequisites: Nil.  
Description: PHYSICS B  
Required Reading: No Required Reading

VAG505 URBAN ROAD DESIGN
Locations: Sunshine.  
Prerequisites: Nil.  
Description: URBAN ROAD DESIGN  
Required Reading: No Required Reading

VBG873 MECHANICS OF MACHINES 1
Locations: Sunshine.  
Prerequisites: Nil.  
Description: MECHANICS OF MACHINES 1  
Required Reading: No Required Reading

VBG874 MECHANICS OF MACHINES 2
Locations: Sunshine.  
Prerequisites: Nil.  
Description: MECHANICS OF MACHINES 2  
Required Reading: No Required Reading

VBG877 THERMODYNAMICS 3
Locations: Sunshine.  
Prerequisites: Nil.  
Description: THERMODYNAMICS 3  
Required Reading: No Required Reading

VBG879 INDUSTRY RESEARCH PROJECT
Locations: Sunshine.  
Prerequisites: Nil.  
Description: INDUSTRY RESEARCH PROJECT  
Required Reading: No Required Reading

VBN768 DEVELOP AN INDIVIDUAL CAREER PLAN FOR THE ENGINEERING INDUSTRY
Locations: Sunshine.  
Prerequisites: Nil.  
Description: This unit of competency sets out the knowledge and skills required to research careers and training opportunities in the Manufacturing and Engineering Industry and develop an individual career path plan. This involves examining the range of activities the industry covers, the types of occupations that are available and the training pathways that can lead to those occupations.

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

VBN769 PERFORM BASIC MACHINING PROCESSES
Locations: Sunshine.  
Prerequisites: Nil.  
Description: This unit of competency sets out the knowledge and skills required to undertake basic machining operations under supervision. This involves setting up and machining components using lathes, milling machines, cut off saws, pedestal grinders and fixed position drilling machines. Marking out skills are also included as necessary in the machining process.

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

VBN770 APPLY BASIC FABRICATION TECHNIQUES
Locations: Sunshine.  
Prerequisites: Nil.  
Description: This unit of competency sets out the knowledge and skills required to undertake basic fabrication tasks under supervision. This involves using appropriate machinery and applying associated fabrication and assembly techniques to the fabrication process.

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

VBN771 APPLY ELECTROTECHNOLOGY PRINCIPLES IN AN ENGINEERING WORK ENVIRONMENT
Locations: Sunshine.  
Prerequisites: Nil.  
Description: This unit of competency sets out the knowledge and skills required to select, set-up and use a range of test equipment to measure voltage, current and resistance. This involves testing for continuity, insulation and identifying commonly used electrical/electronic devices for the supply of power and for the control of machines and plant in an engineering environment.

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

VBN772 USE COMPUTERS FOR ENGINEERING RELATED WORK ACTIVITIES
Locations: Sunshine.
VBN773 PRODUCE BASIC ENGINEERING SKETCHES AND DRAWINGS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required in the identification, selection and interpretation of a drawing or sketch, and the preparation of sketches and drawings.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN774 PERFORM BASIC COMPUTATIONAL PRINCIPLES IN ENGINEERING WORK ACTIVITIES
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to perform basic computations in the workplace. This includes the correct use of fractions and decimals.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN776 USE BASIC ENGINEERING CONCEPTS TO PLAN THE MANUFACTURE OF ENGINEERING COMPONENTS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to plan the manufacture of engineering components. This involves defining the problem, identifying and reviewing specifications, determining resources, production sequence and schedules.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN778 PRODUCE BASIC ENGINEERING COMPONENTS AND PRODUCTS USING FABRICATION AND MACHINING
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to produce a range of basic engineering components and products using basic fabrication and machining techniques. This involves identifying the required manufacturing methods, planning the operations, preparing materials and tooling, producing components and assembling components. The unit is intended as a broad based unit with a practical, project-based focus. It develops the basic skills and techniques attained through the prerequisite machining and fabrication units and prepares the candidate for later elective specialisation units.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN779 PERFORM CUTTING, GRINDING AND TURNING OPERATIONS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to produce a range of basic engineering components and products by cutting, grinding and turning techniques. This involves identifying the required manufacturing methods, planning the operations, preparing materials and equipment, producing components and assembling components. The unit is intended to develop the basic skills and techniques attained through the prerequisite machining, drawing interpretation, materials handling and OHS units.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN780 FORM, BEND AND SHAPE ENGINEERING MATERIALS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to produce a range of basic engineering components and products using basic fabrication techniques. This involves identifying the required manufacturing methods, planning the operations, preparing materials and equipment, producing components and assembling components. The unit is intended to develop the basic skills and techniques attained through the prerequisite fabrication units.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN781 USE FUNDAMENTAL REFRIGERATION PRINCIPLES AND PROCESSES TO FABRICATE ENGINEERING STRUCTURES
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to make refrigeration and airconditioning equipment operational. This involves retro
VBN782 PERFORM BASIC WELDING AND THERMAL CUTTING PROCESSES TO FABRICATE ENGINEERING STRUCTURES

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to perform basic welding using manual metal arc welding (MMAW) - basic welding using gas metal arc welding (GMAW) - basic thermal cutting using fuel gas equipment. This involves identifying the welding/cutting requirements, preparing materials and equipment, welding and cutting components. Welding is routine and where the welding quality is not required to meet an Australian Standard or equivalent. Fillet and butt welds would typically be performed on low carbon/mild steels. Thermal cutting is manual straight line cutting.

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

VBN783 CREATE ENGINEERING DRAWINGS USING COMPUTER AIDED SYSTEMS

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to produce engineering drawings using a computer aided system. The unit is intended to build on the skills and techniques attained through the pre-requisite units VBN772 Use computers for engineering work related activities and VBN773 Produce basic engineering sketches and drawings.

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

VBN785 ASSEMBLE AND TEST ELECTRONIC ENGINEERING EQUIPMENT AND MAKE IT OPERATIONAL

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to assemble and test electronic engineering equipment and make it operational. This involves identifying task requirements, preparing components, assembling electronic equipment and testing equipment to ensure correct operation.

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

VBN786 FABRICATE BASIC JEWELLERY ITEMS

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to construct basic jewellery components, single and multiple-piece items involving a limited range of fabrication processes and techniques.

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

VBP118 CARRY OUT A SHARED TECHNOLOGY PROJECT

Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to carry out a shared technology project by merging distinct electrotechnology domains to achieve an innovative and integrated technical solution. This includes planning, preparation and conduct of a projects in accordance with a project management plan.

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

VBP119 PERFORM BASIC NETWORK AND COMPUTER ASSEMBLY

Prerequisites: Nil.
Description: This competency unit sets out the knowledge and skills required to construct and configure basic standalone computers and small networks consisting of a maximum of five computers linked by a network.

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

VBP120 PERFORM BASIC NETWORK AND COMPUTER MAINTENANCE

Prerequisites: Nil.
Description: This competency unit sets out the knowledge and skills required to maintain, upgrade and troubleshoot basic standalone computers and small networks consisting of a maximum of five computers linked by a network.

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

VBP121 INSTALL AND CONFIGURE BASIC NETWORK AND COMPUTER OPERATING SYSTEMS

Prerequisites: Nil.
Description: This competency unit sets out the knowledge and skills required to install and configure computer and network operating systems. This units covers stand alone computer operating systems and network operating systems suitable for small networks not exceeding five workstations.

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

**VBP123 BUILD A SMALL WIRELESS LAN**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This competency unit sets out the knowledge and skills required to construct, configure and operate a small wireless local area network consisting of a maximum of five computers linked through a network to the internet.

**Required Reading:**

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

**VBP126 SET UP AND OPERATE A WIRELESS COMMUNICATIONS LINK**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This competency unit sets out the knowledge and skills required to set up and operate a wireless communications link. This includes point to point links for a range of purposes using a range of frequency bands and may extend into the infrared and visible portion of the electromagnetic spectrum.

**Required Reading:**

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

**VBP128 SET UP AND TEST AN EMBEDDED CONTROL SYSTEM**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to install, set up and test embedded control systems used for automatic or semi-automatic operation of a wide range of consumer and industrial equipment.

**Required Reading:**

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

**VBP129 TEST AND VERIFY CORRECT OPERATION OF A \*BY-WIRE\* CONTROL SYSTEM**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to test and verify correct operations of a "by-wire" control system. This includes input transducers, output devices, serial bus concepts, channel multiplexing and use of this technology in aviation, automotive, building automation and remote control applications.

**Required Reading:**

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

**VBP130 IMPLEMENT A DIGITAL CIRCUIT USING A PROGRAMMABLE LOGIC DEVICES (PLD)**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to implement, from a given design file, digital circuits on programmable logic devices. These devices may include PLDs, CPLDs, FPGAs or similar technologies.

**Required Reading:**

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

**VBP131 CONSTRUCT AND CONFIGURE A BASIC ROBOTIC SYSTEM**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to construct and configure a basic robotic system. Typical tasks for basic robotics system operation include pick and place, motion, navigation. This unit does not include large, complex industrial robotic systems used in manufacturing operations.

**Required Reading:**

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

**VBP132 PROGRAM A BASIC ROBOTIC SYSTEM**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to program small robotic systems. This includes standard developing steps taken when creating code in integrated programming environments and consequently applying the programming code to controlling robotic systems.

**Required Reading:**

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

**VBP133 PLAN AND BUILD A SYSTEM USING PHOTONIC EQUIPMENT**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to plan and build systems using photonics equipment. This includes identifying photonic components and equipment, interconnecting them and performing measurements on the operating circuits.

**Required Reading:**

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

**VBP136 OPERATE A SMALL POWER SUPPLY SYSTEM**

**Locations:** Footscray Nicholson, Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to monitor the operation of a small scale power supply system at the site of power supply system. The output of the system is not to exceed 32VDC and not to be connected to main electricity grid.

**Required Reading:**

- One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
VBP137 ASSEMBLE AND CONNECT AN EXTRA LOW VOLTAGE BATTERY
POWER SOURCE
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to apply statistical concepts and methods that are common to all engineering fields. This includes arithmetic, algebra, geometry, equations, functions, graphs and the use of scientific calculators but does not include differential and integral calculus. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP228 APPLY MATHEMATICAL SOLUTIONS TO ENGINEERING PROBLEMS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to apply mathematical concepts and methods that are common to all engineering fields. This includes forces, moments, friction and frames. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP229 APPLY STATISTICAL METHODS FOR QUALITY CONTROL AND
RELIABILITY
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to apply statistical concepts and methods that are common to all engineering fields for the purpose of quality control. This includes averages, probability, frequency distributions, standard deviation, and quality control applications. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP230 APPLY SCIENTIFIC PRINCIPLES TO ENGINEERING PROBLEMS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to apply scientific principles to solve problems common to all engineering fields. This includes quantities and units, vector and scalar quantities, kinematics dynamics, heat and temperature, constitution of matter and error and uncertainty. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP231 APPLY PRINCIPLES OF MECHANICS TO ENGINEERING PROBLEMS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to apply mechanics concepts and principles to solve problems common to all engineering fields. This includes forces, moments, friction and frames. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP232 APPLY PRINCIPLES OF STRENGTH OF MATERIALS TO ENGINEERING PROBLEMS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to apply principles of strength of materials to standard engineering problems. This includes stress strain, deformation, and properties of sections, shear force and testing. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP234 APPLY CALCULUS TO ENGINEERING PROBLEMS
Locations: Sunshine.
VBP235 USE COMPUTER AIDED DRAFTING SYSTEMS

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to apply Computer Aided Drafting using 2D techniques for engineering applications. This includes complex and advanced applications of Computer Aided Drafting systems. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP236 USE ADVANCED 2D

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to create 2D and 3D wireframe and surface models and their representation on working drawings for engineering applications. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP237 APPLY COMPUTER BASED SOLID MODELLING TECHNIQUES

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to apply computer based solid modelling techniques to create 3D wireframe and surface models and their representation on working drawings for engineering applications. This includes complex and advanced applications of CAD, computer graphics and animation, Rapid prototyping, medical testing, and visualisation of scientific research. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP243 PLAN, IMPLEMENT AND APPLY PREVENTATIVE MAINTENANCE PROCEDURES

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to plan, implement and apply a preventative maintenance program for an engineering workplace. This includes planning the preventative maintenance task according to already established procedures, taking appropriate measures to set up the operational conditions for implementing the task and finally coordinate and carry out the preventative maintenance work. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP244 ESTABLISH AND MANAGE MAINTENANCE SYSTEMS

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to establish and manage maintenance systems within an engineering environment that causes minimum disruption to plant/equipment and is cost effective. This includes the application of computerised maintenance management systems and the development of maintenance policy. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**VBP245 SELECT AND APPLY LUBRICATION PRINCIPLES**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to select, apply and review lubrication principles and products. This includes the requirement to classify and select common and special lubricants and to diagnose problems in lubrication systems. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

**Required Reading:** Roger Kinsky 2009 Mechanics and strength of Materials McGraw Hill

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

**VBP246 SELECT AND MAINTAIN BEARING AND ROTARY SHAFT ASSEMBLIES**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to select, maintain and review plain and anti-friction bearing assemblies, and rotary shaft seals. This includes selecting and applying appropriate lubricants and conducting premature fault analysis. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

**Required Reading:** Roger Kinsky 2009 Mechanics and strength of Materials McGraw Hill

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

**VBP250 SET UP MANUFACTURING PROCESSES FOR ENGINEERING APPLICATIONS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit covers the skills and knowledge required to select and set up principal methods of manufacturing in the manufacturing industry, including metal forming operations, fabrication, powder metallurgy, machine tools and CNC. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

**Required Reading:** Roger Kinsky 2009 Mechanics and strength of Materials McGraw Hill

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

**VBP252 APPLY COMPUTER AIDED MANUFACTURING (CAM) PROCESSES**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to access a CAM software package, create or recall a CAD/CAM drawing, generate a 2D CAM code file, produce the basic CNC code and produce a work piece on a CNC machine tool. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

**Required Reading:** Roger Kinsky 2009 Mechanics and strength of Materials McGraw Hill

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

**VBP253 APPLY COMPUTER AIDED MANUFACTURING (CAM) 2D PROGRAMMING**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to produce 2D CAM and NC programs for CNC machines. The programs should incorporate the 2D features of both the software package and CNC controller. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

**Required Reading:** Roger Kinsky 2009 Mechanics and strength of Materials McGraw Hill

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

**VBP255 PROGRAM A 3D MACHINE CENTRE**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to produce basic 3D CAM and NC programs for a CNC milling centre. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

**Required Reading:** Roger Kinsky 2009 Mechanics and strength of Materials McGraw Hill

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
VBP256 PROGRAM 4TH AXIS APPLICATIONS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to produce basic CAM and NC programs for 4 axis machining centres and Mill Turn lathes. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP257 CREATE ADVANCED PROGRAMS FOR CNC MACHINE CENTRES
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to produce advanced 3D CAD/CAM and NC programs for 4 and/or 5 axes CNC machining centres. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP264 IMPLEMENT ADVANCED MATERIALS SCIENCE PRINCIPLES TO ENGINEERING APPLICATIONS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to apply advanced principles of materials science to engineering problems applications. This includes the identification and description of structure and properties of materials, metallography, heat treatment processes for metals, strengthening mechanisms, surface engineering and failure mechanisms. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP265 PLAN FOR THE IMPLEMENTATION OF MECHANICAL DRIVE SYSTEMS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to plan for the implementation of mechanical drive systems. This includes using catalogues and drawing of components including shafts, couplings, belts, chains, gears variable speed drives, brakes, clutches, bearings, winch equipment, reciprocating drives/linear to rotational 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP266 APPLY FLUID MECHANIC PRINCIPLES IN MECHANICAL ENGINEERING
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to apply fluid mechanic principles in mechanical engineering. This includes the principles and applications of fluids, fluid components, fluid status, fluid flow, fluid power, and
forces developed by flow in fluids. To perform calculations to determine changes, forces etc. fluid flow and head loss in pipes and through open channels, to determine operational aspects of a pump in a system and to describe the basic types of fluid machinery. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

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

VBP267 SET UP FLUID POWER CONTROLLED ENGINEERING SYSTEMS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to develop the knowledge and skills to set up fluid power controlled systems. This includes the maintenance and repair of single and multi actuator fluid power circuits. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

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

VBP269 APPLY HYDRAULIC PRINCIPLES IN ENGINEERING
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to apply hydraulic principles in engineering. It involves the operation, maintenance and construction of hydraulic system and machine control circuitry. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

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

VBP270 APPLY PNEUMATIC PRINCIPLES IN ENGINEERING.
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to apply pneumatic principles in engineering. It involves the operation, maintenance and construction of pneumatic system and machine control circuitry. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

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

VBP271 SET UP MECHATRONICS ENGINEERING SYSTEMS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to plan and construct a mechatronics engineering system and interface it with a standard industrial programmable controller for a complete operating system. It includes all wiring and programming to achieve automation together with commissioning and troubleshooting requirements. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

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

VBP272 INTERFACE AND PROGRAM MECHATRONICS ENGINEERING SYSTEMS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to interface and program mechatronics systems with solid-state hardware sequencing devices and personal computer interfacing. This includes building a dedicated solid-state hardware controller for selected sequencing operations. It also covers the skills and knowledge required when adding at least 2 analog inputs and 1 analog output using a PC interface to assist in computing dependant output/input conditions.

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

VBP273 PERFORM VIBRATION MEASUREMENT AND CONTROL
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to
select suitable vibration measuring equipment, use and apply the instruments required to evaluate, monitor and control machine vibrations. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

**Required Reading:** Roger Kinsky 2009 Mechanics and strength of Materials McGraw Hill

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

**VBP274 DESIGN MECHANICAL ENGINEERING SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to design mechanical engineering systems. This includes use of codes, catalogues and design handbooks to extract information to make appropriate calculations and/or selections. This is based on skills encompassing project management, client liaison, design options, tender documentation and technical reporting. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

**Required Reading:** Roger Kinsky 2009 Mechanics and strength of Materials McGraw Hill

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

**VBP275 PROGRAM, OPERATE AND SELECT A ROBOTICS SYSTEM**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to program, operate and select a robotics system. This includes identification, installation and maintenance procedures, program simulated industrial applications, CAD techniques to program robots off-line and to download programs to robots. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

**Required Reading:** Roger Kinsky 2009 Mechanics and strength of Materials McGraw Hill

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

**VBP276 PLAN AND MANAGE A ROBOTICS SYSTEM**

**Locations:** Sunshine.
of engineering soils, major rock and mineral types, in accordance with AS 1726. This includes tests that are common to the behaviour of engineering soils, in accordance with AS 1289. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

**Required Reading:** Roger Kinsky 2009 Mechanics and strength of Materials McGraw Hill

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

**VBP280 APPLY CONSTRUCTION PRINCIPLES TO CIVIL ENGINEERING WORKS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to apply the fundamental principles and concepts associated with planning, estimating and costing to the preparation and interpretation of tender documents, cost estimates and the reporting of actual versus estimated project costs. This includes the documenting of people, plant, equipment and processes employed in the building and civil construction industry.

**Required Reading:** Roger Kinsky 2009 Mechanics and strength of Materials McGraw Hill

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

**VBP281 APPLY PRINCIPLES OF MATERIALS OF CIVIL ENGINEERING APPLICATIONS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required in practical activities and tests that are common in construction materials, such as aluminium, brick, timber and concrete. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

**Required Reading:** Roger Kinsky 2009 Mechanics and strength of Materials McGraw Hill

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

**VBP282 APPLY ENVIRONMENTAL SOLUTIONS TO ENGINEERING PROJECTS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to undertake an environmental study for an engineering project, including pollution problems, methods used for monitoring the environment and principles used for restoration programs. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

**Required Reading:** Roger Kinsky 2009 Mechanics and strength of Materials McGraw Hill

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

**VBP284 APPLY SURVEYING FOR CIVIL ENGINEERING PROJECTS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to design and establish survey control for engineering and construction purposes. This includes the measurement and calculation of survey data, drawing of sketch plans, collection and processing of topographical data for detail mapping and related computational skills. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

**Required Reading:** Roger Kinsky 2009 Mechanics and strength of Materials McGraw Hill

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
VBP285 PERFORM MEASUREMENTS AND LAYOUT TASKS ON CONSTRUCTION SITES

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to perform basic measurement and layout tasks on construction sites, including the use of levels and distance measuring techniques. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP289 PRODUCE AN ENGINEERING DESIGN FOR A REINFORCED CONCRETE STRUCTURE

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to complete an engineering project brief, including the analysis and design of flexural reinforced concrete members from first principles, using appropriate design aids. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP290 PRODUCE AN ENGINEERING DESIGN FOR A STEEL STRUCTURE

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to complete an engineering project brief, including the analysis and design of simple steel structures from first principles, using appropriate design aids. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP291 PRODUCE REINFORCED CONCRETE DRAWINGS

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to produce typical drawings for the detailing of reinforced concrete elements of buildings, in accordance with standard practice in AS1100.501 and AS3600. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP292 PRODUCE STRUCTURAL STEEL DRAWINGS

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to provide the skills and principles necessary to produce drawings for structural steel elements, in accordance with accepted practice as outlined in AS4100 and Australian Institute of Steel Construction (AISC) manuals. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP293 PRODUCE ADVANCED ENGINEERING DRAWINGS FOR A STEEL STRUCTURE

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to complete typical structural steel drawings in accordance with accepted practice as outlined in AS1100 and AS4100. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
competency unit’s learning outcomes and performance criteria requirements, 
including the setting of project and work based practical application tasks designed to 
provide evidence of competence outcomes, within periodic and scheduled timelines.

**VBP296 PRODUCE ENGINEERING DRAWINGS FOR A RURAL ROAD**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to complete typical road drawings required in the geometrical layout of rural roads, to the standards of AS1100.401. 11 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

**Required Reading:** Roger Kinsky 2009 Mechanics and strength of Materials McGraw Hill

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

**VBP298 PRODUCE ENGINEERING DRAWINGS FOR A STORMWATER RETICULATION SCHEME**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to complete engineering drawings for a stormwater reticulation scheme, in accordance with AS1100.401 and relevant drainage standards.

**Required Reading:** Roger Kinsky 2009 Mechanics and strength of Materials McGraw Hill

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

**VBP299 APPLY SURVEYING COMPUTATIONS TO CIVIL ENGINEERING PROJECTS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to apply computational concepts and methods that are common to civil engineering and surveying projects. This includes the conversion of survey measurements and data into surveying and mapping coordinates and computational set out data to facilitate the construction of an engineering project. This does not include the use of calculus. 11 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

**Required Reading:** Roger Kinsky 2009 Mechanics and strength of Materials McGraw Hill

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

**VBUQ206 PROVIDE TRAVEL INFORMATION TO CUSTOMERS**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit gives the student the knowledge and skills to provide travel information to customers.

**Required Reading:**

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

**VBUQ207 APPREHEND OFFENDERS**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit gives the student the knowledge and skills to apprehend offenders.

**Required Reading:**

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

**VBUQ203 APPLY PRINCIPLES OF METROLOGY IN MANUFACTURING**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to apply principles of metrology to the manufacture of products during and after fabrication. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Required Reading:** Roger Kinsky 2009 Mechanics and strength of Materials McGraw Hill

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

**VBUQ204 APPLY PRINCIPLES OF ADVANCED METROLOGY IN MANUFACTURING**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to apply principles of advanced metrology to the manufacture of products during and after fabrication. This includes process variability for large-scale production runs, effects and control of temperature, precise angular measurements and measurements of complex forms, such as screw threads, gears and cams. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Required Reading:** Roger Kinsky 2009 Mechanics and strength of Materials McGraw Hill

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

VBQU266 PROGRAM AND SET UP CO-ORDINATE MEASURING MACHINES (CMM)
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to develop programs for co-ordinate measuring machines, setting up measurement probes and preparing the CMM for measurement data acquisition of engineering components. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBQU267 INTEGRATE CO-ORDINATE MEASURING MACHINES INTO MANUFACTURING
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to integrate co-ordinate measuring machines into an automated manufacturing process. This includes networking the CMM inspection process into the overall control loop, and set up the system to perform automated analysis of process trends and, within limits, compensate for non-compliant process trends. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBQU448 PREPARE SPECIFICATIONS FOR THE SUPPLY OF MATERIALS AND EQUIPMENT FOR ELECTROTECHNOLOGY PROJECTS
Prerequisites: Nil.
Description: Prepare specifications for the supply of materials and equipment for electrotechnology projects. Content: This unit of competency sets out the knowledge and skills required to write technical specifications for the supply of materials and equipment associated with electrotechnology projects. This includes determining, specifying and documenting the performance requirements of materials and equipment for the electrotechnology project and comparing these specifications against available materials and equipment.
Required Reading: Nil.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU449 ESTIMATE ELECTROTECHNOLOGY PROJECTS
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to estimate costs for competitive quotations and tenders. This includes understanding job specifications, material take-offs, determining labour and site requirements, costing and documenting.
Required Reading: Nil.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU450 PROVIDE QUOTATIONS FOR INSTALLATION OR SERVICE JOBS
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to provide quotations for installation and service work. This includes understanding job specifications, using suppliers’ catalogues, making enquiries telephone or email, selecting materials complying with the job requirements, estimating direct and indirect costs; completing quotation documentation and maintaining good customer relations.
Required Reading: Nil.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU451 CONDUCT AN ELECTRICAL CONTRACTING BUSINESS
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to ensure regulatory, technical, occupational and workplace relations requirements are met in conducting a contracting business. It includes applying knowledge of business practices, technical regulations and standards, legislated obligations in relation to safety, the environment, heritage sites, employment and human resources.
Required Reading: Nil.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU452 SET UP AND COMMISSION PROGRAMMABLE LOGIC CONTROLLERS
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to set up and commission programmable logic controllers. This includes selecting PLCs suitable for a given control application, determining interfacing requirements, performing installation and/or maintenance tasks, and setting up, testing and making adjustments as per specifications. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act 1998 and Electricity Safety (Installation) Regulations.
Required Reading: Nil.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
VBQU453 WRITE PROGRAMS FOR PROGRAMMABLE LOGIC CONTROLLERS
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to write, test and modify programs for programmable logic controllers (PLCs). This includes working safely, applying knowledge of control systems, program control functions, develop and test control programs using a range of programming language approaches developed for PLCs. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act. 1998 and Electricity Safety (Installation) Regulations.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU454 DEVELOP, ENTER AND VERIFY PROGRAMS FOR SCADA SYSTEMS
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to develop, install and test programs for supervisory control and data acquisition. This includes working safely, process analysis, developing database of process conditions, developing Human-Machine Interface (HMI), using dedicated SCADA software packages and documenting programs. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act. 1998 and Electricity Safety (Installation) Regulations.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU455 INTEGRATE PROGRAMMABLE LOGIC CONTROLLERS INTO INDUSTRIAL CONTROL PROCESSES
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to integrate programmable logic controllers into industrial control processes. This includes working safely, integrating various sensors and transducers with PLC I/O modules, using A/D and D/A converters with industrial computer systems, interfacing requirements between electronic modules and other system components, signal conditioning and use of programming techniques for converting electronic hardware signals into appropriate data structures for subsequent processing. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act. 1998 and Electricity Safety (Installation) Regulations.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU456 DIAGNOSE AND RECTIFY FAULTS IN SERVO DRIVE SYSTEMS
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to diagnose and rectify faults in servomotor control systems and stepper motor drive systems. This includes working safely; applying knowledge of servo/stepper drive operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and interpreting technical data. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act. 1998 and Electricity Safety (Installation) Regulations.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU457 DIAGNOSE AND RECTIFY FAULTS IN AC MOTOR DRIVE SYSTEMS
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to diagnose and rectify faults in AC motor control systems. This includes working safely; applying knowledge of AC motor control systems and operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and interpreting technical data. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act. 1998 and Electricity Safety (Installation) Regulations.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU458 DIAGNOSE AND RECTIFY FAULTS IN DC MOTOR DRIVE SYSTEMS
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to diagnose and rectify faults in DC motor control systems. This includes working safely; applying knowledge of DC motor control systems and operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and interpreting technical data. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act. 1998 and Electricity Safety (Installation) Regulations.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU459 INSTALL AND MAINTAIN INDUCTION MOTORS
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to install and maintain induction motors. This includes working safely; applying knowledge and interpreting technical data to perform maintenance, testing, installation and replacement of single phase and 3 phase induction motors. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act 1998 and Electricity Safety (Installation) Regulations.

Required Reading:

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

VBQU460 EVALUATE PERFORMANCE OF ELECTRICAL MACHINES
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to evaluate the performance of electrical machines across their load range. This includes working safely; setting up and conducting evaluation measurements, evaluating performance from measured parameters and documenting results and recommending any resulting corrective actions. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act 1998 and Electricity Safety (Installation) Regulations.

Required Reading:

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

VBQU461 DIAGNOSE AND RECTIFY FAULTS IN INDUSTRIAL CONTROL EQUIPMENT AND SYSTEMS
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to diagnose and rectify faults in industrial control equipment and systems. This includes working safely; applying knowledge of industrial control systems and operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and interpreting technical data. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act 1998 and Electricity Safety (Installation) Regulations.

Required Reading:

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

VBQU462 DIAGNOSE AND RECTIFY FAULTS IN ELECTRONIC POWER CONTROL SYSTEMS
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to diagnose and rectify faults in electronic power control systems. This includes working safely; applying knowledge of industrial control systems and operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and interpreting technical data. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act 1998 and Electricity Safety (Installation) Regulations.

Required Reading:

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

VBQU463 DEVELOP, ENTER AND VERIFY PROGRAMS FOR INDUSTRIAL CONTROL SYSTEMS USING HIGH LEVEL LANGUAGE
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to write, test and modify programs for programmable logic controllers (PLCs). This includes working safely, applying knowledge of control systems, program control functions and developing and testing control programs using a range of programming language approaches. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act 1998 and Electricity Safety (Installation) Regulations.

Required Reading:

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

VBQU464 PROVIDE SOLUTIONS TO PROBLEMS IN BASIC INDUSTRIAL CONTROL SYSTEMS
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to interpret process and circuit diagrams, perform functional tests, optimise control loops and report control system malfunction. This includes working safely; applying knowledge of control systems in collecting and analysing data and problem solving. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act 1998 and Electricity Safety (Installation) Regulations.

Required Reading:

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

VBQU465 TEST AND MONITOR FLUID POWER CIRCUITS
Locations: Sunshine, Off-shore.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to apply fluid power principles in engineering settings. This includes working safely, applying knowledge of fluids to the operation and testing of fluid power components, interpreting fluid system circuit diagrams and monitoring flow in fluid power circuits.
**VBQU466 INSTALL AND MAINTAIN HYDRAULIC/PNEUMATIC SYSTEMS**

**Locations:** Sunshine, Off-shore.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to install and maintain hydraulic and pneumatic systems. This includes working safely; applying knowledge and interpreting technical data to perform maintenance, testing, installation and repair/replacement of hydraulic and pneumatic systems.

**Required Reading:** VU Produced Workbooks

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

**VBQU467 SET UP ELECTRONICALLY CONTROLLED ROBOTICALLY OPERATED COMPLEX SYSTEMS**

**Locations:** Sunshine, Off-shore.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to set up, adjust, maintain and modify electronically controlled robotically operated complex systems. This includes working safely; applying knowledge of both electronic control and robotic components to set up an integrated system, collecting and analysing data, problem solving and documenting set up and modification.

**Required Reading:** VU Produced Workbooks

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

**VBQU468 TEST AND COMMISSION TRANSDUCERS AND SENSORS**

**Locations:** Sunshine, Off-shore.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to select and commission transducers and sensors for control systems. This includes working safely; applying knowledge of both electronic control and robotic components to set up an integrated system, collecting and analysing data, problem solving and documenting set up and modification.

**Required Reading:** VU Produced Workbooks

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

**VBQU469 SET UP ELECTRONICALLY CONTROLLED MECHANICALLY OPERATED COMPLEX SYSTEMS**

**Locations:** Sunshine, Off-shore.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to set up and control electronically controlled mechanically operated complex systems. This includes working safely; applying knowledge of both electronic control and robotic components to set up an integrated system, collecting and analysing data, problem solving and documenting set up and modification.

**Required Reading:** VU Produced Workbooks

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

**VPAU195 ANALYSE PIPING DESIGNS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to analyse piping designs with respect to equipment, materials, and fittings to meet design specifications, safety and economic parameters for a specific installation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Required Reading:** Roger Kinsky 2009 Mechanics and strength of Materials McGraw Hill

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

**VPAU207 ANALYSE AND DESIGN FOUNDATIONS AND FOOTINGS**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to complete an engineering project brief, including the analysis and design of foundations and footings of structures from first principles, using appropriate design aids. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Required Reading:** Roger Kinsky 2009 Mechanics and strength of Materials McGraw Hill

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

**VPAU208 DESIGN A TIMBER STRUCTURE**

**Locations:** Sunshine.

**Prerequisites:** Nil.

**Description:** This unit of competency sets out the knowledge and skills required to complete an engineering project brief, including the analysis and design of simple timber structures from first principles, using appropriate design aids. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Required Reading:** Roger Kinsky 2009 Mechanics and strength of Materials McGraw Hill

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
VPAU349 WORK SAFELY IN THE CONSTRUCTION INDUSTRY
Locations: Werribee, Newport, Sunshine.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to undertake OHS induction training within the construction industry. It requires the ability to demonstrate personal awareness of OHS legislative requirements and the basic principles of the risk management and prevention of injury and illness in the construction industry. Licensing requirements will apply to this unit of competency.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU643 WRITE ADVANCED CNC PROGRAMS AND OPERATE A VERTICAL MACHINING CENTRE
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to write advanced CNC programs and operate vertical machining centres. This includes incorporation of advanced techniques such as sub programs, nesting and 4th axis work.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU644 WRITE ADVANCED CNC PROGRAMS AND OPERATE A MULTI AXIS TURING CENTRE
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to write an Advanced CNC program and operate CNC multi axis turning centres. This includes incorporate advanced techniques.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VU20159 APPLY PRINCIPLES OF HYDRAULICS TO PIPE AND CHANNEL FLOW
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to apply principles of hydraulics to pipe and channel flow in civil engineering. It provides an understanding of the processes required to collect data accurately, interpret data, verify data and apply theoretical techniques to produce flow data essential to performance.
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VU20160 DESIGN A WATER RETICULATION SCHEME
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to apply principles of design for an engineering water reticulation scheme using appropriate design standards.
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.

VU20161 PLAN SEWERAGE RETICULATION SYSTEMS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency describes the outcomes required to plan sewerage reticulation systems
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VU20162 PLAN WATER RETICULATION SYSTEMS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency describes the outcomes required to plan water reticulation systems.
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.

VU20476 DESIGN SEWERAGE PUMPING STATION SYSTEMS
Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to manage the hydraulic assets in a water utility including the monitoring, maintenance, repair, replacement, valuation and recording of assets.
Required Reading: VU Produced Workbook
Assessment: Assessment methods required: - assignment(s) for one or more of the elements - assessment in the workplace or in a simulated workplace and under the normal range of workplace conditions. Assessment may include: - practical
VU20477 MANAGE ASSETS IN A WATER UTILITY

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to manage the hydraulic assets in a water utility including the monitoring, maintenance, repair, replacement, valuation and recording of assets.
Required Reading: VU Produced Workbook
Assessment: Assessment methods required: - assignment(s) for one or more of the elements - assessment in the workplace or in a simulated workplace and under the normal range of workplace conditions Assessment may include: - practical assessment - work projects - demonstration - written and verbal tasks Specific unit assessments are located in the learning and assessment plans within the School.

VU20478 MANAGE DRINKING WATER QUALITY INFORMATION

Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to manage drinking water quality information. It provides an understanding of key biological and chemical processes required to design a monitoring program, formulate and manage a water quality database, and assess water quality data.
Required Reading: Not Applicable
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

VU20479 MANAGE THE CONSTRUCTION OF PIPELINE SYSTEMS

Locations: Industry, Sunshine.
Prerequisites: Nil.
Description: This unit of competency describes the outcomes required to manage construction of pipeline systems.
Required Reading: Not Applicable
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.
SCHOOL OF SERVICE INDUSTRIES

Below are details of courses offered by the School of Service Industries in 2013. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

CERTIFICATE II IN MODELLING
Course Code: 22020VIC
Campus: City King St.

About this course: Learn how to work in a range of professional modelling contexts in the only government-accredited modelling course in Australia. The course trains you in the three main branches of modelling: fashion parades, photographic work and media productions. You will learn industry standards in personal grooming and communication skills, and the requirements to promote products or services.

Course Objectives: The purpose of the qualification is to develop skills and knowledge to be able to work in a range of modelling contexts. It develops the skills to source and undertake modelling activities to the standard expected by the industry. This includes industry expectations of the personal grooming and communication skills of models and their ability to promote products or services.

Careers: Modelling

Course Duration: 0.5 years

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

Selection Processes: Direct Entry, Interview, Written Test

COURSE STRUCTURE
To be eligible for the award 22020VIC in Certificate II in Modelling students must successfully complete units comprising: 8 core units 1 elective unit

Core Units

- VPAU744 COMMUNICATE EFFECTIVELY IN THE MODELLING INDUSTRY 30
- VPAU745 PREPARE FOR WORK IN THE MODELLING INDUSTRY 45
- VPAU746 APPLY OWN HAIR STYLING AND MAKEUP FOR MODELLING ASSIGNMENTS 60
- VPAU748 MAINTAIN HEALTH FOR PERSONAL AND PROFESSIONAL EFFECTIVENESS 25
- VPAU749 PERFORM AS A MODEL FOR ELECTRONIC MEDIA 20
- VPAU750 APPLY PROMOTIONAL TECHNIQUES 20
- VPAU751 PARTICIPATE IN A PHOTO SHOOT AS A MODEL 80

Elective Units

- BSBHOS201A PARTICIPATE IN OHS PROCESSES 20
- VPAU747 PERFORM TECHNIQUES FOR RUNWAY MODELLING 60
- VPAU752 APPLY POSTURE AND MOVEMENT TECHNIQUES FOR MODELLING 20

DIPLOMA OF SPECIALIST MAKE-UP SERVICES
Course Code: CUF50407
Campus: City King St.

About this course: Fast track your career as a make-up artist in the entertainment industry, equipped with a range of specialist skills. Learn how to style wigs and hairpieces, and apply specialised make-up for bridal, photographic, theatre, period, special effects, television, film and fashion.

Course Objectives: This qualification reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate the work of self and/or team in the area of specialist make-up services for the film, television and entertainment industries. They may coordinate the operation of a make-up department or business or operate on a freelance basis.

Careers: You will be qualified to work as a make-up/hair stylist/designer, special make-up effects artist/designer, freelance TV, theatre and film make-up artist.

Course Duration: 1 year

Admission Requirements Other: All students are selected by interview

Selection Processes: Direct Entry, Interview, VTAC

COURSE STRUCTURE
Students must complete a total of 17 units: 6 core units plus 5 specialist units plus 6 elective units. 4 of the elective units must be selected from the specialist and elective units listed for the qualification in the CUF07 Screen and Media Training Package. The remaining 2 elective units may be selected from the specialist and elective units listed in the Training Package or any other currently endorsed national Training Package. Units must be selected from a Diploma level qualification. No more than 4 elective units previously achieved can be counted towards the qualification. Electives must be relevant to the work outcome, local industry requirements and the qualification level.

Core Units:

- BSBCRT301A DEVELOP AND EXTEND CRITICAL AND CREATIVE THINKING SKILLS 40
- BSBCRT402A COLLABORATE IN A CREATIVE PROCESS 40
- CUFMUP401A DESIGN, APPLY AND REMOVE MAKE-UP 60
- CUFMUP403A STYLE HAIR FOR PERFORMANCES OR PRODUCTIONS 60
- BSBPMG510A MANAGE PROJECTS 60
BSBOHS509A  ENSURE A SAFE WORKPLACE  60

Core Specialist Units:
WRHHD405A  SELECT AND APPLY HAIR EXTENSIONS  30
CUFMUP402A  MAINTAIN MAKE-UP AND HAIR CONTINUITY  160
CUFMUP404A  STYLE WIGS AND HAIRPIECES FOR PERFORMANCES OR PRODUCTIONS  120
CUFMUP501A  DESIGN AND APPLY SPECIALISED MAKEUP  65
CUFMUP502A  DESIGN AND APPLY SPECIAL MAKEUP EFFECTS  60

Elective Units:
BSBCMM401A  MAKE A PRESENTATION  30
BSBCRT501A  ORIGINATE AND DEVELOP CONCEPTS  30
BSBDES502A  INTERPRET AND RESPOND TO A DESIGN BRIEF  20
CUFIND401A  PROVIDE SERVICES ON A FREELANCE BASIS  30
WRBFS203B  DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY  30
BSBREL401A  ESTABLISH NETWORKS  35

CERTIFICATE II IN RETAIL MAKE-UP AND SKIN CARE
Course Code: SIB20110
Campus: City King St, Melton.

About this course: Begin your career in the retail industry with an entry-level qualification as a cosmetic/skin consultant in a department store. The course will teach you how to interact with customers and provide advice on cosmetic and skin care products and equipment, as well as retail, sales, merchandising, and safe work practices.

Course Objectives: This qualification will support students to gain an understanding of communicating in the workplace, interacting with customers, demonstrating and selling make-up and retail skin care products, and performing routine salon or store functions under supervision. This qualification will provide students with an introduction to the beauty industry. Students will be encouraged to pursue further studies within the personal service industry.

Careers: Department Store/Pharmacy Cosmetic Consultant Cosmetic and Skin Care Product Equipment Sales Representative

Course Duration: 0.5 years

Admission Requirements VET: All students are interviewed for selection.

Selection Processes: Interview

COURSE STRUCTURE

To achieve a Certificate II in Retail Make-Up and Skin Care, 15 units must be completed: ≥ 10 core units ≥ 5 elective units

Core Units of Study
SIBBFA5201A  DEMONSTRATE RETAIL SKIN CARE PRODUCTS  25
SIBXCCS201A  CONDUCT FINANCIAL TRANSACTIONS  25
SIRXCLMN001A  ORGANISE AND MAINTAIN WORK AREAS  20
SIRXCOM001A  COMMUNICATE IN THE WORKPLACE  40
SIBXFA5201A  DESIGN AND APPLY MAKE-UP  40
SIRXIND001A  WORK EFFECTIVELY IN A RETAIL ENVIRONMENT  45
SIRXMER001A  MERCHANDISE PRODUCTS  30
SIRXOHS001A  APPLY SAFE WORKING PRACTICES  20

Elective Units of Study - Retail Stream
SIRXICT001A  OPERATE RETAIL TECHNOLOGY  20
SIRXINV001A  PERFORM STOCK CONTROL PROCEDURES  35
SIRXMER003A  MONITOR IN STORE VISUAL MERCHANDISING DISPLAY  35
SIRXMER005A  CREATE A DISPLAY  35
BSBSUS201A  PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES  20
SIRXRSK001A  MINIMISE THEFT  20

Elective Units of Study - Beauty Stream
SIBBRES201A  RESEARCH AND APPLY BEAUTY INDUSTRY INFORMATION  20
BSBSUS201A  PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES  20

Elective Units of Study - Make Up Stream
SIBBFAS201A  DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY  30
SIBXCCS201A  PROVIDE SERVICE TO CLIENTS  30
SIBBSKS201A  PIERCE EARS  30
SIBBRES201A  RESEARCH AND APPLY BEAUTY INDUSTRY INFORMATION  20
BSBSUS201A  PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES  20
CERTIFICATE III IN BEAUTY SERVICES

Course Code: SIB30110
Campus: City King St, Off-shore.

About this course: Fulfil your dream of working in the beauty industry. In this course you will develop the skills and knowledge to be employed as a beauty practitioner in a salon with limited supervision. You will learn how to ensure a safe work environment, and provide treatments including manicures, pedicures, lashes, brows and temporary epilation.

Course Objectives: This qualification reflects the role of individuals who are competent in interacting with customers and providing a range of beauty services which may include; make-up, waxing, nail technology, lash and brow treatments, and demonstrating and selling retail skin care and other cosmetic products. Work would be undertaken in beauty therapy salons and in the wider beauty industry. This qualification is designed to reflect the role of those who perform some complex or non-routine activities involving individual responsibility or collaboration with others as part of a team.

- Nail Technician
- Waxing Specialist
- Salon Beauty Worker
- Beauty consultant
- Department Store/Pharmacy Cosmetic Consultant
- Freelance Beauty Worker
- Cosmetic or Beauty Equipment Sales Representative

Careers:

Course Duration: 0.5 years

Admission Requirements Other: Students enrolled as trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer. Selection via interview for full time study.

Selection Processes: Interview, Written Application, Written Test

COURSE STRUCTURE

To achieve a Certificate III in Beauty Services, 20 units must be completed: all 9 core units 11 electives:

Core Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SIBBCCS301A</td>
<td>APPLY THE PRINCIPLES OF SKIN BIOLOGY TO BEAUTY TREATMENTS</td>
<td>15</td>
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<tr>
<td>SIBBR5201A</td>
<td>RESEARCH AND APPLY BEAUTY INDUSTRY INFORMATION</td>
<td>20</td>
</tr>
<tr>
<td>SIBXCCS201A</td>
<td>CONDUCT FINANCIAL TRANSACTIONS</td>
<td>25</td>
</tr>
<tr>
<td>SIBXCCS202A</td>
<td>PROVIDE SERVICE TO CLIENTS</td>
<td>30</td>
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<tr>
<td>SIRXCLM001A</td>
<td>ORGANISE AND MAINTAIN WORK AREAS</td>
<td>20</td>
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<tr>
<td>SIRXCDM001A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
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Elective Units of Study - General Beauty

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SIBXCCS302A</td>
<td>ADVISE ON BEAUTY SERVICES</td>
<td>30</td>
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<tr>
<td>SIBBFA5201A</td>
<td>DEMONSTRATE RETAIL SKIN CARE PRODUCTS</td>
<td>25</td>
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<tr>
<td>SIBBFA5302A</td>
<td>PROVIDE LASH AND BROW TREATMENTS</td>
<td>15</td>
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<td>SIBBHRC301A</td>
<td>PERFORM WAXING TREATMENTS</td>
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Elective Units of Study - Make-Up

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<tr>
<th>Code</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SIBBNLS207A</td>
<td>APPLY ADVANCED NAIL ART</td>
<td>15</td>
</tr>
<tr>
<td>SIBBNLS202A</td>
<td>PROVIDE MANICURE AND PEDICARE SERVICES</td>
<td>30</td>
</tr>
<tr>
<td>SIBBSK5302A</td>
<td>APPLY COSMETIC TANNING PRODUCTS</td>
<td>15</td>
</tr>
<tr>
<td>SIRXRPK002A</td>
<td>RECOMMEND HAIR, BEAUTY AND COSMETIC PRODUCTS AND SERVICES</td>
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<tr>
<td>SIBBNLS204A</td>
<td>APPLY ACRYLIC NAIL ENHANCEMENT</td>
<td>35</td>
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<tr>
<td>SIBBNLS205A</td>
<td>APPLY NAIL ART</td>
<td>15</td>
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<tr>
<td>BSBDES301A</td>
<td>EXPLORE THE USE OF COLOUR</td>
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</tr>
<tr>
<td>SIBBFA5303A</td>
<td>DESIGN AND APPLY REMEDIAL CAMOUFLAGE MAKE-UP</td>
<td>30</td>
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<tr>
<td>SIBXFA5201A</td>
<td>DESIGN AND APPLY MAKE-UP</td>
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<td>SIBXFA5202A</td>
<td>DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY</td>
<td>30</td>
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<tr>
<td>BSBSMB406A</td>
<td>MANAGE SMALL BUSINESS FINANCES</td>
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<td>BSBSUS201A</td>
<td>PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
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<tr>
<td>SIBBNLS206A</td>
<td>USE ELECTRIC FILE EQUIPMENT FOR NAILS</td>
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</tbody>
</table>

CERTIFICATE IV IN BEAUTY THERAPY

Course Code: SIB40110
Campus: City King St, Off-shore.

About this course: Upgrade your skills to become a Beauty Therapist and work in the beauty industry or continue study at a higher level. This course is offered as a traineeship only.

Course Objectives: This qualification reflects the role of individuals who are competent in a prescribed range of beauty therapy treatments and services, including facial massage, lash and brow treatments, nail technology services, make-up, waxing, body massage, and aromatherapy; as well as providing advice on and selling retail skin care and cosmetic products. Work would be undertaken as skilled beauty therapists in the beauty industry. This qualification is designed to reflect the role of those who work relatively autonomously. It involves the performance of a broad
range of skilled applications, including requirements to evaluate and analyse current practices, develop new criteria and procedures for performing current practices, and some provision of leadership and guidance to others in the application and planning of skills.

**Careers:** Beauty Therapist

**Course Duration:** 4 years

**Admission Requirements Other:** Applicants must be employed in a beauty salon.

**Selection Processes:** Interview

**COURSE STRUCTURE**

To achieve a Certificate IV in Beauty Therapy, 25 units must be completed:

- **all 17 core units**
- **8 elective units**

**Core Units of Study**

- SIBBBOS401A **PERFORM BODY MASSAGE** 60
- SIBBCCS301A **APPLY THE PRINCIPLES OF SKIN BIOLOGY TO BEAUTY TREATMENTS** 15
- SIBBCCS302A **ADVISE ON BEAUTY SERVICES** 30
- SIBBCCS403A **RECOGNISE BODY STRUCTURES AND SYSTEMS IN A BEAUTY THERAPY CONTEXT** 60
- SIBBCCS404A **WORK IN A SKIN THERAPIES FRAMEWORK** 50
- SIBBBFA305A **DEVELOP TREATMENT PLANS** 30
- SIBBBFA306A **PROVIDE LASH AND BROW TREATMENTS** 15
- SIBBBFA307A **PROVIDE FACIAL TREATMENTS** 120
- SIBBBHRS301A **PERFORM WAXING TREATMENTS** 85
- SIBBBLNLS201A **WORK IN A NAIL SERVICES FRAMEWORK** 15
- SIBBBLNLS202A **PROVIDE MANICURE AND PEDICARE SERVICES** 30
- SIBBXXCS201A **CONDUCT FINANCIAL TRANSACTIONS** 25
- SIBBXXCS202A **PROVIDE SERVICE TO CLIENTS** 30
- SIBBFA302A **PROVIDE ADVANCED FACIAL TREATMENTS** 115
- SIRKLS504A **BUILD RELATIONSHIPS WITH CUSTOMERS** 35
- SIBBCCS406A **USE ELECTRICITY IN BEAUTY THERAPY TREATMENTS** 20
- SIBBBFA301A **DEMONSTRATE RETAIL SKIN CARE PRODUCTS** 25
- SIRKLS501A **RESEARCH AND APPLY BEAUTY INDUSTRY INFORMATION** 20
- SIRKLS501A **SELL PRODUCTS AND SERVICES** 20
- SIBBCCS408A **DEVELOP TREATMENT PLANS** 30
- SIBBFA301A **PROVIDE ADVANCED FACIAL TREATMENTS** 115
- SIRKLS504A **BUILD RELATIONSHIPS WITH CUSTOMERS** 35
- SIBBCCS406A **USE ELECTRICITY IN BEAUTY THERAPY TREATMENTS** 20
- SIBBBFA301A **DEMONSTRATE RETAIL SKIN CARE PRODUCTS** 25
- SIRKLS501A **RESEARCH AND APPLY BEAUTY INDUSTRY INFORMATION** 20
- SIRKLS501A **SELL PRODUCTS AND SERVICES** 20
- SIBBCCS408A **DEVELOP TREATMENT PLANS** 30

**Compulsory Elective Units of Study**

- SIBBBOS402A **PROVIDE BODY TREATMENTS** 70
- SIBBBOS403A **PERFORM AROMATHERAPY MASSAGE** 40
- SIBBBLNLS203A **APPLY ULTRAVIOLET GEL NAIL ENHANCEMENT** 30
- SIBBBLNLS205A **APPLY NAIL ART** 15
- SIBBFA302A **DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY** 30
- SIBBFA301A **PROVIDE ADVANCED FACIAL TREATMENTS** 115
- SIRKLS504A **BUILD RELATIONSHIPS WITH CUSTOMERS** 35
- SIBBCCS406A **USE ELECTRICITY IN BEAUTY THERAPY TREATMENTS** 20
- SIBBBFA301A **DEMONSTRATE RETAIL SKIN CARE PRODUCTS** 25
- SIRKLS501A **RESEARCH AND APPLY BEAUTY INDUSTRY INFORMATION** 20
- SIRKLS501A **SELL PRODUCTS AND SERVICES** 20
- SIBBCCS408A **DEVELOP TREATMENT PLANS** 30

**Body Service Stream**

- SIBBBOS402A **PROVIDE BODY TREATMENTS** 70
- SIBBBOS403A **PERFORM AROMATHERAPY MASSAGE** 40

**Nail Service Stream**

- SIBBBLNLS203A **APPLY ULTRAVIOLET GEL NAIL ENHANCEMENT** 30
- SIBBBLNLS205A **APPLY NAIL ART** 15

**Makeup Stream**

- SIBBFA302A **DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY** 30

**DIPLOMA OF BEAUTY THERAPY**

**Course Code:** SIB50110

**Campus:** City King St, Off-shore.

**About this course:** Take the next step in your career as a beauty therapist. This qualification has been designed for those wishing to manage their own beauty salon and employ staff. The course covers basic and advanced beauty therapy techniques along with business and management skills.

**Course Objectives:** This qualification reflects the role of individuals who are competent in a prescribed range of beauty therapy treatments and services, including facial massage, lash and brow treatments, nail technology services, make-up, waxing, body massage, and aromatherapy; as well as providing advice on and selling of retail skin care and cosmetic products. Work is undertaken as skilled beauty therapists in the beauty therapy services stream of the beauty industry. This qualification is designed to reflect the role of those who work relatively autonomously. It involves the performance of a broad range of skilled applications, including requirements to evaluate and analyse current practices, develop new criteria and procedures for performing current practices, and some provision of leadership and guidance to others in the application and planning of skills.

**Careers:** Senior Beauty Therapist

**Course Duration:** 1 year

**Admission Requirements Year 12:** Successful completion of VCE

**Admission Requirements International:** IELTS 5.5
**Admission Requirements - Mature Age:** Minimum age of 18 and one year out of school

**Admission Requirements - VET:** Certificate III or higher

**Selection Processes:** Interview, Written Application

## COURSE STRUCTURE

To achieve a Diploma of Beauty Therapy, a total of 33 units must be completed. This includes:
- all 22 core units
- 11 electives

### Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code/Name</th>
<th>Description</th>
<th>Units</th>
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<tbody>
<tr>
<td>SIBBBOS401A</td>
<td>PERFORM BODY MASSAGE</td>
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<td>SIBBBOS402A</td>
<td>PROVIDE BODY TREATMENTS</td>
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<tr>
<td>SIBBCCS301A</td>
<td>APPLY THE PRINCIPLES OF SKIN BIOLOGY TO BEAUTY TREATMENTS</td>
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<tr>
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<td>ADVISE ON BEAUTY SERVICES</td>
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</tr>
<tr>
<td>SIBBCCS403A</td>
<td>RECOGNISE BODY STRUCTURES AND SYSTEMS IN A BEAUTY THERAPY CONTEXT</td>
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<tr>
<td>SIBBCCS404A</td>
<td>WORK IN A SKIN THERAPIES FRAMEWORK</td>
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<td>SIBBCCS405A</td>
<td>DEVELOP TREATMENT PLANS</td>
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<td>USE ELECTRICITY IN BEAUTY THERAPY TREATMENTS</td>
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<tr>
<td>SIBBCCS407A</td>
<td>INTERPRET THE CHEMICAL COMPOSITION AND PHYSICAL ACTIONS OF COSMETIC PRODUCTS</td>
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<td>SIBBCCS408A</td>
<td>PROMOTE HEALTHY NUTRITIONAL OPTIONS IN A BEAUTY THERAPY CONTEXT</td>
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<td>SIBBFAS302A</td>
<td>PROVIDE LASH AND BROW TREATMENTS</td>
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<td>SIBBFAS405A</td>
<td>PROVIDE ADVANCED FACIAL TREATMENTS</td>
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<td>SIBBHR5301A</td>
<td>PERFORM WAXING TREATMENTS</td>
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<tr>
<td>SIBBNLS201A</td>
<td>WORK IN A NAIL SERVICES FRAMEWORK</td>
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<td>SIBBNLS202A</td>
<td>PROVIDE MANICURE AND PEDICARE SERVICES</td>
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<tr>
<td>SIBXCCS201A</td>
<td>CONDUCT FINANCIAL TRANSACTIONS</td>
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<td>PROVIDE SERVICE TO CLIENTS</td>
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<td>SIRXCM001A</td>
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<tr>
<td>SIBXFA201A</td>
<td>DESIGN AND APPLY MAKE-UP</td>
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### Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code/Name</th>
<th>Description</th>
<th>Units</th>
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<tbody>
<tr>
<td>SIRXIND001A</td>
<td>WORK EFFECTIVELY IN A RETAIL ENVIRONMENT</td>
<td>45</td>
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<tr>
<td>SIRXOH5001A</td>
<td>APPLY SAFE WORKING PRACTICES</td>
<td>20</td>
</tr>
</tbody>
</table>

### DIPLOMA OF SALON MANAGEMENT

**Course Code:** SIB50210  
**Campus:** Industry, City King St, Off-shore.

**About this course:** Take your Beauty career to the next level and develop your skills and knowledge in service and sales delivery of a salon at a managerial level. You will independently apply a broad range of knowledge and skills, and provide leadership and support to colleagues.

**Course Objectives:** This qualification prepares individuals to manage the overall operation of a business involved in services and sales delivery in personal services environments, including, hairdressing, beauty salons and spas. A salon manager at this level may focus on building the business, creating and establishing a personal services culture, leading and developing a team, developing and implementing marketing activities, and ensuring all occupational health and safety requirements are maintained. This qualification is designed to reflect the role of managers or owner managers who work relatively autonomously and coordinate and supervise others. It involves the self-directed application of knowledge and skills, and the provision of leadership and support to colleagues through the development and management of
service delivery, and sales delivery concurrent with ongoing human resources development.

**Careers:**
- Salon Manager
- Senior Salon Management
- Salon Supervisor
- Store Manager

**Course Duration:** 0.5 years

**Admission Requirements Year 12:** Successful completion of VCE

**Admission Requirements International:** IELTS 5.5 or equivalent

**Admission Requirements Mature Age:** Minimum age of 18 and one year out of school

**Admission Requirements VET:** Successful completion of VCE or equivalent

**Selection Processes:** Direct Entry, Interview

**COURSE STRUCTURE**

To achieve a Diploma of Salon Management, 10 units must be completed:
- all 6 core units
- 4 elective units

**Core Units of Study**

- BSBSUS501A DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY 50
- SIBXPSM501A LEAD TEAMS IN A PERSONAL SERVICES ENVIRONMENT 40
- SIBXPSM502A MANAGE TREATMENT SERVICES AND SALES DELIVERY 60
- SIBXPSM503A PROMOTE A PERSONAL SERVICES BUSINESS 60
- SIRXHRM001A ADMINISTER HUMAN RESOURCES POLICY 35
- SIRXHRM002A RECRUIT AND SELECT PERSONNEL 35

**Elective Units of Study**

- SIRXOH5003A PROVIDE A SAFE WORKING ENVIRONMENT 35
- SIBXRES501A INVESTIGATE NEW PRODUCTS AND SERVICES 50
- BSBSMB404A UNDERTAKE SMALL BUSINESS PLANNING 50
- BSBSMB406A MANAGE SMALL BUSINESS FINANCES 60

**CERTIFICATE II IN HAIRDRESSING**

**Course Code:** SIH20111

**Campus:** City King St, Melton.

**About this course:** Introduce yourself to the world of hairdressing with pre-vocational training for work in the industry. Gain basic knowledge of the operations of a commercially operating salon and learn how to provide general assistance in a hairdressing salon.

**Course Objectives:** This qualification will provide students with the skills and knowledge to work as a salon assistant. Upon completion students will competently:
- communicate in the workplace
- interact with clients
- provide service to clients
- assist colleagues
- perform routine functions under supervision.
- Salon Assistant

**Careers:**

**Course Duration:** 0.5 years

**Admission Requirements Other:** All students are interviewed for selection.

**Selection Processes:** Direct Entry

**COURSE STRUCTURE**

13 units must be completed:
- 8 core units
- 5 elective units

**Core Units**

- BSBSUS201A PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 20
- SIHHBA501A PERFORM SHAMPOO AND BASIN SERVICES 30
- SIHHCCS201A GREET AND PREPARE CLIENTS FOR SALON SERVICES 10
- SIHHHD501A DRY HAIR TO SHAPE 40
- SIHHIND201A MAINTAIN AND ORGANISE TOOLS, EQUIPMENT AND WORK AREAS 20
- SIHHOHS201A APPLY SALON SAFETY PROCEDURES 20
- SIRXCOM001A COMMUNICATE IN THE WORKPLACE 40
- SIRXIND001A WORK EFFECTIVELY IN A RETAIL ENVIRONMENT 45

**Elective Units**

- SIBXCCS201A CONDUCT FINANCIAL TRANSACTIONS 25
- SIHHCLS201A APPLY HAIR COLOUR PRODUCTS 30
- SIHHIND202A DEVELOP HAIRDRESSING INDUSTRY KNOWLEDGE 15
- SIRXSLS001A SELL PRODUCTS AND SERVICES 20

**CERTIFICATE III IN HAIRDRESSING**

**Course Code:** SIH30111

**Campus:** Industry, City King St, Off-shore.

**About this course:** Fulfil your dream of becoming a hairdresser by completing this entry level qualification for the hairdressing industry. Graduates are qualified...
hairdressers and able to supervise others, including apprentices. Perform a full range of client services, ensure a safe working environment and apply your skills and knowledge to sell products and services.

**Course Objectives:** This course provides training and assessment for students, apprentices and current staff in the hairdressing industry. Upon completion students will be competent in:

- full range of hairdressing skills including designing, cutting and colouring
- will be competent in a high level of communication skills
- consulting and advising clients
- promoting products and services.

This course is designed to provide students with the ability and knowledge to work within the hairdressing salon. Upon successful completion students are ‘job ready’ and recognised within the hairdressing industry as a fully qualified hairdresser.

**Careers:** Hairdresser

**Course Duration:** 3 years

**Admission Requirements International:** IELTS Score of 5.5 or equivalent

**Admission Requirements Other:** To qualify for admission into this course, students must be employed as a hairdressing apprentice and all other students will be interviewed for selection.

**Selection Processes:** Interview, User Choice (Apprenticeships), Employer Choice

### COURSE STRUCTURE

32 units must be completed:

- 26 core units
- 6 elective units

**Core Units of Study**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>BSBSUS201A</td>
<td>PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
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<tr>
<td>SIBXCSS201A</td>
<td>CONDUCT FINANCIAL TRANSACTIONS</td>
<td>25</td>
</tr>
<tr>
<td>SIBXCSS202A</td>
<td>PROVIDE SERVICE TO CLIENTS</td>
<td>30</td>
</tr>
<tr>
<td>SIHHBAS201A</td>
<td>PERFORM SHAMPOO AND BASIN SERVICES</td>
<td>30</td>
</tr>
<tr>
<td>SIHHCCS302A</td>
<td>PERFORM A FULL CLIENT CONSULTATION</td>
<td>30</td>
</tr>
<tr>
<td>SIHHCCS303A</td>
<td>RESPOND TO SERVICE RELATED AND TECHNICAL PROBLEMS</td>
<td>30</td>
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<tr>
<td>SIHHCCS301A</td>
<td>DESIGN HAIRCUT STRUCTURES</td>
<td>20</td>
</tr>
<tr>
<td>SIHHCCS302A</td>
<td>APPLY ONE LENGTH OR SOLID HAIRCUT STRUCTURES</td>
<td>25</td>
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<tr>
<td>SIHHCCS303A</td>
<td>APPLY GRADUATED HAIRCUT STRUCTURES</td>
<td>30</td>
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<tr>
<td>SIHHCCS304A</td>
<td>APPLY LAYERED HAIRCUT STRUCTURES</td>
<td>30</td>
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<tr>
<td>SIHHHCS305A</td>
<td>APPLY OVER-COMB TECHNIQUES</td>
<td>25</td>
</tr>
<tr>
<td>SIHHHRS302A</td>
<td>PERFORM CHEMICAL CURLING AND VOLUMISING SERVICES</td>
<td>50</td>
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<tr>
<td>SIHHHRS303A</td>
<td>PERFORM CHEMICAL STRAIGHTENING AND RELAXING SERVICES</td>
<td>30</td>
</tr>
<tr>
<td>SIHHCLS202A</td>
<td>COLOUR AND LIGHTEN HAIR</td>
<td>50</td>
</tr>
<tr>
<td>SIHHCLS303A</td>
<td>DESIGN AND PERFORM FULL AND PARTIAL HIGHLIGHTING TECHNIQUES</td>
<td>25</td>
</tr>
<tr>
<td>SIHHCLS304A</td>
<td>NEUTRALISE UNWANTED COLOURS AND TONES</td>
<td>35</td>
</tr>
<tr>
<td>SIHHCLS305A</td>
<td>PERFORM ON SCALP FULL HEAD AND RETOUCH BLEACH SERVICES</td>
<td>30</td>
</tr>
<tr>
<td>SIHHHDS303A</td>
<td>DESIGN AND APPLY SHORT TO MEDIUM LENGTH HAIR DESIGN FINISHES</td>
<td>50</td>
</tr>
<tr>
<td>SIHHIND201A</td>
<td>MAINTAIN AND ORGANISE TOOLS, EQUIPMENT AND WORK AREAS</td>
<td>20</td>
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<tr>
<td>SIHHHSC301A</td>
<td>APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCE</td>
<td>25</td>
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<tr>
<td>SIHHHSC302A</td>
<td>IDENTIFY AND TREAT HAIR AND SCALP CONDITIONS</td>
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<tr>
<td>SIHHIND303A</td>
<td>COORDINATE CLIENTS AND SERVICES</td>
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<tr>
<td>SIHHIND304A</td>
<td>DEVELOP AND EXPAND A CLIENT BASE</td>
<td>35</td>
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<tr>
<td>SIHHOHS201A</td>
<td>APPLY SALON SAFETY PROCEDURES</td>
<td>20</td>
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<tr>
<td>SIRXCOM001A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>40</td>
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<tr>
<td>SIRXIND001A</td>
<td>WORK EFFECTIVELY IN A RETAIL ENVIRONMENT</td>
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</table>

**Elective Units of Study**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SIHHHCS306A</td>
<td>COMBINE STRUCTURES FOR CURRENT HAIRCUT DESIGNS</td>
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<tr>
<td>SIHHHCS307A</td>
<td>COMBINE STRUCTURES FOR TRADITIONAL AND CLASSIC MEN’S HAIRCUT DESIGNS</td>
<td>40</td>
</tr>
<tr>
<td>SIHHHDS304A</td>
<td>DESIGN AND APPLY CLASSIC LONG HAIR UP STYLES</td>
<td>30</td>
</tr>
<tr>
<td>SIHHBAS202A</td>
<td>PERFORM HEAD, NECK AND SHOULDER MASSAGE</td>
<td>20</td>
</tr>
<tr>
<td>SIHHHRS304A</td>
<td>PERFORM PROTEIN STRAIGHTENING AND RELAXING TREATMENTS</td>
<td>40</td>
</tr>
<tr>
<td>SIRXSL002A</td>
<td>ADVISE ON PRODUCTS AND SERVICES</td>
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</tbody>
</table>

**CERTIFICATE II IN HOSPITALITY**

**Course Code:** SIT20207

**Campus:** Footscray Nicholson, Offshore.

**About this course:** Gain the basic skills required for entry-level jobs in the hospitality industry. You will learn basic operational knowledge and practical skills needed in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes and coffee shops, and make useful contacts as you study.
Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions requiring basic operational knowledge and limited practical skills in a defined context. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes and coffee shops. Individuals may work with some autonomy or in a team but usually under close supervision.

Careers: Bar attendant, bottle shop attendant, catering assistant, food and beverage attendant, housekeeping attendant, porter, receptionist or front office assistant, gaming attendant.

Course Duration: 0.5 years

Admission Requirements Other: To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course by completing a School pre-selection form.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience. Complete an application for admission through a TAFE Direct Admission form. Applicants are advised to attend an information session.

Selection Processes: Direct Entry, Employer Choice

COURSE STRUCTURE

Students must successfully complete 12 units: 6 core units and 6 elective units in accordance with the package rules specified in SIT07 Training Package.

Core Units

- SITHIND001B DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE 25
- SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS 25
- SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
- SITXOH001B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 12
- SITXOH002A FOLLOW WORKPLACE HYGIENE PROCEDURES 15
- SITHFAB020A APPLY FOOD AND BEVERAGE SKILLS IN THE WORKPLACE 1
- SITHIND002A APPLY HOSPITALITY SKILLS IN THE WORKPLACE 1

Elective Units

- SITXFN001A PROCESS FINANCIAL TRANSACTIONS 25
- SITHFAB001C CLEAN AND TIDY BAR AREAS 15
- SITHFAB002C OPERATE A BAR 35
- SITHFAB003A SERVE FOOD AND BEVERAGE TO CUSTOMERS 80
- SITHFAB009A PROVIDE RESPONSIBLE SERVICE OF ALCOHOL 10
- SITHFAB012B PREPARE AND SERVE ESPRESSO COFFEE 30
- BSBLED101A PLAN SKILLS DEVELOPMENT 20
- SITHCC007A PREPARE SANDWICHES 6
- SITHCC001B ORGANISE AND PREPARE FOOD 25
- BSBWOR204A USE BUSINESS TECHNOLOGY 20
- SIRRSF001A APPLY RETAIL FOOD SAFETY PRACTICES 40
- SITXENV001A PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 20
- SIRRRPK003A ADVISE ON FAST FOOD PRODUCTS 20
- SITHCC031A OPERATE A FAST FOOD OUTLET 36
- SIRXCC001A APPLY POINT-OF-SALE HANDLING PROCEDURES 20
- SITHFAB011A DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE 50
- SITHFAB004A PROVIDE FOOD AND BEVERAGE SERVICE 110
- SITXCOM003A DEAL WITH CONFLICT SITUATIONS 20
- SITXINV001A RECEIVE AND STORE STOCK 10
- SITXINV002A CONTROL AND ORDER STOCK 25
- SITHFAB015A PREPARE AND SERVE COCKTAILS 20
- SITHFAB011A DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE 50
- SITHFAB002A PRESENT FOOD 6
- SITHFAB010C PREPARE AND SERVE NON ALCOHOLIC BEVERAGES 20
- SITAC006A CLEAN PREMISES AND EQUIPMENT 12

CERTIFICATE II IN HOSPITALITY (KITCHEN OPERATIONS)

Course Code: SIT20307


About this course: Start the journey to your dream career in cooking. You will learn a range of kitchen functions including how to prepare and present food, apply hospitality skills in the workplace and develop hospitality industry knowledge in environments such as restaurants, hotels, cafeterias and pubs.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in a range of kitchen functions and activities that require the application of a limited range of practical skills in a defined context. Work would be undertaken in various hospitality enterprises where food is prepared and served, including restaurants, hotels, catering operations, clubs, pubs, cafes, cafeterias and coffee shops. Individuals may work with some autonomy or in a team but usually under close supervision.

Careers: Breakfast cook, short order cook, fast food cook.
Course Duration: 0.5 years

Admission Requirements Other: IELTS level 5.5. To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Processes: Direct Entry, Interview, Employer Choice

COURSE STRUCTURE

Students must successfully complete 16 units: 11 core units and 5 elective units in accordance with the packaging rules for the qualification as specified in SIT07 Training Package.

Core units

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<tr>
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<td>ORGANISE AND PREPARE FOOD</td>
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</tr>
<tr>
<td>SITHCC002A</td>
<td>PRESENT FOOD</td>
<td>6</td>
</tr>
<tr>
<td>SITHCC003B</td>
<td>RECEIVE AND STORE KITCHEN SUPPLIES</td>
<td>10</td>
</tr>
<tr>
<td>SITHCC004B</td>
<td>CLEAN AND MAINTAIN KITCHEN PREMISES</td>
<td>13</td>
</tr>
<tr>
<td>SITHCC005A</td>
<td>USE BASIC METHODS OF COOKERY</td>
<td>45</td>
</tr>
<tr>
<td>SITHCC027A</td>
<td>PREPARE, COOK AND SERVE FOOD FOR SERVICE</td>
<td>50</td>
</tr>
<tr>
<td>SITHIND001B</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
<td>25</td>
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<tr>
<td>SITXCOM001A</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>25</td>
</tr>
<tr>
<td>SITXCOM002A</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
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<tr>
<td>SITXHS001B</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>12</td>
</tr>
<tr>
<td>SITXHS002A</td>
<td>FOLLOW WORKPLACE HYGIENE PROCEDURES</td>
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Elective Units

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<th>Title</th>
<th>Credits</th>
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<tr>
<td>SITHCC006A</td>
<td>PREPARE APPETISERS AND SALADS</td>
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<tr>
<td>SITHCC007A</td>
<td>PREPARE SANDWICHES</td>
<td>6</td>
</tr>
<tr>
<td>SITHCC008A</td>
<td>PREPARE STOCKS, SAUCES AND SOUPS</td>
<td>35</td>
</tr>
<tr>
<td>SITHCC009A</td>
<td>PREPARE VEGETABLES, FRUIT, EGGS AND FARINACEOUS DISHES</td>
<td>45</td>
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<tr>
<td>SITHCC013A</td>
<td>PREPARE HOT AND COLD DESSERTS</td>
<td>50</td>
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<tr>
<td>SITHCC010A</td>
<td>SELECT, PREPARE AND COOK POULTRY</td>
<td>25</td>
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<tr>
<td>SITHCC015A</td>
<td>PLAN AND PREPARE FOOD FOR BUFFETS</td>
<td>25</td>
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</tbody>
</table>

CERTIFICATE III IN HOSPITALITY (COMMERCIAL COOKERY)

Course Code: SIT30807

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent as a qualified cook. Work would be undertaken in various hospitality enterprises where food is prepared and served, including restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team.

Careers: Cook.

Course Duration: 1 year

Admission Requirements Other: Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

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

COURSE STRUCTURE

To achieve a Certificate III in Hospitality (Commercial Cookery), 29 units must be completed: all 26 core units and a minimum of 3 elective units. • a minimum of 2 elective units must be selected from the electives listed below. The remaining unit may be selected from any endorsed Training Package.

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SITHCC001B</td>
<td>ORGANISE AND PREPARE FOOD</td>
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<td>SITHCC002A</td>
<td>PRESENT FOOD</td>
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<tr>
<td>SITHCC003B</td>
<td>RECEIVE AND STORE KITCHEN SUPPLIES</td>
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<td>SITHCC004B</td>
<td>CLEAN AND MAINTAIN KITCHEN PREMISES</td>
<td>13</td>
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<tr>
<td>SITHCC005A</td>
<td>USE BASIC METHODS OF COOKERY</td>
<td>45</td>
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<tr>
<td>SITHCC006A</td>
<td>PREPARE APPETISERS AND SALADS</td>
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<td>SITHCC007A</td>
<td>PREPARE SANDWICHES</td>
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<tr>
<td>SITHCC008A</td>
<td>PREPARE STOCKS, SAUCES AND SOUPS</td>
<td>35</td>
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<td>SITHCC009A</td>
<td>PREPARE VEGETABLES, FRUIT, EGGS AND FARINACEOUS DISHES</td>
<td>45</td>
</tr>
<tr>
<td>SITHCC010A</td>
<td>SELECT, PREPARE AND COOK POULTRY</td>
<td>25</td>
</tr>
<tr>
<td>SITHCC011A</td>
<td>SELECT, PREPARE AND COOK SEAFOOD</td>
<td>30</td>
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<tr>
<td>SITHCC012A</td>
<td>SELECT, PREPARE AND COOK MEAT</td>
<td>50</td>
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<tr>
<td>SITHCC013A</td>
<td>PREPARE HOT AND COLD DESSERTS</td>
<td>50</td>
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<tr>
<td>SITHCC014A</td>
<td>PREPARE PASTRIES, CAKES AND YEAST GOODS</td>
<td>40</td>
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<tr>
<td>SITHCC016A</td>
<td>DEVELOP COST EFFECTIVE MENUS</td>
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</table>
SITHCCC027A PREPARE, COOK AND SERVE FOOD FOR SERVICE 50
SITHCCC028A PREPARE, COOK AND SERVE FOOD FOR MENUS 80
SITHCCC029A PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS 75
SITHIND001B DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE 25
SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS 25
SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
SITXCOM003A DEAL WITH CONFLICT SITUATIONS 20
SITXFS001A IMPLEMENT FOOD SAFETY PROCEDURES 40
SIXHRM001A COACH OTHERS IN JOB SKILLS 20
SIXOHS001B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 12
SIXOHS002A FOLLOW WORKPLACE HYGIENE PROCEDURES 15
HLFA301B APPLY FIRST AID 18

Elective Units
SITHCCC007A PREPARE SANDWICHES 6
SITHCCC020A PREPARE PORTION-CONTROLLED MEAT CUTS 24
SITHCCC019A PLAN, PREPARE AND DISPLAY A BUFFET 36
SITHCCC015A PLAN AND PREPARE FOOD FOR BUFFETS 25
SITHCCC040A DESIGN MENUS TO MEET MARKET NEEDS 30
SITHCCC021B HANDLE AND SERVE CHEESE 5
BSBSU301A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40
BSBSU201A PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 20
SIRXSL001A SELL PRODUCTS AND SERVICES 20
SITXCOM004A COMMUNICATION ON THE TELEPHONE 5
SITHCCC018A PREPARE PÂTÉS AND TERRINES 30

CERTIFICATE III IN HOSPITALITY (ASIAN COOKERY)
Course Code: SIT30907
Campus: Off-shore.

About this course: This qualification assess the skills and knowledge for an individual to be competent as a qualified cook in an Asian kitchen.

Course Objectives: This qualification assesses the skills and knowledge for an individual to be competent as a qualified cook in an Asian kitchen.

Careers: Individuals with this qualification are able to perform roles such as:
- basic Asian cooking
- preparing vegetarian dishes for Asian cuisines
- preparing and serving specialised Asian cuisines
- planning menus for Asian cuisines
- preparing Japanese raw fish (sashimi)
- preparing Chinese dim sum
- preparing tandoori food items
- preparing Indonesian crackers.

Possible job titles include:
- cooks assistance, cook, chef

Course Duration: 2 months

Admission Requirements Other: All applicants must be working within the hospitality industry for a minimum of 3 years

Selection Processes: Employer Choice

COURSE STRUCTURE
To achieve a Certificate III in Hospitality (Asian Cookery), 28 units must be completed:
- all 24 core units
- 4 elective units:

- a minimum of 3 elective units must be selected from the electives listed below - the remaining unit may be selected from any endorsed Training Package - a maximum of 1 Languages other than English unit may be counted as an elective within this qualification. In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification.

Core Units
SITHAS001A USE BASIC ASIAN METHODS OF COOKERY 90
SITHAS002A PRODUCE APPETISERS AND SNACKS FOR ASIAN CUISINES 45
SITHAS003A PREPARE STOCKS AND SOUPS FOR ASIAN CUISINES 25
SITHAS004A PREPARE SAUCES, DIPS AND ACCOMPANIMENTS FOR ASIAN CUISINES 15
SITHAS005A PREPARE SALADS FOR ASIAN CUISINES 40
SITHAS006A PREPARE RICE AND NOODLES FOR ASIAN CUISINES 30
SITHAS007A PREPARE MEAT, POULTRY, SEAFOOD AND VEGETABLES FOR ASIAN CUISINES 90
SITHAS008A PREPARE, COOK AND SERVE ASIAN FOOD FOR FOOD SERVICE 50

SITHAS009A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40
SITHAS010A PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 20
SITHAS011A SELL PRODUCTS AND SERVICES 20
SITHAS012A COMMUNICATION ON THE TELEPHONE 5
SITHAS013A PREPARE PÂTÉS AND TERRINES 30

SITHAS014A USE BASIC ASIAN METHODS OF COOKERY 90
SITHAS015A PRODUCE APPETISERS AND SNACKS FOR ASIAN CUISINES 45
SITHAS016A PREPARE STOCKS AND SOUPS FOR ASIAN CUISINES 25
SITHAS017A PREPARE SAUCES, DIPS AND ACCOMPANIMENTS FOR ASIAN CUISINES 15
SITHAS018A PREPARE SALADS FOR ASIAN CUISINES 40
SITHAS019A PREPARE RICE AND NOODLES FOR ASIAN CUISINES 30
SITHAS020A PREPARE MEAT, POULTRY, SEAFOOD AND VEGETABLES FOR ASIAN CUISINES 90
SITHAS021A PREPARE, COOK AND SERVE ASIAN FOOD FOR FOOD SERVICE 50

SITHAS022A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40
SITHAS023A PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 20
SITHAS024A SELL PRODUCTS AND SERVICES 20
SITHAS025A COMMUNICATION ON THE TELEPHONE 5
SITHAS026A PREPARE PÂTÉS AND TERRINES 30

SITHAS027A USE BASIC ASIAN METHODS OF COOKERY 90
SITHAS028A PRODUCE APPETISERS AND SNACKS FOR ASIAN CUISINES 45
SITHAS029A PREPARE STOCKS AND SOUPS FOR ASIAN CUISINES 25
SITHAS030A PREPARE SAUCES, DIPS AND ACCOMPANIMENTS FOR ASIAN CUISINES 15
SITHAS031A PREPARE SALADS FOR ASIAN CUISINES 40
SITHAS032A PREPARE RICE AND NOODLES FOR ASIAN CUISINES 30
SITHAS033A PREPARE MEAT, POULTRY, SEAFOOD AND VEGETABLES FOR ASIAN CUISINES 90
SITHAS034A PREPARE, COOK AND SERVE ASIAN FOOD FOR FOOD SERVICE 50

SITHAS035A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40
SITHAS036A PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 20
SITHAS037A SELL PRODUCTS AND SERVICES 20
SITHAS038A COMMUNICATION ON THE TELEPHONE 5
SITHAS039A PREPARE PÂTÉS AND TERRINES 30
About this course: Upgrade your qualifications to secure a management role in the hospitality industry. This course is designed for qualified chefs currently working in the industry, who intend to run their own business or seek a management role within a catering environment.

Course Objectives: This course aims to provide additional training to qualified chefs in the areas of management for those who are intending to run their own business or seeking a management role within a catering environment.

Careers: Senior management within a catering institution. Chef de Cuisine, Sous Chef, Chef de Partie

Course Duration: 1 year

Admission Requirements Other: Industry only. Employer choice

Selection Processes: Written Application, Employer Choice

COURSE STRUCTURE

The Certificate IV in Hospitality (Commercial Cookery), requires the completion of 39 units of competency made up of 34 core units and 5 elective units: a minimum of 4 elective units must be selected from the electives listed in the qualification in the training package; the remaining unit may be selected from any endorsed Training Package - a maximum of 1 Language other than English unit may be counted as an elective within this qualification. In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification.

Complete all 34 core units:

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<td>RECEIVE AND STORE KITCHEN SUPPLIES</td>
<td>10</td>
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<td>CLEAN AND maintain KITCHEN PREMISES</td>
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<td>DEVELOP COST EFFECTIVE MENUS</td>
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<td>PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS</td>
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<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
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Elective Units

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<td>SITHASC009A</td>
<td>PREPARE CURRY PASTE AND POWDER FOR ASIAN CUISINES</td>
<td>25</td>
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<td>SITHASC013A</td>
<td>PLAN MENUS FOR ASIAN CUISINES</td>
<td>30</td>
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<td>SITHASC012A</td>
<td>SELECT, PREPARE AND SERVE SPECIALISED ASIAN CUISINES</td>
<td>80</td>
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<tr>
<td>SITHCCC019A</td>
<td>PLAN, PREPARE AND DISPLAY A BUFFET</td>
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<td>PREPARE SATAY FOR ASIAN CUISINES</td>
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<td>PREPARE VEGETARIAN DISHES FOR ASIAN CUISINES</td>
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<td>DEVELOP MENUS TO MEET Special dietary and CULTURAL needs</td>
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<td>SITHCCC020A</td>
<td>PREPARE PORTION-CONTROLLED MEAT CUTS</td>
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CERTIFICATE IV IN HOSPITALITY (COMMERCIAL COOKERY)

Course Code: SIT40407
ADVANCED DIPLOMA OF HOSPITALITY

Course Code: SIT60307

About this course: Get a competitive edge in the hospitality industry with a Diploma aimed at senior management level. Gain practical experience in food and beverage service, basic cookery and event management. Learn to analyse, design and execute your judgement using wide-ranging technical, creative, conceptual or managerial competencies. You will undertake work placements in various hospitality settings such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent as a senior manager in any hospitality functional area. This individual would analyse, design and execute judgements using wide-ranging technical, creative, conceptual or managerial competencies. Their knowledge base may be specialised or broad and they are often accountable for group outcomes. Work would be undertaken in various hospitality settings, such as restaurants, hotels, catering operations, motels, clubs, pubs, cafes and coffee shops.

Careers: Senior manager in a large hospitality enterprise; owner or manager of a hospitality enterprise. Possible job titles include: food and beverage manager, area manager or operations manager, rooms division manager, executive housekeeper, secretary or manager, executive chef, cafe owner or manager, motel owner or manager.

Course Duration: 2 years

Admission Requirements Other: IELTS level: 5.5 To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Processes: Direct Entry, Interview, Written Application, VTAC, Employer Choice

COURSE STRUCTURE

Campus based course: Students must successfully complete 47 units: all 29 core units and 18 elective units. A minimum of 15 elective units must be selected from the list for this qualification in the SIT07 Training Package, the remaining 3 elective units may be selected from any endorsed Training Package and a maximum of 1 Language other than English unit may be counted as an elective within this qualification. Campus based course: 2 years Academy Sofitel: 1 year accelerated course

Core Units

SITHINV002A CONTROL AND ORDER STOCK 25
SITXMGTO01A MONITOR WORK OPERATIONS 20
SITHCCC027A PREPARE, COOK AND SERVE FOOD FOR SERVICE 50
SITHCCC028A PREPARE, COOK AND SERVE FOOD FOR MENUS 80
SITHCCC029A PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS 75
SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS 25
SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
SITXCOM003A DEAL WITH CONFLICT SITUATIONS 20
SITXFIN003A INTERPRET FINANCIAL INFORMATION 60
SITXFSAA001A IMPLEMENT FOOD SAFETY PROCEDURES 40
SITHHRM001A COACH OTHERS IN JOB SKILLS 20
SITHHRM005A LEAD AND MANAGE PEOPLE 60
SITHOHS001B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 12
SITHOHS002A FOLLOW WORKPLACE HYGIENE PROCEDURES 15
SITXOHS004B IMPLEMENT AND MONITOR WORKPLACE HEALTH, SAFETY AND SECURITY PRACTICES 30
HLFA301B APPLY FIRST AID 18
SITHCCC011A SELECT, PREPARE AND COOK SEAFOOD 30
SITHCCC025A MONITOR CATERING REVENUE AND COSTS 30
SITHCCC026A ESTABLISH AND MAINTAIN QUALITY CONTROL OF FOOD 30
SITHFSAA002A DEVELOP AND IMPLEMENT A FOOD SAFETY 50

Complete 5 elective units:

SITHIND001B DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE 25
SITHCCC040A DESIGN MENUS TO MEET MARKET NEEDS 30
SITHCCC019A PLAN, PREPARE AND DISPLAY A BUFFET 36
SITHCCC020B PREPARE PORTION-CONTROLLED MEAT CUTS 24
SITHCCC021B HANDLE AND SERVE CHEESE 5
SITHHRM003A ROSTER STAFF 30
SITHHRM006A MONITOR STAFF PERFORMANCE 50
SITHCCC035A DEVELOP MENUS TO MEET SPECIAL DIETARY AND CULTURAL NEEDS 15

SITHCCC007A PREPARE SANDWICHES 6

SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS 25
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<td>ORGANISE IN-HOUSE EVENTS OR FUNCTIONS</td>
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<td>USE BASIC METHODS OF COOKERY</td>
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<td>SERVE FOOD AND BEVERAGE TO CUSTOMERS</td>
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<td>PREPARE AND SERVE COCKTAILS</td>
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### Diploma of Hospitality (Culinary Management)

**Course Code:** TDCU  
**Campus:** Footscray Nicholson, Footscray Park.

**About this course:** Let us cater for your career in hospitality by focusing on supervisory and management roles. Gain practical skills and a sound theoretical understanding of hospitality and culinary management. Develop a range of specialised technical and managerial skills to plan, carry out and evaluate your own work and the work of a team. The Diploma of Hospitality (Culinary Management) has been developed specifically for the successful transition into the second year of the:

- Bachelor of Business specialisation Culinary Management in association with Le Cordon Bleu International  
- Associate Degree in Culinary Management in association with Le Cordon Bleu

The Diploma also prepares students for transition into a range of programs such as:

- Bachelor of Business - specialisation Hospitality Management  
- Bachelor of Business - specialisation Tourism Management  
- Bachelor of Business - specialisation Event Management

**Course Objectives:** The aims of the course are to:

- Prepare students to participate effectively in a higher education learning environment  
- Develop academic report writing and presentation skills in a culinary context  
- Develop English language proficiency informed by post enrolment and continuous testing throughout the year to ensure identification and monitoring of learning gaps  
- Build capacity in Language, Literacy and Numeracy (LLN) to enable successful completion of relevant Associate Degree or Bachelor studies by team teaching, small group weekly tutorials, revision of resources to meet the ACSF appropriate levels linked to discipline specific units of study  
- Offer an alternative formal pathway into the Associate Degree in Culinary Management and Bachelor of Business specialisation Culinary Management  
- Provide block credit for the first year of the Associate Degree in Culinary Management and Bachelor of Business specialisation Culinary Management  
- Increase teaching and learning time with the provision of two 18 week semesters allowing extended classroom teaching and tutorials to maximise language and study skill acquisition opportunities.

**Careers:** It is expected that graduates of this program will articulate into the Associate Degree or Bachelor of Business specialisation Culinary Management in association with Le Cordon Bleu International. Students who elect to exit with the Diploma will have gained a range of basic technical skills relevant to commence a career in the hospitality culinary sector.

**Course Duration:** 1 year

**Admission Requirements International:** Students must:
- be over 18 years of age  
- have completed Year 12 or equivalent  
- have obtained an IELTS band score of 5.5 or equivalent

**Course Structure:**

The course is one year full time that is offered over two 18 week semesters. Each semester comprises four units with language and study skill support giving a total of 8 units for the Diploma.

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<td>SITHCCC028A</td>
<td>PREPARE, COOK AND SERVE FOOD FOR MENUS</td>
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<td>SITHCCC029A</td>
<td>PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS</td>
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<td>IMPLEMENT FOOD SAFETY PROCEDURES</td>
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<td>PREPARE SANDWICHES</td>
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<td>SITHCCC020B</td>
<td>PREPARE PORTION-CONTROLLED MEAT CUTS</td>
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<td>SITHCCC019A</td>
<td>PLAN, PREPARE AND DISPLAY A BUFFET</td>
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<td>PLAN AND PREPARE FOOD FOR BUFFETS</td>
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<td>SITHCCC040A</td>
<td>DESIGN MENUS TO MEET MARKET NEEDS</td>
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<td>SITHS00002A</td>
<td>HANDLE AND SERVE CHEESE</td>
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<td>SITHAC5003A</td>
<td>PROVIDE PORTER SERVICES</td>
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<td>SITHAC5005B</td>
<td>PREPARE ROOMS FOR GUESTS</td>
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<td>SITHAC5007B</td>
<td>LAUNDER LINEN AND GUEST CLOTHES</td>
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<td>SITXADM001A</td>
<td>PERFORM OFFICE PROCEDURES</td>
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<td>RECEIVE AND PROCESS RESERVATIONS</td>
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<td>ORGANISE IN-HOUSE EVENTS OR FUNCTIONS</td>
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<td>SITHCCC050A</td>
<td>USE BASIC METHODS OF COOKERY</td>
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<td>SITXET007B</td>
<td>DETERMINE EVENT FEASIBILITY</td>
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<td>SITHFAB001C</td>
<td>CLEAN AND TIDY BAR AREAS</td>
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<td>SITHFAB002C</td>
<td>OPERATE A BAR</td>
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<td>SITHIND001B</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
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<td>SITHFAB012B</td>
<td>PREPARE AND SERVE ESPRESSO COFFEE</td>
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<td>SITHFAB013C</td>
<td>PREPARE AND SERVE NON ALCOHOLIC BEVERAGES</td>
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**BFP1100**  PROFESSIONAL DEVELOPMENT 1 - CRITICAL THINKING AND PROBLEM SOLVING  
**BHO1110**  INTRODUCTION TO HOSPITALITY  
**BHO1114**  CULINARY HEALTH, HYGIENE AND SAFETY  
**BHO1115**  INTRODUCTION TO CULINARY TECHNOLOGIES  
**BMO1102**  MANAGEMENT AND ORGANISATION BEHAVIOUR  
**BHO1116**  INTRODUCTION TO KITCHEN OPERATIONS  
**BHO1171**  INTRODUCTION TO MARKETING  

**BPA1101**  ACCOUNTING FOR DECISION MAKING  
**BHO1176**  INTRODUCTION TO MARKETING  
**BMO1102**  MANAGEMENT AND ORGANISATION BEHAVIOUR  

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**CERTIFICATE III IN BEAUTY SERVICES**

**Course Code:** WRB30104  
**Campus:** City King St.  
This course is for Continuing students only.

**About this course:** This course is designed to develop the skills and knowledge for those who wish to be employed as a beauty practitioner in a salon with limited supervision, ensuring a safe work environment, providing treatments, including lashes, brows and temporary epilation.

**Course Objectives:** The Certificate III in Beauty Services is designed to develop the skills and knowledge for those who wish to be employed as a beauty practitioner in a salon with limited supervision, ensuring a safe working environment, providing treatments, including lash and brow treatment and temporary epilation.

**Careers:** Beauty practitioner in a salon

**Selection Processes:** Interview, Written Application, Written Test

**COURSE STRUCTURE**

This course is 6 months full-time. This course is delivered on a full-time basis during the day. Traineeships are also available.

**Core Units of Study**

**WRBBS201B**  PROVIDE MANICURE AND PEDICARE SERVICES  
**WRBCS201B**  CONDUCT FINANCIAL TRANSACTIONS  
**WRBCS202A**  APPLY TECHNIQUES TO UPDATE BEAUTY INDUSTRY KNOWLEDGE  
**WRBCS203B**  PROVIDE SERVICES TO CLIENTS  
**WRBCS204A**  APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES  
**WRBCS305A**  APPLY KNOWLEDGE OF SKIN BIOLOGY TO BEAUTY TREATMENTS  
**WRBCS306B**  ADVISE ON BEAUTY SERVICES  
**WRBFS305B**  PROVIDE LASH AND BROW TREATMENTS  
**WRBSS302B**  PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS  
**WRRC31B**  COMMUNICATE IN THE WORKPLACE  
**WRRR1B**  WORK EFFECTIVELY IN A RETAIL ENVIRONMENT  
**WRRLP1B**  APPLY SAFE WORKING PRACTICES  
**WRRM1B**  MERCHANDISE PRODUCTS  
**WRRM2B**  PERFORM ROUTINE HOUSEKEEPING DUTIES  
**WRRS1B**  SELL PRODUCTS AND SERVICES  

**Elective Units of Study**

Six elective units of study from the following:

**WRBBS202A**  APPLY GEL NAIL ENHANCEMENT  
**WRBBS203A**  APPLY ACRYLIC NAIL ENHANCEMENT  
**WRBBS204B**  APPLY NAIL ART  
**WRBBS305B**  USE ELECTRICAL EQUIPMENT FOR NAILS  
**WRBBS306A**  APPLY AIRBRUSHED NAIL ART  
**WRBFS201B**  DEMONSTRATE RETAIL SKIN CARE PRODUCTS  
**WRBFS202B**  DESIGN AND APPLY MAKE-UP  
**WRBFS203B**  DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY  
**WRBFS204B**  DESIGN AND APPLY REMEDIAL CAMOUFLAGE  
**WRBFS205B**  PIERCE EARS  
**WRCA1B**  OPERATE RETAIL EQUIPMENT  
**WRER2B**  CO-ORDINATE WORK TEAMS  
**WRR11B**  PERFORM STOCK CONTROL PROCEDURES  
**WRR1P2B**  MINIMISE THEFT  
**WRRM5A**  MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY  
**WRRM6A**  CREATE A DISPLAY FOR A SMALL BUSINESS  
**WRR2A**  PROVIDE A SAFE WORKING ENVIRONMENT  
**WRR4A**  PROFILE A RETAIL MARKET  
**WRR5A**  DEVELOP INNOVATIVE IDEAS AT WORK  

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331
BSBEBUS301A  SEARCH AND ASSESS ONLINE BUSINESS INFORMATION  20
BSBMKG404A  FORECAST MARKET AND BUSINESS NEEDS  60
BSBSBM301A  RESEARCH BUSINESS OPPORTUNITIES  30
BSBSBM401A  ESTABLISH BUSINESS AND LEGAL REQUIREMENTS  50
BSBSBM403A  PROMOTE THE BUSINESS  50
BSBSBM404A  UNDERTAKE BUSINESS PLANNING  60
BSBSBM405A  MONITOR AND MANAGE BUSINESS OPERATIONS  50
BSBSBM406A  MANAGE FINANCES  50
BSBSBM407A  MANAGE A SMALL TEAM  40
BSZ404A  TRAIN SMALL GROUPS  30

One elective may be chosen from another relevant endorsed Training Package, for example Retail and Business Services. The unit chosen may be selected from units packaged within a Certificate II, III or IV qualification.

CERTIFICATE IV IN BEAUTY THERAPY
Course Code: WRB40105
Campus: City King St.
This course is for Continuing students only.

About this course: This qualification is designed to develop the first line management skills of those working in the beauty industry. It applies to those who are coordinating or managing the services within a small beauty salon, or a department in a larger store. This course is offered as a traineeship only.

Course Objectives: Certificate IV in Beauty Therapy has been designed to develop the first line management skills of those working in the beauty Industry. It applies to those who are co-ordinating or managing the services within a small beauty salon, or a section or department within a larger store.

Careers: Beauty therapist.

Selection Processes: Interview, Written Application, Written Test

COURSE STRUCTURE
This Course is only delivered as a 3 years part-time traineeship.

Core Units of Study
WRBBS201B  PROVIDE MANICURE AND PEDICARE SERVICES  30
WRBCS201B  CONDUCT FINANCIAL TRANSACTIONS  25
WRBCS203B  PROVIDE SERVICES TO CLIENTS  30
WRBCS204A  APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES  15

Elective Units of Study
Six units from the following list:

One elective may be chosen from another relevant endorsed training package. The unit chosen may be selected from units packaged within a Certificate II, III, IV or Diploma qualification.

WRBBS202A  APPLY GEL NAIL ENHANCEMENT  30
WRBBS203A  APPLY ACRYLIC NAIL ENHANCEMENT  35
WRBBS204B  APPLY NAIL ART  15
WRBBS305B  USE ELECTRICAL EQUIPMENT FOR NAILS  30
WRBBS306A  APPLY AIRBRUSHED NAIL ART  15
DIPLOMA OF BEAUTY THERAPY

Course Code: WRB50105  
Campus: City King St.

This course is for Continuing students only.

About this course: This course has been designed for those wishing to operate as a beauty therapist employing staff and managing a beauty salon.

Course Objectives: The Diploma has been designed for those wishing to operate as a beauty therapist employing staff and managing a beauty salon.

Careers: Beauty Therapist.

Selection Processes: Interview, Written Application, Written Test

COURSE STRUCTURE

This course is 18 months full-time or part-time equivalent. This course is delivered on a full-time basis during the day and part-time evening.

Core Units of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>WRBBS201B</td>
<td>PROVIDE MANICURE AND PEDICARE SERVICES</td>
<td>30</td>
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<tr>
<td>WRBBS407B</td>
<td>PROVIDE BODY TREATMENTS</td>
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<tr>
<td>WRBCS201B</td>
<td>MERCHANDISE PRODUCTS</td>
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<tr>
<td>WRBCS203B</td>
<td>PROVIDE SERVICES TO CLIENTS</td>
<td>30</td>
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<tr>
<td>WRBCS204A</td>
<td>APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES</td>
<td>15</td>
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<tr>
<td>WRBCS205A</td>
<td>INVESTIGATE NEW PRODUCTS AND SERVICES</td>
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<td>WRBCS206B</td>
<td>ADVISE ON BEAUTY SERVICES</td>
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<td>WRBCS301A</td>
<td>ESTABLISH BUSINESS AND LEGAL REQUIREMENTS</td>
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<td>WRBCS302A</td>
<td>MANAGE FINANCES</td>
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<td>MANAGE A SMALL TEAM</td>
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<td>SEARCH AND ASSESS ONLINE BUSINESS INFORMATION</td>
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<td>BSBMKG404A</td>
<td>FORECAST MARKET AND BUSINESS NEEDS</td>
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<td>BSBBSM301A</td>
<td>RESEARCH BUSINESS OPPORTUNITIES</td>
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<td>PROMOTE THE BUSINESS</td>
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<td>BSBBSM402A</td>
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<td>CONDUCT ASSESSMENT</td>
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<td>REVIEW ASSESSMENT</td>
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<td>BSZ404A</td>
<td>TRAIN SMALL GROUPS</td>
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<td>RESEARCH ASSISTANT</td>
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<td>MANAGEMENT</td>
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<td>BSZ410A</td>
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<td>BSZ411A</td>
<td>TRAIN SMALL GROUPS</td>
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<tr>
<td>BSZ412A</td>
<td>DESIGN AND APPLY MAKE-UP</td>
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</table>
WRBFS305B PROVIDE LASH AND BROW TREATMENTS 15
WRBFS406B PROVIDE FACIAL TREATMENTS 120
WRBFS407B PROVIDE ADVANCED FACIAL TREATMENTS 110
WRBSS302B PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS 95
WRRCS1B COMMUNICATE IN THE WORKPLACE 50
WRRER1B WORK EFFECTIVELY IN A RETAIL ENVIRONMENT 40
WRRLP1B APPLY SAFE WORKING PRACTICES 18
WRRS1B SELL PRODUCTS AND SERVICES 18

Elective Units of Study
Select a minimum of 8 units from the following:

WRBBS408B PROVIDE AESTHETIC AROMATIC MASSAGE 40
WRBBS509A PLAN THE SPA PROGRAM 25
WRBBS510A PROVIDE THE SPA PROGRAM 100
WRBBS511A APPLY AROMATIC PLANT OIL CHEMISTRY TO BEAUTY THERAPY TREATMENTS 20
WRBBS512A BLEND A RANGE OF AROMATIC PLANT OILS FOR BEAUTY TREATMENTS 35
WRBBS513A USE REFLEXOLOGY RELAXATION TECHNIQUES IN BEAUTY TREATMENTS 30
WRBBS514A PROVIDE SUPERFICIAL LYMPH DRAINAGE MASSAGE 40
WRBSS504B PERFORM DIATHERMY SERVICE 25
WRBSS503B PROVIDE PERMANENT EPILATION 145
WRBSS506A PROVIDE UPPER BODY EPILATION 30
HLTREM7A PLAN THE MASSAGE TREATMENT 20

The following units of study will count as 2 units, due to the depth and complexity of knowledge and skills required relative to other specialist elective units:

WRBBS510A PROVIDE THE SPA PROGRAM 100

Select a minimum of two elective units of study from the following:

WRBSS503B PROVIDE PERMANENT EPILATION 145
WRBSS505B DESIGN AND PERFORM COSMETIC TATTOOING/MICROPIGMENTATION PROCEDURES 110
CUEMUP2A DESIGN, APPLY AND REMOVE PERIOD MAKE-UP 160
CUEMUP3A DESIGN, APPLY AND REMOVE SPECIALISED MAKE-UP 160
HLTREM6A PROVIDE THE MASSAGE TREATMENT 340

**The following units of study each will count as three units, due to the depth and complexity of knowledge and skills required relative to other specialist elective units.**

WRBSS503B PROVIDE PERMANENT EPILATION 145
WRBSS505B DESIGN AND PERFORM COSMETIC TATTOOING/MICROPIGMENTATION PROCEDURES 110

The following units of study will count as 2 units, due to the depth and complexity of
BSBSBM405A  MONITOR AND MANAGE BUSINESS OPERATIONS  50
BSBSBM406A  MANAGE FINANCES  50
BSBSBM407A  MANAGE A SMALL TEAM  40
BSZ401A  PLAN ASSESSMENT  15
BSZ402A  CONDUCT ASSESSMENT  15
BSZ403A  REVIEW ASSESSMENT  5
BSZ404A  TRAIN SMALL GROUPS  30

* These three units must be undertaken together and will equate to 1 unit.

Note: Victoria University will offer several streams designed to address Industry needs. Each stream will incorporate a range of electives to meet the requirements of the Diploma of Beauty Therapy.

CERTIFICATE II IN HAIRDRESSING
Course Code: WRH20109
Campus: City King St, Melton.
This course is for Continuing students only.

About this course: Introduce yourself to the world of hairdressing with pre-vocational training for work in the industry. Gain basic knowledge of the operations of a commercially operating salon and learn how to provide general assistance in a hairdressing salon. Functions at this level include:

- performing a limited range of hairdressing tasks
- interacting with customers and providing customer service
- following workplace safety procedures
- demonstrating effective hairdressing environment work practices
- providing assistance to colleagues
- developing hairdressing industry knowledge

Course Objectives: The course aims to provide pre-vocational training for individuals wishing to work in the hairdressing industry.

Careers: Hairdresser.

Course Duration: 3 months

Admission Requirements Year 12: To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

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

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

Selection Processes: Interview, Written Application, Written Test

COURSE STRUCTURE
To achieve a Certificate II in Hairdressing, 13 units must be completed comprising: 10 core units, plus 3 elective units.

Core Units of Study

WRHCS201A  PREPARE CLIENTS FOR SALON SERVICES  20
WRHCS202B  MAINTAIN TOOLS AND EQUIPMENT  10
WRHCS204A  MAINTAIN AND ORGANISE WORK AREAS  10
WRHCS205A  FOLLOW PERSONAL HEALTH AND SAFETY ROUTINES AT WORK  15
WRHCS206A  PERFORM HEAD, NECK, AND SHOULDER MASSAGE  20
WRHCS207A  DEVELOP HAIRDRESSING INDUSTRY KNOWLEDGE  15
WRHHD201A  DRY HAIR TO SHAPE  35
SIRXCOM001A  COMMUNICATE IN THE WORKPLACE  40
SIRXIND001A  WORK EFFECTIVELY IN A RETAIL ENVIRONMENT  45
SIRXOHS001A  APPLY SAFE WORKING PRACTICES  20

Elective Units of Study

WRHCL201A  APPLY TEMPORARY HAIR COLOUR AND REMOVE RESIDUAL COLOUR PRODUCTS  25
WRHHD202A  APPLY SINGLE, TWO AND THREE STRAND BRAIDING TECHNIQUES  30
WRHWFP201A  ASSIST COLLEAGUES PROVIDING MULTIPLE SALON SERVICES AS TEAM MEMBER
WRRLP1B  APPLY SAFE WORKING PRACTICES  18

CERTIFICATE III IN HAIRDRESSING
Course Code: WRH30106
Campus: City King St.
This course is for Continuing students only.

About this course: This course provides training for individuals who want to work in the hairdressing industry. The course is offered as an apprenticeship, Adult Reskilling — English for Occupational Purposes, and as a full-time full fee paying course.

Course Objectives: The course provides training for individuals wishing to work in the Hairdressing Industry as a Hairdresser.
Careers: Hairdresser.

Admission Requirements Other: To qualify for admission to the course, applicants must generally have acquired literacy and numeracy skills equivalent to Level 2/3 of the National Reporting System. Applicants enrolling as an apprentice must be over 15 years of age and be employed in the industry and indentured to a tradesperson. Applicants enrolling on a full-time basis must be over 17 years of age to ensure a standard entry age for qualified hairdressing as required by industry.

Selection Processes: Interview, Written Application, Employer Choice

COURSE STRUCTURE

Apprentice: 2 years
Full-time, full fee: 18 months
Reskilling: 18 weeks full-time
Full-time - fee for service, part-time - employed apprentices only. All modes of attendance include day release, block release and on-the-job training. Offers training as:- apprentice'ship; - full-time training - full fee paying; - reskilling; - Australian Qualification/Trade Recognition Australia Skills Test; - hairdressers with overseas qualifications who wish to gain Australian Qualification Certificate III in Hairdressing.

Core Units of Study

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<th>Title</th>
<th>Credits</th>
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<td>CONDUCT FINANCIAL TRANSACTIONS</td>
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<td>WRBCS203B</td>
<td>PROVIDE SERVICES TO CLIENTS</td>
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</tr>
<tr>
<td>WRHCL302A</td>
<td>COLOUR AND LIGHTEN HAIR</td>
<td>35</td>
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<tr>
<td>WRHCL303B</td>
<td>DESIGN AND PERFORM FULL AND PARTIAL HIGHLIGHTING TECHNIQUES</td>
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<tr>
<td>WRHCL304A</td>
<td>PERFORM COLOUR CORRECTION</td>
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<td>WRHCR302A</td>
<td>PERFORM CHEMICAL CURLING AND VOLUMISING SERVICES</td>
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<td>WRHCR303A</td>
<td>PERFORM CHEMICAL STRAIGHTENING AND RELAXING SERVICES</td>
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<td>PREPARE CLIENTS FOR SALON SERVICES</td>
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<tr>
<td>WRHCS202A</td>
<td>MAINTAIN TOOLS AND EQUIPMENT</td>
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<td>MAINTAIN AND ORGANISE WORK AREAS</td>
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<td>WRHCS205A</td>
<td>FOLLOW PERSONAL HEALTH AND SAFETY ROUTINES AT WORK</td>
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<td>WRHHC301A</td>
<td>DESIGN HAIRCUT STRUCTURES</td>
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<td>APPLY ONE LENGTH/SOLID HAIRCUT STRUCTURES</td>
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<td>APPLY GRADUATED HAIRCUT STRUCTURES</td>
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<td>APPLY OVER-COMB TECHNIQUES</td>
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<td>WRHHD303A</td>
<td>DESIGN AND APPLY SHORT TO MEDIUM-LENGTH HAIR</td>
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Additional Units of Study

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<tr>
<td>WRHHS301A</td>
<td>APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCE</td>
<td>25</td>
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<tr>
<td>WRHHS302A</td>
<td>CONSULT WITH CLIENTS AND TREAT HAIR AND SCALP CONDITIONS</td>
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<tr>
<td>SIRXCOM001A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
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<td>SIRXIND001A</td>
<td>WORK EFFECTIVELY IN A RETAIL ENVIRONMENT</td>
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<td>SIRXOH5001A</td>
<td>APPLY SAFE WORKING PRACTICES</td>
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<tr>
<td>SIRXSL5001A</td>
<td>SELL PRODUCTS AND SERVICES</td>
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Elective Units of Study

Compulsory elective units - complete 1 of the following:

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<th>Code</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>WRHHIC306A</td>
<td>COMBINE HAIRCUT STRUCTURES ON WOMEN</td>
<td>25</td>
</tr>
<tr>
<td>WRHHIC307A</td>
<td>COMBINE HAIRCUT STRUCTURES FOR TRADITIONAL AND CLASSIC DESIGNS ON MEN</td>
<td>20</td>
</tr>
</tbody>
</table>

Plus complete 5 of the following units of study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRHHIC308A</td>
<td>DESIGN AND MAINTAIN BEARDS AND MOUSTACHES</td>
<td>10</td>
</tr>
<tr>
<td>WRHHIC309A</td>
<td>PERFORM FACE AND HEAD SHAVES</td>
<td>25</td>
</tr>
<tr>
<td>WRRHD202A</td>
<td>APPLY SINGLE, TWO AND THREE STRAND BRAIDING TECHNIQUES</td>
<td>30</td>
</tr>
<tr>
<td>WRRHD304A</td>
<td>DESIGN AND APPLY LONG HAIR FINISHES</td>
<td>30</td>
</tr>
<tr>
<td>WRHP302A</td>
<td>OPERATE EFFECTIVELY AS A HAIRDRESSER IN A SALON WORK TEAM</td>
<td></td>
</tr>
<tr>
<td>WRRM1B</td>
<td>MERCHANDISE PRODUCTS</td>
<td>30</td>
</tr>
<tr>
<td>WRRM6A</td>
<td>CREATE A DISPLAY FOR A SMALL BUSINESS</td>
<td>36</td>
</tr>
<tr>
<td>WRRS2B</td>
<td>ADVISE ON PRODUCTS AND SERVICES</td>
<td>27</td>
</tr>
<tr>
<td>WRRS15B</td>
<td>RECOMMEND HAIR/BEAUTY/COSMETICS PRODUCTS</td>
<td>36</td>
</tr>
<tr>
<td>WRHHIC306A</td>
<td>COMBINE HAIRCUT STRUCTURES ON WOMEN</td>
<td>25</td>
</tr>
<tr>
<td>WRHCS308A</td>
<td>PLAN SERVICES FOR SPECIAL EVENTS</td>
<td>20</td>
</tr>
<tr>
<td>WRHLC305A</td>
<td>PERFORM ON SCALP FULL HEAD AND RE-TOUCH BLEACH SERVICES</td>
<td>30</td>
</tr>
<tr>
<td>WRHCS203A</td>
<td>HONE AND STROP STRAIGHT RAZORS</td>
<td>10</td>
</tr>
<tr>
<td>WRHCL305B</td>
<td>PERFORM ON SCALP FULL HEAD AND RE-TOUCH BLEACH SERVICES</td>
<td>30</td>
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<tr>
<td>WRC51B</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>50</td>
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<tr>
<td>WRRER1B</td>
<td>WORK EFFECTIVELY IN A RETAIL ENVIRONMENT</td>
<td>40</td>
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</table>
WRRLP1B
APPLY SAFE WORKING PRACTICES
18

WRRS1B
SELL PRODUCTS AND SERVICES
18

WRHH307A
COMBINE HAIRCUT STRUCTURES FOR TRADITIONAL AND CLASSIC DESIGNS ON MEN
20

* This unit is compulsory and only applicable for learners undertaking this qualification via an institutional pathway

CERTIFICATE III IN HAIRDRESSING
Course Code: WRH30109
Campus: City King St.

About this course: Fulfil your dream of becoming a hairdresser by completing this standard entry level qualification for the hairdressing industry. Graduates are qualified to work as a member of a team in a hairdressing salon, with responsibility for their own work and supervision of others, including apprentices. You will learn to perform a full range of client services, ensure a safe working environment and apply your skills and knowledge to sell products and services.

Course Objectives: The course provides training for individuals wishing to work in the Hairdressing Industry as a Hairdresser.

Careers: Hairdresser.

Course Duration: 3 years

Admission Requirements Other: Reading and writing - a learner will be able to read and comprehend a range of simple texts and write a range of short texts in a number of contexts which may be interrelated. Oral communication - a learner will be able to use and respond to spoken language within a variety of contexts. Numeracy and mathematics - a learner will be able to deal easily with straightforward calculations either manually and/or using a calculator.

Selection Processes: Interview, User Choice (Apprenticeships), Written Application, Employer Choice, Other Apprenticeship - student selection through employer. Full-time Training - application forms, interview. Reskilling - application forms, interview, qualified hairdresser.

COURSE STRUCTURE

Apprentice: 3 years or Full-time, full fee: 2 years Made of delivery for apprentices and Full-time includes - day release, block release and on-the-job training. To achieve a Certificate III in Hairdressing, 29 units must be completed comprising: 23 core units, plus 6 elective units, comprising 1 compulsory elective haircutting unit and 5 elective units.

Core Units of Study

WRHC302B
COLOUR AND LIGHTEN HAIR
35

WRHC303B
DESIGN AND PERFORM FULL AND PARTIAL HIGHLIGHTING TECHNIQUES
25

WRHC304A
PERFORM COLOUR CORRECTION
35

WRHCR302B
PERFORM CHEMICAL CURLING AND VOLUMISING
50

Services

WRHCR303B
PERFORM CHEMICAL STRAIGHTENING AND RELAXING SERVICES
30

WRHCS201A
PREPARE CLIENTS FOR SALON SERVICES
20

WRHCS202B
MAINTAIN TOOLS AND EQUIPMENT
10

WRHCS204A
MAINTAIN AND ORGANISE WORK AREAS
10

WRHCS205A
FOLLOW PERSONAL HEALTH AND SAFETY ROUTINES AT WORK
15

WRHH301A
DESIGN HAIRCUT STRUCTURES
20

WRHH302A
APPLY ONE LENGTH/SOLID HAIRCUT STRUCTURES
25

WRHH303A
APPLY GRADUATED HAIRCUT STRUCTURES
30

WRHH304A
APPLY OVER-COMB TECHNIQUES
25

WRHD303A
DESIGN AND APPLY SHORT TO MEDIUM-LENGTH HAIR DESIGN FINISHES
40

WRHHS302A
CONSULT WITH CLIENTS AND TREAT HAIR AND SCALP CONDITIONS
15

WRBSC201B
CONDUCT FINANCIAL TRANSACTIONS
25

SIRXCOM001A
COMMUNICATE IN THE WORKPLACE
40

SIRXIND001A
WORK EFFECTIVELY IN A RETAIL ENVIRONMENT
45

SIRXH5001A
APPLY SAFE WORKING PRACTICES
20

SIRXLS001A
SELL PRODUCTS AND SERVICES
20

WRBCS203B
PROVIDE SERVICES TO CLIENTS
30

WRHH304A
APPLY LAYERED HAIRCUT STRUCTURES
30

WRHHS301A
APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCE
25

Compulsory Elective Unit of Study

Complete one of the following compulsory units

WRHH307B
COMBINE HAIRCUT STRUCTURES FOR TRADITIONAL AND CLASSIC DESIGNS ON MEN
20

WRHH306B
COMBINE HAIRCUT STRUCTURES ON WOMEN
25

Elective Unit of Study

Complete 5 of the following units of competency

Note: WRHP302A is a compulsory elective, in the group of five to be selected for learners who undertake this qualification via an institutional pathway and not an apprenticeship
**Certificate IV in Hairdressing**

Course Code: WRH40109  
Campus: City King St.

This course is for Continuing students only.

**About this course:** Enter the glamorous world of hairdressing and further your career with advanced technical skills and knowledge of hairdressing practices. Develop specialist training in haircutting, colouring, hair extensions, hair design, chemical reformation and trichology and make-up application.

**Course Objectives:** The course provides training to hairdressers requiring a post-trade qualification.

**Careers:** The Certificate IV in Hairdressing has been designed to expand the development of the complex technical skills and knowledge of hairdressing practitioners. - Hairdresser.

**Course Duration:** 1 year

**Admission Requirements Year 12:** Certificate III in Hairdressing

**Admission Requirements Mature Age:** Certificate III in Hairdressing

**Admission Requirements VET:** Certificate III in Hairdressing

**Selection Processes:** Interview, Written Application

**Course Structure**

To achieve a Certificate IV in Hairdressing, 11 units must be completed comprising: - 7 core units, plus - 4 elective units.

**Core Units of Study**

- WRHCL305B PERFORM ON SCALP FULL HEAD AND RE-TOUCH BLEACH SERVICES 30
- WRHCL406B SOLVE COMPLEX COLOUR PROBLEMS 40
- WRHHC410B DESIGN AND PERFORM CREATIVE HAIRCUTS 40
- WRHHD304A DESIGN AND APPLY LONG HAIR FINISHES 30
- WRHHD406B WORK AS A SESSION STYLIST 40
- SIRXAMGT001A COORDINATE WORK TEAMS 35
- SIRXOHS5002A MAINTAIN STORE SAFETY 35

**Elective Units of Study**

Complete 4 of the following units of competency

- WRHCR404B APPLY CHEMICAL REFORMATION TECHNIQUES TO ENHANCE HAIR DESIGNS 40
- WRHHD405B SELECT AND APPLY HAIR EXTENSIONS 30
- WRHHD407A APPLY AND MAINTAIN WIGS AND HAIRPIECES 40
- WRHHD408A MAKE WIGS AND HAIRPIECES 120
- WRHH5403A APPLY KNOWLEDGE OF HAIR AND SCALP PROBLEMS TO TRICHLOGICAL CONSULTATIONS 40
- WRHH5404A PERFORM TRICHLOGICAL ASSESSMENTS 40
- WRHH5405A APPLY THE PRINCIPLES OF NUTRITION 25
- WRHH5406A DEVELOP AND APPLY SCALP TREATMENT THERAPIES 30
- BSBRES401A ANALYSE AND PRESENT RESEARCH INFORMATION 40
- BSB5MB301A INVESTIGATE MICRO BUSINESS OPPORTUNITIES 30
- BSB5MB401A ESTABLISH LEGAL AND RISK MANAGEMENT REQUIREMENTS OF SMALL BUSINESS 60
- BSB5MB403A MARKET THE SMALL BUSINESS 50
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BSBSMB404A</td>
<td>Undertake Small Business Planning</td>
<td>50</td>
</tr>
<tr>
<td>BSBSMB405A</td>
<td>Monitor and Manage Small Business Operations</td>
<td>45</td>
</tr>
<tr>
<td>BSBSMB407A</td>
<td>Manage A Small Team</td>
<td>40</td>
</tr>
<tr>
<td>CUVPHI05A</td>
<td>Use a 35mm SLR Camera or Digital Equivalent</td>
<td>50</td>
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<tr>
<td>TAAASS301B</td>
<td>Contribute To Assessment</td>
<td>10</td>
</tr>
<tr>
<td>TAAASS401C</td>
<td>Plan and Organise Assessment</td>
<td>10</td>
</tr>
<tr>
<td>TAAASS402C</td>
<td>Assess Competence</td>
<td>15</td>
</tr>
<tr>
<td>TAAASS403B</td>
<td>Develop Assessment Tools</td>
<td>30</td>
</tr>
<tr>
<td>TAAASS404B</td>
<td>Participate In Assessment Validation</td>
<td>20</td>
</tr>
<tr>
<td>WRBFS202B</td>
<td>Design and Apply Make-Up</td>
<td>40</td>
</tr>
<tr>
<td>WRBFS203B</td>
<td>Design and Apply Make-Up For Photography</td>
<td>30</td>
</tr>
<tr>
<td>WRRER2B</td>
<td>Co-Ordinate Work Teams</td>
<td>36</td>
</tr>
<tr>
<td>WRRLP3B</td>
<td>Maintain Store Safety</td>
<td>36</td>
</tr>
<tr>
<td>WRR08A</td>
<td>Develop Innovative Ideas At Work</td>
<td>36</td>
</tr>
</tbody>
</table>
**UNITS**

**BSBDES301A EXPLORE THE USE OF COLOUR**

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to explore the use of colour and to apply colour theory. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Required Reading:** No Required Reading

**Assessment:**

**Description:** 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.

**BSBFRA501B ESTABLISH A FRANCHISE OPERATION**

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to establish a franchising operation from an existing business, chain of businesses or planned concept. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Assessment:**

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

**CUEMUP2A DESIGN, APPLY AND REMOVE PERIOD MAKE-UP**

**Required Reading:** No Required Reading

**Assessment:**

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

**BSBFRA502B MANAGE A FRANCHISE OPERATION**

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to manage a franchise operation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Assessment:**

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

**BSBSBM405A MONITOR AND MANAGE BUSINESS OPERATIONS**

**Prerequisites:** Nil.

**Description:** Develop operational strategies; Implement operational strategies; Monitor business performance; Maintain networks; Review business operations.

**Assessment:**

**Description:** This unit may be assessed by tests, assignments, classroom, projects, presentations.

**CFFIND401A PROVIDE SERVICES ON A FREELANCE BASIS**

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

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to operate as a freelancer within the creative arts industry. Success as a freelancer requires a high level of self motivation and discipline, an ability to develop industry networks and an entrepreneurial attitude when pursuing work opportunities. Freelancers are usually responsible for negotiating their own contracts.

**Required Reading:** 22091 Diploma of Professional Writing and Editing No required text

**Assessment:**

**Description:** Integrated assessment with other units relevant to the industry sector, workplace and job role where the student is required to demonstrate competency
with effective preparation of resume and other material to promote oneself to potential clients or employers with the ability to negotiate work contract and develop and maintain industry contacts. To participate in industry networks whilst developing and maintaining and effective financial record keeping system. That takes in account the need for adequate cash flow. 22091 Diploma of Professional Writing and Editing Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CUFMU01A DESIGN, APPLY AND REMOVE PERIOD AND SPECIALISED MAKE-UP
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to determine and research, apply, maintain and remove period and specialised make-up for any production within the cultural industries.
Required Reading: 
Assessment: A combination of practical and theory assessments.

CUFMU401A DESIGN, APPLY AND REMOVE MAKE-UP
Locations: City King St.
Prerequisites: Nil.
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.
Assessment: Integrated assessment with other units relevant to the industry sector, workplace and job role where student will demonstrate competency in the development of a project plan that includes details of monetary arrangements and the evaluation of the projects plans efficiency to address timelines, budget of the project and use the knowledge of the relevant legislation.

CUFMU402A MAINTAIN MAKE-UP AND HAIR CONTINUITY
Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to provide continuity services for make-up and hair in the screen, media and entertainment industries.
Required Reading: School of Personal Services. (2009). Maintain makeup and hair continuity. Melbourne: Vic Uni
Assessment: Integrated assessment where student will need to demonstrate competency in their ability to maintain continuity of performers makeup and hair during productions ensuring accurate documentation of hair, makeup continuity information with their ability to work under pressure with a collaborative approach to work attention to detail.

CUFMU403A STYLE HAIR FOR PERFORMANCES OR PRODUCTIONS
Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to provide a range of current and period hair styles for productions in the film, television and live entertainment industries.
Required Reading: School of Personal Services. (2009). Style hair for performances or productions. Melbourne: Vic Uni
Assessment: Integrated assessment where student can demonstrate their competency in the creation of current and period hair designs that meet production requirements that take into account characteristics of performer’s hair that may affect the desired style of productions. To select appropriate products and application techniques to perform hair services within defined timelines and to recreate the same designs for a performer on consecutive occasions with consistent application of work safe practices in regards to the provision of hair services.

CUFMU404A STYLE WIGS AND HAIRPIECES FOR PERFORMANCES OR PRODUCTIONS
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to style wigs and hairpieces for productions in the film, television and live entertainment industries.
Required Reading: School of Personal Services. (2009). Style wigs and hairpieces for performances or productions. Melbourne: Vic Uni
Assessment: Integrated assessment with other units relevant to the industry sector, workplace and job role where a student must demonstrate competency in the finished designs of wigs and hairpieces that meet creative production requirements across a range of hair design and application tasks for at least 2 productions, with the ability to work to deadlines implementing work safe practices in regard to the provision of hair services.

CUFMU501A DESIGN AND APPLY SPECIALISED MAKEUP
Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to provide specialised make up services for productions in the screen, media and entertainment industries.
Assessment: Integrated assessment with other units relevant to the industry sector, workplace and job role where the student must demonstrate competency in documented specialised make-up design that demonstrate an ability to use make-up to enhance characterisations whilst selecting appropriate products and application techniques that incorporate colour design principles into make-up designs and application tasks for at least 2 productions whilst implementing work safe practices in regard to the provision of make-up services.

CUFMU502A DESIGN AND APPLY SPECIAL MAKEUP EFFECTS
Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design and apply special make up effects services for productions in the screen, media and entertainment industries.
Required Reading: School of Personal Services. (2009). Design and apply special makeup effects. Melbourne: Vic Uni
Assessment: Integrated assessment with other units relevant to the industry sector, workplace and job role. Student must demonstrate competency in documented special make-up effects that demonstrate an ability to use make-up to enhance characterisations, whilst selecting appropriate products and application techniques, that incorporate colour design principles into special make-up effects and application tasks for at least 2 productions whilst implementing work safe practices in regard to the provision of make-up services.
SIBBBOS402A PROVIDE BODY TREATMENTS

Description: This unit describes the performance outcomes, skills and knowledge required to perform a range of body treatments using various combinations of manual massage with electrical currents, exfoliation or body wraps according to a treatment plan. Body treatments are performed in response to a client consultation and assessment, conducted and recorded on a treatment plan. They involve the application of a combination of manual and other selected techniques which may include electrical currents, exfoliation and body wraps. This may involve a single treatment or a series of body treatments that have been designed to meet client requirements. The therapist performing the body treatment may or may not have designed the treatment, but is expected to access and interpret a treatment plan, explain the administration of the treatment to the client and adapt as required during the service in response to client reaction.

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.

Locations: City King St.

Prerequisites: Nil.

SIBBBOS403A PERFORM AROMATHERAPY MASSAGE

Description: This unit describes the performance outcomes, skills and knowledge required to perform an aromatherapy massage using pre-blended aromatic plant oils. The therapist performing the aromatherapy massage treatment is required to interpret the treatment plan, explain the administration of the treatment to client and adapt the plan as required during the service in response to client reaction. Aromatherapy massage is performed in response to client consultation and assessment, conducted to meet client objectives, and recorded on a treatment plan. It could be an individual aromatherapy massage treatment or form part of a series of treatments that have been designed to meet client requirements.

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.

Locations: City King St.

Prerequisites: Nil.

CUSADM02A CO-ORDINATE THE PURCHASE OR HIRE OF EQUIPMENT/SUPPLIES

Prerequisites: Nil.

Description: Identify resources required. Investigate sources for purchase or hire of specialist supplies. Select and acquire materials/items. Coordinate the availability of materials/items.

Required Reading: No required reading.

Assessment: Project based, practical and written tasks.

SIBBBOS404A APPLY AROMATIC PLANT OIL CHEMISTRY TO BEAUTY TREATMENTS

Description: This unit describes the performance outcomes, skills and knowledge required to identify and apply aromatic plant oil chemistry to the blending of preparations for use in beauty treatments. In order to select and blend aromatic plant oils for aromatic face and body treatments the therapist is required to develop a thorough knowledge of their characteristics. This unit describes the process of identifying the properties, origins and therapeutic profiles of a limited range of

CUSPHI05A USE A 35MM SLR CAMERA OR DIGITAL EQUIVALENT

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to apply a range of techniques to the use of a 35mm SLR camera or digital equivalent. It is a specialisation unit and refers to specific techniques for photomaging.

Required Reading: No required reading.

Assessment: No required reading.

FDPCD2003A EVALUATE WINES (STANDARD)


Prerequisites: Nil.

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.

Required Reading: No required reading.

Assessment: Evidence of ability to: - consistently establish appropriate conditions for tasting wines - evaluate wines in an appropriate manner for sight, smell, taste, and explain results - correctly identify wines for style, grape variety and quality, and evaluate and explain characteristics - identify basic wine faults - communicate basic information about wine styles. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

HLTN4028 MAINTAIN INFECTION CONTROL STANDARDS IN OFFICE PRACTICE SETTINGS

Locations: City King St.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required of health care workers in office practice settings to comply with infection control regulations, standards, guidelines, policy and procedures and to identify, manage and control infection risks to clients, clients, themselves and other health care workers.

Required Reading: No required Reading.

SIBBBOS401A PERFORM BODY MASSAGE

Locations: City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to perform a manual relaxation body massage treatment. It requires the ability to access and interpret a treatment plan, explain the administration of the treatment to the client, and adapt as required during the massage service in response to client reaction. Body massage is performed in response to client consultation and assessment, which is then conducted and recorded on a treatment plan. It could be an individual massage treatment or form part of a series of body treatments designed to meet client requirements.

Required Reading: No required reading.

CUSADM02A CO-ORDINATE THE PURCHASE OR HIRE OF EQUIPMENT/SUPPLIES

Prerequisites: Nil.

Description: Identify resources required. Investigate sources for purchase or hire of specialist supplies. Select and acquire materials/items. Coordinate the availability of materials/items.

Required Reading: No required reading.

Assessment: Project based, practical and written tasks.

SIBBBOS404A APPLY AROMATIC PLANT OIL CHEMISTRY TO BEAUTY TREATMENTS

Description: This unit describes the performance outcomes, skills and knowledge required to identify and apply aromatic plant oil chemistry to the blending of preparations for use in beauty treatments. In order to select and blend aromatic plant oils for aromatic face and body treatments the therapist is required to develop a thorough knowledge of their characteristics. This unit describes the process of identifying the properties, origins and therapeutic profiles of a limited range of

CUSPHI05A USE A 35MM SLR CAMERA OR DIGITAL EQUIVALENT

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to apply a range of techniques to the use of a 35mm SLR camera or digital equivalent. It is a specialisation unit and refers to specific techniques for photomaging.

Required Reading: No required reading.

Assessment: No required reading.

FDPCD2003A EVALUATE WINES (STANDARD)


Prerequisites: Nil.

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.

Required Reading: No required reading.

Assessment: Evidence of ability to: - consistently establish appropriate conditions for tasting wines - evaluate wines in an appropriate manner for sight, smell, taste, and explain results - correctly identify wines for style, grape variety and quality, and evaluate and explain characteristics - identify basic wine faults - communicate basic information about wine styles. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

HLTN4028 MAINTAIN INFECTION CONTROL STANDARDS IN OFFICE PRACTICE SETTINGS

Locations: City King St.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required of health care workers in office practice settings to comply with infection control regulations, standards, guidelines, policy and procedures and to identify, manage and control infection risks to clients, clients, themselves and other health care workers.

Required Reading: No required Reading.

SIBBBOS401A PERFORM BODY MASSAGE

Locations: City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to perform a manual relaxation body massage treatment. It requires the ability to access and interpret a treatment plan, explain the administration of the treatment to the client, and adapt as required during the massage service in response to client reaction. Body massage is performed in response to client consultation and assessment, which is then conducted and recorded on a treatment plan. It could be an individual aromatherapy massage treatment or form part of a series of body treatments designed to meet client requirements.

Required Reading: No required reading.

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.

SIBBBOS402A PROVIDE BODY TREATMENTS

Locations: City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to perform a range of body treatments using various combinations of manual massage with electrical currents, exfoliation or body wraps according to a treatment plan. Body treatments are performed in response to a client consultation and assessment, conducted and recorded on a treatment plan. They involve the application of a combination of manual and other selected techniques which may include electrical currents, exfoliation and body wraps. This may involve a single treatment or a series of body treatments that have been designed to meet client requirements. The therapist performing the body treatment may or may not have designed the treatment, but is expected to access and interpret a treatment plan, explain the administration of the treatment to the client and adapt as required during the service in response to client reaction.

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.

SIBBBOS403A PERFORM AROMATHERAPY MASSAGE

Locations: City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to perform an aromatherapy massage using pre-blended aromatic plant oils. The therapist performing the aromatherapy massage treatment is required to interpret the treatment plan, explain the administration of the treatment to client and adapt the plan as required during the service in response to client reaction. Aromatherapy massage is performed in response to client consultation and assessment, conducted to meet client objectives, and recorded on a treatment plan. It could be an individual aromatherapy massage treatment or form part of a series of treatments that have been designed to meet client requirements.

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.

SIBBBOS404A APPLY AROMATIC PLANT OIL CHEMISTRY TO BEAUTY TREATMENTS

Locations: City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to identify and apply aromatic plant oil chemistry to the blending of preparations for use in beauty treatments. In order to select and blend aromatic plant oils for aromatic face and body treatments the therapist is required to develop a thorough knowledge of their characteristics. This unit describes the process of identifying the properties, origins and therapeutic profiles of a limited range of
aromatic plant oils and carrier oils that may be selected and blended.

**Required Reading:** No Required Reading

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

**SIBBCCS505A BLEND AND APPLY A RANGE OF AROMATIC PLANT OILS FOR BEAUTY TREATMENTS**

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to blend and apply aromatic plant oils for use in a range of beauty treatments. The unit requires the beauty therapist to interpret the client’s treatment plan and blend a range of aromatic plant oils.

**Required Reading:** No Required Reading

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

**SIBBCCS301A APPLY THE PRINCIPLES OF SKIN BIOLOGY TO BEAUTY TREATMENTS**

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to apply an understanding of the composition and function of normal skin in promoting and enhancing skin care in the application of beauty services and advising on home-care products. This unit requires the operator to demonstrate in their practice an understanding of skin biology as it applies to beauty treatments and in the promotion of healthy skin through provision of skin care advice. Knowledge of relevant legislation and workplace policies and procedures, particularly in regard to safety and hygiene, is also required.

**Required Reading:** No Required Reading

**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.

**SIBBCCS302A ADVISE ON BEAUTY SERVICES**

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to advise clients on a range of beauty services. This unit describes the research and communication skills required to provide advice on beauty treatments and products that meet the needs of clients. This advice may lead to the operator providing beauty services or the referral of the client to another operator.

**Required Reading:** No required reading

**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.

**SIBBCCS403A RECOGNISE BODY STRUCTURES AND SYSTEMS IN A BEAUTY THERAPY CONTEXT**

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to apply an understanding of body structure, systems and terminology in the context of identifying and analysing client needs, performing beauty therapy treatments, and providing post-treatment service and advice.

**Required Reading:** Thibodeau & Patton 2008 Structure and function of the body Elsevier/St Louis

**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.

**SIBBCCS404A WORK IN A SKIN THERAPIES FRAMEWORK**

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to apply the principles of skin science and recognise skin disorders as they apply to beauty therapy treatments. This unit describes a key beauty therapy practice: the application of an understanding of skin science, including growth, development, ageing, and healing of skin; along with the recognition of skin disorders that may contraindicate or affect beauty treatments.

**Required Reading:** No required reading

**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.

**SIBBCCS405A DEVELOP TREATMENT PLANS**

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to consult with clients and develop a treatment plan for single or multiple treatment sessions for one or more services.

**Required Reading:** No required reading

**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.

**SIBBCCS406A USE ELECTRICITY IN BEAUTY THERAPY TREATMENTS**

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to safely apply direct and alternating electrical currents in beauty therapy treatments.

**Required Reading:** No Required Reading

**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.
SIBBCC407A INTERPRET THE CHEMICAL COMPOSITION AND PHYSICAL ACTIONS OF COSMETIC PRODUCTS

Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to interpret the cosmetic chemistry and physical actions of products in order to offer accurate advice and achieve positive treatment outcomes for clients in beauty therapy treatments.
Required Reading: No required reading
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.

SIBBCC408A PROMOTE HEALTHY NUTRITIONAL OPTIONS IN A BEAUTY THERAPY CONTEXT

Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to apply the principles of nutrition, as based on healthy food and nutrition guidelines, when providing information to clients that will enhance the outcomes of beauty therapy treatments and clients’ general wellbeing. This information is integrated at the operator’s discretion, based on the outcomes of client consultation and as part of beauty therapy treatments.
Required Reading: Thibodeau & Patton 2008 Structure and function of the body Elsevier/St Louis
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.

SIBBFAS201A DEMONSTRATE RETAIL SKIN CARE PRODUCTS

Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to cleanse skin and apply skin care products for the purpose of retail cosmetic sales. The unit describes the function of identifying the client’s skin type and selecting and applying appropriate personal skin care products in a retail environment. It includes skin cleansing, product application and demonstration. The operator provides product advice in order to assist the customer in making a decision to purchase a product or products from a retail skin care range. The unit involves the performance of a known procedure where some discretion and judgement is required in the selection of products, equipment, and contingency measures within commercial service time constraints.
Required Reading: No required reading
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.

SIBBFAS302A PROVIDE LASH AND BROW TREATMENTS

Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to analyse the lash and brow needs of clients and provide a range of treatments that may include lash and brow colouring, brow shaping and lash perming. Lash and brow treatments are provided in response to client consultation. They involve the performance of known procedures where some discretion and judgement is required in the selection of products, equipment, and contingency measures within commercial service time constraints.
Required Reading: No required reading
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.

SIBBFAS303A DESIGN AND APPLY REMEDIAL CAMOUFLAGE MAKE-UP

Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design and apply remedial camouflage make-up products and techniques to disguise the appearance of particular special skin conditions based on an assessment of the facial and body areas requiring remedial camouflage. This is a cosmetic response to a number of conditions that have caused a visible alteration to the texture, colour and tone of the skin in a specific area of the face or body. A cosmetic camouflage make-up treatment is custom designed and applied after client observation and consultation. It involves the use of specialised products and application techniques to cover and blend the treatment area to match the client’s surrounding skin. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: VU Produced Workbook
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.

SIBBFAS404A PROVIDE FACIAL TREATMENTS

Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to cleanse skin and apply skin care products for the purpose of retail cosmetic sales. The unit describes the function of identifying the client’s skin type and selecting and applying appropriate personal skin care products in a retail environment. It includes skin cleansing, product application and demonstration. The operator provides product advice in order to assist the customer in making a decision to purchase a product or products from a retail skin care range. The unit involves the performance of a known procedure where some discretion and judgement is required in the selection of products, equipment, and contingency measures within commercial service time constraints.
Required Reading: No required reading
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.

SIBBFAS405A PROVIDE ADVANCED FACIAL TREATMENTS

Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to assess client’s skin and apply advanced facial treatment procedures using specialised products and electrical equipment for a range of skin conditions. Facial
treatments are designed and performed in response to a client consultation and assessment, conducted and recorded on a treatment plan. Facial treatment services involve the application of a combination of manual massage and other selected treatment products and techniques.

**Required Reading:** No Required Reading

**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.

**SIBBHRS301A PERFORM WAXING TREATMENTS**

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to safely apply waxing treatments on the face and body, to reduce unwanted hair.

**Required Reading:** No required reading

**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.

**SIBBHRS502A PERFORM FEMALE INTIMATE WAXING TREATMENTS**

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to safely remove hair from female intimate body areas using various waxing techniques. It is part of a suite of hair reduction services that may be available in beauty salons to meet the needs of different female clients. Waxing on other body areas and male intimate waxing treatments are described in separate units.

**Required Reading:** No Required Reading

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

**SIBBHRS503A PERFORM MALE INTIMATE WAXING TREATMENTS**

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to safely remove hair from male intimate body areas using various waxing techniques. It is part of a suite of hair reduction services that may be available in beauty salons to meet the needs of different clients. Waxing on other body areas and male intimate waxing treatments are described in separate units.

**Required Reading:** No Required Reading

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

**SIBBHRS504A PROVIDE ELECTROLYSIS TREATMENTS**

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to plan and safely perform electrolysis treatments to reduce unwanted hair on the face or body.

**Required Reading:** No Required Reading

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

**SIBBBNS201A WORK IN A NAIL SERVICES FRAMEWORK**

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to apply the principles of nail science and recognise skin disorders as they apply to nail treatments on hands and feet.

**Required Reading:** No required reading

**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.

**SIBBBNS202A PROVIDE MANICURE AND PEDICARE SERVICES**

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to perform a range of manicure and pedicure services. The manicure or pedicure service is performed in response to client consultation and assessment, conducted and recorded on a treatment plan.

**Required Reading:** No required reading

**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.

**SIBBBNS203A APPLY ULTRAVIOLET GEL NAIL ENHANCEMENT**

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to perform a range of artificial ultraviolet (UV) light gel-based products to enhance the appearance of fingernails or toenails.

**Required Reading:** No required reading

**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.

**SIBBBNS204A APPLY ACRYLIC NAIL ENHANCEMENT**

**Locations:** City King St.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to perform a range of acrylic nail enhancement services to enhance the appearance of fingernails and toenails. The service is performed in response to client consultation and assessment, conducted and recorded on a treatment plan.
Required Reading: No required reading
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.

SIBBNLS205A APPLY NAIL ART
Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to apply a range of nail art products and hand painted designs.
Required Reading: No required reading
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

SIBBNLS206A USE ELECTRIC FILE EQUIPMENT FOR NAILS
Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to assess the needs of clients and use electric file equipment in conjunction with artificial nail application services. The operator selects from a range of file bits to achieve filed nail areas where required.
Required Reading: No required reading
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

SIBBNLS207A APPLY ADVANCED NAIL ART
Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to perform advanced nail art techniques to apply decorative designs to nails. Nail technicians combine their knowledge of acrylic and gel products and creative design skills to select and apply a range of advanced nail art techniques to achieve two-dimensional or three-dimensional (3-D) decorative nail designs.
Required Reading: No required reading
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

SIBBSKS503A PROVIDE DIATHERMY TREATMENTS
Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to analyse the needs of clients, interpret a treatment plan and safely use electrical currents to apply diathermy procedures to treat dilated capillaries.
Required Reading: No required reading
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

SIBBSKS302A APPLY COSMETIC TANNING PRODUCTS
Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to perform cosmetic tanning treatments using cosmetic tanning products. It involves individual responsibility for selecting and applying cosmetic tanning products to achieve agreed outcomes, and safely applying them to achieve client’s tanning requirements.
Required Reading: No Required Reading
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

SIBBSKS503A PROVIDE DIATHERMY TREATMENTS
Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to analyse the needs of clients, interpret a treatment plan and safely use electrical currents to apply diathermy procedures to treat dilated capillaries.
Required Reading: No required reading
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

SIBBSKS506A APPLY MICRO-DERMABRASION TO IMPROVE SKIN APPEARANCE
Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to provide stone therapy massage as part of a spa program.

Required Reading: No Required Reading

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

**SIBXCS202A PROVIDE SERVICE TO CLIENTS**

**Locations:** City King St, Industry, Melton, Off-shore.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to deliver a complete customer service experience to clients in a personal service environment. It includes reception duties, scheduling client services, responding to client complaints, and identifying and responding to clients’ special customer service needs.

**Required Reading:** No Reading Required

**Assessment:** Evidence of the following is essential: - applying workplace policies and procedures in regard to cash handling and point-of-sale transactions in a personal service environment - using time effectively. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LWVC via a project or simulation.
practices and safe work practices in regard to the provision of service to clients - effectively scheduling clients and making appointments - providing a consistently welcoming client environment by treating clients in a courteous, professional manner using culturally appropriate greetings and farewells - interpreting the nature of client complaints and taking appropriate action to resolve complaints - using effective questioning and active listening techniques to consult, reassure and negotiate with clients, while maintaining discretion and confidentiality - using time effectively. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to UWC via a project or simulation.

SIBXFAS201A DESIGN AND APPLY MAKE-UP

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to design and apply suitable facial make-up to meet client requirements.

**Required Reading:** No Reading 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.

SIBXFAS202A DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to design and apply make-up for photographic shoots. The make-up artist must establish whether natural or artificial lighting is being used; if the planned photography is in colour, black and white, or both; and select and apply products that are appropriate to these in achieving the make-up design that will ensure optimum make-up photographic outcomes under these conditions.

**Required Reading:** No Reading 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.

SIBXPSM501A LEAD TEAMS IN A PERSONAL SERVICES ENVIRONMENT

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to establish, maintain and improve a personal services team culture and practice. The unit describes the function of ensuring the values and objectives of the organisation are communicated to, and constructively implemented with, workplace team members to improve overall personal services standards.

**Required Reading:** No required reading

**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.

SIBXPSM502A MANAGE TREATMENT SERVICES AND SALES DELIVERY

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to maintain and improve the delivery of treatment services and associated sales in a personal services environment. It describes the function of managing optimum staff treatment performance, product sales, and managing product and equipment development.

**Required Reading:** No Reading 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.

SIBXPSM503A PROMOTE A PERSONAL SERVICES BUSINESS

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to develop and implement marketing strategies, to expand both the client base and business turnover. The unit describes the function of regularly developing and integrating a full range of marketing strategies and tasks to expand and diversify the client base, maintain and improve client re-booking, and increase average client spending in a personal services environment. Ongoing monitoring and adjustment of marketing activities, along with evaluation of business performance, are also required to achieve ongoing business success.

**Required Reading:** No Reading 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.

SIBXRES501A INVESTIGATE NEW PRODUCTS AND SERVICES

**Locations:** City King St, Off-shore.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to investigate, plan for and introduce new products and services. Personal services managers regularly investigate new products and services in order to change or enhance the business product or service range. They may be required to apply initiative and judgement, using a range of problem-solving and decision-making strategies.

**Required Reading:** No required reading

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

SIHIBAS201A PERFORM SHAMPOO AND BASIN SERVICES

**Locations:** City King St, Industry, Melton, Off-shore.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to perform a range of shampoo and basin services.

**Required Reading:** VU Produced Workbooks

**Assessment:** Evidence of the following is essential: - interacting with clients, to take into account any cultural or physical requirements, and to ensure client comfort and safety throughout the services required - interpreting and following verbal instructions from supervising hairdressers - consistently applying product instructions for the application of shampoo and treatment products - applying salon procedures and safe work practices regarding grooming clients and performing - pre-service shampoo services and treatments - removing processed tint from hair - consistently applying a range of...
shampoo and scalp massage movements, including pettissage and rotary movements to the satisfaction of clients. Assessments may include: - practical assessment - work projects - demonstration Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

SIHHAS202A PERFORM HEAD, NECK AND SHOULDER MASSAGE

Locations: City King St, Industry, Off-shore.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to provide a head, neck and shoulder massage.
Required Reading: VU Produced Workbooks
Assessment: Evidence of the following is essential: - consistently interacting with clients throughout the massage service to: - take into account any cultural or physical requirements - establish client requirements - ensure client comfort and safety - accurately interpreting and following verbal instructions from supervising operators - accurately interpreting and consistently applying manufacturer's instructions for the application of massage mediums - consistently applying salon procedures and safe work practices in regard to performing head, neck and shoulder massage. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

SIHHCCS201A GREET AND PREPARE CLIENTS FOR SALON SERVICES

Locations: City King St, Melton.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to meet, greet and prepare clients for a range of salon services.
Required Reading: VU Produced Workbooks
Assessment: A range of assessment methods will be used to assess practical skills and knowledge: - welcoming and interacting with clients, according to salon procedures - providing hospitality to clients - gowning clients for a range of salon services, according to salon procedures - interpreting and following verbal instructions from senior operators. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

SIHHCCS302A PERFORM A FULL CLIENT CONSULTATION

Locations: City King St, Industry, Off-shore.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to provide a full consultation service in order to recommend new or changed services and products to clients.
Required Reading: VU Produced Workbooks
Assessment: Evidence of the following is essential: - engaging with clients - conducting client analysis - discussing and confirming visualised hair colour and design options to clients - developing and confirming a service plan with clients - recommending and demonstrating home care tools and products. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

SIHHCCS303A RESPOND TO SERVICE RELATED AND TECHNICAL PROBLEMS

Locations: City King St, Industry, Melton, Off-shore.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to respond to service-related problems and client technical service dissatisfaction.
Required Reading: VU Produced Workbooks
Assessment: Evidence of the following is essential: - anticipating potential conflicts and problems and taking preventative action - taking action to solve client service difficulties and complaints according to salon service procedures - assessing technical problems and working with clients to promote and plan remedial action - client follow-up to assess satisfaction with the outcomes of remedial procedures. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

SIHHCIS201A APPLY HAIR COLOUR PRODUCTS

Locations: City King St, Melton.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to apply a limited range of hair colour products.
Required Reading: VU Produced Workbooks
Assessment: A range of assessment methods will be used to assess practical skills and knowledge: - observation of the learner performing a range of tasks in an actual or simulated work environment, over sufficient time to demonstrate their handling of a range of contingencies. Tasks include: - selecting and preparing colour products as instructed by a supervising hairdresser - taking personal precautions to avoid contact of colour products with operator skin or eyes - following salon procedures to ensure the comfort and safety of clients during colour applications - minimising and ensuring safe disposal of product waste - interacting with clients and supervising hairdresser - completing colour applications within designated salon timeframes. Assessments may include: - practical assessment - work projects - demonstration. Specific unit assessments are located in the learning and assessment plans within the School.

SIHHCIS302A COLOUR AND LIGHTEN HAIR

Locations: City King St, Industry, Melton, Off-shore.
Prerequisites: SIHHHSC301A - APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCE
Description: This unit describes the performance outcomes, skills and knowledge required to select and apply products to colour and lighten hair.
Required Reading: VU Produced Workbooks
Assessment: Evidence of the following is essential: - pre-service client consultation that includes accurate hair analysis and establishes client expectations regarding the colour result - recognising and managing contradictions to colour services according to salon procedures - accurately interpreting and consistently applying product colour charts, instructions and safety data sheets - safe selection, preparation, application, processing and removal of colour without residual scalp stain - observing client and operator safety precautions - achieving target colour results that satisfy clients in designated salon timeframes - providing colour care advice and promoting home care products from the salon range. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the
learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**SIHHCLS303A DESIGN AND PERFORM FULL AND PARTIAL HIGHLIGHTING TECHNIQUES**

**Locations:** City King St, Industry, Off-shore.

**Prerequisites:** SIHHHCS301A - APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCES

**Description:** This unit describes the performance outcomes, skills and knowledge required to design and apply foiling and quick colour and full and partial head highlighting applications for current commercial colour and lightening effects.

**Required Reading:** VU Produced Workbooks

**Assessment:** Evidence of the following is essential: - pre-service client consultation that includes accurate hair analysis and establishes client expectations regarding the colour result - recognising and managing contraindications to colour and bleach services - interpreting and applying colour charts, product instructions and safety data sheets - applying weaving and splicing techniques within salon timeframes - applying highlighting techniques within salon timeframes - observing client and operator safety precautions - achieving target highlighting results that satisfy clients - providing colour care advice and promoting home care products from the salon range. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**SIHHCLS304A NEUTRALISE UNWANTED COLOURS AND TONES**

**Locations:** City King St, Industry, Off-shore.

**Prerequisites:** SIHHHCS301A - APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCES

**Description:** This unit describes the performance outcomes, skills and knowledge required to design and apply techniques to change unwanted hair colour tones to achieve the desired base colour and tone.

**Required Reading:** VU Produced Workbooks

**Assessment:** Evidence of the following is essential: - client consultation that consistently includes hair and colour analysis and establishes client expectations regarding the colour result - accurately interpreting and consistently applying manufacturer: - colour charts - product instructions - safety data sheets - achieving target colour and tone results that satisfy clients - observing client and operator safety precautions - implementing salon environmental protection practices, such as: - waste minimisation - waste disposal - water efficiency - providing home hair care advice and recommending colour care products from the salon range. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**SIHHCLS305A PERFORM ON SCALP FULL HEAD AND RETOUCH BLEACH SERVICES**

**Locations:** City King St, Industry, Off-shore.

**Prerequisites:** SIHHHCS301A - APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCES

**Description:** This unit describes the performance outcomes, skills and knowledge required to perform on scalp and retouch bleach services.

**Required Reading:** VU Produced Workbooks

**Assessment:** Evidence of the following is essential: - pre-service client consultation that includes accurate hair analysis and establishes client expectations regarding the level and tone of lightening - interpreting and applying colour charts, product information, instructions and safety data sheets - observing safety precautions to ensure client and operator safety - following selected stages and methods of product application - achieving the desired degree of lift, with even colour results and minimum hair damage for both virgin head and regrowth bleach services. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**SIHHHCS301A DESIGN HAIRCUT STRUCTURES**

**Locations:** City King St, Industry, Off-shore.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to design and apply one length or solid haircut structures.

**Required Reading:** VU Produced Workbooks

**Assessment:** Evidence of the following is essential: - holding and applying scissors, clippers or razors to create solid lines - parting the hair with clean sections and partings throughout the haircut - establishing one length or solid haircut lines on the skin or fall to match the plan - applying hands, scissors and clippers to base partings in a parallel manner - adjusting the position of the client’s head and neck during the haircut service for minimum lift and natural fall of hair in order to achieve solid form - maintaining the hair evenly wet or dry and applying minimum tension in order to achieve solid form - achieving one length or solid haircut Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**SIHHHCS302A APPLY ONE LENGTH OR SOLID HAIRCUT STRUCTURES**

**Locations:** City King St, Industry, Off-shore.

**Prerequisites:** SIHHHCS301A - DESIGN HAIRCUT STRUCTURES

**Description:** This unit describes the performance outcomes, skills and knowledge required to design and apply one length or solid haircut structures.

**Required Reading:** VU Produced Workbooks

**Assessment:** Evidence of the following is essential: - developing simple line drawings representing finished haircut designs - producing 2-D representations showing interior and exterior design lines, indicating soft or hard lines, starting point of haircut, sectioning and parting patterns, degree of lift, distribution of hair and structural graphic. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**SIHHHCS303A APPLY GRADUATED HAIRCUT STRUCTURES**

**Locations:** City King St, Industry, Off-shore.

**Prerequisites:** SIHHHCS301A - DESIGN HAIRCUT STRUCTURES

**Description:** This unit describes the performance outcomes, skills and knowledge required to design and apply graduated haircut structures.

**Required Reading:** VU Produced Workbooks

**Assessment:** Evidence of the following is essential: - selecting tools and graduation techniques appropriate to the planned graduated finish - applying the cutting hand, and holding the cutting tools, to create graduated designs -
SIHHHCS304A APPLY LAYERED HAIRCUT STRUCTURES
Locations: City King St, Industry, Off-shore.
Prerequisites: SIHHHCS301A - DESIGN HAIRCUT STRUCTURES
Description: This unit describes the performance outcomes, skills and knowledge required to design and apply layered haircut structures.
Required Reading: VU Produced Workbooks
Assessment: Evidence of the following is essential: - selecting tools and techniques to achieve the planned layered finish - applying the cutting hand and holding and applying haircutting tools to create layered designs - parting the hair with clean sections and partings throughout the haircut - achieving planned degree or degrees of graduation
Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

SIHHHCS305A APPLY OVER-COMB TECHNIQUES
Locations: City King St, Industry, Off-shore.
Prerequisites: SIHHHCS301A - DESIGN HAIRCUT STRUCTURES
Description: This unit describes the performance outcomes, skills and knowledge required to apply over-comb techniques.
Required Reading: VU Produced Workbooks
Assessment: Evidence of the following is essential: - selecting tools and techniques to apply over-comb techniques - positioning the head and neck and making any necessary adjustments during service to achieve planned layering effects - maintaining the hair evenly wet or dry and applying even tension - achieving layered haircuts. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

SIHHHCS306A COMBINE STRUCTURES FOR CURRENT HAIRCUT DESIGNS
Locations: City King St, Industry, Off-shore.
Prerequisites: SIHHHCS301A - DESIGN HAIRCUT STRUCTURES
Description: This unit describes the performance outcomes, skills and knowledge required to combine haircut structures for finished haircut designs.
Required Reading: VU Produced Workbooks
Assessment: Evidence of the following is essential: - pre-haircutting service analysis on a variety of clients - safe application of a variety of haircutting tools and techniques - achieving required haircut designs according to planned outcomes - applying finishing techniques to enhance haircuts - completing haircut services within designated workplace timeframes. Assessments may include: - pre-haircutting service analysis - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

SIHHHDS201A DRY HAIR TO SHAPE
Locations: City King St, Mallon.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to combine styling tools for dry hair to shape, as directed by a senior operator.
Required Reading: VU Produced Workbooks
Assessment: A range of assessment methods will be used to assess practical skills and knowledge: - interpreting and following verbal instructions from senior operators - following relevant salon procedures - ensuring client comfort and safety throughout the required services - selecting and applying the appropriate drying tools and techniques to achieve outcomes that satisfy clients and supervising hairdressers. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School.
SIHHDS303A DESIGN AND APPLY SHORT TO MEDIUM LENGTH HAIR

**Design Finishes**

**Locations:** City King St, Industry, Off-shore.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to create classic and current short to medium length hair design finishes on a range of clients.

**Required Reading:** VU Produced Workbooks

**Assessment:** Evidence of the following is essential:
- VU Produced Workbooks
- Practical assessment
- Written and verbal tasks.

Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

SIHHDS304A DESIGN AND APPLY CLASSIC LONG HAIR UP STYLES

**Locations:** City King St, Industry, Off-shore.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to create classic long hair design finishes on a range of clients.

**Required Reading:** VU Produced Workbooks

**Assessment:** Evidence of the following is essential:
- VU Produced Workbooks
- Practical assessment
- Written and verbal tasks.

Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

SIHHRS201A RINSE AND NEUTRALISE CHEMICALLY RESTRUCTURED HAIR

**Locations:** City King St, Melton.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to apply the rinsing and neutralising process to chemically curled or volumising hair.

**Required Reading:** VU Produced Workbooks

**Assessment:** A range of assessment methods will be used to assess practical skills and knowledge:
- Direct observation of the learner
- Positioning clients at the basin for rinsing and neutralising service
- Protecting client comfort and safety during neutralising process
- Blotting excess water from hair
- Applying, processing and removing neutralising products, according to product instructions and salon procedures
- Written or verbal questions appropriate to the language and literacy level of the learner to test knowledge such as:
- Consequences and effects of neutralising products in setting reformated shape of hair
- Personal precautions
- Review of portfolios of evidence and third-party reports of on-the-job performance

Assessments may include:
- Practical assessment
- Work projects
- Demonstration
- Written and verbal tasks.

Specific unit assessments are located in the learning and assessment plans within the School.

SIHHRS302A PERFORM CHEMICAL CURLING AND VOLUMISING SERVICES

**Locations:** City King St, Industry, Off-shore.

**Prerequisites:** SIHHSC301A - APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCE

**Description:** This unit describes the performance outcomes, skills and knowledge required to design and perform chemical curling and volumising services to add curl or body to short or medium length hair.

**Required Reading:** VU Produced Workbooks

**Assessment:** Evidence of the following is essential:
- VU Produced Workbooks
- Practical assessment
- Work projects
- Demonstration
- Written and verbal tasks.

Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

SIHHRS303A PERFORM CHEMICAL STRAIGHTENING AND RELAXING SERVICES

**Locations:** City King St, Industry, Off-shore.

**Prerequisites:** SIHHSC301A - APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCE

**Description:** This unit describes the performance outcomes, skills and knowledge required to design and perform chemical and relaxing treatments to reduce curl or wave in the hair.

**Required Reading:** VU Produced Workbooks

**Assessment:** Evidence of the following is essential:
- Conducting accurate preservice hair and scalp analysis
- Consistently selecting products, equipment and techniques appropriate to desired outcomes and predetermined designs
- Interpreting and following product instructions and safety data
- Applying straightening products and techniques without hair breakage
- Interpreting and following product instructions and safety data
- Blotting excess water from hair
- Performing the full rinse and neutralising service
- Assessing the development of degree of curl for desired curl or body
- Performing the full rinse and neutralising service

Assessments may include:
- Practical assessment
- Work projects
- Demonstration
- Written and verbal tasks.

Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

SIHHRS304A PERFORM PROTEIN STRAIGHTENING AND RELAXING TREATMENTS

**Locations:** City King St, Industry, Off-shore.

**Prerequisites:** SIHHSC301A - APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCE

**Description:** This unit describes the performance outcomes, skills and knowledge required to perform protein straightening and relaxing treatments to reduce curl or wave in the hair.

**Required Reading:** VU Produced Workbooks

**Assessment:** Evidence of the following is essential:
- Conducting accurate preservice hair and scalp analysis
- Consistently selecting products, equipment and techniques appropriate to desired outcomes and predetermined designs
- Interpreting and following product instructions and safety data
- Applying straightening products and techniques without hair breakage
- Successfully assessing the development of degree of curl or wave
relying on - performing the full rinse and neutralising service, according to product instructions or salon procedures. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**SIHHSC301A APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCE**

**Locations:** City King St, Industry, Off-shore.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to apply the principles of hairdressing science. Hairdressers demonstrate an understanding of skin and hair biology and cosmetic chemistry as they apply to the performance of hairdressing services.

**Required Reading:** VU Produced Workbooks

**Assessment:** Evidence of the following is essential: - knowledge of the main ingredients in common hairdressing products and their physical and chemical effects on hair - applying safe work practices and the safe use of products and equipment (including the use of preventative measures) - knowledge and consistent application of the principles of skin and hair science as they apply to hairdressing services, including: - main functions and roles of the skin - structural and cellular features of hair and hair follicles - process of hair growth and the hair growth cycle - characteristics of normal and damaged hair - contraindications to particular services. Assessments may include: - practical assessment - work projects - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**SIHHSC302A IDENTIFY AND TREAT HAIR AND SCALP CONDITIONS**

**Locations:** City King St, Industry, Off-shore.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to assess skin test reactions, to recognise a range of normal and abnormal conditions of the hair and scalp, and to propose and perform treatments from the salon range.

**Required Reading:** VU Produced Workbooks

**Assessment:** Evidence of the following is essential: - knowledge of the transmission routes of infectious conditions and skill in the application of standard infection-control precautions - recognising the appearance of normal and abnormal scalp conditions - consulting with clients and recommending hair and scalp treatments suitable to identified conditions - applying and evaluating skin tests prior to providing hair colouring services. Assessments may include: - practical assessment - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**SIHHND200A DEVELOP HAIRDRESSING INDUSTRY KNOWLEDGE**

**Locations:** City King St, Melton.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to develop an understanding of the hairdressing industry.

**Required Reading:** VU Produced Workbooks

**Assessment:** A range of assessment methods will be used to assess practical skills and knowledge: - direct observation of the learner performing a range of tasks which may include: - identifying sources of industry information - accessing sources of industry information - applying information to work activities. - written or verbal questioning to assess knowledge and understanding of developing techniques to update hairdressing industry knowledge procedures, including methods of accessing industry information. Questions will be asked in a manner appropriate to the language and literacy level of the learner. - case studies or set assignments requiring the learner to undertake industry research. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School.

**SIHHND303A COORDINATE CLIENTS AND SERVICES**

**Locations:** City King St, Industry, Off-shore.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to manage service timing to ensure the provision of a range of hairdressing services across multiple clients.

**Required Reading:** VU Produced Workbooks

**Assessment:** Evidence of the following is essential: - planning and providing hairdressing services on two or more clients over an extended period - regularly meeting salon service standards and timeframes - integrating salon team support, equipment maintenance and cleaning duties with the provision of multiple services. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**SIHHND304A DEVELOP AND EXPAND A CLIENT BASE**

**Locations:** City King St, Industry, Off-shore.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to develop and expand a hairdressing clientele.

**Required Reading:** VU Produced Workbooks

**Assessment:** Evidence of the following is essential: - maintaining a...
returning client base - using client information to improve personal sales and service provision - adding new clients and increasing add-on sales - using formal and informal research to update knowledge of products and services. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LWC via a project or simulation.

SIRHOHS201A APPLY SALON SAFETY PROCEDURES
Locations: City King St, Industry, Melbourne, Offshore.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to apply safe hairdressing working practices, according to salon procedures. It covers: operator skin protection, hygiene, healthy posture, appropriate footwear, safe handling and of chemicals and hairdressing equipment, procedures for emergency situations, evacuation and responding to an accident or illness. It encompasses the National Occupational Health and Safety Commission (NOHSC) guidelines for occupational health and safety.
Required Reading: VU Produced Workbooks
Assessment: Evidence of the following is essential: - consistently applying safe and hygienic work practices, in all areas of the salon, according to salon policy, OHS legislation and state or territory health regulations. - applying salon procedures for reporting faults, required repairs and problems to the relevant person - interpreting and applying manufacturer instructions and safety data for storage, use and disposal of chemicals and hazardous goods - applying salon procedures with regard to emergency situations, evacuation, or accident and illness in the salon. - interpreting and applying product instructions and safety data sheets for mixing, using and disposal of chemicals. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LWC via a project or simulation.

SIRRFSA001A APPLY RETAIL FOOD SAFETY PRACTICES
Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to implement safe food storage handling processes in a retail food environment according to a food safety program.
Required Reading: No required text.
Assessment: Observation, demonstration, questioning, written assignment.
Demonstration: Participants will be required to demonstrate that they meet units elements via observation and questioning. Yes/No.

SIRRPPK002A ADVISE ON FAST FOOD PRODUCTS
Prerequisites: SIRRFSA001A - APPLY RETAIL FOOD SAFETY PRACTICES
Description: This unit describes the performance outcomes, skills and knowledge required to develop and apply product knowledge to provide advice to customers with regard to fast food products.
Required Reading: No required text.
Assessment: Observation, demonstration, questioning, written assignment.

SIRXCSG001A APPLY POINT-OF-SALE HANDLING PROCEDURES
Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to operate point-of-sale equipment, apply store policy and procedures to a range of transactions, interact with customers and package or wraps an item for transportation.
Required Reading: No required reading.
Assessment: Observation, demonstration, questioning, written assignment.

SIRXEBS004A SELECT AN E-BUSINESS MODEL
Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use e-business approaches and tools to establish more efficient business operations.
Required Reading: -
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

SIRXINV002A MAINTAIN AND ORDER STOCK
Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain and order stock in a retail environment. It involves monitoring receipt and dispatch of goods, maintaining stock records, coordinating stocktake, identifying stock losses, processing orders and following up on orders.

SIRXRPK002A RECOMMEND HAIR, BEAUTY AND COSMETIC PRODUCTS AND SERVICES
Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to recommend and provide advice on hair, beauty and cosmetic products and services to customers.
Required Reading: VU 2008 Provide Services to Clients VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

SIRYSLS001A SELL PRODUCTS AND SERVICES
Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to sell products and services in a retail environment. It involves the use of sales techniques and encompasses the key selling skills from approaching the customer to closing the sale. It requires a basic level of product knowledge.
Required Reading: No required reading.
Assessment: Retail courses: Students will be assessed on their verbal and non verbal communication skills to determine customer requirements, sell the benefits of
products and services, overcome objections and close sales through observation, demonstration, questioning and presentation. Hospitality courses: A range of assessment methods will be used to assess practical skills and knowledge, including: - direct observation, role-plays, oral/written questions, case studies, presentation. - portfolios of evidence and third party reports.

**SITHAC001B PROVIDE ACCOMMODATION RECEPTION SERVICES**

**Locations:** Footscray Nicholson, Industry, Academy Sofitel.

**Prerequisites:** SITXADM001A - PERFORM OFFICE PROCEDURES
SITXFIN001A - PROCESS FINANCIAL TRANSACTIONS

**Description:** This unit describes the performance outcomes, skills and knowledge required to provide arrival and departure services to guests in commercial accommodation establishments. It requires the ability to check daily arrivals, allocate rooms, check guests in and out of their accommodation and complete invoicing of guest charges.

**Required Reading:** No required reading.

**Assessment:** Evidence of the following is essential: - ability to check daily arrivals accurately, allocate rooms, check guests in and out of their accommodation and complete invoicing of guest charges within typical workplace time constraints - ability to complete guest registration and departure and - reporting documentation accurately and on multiple occasions - ability to provide accommodation reception services for different customer types with various reservation requirements, in a range of accommodation types. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**SITHAC003A PROVIDE PORTER SERVICES**

**Locations:** Footscray Nicholson, Industry, Academy Sofitel.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to provide porter services within a commercial accommodation establishment. It requires the ability to check and plan for daily arrivals, assist guests with luggage and provide ancillary services for guests.

**Required Reading:** No required reading.

**Assessment:** A range of assessment methods will be used to assess the practical skills and knowledge required to provide porter services, including: - direct observation of the candidate carrying and loading multiple pieces of luggage safely or answering customer requests - role play to assess ability to deal with differing customer queries, requests or complaints - case studies to complete arrival or departure luggage processes and documentation for different customer scenarios - oral or written questions to assess knowledge of typical porterage procedures and systems - review of portfolios of evidence and third party workplace reports of on the job performance by the candidate. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.

**SITHAC004A PROVIDE HOUSEKEEPING SERVICES TO GUESTS**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to carry out range of general housekeeping services to guests.

**Required Reading:** No required text.

**Assessment:** Observation, role plays, oral/written questions, portfolio of evidence.

**SITHAC004B PROVIDE HOUSEKEEPING SERVICES TO GUESTS**

**Locations:** Footscray Nicholson, Industry, Off-shore, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to provide a range of general housekeeping services to guests.

**Required Reading:** No required text.

**Assessment:** Evidence of the following is essential: - ability to offer courteous and friendly service to guests - knowledge of a range of housekeeping services and equipment. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. This unit lends itself to LiWC via a project or simulation.

**SITHAC005A PREPARE ROOM FOR GUESTS**

**Locations:** Footscray Nicholson, Industry, Academy Sofitel.

**Prerequisites:** SITXHOS002A - FOLLOW WORKPLACE HYGIENE
SITXADM001A - PERFORM OFFICE PROCEDURES
SITHAC006A - CLEAN PREMISES AND EQUIPMENT

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare rooms including bedrooms and bathrooms for guests in an accommodation establishment.

**Required Reading:** No required reading.

**Assessment:** A range of assessment methods will be used to assess practical skills and knowledge, including: - direct observation of the candidate preparing and servicing a guest room - inspection of rooms cleaned by the candidate - written and oral questions to test knowledge about housekeeping and room preparation procedures - review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

**SITHAC005B PREPARE ROOMS FOR GUESTS**

**Locations:** Footscray Nicholson, Industry, Off-shore, Industry.

**Prerequisites:** SITXHOS002A - FOLLOW WORKPLACE HYGIENE
SITXADM001A - PERFORM OFFICE PROCEDURES
SITHAC006A - CLEAN PREMISES AND EQUIPMENT

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare rooms including bedrooms and bathrooms for guests in an accommodation establishment.

**Required Reading:** No required reading.

**Assessment:** A range of assessment methods will be used to assess practical skills and knowledge, including: - direct observation of the candidate preparing and servicing a guest room - inspection of rooms cleaned by the candidate - written and oral questions to test knowledge about housekeeping and room preparation procedures - review of portfolios of evidence and third party workplace reports of on the job performance by the candidate. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

**SITHAC006A CLEAN PREMISES AND EQUIPMENT**

**Locations:** Footscray Nicholson, Industry, Academy Sofitel.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to carry out general cleaning duties as part of a job role in a tourism or hospitality enterprise or any other service industry context. It does not include contract cleaning which is covered by the Asset Maintenance Training Package.

**Required Reading:** Training record book, observation, demonstration, written/oral test/workheets.

**Assessment:** No required reading.
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: direct observation of cleaning and maintenance activities - oral or written questioning to assess knowledge of cleaning and maintenance procedures, materials equipment and legislation - review of portfolios of evidence and third party workplace reports of on the job performance by the candidate. Holistic assessment with other units relevant to the industry sector, workplace and job role.

SITHAC006B CLEAN PREMISES AND EQUIPMENT
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to carry out general cleaning duties as part of a job role in a tourism or hospitality enterprise or any other service industry context. It does not include contract cleaning which is covered by the Asset Maintenance Training Package
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: direct observation of cleaning and maintenance activities - oral or written questioning to assess knowledge of cleaning and maintenance procedures, materials equipment and legislation - review of portfolios of evidence and third party workplace reports of on the job performance by the candidate. Holistic assessment with other units relevant to the industry sector, workplace and job role. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

SITHAC007B LAUNDER LINEN AND GUEST CLOTHES
Prerequisites: SITHOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
Description: This unit describes the performance outcomes, skills and knowledge required to launder linen and guest clothes
Required Reading: No required reading.
Assessment: Evidence of the following is essential: - ability to correctly assess the processes required for different types of laundry - ability to operate laundry equipment safely, using a full range of cycles available and complete the laundering process using a variety of linen and clothing items and fabrics - ability to organise resource effective cleaning of laundry items - knowledge of correct and environmentally sound disposal methods for waste and in particular for hazardous substances - completion of tasks within enterprise-acceptable timeframes and with quality laundry outcomes. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

SITHAC001A USE BASIC ASIAN METHODS OF COOKERY
Locations: Off-shore.
Prerequisites: SITHCCC001A - ORGANISE AND PREPARE FOODSITHCCC002A - PRESENT FOODSITHOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
Description: This unit describes the performance outcomes, skills and knowledge required to apply basic principles and methods used in Asian cookery, including national Asian cuisines as well as regional specialisations.
Required Reading: Ford, Zelman, Hunter, Tinton, Carey, Walpole, Rippington 1 Chef Professional Cengage Learning
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

SITHAC002A PRODUCE APPETISERS AND SNACKS FOR ASIAN CUISINES
Locations: Off-shore.
Prerequisites: SITHAC001A - USE BASIC ASIAN METHODS OF COOKERY SITHCCC001A - ORGANISE AND PREPARE FOODSITHCCC002A - PRESENT FOODSITHOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
Description: This unit describes the performance outcomes, skills and knowledge required to prepare and present appetisers and snacks for Asian cuisines.
Required Reading: Ford, Zelman, Hunter, Tinton, Carey, Walpole, Rippington 1 Chef Professional Cengage Learning
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

SITHAC003A PREPARE STOCKS AND SOUPS FOR ASIAN CUISINES
Locations: Off-shore.
Prerequisites: SITHAC001A - USE BASIC ASIAN METHODS OF COOKERY SITHCCC001A - ORGANISE AND PREPARE FOODSITHCCC002A - PRESENT FOODSITHOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
Description: This unit describes the performance outcomes, skills and knowledge required to prepare stocks and soups for Asian cuisines.
Required Reading: Ford, Zelman, Hunter, Tinton, Carey, Walpole, Rippington 1 Chef Professional Cengage Learning
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

SITHAC004A PREPARE SAUCES, DIPS AND ACCOMPANIMENTS FOR ASIAN CUISINES
Locations: Off-shore.
Prerequisites: SITHAC001A - USE BASIC ASIAN METHODS OF COOKERY SITHCCC001A - ORGANISE AND PREPARE FOODSITHCCC002A - PRESENT FOODSITHOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
Description: This unit describes the performance outcomes, skills and knowledge required to prepare and present sauces, dips and accompaniments for Asian cuisines.
Required Reading: Ford, Zelman, Hunter, Tinton, Carey, Walpole, Rippington 1 Chef Professional Cengage Learning
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

SITHAC005A PREPARE SALADS FOR ASIAN CUISINES
Locations: Off-shore.
Prerequisites: SITHAC001A - USE BASIC ASIAN METHODS OF
COOKERYSITHCCC001A - ORGANISE AND PREPARE FOODSITXOHS002A - PRESENT FOODSITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Description: This unit describes the performance outcomes, skills and knowledge required to prepare salads, sauces, dressings and accompaniments for national and regional Asian cuisines.

Required Reading: VU VU Produced Workbooks VU

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

SITHASCO06A PREPARE RICE AND NOODLES FOR ASIAN CUISINES

Locations: Off-shore.

Prerequisites: SITHASCO01A - USE BASIC ASIAN METHODS OF COOKERYSITHCCC001A - ORGANISE AND PREPARE FOODSITXOHS002A - PRESENT FOODSITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Description: This unit describes the performance outcomes, skills and knowledge required to prepare rice and noodles for national and regional Asian cuisines.

Required Reading: Ford, Zelman, Hunter, Tinton, Carey, Walpole, Rippington 1 Chef Professional Cengage Learning

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

SITHASCO07A PREPARE MEAT, POULTRY, SEAFOOD AND VEGETABLES FOR ASIAN CUISINES

Locations: Off-shore.

Prerequisites: SITHASCO01A - USE BASIC ASIAN METHODS OF COOKERYSITHCCC001A - ORGANISE AND PREPARE FOODSITXOHS002A - PRESENT FOODSITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Description: This unit describes the performance outcomes, skills and knowledge required to prepare meat, poultry, seafood and vegetables for national and regional Asian cuisines.

Required Reading: Ford, Zelman, Hunter, Tinton, Carey, Walpole, Rippington 1 Chef Professional Cengage Learning

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

SITHASCO08A PREPARE DESSERTS FOR ASIAN CUISINES

Locations: Off-shore.

Prerequisites: SITHASCO01A - USE BASIC ASIAN METHODS OF COOKERYSITHCCC001A - ORGANISE AND PREPARE FOODSITXOHS002A - PRESENT FOODSITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Description: This unit describes the performance outcomes, skills and knowledge required to prepare desserts for national and regional Asian cuisines.

Required Reading: Ford, Zelman, Hunter, Tinton, Carey, Walpole, Rippington 1 Chef Professional Cengage Learning

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

SITHASCO09A PREPARE CURRY PASTE AND POWDER FOR ASIAN CUISINES

Locations: Off-shore.

Prerequisites: SITHCCC001A - ORGANISE AND PREPARE FOODSITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Description: This unit describes the performance outcomes, skills and knowledge required to prepare curry pastes and powders for national and regional Asian cuisines.

Required Reading: Ford, Zelman, Hunter, Tinton, Carey, Walpole, Rippington 1 Chef Professional Cengage Learning

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

SITHASCO10A PREPARE SATAY FOR ASIAN CUISINES


Prerequisites: SITHASCO01A - USE BASIC ASIAN METHODS OF COOKERYSITHCCC001A - ORGANISE AND PREPARE FOODSITXOHS002A - PRESENT FOODSITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Description: This unit describes the performance outcomes, skills and knowledge required to prepare satay for national and regional Asian cuisines.

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.

SITHASCO11A PREPARE VEGETARIAN DISHES FOR ASIAN CUISINES


Prerequisites: SITHASCO01A - USE BASIC ASIAN METHODS OF COOKERYSITHCCC001A - ORGANISE AND PREPARE FOODSITXOHS002A - PRESENT FOODSITXOHS002A - 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.

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.

SITHASCO12A SELECT, PREPARE AND SERVE SPECIALISED ASIAN CUISINES


Prerequisites: SITHASCO01A - USE BASIC ASIAN METHODS OF COOKERYSITHCCC001A - ORGANISE AND PREPARE FOODSITXOHS002A - PRESENT FOODSITXOHS002A - 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.  

**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. 

**SITHASC013A PLAN MENUS FOR ASIAN CUISINES**

**Locations:** Off-shore.  

**Prerequisites:** SITHASC001A - USE BASIC ASIAN METHODS OF COOKERY  

**Description:** This unit describes the performance outcomes, skills and knowledge required to plan menus for Asian cuisines. It covers developing menu concepts and content, costing and developing systems required to support the menu and its production, as well as planning, designing and arranging the printing of menus.  

**Required Reading:** Ford, Zelman, Hunter, Tinton, Carey, Walpole, Ripponingt 1 Chef Professional Cengage Learning 

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

**SITHASC027A PREPARE, COOK AND SERVE ASIAN FOOD FOR FOOD SERVICE**

**Locations:** Off-shore.  

**Prerequisites:** SITHASC001A - USE BASIC ASIAN METHODS OF COOKERY SITHCCC001A - ORGANISE AND PREPARE FOOD SITHCCC002A - PRESENT FOOD SITHCCC003A - RECEIVE AND STORE KITCHEN SUPPLIES SITHOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES  

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare, cook and serve Asian food items for a service period in a hospitality enterprise, using a range of basic Asian cooking methods and working as part of a team. This unit integrates key technical and organisational skills required by a commercial cook. It brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a commercial kitchen. This unit underpins the more advanced integrated unit SITHASC028A Prepare, cook and serve Asian food for menus. Food service periods may be breakfast, lunch, dinner, supper or special functions and events. Styles of menus may be classical, contemporary or ethnic and service may be formal or informal.  

**Required Reading:** Ford, Zelman, Hunter, Tinton, Carey, Walpole, Ripponingt 1 Chef Professional Cengage Learning 

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

**SITHASC028A PREPARE, COOK AND SERVE ASIAN FOOD FOR MENUS**

**Locations:** Off-shore.  

**Prerequisites:** SITHASC001A - USE BASIC ASIAN METHODS OF COOKERY SITHASC002A - PRODUCE APPETISERS AND SNACKS FOR ASIAN CUISINES SITHASC003A - PREPARE STOCKS AND SOUPS FOR ASIAN CUISINES SITHASC004A - PREPARE SAUCES, DIPS AND ACCOMPANIMENTS FOR ASIAN CUISINES SITHASC005A - PREPARE SALADS FOR ASIAN CUISINES SITHASC006A - PREPARE RICE AND NOODLES FOR ASIAN CUISINES SITHASC007A - PREPARE MEAT, POULTRY, SEAFOOD AND VEGETABLES FOR ASIAN CUISINES SITHCCC001A - ORGANISE AND PREPARE FOOD  

**Description:** This unit describes the performance outcomes, skills and knowledge required to organise, produce and serve Asian food for menus. It incorporates all aspects of organising, preparing, cooking and serving a variety of Asian food items for a service period in a hospitality enterprise, using a range of Asian cooking methods and team coordination skills. The unit integrates key technical and organisational skills required by a commercial cook. It brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a commercial kitchen. 

**Required Reading:** Ford, Zelman, Hunter, Tinton, Carey, Walpole, Ripponingt 1 Chef Professional Cengage Learning 

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

**SITHCCC001A ORGANISE AND PREPARE FOOD**

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

**Prerequisites:** Nil.  

**Description:** This unit describes the performance outcomes, skills and knowledge required to organise and prepare a variety of foods for the kitchen of a hospitality or catering operation. It focuses on general food preparation techniques. The term ‘organising and preparing food’ is also referred to as ‘mise en place’ and includes basic preparation prior to serving food, which may involve cooking components of a dish but does not include the actual presentation.  


**Assessment:** Direct observation, inspection of food items, test and portfolio. 

**SITHCCC001B ORGANISE AND PREPARE FOOD**

**Locations:** Footscray Nicholson, Industry.  

**Prerequisites:** SITHOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES  

**Description:** This unit describes the performance outcomes, skills and knowledge required to organise and prepare a variety of foods within the kitchen of a hospitality or catering operation. It requires the ability to use general food preparation techniques, contribute to the organisation’s profitability through effective resource use and to minimise negative environmental impacts by reusing resources, recycling and using safe methods for disposing of kitchen waste. The term ‘organising and preparing food’ is also referred to as ‘mise en place’ and includes basic preparation prior to serving food, which may involve cooking components of a dish but does not include the actual presentation. This unit underpins effective performance in commercial cookery. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
SITHCCC002A PRESENT FOOD

**Locations:** Footscray Nicholson, Industry, Academy Sofitel.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to efficiently and professionally plate, present and serve food in a commercial kitchen or catering operation. It may include the presentation of food for Asian cuisines.


**Assessment:** Direct observation, inspection of food items, test and portfolio.

SITHCCC003A RECEIVE AND STORE KITCHEN SUPPLIES

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** SITXHOS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

**Description:** This unit describes the performance outcomes, skills and knowledge required to receive and store supplies in commercial cookery or catering operations. It focuses on the general stock handling procedures required for food and kitchen related goods. Supplies refer to all perishable and nonperishable goods received from both internal and external suppliers and maintained within a stock control system.


**Assessment:** Direct observation, written/oral test, stock control reports/records, portfolio of evidence

SITHCCC003B RECEIVE AND STORE KITCHEN SUPPLIES

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** SITXHOS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

**Description:** This unit describes the performance outcomes, skills and knowledge required to receive and store supplies in commercial cookery or catering operations. It focuses on the general stock handling procedures required for food and kitchen related goods. Supplies refer to all perishable and non-perishable goods received from both internal and external suppliers and maintained within a stock control system. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.


**Assessment:** Direct observation, written/oral test, stock control reports/records, portfolio of evidence

SITHCCC004A CLEAN AND MAINTAIN KITCHEN PREMISES

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

**Prerequisites:** SITXHOS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

**Description:** This unit describes the performance outcomes, skills and knowledge required to clean and maintain kitchens, and food preparation and storage areas in commercial cookery or catering operations. It requires the ability to set up cleaning equipment and to safely clean premises and equipment using resources efficiently to reduce negative environmental impacts. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.


**Assessment:** Direct observation, inspection of areas cleaned, written/oral test, portfolio.

SITHCCC004B CLEAN AND MAINTAIN KITCHEN PREMISES

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

**Prerequisites:** SITXHOS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

**Description:** This unit describes the performance outcomes, skills and knowledge required to clean and maintain kitchens, and food preparation and storage areas in commercial cookery or catering operations. It requires the ability to set up cleaning equipment and to safely clean premises and equipment using resources efficiently to reduce negative environmental impacts. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.


**Assessment:** Direct observation, inspection of areas cleaned, written/oral test, portfolio.

SITHCCC005A USE BASIC METHODS OF COOKERY

**Locations:** Footscray Nicholson, Industry, Academy Sofitel.

**Prerequisites:** SITHCCC002A - PRESENT FOOD

**Description:** This unit describes the performance outcomes, skills and knowledge required to use a range of basic cookery methods to prepare menu items for the kitchen of a hospitality or catering operation. The unit underpins effective performance in all other cookery units.


**Assessment:** Observation, sampling of dishes, written/oral test, portfolio of evidence.
SITHCCC006A PREPARE APPETISERS AND SALADS


Prerequisites: SITHCCC002A - PRESENT FOODS

Hygiene Procedures SITHCCC001A - ORGANISE AND PREPARE FOOD

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.


Assessment: Observation, sampling of dishes, written/oral test, portfolio of evidence.

SITHCCC007A PREPARE SANDWICHES


Prerequisites: SITHX00302A - FOLLOW WORKPLACE HYGIENE PROCEDURES SITHCCC001A - ORGANISE AND PREPARE FOOD

Description: This unit describes the performance outcomes, skills and knowledge required to prepare and present a variety of sandwiches in a commercial kitchen or catering operation. Sandwiches may be classical or modern, hot or cold, of varying cultural and ethnic origins and use a variety of fillings and types of bread. Sandwiches may be pre-prepared or made on demand according to customer requests. Preparation, presentation and storage potential of sandwiches will depend on bread types and fillings.


Assessment: Direct observation, sampling of sandwiches, test and portfolio.

SITHCCC008A PREPARE STOCKS, SAUCES AND SOUPS


Prerequisites: SITHCCC002A - PRESENT FOODS

Hygiene Procedures SITHCCC001A - ORGANISE AND PREPARE FOOD SITHCCC005A - USE BASIC METHODS OF COOKERY

Description: This unit describes the performance outcomes, skills and knowledge required to prepare various stocks, sauces and soups in a commercial kitchen or catering operation. Stocks, sauces and soups can be classical or contemporary and be from varying ethnic and cultural origins. Soups may be served hot or cold. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.


Assessment: Observation, sampling of dishes, written/oral test, portfolio of evidence.

SITHCCC009A PREPARE VEGETABLES, FRUIT, EGGS AND FARINACEOUS DISHES


Prerequisites: SITHCCC002A - PRESENT FOODS

Hygiene Procedures SITHCCC001A - ORGANISE AND PREPARE FOOD SITHCCC005A - USE BASIC METHODS OF COOKERY

Description: This unit describes the performance outcomes, skills and knowledge required to prepare various vegetables, fruit, eggs and farinaceous dishes in a commercial kitchen or catering operation. Vegetables and fruit may be fresh, preserved or frozen, and selected according to seasonal availability, menu and enterprise requirements. A variety of vegetables and fruit, and vegetable and fruit dishes must be prepared and cooked. These may be classical or contemporary, from various ethnic or cultural origins, and may be offered as main dishes, appetisers or salads, or accompagniments. Potato accompagniments must include both classical and contemporary dishes. Egg dishes should, unless otherwise required, use hen eggs that may be fresh, dried, frozen or preserved.


Assessment: Observation, sampling of dishes, written/oral test, portfolio of evidence.

SITHCCC010A SELECT, PREPARE AND COOK POULTRY


Prerequisites: SITHCCC002A - PRESENT FOODS

Hygiene Procedures SITHCCC001A - ORGANISE AND PREPARE FOOD SITHCCC005A - USE BASIC METHODS OF COOKERY

Description: This unit describes the performance outcomes, skills and knowledge required to select, prepare, cook, present and store poultry in a commercial kitchen or catering operation. Poultry dishes may be classical and contemporary and from a variety of ethnic and cultural origins.


Assessment: Observation, sampling of dishes, written/oral test, worksheets, portfolio of evidence.

SITHCCC011A SELECT, PREPARE AND COOK SEAFOOD


Prerequisites: SITHCCC002A - PRESENT FOODS

Hygiene Procedures SITHCCC001A - ORGANISE AND PREPARE FOOD SITHCCC005A - USE BASIC METHODS OF COOKERY

Description: This unit describes the performance outcomes, skills and knowledge required to select, prepare, present and store seafood in a commercial kitchen or catering operation. Menu items to be produced from seafood may include a variety of classical and contemporary dishes, of varying cultural and ethnic origins, and may involve raw or cooked fish, shellfish and seafood byproducts.

Required Reading: In addition to "Cookery for the hospitality industry" text, each course might require a manual for its particular level. Dodgshun, G., Peters, M.

**Assessment:** Observation, sampling of dishes, written/oral test/worksheets, portfolio of evidence.

**SITHCCC012A SELECT, PREPARE AND COOK MEAT**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** SITHCCC002A - PRESENT FOODSIHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURESSITHCCC01A - ORGANISE AND PREPARE FOODS SITHCCC004A - USE BASIC METHODS OF COOKERY

**Description:** This unit describes the performance outcomes, skills and knowledge required to select, prepare, cook and store meats in a commercial kitchen or catering operation. Meats includes primary, secondary and portioned cuts of pork, lamb, beef and veal; and game, fancy meats and offal. Meats may be fresh, frozen, cryovac or preserved.


**Assessment:** Observation, sampling of meat dishes, oral/written test/worksheet on different cuts of meat, portfolio.

**SITHCCC013A PREPARE HOT AND COLD DESSERTS**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** SITHCCC002A - PRESENT FOODSIHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURESSITHCCC004A - USE BASIC METHODS OF COOKERY

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare a range of hot, cold and frozen desserts in a commercial kitchen or catering operation. Desserts may include foods from varying cultural origins, and may be derived from classical or contemporary recipes. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.


**Assessment:** Observation, sampling of dishes, written/oral test, portfolio of evidence.

**SITHCCC014A PREPARE PASTRIES, CAKES AND YEAST GOODS**

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

**Prerequisites:** SITHCCC002A - PRESENT FOODSIHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURESSITHCCC001A - ORGANISE AND PREPARE FOODS SITHCCC003A - USE BASIC METHODS OF COOKERY

**Description:** This unit describes the performance outcomes, skills and knowledge required to produce a range of pastries, cakes and yeast-based foods in a commercial kitchen or catering operation. Pastries, cakes and yeast-based goods may include foods from varying cultural origins and may be derived from classical or contemporary recipes.


**Assessment:** Observation, sampling of dishes, written/oral test/worksheets, portfolio of evidence.

**SITHCCC015A PLAN AND PREPARE FOOD FOR BUFFETS**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** SITHCCC002A - PRESENT FOODSIHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURESSITHCCC005A - USE BASIC METHODS OF COOKERY

**Description:** This unit describes the performance outcomes, skills and knowledge required to plan and prepare foods for buffet situations. There is a close relationship between this unit, which covers the planning, preparation and cooking of food items for buffets, and SITHCCC019A Plan, prepare and display a buffet, which is a more advanced unit and focuses on the overall planning, design and display of buffets. Buffets may be associated with functions; special occasions and celebrations; and breakfast, lunch or dinner service. Food items for buffets may be derived from classical or contemporary recipes and from varying ethnic origins. Buffet items may be selected to meet the requirements of particular cultural groups, or a particular cultural theme.


**Assessment:** Observation, sampling of buffet items, evaluation of completed buffet, written/oral test, portfolio of evidence.

**SITHCCC016A DEVELOP COST EFFECTIVE MENUS**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to develop menus and plan, prepare and control menu-based catering costs within established enterprise systems.


**Assessment:** Samples of menus, production schedules, security plans & checklists, oral/written questions, portfolio of evidence.

**SITHCCC018A PREPARE PÂTÉS AND TERRINES**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**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.

**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.
SITHCCC019A PLAN, PREPARE AND DISPLAY A BUFFET

Prerequisites: SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURESSITXHCC005A - USE BASIC METHODS OF COOKERY SITHCCC015A - PLAN AND PREPARE FOOD FOR BUFFETS
Description: This unit describes the performance outcomes, skills and knowledge required to design, plan, prepare and display a buffet creatively. There is a relationship between this unit and SITHCCC015A Plan and Prepare Food for Buffets, which deals with the planning, preparation, cooking and presentation of food items for buffets. Buffets may be associated with various occasions and situations, and may be indoors or outdoors. The design of the total concept, selection of food items and display will vary according to customer requirements, occasion and type of buffet. Decorations and centrepieces can be designed and made, or selected and organised according to enterprise practices or customer requests. They may be carved, moulded or assembled and can be made from edible or nonedible materials.
Assessment: Evaluation of content/presentation of buffet, oral/written questions, portfolio/third party evidence.

SITHCCC020A PREPARE PORTION-CONTROLLED MEAT CUTS

Prerequisites: SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURESSITXHCC001A - ORGANISE AND PREPARE FOODS SITHCCC012A - SELECT, PREPARE AND COOK MEAT
Description: This unit describes the performance outcomes, skills and knowledge required to select quality meats, break down primary and secondary cuts into portions and prepare a selection of meat products. These skills build on those contained in the unit SITHCCC012A Select, prepare and cook meat, which deals with portioning, preparing and cooking meat. Meat cuts to be prepared may be for both traditional or contemporary meat cuts and smallgoods to enterprise standards - preparation of meat cuts and meat products within typical workplace time constraints - food safety practices in relation to handling and storing meats and meat products. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

SITHCCC025A MONITOR CATERING REVENUE AND COSTS

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to establish and monitor the costs involved in operating a food service operation. For the purposes of training and assessment, this unit could be effectively linked with the unit SITXFIN004A Manage finances within a budget. Control systems may be computerised or manual and may cover stock control, online purchasing, income and expenditure, and summary reports of stock usage.
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.

SITHCCC026A ESTABLISH AND MAINTAIN QUALITY CONTROL OF FOOD

Prerequisites: SITXFSAD001A - IMPLEMENT FOOD SAFETY PROCEDURESSITXHCC002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
Description: This unit describes the performance outcomes, skills and knowledge required to ensure that high standards of food quality are established and maintained in a commercial kitchen environment. These tasks are generally undertaken by a qualified cook or chef who also has some supervisory responsibilities. Quality procedures may be manual or computer-based. Quality data may be collected over different timeframes, according to enterprise requirements and practice.
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.

SITHCCC027A PREPARE, COOK AND SERVE FOOD FOR SERVICE

Prerequisites: SITHCCC005A - USE BASIC METHODS OF COOKERY SITXHCC003A - RECEIVE AND STORE KITCHEN SUPPLIES
Description: This unit describes the performance outcomes, skills and knowledge required to prepare, cook and serve food items for a food service. It incorporates aspects of preparing, cooking and serving a variety of food items for a service period in a hospitality enterprise, using a range of basic cooking methods and working as part of a team.
Assessment: Observation, sampling of menu items, customer feedback, written/oral test/assignments, portfolio.
SITHCCC028A PREPARE, COOK AND SERVE FOOD FOR MENUS


Prerequisites: SITHCCC003A - RECEIVE AND STORE KITCHEN SUPPLIES, SITHCCC004A - CLEAN AND MAINTAIN KITCHEN PREMISES, SITHCCC008A - PREPARE STOCKS, SAUCES AND SOUPS, SITHCCC009A - PREPARE APETISERS AND SALADS, SITHCCC010A - SITHC011, SITHC012A, SITHC013A, SITHC014A

Description: This unit describes the performance outcomes, skills and knowledge required to organise, produce and serve food for menus. It incorporates all aspects of organising, preparing, cooking and serving a variety of food items for a service period in a hospitality enterprise, using a range of cooking methods and team coordination skills. The unit integrates key technical and organisational skills required by a commercial cook. It brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a commercial kitchen.


Assessment: Training record book, direct observation, sampling of menu items, customer feedback, written/oral test/worksheets, portfolio of evidence and third party workplace reports.

SITHCCC029A PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS


Prerequisites: SITHX002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Description: This unit describes the performance outcomes, skills and knowledge required to prepare and cook foods to meet both basic and specific dietary and cultural needs, generally under instructions from others. It covers the ability to apply basic nutritional principles as well as deal with special dietary and cultural requirements normally encountered in a variety of hospitality and catering establishments.


Assessment: Observation, sampling of dishes, oral/written questions, evaluation of suitability of dishes, portfolio/third party reports.

SITHCCC031A OPERATE A FAST FOOD OUTLET

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to prepare and serve a limited range of food and menu items in a catering operation or small outlet in various venues in the hospitality and tourism industry. Food and menu items are limited and defined and include fast food or specific and routine meals such as breakfasts.

Required Reading: No required text.

Assessment: Observation, demonstration, questioning, written assignment.

SITHCCC035A DEVELOP MENUS TO MEET SPECIAL DIETARY AND CULTURAL NEEDS


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop menus and meal plans for all Australians, including meeting specific dietary and cultural needs. The unit focuses on the knowledge and skills required to meet nutritional requirements in the preparation of meal plans, diets and menus. The menu may be developed with or without the direction of a dietician or medical specialist, depending on the job role. This unit does not cover preparation and cooking of food to meet dietary and cultural needs which is addressed in SITHCCC029A. Preparing foods according to dietary and cultural needs. Nor does it focus on general menu planning principles involving budgetary and marketing concerns, which are covered in SITHCCC040A. Design menus to meet market needs. Evidence is required of knowledge and understanding of a range of different cultural, dietary and special requirements. However, the focus of this range will vary according to the target markets of a particular workplace. Special dietary needs include therapeutic and contemporary regimes as well as customer requests.

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

SITHCCC038A PLAN CATERING FOR AN EVENT OR FUNCTION


Prerequisites: SITHX002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Description: This unit describes the performance outcomes, skills and knowledge required to plan the catering for an event or function. It involves developing the catering concept and planning and developing an operational plan to meet requirements.


Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: review of actual event documentation and reports prepared by the candidate - evaluation of an event organised by the candidate - evaluation of reports - written and oral questioning or interview to test knowledge of event coordination procedures and materials - review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITHCCC038B PLAN CATERING FOR AN EVENT OR FUNCTION


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to plan the catering for an event or function. It involves developing the catering concept and planning and developing an operational plan to meet requirements.


Assessment: Evidence of the following is essential: - ability to plan catering that reflects event objectives and is operationally practical - knowledge of the range of catering options to be considered for different event styles and contexts - knowledge of issues and challenges associated with event catering - project or work activities conducted over a commercially realistic period of time so that the planning, evaluation and monitoring aspects of catering for an event or function can be assessed - demonstration of skills through the planning of catering for at least two different styles of event. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to the delivery via a project or simulation.
SITHFAB004A DESIGN MENUS TO MEET MARKET NEEDS

Prerequisites: SITHFAB016A - DEVELOP COST EFFECTIVE MENUS
Description: This unit describes the performance outcomes, skills and knowledge required to use menu planning as a marketing and management tool.
Assessment: Variety of menus, case studies, written/oral questions, portfolio/third party reports

SITHFAB001C CLEAN AND TIDY BAR AREAS

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to provide general assistance in a bar area. It includes the skills to clean and tidy bars and public areas, including collecting glasses and interacting with customers. It does not include the preparation and service of alcoholic beverages which is found in the unit SITHFAB002A Operate a bar. Some States and Territories will have legislative requirements in relation to the service of alcohol
Assessment: Students are required to work in the bar, observation, assignments, classroom activities, role plays, portfolio of evidence.

SITHFAB002C OPERATE A BAR

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to carry out bar operations in a range of hospitality enterprises. The unit involves the service of a range of alcoholic and non-alcoholic beverages commonly found in a bar. It does not include the making of espresso coffee which is found SITHFAB012A Prepare and serve espresso coffee
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.

SITHFAB003A SERVE FOOD AND BEVERAGE TO CUSTOMERS

Prerequisites: SITHFAB002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
Description: This unit describes the performance outcomes, skills and knowledge required to serve food and beverage to customers in a range of hospitality industry enterprises
Assessment: Students are required to work in the restaurant, observation, assignments, classroom activities, role plays, portfolio of evidence, case studies and/or presentations. Traineeship Program On the job assessment through demonstration and observation in the workplace.

SITHFAB005A PROVIDE TABLE SERVICE OF ALCOHOLIC BEVERAGES

Prerequisites: SITHFAB009A - PROVIDE RESPONSIBLE SERVICE OF ALCOHOL. SITHFAB002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
Description: This unit describes the performance outcomes, skills and knowledge required to advise on and serve a range of bottled and pre-poured alcoholic beverages within a hospitality setting. It covers general knowledge of and service of all alcoholic beverages, including wines. The unit is related to SITHFAB011A Develop and update food and beverage knowledge, which also covers general information on wines. Specialist knowledge and service of wines is found in SITHFAB014A Provide specialist advice on wine. The essential knowledge base for this unit will vary according to local industry needs, and it is vital that any training take account of these.
Assessment: Direct observation, written/oral test/assignment and portfolio.

SITHFAB006A OPERATE CELLAR SYSTEMS

Locations: Industry.
Prerequisites: SITXINV001A - RECEIVE AND STORE STOCK
Description: This unit describes the performance outcomes, skills and knowledge required to operate dispensing and quality control systems within a cellar. Some States and Territories will have legislative requirements in relation to service of alcohol.
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.

SITHFAB007A COMPLETE RETAIL LIQUOR SALES

Prerequisites: SITXFIN001A - PROCESS FINANCIAL TRANSACTIONS. SITXINV001A - RECEIVE AND STORE STOCK
Description: This unit describes the performance outcomes, skills and knowledge required to complete sales in a retail liquor outlet, including processing sales, merchandising products, undertaking storage and stock control, and minimising theft. Some States and Territories will have legislative requirements in relation to service of alcohol.
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.
SITHFAB008A PROVIDE ROOM SERVICE

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

**Prerequisites:** SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

**Description:** This unit describes the performance outcomes, skills and knowledge required to provide room service in commercial accommodation establishments. Some States and Territories may have legislative requirements in relation to service of alcohol.

**Required Reading:** Traineeship: Workbooks will be provided to trainees as part of their training.

**Assessment:** Students are required to do assignments, role plays, observation, classroom activities, case studies and/or presentations.

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SITHFAB009A PROVIDE RESPONSIBLE SERVICE OF ALCOHOL


**Prerequisites:** Nil.

**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.

**Required Reading:** No required reading. The teacher will provide teaching and learning material as required.

**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.

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SITHFAB010A PREPARE AND SERVE NON ALCOHOLIC BEVERAGES

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

**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 and knowledge required to extract and serve espresso coffee, including storage of coffee and care of machinery, which are covered in SITHFAB012B Prepare and serve espresso coffee.

**Required Reading:** Traineeship: Workbooks will be provided to trainees as part of their training. Brown, G., Hepner, K. (2008). The waiter’s handbook. Australia: Pearson Ed

**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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SITHFAB011A DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE

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

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to develop and maintain the general product knowledge required in food and beverage attending, bar service and catering. The unit brings together much of the product knowledge that underpins effective work performance in a range of food service roles. It addresses food knowledge and the relationship between different foods and beverages. It focuses on the need for ongoing updating of knowledge by all food and beverage staff. Types of food for which knowledge may be required include traditional or contemporary items and may be of varying ethnic origins.


**Assessment:** Projects, written/oral test, presentations, observation, role plays, workplace activities, portfolio. Traineeship: Observation, demonstration, questioning, written assignment.

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SITHFAB012B PREPARE AND SERVE ESPRESSO COFFEE

**Locations:** Footscray Nicholson, Industry, Academy Sofitel.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to extract and serve espresso coffee using a commercial espresso machine, including storage of coffee and cleaning, and care and preventative maintenance of machinery. Care and maintenance procedures may vary according to the machine manufacturer recommendations and warranty conditions. Dosage measuring may be mechanical or electronic. Dosing also refers to selecting the correct amount of ground coffee, appropriate particle grind size and prevailing conditions such as ambient humidity. An espresso coffee is the basis of most coffee-based beverages. The unit does not cover general preparation of coffee using methods of coffee extraction other than espresso machines, which is covered in SITHFAB010C Prepare and serve non-alcoholic beverages. The terms barista, senior barista and master barista may have different meanings to diverse individuals and groups. Some prefer to make no designation and refer to a barista as someone who is a trained and expert operator.

**Required Reading:** Traineeship: Workbooks will be provided to trainees as part of their training. Brown, G., Hepner, K. (2008). The waiter’s handbook. Australia: Pearson Ed

**Assessment:** Direct observation of practical demonstration, tasting of coffee, videos, written/oral questions and portfolio of evidence.

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SITHFAB013A PROVIDE SPECIALIST ADVICE ON FOOD

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** SITHFAB011A - DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE

**Description:** This unit describes the performance outcomes, skills and knowledge required to develop and maintain in-depth knowledge of food and apply that knowledge to food service operations. This unit builds on skills and knowledge covered in SITHFAB004A Provide food and beverage service, and SITHFAB011A Develop and update food and beverage knowledge. The unit covers the development of knowledge and provision of advice on foods and menu items to customers. Demonstration of knowledge must cover a wide range of food and food items, however the depth, breadth and focus will vary according to enterprise requirements. Styles of menus to be developed or contributed to may be classical, contemporary or...
ethic and may be formal or informal according to enterprise requirements. Special cultural groups may include any ethnic, cultural or religious group with special dietary requirements or sanctions.

**Required Reading:** Traineeship: Workbooks will be provided to trainees as part of their training.

**Assessment:** Training record book, observation, demonstration, written/oral test/worksheets.

**SITXFIN001A PROVIDE SPECIALIST ADVICE ON WINE**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This qualification provides the skills and knowledge for an individual to be competent in skilled operations with the need to apply discretion and judgement. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team. This unit describes the performance outcomes, skills and knowledge required to organise, prepare and serve food, and alcoholic and non-alcoholic beverages to customers. It incorporates all aspects of organising, preparing and serving a variety of menu items, and alcoholic and non-alcoholic beverage items for a service period in a hospitality enterprise, using a range of service methods and team coordination skills. The unit integrates key technical and organisational skills required by a food and beverage attendant. It brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a commercial cafe, dining room or restaurant. It requires taking responsibility for own output, working as part of a team and taking limited responsibility for the work of others.

**Required Reading:** Traineeship: Workbooks will be provided to trainees as part of their training.

**Assessment:** Training record book, observation, demonstration, written/oral test/worksheets.

**SITXAB007A PROVIDE SPECIALIST ADVICE ON ALCOHOLIC BEVERAGES**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** SITXFIN001A - PROCESS FINANCIAL TRANSACTIONS

**Description:** This qualification provides the skills and knowledge for an individual to be competent in skilled operations with the need to apply discretion and judgement. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team. This unit describes the performance outcomes, skills and knowledge required to organise, prepare and serve food, and alcoholic and non-alcoholic beverages to customers. It incorporates all aspects of organising, preparing and serving a variety of menu items, and alcoholic and non-alcoholic beverage items for a service period in a hospitality enterprise, using a range of service methods and team coordination skills. The unit integrates key technical and organisational skills required by a food and beverage attendant. It brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a commercial cafe, dining room or restaurant. It requires taking responsibility for own output, working as part of a team and taking limited responsibility for the work of others.

**Required Reading:** Traineeship: Workbooks will be provided to trainees as part of their training.

**Assessment:** Training record book, observation, demonstration, written/oral test/worksheets.

**SITXBD001A PROVIDE SPECIALIST ADVICE ON WINE**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** SITXAB007A - PROVIDE SPECIALIST ADVICE ON ALCOHOLIC BEVERAGES

**Description:** This qualification provides the skills and knowledge for an individual to be competent in skilled operations with the need to apply discretion and judgement. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team. This unit describes the performance outcomes, skills and knowledge required to organise, prepare and serve food, and alcoholic and non-alcoholic beverages to customers. It incorporates all aspects of organising, preparing and serving a variety of menu items, and alcoholic and non-alcoholic beverage items for a service period in a hospitality enterprise, using a range of service methods and team coordination skills. The unit integrates key technical and organisational skills required by a food and beverage attendant. It brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a commercial cafe, dining room or restaurant. It requires taking responsibility for own output, working as part of a team and taking limited responsibility for the work of others.

**Required Reading:** Traineeship: Workbooks will be provided to trainees as part of their training.

**Assessment:** Training record book, observation, demonstration, written/oral test/worksheets.

**SITXAB002A PROVIDE SPECIALIST ADVICE ON ALCOHOLIC BEVERAGES**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** SITXAB007A - PROVIDE SPECIALIST ADVICE ON WINE

**Description:** This qualification provides the skills and knowledge for an individual to be competent in skilled operations with the need to apply discretion and judgement. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team. This unit describes the performance outcomes, skills and knowledge required to organise, prepare and serve food, and alcoholic and non-alcoholic beverages to customers. It incorporates all aspects of organising, preparing and serving a variety of menu items, and alcoholic and non-alcoholic beverage items for a service period in a hospitality enterprise, using a range of service methods and team coordination skills. The unit integrates key technical and organisational skills required by a food and beverage attendant. It brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a commercial cafe, dining room or restaurant. It requires taking responsibility for own output, working as part of a team and taking limited responsibility for the work of others.

**Required Reading:** Traineeship: Workbooks will be provided to trainees as part of their training.

**Assessment:** Training record book, observation, demonstration, written/oral test/worksheets.

**SITXAB003A PROVIDE SPECIALIST ADVICE ON ALCOHOLIC BEVERAGES**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** SITXAB002A - PROVIDE SPECIALIST ADVICE ON WINE

**Description:** This qualification provides the skills and knowledge for an individual to be competent in skilled operations with the need to apply discretion and judgement. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team. This unit describes the performance outcomes, skills and knowledge required to organise, prepare and serve food, and alcoholic and non-alcoholic beverages to customers. It incorporates all aspects of organising, preparing and serving a variety of menu items, and alcoholic and non-alcoholic beverage items for a service period in a hospitality enterprise, using a range of service methods and team coordination skills. The unit integrates key technical and organisational skills required by a food and beverage attendant. It brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a commercial cafe, dining room or restaurant. It requires taking responsibility for own output, working as part of a team and taking limited responsibility for the work of others.

**Required Reading:** Traineeship: Workbooks will be provided to trainees as part of their training.

**Assessment:** Training record book, observation, demonstration, written/oral test/worksheets.

**SITXAB004A PROVIDE SPECIALIST ADVICE ON WINE**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** SITXAB003A - PROVIDE SPECIALIST ADVICE ON ALCOHOLIC BEVERAGES

**Description:** This qualification provides the skills and knowledge for an individual to be competent in skilled operations with the need to apply discretion and judgement. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team. This unit describes the performance outcomes, skills and knowledge required to organise, prepare and serve food, and alcoholic and non-alcoholic beverages to customers. It incorporates all aspects of organising, preparing and serving a variety of menu items, and alcoholic and non-alcoholic beverage items for a service period in a hospitality enterprise, using a range of service methods and team coordination skills. The unit integrates key technical and organisational skills required by a food and beverage attendant. It brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a commercial cafe, dining room or restaurant. It requires taking responsibility for own output, working as part of a team and taking limited responsibility for the work of others.

**Required Reading:** Traineeship: Workbooks will be provided to trainees as part of their training.

**Assessment:** Training record book, observation, demonstration, written/oral test/worksheets.

**SITXAB005A PROVIDE SPECIALIST ADVICE ON ALCOHOLIC BEVERAGES**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** SITXAB004A - PROVIDE SPECIALIST ADVICE ON WINE

**Description:** This qualification provides the skills and knowledge for an individual to be competent in skilled operations with the need to apply discretion and judgement. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team. This unit describes the performance outcomes, skills and knowledge required to organise, prepare and serve food, and alcoholic and non-alcoholic beverages to customers. It incorporates all aspects of organising, preparing and serving a variety of menu items, and alcoholic and non-alcoholic beverage items for a service period in a hospitality enterprise, using a range of service methods and team coordination skills. The unit integrates key technical and organisational skills required by a food and beverage attendant. It brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a commercial cafe, dining room or restaurant. It requires taking responsibility for own output, working as part of a team and taking limited responsibility for the work of others.

**Required Reading:** Traineeship: Workbooks will be provided to trainees as part of their training.

**Assessment:** Training record book, observation, demonstration, written/oral test/worksheets.

**SITXAB006A PROVIDE SPECIALIST ADVICE ON WINE**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** SITXAB005A - PROVIDE SPECIALIST ADVICE ON ALCOHOLIC BEVERAGES

**Description:** This qualification provides the skills and knowledge for an individual to be competent in skilled operations with the need to apply discretion and judgement. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team. This unit describes the performance outcomes, skills and knowledge required to organise, prepare and serve food, and alcoholic and non-alcoholic beverages to customers. It incorporates all aspects of organising, preparing and serving a variety of menu items, and alcoholic and non-alcoholic beverage items for a service period in a hospitality enterprise, using a range of service methods and team coordination skills. The unit integrates key technical and organisational skills required by a food and beverage attendant. It brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a commercial cafe, dining room or restaurant. It requires taking responsibility for own output, working as part of a team and taking limited responsibility for the work of others.

**Required Reading:** Traineeship: Workbooks will be provided to trainees as part of their training.

**Assessment:** Training record book, observation, demonstration, written/oral test/worksheets.
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.

**SITHGAM006A PROVIDE RESPONSIBLE GAMBLING SERVICES**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to provide responsible gambling services, and information to customers who require assistance with their problem gambling.

**Required Reading:** No required text.

**Assessment:** Traineeship Program: On the job assessment through demonstration and observation in the workplace.

**SITHIND001B DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to develop and update knowledge of the hospitality industry, including the role of different industry sectors and key legal and ethical issues that must be considered by hospitality industry personnel in their day to day work. This knowledge underpins effective performance in the hospitality industry.

**Required Reading:** V.O'Shannessy, D. Minett. (2009) The road to hospitality, skills for the new professional. Australia: Pearson.

**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.

**SITHIND002A APPLY HOSPITALITY SKILLS IN THE WORKPLACE**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to apply hospitality skills in the workplace. The unit integrates a defined range of key technical and organisational skills required by service staff to provide a range of organization products and services to multiple and diverse customers. The unit brings together the skills and knowledge acquired in individual units and focuses on the way these must then be applied in a hospitality setting to ensure a smooth work flow and quality customer service. It incorporates preparation, service and closedown of the work area, using a range of techniques, equipment and materials. It involves taking responsibility for own outputs, working as part of a team and taking limited responsibility for the work of others.


**Assessment:** Training record book, observation, customer feedback, written/oral test/worksheets, portfolio/third party evidence.

**SITTGDE001A WORK AS A GUIDE**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**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 unconsolable 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 and its 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.

**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**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**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.

**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 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.

**SITTGDE003A PROVIDE AND COORDINATE HOSPITALITY SERVICE**

**Locations:** Footscray Nicholson, Industry, Academy Sofitel.

**Prerequisites:** SITHFAB002A - OPERATE A BARSITHFAB004A - PROVIDE FOOD AND BEVERAGE SERVICES SITHFAB009A - PROVIDE RESPONSIBLE SERVICE OF ALCOHOLSITHINDS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

**Description:** This unit describes the performance outcomes, skills and knowledge required to provide and coordinate hospitality service to customers. The unit integrates a range of well developed key operational and organisational skills required by service staff in hospitality organisations providing a range of organisation products and services to multiple and diverse customers. The unit brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a hospitality setting to ensure a smooth work flow and quality customer service. It involves taking responsibility for own outputs, working as part of a team and taking limited responsibility for the work of others.


**Assessment:** Training record book, observation, customer feedback, written/oral test/worksheets, portfolio/third party evidence.

**SITTGDE004A LEAD TOUR GROUPS**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.
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.

**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.

**SITTGD006A PREPARE AND PRESENT TOUR COMMENTARIES OR ACTIVITIES**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**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 scripted commentary and requires significant creative input.

**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.

**SITTGD007A DEVELOP AND MAINTAIN THE GENERAL AND REGIONAL KNOWLEDGE REQUIRED BY GUIDES**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**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.

**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.

**SITTD001A DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE**

**Locations:** Werribee, Industry, Sunbury.

**Prerequisites:** Nil.

**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.

**Required Reading:** O’Shannessy, V., Minett, D. (2008). (2nd Ed). The road to tourism, skills for the new professional. Australia: Pearson Education

**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.

**SITTD001B DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE**

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

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to develop and update current and emerging information on the tourism industry, including industry structure, current technology and key environmental, community, legal and ethical issues that must be considered and applied by tourism industry personnel in their day-to-day work. The unit focuses on the ability to source and comprehend general tourism industry information and covers the initial and ongoing development of a person’s required knowledge base. This information underpins effective performance in the tourism industry. More specialised and advanced tourism research and management knowledge is found in other units. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Required Reading:** O’Shannessy, V., Minett (2008) (2nd Ed) The road to tourism, skills for the new professional Australia: Pearson Education

**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.

**SITTPPD001B RESEARCH, ASSESS AND DEVELOP TOURISM PRODUCTS**

**Locations:** Werribee, Industry, Off-shore.

**Prerequisites:** Nil.

**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.

**Required Reading:** This unit has no required text.

**Assessment:** Evidence of the following is essential: - ability to research, assess and develop tourism products for a specific tourism operation and to monitor the product’s success - ability to fully research, comprehend and analyse information on the full range of issues that relate to the development of the tourism product - detailed knowledge of the tourism industry, including structure and interrelationships, tourism industry networks, information sources and distribution and marketing networks - ability to consult and communicate with colleagues and external stakeholders Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School.

**SITTPPD002A RESEARCH TOURISM DATA**

**Locations:** Werribee.

**Prerequisites:** Nil.

**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.

**Required Reading:** This unit has no required text.

**Assessment:** Students are required to do assignments, classroom activities, portfolio of research and/or presentations.

### SITTTSL001A OPERATE AN ONLINE INFORMATION SYSTEM

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**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.

**Required Reading:** O'Shannessy, V., Minett, D. (2008). The road to tourism, skills for the new professional. Australia: Pearson

**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 they can operate an online information system, which can include the internet and any intranet system.

### SITTTSL002A ACCESS AND INTERPRET PRODUCT INFORMATION

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**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.

**Required Reading:** O'Shannessy, V., Minett, D. (2008). The road to tourism, skills for the new professional. Australia: Pearson

**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.

### SITTTSL003A SOURCE AND PROVIDE AUSTRALIAN DESTINATION INFORMATION AND ADVICE

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**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 can the 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.

**Required Reading:** This unit has no required text.

**Assessment:** Students are required to do assignments, classroom activities, tests, projects and/or presentations.

### SITTTSL004A SOURCE AND PROVIDE INTERNATIONAL DESTINATION INFORMATION AND ADVICE

**Locations:** Industry.

**Prerequisites:** Nil.

**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 can the 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.

**Required Reading:** This unit has no required text.

**Assessment:** Students are required to do assignments, classroom activities, tests, projects and/or presentations.

### SITTTSL005A SELL TOURISM PRODUCTS AND SERVICES

**Locations:** Industry.

**Prerequisites:** SITTTSL002A - 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-related legislation as it applies to selling the product or destination.

**Required Reading:** O'Shannessy, V., Minett, D., Hyde, G. (2008) (2nd Ed) The Road to Tourism, Skills for the new professional. Australia: Pearson Education

**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 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.

### SITTTSL006A PREPARE QUOTATIONS

**Locations:** Werribee, Industry.

**Prerequisites:** SITTTSL002A - ACCESS AND INTERPRET PRODUCT INFORMATION

**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 and services, which deals with the more advanced skills to actually source, price and package product.

**Required Reading:** 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 their competence to the traineeship assessor via oral questions and written tasks they can for example 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.
SITTTSL006B PREPARE QUOTATIONS

Prerequisites: SITTTSL002A - ACCESS AND INTERPRET PRODUCT INFORMATION
Description: This unit describes the performance outcomes, skills and knowledge required to motivate customers to buy, product and service features, benefits and possible alternatives. It requires the ability to provide quotations for products and services where the customer's requirements have already been determined within the product development phase. It underpins SITTPPD001B Source and package tourism products, which deals with the more advanced skills to actually source, price and package product.

Required Reading: No required reading.
Assessment: Students are required to do assignments, classroom activities, projects.

SITTTSL007B RECEIVE AND PROCESS RESERVATIONS

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to record reservations, process reservations and confirm these with suppliers, and administer all bookings through to finalisation. It describes the coordination of bookings with suppliers, which deals with the more advanced skills to actually source, price and package product.

Required Reading: No required reading.
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.

SITTTSL008A BOOK AND COORDINATE SUPPLIER SERVICES

Locations: Industry.
Prerequisites: SITTTSL002A - ACCESS AND INTERPRET PRODUCT INFORMATION
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.

Required Reading: No required reading.
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: - direct observation of the candidate receiving and processing reservations - evaluation of integrated activities completed by the candidate, including sourcing information on products, selling products, providing quotations and issuing documents - evaluation of reservations documentation and booking data generated by the candidate - written and oral questioning or interview to test knowledge of the principles underpinning reservations procedures and the relationships between different sectors of the tourism industry. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School. This unit lends itself to LiWC via a project or simulation.

SITTTSL009A PROCESS TRAVEL-RELATED DOCUMENTATION

Prerequisites: SITTTSL002A - 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.

Required Reading: No required reading.
Assessment: Students are required to do classwork activities, tests, assignment.

SITTTSL010A CONTROL RESERVATIONS OR OPERATIONS USING A COMPUTERISED SYSTEM

Prerequisites: Nil.
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 covered in SITTTSL005A Source and package tourism products and services, SITTTSL006A Prepare quotations and SITTTSL009A Process related documentation.

Required Reading: D.L. Foster (2007). First Class Galileo. Mundus
Assessment: Students are required to do classroom activities, tests.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to construct international air itineraries and cost normal international airfares. It requires the ability to interpret airfare information accurately and configure international air itineraries that create optimum airfare costs. This unit does not include ticketing which is found in SITTTSL009A Process travel related documentation.
Assessment: Students are required to do classroom activities, tests.

SITTTSL013B CONSTRUCT NORMAL INTERNATIONAL AIRFARES
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to construct international air itineraries and cost normal international airfares. It requires the ability to interpret airfare information accurately and configure air itineraries which create optimum airfare costs. This unit does not include ticketing which is found in the unit SITTTSL009A Process travel related documentation.
Required Reading: Australian Federation of Travel Agents Limited (AFTA) (2007) International Promotional Fares Australian Federation of Travel Agents Limited (AFTA)/Australia
Assessment: Students are required to do classroom activities, tests.

SITTTSL014A CONSTRUCT PROMOTIONAL INTERNATIONAL AIRFARES
Prerequisites: SITTTSL013B - CONSTRUCT NORMAL INTERNATIONAL AIRFARES
Description: This unit describes the performance outcomes, skills and knowledge required to construct international air itineraries and cost promotional or “special” international airfares. It requires the ability to interpret airfare information accurately and configure air itineraries which create optimum airfare costs. This unit does not include ticketing which is found in the unit SITTTSL009A Process travel related documentation.
Required Reading: Australian Federation of Travel Agents Limited (AFTA) (2007) International Promotional Fares Australian Federation of Travel Agents Limited (AFTA)/Australia
Assessment: Students are required to do classroom activities, tests.

SITTTSL014B CONSTRUCT PROMOTIONAL INTERNATIONAL AIRFARES
Prerequisites: SITTTSL013B - CONSTRUCT NORMAL INTERNATIONAL AIRFARES
Description: This unit describes the performance outcomes, skills and knowledge required to construct international air itineraries and cost promotional or “special” international airfares. It requires the ability to interpret airfare information accurately and configure air itineraries which create optimum airfare costs. This unit does not include ticketing which is found in the unit SITTTSL009B Process travel related documentation.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
SITXSL016A ADMINISTER BILLING AND SETTLEMENT PLAN


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to administer a billing and settlement plan (BSP) for any tourism organisation involved in the sale and ticketing of airfares. It requires the ability to compile all information and documentation for air ticket sales and to lodge and report payments with accuracy.

Required Reading: IATA (2007) BSP Kit. IATA/Australia

Assessment: Students are required to do tests.

SITXSL016B ADMINISTER BILLING AND SETTLEMENT PLAN


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to administer a billing and settlement plan (BSP) for any tourism organisation involved in the sale and ticketing of airfares. It requires the ability to compile all information and documentation for air ticket sales and to lodge and report payments with accuracy.

Required Reading: IATA (2007) BSP Kit. IATA/Australia

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.

SITVAF001A PROVIDE VENUE INFORMATION AND ASSISTANCE

Locations: Sunbury.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to provide visitors with general information about a local area.


Assessment: Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

SITXADM001A PERFORM OFFICE PROCEDURES


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to complete a range of routine office procedures and activities, including writing simple correspondence.


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 perform a range of routine office procedures and activities, including writing simple correspondence.

SITXADM003A WRITE BUSINESS DOCUMENTS


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to prepare and produce a range of business documents expressing complex ideas and requiring varying and complex formats, e.g. formal reports.

Required Reading: No required reading.

Assessment: Traineeship: This unit is also 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 produce a range of business documents expressing complex ideas and requiring varying and complex formats. On Campus courses: Students are required to do assignments, classroom activities, projects, case studies.

SITXADM004A PLAN AND MANAGE MEETINGS


Prerequisites: Nil.

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.

Required Reading: No required text.

Assessment: Assignments, presentations, case studies, direct observations, and role plays.

SITXCSS001A PROVIDE VISITOR INFORMATION


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to provide visitor information proactively in a range of industry contexts. It requires the ability to provide quality customer service while identifying specific customer needs.

SITXCSS002A PROVIDE QUALITY CUSTOMER SERVICE


Prerequisites: Nil.

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.

Required Reading: For Hospitality courses, the text will be "The road to hospitality, skills for the new professional". No required text for Tourism courses. O’Shannessy, V., Minett, D. (2008). The Road to hospitality, skills for the new professional. 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.

SITXCSS003A MANAGE QUALITY CUSTOMER SERVICE


Prerequisites: Nil.

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.

**Required Reading:** O’Shannessy, V., Minnett, D. (2008). The Road to hospitality, skills for the new professional. Australia: Pearson

**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

**SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS**


**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, interpersonal, communication and customer service skills and knowledge required to work in the service industries. This is a core unit underpinning all other units involving interaction with colleagues and customers. Key required skills and knowledge for this role include meeting personal presentation standards, establishing rapport with customers, determining and addressing customer needs and expectations, dealing with complaints, working in teams and using appropriate communication techniques and mediums.

**Required Reading:** For Tourism courses, the text will be "The road to tourism, skills for the new professional". For Hospitality courses, the text will be "The road to hospitality, skills for the new professional". O’Shannessy V, Minnett D, Hyde G. (2008). 2nd Ed. The Road to Tourism, Skills for the New Professional Pearson Education, Australia O’Shannessy, V., Minnett, D. (2008). The Road to hospitality, skills for the new professional. Australia: Pearson 21773VIC Certificate II in General Education for Adults: The teacher will provide teaching and learning material as required.

**Assessment:** Students are required to do assignments, classroom activities, case studies and/or presentations. Traineeship Program On the job assessment through demonstration and observation in the workplace. Academy Sofitel: A range of assessment methods will be used to assess the practical skills and knowledge required to communicate with culturally diverse customers and colleagues, including: - observation, case studies or projects, questions about cultural values and differences and effective communication and problem solving techniques, written and oral questioning or interview to test knowledge of EEO and anti discrimination legislative issues and workplace policies, review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

**SITXCOM003A DEAL WITH CONFLICT SITUATIONS**

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

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to resolve conflict situations with customers and colleagues. It also describes the resolution of escalated complaints. The unit covers the conflict resolution skills required to address conflicts that may arise in day to day work situations. It does not cover formal negotiation, counselling or conducting mediation.

**Required Reading:** For Tourism courses, the text will be "The road to tourism, skills for the new professional". For Hospitality courses, the text will be "The road to hospitality, skills for the new professional". Traineeship: Workbooks will be provided to trainees as part of their training. O’Shannessy V, Minnett D, Hyde G. (2008). 2nd Ed. The Road to Tourism, Skills for the New Professional Australia: Pearson Ed O’Shannessy, V., Minnett, D. (2008). The Road to hospitality, skills for the new professional. Australia: Pearson Ed

**Assessment:** Students are required to do assignments, classroom activities, case studies and/or presentations. Academy Sofitel: A range of assessment methods will be used to assess practical skills and knowledge, including: - direct observation of the candidate carrying out work tasks involving dealing with customers and colleagues - role-plays about communication situations and dealing with complaints and misunderstandings - review of simple messages written by the candidate for various situations - questions about effective communication and personal presentation - review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

**SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT**


**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to be culturally aware when serving customers and working with colleagues from diverse backgrounds. It requires the ability to communicate with people of different social and cultural backgrounds with respect and sensitivity and address cross-cultural misunderstandings.

**Required Reading:** For Tourism courses, the text will be "The road to tourism, skills for the new professional". For Hospitality courses, the text will be "The road to hospitality, skills for the new professional". O’Shannessy, V., Minnett, D., Hyde, G. (2008). (2nd Ed.) The Road to tourism, skills for the new professional. Australia: Pearson Ed O’Shannessy, V., Minnett, D. (2008). The road to hospitality, skills for the new professional. Australia: Pearson Ed 21773VIC Certificate II in General Education for Adults: The teacher will provide teaching and learning material as required.

**SITXCOM004A COMMUNICATION ON THE TELEPHONE**


**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to communicate effectively on the telephone. It requires the ability to make and receive calls, to take messages on behalf of other people and to use the main features of a telephone correctly.

**Required Reading:** Retail & Hospitality Traineeship: Workbooks will be provided to trainees as part of their training. O’Shannessy, V., Minnett, D. (2008). (2nd Ed.) The road to tourism, skills for the new professional. Australia: Pearson 21772VIC Certificate I in General Education for Adults: The teacher will provide teaching and learning material as required.
**SITXCOM005A MAKE PRESENTATIONS**

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare for and deliver effective presentations to a group of people. It requires the ability to plan presentations that are tailored to the audience needs and to deliver interesting and coherent presentations using appropriate aids, equipment and public speaking techniques.

**Required Reading:** No required text.

**Assessment:** Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

**SITXCOM006A ADDRESS PROTOCOL REQUIREMENTS**

**Description:** This unit describes the performance outcomes, skills and knowledge required to address protocol requirements in a broad range of business activities. The unit focuses on basic research skills to acquire a knowledge and understanding of protocol requirements within diverse business, social and cultural contexts, as well as the ability to use that knowledge in a practical workplace context.

**Required Reading:** Lynn Van Der Wagan. (2008). 3rd Ed. Events Management: For Tourism, Cultural Business and Sporting Events. Pearson Education Australia

**Assessment:** Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

**SITXENV001A PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES**

**Description:** This unit describes the performance outcomes, skills and knowledge required to participate in environmentally sustainable work practices. It requires the ability to measure self-usage of resources effectively, follow predetermined environmentally sustainable work practices, identify and report on breaches and suggest improvements to work activities that will contribute to environmental sustainability and reduce negative environmental impacts.

**Required Reading:** No required text.

**Assessment:** Observation, demonstration, questioning, written assignment.

**SITXENV002A PROVIDE EVENT STAGING SUPPORT**

**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.

**Required Reading:** Lynn Van Der Wagan. (2008). 3rd Ed. Events Management: For Tourism, Cultural Business and Sporting Events. Pearson Education Australia

**Assessment:** Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

**SITXENV003A 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.

**Required Reading:** Lynn Van Der Wagan. (2008). 3rd Ed. Events Management: For Tourism, Cultural Business and Sporting Events. Pearson Education Australia

**Assessment:** Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

**SITXENV004A COORDINATE ON SITE EVENT REGISTRATIONS**

**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.

**Required Reading:** Lynn Van Der Wagan. (2008). 3rd Ed. Events Management: For Tourism, Cultural Business and Sporting Events. Pearson Education Australia

**Assessment:** Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.
SITXEV004B COORDINATE ON-SITE EVENT REGISTRATIONS

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to prepare for and undertake the on-site registration of delegates or participants at an event.


Assessment: Students are required to do assignments, classroom activities, prepare an event concept and/or presentations.

SITXEV005A ORGANISE IN-HOUSE EVENTS OR FUNCTIONS


Prerequisites: Nil.

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.


Assessment: Observation, event documentation and reports, written/oral questions, customer feedback, presentation, evaluation of an event organised, portfolio.

SITXEV005B ORGANISE IN-HOUSE EVENTS OR FUNCTIONS


Prerequisites: Nil.

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. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.


Assessment: Observation, event documentation and reports, written/oral questions, customer feedback, presentation, evaluation of an event organised, portfolio.

SITXEV007B DETERMINE EVENT FEASIBILITY


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to assess the viability of a proposed complex event comprising multiple components, and to develop recommendations and models for its future planning and operation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Required Reading: No required text.

Assessment: Observation, event documentation and reports, written/oral questions, customer feedback, presentation, evaluation of an event organised, portfolio.

SITXEV008A PLAN AND DEVELOP EVENT PROPOSALS AND BIDS

Locations: Sunbury.

Prerequisites: Nil.

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.

Required Reading: Lynn Van Der Wagan (2008). (3rd Ed.) Events Management: For tourism, cultural business and sporting events. Pearson Education Australia/Australia

Assessment: Students are required to do assignments, classroom activities, prepare an event bid.

SITXEV009A DEVELOP EVENT CONCEPTS

Locations: Sunbury.

Prerequisites: Nil.

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 SITXEV008A Plan and develop event proposals and bids. The unit also shares some similarities with SITXEV014A Develop conference programs, but is broader in application.

Required Reading: Lynn Van Der Wagan (2008). (3rd Ed.) Events Management: For tourism, cultural business and sporting events. Pearson Education Australia/Australia

Assessment: Students are required to do assignments, classroom activities, prepare an event concept and/or presentations.

SITXEV010B EVALUATE AND ADDRESS EVENT REGULATORY REQUIREMENTS

Locations: Sunbury.

Prerequisites: Nil.

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.

Required Reading: Lynn Van Der Wagan (2008). (3rd Ed.) Events Management: For tourism, cultural business and sporting events. Pearson Education Australia/Australia

Assessment: Students are required to do assignments, classroom activities, and/or presentations.

SITXEV011A DEVELOP CROWD CONTROL PLANS AND PROCEDURES

Locations: Sunbury.

Prerequisites: Nil.

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.

Required Reading: Lynn Van Der Wagan (2008). (3rd Ed.) Events Management: For tourism, cultural business and sporting events. Pearson Education Australia/Australia

Assessment: Students are required to do assignments, classroom activities, participate in a live event.

SITXEV012A SELECT EVENT VENUES AND SITES

Locations: Sunbury.

Prerequisites: Nil.

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.

Required Reading: Lynn Van Der Wagan (2008). (3rd Ed.) Events Management: For tourism, cultural business and sporting events. Pearson Education Australia/Australia

Assessment: Students are required to do assignments, classroom activities, and/or presentations.

SITXEV013A MANAGE EVENT STAGING

Locations: Sunbury.

Prerequisites: Nil.
**SITXEVT014A DEVELOP CONFERENCE PROGRAMS**

**Locations:** Sunbury.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to develop conference programs.

**Required Reading:** Lynn Van Der Wagan (2008). (3rd Ed.) Events Management: For tourism, cultural business and sporting events. Pearson Education Australia/Australia

**Assessment:** Students are required to do assignments, classroom activities, conduct a live event.

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**SITXEVT015B MANAGE EXHIBITIONS**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to manage the staging and operation of a complex event comprising multiple components.

**Required Reading:** Lynn Van Der Wagan (2008). (3rd Ed.) Events Management: For tourism, cultural business and sporting events. Pearson Education Australia/Australia

**Assessment:** Students are required to do assignments, classroom activities, conduct a live event.

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**SITXEVT016A ORGANISE AND MONITOR EVENT INFRASTRUCTURE**

**Locations:** Industry, Sunbury.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to organise and monitor event infrastructure.

**Required Reading:** Lynn Van Der Wagan (2008). (3rd Ed.) Events Management: For tourism, cultural business and sporting events. Pearson Education Australia/Australia

**Assessment:** Students are required to do assignments, classroom activities, conduct a live event.

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**SITXEVT017A PROVIDE ON SITE EVENT MANAGEMENT SERVICES**

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

**Prerequisites:** Nil.

**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.

**Required Reading:** Lynn Van Der Wagan (2008). (3rd Ed.) Events Management: For tourism, cultural business and sporting events. Pearson Education Australia/Australia

**Assessment:** Students are required to do assignments, classroom activities, and conduct a live event.

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**SITXEVT017B PROVIDE ON SITE EVENT MANAGEMENT SERVICES**

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

**Prerequisites:** Nil.

**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.

**Required Reading:** Lynn Van Der Wagan (2008). (3rd Ed.) Events Management: For tourism, cultural business and sporting events. Pearson Education Australia/Australia

**Assessment:** Students are required to do assignments, classroom activities, and conduct a live event.

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**SITXFNO001A PROCESS FINANCIAL TRANSACTIONS**

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

**Prerequisites:** Nil.

**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.

**Required Reading:** No required text.

**Assessment:** Students are required to complete assignments, classroom activities, test and worksheets.

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**SITXFNO002A MAINTAIN FINANCIAL RECORDS**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to maintain accurate financial records in a range of business contexts.

**Required Reading:** No required text.

**Assessment:** Students may be required to do assignments, coursework, tests, projects.

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**SITXFNO003A INTERPRET FINANCIAL INFORMATION**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**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 how financial information is used in the management of a business.


**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.

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**SITXFNO004A MANAGE FINANCES WITHIN A BUDGET**

**Locations:** Footscray Nicholson, Academy Sofitel.

**Prerequisites:** Nil.

**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 SITXFNO005A Prepare and monitor budgets.

Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: evaluation of financial reports detailing financial performance of projects or activities conducted by the candidate; evaluation of reports produced by the candidate detailing the processes undertaken to manage finances within a budget; case studies and problem solving to assess application of the principles of budget management to different situations; review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXFIN005A PREPARE AND MONITOR BUDGETS
Locations: Footscray Nicholson, Academy Sofitel.
Prerequisites: Nil.
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.
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.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to obtain and manage sponsorship for an activity, event or other organisational activity.
Required Reading: Lynn Van Der Wagen (2008). (3rd Ed.) Events Management: For tourism, cultural business and sporting events. Pearson Education Australia/Australia
Assessment: Students are required to do assignments, classroom activities, obtain sponsorship for a live event.

SITXFIN007A MANAGE PHYSICAL ASSETS
Prerequisites: Nil.
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.
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.

SITXFIN008A MANAGE FINANCIAL OPERATIONS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage day to day financial operations of a small organisation, a department within a larger organisation or a complex project. The unit is not intended to cover detailed specialist accounting skills that are undertaken by qualified accountants or financial controllers, but does include the awareness of accounting issues and concepts needed by managers for effective communication with accountants or other specialists on financial matters.
Accounting - An Introduction. Sydney: Pearson Education
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: evaluation of financial reports; evaluation of financial management strategies -case studies and problem solving -review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXFS001A IMPLEMENT FOOD SAFETY PROCEDURES
Prerequisites: SITXH5001A - FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES
Description: This unit describes the performance outcomes, skills and knowledge required to handle food safely during the storage, preparation, display, service and disposal of food within a range of service industry operations. It requires the ability to follow predetermined procedures as outlined in an organisation food safety program.
Required Reading: No required reading.
Assessment: Students are required to complete assignments, classroom activities, case studies and/or presentations. Direct observation, oral/written test/worksheets. Traineeship: Training record book, observation, written/oral test/worksheets, portfolio/third party evidence.

SITXFS002A DEVELOP AND IMPLEMENT A FOOD SAFETY
Prerequisites: SITXFS001A - IMPLEMENT FOOD SAFETY PROCEDURES
Description: This unit describes the performance outcomes, skills and knowledge required to develop, implement and evaluate a food safety program for a range of service industry operations where food is stored, prepared, displayed, served and disposed of. It requires the ability to determine the specific program requirements for an organisation and prepare policies and procedures for other personnel to follow.
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.

SITXGLCOO1A DEVELOP AND UPDATE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE
SITXHRM002A RECRUIT, SELECT AND INDUCT STAFF

Locations: Footscray Nicholson, Academy Sofitel.

Prerequisites: Nil.

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.


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.

SITXHRM003A ROSTER STAFF


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop, administer and communicate staff rosters.

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. O’Shannessy, V., Minett, D. (2008). The Road to hospitality, skills for the new professional. Australia: Pearson Education Australia.

Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: - evaluation of the staffing 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.

Prerequisites: Nil.

Description: This unit covers the performance outcomes skills and knowledge required to recruit and retain volunteers.


Assessment: Students are required to do assignments, classroom activities, and manage a group of volunteers at a live event.

SITXHRM005A LEAD AND MANAGE PEOPLE


Prerequisites: Nil.

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.


Assessment: Students are required to do assignments, classroom activities.

SITXHRM006A MONITOR STAFF PERFORMANCE


Prerequisites: Nil.

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.


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, Academy Sofitel.

Prerequisites: Nil.

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.


Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: case studies to develop strategies for effectively managing diversity in different industry contexts -oral or written questions to assess knowledge of cross cultural issues and communication techniques -review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXHRM008A MANAGE WORKPLACE RELATIONS


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to manage workplace relations from an industrial relations perspective.


Assessment: Evaluation of reports, assignments, review of portfolios, presentations, projects.

SITXINV001A RECEIVE AND STORE STOCK


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to receive and store stock. It requires the ability to check and take delivery of stock, other than food, and to appropriately store, rotate and maintain the quality of stock items.

Required Reading: No required text.

Assessment: Observation, written/oral questioning, test, workplace reports, portfolio.

SITXINV002A CONTROL AND ORDER STOCK


Prerequisites: SITXINV001A - RECEIVE AND STORE STOCKS, SITXCCO003A - RECEIVE AND STORE KITCHEN SUPPLIES

Description: This unit describes the performance outcomes, skills and knowledge required to control and order stock. It requires the ability to process stock orders, maintain stock levels, minimise stock losses, manage stock-takes and maintain all documents that relate to the administration of stock.

Required Reading: No required text.

Assessment: Projects, stock control activities, case studies, oral/written test/worksheets, workplace reports, portfolio.

SITXMGT001A MONITOR WORK OPERATIONS


Prerequisites: Nil.

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.

Required Reading: For Hospitality oncampus study: The Road to hospitality, skills for the new professional. O'Shannessy, V., Minett, D. (2008). The Road to hospitality, skills for the new professional. Australia: Pearson

Assessment: Students are required to do assignments, observation, classroom activities.

SITXMGT002A DEVELOP AND IMPLEMENT OPERATIONAL PLANS


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to undertake workplace planning with an operational focus.


Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: -evaluation of a plan prepared by the candidate as well as an evaluation of the implementation and evaluation phase to assess ongoing monitoring -evaluation of reports prepared by the candidate detailing the plan, how the planning process was undertaken, the ways in which implementation and evaluation of the plan were carried out and the lessons learned to inform future project planning -review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXMGT003A MANAGE PROJECTS

Locations: Sunbury.

Prerequisites: Nil.

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.

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


Prerequisites: Nil.

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.


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.

Prerequisites: Nil.

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.

**Required Reading:** This unit has no required text.

**Assessment:** Students are required to complete assignments, tests, projects, case studies, presentations.

### SITXMPRO006A ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS

**Locations:** Footscray Nicholson, Industry, Academy Sofitel.

**Prerequisites:** Nil.

**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.

**Required Reading:** For Hospitality on campus study: The Road to hospitality, skills for the new professional. O’Shannessy, V., Minett, D. (2008). The Road to hospitality, skills for the new professional. Australia: Pearson.

**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.

### SITXMPRO001A COORDINATE PRODUCTION OF BROCHURES AND MARKETING MATERIALS

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**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.

**Required Reading:** No required text.

**Assessment:** Students are required to do assignments, classroom activities, and conduct a live event.

### SITXMPRO002A CREATE A PROMOTIONAL DISPLAY OR STAND

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**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.

**Required Reading:** No required text.

**Assessment:** Students are required to do assignments, classroom activities, and conduct a live event.

### SITXMPRO004A COORDINATE MARKETING ACTIVITIES

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

**Prerequisites:** Nil.

**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.


**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.

### SITXMPRO003A DEVELOP AND MANAGE MARKETING STRATEGIES

**Locations:** Footscray Nicholson, Industry, Academy Sofitel.

**Prerequisites:** Nil.

**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 SITXMPRO001A Coordinate production of brochures and marketing materials, and SITXMPRO004A Coordinate marketing activities.


**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.

### SITXHS001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES

**Locations:** Footscray Nicholson, Werribee, Industry, Academy Sofitel.

**Prerequisites:** Nil.

**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.

**Required Reading:** For Hospitality courses, the text will be “The road to hospitality, skills for the new professional”. O’Shannessy, V., Minett, D. (2008). The Road to hospitality, skills for the new professional. 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.

### SITXHS001B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**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.

**Required Reading:** Nil.

**Assessment:** Nil.

**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.

**Required Reading:** No required text.

**Assessment:** Students are required to do assignments, classroom activities, and conduct a live event.
SITXOHS002A FOLLOW WORKPLACE HYGIENE PROCEDURES


**Prerequisites:** Nil.

**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 non-contamination of food and other items that might put customers, colleagues and self at a health risk.

**Required Reading:** No required text. Traineeship: Workbooks will be provided to trainees as part of their training.

**Assessment:** Assessment will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.

SITXOHS003A IDENTIFY HAZARDS, AND ASSESS AND CONTROL SAFETY RISKS

**Locations:** Sunbury.

**Prerequisites:** Nil.

**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.

**Required Reading:** No required reading.

**Assessment:** Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

SITXOHS003B IDENTIFY HAZARDS, AND ASSESS AND CONTROL SAFETY RISKS

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**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. This risk management approach is central to compliance with OHS legislation, which imposes obligations on businesses (whether small, medium or large) in all Australian states and territories to manage the safety of their workers and anyone else in the workplace. In the service industries, the workplace includes any location where the business operates and ‘others’ includes customers. No occupational licensing or certification requirements apply to this unit at the time of endorsement.

**Required Reading:** No required reading.

**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.

SITXOHS004B IMPLEMENT AND MONITOR WORKPLACE HEALTH, SAFETY AND SECURITY PRACTICES

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**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.

**Required Reading:** No required text. Traineeship: Workbooks will be provided to trainees as part of their training.

**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.

SITXOHS005A ESTABLISH AND MAINTAIN AN OHS SYSTEM

**Locations:** Footscray Nicholson, Industry, Academy Softtel.

**Prerequisites:** Nil.

**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.


**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 portfolio of evidence.

THHCO01B WORK WITH COLLEAGUES AND CUSTOMERS

**Prerequisites:** Nil.

**Description:** Communicate in the workplace; Maintain personal presentation standards; Provide service to colleagues and customers; Work in a team.

**Assessment:** Tests, assignments, presentations, portfolio, observations.

THHCS03B DEAL WITH CONFLICT SITUATIONS

**Prerequisites:** Nil.

**Description:** Identify conflict situations; Resolve conflict situations; Respond to customer complaints.

**Assessment:** Tests, assignments, presentations, portfolio, observations.

THHHS03B PROVIDE FIRST AID

**Prerequisites:** Nil.

**Description:** Assess the situation; Apply basic first aid techniques; Monitor the situation; Prepare required documentation.

**Assessment:** Tests, assignments, presentations, portfolio, observations.

VPAU744 COMMUNICATE EFFECTIVELY IN THE MODELLING INDUSTRY

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the outcomes required to communicate effectively in a
range of modelling work environments. It includes the application of effective communication skills to work with clients and colleagues, promote the products and services of clients and negotiate assignments.

**Required Reading:** VU VU Produced Workbooks VU

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

**VPAU745 PREPARE FOR WORK IN THE MODELLING INDUSTRY**

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the outcomes required to access information about working in a range of contexts in the modelling industry. It covers a variety of situations and includes consideration of relevant legislation, standards, employment arrangements and business models.

**Required Reading:** VU VU Produced Workbooks VU

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

**VPAU746 APPLY OWN HAIR STYLING AND MAKEUP FOR MODELLING ASSIGNMENTS**

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the outcomes required to groom one’s own hair, skin and nails and to plan and create a range of basic looks, using appropriate products, tools, aids and techniques. It covers a variety of potential modelling assignments and includes consideration of relevant health and hygiene requirements and regulations and safe work practices.

**Required Reading:** VU VU Produced Workbooks VU

**VPAU747 PERFORM TECHNIQUES FOR RUNWAY MODELLING**

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the outcomes required to analyse the context of the modelling assignment, and use postural and attitudinal techniques, including movement to music, to convey the required image.

**Required Reading:** VU VU Produced Workbooks VU

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

**VPAU748 MAINTAIN HEALTH FOR PERSONAL AND PROFESSIONAL EFFECTIVENESS**

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the outcomes required to make informed choices on nutrition, exercise, selfimage and lifestyle to enhance the personal and professional health and well being of people working as models.

**Required Reading:** VU VU Produced Workbooks VU

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

**VPAU749 PERFORM AS A MODEL FOR ELECTRONIC MEDIA**

**Locations:** City King St.

**Prerequisites:** VPAU751 - PARTICIPATE IN A PHOTO SHOOT AS A MODEL

**Description:** This unit describes the outcomes required to participate in modelling assignments for television and film. It covers a narrow range of basic technical, performance and expressive skills required to participate in simple television commercials or in film and television productions as an extra. This unit does not cover the broad range of acting or performing skills, such as those required of an actor.

**Required Reading:** VU VU Produced Workbooks VU

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

**VPAU750 APPLY PROMOTIONAL TECHNIQUES**

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the outcomes required to promote a range of products and events as well as compere modelling events including promotions, parades, functions and occasions. It includes the skills and knowledge required to determine the requirements of the event, prepare the promotion, promote and compare.

**Required Reading:** VU VU Produced Workbooks VU

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

**VPAU751 PARTICIPATE IN A PHOTO SHOOT AS A MODEL**

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the outcomes required to participate in photographic modelling assignments and use postural and attitudinal techniques to create an appropriate image.

**Required Reading:** VU VU Produced Workbooks VU

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

**VPAU752 APPLY POSTURE AND MOVEMENT TECHNIQUES FOR MODELLING**

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the outcomes required to use appropriate postural and attitudinal techniques in presenting oneself for a modelling assignment. This unit
includes only the basic techniques of posture and movement, not the more advanced techniques required for runway assignments, which are covered in VPAU747 Perform techniques for runway modelling.

**Required Reading:** VU VU Produced Workbooks VU

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

**WRBBS201B PROVIDE MANICURE AND PEDICARE SERVICES**

**Prerequisites:** Nil.

**Description:** Prepare client for manicure/ pedicure service; provide aftercare advice.

**Required Reading:** nil.

**Assessment:** Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace

**WRBBS202A APPLY GEL NAIL ENHANCEMENT**

**Prerequisites:** Nil.

**Description:** Prepare client; remove artificial nails; apply/ refill artificial nails; provide aftercare advice.

**Assessment:** Assessment is a combination of practical and theory assessments

**WRBBS203A APPLY ACRYLIC NAIL ENHANCEMENT**

**Prerequisites:** Nil.

**Description:** Prepare client; remove artificial nails; apply/ refill artificial nails; provide aftercare advice.

**Assessment:** Assessment is a combination of practical and theory assessments

**WRBBS204B APPLY NAIL ART**

**Prerequisites:** Nil.

**Description:** Prepare client; apply nail art; provide aftercare advice.

**Assessment:** Assessment is a combination of practical and theory assessments

**WRBBS305B USE ELECTRICAL EQUIPMENT FOR NAILS**

**Prerequisites:** Nil.

**Description:** Identify client need; use electrical equipment.

**Assessment:** Assessment is a combination of practical and theory assessments

**WRBBS306A APPLY AIRBRUSHED NAIL ART**

**Prerequisites:** Nil.

**Description:** Prepare client; apply airbrushed nail art; provide aftercare advice.

**Assessment:** Assessment is a combination of practical and theory assessments

**WRBBS407B PROVIDE BODY TREATMENTS**

**Prerequisites:** Nil.

**Description:** Confirm treatment plan; prepare client and service area for body treatments; apply body treatment products; perform body massage; provide electrical body massage; provide aftercare advice.

**Assessment:** Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace

**WRBBS408B PROVIDE AESTHETIC AROMATIC MASSAGE**

**Prerequisites:** Nil.

**Description:** Confirm treatment plan; prepare client for aesthetic aromatic treatments; select products; perform massage techniques; apply aesthetic aromatic products; provide aftercare advice.

**Assessment:** Assessment is a combination of practical and theory assessments

**WRBBS509A PLAN THE SPA PROGRAM**

**Prerequisites:** Nil.

**Description:** Demonstrate knowledge of spa principles; consult with client; determine the spa program.

**Assessment:** Assessment is a combination of practical and theory assessments

**WRBBS510A PROVIDE THE SPA PROGRAM**

**Prerequisites:** Nil.

**Description:** Confirm spa program plan; prepare client for spa treatment/s; perform spa treatment/s perform aftercare treatment; advise on further treatments.

**Assessment:** Assessment is a combination of practical and theory assessments

**WRBBS511A APPLY AROMATIC PLANT OIL CHEMISTRY TO BEAUTY THERAPY TREATMENTS**

**Prerequisites:** Nil.

**Description:** Identify properties of a range of aromatic oils; apply organic chemistry to aromatic oil properties; evaluate properties of carrier oils; apply chemical information to beauty treatments.

**Required Reading:** nil.

**Assessment:** Assessment is a combination of practical and theory assessments

**WRBBS512A BLEND A RANGE OF AROMATIC PLANT OILS FOR BEAUTY TREATMENTS**

**Prerequisites:** Nil.

**Description:** Confirm treatment plan; blend aromatic plant oils; apply aromatic plant oil blends; provide aftercare advice.

**Required Reading:** nil.

**Assessment:** Assessment is a combination of practical and theory assessments

**WRBBS513A USE REFLEXOLOGY RELAXATION TECHNIQUES IN BEAUTY TREATMENTS**

**Prerequisites:** Nil.

**Description:** Confirm treatment plan; prepare client; apply reflexology relaxation techniques; provide aftercare advice.

**Required Reading:** nil.

**Assessment:** Assessment is a combination of practical and theory assessments

**WRBBS514A PROVIDE SUPERFICIAL LYMPH DRAINAGE MASSAGE**

**Prerequisites:** Nil.

**Description:** Confirm treatment plan; provide superficial lymph drainage massage for the face; perform superficial lymph drainage massage for the body; provide aftercare advice.

**Required Reading:** nil.

**Assessment:** Assessment is a combination of practical and theory assessments

**WRBBS515A CONDUCT FINANCIAL TRANSACTIONS**

**Prerequisites:** Nil.

**Description:** Operate point of sale equipment; perform point of sale transactions; complete sales; remove takings from register/ terminal; reconcile takings.

**Assessment:** Assessment may be a combination of practical and theory assessments and participation in Learning in the Workplace
WRBCS202A APPLY TECHNIQUES TO UPDATE BEAUTY INDUSTRY KNOWLEDGE
Prerequisites: Nil.
Description: Source information on the beauty industry; source and apply information on legal and ethical issues for the beauty industry; update beauty industry knowledge.
Required Reading:
Assessment: Assignment

WRBCS203B PROVIDE SERVICES TO CLIENTS
Prerequisites: Nil.
Description: Receive clients; deliver customer service to clients; schedule clients; respond to client complaints; identify clients’ special customer service needs/equipment.
Required Reading:
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace

WRBCS204A APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES
Prerequisites: Nil.
Description: Apply nail knowledge of nail science to beauty treatments; apply knowledge of the structure and function of nails to beauty treatments; provide skin health and care.
Required Reading:
Assessment: Assessment is a combination of practical and theory assessments

WRBCS205A APPLY KNOWLEDGE OF SKIN BIOLOGY TO BEAUTY TREATMENTS
Prerequisites: Nil.
Description: Apply knowledge of skin structure and function to beauty treatments; apply knowledge of the structure and function of hair to beauty treatments; promote skin health and care.
Required Reading:
Assessment: Assessment is via theory assessments (assessments may include assignments and tests)

WRBCS206B ADVISE ON BEAUTY SERVICES
Prerequisites: Nil.
Description: Develop product knowledge; identify beauty products and services; recommend specialised products and services.
Assessment: Assessment is a combination of practical and theory assessments

WRBCS207A DEVELOP A TREATMENT PLAN FOR BEAUTY THERAPY TREATMENTS
Prerequisites: Nil.
Description: Determine client requirements; analyse client characteristics; identify contra-indications; develop treatment plan
Required Reading:
Assessment: Assessment is a combination of practical and theory assessments

WRBCS208A APPLY KNOWLEDGE OF ANATOMY AND PHYSIOLOGY TO BEAUTY THERAPY
Prerequisites: Nil.
Description: Apply knowledge of anatomical and physiological terminology to beauty therapy treatments; apply knowledge of anatomy and physiology to beauty therapy treatments; apply knowledge of the body’s systems to beauty therapy treatments.
Required Reading:
Assessment: Assessment is via theory assessments (assessments may include assignments and tests)

WRBCS409A APPLY KNOWLEDGE OF SKIN SCIENCE TO BEAUTY THERAPY TREATMENTS
Prerequisites: Nil.
Description: Apply knowledge of skin science to beauty therapy treatments; apply knowledge of skin disorders to beauty therapy treatments; promote skin health and care.
Required Reading:
Assessment: Assessment is via theory assessments (assessments may include assignments and tests)

WRBCS410A APPLY KNOWLEDGE OF ELECTRICITY TO BEAUTY THERAPY TREATMENTS
Prerequisites: Nil.
Description: Apply knowledge of electricity to beauty therapy treatments; perform beauty therapy treatments using direct and alternating current appliances; perform beauty therapy treatments using electrical muscle stimulation micro current equipment; promote electrical safety.
Required Reading:
Assessment: Assessment is via theory assessments (assessments may include assignments and tests)

WRBCS411A APPLY KNOWLEDGE OF NUTRITION TO BEAUTY THERAPY TREATMENTS
Prerequisites: Nil.
Description: Apply knowledge of the importance of nutrition in the performance of beauty therapy treatments; apply knowledge of the body’s systems to beauty therapy treatments; provide advice on dietary guidelines.
Required Reading:
Assessment: Assessment is via theory assessments (assessments may include assignments and tests)

WRBCS412A APPLY KNOWLEDGE OF COSMETIC CHEMISTRY TO BEAUTY THERAPY TREATMENTS
Prerequisites: Nil.
Description: Apply knowledge of cosmetic chemistry to beauty therapy treatments; apply knowledge of cosmetic products to beauty therapy treatments; sell products to complement beauty therapy treatments.
Required Reading:
Assessment: Assessment is via theory assessments (assessments may include assignments and tests)

WRBCS513B INVESTIGATE NEW PRODUCTS AND SERVICES
Prerequisites: Nil.
Description: Analyse market; plan product and service range; maintain supplier relations; negotiate supply of goods; monitor quality control; introduce product range; maximize profit; rationalize stock.
Assessment: Research Assignments

WRBFS201B DEMONSTRATE RETAIL SKIN CARE PRODUCTS
Prerequisites: Nil.
WRBFS202B DESIGN AND APPLY MAKE-UP
Prerequisites: Nil.
Description: Prepare client; cleanse face; analyse face and design make-up plan; select products and equipment; apply make-up; apply false eyelashes; advise on further product use.
Assessment: A combination of practical and theory assessments.

WRBFS203B DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY
Locations: City King St.
Prerequisites: Nil.
Description: This unit requires the operator to assess the needs of clients and/or photographers/stylists in order to design and apply make-up for a range of photographic purposes. It requires the application of a basic knowledge of photography techniques, including film stock and lighting and make-up products and application techniques. Knowledge and skill in the safe use of products and the application of legislation and policy is also required. Prepare client; cleanse face; analyse face; analyse context; apply make-up.
Assessment: A combination of practical and theory assessments. CUFS50407 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 to be able to analyse a range of context and technical photographic requirements to design and apply an appropriate make-up plan for different skin types to be able to evaluate a make-up and advise the photographer or stylist where applicable.

WRBFS204B DESIGN AND APPLY REMEDIAL CAMOUFLAGE
Prerequisites: Nil.
Description: Prepare client; cleanse skin; analyse treatment area; select products and equipment; apply remedial camouflage; advise on further product use.
Assessment: A combination of practical and theory assessments.

WRBFS305B PROVIDE LASH AND BROW TREATMENTS
Prerequisites: Nil.
Description: Prepare client for service; chemically treat eyelash and eyebrows; shape eyebrows; provide aftercare advice.
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace.

WRBFS406B PROVIDE FACIAL TREATMENTS
Prerequisites: Nil.
Description: Confirm treatment plan; prepare client for facial treatment; prepare treatment area; perform massage; apply skin care products; advise on further treatments.
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace.

WRBFS407B PROVIDE ADVANCED FACIAL TREATMENTS
Prerequisites: Nil.
Description: Confirm treatment plan; prepare client and work area for facial treatment; prepare treatment area; treat prematurely aged skin; treat red, flushed skin (erythema); treat mature sebaceous and/or acne; advise on further treatments.
Assessment: Assessment is a combination of practical and theory assessments.

WRBSS210B PERFORM DIATHERMY SERVICE
Prerequisites: Nil.
Description: Confirm treatment plan; prepare client for diathermy service; perform diathermy patch test; perform diathermy service; provide aftercare advice.
Assessment: A combination of practical and theory assessments.

WRBSS505B PROVIDE PERMANENT EPILETION
Prerequisites: Nil.
Description: Confirm treatment plan; prepare client for permanent epilation service; perform permanent hair removal patch test; perform permanent hair removal; provide aftercare advice.
Assessment: Assessment is a combination of practical and theory assessments.

WRBSS506A PROVIDE UPPER BODY PIERCING
Prerequisites: Nil.
Description: Confirm treatment plan; prepare client for service; perform body piercing; provide aftercare advice.
Assessment: As per accredited curriculum.

WRHCL201A APPLY TEMPORARY HAIR COLOUR AND REMOVE RESIDUAL COLOUR PRODUCTS
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to apply temporary colour products and remove residual product under the direction of a senior operator. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Required Reading: Combination of practical and theory assessments and participation in learning in the workplace.

**WRHCL302A COLOUR AND LIGHTEN HAIR**

**Prerequisites:** Nil.
**Description:** This unit describes the skills and knowledge required to select products and perform hair colour and lightening services. This unit of competency will apply to a range of hairdressing services and roles in the workplace.

**Assessment:** Assessment is a combination of practical and theory assessments.

**WRHCL302B COLOUR AND LIGHTEN HAIR**

**Locations:** City King St.
**Prerequisites:** Nil.
**Description:** This unit describes the skills and knowledge required to select products and perform hair colour and lightening services. This unit of competency will apply to a range of hairdressing services and roles in the workplace.

**Required Reading:** VU 2008 Provide Services to Clients VU

**Assessment:** Assessment is a combination of practical and theory assessments.

**WRHCL303B DESIGN AND PERFORM FULL AND PARTIAL HIGHLIGHTING TECHNIQUES**

**Locations:** City King St.
**Prerequisites:** Nil.
**Description:** This unit describes the skills and knowledge required to design and apply foiling and quick colour full and partial highlighting applications for current commercial colour and lightening effects.

**Required Reading:** VU 2008 Provide Services to Clients VU

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

**WRHCL304A PERFORM COLOUR CORRECTION**

**Prerequisites:** Nil.
**Description:** This unit describes the skills and knowledge required to select and apply techniques to change unwanted hair colour and tones to achieve the desired base colour and tone. This unit of competency will apply to a range of hairdressing services and roles in the workplace.

**Required Reading:** VU 2008 Provide Services to Clients VU

**Assessment:** Assessment is a combination of practical and theory assessments.

**WRHCL305A PERFORM ON SCALP FULL HEAD AND RE-TOUCH BLEACH SERVICES**

**Prerequisites:** Nil.
**Description:** This unit describes the skills and knowledge required to select products and perform on scalp and re-touch bleach services. This unit of competency will apply to a range of hairdressing services and roles in the workplace.

**Required Reading:** VU 2008 Provide Services to Clients VU

**Assessment:** Assessment is a combination of practical and theory assessments.

**WRHCL305B PERFORM ON SCALP FULL HEAD AND RE-TOUCH BLEACH SERVICES**

**Locations:** City King St.

**WRHCL406A SOLVE COMPLEX COLOUR PROBLEMS**

**Prerequisites:** Nil.
**Description:** This unit describes the skills and knowledge required to design and perform corrective hair colour services, and/or provide advice to other operators performing those services, to resolve complex colour problems. This unit of competency will apply to experienced hairdressers playing a technical leadership and/or support role in the workplace.

**Required Reading:** VU 2008 Provide Services to Clients VU

**Assessment:** Assessment is a combination of practical and theory assessments.

**WRHCL406B SOLVE COMPLEX COLOUR PROBLEMS**

**Locations:** City King St.
**Prerequisites:** Nil.
**Description:** This unit describes the skills and knowledge required to design and perform corrective hair colour services, and/or provide advice to other operators performing those services, to resolve complex colour problems. This unit of competency will apply to experienced hairdressers playing a technical leadership and/or support role in the workplace.

**Required Reading:** VU 2008 Provide Services to Clients VU

**Assessment:** Assessment is a combination of practical and theory assessments.

**WRHCR201A RINSE AND NEUTRALISE CHEMICALLY CURRED OR VOLUMISED HAIR**

**Prerequisites:** Nil.
**Description:** This unit describes the skills and knowledge required to apply the rinsing and neutralising process to chemically curled or volumised hair under the direction of a senior operator. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.

**Required Reading:** VU 2008 Provide Services to Clients VU

**Assessment:** Assessment is a combination of practical and theory assessments.

**WRHCR302A PERFORM CHEMICAL CURLING AND VOLUMISING SERVICES**

**Prerequisites:** Nil.
**Description:** This unit describes the skills and knowledge required to design and perform chemical curling and volumising services to add curl or body to short or medium length hair. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.

**Required Reading:** VU 2008 Provide Services to Clients VU

**Assessment:** Assessment is a combination of practical and theory assessments.

**WRHCR302B PERFORM CHEMICAL CURLING AND VOLUMISING SERVICES**

**Locations:** City King St.
**Prerequisites:** Nil.
**Description:** This unit describes the skills and knowledge required to design and perform chemical curling and volumising services to add curl or body to short or medium length hair. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.
WRHCS201A PREPARE CLIENTS FOR SALON SERVICES
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to prepare clients for a range of salon services. This unit of competency may apply to a range of roles in the workplace.
Assessment: Combination of practical and theory assessments and participation in Learning in the Workplace.

WRHCS202A MAINTAIN TOOLS AND EQUIPMENT
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to consult with clients to plan for the provision of a complete hair and beauty service for special events.

WRHCS202B MAINTAIN TOOLS AND EQUIPMENT
Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to maintain workplace hairdressing tools and equipment.
Required Reading: Nil.
Assessment: Theory assessments which may include assignments, tests and salon checklists.

WRHCS203A PERFORM CHEMICAL STRAIGHTENING AND RELAXING SERVICES
These unit describes the skills and knowledge required to design and perform chemical straightening and relaxing services to reform natural curl or wave in the hair. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to design and perform chemical straightening and relaxing services to reform natural curl or wave in the hair. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.
Required Reading: Nil.
Assessment: Combination of practical and theory assessments.

WRHCS204A MAINTAIN AND ORGANISE WORK AREAS
These unit describes the skills and knowledge required to maintain and organise work areas in service environments.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to maintain workplace hairdressing tools and equipment.
Required Reading: Nil.
Assessment: Combination of practical and theory assessments and participation in Learning in the Workplace.

WRHCS205A FOLLOW PERSONAL HEALTH AND SAFETY ROUTINES AT WORK
Prerequisites: Nil.
Description: This unit describes the self-care skills and knowledge involved in developing and integrating personal health and safety measures as part of routine work practices in a hairdressing salon environment.
Required Reading: Nil.
Assessment: Combination of practical and theory assessments.

WRHCS206A PERFORM HEAD, NECK, AND SHOULDER MASSAGE
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to provide a head, neck and shoulder massage as an enhancement prior to the salon shampoo service.
Required Reading: Nil.
Assessment: Combination of practical and theory assessments.

WRHCS207A DEVELOP HAIRDRESSING INDUSTRY KNOWLEDGE
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to access information on the hairdressing industry and relevant industry legislation. The unit may apply to a range of roles in the workplace.
Assessment: Theory assessment (which includes an integrated assignment) and participation in Learning in the Workplace.

WRHCS208A PLAN SERVICES FOR SPECIAL EVENTS
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to consult with clients to plan for the provision of a complete hair and beauty service for special events.

WRHCR303A PERFORM CHEMICAL STRAIGHTENING AND RELAXING SERVICES
Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to design and perform chemical straightening and relaxing services to reform natural curl or wave in the hair. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.
Required Reading: Nil.
Assessment: Combination of practical and theory assessments.

WRHCR303B PERFORM CHEMICAL STRAIGHTENING AND RELAXING SERVICES
Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to design and perform chemical straightening and relaxing services to reform natural curl or wave in the hair. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.
Required Reading: Nil.
Assessment: Combination of practical and theory assessments.

WRHCR404A APPLY CHEMICAL REFORMATION TECHNIQUES TO ENHANCE HAIR DESIGNS
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to design and apply creative chemical reformation techniques to a range of haircut structures and long hair. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.
Required Reading: Nil.
Assessment: Combination of practical and theory assessments.

WRHCR404B APPLY CHEMICAL REFORMATION TECHNIQUES TO ENHANCE HAIR DESIGNS
Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to design and apply creative chemical reformation techniques to a range of haircut structures and long hair. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.
Required Reading: Nil.
Assessment: Combination of practical and theory assessments.
WRHHC307A COMBINE HAIRCUT STRUCTURES FOR TRADITIONAL AND CLASSIC DESIGNS ON MEN
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to combine haircut structures for traditional and classic finished haircut designs on men.
Required Reading: Nil.
Assessment: Assessment is a combination of practical and theory assessments.

WRHHC307B COMBINE HAIRCUT STRUCTURES FOR TRADITIONAL AND CLASSIC DESIGNS ON MEN
Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to combine haircut structures for traditional and classic finished haircut designs on men.
Required Reading: VU 2008 Provide Services to Clients VU
Assessment: Assessment is a combination of practical and theory assessments.

WRHHC308A DESIGN AND MAINTAIN BEARDS AND MOUSTACHES
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to design and apply a range of beard and moustache styles and also to maintain existing beards and/or moustaches.
Required Reading: Nil.
Assessment: Assessment is a combination of practical and theory assessments.

WRHHC308B DESIGN AND MAINTAIN BEARDS AND MOUSTACHES
Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to design and apply a range of beard and moustache styles and also to maintain existing beards and/or moustaches.
Required Reading: VU 2008 Provide Services to Clients VU
Assessment: Assessment is a combination of practical and theory assessments.

WRHHC309A PERFORM FACE AND HEAD SHAVES
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to perform face shaves and head shaves.
Required Reading: Nil.
Assessment: Assessment is a combination of practical and theory assessments.

WRHHC410A DESIGN AND PERFORM CREATIVE HAIRCUTS
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to combine haircut structures in the performance of creative haircuts on a range of clients.
Assessment: Assessment is a combination of practical and theory assessments.

WRHHC410B DESIGN AND PERFORM CREATIVE HAIRCUTS
Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to combine haircut structures in the performance of creative haircuts on a range of clients.
structures in the performance of creative haircuts on a range of clients.

WRHHD201A DRY HAIR TO SHAPE
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to dry hair to shape, as directed by a senior operator.
Assessment: Assessment is a combination of practical work and participation in the workplace.

WRHHD202A APPLY SIMPLE, TWO AND THREE STRAND BRAIDING TECHNIQUES
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to apply single, two and three strand braiding techniques to achieve quick service designs.
Required Reading: Nil.
Assessment: Assessment is a combination of practical work and participation in Learning in the Workplace.

WRHHD303A DESIGN AND APPLY SHORT TO MEDIUM-LENGTH HAIR DESIGN FINISHES
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to apply the elements and principles of design to create classic and current short to medium-length hair design finishes on a range of clients. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Required Reading: Nil.
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace.

WRHHD304A DESIGN AND APPLY LONG HAIR FINISHES
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to apply the elements and principles of design to create classic and current long hair design finishes on a range of clients. The unit will apply to a range of hairdressing services and roles in the workplace.
Required Reading: Nil.
Assessment: Assessment is a combination of practical and theory assessments.

WRHHD405A SELECT AND APPLY HAIR EXTENSIONS
Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to select hair type and apply appropriate hair extensions. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Assessment: Assessment is a combination of practical and theory assessments. CUF50407 Diploma of Specialist Make-up Services: Holistic assessment for a person who demonstrates competency and is able to consistently communicate, analyse, plan the selected hair type, prepare materials, safely apply hair extensions to create finished hair designs. They must demonstrate knowledge of human and synthetic hair types, hair mixing and application techniques whilst implementing safe workplace practices in regard to workplace safety and hygiene.

WRHHD405B SELECT AND APPLY HAIR EXTENSIONS
Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to select hair type and apply appropriate hair extensions. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Assessment: Assessment is a combination of practical and theory assessments. CUF50407 Diploma of Specialist Make-up Services: Holistic assessment for a person who demonstrates competency and is able to consistently communicate, analyse, plan the selected hair type, prepare materials, safely apply hair extensions to create finished hair designs. They must demonstrate knowledge of human and synthetic hair types, hair mixing and application techniques whilst implementing safe workplace practices in regard to workplace safety and hygiene.

WRHHD406A WORK AS A SESSION STYLIST
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to create finished hair designs especially applicable to events, film sets, photographic studios or platform work. This unit will apply to hairdressers who work in fashion parades, hair shows, hairdressing technical seminars, demonstrations, training sessions and on fashion shoots.
Required Reading: Nil.
Assessment: Assessment is a combination of practical and theory assessments.

WRHHD406B WORK AS A SESSION STYLIST
Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to create finished hair designs especially applicable to events, film sets, photographic studios or platform work. This unit will apply to hairdressers who work in fashion parades, hair shows, hairdressing technical seminars, demonstrations, training sessions and on fashion shoots.
Required Reading: VU 2008 Provide Services to Clients VU.
Assessment: Assessment is a combination of practical and theory assessments.

WRHHD407A APPLY AND MAINTAIN WIGS AND HAIRPIECES
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to select and apply hairpieces to complement a hair design, and to carry out the cleaning and maintenance of wigs and hairpieces. This unit of competency will apply to hairdressers who work as session stylists, use hairpieces to enhance hair designs, and provide a service to clients who regularly wear wigs or hairpieces.
Required Reading: Nil.
Assessment: Assessment is a combination of practical and theory assessments.

WRHHD408A MAKE WIGS AND HAIRPIECES
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to select hair type and hand make wigs and hairpieces. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Required Reading: Nil.
Assessment: Assessment is a combination of practical and theory assessments.
WRHS301A APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCE
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to apply the principles of skin and hair biology and cosmetic chemistry to hairdressing services. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Required Reading: Nil.
Assessment: As per accredited curriculum

WRHS302A CONSULT WITH CLIENTS AND TREAT HAIR AND SCALP CONDITIONS
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to apply and interpret skin test reactions prior to colour and lightening services, to recognise a range of normal and abnormal conditions of the scalp and hair, and to propose and perform treatments from the salon range.
Required Reading: Nil.
Assessment: As per accredited curriculum

WRHS403A APPLY KNOWLEDGE OF HAIR AND SCALP PROBLEMS TO TRICHOLOGICAL CONSULTATIONS
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to apply the principles of hair and scalp science and disorders to trichological consultations. The unit of competency will apply to a range of trichological consultations and roles in the workplace.
Required Reading: Nil.
Assessment: As per accredited curriculum

WRHS404A PERFORM TRICHOLOGICAL ASSESSMENTS
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to establish a rapport with the patient, and interact with and examine the patient to determine the scope of the assessment and the patient’s needs. This unit of competency may apply to a number of roles in the workplace.
Required Reading: Nil.
Assessment: As per accredited curriculum

WRHS405A APPLY THE PRINCIPLES OF NUTRITION
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to apply the principles of nutrition in trichological clinical practice.
Required Reading: Nil.
Assessment: As per accredited curriculum

WRHS406A DEVELOP AND APPLY SCALP TREATMENT THERAPIES
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to develop and apply scalp treatment therapies for single or multiple treatment sessions.
Required Reading: Nil.
Assessment: As per accredited curriculum

WRHS501A MANAGE HAIRDRESSING SERVICES AND SALES DELIVERY
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to develop and integrate a range of operational management strategies to resource, monitor, maintain and improve the delivery of hairdressing services and associated sales.
Required Reading: Nil.
Assessment: As per accredited curriculum

WRHS502B PROMOTE A HAIRDRESSING BUSINESS
Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to develop and implement marketing strategies, and monitor the improvement of the market performance of a hairdressing business, to expand both the client base and business turnover.
Required Reading: Nil.
Assessment: As per accredited curriculum

WRHP201A ASSIST COLLEAGUES PROVIDING MULTIPLE SALON SERVICES AS TEAM MEMBER
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to assist colleagues who are involved in the provision of multiple services in a hairdressing services environment.
Required Reading: Nil.
Assessment: As per accredited curriculum

WRHP302A OPERATE EFFECTIVELY AS A HAIRDRESSER IN A SALON WORK TEAM
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to effectively integrate and perform a full range of tasks and hairdressing services when working as part of a team in a hairdressing workplace environment.
Required Reading: Nil.
Assessment: As per accredited curriculum

WRRO3B PROVIDE A SAFE WORKING ENVIRONMENT
Prerequisites: Nil.
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.
Required Reading: Nil.
Assessment: As per accredited curriculum

WRRO7A PROFILE A RETAIL MARKET
Prerequisites: Nil.
Description: This unit encompasses the skills and knowledge required to profile a retail market. It involves reviewing the image of the store, researching market demands, profiling store customers and implementing methods to attract customers to the store.
WRRO8A DEVELOP INNOVATIVE IDEAS AT WORK
Prerequisites: Nil.
Description: This unit covers the skills required to systematically generate and develop ideas for workplace improvement. It involves interpreting or observing the need for improvement and developing a detailed idea.
Required Reading: This unit may be assessed by tests, assignments, classwork.
Assessment: This unit may be assessed by tests, assignments, project, presentation.

WRRO8A DEVELOP INNOVATIVE IDEAS AT WORK
Prerequisites: Nil.
Description: This unit covers the skills required to systematically generate and develop ideas for workplace improvement. It involves interpreting or observing the need for improvement and developing a detailed idea.
Required Reading: This unit may be assessed by tests, assignments, classwork.
Assessment: This unit may be assessed by tests, assignments, project, presentation.

WRR11B PERFORM STOCK CONTROL PROCEDURES
Prerequisites: Nil.
Description: This unit encompasses the skills, knowledge and attitudes required to handle stock in a retail environment. It involves receiving and processing incoming goods, rotating stock, participating in stocktakes, reordering stock and dispatching goods.
Required Reading: This unit may be assessed by tests, assignments, classwork.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRCS1B COMMUNICATE IN THE WORKPLACE
Prerequisites: Nil.
Description: Establish contact with customers; Process information; Work in a team; Maintain personal presentation; Follow routine instructions; Read and interpret retail documents; Use numbers in the workplace.
Assessment: Assessment may be a combination of practical and theory assessments and participation in Learning in the Workplace.

WRRE2B CO-ORDINATE WORK TEAMS
Prerequisites: Nil.
Description: Monitor and organise staffing levels; Inform team members; Coach on the job; Motivate the team; Maintain staffing records.
Required Reading: Assessment is a combination of practical and theory assessments.
Assessment: Assessment is a combination of practical and theory assessments.

WRRLP1B APPLY SAFE WORKING PRACTICES
Prerequisites: Nil.
Description: Observe basic safety procedures; Observe emergency procedures.
Assessment: Assessment is via theory assessments (assessments may include assignments and tests).

WRR11B PERFORM STOCK CONTROL PROCEDURES
Prerequisites: Nil.
Description: This unit encompasses the skills, knowledge and attitudes required to handle stock in a retail environment. It involves receiving and processing incoming goods, rotating stock, participating in stocktakes, reordering stock and dispatching goods.
Required Reading: This unit may be assessed by tests, assignments, classwork.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRS1B SELL PRODUCTS AND SERVICES
Prerequisites: Nil.
Description: Apply product knowledge; Approach customer; Gather information; Sell benefits; Overcome objections; Close sale; Maximise sales opportunities.
Assessment: Assessment may be a combination of practical and theory assessments and participation in Learning in the Workplace.