FACULTY OF WORKFORCE DEVELOPMENT HANDBOOK 2013
DISCLAIMER

The information contained in Victoria University’s 2013 Faculty of Workforce Development 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 Workforce Development 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 Workforce Development 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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Below are details of courses offered by the School of Business Services in 2013. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

**GRADUATE CERTIFICATE IN MANAGEMENT**
*Course Code:* 21867VIC  
*Campus:* Footscray Nicholson, Industry, City King St.

**Course Objectives:** This course is ideal for people with significant experience in their chosen industry wishing to gain further advancement into higher levels of management. On completion of this qualification, graduates may work in cross-industry roles, undertaking management duties as part of their job. This may also include people in management positions or people operating their own business who require a focused understanding of management. Graduates may also work as a generalist manager.

**Careers:** Upper level management in all industries.

**Course Duration:** 1 year

**Selection Processes:** Direct Entry, Interview, Employer Choice

**COURSE STRUCTURE**
To obtain a 21867VIC Graduate Certificate in Management participants are required to successfully complete 5 units of competency. Participants should choose 4 units from Group A as stated in the curriculum documentation, and the additional units from either group A or group B to bring the total nominal hours to between 280 – 320.

**Core Units**
- VPAU082 MANAGE MULTIPLE PROJECTS 80
- VPAU083 MANAGE THE DEVELOPMENT, IMPLEMENTATION AND REVIEW OF THE STRATEGIC BUSINESS PLAN 60
- VPAU084 MANAGE COMPLIANCE WITH LEGAL, REGULATORY AND ETHICAL REQUIREMENTS IN AN ORGANISATIONAL ENVIRONMENT 50
- VPAU085 DEVELOP AND MANAGE RISK MANAGEMENT STRATEGY 60

**Elective Units**
- VPAU086 LEAD INNOVATIVE THINKING AND PRACTICE IN AN ORGANISATIONAL ENVIRONMENT 60
- VPAU087 MANAGE PEOPLE IN AN ORGANISATIONAL ENVIRONMENT 60
- VPAU088 MANAGE HUMAN RESOURCE PRACTICES 60
- VPAU089 MANAGE FINANCIAL RESOURCES IN AN ORGANISATION 60

**GRADUATE CERTIFICATE IN LEADERSHIP IN EDUCATION AND TRAINING**
*Course Code:* 21948VIC  
*Campus:* Footscray Nicholson, Industry.

**Course Objectives:** The Graduate Certificate in Leadership in Education and Training is a skills-based leadership training and professional development program for both academic and non-academic leaders working in organisations focusing on education and training.

**Careers:** Supervisory / Management role within an organisation which focuses on education and training

**Course Duration:** 1 year

**Admission Requirements Other:** Applicants need to have obtained an Advanced Diploma, Bachelor or higher education qualification

**Selection Processes:** Direct Entry, Interview, Employer Choice

**COURSE STRUCTURE**
To be eligible to receive the Graduate Certificate in Leadership in Education and Training qualification, participants must successfully complete six (6) units comprising four (4) core and two (2) elective units, equivalent to a minimum of 370 - 430 nominal hours.

**CORE UNITS (All units must be completed)**
- VPAU457 UNDERTAKE EDUCATION AND TRAINING LEADERSHIP PROJECTS 80
- BSBLED701A LEAD PERSONAL AND STRATEGIC TRANSFORMATION 80
- VPAU458 LEAD IN EDUCATION AND TRAINING ENVIRONMENTS 50
- PSPMNGT615A INFLUENCE WORKFORCE EFFECTIVENESS 60

**ELECTIVE UNITS (Minimum of 2 elective units must be completed)**
- VPAU461 DEVELOP BUSINESS STRATEGIES IN AN EDUCATION AND TRAINING ENVIRONMENT 50
- VPAU460 LEAD INNOVATION AND CHANGE IN AN EDUCATION AND TRAINING ENVIRONMENT 50
- BSBLED702A LEAD LEARNING STRATEGY IMPLEMENTATION 80
- BSBLED703A IMPLEMENT IMPROVED LEARNING PRACTICE 60
- BSBMGT502B MANAGE PEOPLE PERFORMANCE 70

**ADVANCED DIPLOMA OF LEGAL PRACTICE**
*Course Code:* 22053VIC
Campus: Footscray Nicholson, City King Campus (Part Time - Flexible Mode of Delivery only).

About this course: Take the next step in your career as a paraprofessional in the legal practice industry. You will learn how to:

- provide advice on legal services to potential clients
- practise in an area of your legal interest
- manage legal practice operation resources
- interpret legislation

Course Objectives: The Advanced Diploma of Legal Practice is developed to cater for the training needs of para professionals in the legal practice industry, currently not covered by any Training Package at this qualification level. It aims to provide graduates with the knowledge and skills required to provide advice on legal services to potential clients, practise in an area of legal interest, manage legal practice operation resources, and interpret legislation.

Careers: Career paths include: Law clerk, Litigation Officer, Conveyance Clerk, Mortgage Clerk, Family Law Executive, Probate Law Clerk, Legal Assistant, Trainee Court Registrar, Compliance Officer, Assistant to Parliamentary Counsel, Victoria Legal Aide, Victoria Police and Land Title Officer.

Course Duration: 2 years

Admission Requirements Year 12: Successful completion of VCE or equivalent

Admission Requirements International: IELTS 5.5

Admission Requirements Mature Age: Relevant industry experience, Direct or VTAC application

Selection Processes: Direct Entry, VTAC

COURSE STRUCTURE

To attain the Advanced Diploma of Legal Practice, participants are required to successfully complete: • 12 core modules • 4 modules from Elective A • 8 units from Elective B OR modules from Elective A not already A maximum of 2 other endorsed units of competency at Certificate IV, Diploma or Advanced Diploma level may be substituted for Elective B units. One OHS unit must be included. This unit must be completed prior to work placement.

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BSBCM311B  MAINTAIN WORKPLACE SAFETY  40
FNSCONV503B  ESTABLISH, MANAGE AND ADMINISTER TRUST ACCOUNTS  50
BSADM504B  PLAN OR REVIEW ADMINISTRATION SYSTEMS  50
BSBUS5301A  IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES  40
BSLEG403A  MAINTAIN TRUST ACCOUNTS  50

Additional Elective Units

BSADM502B  MANAGE MEETINGS  30
BSMGT503A  PREPARE BUDGETS AND FINANCIAL PLANS  60
BSOHS407A  MONITOR A SAFE WORKPLACE  50
BSBITU401A  DESIGN AND DEVELOP COMPLEX TEXT DOCUMENTS  100
BSBUS5401A  COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES  40
BSBUS5402A  ADDRESS CUSTOMER NEEDS  50

CERTIFICATE III IN BUSINESS
Course Code: BSB30110
Campus: Footscray Nicholson, Industry, St Albans.

About this course: Expand your business administration skills using relevant theoretical knowledge to provide technical advice and support to a team. You will learn various business functions such as organising schedules, processing payrolls and using multiple information systems.

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

Careers: Possible job titles include:
- customer services adviser
- data entry operator

Job roles and titles will vary across different industry sectors.

Course Duration: 0.5 years

Admission Requirements Year 12: Successful completion of VCE of equivalent
Admission Requirements International: IELTS level 5.5 or equivalent
Admission Requirements Mature Age: Successful completion of Certificate II in Business or you must be assessed by the Head of School as being capable of successfully completing the course. You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Processes: Direct Entry, Employer Choice

COURSE STRUCTURE
To successfully complete this qualification, students must complete a total number of 12 units (1 core unit plus 11 elective units)

On-campus

Core Unit of Study

BSBOHS301B  APPLY KNOWLEDGE OF OHS LEGISLATION IN THE WORKPLACE  20

Elective Units of Study

BSBADM307B  ORGANISE SCHEDULES  15
BSBUS301A  DELIVER AND MONITOR A SERVICE TO CUSTOMERS  35
BSBDIV301A  WORK EFFECTIVELY WITH DIVERSITY  30
BSBFIA301A  MAINTAIN FINANCIAL RECORDS  60
BSBFIA302A  PROCESS PAYROLL  30
BSBFIA303A  PROCESS ACCOUNTS PAYABLE AND RECEIVABLE  30
BSBINM301A  ORGANISE WORKPLACE INFORMATION  30
BSBITU303A  DESIGN AND PRODUCE TEXT DOCUMENTS  90
BSBITU309A  PRODUCE DESKTOP PUBLISHED DOCUMENTS  50
BSBUS5301A  IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES  40
BSBWR301B  ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT  30
Other Elective Units for Traineeship and RPL only

General Administration Units

BSBADM302B PRODUCE TEXTS FROM NOTES 60
BSBADM303B PRODUCE TEXTS FROM AUDIO TRANSCRIPTION 30
BSBADM307B ORGANISE SCHEDULES 15
BSBADM311A MAINTAIN BUSINESS RESOURCES 15

BSBADM401B PRODUCE COMPLEX TEXTS FROM SHORTHAND NOTES 100
BSBADM405B ORGANISE MEETINGS 20
BSBADM406B ORGANISE BUSINESS TRAVEL 20
BSBADM407B ADMINISTER PROJECTS 40
BSBADM409A COORDINATE BUSINESS RESOURCES 30
BSBADM411A PRODUCE COMPLEX TEXTS FROM AUDIO TRANSCRIPTION 60

Interpersonal Communication Units

BSBCCO301B USE MULTIPLE INFORMATION SYSTEMS 40
BSBCCM201A COMMUNICATE IN THE WORKPLACE 40
BSBCCM301B PROCESS CUSTOMER COMPLAINTS 35
BSBCCM401A MAKE A PRESENTATION 30

Customer Service Units

BSBCUS201B DELIVER A SERVICE TO CUSTOMERS 40
BSBCUS301B DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
BSBCUS401B COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 40
BSBCUS402B ADDRESS CUSTOMER NEEDS 50

Diversity Unit

BSBDIV301A WORK EFFECTIVELY WITH DIVERSITY 30

e-Business Unit

BSBBBU401A REVIEW AND MAINTAIN A WEBSITE 50

Workplace Effectiveness Units

BSBFLM303C CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
BSBFLM311C SUPPORT A WORKPLACE LEARNING ENVIRONMENT 40
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBITU401A</td>
<td>Design and Develop Complex Text Documents</td>
<td>100</td>
</tr>
<tr>
<td>BSBITU402A</td>
<td>Develop and Use Complex Spreadsheets</td>
<td>50</td>
</tr>
<tr>
<td>BSBLED0401A</td>
<td>Develop Teams and Individuals</td>
<td>40</td>
</tr>
<tr>
<td>BSBMKG413A</td>
<td>Promote Products and Services</td>
<td>40</td>
</tr>
<tr>
<td>BSBMKG414B</td>
<td>Undertake Marketing Activities</td>
<td>50</td>
</tr>
<tr>
<td>BSBHOHS301B</td>
<td>Apply Knowledge of OHS Legislation in the Workplace</td>
<td>20</td>
</tr>
<tr>
<td>BSBHOHS403B</td>
<td>Identify Hazards and Assess OHS Risks</td>
<td>60</td>
</tr>
<tr>
<td>BSBHOHS407A</td>
<td>Monitor a Safe Workplace</td>
<td>50</td>
</tr>
<tr>
<td>BSBPUR301B</td>
<td>Purchase Goods and Services</td>
<td>60</td>
</tr>
<tr>
<td>BSBREL401A</td>
<td>Establish Networks</td>
<td>35</td>
</tr>
<tr>
<td>BSBRES401A</td>
<td>Analyse and Present Research Information</td>
<td>40</td>
</tr>
<tr>
<td>BSBUS201A</td>
<td>Participate in Environmentally Sustainable Work Practices</td>
<td>20</td>
</tr>
<tr>
<td>BSBUS301A</td>
<td>Implement and Monitor Environmentally Sustainable Work Practices</td>
<td>40</td>
</tr>
<tr>
<td>BSBWRT401A</td>
<td>Write Complex Documents</td>
<td>50</td>
</tr>
<tr>
<td>BSBFIA302A</td>
<td>Process Payroll</td>
<td>30</td>
</tr>
<tr>
<td>BSBFIA303A</td>
<td>Process Accounts Payable and Receivable</td>
<td>30</td>
</tr>
<tr>
<td>BSBFIA304A</td>
<td>Maintain a General Ledger</td>
<td>60</td>
</tr>
<tr>
<td>BSBFIA401A</td>
<td>Prepare Financial Reports</td>
<td>50</td>
</tr>
<tr>
<td>FNSICGEN305B</td>
<td>Maintain Daily Financial/Business Records</td>
<td>20</td>
</tr>
<tr>
<td>BSBLE0301A</td>
<td>Apply Knowledge of the Legal System to Complete Tasks</td>
<td>80</td>
</tr>
<tr>
<td>BSBLE302A</td>
<td>Carry Out Search of the Public Record</td>
<td>25</td>
</tr>
<tr>
<td>BSBLE303A</td>
<td>Deliver Court Documentation</td>
<td>10</td>
</tr>
<tr>
<td>BSBLE304A</td>
<td>Apply the Principles of Confidentiality and Security Within the Legal Environment</td>
<td>20</td>
</tr>
<tr>
<td>BSBLE305A</td>
<td>Use Legal Terminology in Order to Carry Out Tasks</td>
<td>40</td>
</tr>
<tr>
<td>BSBLE306A</td>
<td>Maintain Records for Time and Disbursements in a Legal Practice</td>
<td>40</td>
</tr>
<tr>
<td>BSBLE308A</td>
<td>Assist in Prioritising and Planning Activities in a Legal Practice</td>
<td>10</td>
</tr>
<tr>
<td>BSBMED301B</td>
<td>Interpret and Apply Medical Terminology Appropriately</td>
<td>60</td>
</tr>
<tr>
<td>BSBMED302B</td>
<td>Prepare and Process Medical Accounts</td>
<td>30</td>
</tr>
<tr>
<td>BSBMED303B</td>
<td>Maintain Patient Records</td>
<td>20</td>
</tr>
<tr>
<td>BSBMED305B</td>
<td>Apply the Principles of Confidentiality, Privacy and Security Within the Medical Environment</td>
<td>20</td>
</tr>
<tr>
<td>BSBRKG301B</td>
<td>Control Records</td>
<td>40</td>
</tr>
<tr>
<td>BSBRKG302B</td>
<td>Undertake Disposal</td>
<td>30</td>
</tr>
<tr>
<td>BSBRKG303B</td>
<td>Retrieve Information from Records</td>
<td>25</td>
</tr>
<tr>
<td>BSBRKG304B</td>
<td>Maintain Business Records</td>
<td>30</td>
</tr>
<tr>
<td>BSBRKG305A</td>
<td>Review Recordkeeping Functions</td>
<td>20</td>
</tr>
<tr>
<td>BSBRKG401B</td>
<td>Review the Status of a Record</td>
<td>20</td>
</tr>
<tr>
<td>BSBPRO301A</td>
<td>Recommend Products and Services</td>
<td>20</td>
</tr>
<tr>
<td>PSPPM402B</td>
<td>Manage Simple Projects</td>
<td>65</td>
</tr>
</tbody>
</table>

**CERTIFICATE III IN BUSINESS ADMINISTRATION (LEGAL)**

**Course Code:** BSB31007  
**Campus:** Footscray Nicholson, Industry, St Albans.
About this course: Establish your career in the legal world with a sound basis in the legal system. Learn how to complete administrative tasks necessary to work in a legal office or legal department in an organisation.

Course Objectives: This qualification provides students with the skills and knowledge required to work in administrative work, including the legal industry, using some discretion and judgement. They may provide technical advice and support to a team.

Careers: Legal administrative support role such as Legal Receptionist.

Course Duration: 0.5 years

Admission Requirements Year 12: Direct Entry

Admission Requirements Mature Age: Direct Entry

Admission Requirements VET: School Choice

Selection Processes: Direct Entry, Interview, Written Application, Employer Choice, Other Educational qualifications, employment history (voluntary work) and life experience etc. are taken into account in selecting direct application students.

COURSE STRUCTURE

Students must successfully complete a minimum of 13 units — 2 core plus 5 legal administration units from the legal administration units listed and 4 administration units from the administration units listed for this qualification in BSB07 Business Services Training Package. Plus 2 other elective units selected from the remaining administration units, the remaining legal administration units or the generic business elective units listed or from an equivalent AQF qualification in the BSB07 Business Services Training Package or any other currently endorsed national Training Package.

The course requires the completion of the following units:

Core Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBUS307A</td>
<td>DEVELOP KEYBOARDING SPEED AND ACCURACY</td>
<td>50</td>
</tr>
<tr>
<td>BSBUS301A</td>
<td>PARTICIPATE IN OHS PROCESSES</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBLE301A</td>
<td>APPLY KNOWLEDGE OF THE LEGAL SYSTEM TO COMPLETE TASKS</td>
<td>80</td>
</tr>
<tr>
<td>BSBLE305A</td>
<td>USE LEGAL TERMINOLOGY IN ORDER TO CARRY OUT TASKS</td>
<td>40</td>
</tr>
<tr>
<td>BSBLE302A</td>
<td>CARRY OUT SEARCH OF THE PUBLIC RECORD</td>
<td>25</td>
</tr>
<tr>
<td>BSBLE303A</td>
<td>DELIVER COURT DOCUMENTATION</td>
<td>10</td>
</tr>
<tr>
<td>BSBLE304A</td>
<td>APPLY THE PRINCIPLES OF CONFIDENTIALITY AND SECURITY WITHIN THE LEGAL ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>BSBLE308A</td>
<td>ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE</td>
<td>10</td>
</tr>
<tr>
<td>BSBINM302A</td>
<td>HANDLE RECEIPT AND DESPATCH OF INFORMATION</td>
<td>15</td>
</tr>
</tbody>
</table>

RPL only

CERTIFICATE IV IN LEGAL SERVICES

Course Code: BSB40110

Campus: Footscray Nicholson, Industry, City Queen.

Course Objectives: This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base to provide support in a range of legal service settings. They apply solutions to a range of unpredictable problems, and analyse and evaluate information from a variety of sources.

Careers: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: legal assistant, legal secretary, legal support officer, assistant paralegal.

Course Duration: 0.5 years

Admission Requirements Year 12: Successful completion of VCE or equivalent

Admission Requirements Mature Age: Relevant industry experience, direct or VTAC application

Selection Processes: Direct Entry, Interview, Written Application, VTAC
COURSE STRUCTURE

Total number of units = 12 8 core units plus 4 elective units  The four elective units may be selected from the remaining elective units listed below, or from other qualifications, at the same qualification level or one level higher, in BSB07 Business Services Training Package or any other currently endorsed Training Package or accredited course. One elective unit may be selected from either a Certificate III or Diploma qualification in BSB07 or any other currently endorsed Training Package or accredited course. Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Core Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCOMM402A</td>
<td>IMPLEMENT EFFECTIVE COMMUNICATION STRATEGIES</td>
<td>40</td>
</tr>
<tr>
<td>BSBCOMM406A</td>
<td>CONDUCT WORK WITHIN A COMPLIANCE FRAMEWORK</td>
<td>30</td>
</tr>
<tr>
<td>BSBLEG413A</td>
<td>IDENTIFY AND APPLY THE LEGAL FRAMEWORK</td>
<td>60</td>
</tr>
<tr>
<td>BSBLEG414A</td>
<td>ESTABLISH AND MAINTAIN A FILE IN LEGAL SERVICES</td>
<td>50</td>
</tr>
<tr>
<td>BSBLEG418A</td>
<td>PRODUCE COMPLEX LEGAL DOCUMENTS</td>
<td>80</td>
</tr>
<tr>
<td>BSBLEG415A</td>
<td>APPLY THE PRINCIPLES OF CONTRACT LAW</td>
<td>60</td>
</tr>
<tr>
<td>BSBLEG416A</td>
<td>APPLY THE PRINCIPLES OF THE LAW OF TORTS</td>
<td>60</td>
</tr>
<tr>
<td>BSBRES404A</td>
<td>RESEARCH LEGAL INFORMATION USING PRIMARY SOURCES</td>
<td>40</td>
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</tbody>
</table>

Elective Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBINN501A</td>
<td>ESTABLISH SYSTEMS THAT SUPPORT INNOVATION</td>
<td>50</td>
</tr>
<tr>
<td>BSBINN502A</td>
<td>BUILD AND SUSTAIN AN INNOVATIVE WORK ENVIRONMENT</td>
<td>50</td>
</tr>
<tr>
<td>BSBLEG403B</td>
<td>MAINTAIN TRUST ACCOUNTS</td>
<td>50</td>
</tr>
<tr>
<td>BSBLEG417A</td>
<td>APPLY THE PRINCIPLES OF EVIDENCE LAW</td>
<td>60</td>
</tr>
<tr>
<td>BBSUS201A</td>
<td>PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
<td>20</td>
</tr>
<tr>
<td>BBSUS301A</td>
<td>IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
<td>40</td>
</tr>
<tr>
<td>BSBWOR402A</td>
<td>PROMOTE TEAM EFFECTIVENESS</td>
<td>50</td>
</tr>
<tr>
<td>BSOHS301B</td>
<td>APPLY KNOWLEDGE OF OHS LEGISLATION IN THE WORKPLACE</td>
<td>20</td>
</tr>
<tr>
<td>BSADM303B</td>
<td>PRODUCE TEXTS FROM AUDIO TRANSCRIPTION</td>
<td>30</td>
</tr>
</tbody>
</table>

CERTIFICATE IV IN BUSINESS

Course Code: BSB40207

About this course: Advance your career in the business sector. Gain the knowledge and skills required to undertake administrative work across all industries, such as developing work priorities, coordinating customer service strategies, ensuring a safe workplace and producing complex business documents. This course is offered to workplaces only, at the employer’s request. Individuals cannot apply for this course.

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

Careers: Administration, Project Officer.

Course Duration: 1 year

Admission Requirements Year 12: Successful completion of VCE or equivalent

Admission Requirements Mature Age: Direct Entry

Admission Requirements Other: Employer Choice

Selection Processes: Interview, Portfolio, Written Application

COURSE STRUCTURE

Students must successfully complete a minimum of 10 units - 1 core unit plus 9 electives. At least 5 electives must be selected from the elective list provided in the training package (aligned at AQF4). The other 4 elective units may be selected from the remaining units listed from the BSB07 Training package or any other endorsed national training package. If not listed, 1 unit may be selected from Certificate III or Diploma qualification. 5 Units selected from another training package must not duplicate units selected from or available within the BSB07 Business service training package. Where the packaging of this qualification meets the rules of a specialist qualification at this level, then the specialist qualification and not the general qualification is awarded.

Core Unit

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB0H5407A</td>
<td>MONITOR A SAFE WORKPLACE</td>
<td>50</td>
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Elective Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBINN301A</td>
<td>PROMOTE INNOVATION IN A TEAM ENVIRONMENT</td>
<td>40</td>
</tr>
<tr>
<td>BSBRSK401A</td>
<td>IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES</td>
<td>50</td>
</tr>
<tr>
<td>BSBMGT402A</td>
<td>IMPLEMENT OPERATIONAL PLAN</td>
<td>40</td>
</tr>
<tr>
<td>BSBHRM402A</td>
<td>RECRUIT, SELECT AND INDUCT STAFF</td>
<td>50</td>
</tr>
<tr>
<td>BSBRES401A</td>
<td>ANALYSE AND PRESENT RESEARCH INFORMATION</td>
<td>40</td>
</tr>
<tr>
<td>BSBFIA402A</td>
<td>REPORT ON FINANCIAL ACTIVITY</td>
<td>30</td>
</tr>
<tr>
<td>BSBLED401A</td>
<td>DEVELOP TEAMS AND INDIVIDUALS</td>
<td>40</td>
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<tr>
<td>BSBWOR401A</td>
<td>ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS</td>
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<td>BSBREL401A</td>
<td>ESTABLISH NETWORKS</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credit Points</td>
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<tr>
<td>BSWINM301A</td>
<td>ORGANISE WORKPLACE INFORMATION</td>
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<tr>
<td>BSBWOR402A</td>
<td>PROMOTE TEAM EFFECTIVENESS</td>
<td>50</td>
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<tr>
<td>BSBMGT502B</td>
<td>MANAGE PEOPLE PERFORMANCE</td>
<td>70</td>
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<tr>
<td>BSBFAIA301A</td>
<td>MAINTAIN FINANCIAL RECORDS</td>
<td>60</td>
</tr>
<tr>
<td>BSBPRO301A</td>
<td>RECOMMEND PRODUCTS AND SERVICES</td>
<td>20</td>
</tr>
<tr>
<td>BSBMGT405A</td>
<td>PROVIDE PERSONAL LEADERSHIP</td>
<td>50</td>
</tr>
<tr>
<td>BSBWOR501A</td>
<td>MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT</td>
<td>60</td>
</tr>
<tr>
<td>BSBCMAM301B</td>
<td>PROCESS CUSTOMER COMPLAINTS</td>
<td>35</td>
</tr>
<tr>
<td>BSBITU304A</td>
<td>PRODUCE SPREADSHEETS</td>
<td>35</td>
</tr>
<tr>
<td>BSBITU303A</td>
<td>DESIGN AND PRODUCE TEXT DOCUMENTS</td>
<td>90</td>
</tr>
<tr>
<td>BSBITU302A</td>
<td>CREATE ELECTRONIC PRESENTATIONS</td>
<td>20</td>
</tr>
<tr>
<td>BSBCUS403B</td>
<td>IMPLEMENT CUSTOMER SERVICE STANDARDS</td>
<td>30</td>
</tr>
<tr>
<td>BSBEMS401B</td>
<td>DEVELOP AND IMPLEMENT BUSINESS DEVELOPMENT STRATEGIES TO EXPAND CLIENT BASE</td>
<td>50</td>
</tr>
<tr>
<td>BSBRHM506A</td>
<td>MANAGE RECRUITMENT SELECTION AND INDUCTION PROCESSES</td>
<td>60</td>
</tr>
<tr>
<td>BSBMGT401A</td>
<td>SHOW LEADERSHIP IN THE WORKPLACE</td>
<td>50</td>
</tr>
<tr>
<td>BSBSAM407A</td>
<td>MANAGE A SMALL TEAM</td>
<td>40</td>
</tr>
<tr>
<td>BSBWOR404A</td>
<td>DEVELOP WORK PRIORITIES</td>
<td>40</td>
</tr>
<tr>
<td>BSBCMN311B</td>
<td>MAINTAIN WORKPLACE SAFETY</td>
<td>40</td>
</tr>
<tr>
<td>BSBADM504B</td>
<td>PLAN OR REVIEW ADMINISTRATION SYSTEMS</td>
<td>50</td>
</tr>
<tr>
<td>BSBCUS301B</td>
<td>DELIVER AND MONITOR A SERVICE TO CUSTOMERS</td>
<td>35</td>
</tr>
<tr>
<td>BSBADAM311A</td>
<td>MAINTAIN BUSINESS RESOURCES</td>
<td>15</td>
</tr>
<tr>
<td>BSBPUR301B</td>
<td>PURCHASE GOODS AND SERVICES</td>
<td>60</td>
</tr>
<tr>
<td>BSBFIA303A</td>
<td>PROCESS ACCOUNTS PAYABLE AND RECEIVABLE</td>
<td>30</td>
</tr>
<tr>
<td>BSBLG305A</td>
<td>USE LEGAL TERMINOLOGY IN ORDER TO CARRY OUT TASKS</td>
<td>40</td>
</tr>
<tr>
<td>BSBLG308A</td>
<td>ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE</td>
<td>10</td>
</tr>
<tr>
<td>BSBMGT516A</td>
<td>FACILITATE CONTINUOUS IMPROVEMENT</td>
<td>60</td>
</tr>
<tr>
<td>BSBITU307A</td>
<td>DEVELOP KEYBOARDING SPEED AND ACCURACY</td>
<td>50</td>
</tr>
<tr>
<td>BSBMKG6412A</td>
<td>CONDUCT ELECTRONIC MARKETING COMMUNICATIONS</td>
<td>30</td>
</tr>
<tr>
<td>FNSICIND301B</td>
<td>WORK IN THE FINANCIAL SERVICES INDUSTRY</td>
<td>30</td>
</tr>
<tr>
<td>BSBITA401A</td>
<td>DESIGN DATABASES</td>
<td>60</td>
</tr>
<tr>
<td>BSBITU306A</td>
<td>DESIGN AND PRODUCE BUSINESS DOCUMENTS</td>
<td>80</td>
</tr>
<tr>
<td>FNSICIND401B</td>
<td>APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM503B</td>
<td>PLAN AND MANAGE CONFERENCES</td>
<td>30</td>
</tr>
</tbody>
</table>

RPL Units

**CERTIFICATE IV IN BUSINESS ADMINISTRATION**

Course Code: BSB40507  
Campus: Footscray Nicholson, St Albans.

About this course: Develop your administrative skills to a high level and get a broad knowledge of a variety of administrative positions. You will learn how to apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources.

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

Careers: Accounts Supervisor, Executive Personal Assistant, Office Administrator, Project Assistant.

Course Duration: 0.5 years

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

Admission Requirements International: IELTS level 5.5

Admission Requirements Mature Age: VTAC or Direct Entry Written Application

Admission Requirements Other: Applicants will be assessed by the Selection officer as being capable of successfully completing the course. You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Processes: Direct Entry, Written Application, VTAC, OtherIf you are applying to study full-time in first semester, you must apply through VTAC. For mid-semester enrolments and part time studies, apply direct to the School by completing a TAFE Direct Application Form available from the School or VU website www.vu.edu.au/Admissions.

COURSE STRUCTURE

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

All units listed below can be delivered in either campus or industry mode depending on demand.

The course requires the completion of 10 units: 5 Administration units plus 5 electives.
Administration Units of Study

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Elective Units of Study

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<td>PROMOTE PRODUCTS AND SERVICES</td>
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<td>MAKE A PRESENTATION</td>
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Additional Elective Units

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<td>PROCESS PAYROLL</td>
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<td>PROCESS ACCOUNTS PAYABLE AND RECEIVABLE</td>
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<td>BSBITU301A</td>
<td>CREATE AND USE DATABASES</td>
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<td>CREATE ELECTRONIC PRESENTATIONS</td>
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<td>BSBITU307A</td>
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<td>PROCESS CUSTOMER COMPLAINTS</td>
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<td>PARTICIPATE IN OHS PROCESSES</td>
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<td>BSBWRT301A</td>
<td>WRITE SIMPLE DOCUMENTS</td>
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<td>BSBCSUS303B</td>
<td>IMPLEMENT CUSTOMER SERVICE STANDARDS</td>
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<td>RECRUIT, SELECT AND INDUCT STAFF</td>
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Possible elective units for RPL/Industry:

CERTIFICATE IV IN FRONTLINE MANAGEMENT

Course Code: BSB40807

Campus: Industry.

About this course: Learn the skills to position yourself in the first line of management in a wide range of organisations and industries. You may have an existing qualification and technical skills in your vocation or profession, but need to upgrade your skills or recognition to take on supervisory functions. This course is offered to workplaces only, at the employer’s request. Individuals cannot apply for this course.

Course Objectives: This qualification reflects the role of individuals who take the first line of management in a wide range of organisational and industry contexts. They may have existing qualification and technical skills in any given vocation or profession, yet require skills or recognition in supervisory functions.

Careers: Coordinator, Leading Hand, Supervisor, Team Leader.

Course Duration: 1 year

Admission Requirements Year 12: Successful completion of VCE or equivalent

Admission Requirements Mature Age: Employer Choice

Selection Processes: Interview, Written Application, Employer Choice

COURSE STRUCTURE

Students must successfully complete 4 core units and 6 elective units. At least 3 of the elective units must be selected from the elective units listed in the qualification. The other 3 elective units may be selected from the remaining elective units listed for the qualification in the BSB07 Business Services Training Package or any other currently endorsed national Training Package. 1 unit may be selected from either a Certificate III or Diploma qualification. Elective units must be relevant to the work outcome, local industry requirements and the qualification level. Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.

Core:
**COURSE STRUCTURE**

Complete a total of 10 units: 4 core units plus 6 elective units. At least 3 of the elective units must be selected from the elective units listed. The other 3 elective units may be selected from the remaining elective units listed in the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from either a Certificate III or Diploma qualification. 1 year full-time or 18 months part-time. Time required to complete the course will vary according to the delivery and assessment mode offered. NB: students can progress from Certificate IV in Human Resources to Diploma of Human Resources. Please contact the School for advice. Recognition of Prior Learning may apply.

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

**Core Units**

- **BSBHRM401A** REVIEW HUMAN RESOURCES FUNCTIONS 
- **BSBHRM402A** RECRUIT, SELECT AND INDUCT STAFF 
- **BSBHRM403A** SUPPORT PERFORMANCE MANAGEMENT PROCESS 
- **BSBWRK410A** IMPLEMENT INDUSTRIAL RELATIONS PROCEDURES 
- **BSBREL401A** ESTABLISH NETWORKS 
- **BSBREL401A** PLAN AND ORGANISE GROUP-BASED DELIVERY 
- **BSBREL402A** FACILITATE GROUP-BASED LEARNING 
- **BSBCUS401B** COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 
- **BSBHRM507A** MANAGE SEPARATION OR TERMINATION 
- **BSBREL401A** DEVELOP TEAMS AND INDIVIDUALS 
- **TAADEL401A** PLAN AND ORGANISE GROUP-BASED DELIVERY 
- **TAADEL402A** FACILITATE GROUP-BASED LEARNING 
- **BSBCUS401B** COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 
- **BSBHRM507A** MANAGE SEPARATION OR TERMINATION 
- **BSBREL401A** DEVELOP TEAMS AND INDIVIDUALS 

**Elective Units**

- **BSBADM409A** COORDINATE BUSINESS RESOURCES 
- **BSBLED501A** DEVELOP A WORKPLACE LEARNING ENVIRONMENT 
- **BSBMGT502B** MANAGE PEOPLE PERFORMANCE 
- **BSBWOR404B** DEVELOP WORK PRIORITIES 
- **BSBRSK501B** MANAGE RISK 
- **TAADEL401A** PLAN AND ORGANISE GROUP-BASED DELIVERY 
- **TAADEL402A** FACILITATE GROUP-BASED LEARNING 
- **BSBCUS401B** COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 
- **BSBHRM507A** MANAGE SEPARATION OR TERMINATION 
- **BSBREL401A** DEVELOP TEAMS AND INDIVIDUALS
CERTIFICATE IV IN BUSINESS (GOVERNANCE)

Course Code: BSB41910
Campus: Industry.

About this course: Get the skills and knowledge required to become a board member of an Indigenous corporation. Learn the responsibilities and obligations to the community as well as organisational planning and overseeing financial management.

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

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

Course Duration: 0.5 years

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

Selection Processes: Employer Choice

COURSE STRUCTURE

To achieve the Certificate IV in Business (Governance) a total of 12 units must be completed; 7 core units plus 5 elective units. Up to 2 elective units may be selected from elsewhere in the Business Services Training Package or any other endorsed Training Package, or accredited course provided they are relevant to the work of Indigenous Community Boards of Management. Elective units must be relevant to the work outcomes, local industry requirements and the qualification level. Units selected from other Training Packages must not duplicate units selected from the Business Services Training Package.

BSBREL402A BUILD CLIENT RELATIONSHIPS AND BUSINESS NETWORKS 50
BSBMGT405A PROVIDE PERSONAL LEADERSHIP 50
BSBINM401A IMPLEMENT WORKPLACE INFORMATION SYSTEM 40
BSBSUS301A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40
BSBPMG401A APPLY PROJECT SCOPE MANAGEMENT TECHNIQUES 40

BSBATSIL411A UNDERTAKE THE ROLES AND RESPONSIBILITIES OF A BOARD MEMBER 60
BSBATSIM416A OVERSEE ORGANISATIONAL PLANNING 60
BSBATSIM417A IMPLEMENT ORGANISATIONAL PLANS 50
BSBATSIM418A OVERSEE FINANCIAL MANAGEMENT 50
BSBATSIM419A CONTRIBUTE TO THE DEVELOPMENT AND IMPLEMENTATION OF ORGANISATIONAL POLICIES 40
BSBATSIL408C MANAGE A BOARD MEETING 40
BSBATSIM412A PARTICIPATE EFFECTIVELY AS A BOARD MEMBER 35
BSBWRT401A WRITE COMPLEX DOCUMENTS 50
BSBATSIL413A REVIEW AND APPLY THE CONSTITUTION 40
BSRES5401A ANALYSE AND PRESENT RESEARCH INFORMATION 40
PSPGOV413A COMPOSE COMPLEX WORKPLACE DOCUMENTS 40

DIPLOMA OF LEGAL SERVICES

Course Code: BSB50110
Campus: Footscray Nicholson, Industry, City King St, City Queen, St Albans.

About this course: Learn the skills to get a start in the legal world. Develop the knowledge and skills to perform a wide variety of tasks in the challenging and rewarding field of law to assist the legal professional. These include:

- conducting legal research
- managing files
- liaising with other parties
- drafting documents under supervision

Course Objectives: This qualification reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan and carry out work in a legal context in accordance with legislation, regulations and codes of practice relevant to the different jurisdictions.

Careers: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: executive assistant, legal services support officer, paralegal, senior legal secretary.

Course Duration: 0.5 years

Admission Requirements Year 12: Successful completion of VCE or equivalent

Admission Requirements International: IELTS 5.5

Admission Requirements Mature Age: Relevant industry experience, direct or VTAC application

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

COURSE STRUCTURE
To be awarded the Diploma of Legal Services competency students must achieve a total number of 10 units. Four core units and six elective units.

Core Units

BSBCOM501B IDENTIFY AND INTERPRET COMPLIANCE REQUIREMENTS 20
BSBCM501A DEVELOP AND NURTURE RELATIONSHIPS 40
BSBLED503A MAINTAIN AND ENHANCE PROFESSIONAL PRACTICE 30
BSBRES5502A RESEARCH LEGAL INFORMATION USING SECONDARY SOURCES 40

Elective Units

BSBLEG510A APPLY LEGAL PRINCIPLES IN FAMILY LAW MATTERS 60
BSBLEG511A APPLY LEGAL PRINCIPLES IN CRIMINAL LAW MATTERS 60
BSBLEG512A APPLY LEGAL PRINCIPLES IN PROPERTY LAW MATTERS 60
BSBLEG513A APPLY LEGAL PRINCIPLES IN CORPORATION LAW MATTERS 60
BSBLEG514A ASSIST WITH CIVIL PROCEDURE 60
BSBLEG515A APPLY LEGAL PRINCIPLES IN WILLS AND PROBATE MATTERS 60
BSBUS5301A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40
BSBUS5501A DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY 50
BSBWORS501B MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 60
BSBLEG416A APPLY THE PRINCIPLES OF THE LAW OF TORTS 60

DIPLOMA OF BUSINESS

Course Code: BSB50207

About this course: Expand on your managerial expertise in the corporate world. Using your current experience as a platform, you will broaden your theoretical business skills and knowledge to improve your employability in the industry. This course is offered to workplaces only, at the employer’s request. Individuals cannot apply for this course.

Course Objectives: This qualification reflects the role of individuals with substantial experience in a range of settings and who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to further develop in order to create further educational and employment opportunities.

Careers: Executive Officer, Program Consultant, Program Coordinator

Course Duration: 9 months

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

Admission Requirements Mature Age: Direct entry

Admission Requirements Other: Employer choice

Selection Processes: Direct Entry, Interview, Portfolio, Employer Choice

COURSE STRUCTURE

Students must successfully complete a minimum of 8 units listed in the BSB07 Business Services Training Package for this qualification.

Choose 8 units of study:

BSBRSK501B MANAGE RISK 60
BSBWORS501A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 60
BSBFIM501A MANAGE BUDGETS & FINANCIAL PLANS 70
BSBMGT502A MANAGE PEOPLE PERFORMANCE 70
BSBMGT605B PROVIDE LEADERSHIP ACROSS THE ORGANISATION 60
BSBHSM509A ENSURE A SAFE WORKPLACE 60
BSBPIM510A MANAGE PROJECTS 60
BSBHIRM604A MANAGE EMPLOYEE RELATIONS 60
BSBLED501A DEVELOP A WORKPLACE LEARNING ENVIRONMENT 60
BSBPIM501A MANAGE APPLICATION OF PROJECT INTEGRATIVE PROCESSES 60
BSBWORS502A ENSURE TEAM EFFECTIVENESS 60
BSBHIRM506A MANAGE RECRUITMENT SELECTION AND INDUCTION PROCESSES 60
BSBCOM401A MAKE A PRESENTATION 30
BSBITU402A DEVELOP AND USE COMPLEX SPREADSHEETS 50
BSBMGT403A IMPLEMENT CONTINUOUS IMPROVEMENT 40
BSBCUS401B COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 40
BSBADM405B ORGANISE MEETINGS 20
TADEL402B FACILITATE GROUP BASED LEARNING 20
TADEL403B FACILITATE INDIVIDUAL LEARNING 15
BSBADM502B MANAGE MEETINGS 30
BSBADM503B PLAN AND MANAGE CONFERENCES 30
BSADM504B PLAN OR REVIEW ADMINISTRATION SYSTEMS 50
BSADM506B MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT 80

Industry Electives

BSINM501A MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM 50
BSBCUS501A MANAGE QUALITY CUSTOMER SERVICE 40
BSBHRM502A MANAGE HUMAN RESOURCES MANAGEMENT INFORMATION SYSTEMS 60
BSBFIM502A MANAGE PAYROLL 30
BSBMGT401A SHOW LEADERSHIP IN THE WORKPLACE 50
FNSACCT407B SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM 80
BSBHRM501A MANAGE HUMAN RESOURCES SERVICES 60
BSBITBS01A ESTABLISH AND MAINTAIN A WORKGROUP COMPUTER NETWORK 50
BSBSUS501A DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY 50
SIXEVTO03A PROCESS AND MONITOR EVENT REGISTRATIONS 60
SIXEVTO04A COORDINATE ON SITE EVENT REGISTRATIONS 40
SIXEVTO05A ORGANISE IN-HOUSE EVENTS OR FUNCTIONS 40
SIXEVTO17A PROVIDE ON SITE EVENT MANAGEMENT SERVICES 60
BSBWOR401A ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS 50
PSPGOV602B ESTABLISH AND MAINTAIN STRATEGIC NETWORKS 40
BSBPUB504A DEVELOP AND IMPLEMENT CRISIS MANAGEMENT PLANS 40
BSBCUS402B ADDRESS CUSTOMER NEEDS 50

CAREERS: Administration Manager, General Office Manager, Office Manager, Executive Personal Assistant, Office Administrator, Project Assistant.

Course Duration: 0.5 years

Admission Requirements Year 12: Successful completion of VCE or equivalent

Admission Requirements International: IELTS 5.5

Admission Requirements Mature Age: Direct or VTAC application

Selection Processes: Direct Entry, Written Application, VTAC, Employer Choice, Other
Successful completion of Certificate IV in Business Administration or you must be assessed by the School as being capable of successfully completing the course. Educational qualifications, employment history (voluntary work) and life experience may be taken into account when selecting direct applicants.

COURSE STRUCTURE

The Diploma of Business Administration is offered on a full-time basis or part-time equivalent. Part-time programs are normally conducted in the evenings or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation. Traineeships are usually delivered both on and off-the-job or in a mixture of these delivery modes over a twelve month period. The Diploma of Business Administration is a four-stage course with multiple entry and exit points. It provides an opportunity for participants with no previous experience as well as catering for skill and knowledge enhancement for those with basic administration skills. Participants who successfully complete each stage are eligible to apply for entry into the next level. RPL (Recognition of Prior Learning) and Credit policies apply. Stage 1 Certificate II in Business 18 weeks Stage 2 Certificate III in Business 18 weeks Stage 3 Certificate IV in Business Administration 18 weeks Stage 4 Diploma of Business Administration 18 weeks Diploma of Business Administration is offered full time, part time and flexible learning arrangements which may include off-campus study, workshops or workplace facilitation.

All units listed below can be delivered to either campus or industry mode depending on demand.

The Stage 4 Diploma course requires the completion of 8 units as follows:

Core Units of Study: (a) A minimum of 5 Administration units:

BSBITBS01A ESTABLISH AND MAINTAIN A WORKGROUP COMPUTER NETWORK 50
BSBFIM502A MANAGE PAYROLL 30
BSBADM502B MANAGE MEETINGS 30
BSBADM503B PLAN AND MANAGE CONFERENCES 30
BSBADM504B PLAN OR REVIEW ADMINISTRATION SYSTEMS 50
BSBADM506B MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT 80
BSBPUB510A MANAGE PROJECTS 60
(b) And 3 elective units of study:

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<td>MANAGE QUALITY CUSTOMER SERVICE</td>
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<td>BSBEBU502A</td>
<td>IMPLEMENT EBUSINESS SOLUTIONS</td>
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<td>BSBHRM506A</td>
<td>MANAGE RECRUITMENT SELECTION AND INDUCTION</td>
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<td>BSBMGT502B</td>
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<td>BSBEBU401A</td>
<td>REVIEW AND MAINTAIN A WEBSITE</td>
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<td>BSBKR6G402B</td>
<td>PROVIDE INFORMATION FROM AND ABOUT RECORDS</td>
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All units listed below can be delivered to either campus or industry/RPL mode depending on demand.

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<td>ADDRESS CUSTOMER NEEDS</td>
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<tr>
<td>BSBWOR404A</td>
<td>DEVELOP WORK PRIORITIES</td>
<td>40</td>
</tr>
<tr>
<td>BSBCCM401A</td>
<td>MAKE A PRESENTATION</td>
<td>30</td>
</tr>
</tbody>
</table>

RPL Only Units

**DIPLOMA OF HUMAN RESOURCES MANAGEMENT**

**Course Code:** BSB50607  
**Campus:** Footscray Nicholson, Industry.

**About this course:** Start your career in the exciting world of human resources. You’ll learn to become a real manager of people and resources in small to large organisations. You’ll become proficient in such areas as:

- managing payroll and finances
- develop polices for sustainable workplaces
- managing change, projects and risks in organisations
- ensuring workplaces are safe
- providing leadership

**Course Objectives:** The course aims to provide the knowledge and skills required for a person working as a Human Resources officer with responsibility for all HR functions or a middle level HR manager in a large organisation and/or articulate into a relevant area of higher education.

**Careers:** Consultant, Manager, Advisor or Senior Officer in the Human Resource field.

**Course Duration:** 1 year

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

**Admission Requirements International:** IELTS 5.5

**Admission Requirements Mature Age:** Extensive industry experience. Direct or VTAC application

**Selection Processes:** Direct Entry, Interview, VTAC, Other. Course applicants are assessed and ranked against course selection criteria available from the School.

**COURSE STRUCTURE**

One year full-time. Time required to complete the course will vary according to the delivery and assessment mode offered. NB: this accelerated course includes Certificate IV in Business (Human Resources). Please contact the School for advice. Recognition of Prior Learning may apply. Students must successfully complete a minimum of 8 units — 3 core units plus 5 elective. At least 3 electives must be selected from the elective list for this qualification provided in the training package (aligned at AQF4). The other 2 elective units may be selected from the remaining elective units listed in the Training Package for this qualification or from any course in the BSB07 Training Package or other endorsed national Training Package. If not listed, 1 unit may be selected from Certificate III or Diploma qualification.

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

**Core Units**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Points</th>
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</thead>
<tbody>
<tr>
<td>BSBHRM501A</td>
<td>MANAGE HUMAN RESOURCES SERVICES</td>
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</tbody>
</table>
BSBHRM503A  MANAGE PERFORMANCE MANAGEMENT SYSTEMS  60
BSBHRM504A  MANAGE WORKFORCE PLANNING  60

Elective Units
BSBHRM505A  MANAGE REMUNERATION AND EMPLOYEE BENEFITS  60
BSBHRM509A  MANAGE REHABILITATION & RETURN TO WORK  50
BSBFIM502A  MANAGE PAYROLL  30
BSBFIM501A  MANAGE BUDGETS & FINANCIAL PLANS  70
BSBWKR509A  MANAGE INDUSTRIAL RELATIONS  80
BSBHRM506A  MANAGE RECRUITMENT SELECTION AND INDUCTION PROCESSES  60
BSBINN601A  MANAGE ORGANISATIONAL CHANGE  60
BSBRSK501B  MANAGE RISK  60
BSBPMG510A  MANAGE PROJECTS  60
BSBWOR501A  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT  60
BSBOHS509A  ENSURE A SAFE WORKPLACE  60
BSBHRM507A  MANAGE SEPARATION OR TERMINATION  50
BSBCUS501A  MANAGE QUALITY CUSTOMER SERVICE  40
BSBHRM502A  MANAGE HUMAN RESOURCES MANAGEMENT INFORMATION SYSTEMS  60
BSBFIA601A  MANAGE FINANCES  80
BSBMGT605B  PROVIDE LEADERSHIP ACROSS THE ORGANISATION  60
BSRLED501A  DEVELOP A WORKPLACE LEARNING ENVIRONMENT  60
BSBSUS501A  DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY  50

DIPLOMA OF MANAGEMENT
Course Code: BSB51107
Campus: Footscray Nicholson, Industry, City King St.

About this course: Learn how to manage the work of others and add value to management practices in any industry or organisation. You will already have considerable experience in your respective industry or vocational area, and will learn to couple an informed perspective with improved managerial approaches.

Course Objectives: This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting. Typically people in these roles will have considerable experience in their respective industries or vocational areas and couple an informed perspective of the specific work requirements with their managerial approaches.

Careers: Manager.

Course Duration: 1 year

Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent
Admission Requirements Mature Age: Direct Application
Admission Requirements Other: It is recommended that all Frontline Management industry students currently be in a supervisory role.

Selection Processes: Interview, Portfolio, Written Application, Employer Choice

COURSE STRUCTURE
Students must successfully complete a minimum of 8 units - 5 core unit plus 3 electives. The 3 electives may be selected from the core or elective list provided for the qualification in the Business Services training package or from any other endorsed national training package. If not listed, 1 unit may be selected from Certificate IV or Advanced Diploma qualification. Units selected from another training package must not duplicate units selected from or available within the BSB07 Business Services training package.

Management Stream
BSBPIMG510A  MANAGE PROJECTS  60
BSBRSK501B  MANAGE RISK  60
BSBMGT502B  MANAGE PEOPLE PERFORMANCE  70
BSBMGT515A  MANAGE OPERATIONAL PLAN  60
BSBFIM501A  MANAGE BUDGETS & FINANCIAL PLANS  70
BSBINM501A  MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM  50

Frontline Management Stream
BSBCUS501C  MANAGE QUALITY CUSTOMER SERVICE  40
BSBMGT516C  FACILITATE CONTINUOUS IMPROVEMENT  60
BSBOHS509A  ENSURE A SAFE WORKPLACE  60
BSBWOR501B  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT  60
BSBWOR502B  ENSURE TEAM EFFECTIVENESS  60
BSBHRM402A  RECRUIT, SELECT AND INDUCT STAFF  60
BSBHRM604A  MANAGE EMPLOYEE RELATIONS  60
BSBHRM402A  RECRUIT, SELECT AND INDUCT STAFF  50
BSBCOM503B  DEVELOP PROCESSES FOR THE MANAGEMENT OF BREACHES IN COMPLIANCE REQUIREMENTS  30
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Points</th>
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<tr>
<td>CHCOR529B</td>
<td>PROVIDE COACHING AND MOTIVATION</td>
<td>70</td>
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<tr>
<td>BSBATSIL503B</td>
<td>MANAGE CONFLICT</td>
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<tr>
<td>BSBWORS502B</td>
<td>ENSURE TEAM EFFECTIVENESS</td>
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<tr>
<td>BSBMGT406A</td>
<td>PLAN AND MONITOR CONTINUOUS IMPROVEMENT</td>
<td>50</td>
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<tr>
<td>BSBITU402A</td>
<td>DEVELOP AND USE COMPLEX SPREADSHEETS</td>
<td>50</td>
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<td>PSPGOV508A</td>
<td>MANAGE CONFLICT</td>
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<tr>
<td>BSBWOR403A</td>
<td>MANAGE STRESS IN THE WORKPLACE</td>
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<tr>
<td>BSBMGT403A</td>
<td>IMPLEMENT CONTINUOUS IMPROVEMENT</td>
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<tr>
<td>BSBFMAS501A</td>
<td>MANAGE BUDGETS &amp; FINANCIAL PLANS</td>
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<tr>
<td>BSBINM501A</td>
<td>MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM</td>
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<td>BSBLED501A</td>
<td>DEVELOP A WORKPLACE LEARNING ENVIRONMENT</td>
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<tr>
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<td>MANAGE OPERATIONAL PLAN</td>
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<td>BSBPMG501A</td>
<td>MANAGE APPLICATION OF PROJECT INTEGRATIVE PROCESSES</td>
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<td>BSBPMG502A</td>
<td>MANAGE PROJECT SCOPE</td>
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<tr>
<td>BSBPMG503A</td>
<td>MANAGE PROJECT COSTS</td>
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<td>MANAGE PROJECT QUALITY</td>
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<td>MANAGE PROJECT HUMAN RESOURCES</td>
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<td>BSBPMG506A</td>
<td>MANAGE PROJECT PROCUREMENT</td>
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<td>MANAGE PROJECT COMMUNICATION</td>
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<td>BSBPMG508A</td>
<td>MANAGE PROJECT RISK</td>
<td>40</td>
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<tr>
<td>BSBPMG509A</td>
<td>MANAGE PROJECT PROCUREMENT</td>
<td>40</td>
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<tr>
<td>BSBMGT512A</td>
<td>LEAD THE ORGANISATION’S STRATEGIC PLANNING CYCLE</td>
<td>80</td>
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<tr>
<td>BSBREL401A</td>
<td>BE A LEADER IN THE COMMUNITY</td>
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**DIPLOMA OF PROJECT MANAGEMENT**

*Course Code:* BSB51407  
*Campus:* Footscray Nicholson, Industry.

**About this course:** Further your career learning important skills in project management. Gain knowledge and skills in time, cost and communications management.

**Course Objectives:** This qualification will provide the skills required for those involved in managing projects of any magnitude. It is also suitable for those currently at management level wanting to enhance their skills in the project management area. The course aims to provide the ability to lead, plan, and execute projects to meet deadlines and budgets. Project management is applicable across all industries and businesses large and small.

**Careers:** Graduates from Diploma of Project Management become:
- Project Leaders,
- Project Management Facilitators or
- Project or Program Administrators.

**Course Duration:** 1 year

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

**Admission Requirements Other:** Employer Choice, Industry Only

**Selection Processes:** Direct Entry, Employer Choice

**COURSE STRUCTURE**

To be eligible for Diploma of Project Management participants must complete nine (9) core units of study.

<table>
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<tr>
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<th>Course Title</th>
<th>Credit Points</th>
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<tr>
<td>BSBPMG509A</td>
<td>MANAGE PROJECT PROCUREMENT</td>
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**CERTIFICATE IV IN BOOKKEEPING**

*Course Code:* FNS40210  
*Campus:* Footscray Nicholson, St Albans.

**About this course:** Learn the skills you need to be a bookkeeper and to establish and maintain accounting systems. Learn how to assist with Business Activity Statements.
(BAS), office taxes, payroll, and the development of management systems for organisations.

**Course Objectives:** To meet regulatory requirements under the new Tax Agent Services Act for bookkeepers. This course is designed for people seeking a career as a professional bookkeeper. They can be working as a contract or permanent paid bookkeeper under the direction of a tax agent/public accountant or bookkeeping business or franchise, or in their own bookkeeping business.

**Careers:** Contract Bookkeeper; Permanent Paid Bookkeeper

**Course Duration:** 0.5 years

**Admission Requirements Mature Age:** Relevant industry or vocational experience or assessed as being capable to complete the course by the Education Manager.

**Admission Requirements Other:** Students can articulate to this course from the FNS30310 Certificate III in Accounts Administration.

**Selection Processes:** Direct Entry

**COURSE STRUCTURE**

To successfully complete this qualification participants must complete 13 units; 9 core plus 4 electives.

**Bookkeeping Industry Core Skill Set**

- BSBITU306A DESIGN AND PRODUCE BUSINESS DOCUMENTS 80
- BSBOHS303B CONTRIBUTE TO OHS HAZARD IDENTIFICATION AND RISK ASSESSMENT 30
- FNSINC401A APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY 30
- FNSBKG401A DEVELOP AND IMPLEMENT POLICIES AND PROCEDURES RELEVANT TO BOOKKEEPING ACTIVITIES 30
- BSCCU5301A DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35

**Bookkeeping Accounting Skill Set**

- FNSACC302A ADMINISTER SUBSIDIARY ACCOUNTS AND LEDGERS 40
- FNSACC406A SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM 80
- FNS8KG402A ESTABLISH AND MAINTAIN A CASH ACCOUNTING SYSTEM 40
- FNS8KG403A ESTABLISH AND MAINTAIN AN ACCRUAL ACCOUNTING SYSTEM 40
- BSBFIA401A PREPARE FINANCIAL REPORTS 50

**Business and Taxation Skill Set**

- FNSACC401A PROCESS BUSINESS TAX REQUIREMENTS 50
- FNS8KG404A CARRY OUT BUSINESS ACTIVITY AND INSTALMENT ACTIVITY 40

**Statement of Tasks**

- FNSBKG405A ESTABLISH AND MAINTAIN A PAYROLL SYSTEM 30

**Certificate IV in Accounting**

**Course Code:** FNS40610

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

**Course Objectives:** This nationally recognised course is designed to provide participants with the skills and experience to operate as a Bookkeeper or Accounts Clerk. This course is mapped to the latest FNS10 training package which in lay terms means it’s the most up to date course available. This qualification also ensures that participants meet the academic eligibility requirements for registration as a BAS Agent with the Tax Practitioner’s Board. The course provides participants with a working knowledge of the financial sector. It is designed to give them a “bigger picture” of the financial services sector and improve their value to the organisation. On completion of this course, students will be able to:

- Apply professional practices in finance
- Implement compliance procedures
- Prepare operational budgets
- Set up a computerised accounting system
- Maintain inventory records

**Careers:** Accounts payable Cashier Bookkeeping Accounts Receivable Payroll Purchases and Sales

**Course Duration:** 0.5 years

**Admission Requirements Year 12:** Successful completion of VCE or equivalent. Students will enter through FNS30310 Certificate III in Accounts Administration

**Admission Requirements International:** IELTS 5.5 or equivalent - students will enter through FNS30310 Certificate III in Accounts Administration

**Admission Requirements Mature Age:** Relevant industry experience or completion of relevant qualifications.

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

**COURSE STRUCTURE**

To successfully complete this qualification students must complete 13 units; 9 core plus 4 electives as per the training package rules

**Legal**

- FNSACC403A MAKE DECISIONS IN A LEGAL CONTEXT 60

**Financial Statements**

- FNSACC404A PREPARE FINANCIAL STATEMENTS FOR NON-REPORTING ENTITIES 60

**Computerised Accounting**

- FNSACC406A SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM 80
DIPLOMA OF ACCOUNTING
Course Code: FNS50210
Campus: Footscray Nicholson, St Albans.

About this course: Get the skills you need to carry out the duties of clerical bookkeeping and to work in accounting-related roles. On completion you can continue on to study the Advanced Diploma of Accounting, which can be linked to a business degree in accounting.

Course Objectives: The Diploma of Accounting course is perfect for those wishing to gain employment in accounting job roles with duties such as preparing tax returns, providing financial and business performance information, preparing financial statements, analyzing and presenting research information and providing management information. The Diploma in Accounting will give you the skills to provide professional financial services boosting your job prospects and establishing a career pathway into all industries.

Careers: Assistant Accountant, Bookkeeper, Office Manager, Administration Manager or Budget Officer.

Course Duration: 0.5 years

Admission Requirements Year 12: Successful completion of VCE or equivalent. Students will enter from the Certificate IV in Accounting.

Admission Requirements International: IELTS 5.5 or equivalent

DIPLOMA OF RETAIL MANAGEMENT
Course Code: SIR50107
Campus: Industry, Melton.

About this course: Open the door to a career in management in the fast-moving and dynamic retail sector. You will be skilled up to provide support to senior management in large retail or wholesale organisations, as well as fill the manager’s position yourself. Upon successful completion of this course you will become eligible for a pathway into the Bachelor of Business (Retail Commerce). This course is offered to workplaces only, at the employer’s request. Individuals cannot apply for this course.

Course Objectives: This qualification provides skills and knowledge required by those who hold or wish to hold higher management positions. It applies to those who are providing support to senior management in a larger retail or wholesale organisation outlet or being responsible for the management of a retail store or wholesale outlet.
CAREERS: Store Manager, Merchandise Manager, Buyer, Sales Manager

Course Duration: 1 year

Admission Requirements: Employer choice and assessed as capable of completing the course by the University.

Selection Processes: Interview, Written Application, Employer Choice

COURSE STRUCTURE

Students must successfully complete 2 core units and 7 elective units. A minimum of 4 elective units must be selected from the Elective Units list. A maximum of 3 electives may be selected from another endorsed Training Package. These must be units which first appear within a Diploma qualification in the parent Training Package. Elective units must be additional to those already counted towards a lower level qualification within this Training Package. Elective units must be guided by the job outcome, local industry requirements and the characteristics of this qualification (as per the AQF descriptors

Prerequisite Units of Study

SIRXIND001A WORK EFFECTIVELY IN A RETAIL ENVIRONMENT 45
SIRXCOM001A COMMUNICATE IN THE WORKPLACE 40

Plus one of the following

SIRXCCS003A COORDINATE INTERACTION WITH CUSTOMERS 35
SIRXSL004A BUILD RELATIONSHIPS WITH CUSTOMERS 35

Core Units of Study

SIRXFNO05A MANAGE OPERATIONS TO BUDGET 60
SIRXMTG005A SET STRATEGIC PLANS 80

Elective Units of Study

SIRXCLM002A MANAGE STORE FACILITIES 25
SIRXFNO04A MANAGE FINANCIAL RESOURCES 35
SIRXHRO001A ADMINISTER HUMAN RESOURCES POLICY 35
SIRXMTG004A ANALYSE AND COMMUNICATE INFORMATION 80
SIRXMTG006A INITIATE AND IMPLEMENT CHANGE 150
SIRXMER004A MANAGE MERCHANDISE AND STORE PRESENTATION 35
SIRXSL005A MANAGE SALES AND SERVICE DELIVERY 35
BSBADM502B MANAGE MEETINGS 30
BSBFIM501A MANAGE BUDGETS & FINANCIAL PLANS 70
BSBMGT502B MANAGE PEOPLE PERFORMANCE 70
BSBMGT515A MANAGE OPERATIONAL PLAN 60
BSBWORS01A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 60

Industry only electives

BSBFIM503B MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS 60

CERTIFICATE IV IN TRAINING AND ASSESSMENT

Course Code: TAE40110
Campus: Newport, Industry, City King St, Off-shore, Santiago de Chile - Universidad Tecnológica de Chile (INACAP).

About this course: Become a fully qualified TAFE teacher as you gain the vocational expertise to move into a career delivering and assessing qualifications and accredited courses in their relevant industry fields. This course is designed for people who are currently working in or wish to work in the area of training/teaching development, delivery and assessment. When you graduate, you will meet the compliance standards for teachers/trainers to deliver training and assessment services in a Registered Training Organisation.

Course Objectives: The Certificate IV in Training and Assessment is a nationally recognised training and assessment qualification, which replaces the previous TAA40104 Training Package for Assessment and Training. The new TAE10 Training Package is designed to meet the current and future competency development and qualification needs of new and existing personnel working across a broad range of work functions and activities within Vocational Education and Training (VET). This qualification is offered to: • People seeking to undertake training and assessment • Individuals undertaking professional development or staff development • Individuals seeking to extend or enhance and complement their existing qualifications • Registered Training Organisations and staff intending to deliver and or assess Training Package qualifications to internal or external clients.

Careers: Possible job titles and roles include: Enterprise trainer and/or assessor RTO Trainer/assessor Training Advisor/Training Needs Analyst Vocational Education Teacher

Course Duration: 0.5 years

Admission Requirements Mature Age: A combination of relevant vocational industry experience/qualifications and educational experience/qualifications

Admission Requirements Other: Direct Entry A combination of relevant vocational industry experience/qualifications and educational experience/qualifications

Selection Processes: Direct Entry, Other Direct application to the School.

COURSE STRUCTURE

Learners must complete seven core units plus three elective units. At least 2 elective units must be selected from the elective units listed below. One elective may be selected from any currently endorsed Training Package or accredited course. Elective units must be relevant to the work outcome, local industry requirements and the qualification level. Where a unit is chosen from another currently endorsed Training Package or accredited course, it must be from a qualification or course at Certificate III level or above, and must contribute towards the vocational outcome of the program.
DIPLOMA OF VOCATIONAL EDUCATION AND TRAINING

Course Code: TAE50111
Campus: Newport.

About this course: This course is designed for teachers and trainers primarily in Registered Training Organisations who organise and carry out a range of learning and assessment functions and who are keen to enhance their capabilities in designing, facilitating and assessing learning in both traditional and non-traditional learning environments.

Course Objectives: This qualification reflects the roles of experienced practitioners delivering training and assessment services usually within Registered Training Organisations (RTOs) within the vocational education and training (VET) sector. They may have a role in leading other trainers and assessors and in providing mentoring or advice to new trainers or assessors as well as designing approaches to learning and assessment strategies across a significant area within the RTO. The course will provide skill and knowledge necessary to:

- Teach and assess effectively across a range of VET-related contexts
- Facilitate new insights and problem solving when working with learners
- Manage the learning process to facilitate change and action in learners
- Undertake effective self-assessment in the role as teacher/trainer in a VET environment
- Research teaching methodologies and relevant theoretical knowledge to build teaching capabilities.
- Training manager
- Lead trainer
- Lead assessor
- Enterprise trainer

Careers:

Course Duration: 0.5 years

Admission Requirements Mature Age: You must have skills in training and assessing in a vocational education context which can be demonstrated by having a TAE40110 Certificate IV in Training and Assessment or equivalent; and experience in training and assessment within an RTO or similar organisation. You will also need to have access to a vocational teaching environment to carry out the supervised teaching practicum required of the qualification.

Selection Processes: Direct Entry, Interview

COURSE STRUCTURE

The Diploma of Vocational Education and Training is made up of 6 core units plus 4 elective units. At least 2 elective units must be selected from the elective units listed. The remaining 2 elective units may be selected from any currently endorsed Training Package or accredited course. Where a unit is chosen from another currently endorsed Training Package or accredited course, it must be from a qualification or course at Diploma level or above. Elective units must be relevant to the work outcome, local industry requirements and the qualification level.
Diploma of Business (Enterprise)

Course Code: WDBE

Campus: Footscray Nicholson, Industry, Off-shore, The course is offered at the following international locations: Henan College of Finance and Taxation (HCFT), Zhengzhou; Henan University, Kai Feng; Liaoning University (LU), Shenyang; Shandong Jianzhu University, Jinan; Sichuan University (ILTC), Chengdu and Education Centre of Australia (Sydney). Semester 1 of this course for onshore international students will be delivered at City King St campus.

About this course: The Diploma of Business (Enterprise) provides students with the opportunity to prepare for the workforce, and undertake a structured introduction to tertiary studies in a business discipline context through scaffolded learning and assessment. Upon successful completion of the Diploma of Business (Enterprise) participants will be eligible to receive guaranteed 1 year block credit into the Bachelor of Business qualification at Victoria University. Students who opt to pursue an employment opportunity and not continue their tertiary studies will acquire a range of skills relevant in the business world to commence a successful career.

Course Objectives: The Diploma of Business (Enterprise) aims to develop a broad range of business knowledge and skills in the areas of management, marketing, accounting, economics, communications and information technology. After successfully completing this course students can exit with a vocational Diploma or further progress into the second year of the Bachelor of Business, in a chosen specialist area.

Careers: This course is designed to provide a pathway to the second year of the Bachelor of Business. Students who wish to exit with the Diploma of Business (Enterprise) will have acquired a range of vocational skills relevant to working in the business sector.

Course Duration: 1 year

Admission Requirements Year 12: Applicants must have successfully completed VCE (or equivalent)

Admission Requirements International: Applicants must provide evidence of proficiency in the English language: International English Language Testing System (IELTS) result with an overall score of 5.5. Applicants must also have completed a secondary school qualification equivalent to Australia’s Year 12.

Admission Requirements Mature Age: Applicants must possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course.

COURSE STRUCTURE

Students must successfully complete the following 8 units of study:

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<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<td>WDB1001</td>
<td>ACCOUNTING</td>
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<tr>
<td>WDB1002</td>
<td>BUSINESS LAW PRINCIPLES</td>
<td>12</td>
</tr>
<tr>
<td>WDB1003</td>
<td>BUSINESS MATHEMATICS AND STATISTICS</td>
<td>12</td>
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<tr>
<td>WDB1004</td>
<td>ECONOMICS</td>
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<td>WDB1005</td>
<td>INFORMATION SYSTEMS</td>
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<td>WDB1006</td>
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<td>WDB1007</td>
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<tr>
<td>WDB1008</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>12</td>
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</table>
UNITS

BSBADM101A USE BUSINESS EQUIPMENT AND RESOURCES
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to choose equipment and resources to complete a variety of tasks under direct supervision and includes operating equipment, undertaking routine maintenance and reporting faults to the appropriate person.
Required Reading: Nil.
Assessment: Oral and written questioning, practical demonstration, test.

BSBADM301A PRODUCE TEXTS FROM SHORTHAND NOTES
Prerequisites: Nil.
Description: Take dictation using shorthand; Transcribe shorthand notes; Edit and revise text.
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBADM302A PRODUCE TEXTS FROM Shorthand NOTES
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to transcribe from an audio source using keyboarding techniques and to produce accurate texts.
Required Reading: No required reading.
Assessment: Students are required to do assignments, written test, demonstrations, classroom activities.

BSBADM303A PRODUCE TEXTS FROM AUDIO TRANSCRIPTION
Prerequisites: Nil.
Description: Prepare for audio transcription; Transcribe audiotape; Edit and revise text.
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBADM303B PRODUCE TEXTS FROM AUDIO TRANSCRIPTION
Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to transcribe from shorthand notes.
Required Reading: No required text.
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBADM304A DESIGN AND DEVELOP TEXT DOCUMENTS
Prerequisites: Nil.
Description: Use safe work practices; Establish parameters for text document design and structure; Design text documents; Produce text documents.
Required Reading: No required text.
Assessment: This unit may be assessed by tests, assignments, projects, classwork.

BSBADM307B ORGANISE SCHEDULES
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage appointments and diaries for personnel within an organisation, using manual and electronic diaries, schedules and other appointment systems.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation. RPL - Participants would provide evidence of their skills, knowledge and experience required.

BSBADM308A PROCESS PAYROLL
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to process payroll from provided data in manual or computerised payroll systems.
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.

BSBADM311A MAINTAIN BUSINESS RESOURCES
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to determine, administer and maintain resources and equipment to complete a variety of tasks. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text.
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBADM401A PRODUCE COMPLEX TEXTS FROM SHORTHAND NOTES
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to transcribe from shorthand notes at 80 words per minute from a variety of sources, including dictation and multiple speakers, and to produce complex texts from shorthand notes.
Required Reading: No required text.

BSBADM401B PRODUCE COMPLEX TEXTS FROM SHORTHAND NOTES
Prerequisites: Nil.
Description: This unit covers processing of payroll from provided data in manual or computerised systems.
Required Reading: No required text.

BSBADM405A ORGANISE MEETINGS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to organise meetings including making arrangements, liaising with participants, and developing and distributing meeting related documentation.
Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration. RPL: Participants will provide evidence of their skills, knowledge and experience.

BSBADM406A ORGANISE BUSINESS TRAVEL
Locations: Industry.
Prerequisites: Nil.
Description: Organise business itinerary for domestic and overseas travel; Make travel arrangements; Arrange credit facilities.
BSBADM406B ORGANISE BUSINESS TRAVEL
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to organise domestic and overseas business travel, including developing associated itineraries, booking travel and accommodation, preparing travel related documentation and making travel arrangements.
Assessment: Students are required to do assignments, tests, projects, portfolio, presentation, observation and demonstration.

BSBADM407B ADMINISTER PROJECTS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes performance outcomes, skills and knowledge required to perform the activities associated with the administrative aspects of a project, such as measurement, monitoring, reporting, and winding up the project on completion.
Assessment: Students are required to do assignments, classroom, tests, projects, portfolio, presentation, observation and demonstration. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.
Traineeship: Participants would be employed in the workplace. They will be assessed through a variety of workplace activities and work-based projects. All activities will be customised to their industry requirements.

BSBADM409A COORDINATE BUSINESS RESOURCES
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to determine and analyse existing and required resources, their effective application and the accountability for their use. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required reading.
Assessment: Students are required to do assignments, classroom, tests, projects, case studies and/or presentations. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBADM411A PRODUCE COMPLEX TEXTS FROM AUDIO TRANSCRIPTION
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to transcribe court, parliamentary, police telephone scripts, or medical proceedings and to produce complex and accurate transcriptions within specified time frames. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text.
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBADM502B MANAGE MEETINGS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to pilot an advertising campaign and to make adjustments that will maximise the effectiveness of the campaign.

BSBADM503B PLAN AND MANAGE CONFERENCES
Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan, promote and coordinate conferences, ensuring follow up procedures are incorporated.
Required Reading: No required reading.
Assessment: Students are required to do assignments, classroom, tests, projects, case studies, presentations and/or observations and demonstration. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.

BSBADM504B PLAN OR REVIEW ADMINISTRATION SYSTEMS
Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan or review the requirements of effective administration systems and procedures for implementing, monitoring and reviewing the system.
Required Reading: No required reading.
Assessment: Students are required to do assignments, classroom, tests, projects, case studies, presentations and/or observations and demonstration. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBADM506B MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT
Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to establish standards for the design and production of organisational documents and to manage document design and production processes to ensure agreed standards are met.
Required Reading: No required reading.
Assessment: Students are required to do assignments, classroom, tests, projects, case studies and/or observations and demonstration. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBADV402B CONDUCT PRE-CAMPAIGN TESTING
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.
Required Reading: No required reading.
Assessment: Students are required to do assignments, classroom, tests, projects, case studies and/or presentations. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.
BSBADV403B MONITOR ADVERTISING PRODUCTION

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to monitor and report on pre production, production and post production work for advertisements.


**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV404B SCHEDULE ADVERTISEMENTS

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare and cost media schedules, to book advertising time/space and to lodge advertisements

**Required Reading:** Reed, P. (2006). Strategic Marketing Planning Australia, Thomson

**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV503B COORDINATE ADVERTISING RESEARCH

**Prerequisites:** Nil.

**Description:** This unit covers the performance outcomes, skills and knowledge required to conduct primary and secondary advertising research to test advertising themes and ideas

**Required Reading:** Reed, P. (2006). Strategic Marketing Planning Australia, Thomson

**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV507A DEVELOP A MEDIA PLAN

**Prerequisites:** Nil.

**Description:** Define media requirements; Select the media; Select media vehicle/s; Determine the media schedule; Produce a media plan.

**Required Reading:** Reed, P. (2006). Strategic Marketing Planning Australia, Thomson

**Assessment:** Assessment may be class work, project work, assignments, topic tests and presentations.

BSBADV507B DEVELOP A MEDIA PLAN

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to interpret an advertising brief to develop a media plan within a given budget.

**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV509A CREATE MASS PRINT MEDIA ADVERTISEMENTS

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to create mass print media advertisements that communicate the key features of a product, service or idea to the consumer.

**Required Reading:** No required text.

**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV510A CREATE MASS ELECTRONIC MEDIA ADVERTISEMENTS

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to communicate the key features of a product, service or idea using mass electronic media.

**Required Reading:** No required text.

**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV511A EVALUATE AND RECOMMEND ADVERTISING MEDIA OPTIONS

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to identify and evaluate the range of advertising and promotional media to recommend single and multiple media strategies.

**Required Reading:** No required text.

**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV512A DEVELOP AN ADVERTISING STRATEGY AND BRIEF

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to develop an advertising brief, advertising strategy and creative brief which reflects advertiser needs and preferences.

**Required Reading:** No required reading.

**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV602B DEVELOP AN ADVERTISING CAMPAIGN

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to determine key objectives and to develop an advertising campaign to optimise product or service market performance in response to an advertising brief.

**Required Reading:** Wells, Spencer Stone, Moriarty, Burnet 2008 Advertising - Principles and Practices Australia, Pearson

**Assessment:** Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentation.

BSBADV603B MANAGE ADVERTISING PRODUCTION

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to plan, direct, monitor and evaluate the production of electronic and print media.
BSBADV604B EXECUTE AN ADVERTISING CAMPAIGN

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to coordinate and monitor the implementation of an advertising campaign.

**Required Reading:** Wells, Spencer Stone, Moriarty, Burnet 2008 Advertising - Principles and Practices Australia, Pearson

**Assessment:** Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentations.

BSBADV605B EVALUATE CAMPAIGN EFFECTIVENESS

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to coordinate and monitor the implementation of an advertising campaign.

**Required Reading:** Wells, Spencer Stone, Moriarty, Burnet 2008 Advertising - Principles and Practices Australia, Pearson

**Assessment:** Assessment may be class work, project work, assignments, topic tests and presentations.

BSBATSCI412A MAINTAIN AND PROTECT CULTURAL VALUES IN THE ORGANISATION

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to work as a board member in such a way as to respect, maintain and protect aspects of culture within the organisation. The unit is based on a unit originally developed by the Aboriginal and Torres Strait Islander Curriculum Consortium, Tropical North Queensland Institute of TAFE.

**Required Reading:** No required text

**Assessment:** Assessment for this unit of competency will include: - A research report on current legislation and policy affecting Aboriginal and Torres Strait Islander people and their culture - A series of case study written responses

BSBATSL408B MANAGE A BOARD MEETING

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit covers the planning and conduct of regular Board meetings and the communication and implementation of outcomes. Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.

**Required Reading:** Not applicable

BSBATSL408C MANAGE A BOARD MEETING

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to plan for and conduct a regular board meeting and ensure outcomes of the meeting are implemented. Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.

**Required Reading:** Not applicable

BSBATSL411A UNDERTAKE THE ROLES AND RESPONSIBILITIES OF A BOARD MEMBER

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to meet the diverse roles and responsibilities of a board member. Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.

**Required Reading:** No required text

**Assessment:** Assessment for this unit will include: - A written assessment task that involves students responding to questions based around identifying the business, the role of the board and monitoring of the operations within the organisation.

BSBATSL412A PARTICIPATE EFFECTIVELY AS A BOARD MEMBER

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to operate as a confident and responsible member of the board, respecting culture, contributing positively, working with others, seeing the big picture and managing personal stress. Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.

**Required Reading:** No required text

**Assessment:** Evidence of the ability to: - Undertake board duties according to cultural and legal responsibilities - Actively contribute to board discussions and decision making - Manage time and stress effectively to participate in board activities.

BSBATSL413A REVIEW AND APPLY THE CONSTITUTION

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to ensure that the organisation’s constitution is relevant and legal, that it is understood, and that it meets changing needs. Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.

**Required Reading:** No required text

**Assessment:** Assessment within this unit will include: - Review of current constitutional law report - Participation and Observation as a member of a board - Written Case Scenarios

BSBATSL503B MANAGE CONFLICT

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit covers managing conflict within the Board, the organisation and between the organisation and the community and wider community.

**Required Reading:** No text required.
This unit describes the performance outcomes, skills and knowledge required to lead the strategic planning process of an organisation and to assist board members to develop and implement a strategic planning cycle. Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.

**Required Reading:** No required text

**BSBATSIL512A LEAD THE ORGANISATION’S STRATEGIC PLANNING CYCLE**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to lead the strategic planning process of an organisation and to assist board members to develop and implement a strategic planning cycle. Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.

**Required Reading:** No required text

**BSBATSIL512A BE A LEADER IN THE COMMUNITY**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to undertake a leadership role as a board member. Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.

**Required Reading:** No required text

**BSBATSIM417A IMPLEMENT ORGANISATIONAL PLANS**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to guide the implementation of organisational plans. Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.

**Required Reading:** No required text

**BSBATSIM418A OVERSEE FINANCIAL MANAGEMENT**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to monitor and act on financial reports. Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.

**Required Reading:** No required text

**BSBATSIM419A CONTRIBUTE TO THE DEVELOPMENT AND IMPLEMENTATION OF ORGANISATIONAL POLICIES**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to develop and implement the annual budget and enable the board to control the finances of the organisation. Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.

**Required Reading:** No required text

**BSBATSIM504B DEVELOP AND IMPLEMENT ORGANISATIONAL POLICIES**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit covers developing the organisation’s operational policies to serve the organisation and the community effectively. Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.

**Required Reading:** Not applicable

**BSBATSIM512B MANAGE BOARD COMPETENCIES**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit covers the management of the individual and group competency resources of the Board to ensure it is able to undertake the tasks necessary to operate effectively. Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
BSBATSIM513B OVERSEE RECRUITMENT AND INDUCTION OF STAFF
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers overseeing the recruitment and induction of new staff and the on-going supervision, assessment and support of staff, including voluntary staff. Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different Job roles and jurisdictions.
Required Reading: No required text.

BSBAUD402B PARTICIPATE IN A QUALITY AUDIT
Locations: Newport, City King St, Industry.
Prerequisites: Nil.
Description: This unit specifies the outcomes required to participate in a quality audit as part of an audit team. It covers participating in entry meetings, identifying and gathering information during an audit, analysing and evaluating information and data gathered, reporting findings to the lead auditor, and participating in exit meetings.
Required Reading: No required reading
Assessment: Assignments, oral presentations, assessment of class and group work, post course assessments including short assignments

BSBCCO301B USE MULTIPLE INFORMATION SYSTEMS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use multiple information systems to research information and records, and to maintain up-to-date customer information. This may involve navigation between information systems using multiple windows and the maintenance of systems data while interacting with a customer. Competence in this unit requires proficiency in the use of systems to analyse, research and resolve customer enquiries. It also requires basic troubleshooting skills to identify and report on issues that may arise with systems.
Required Reading: No required text
Assessment: Evidence of the ability to: - apply checks to ensure data is captured and errors are rectified according to established procedures - demonstrate knowledge of enterprise policies, procedures and guidelines regarding the use and security of information systems - navigate systems to locate required information.

BSBCM301B PROCESS CUSTOMER COMPLAINTS
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to handle formal and informal negative feedback and complaints from customers. Operators may exercise discretion and judgement using appropriate knowledge of products, customer service systems and organisational policies to provide technical advice and support to a team.
Required Reading: No required text
Assessment: Evidence of the following is essential: - applying judgement in the application of industry and/or organisational procedures - working with customer complaints - knowledge of organisational procedures and standards for processing complaints.

BSBCM401A MAKE A PRESENTATION
Locations: Footscray Nicholson, Newport, City King St, Industry, Off-shore, St Albans, 21861VIC Certificate III in Mumgu-dhal tyama-tiyty - St Albans.
Prerequisites: Nil.
Description: This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience.
Required Reading: No required reading for Traineeship program, Marketing/International Business or Training and Assessment. 21861VIC Certificate III in Mumgu-dhal tyama-tiyty: Teacher will provide teaching and learning materials where required. For Diploma of Specialist Make-ups Services courses: School of Personal Services. (2009). Make a presentation. Melbourne: Vic Uni
Assessment: Traineeship: Training record book, observation, demonstration, written/oral test/workheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. CUF50407 Diploma of Specialist Make-ups Services: Integrated assessment with other units relevant to the industry sector, workplace and job role where the student is required to demonstrate competency with preparation, delivery and evaluation of at least 2 presentations related to the candidates occupation combined with a review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate. 22053VIC Advanced Diploma of Legal Practice - Graded 21861VIC Certificate III in Mumgu-dhal tyama-tiyty: Students develop a portfolio of evidence for assessment. This will include teacher observation, student logbooks, written tasks, oral presentations and work/community placements.

BSBCM302A IMPLEMENT EFFECTIVE COMMUNICATION STRATEGIES
Locations: Footscray Nicholson, Industry, City Queen.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to select and use communication strategies appropriate to a defined job role. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBCM501A DEVELOP AND NURTURE RELATIONSHIPS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop, nurture and maintain professional relationships with clients, customers and colleagues in order to complete work tasks and further the reputation
of the organisation, and the profession or occupation. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

Required Reading: No required text

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

BSBCMN205A USE BUSINESS TECHNOLOGY


Prerequisites: Nil.

Description: Select and use technology; Process and organise data; Maintain technology.


Assessment: Tests, assignments, presentations

BSBCMN306A PRODUCE BUSINESS DOCUMENTS


Prerequisites: Nil.

Description: Select and prepare resources; Design document; Produce document.


Assessment: This unit may be assessed by tests, assignments, projects, classroom

BSBCMN311A MAINTAIN WORKPLACE SAFETY

Prerequisites: Nil.

Description: Assist incorporation of Occupational Health and Safety policy and procedures into the work team; Support participative arrangements for the management of occupational health and safety; Support the organisation's procedures for providing Occupational Health and Safety training; Participate in identifying hazards and assessing and controlling risks for the work area.

Assessment: This unit may be assessed by presentations, tests, assignments, projects, classroom

BSBCMN311B MAINTAIN WORKPLACE SAFETY

Locations: Footscray Nicholson, City King St, Industry.

Prerequisites: Nil.

Description: This unit is concerned with OHS responsibilities of employees with supervisory responsibilities to implement and monitor the organisation's Occupational Health and Safety policies, procedures and programs in a small team to meet legislative requirements. This unit has been adapted from Generic Competency B in the National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards [NOHSC:7025 (1998) 2nd edition].

Required Reading: No required reading.

Assessment: Students are required to complete a SafetyMAP risk audit and write a report on non-compliance issues that were raised through the completion of this audit. Students are also required to consider OHS when working on their work-based projects. 22053WIC Advanced Diploma of Legal Practice - Graded

BSBCMN411A MONITOR A SAFE WORKPLACE

Prerequisites: Nil.

Description: Provide information to the work group about the Occupational Health and Safety policies and procedures; Implement and monitor participative arrangements for the management of occupational health and safety; Implement and monitor the organisation’s procedures for providing Occupational Health and Safety training; Implement and monitor procedures for identifying hazards and assessing risks; Implement and monitor the organisation’s procedures for controlling risks; Implement and monitor the organisation’s procedures for maintaining Occupational Health and Safety records for the team.

Assessment: This unit may be assessed by presentations, tests, assignments, projects, classroom

BSBCMN419A MANAGE PROJECTS

Prerequisites: Nil.

Description: This unit covers the management of a straightforward project or a section of a larger project. It focuses on the application of project management skills and the requirement to meet timelines, quality standards, budgetary limits and other requirements set for the project.

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBCOM405A PROMOTE COMPLIANCE WITH LEGISLATION

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to promote compliance with domestic and international legislation, both by self and others in the workplace.

Required Reading: Nil.

Assessment: Students are required to do assignments, classroom, tests, projects, case studies and/or presentations

BSBCOM406A CONDUCT WORK WITHIN A COMPLIANCE FRAMEWORK

Locations: Footscray Nicholson, Industry, City Queen.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to carry out work in accordance with the compliance framework applying to a particular job role, occupation or profession. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

Required Reading: No required text

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

BSBCOM501B IDENTIFY AND INTERPRET COMPLIANCE REQUIREMENTS

Locations: Footscray Nicholson, Industry, City Queen.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to identify and interpret the range of external and internal compliance requirements and obligations that must be fulfilled by an organisation.

Required Reading: No required text

Assessment: Students are required to do assignments, classroom, tests, projects, case studies and/or presentations

BSBCOM503B DEVELOP PROCESSES FOR THE MANAGEMENT OF BREACHES IN COMPLIANCE REQUIREMENTS


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop and monitor the processes for managing identified breaches in the fulfilment of compliance requirements within an organisation. This unit has been designed to be consistent with AS 3806:2006 Compliance programs.
BSBADM603C PLAN AND ESTABLISH COMPLIANCE MANAGEMENT SYSTEMS

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to plan and establish appropriate compliance program/management systems which enable an organisation to fulfil its obligations and responsibilities under applicable compliance requirements. The unit has been designed to be consistent with AS 3806:2006 Compliance programs.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: planning for and setting up a compliance program/management system for an actual workplace or a simulated workplace in collaboration with relevant personnel - knowledge of research methods and techniques suitable for conducting compliance related research projects.

BSBCON601A DEVELOP AND MAINTAIN BUSINESS CONTINUITY PLANS

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to work within the business continuity framework to develop and implement business continuity plans in order for an organisation to manage risk and ensure business resilience when faced with a disruptive event.

**Required Reading:** No required text

**Assessment:** Assessment methods will include assignments, projects and case studies.

BSBCUS201B DELIVER A SERVICE TO CUSTOMERS

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

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to deliver all aspects of customer service at an introductory level. It includes creating a relationship with customers, identifying their needs, delivering services or products and processing customer feedback.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: demonstrating all stages of customer service interactions - responding to customer feedback - demonstrating a range of interpersonal skills - knowledge of relevant legislation.

BSBCUS301A DELIVER AND MONITOR A SERVICE TO CUSTOMERS

**Locations:** Footscray Nicholson, Werribee, City King St, Industry, Sunshine, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to identify customer needs and monitor service provided to customers.


**Assessment:** Work based Case studies, Projects, Group work, Research, RPL Oral and written questioning, Practical demonstration, Research assignment. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBCUS301B DELIVER AND MONITOR A SERVICE TO CUSTOMERS

**Locations:** Footscray Nicholson, Werribee, Industry, Melton, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to identify customer needs and monitor service provided to customers. Operators may exercise discretion and judgement using appropriate theoretical knowledge of customer service to provide technical advice and support to customers over either a short or long term interaction.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: identifying needs and priorities of customers - distinguishing between different levels of customer satisfaction - treating customers with courtesy and respect - responding to and reporting on customer feedback - knowledge of organisational policy and procedures for customer service.

BSBCUS401A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to advise on, carry out and evaluate customer service strategies, including the design of improvement strategies based on feedback.


**Assessment:** BSB40307 and BSB30107 Oral and written questioning, oral presentation, practical demonstration, review of reports & documentation.

BSB40807: Students are required to identify, analyse and recommend changes to internal team customer service processes. Students will also be required to write a report on how their team meets and maintains organisational / departmental and team customer service strategies. Students will also need to participate in role plays in class. Students will also need to consider customer service when completing their work based project. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBCUS401B COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES

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

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to advise on, carry out and evaluate customer service strategies, including the design of improvement strategies based on feedback. Operators may have responsibility to provide guidance or to delegate aspects of these tasks to others.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: responding to and reporting on customer feedback - designing strategies to improve delivery of products and services - knowledge of the principles of customer service.
This unit describes the performance outcomes, skills and knowledge required to manage the ongoing relationship with a customer, which includes assisting the customer to articulate their needs, meeting customer needs and managing networks to ensure customer needs are addressed. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Required Reading:** No required text.

**Assessment:**
- Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. 
- Traineeship: Workbooks will be provided to trainees as part of their training. 
- RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

**BSBCUS501A MANAGE QUALITY CUSTOMER SERVICE**

**Locations:** Footscray Nicholson, City King St, Industry, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation.

**Required Reading:**

**Assessment:**
- Evidence of the following is essential: - plans, policies or procedures for delivering quality customer service - demonstrated techniques in solving complex customer complaints and system problems that lead to poor customer service - knowledge of techniques for solving complaints

**BSBDIV01A DEVELOP AND IMPLEMENT DIVERSITY POLICY**

**Locations:** Footscray Nicholson, City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to recognise and interact productively with diversity in the workplace. It covers sensitive responses to, and interactions with, all manner of diversity that might be encountered during the course of work. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Required Reading:** No required text

**Assessment:**
- This unit will be assessed through RPL

**BSBDIV01A WORK EFFECTIVELY WITH DIVERSITY**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to recognise and interact productively with diversity in the workplace. It covers sensitive responses to, and interactions with, all manner of diversity that might be encountered during the course of work. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Required Reading:** No required text

**Assessment:**
- Students are required to do assignments, tests, projects, case studies.

**BSBDIV01A MANAGE DIVERSITY IN THE WORKPLACE**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to manage diversity in the workplace. It covers implementing the organisation’s policy on diversity, fostering diversity within the work team, and promoting the benefits of a diverse workplace.

**Required Reading:** No required text

**Assessment:**
- This unit will be assessed through RPL
required to research diversity, draft policy, plan for implementation, and implement diversity policy. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Required Reading:** No required text

**Assessment:** Assessment methods may include: - assessment of written report, direct questioning, observation of presentations, review of action plans and documentation promoting the policy across the organisation and evaluation of recommendations for policy changes.

### BSBEBU401A REVIEW AND MAINTAIN A WEBSITE

**Locations:** Footscray Nicholson, City King St, Industry, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to undertake data analysis, review website content and update and maintain a website.

**Required Reading:** No required text.

**Assessment:** Students may be required to do assignments, classwork, tests, projects, case studies and/or presentations. BSB50407 Dip of Bus Admin: Campus Based: Graded. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.

### BSBEBU501A INVESTIGATE AND DESIGN EBUSINESS SOLUTIONS

**Locations:** Footscray Nicholson, City King St, Industry, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to evaluate e-business models and strategies, and to incorporate the results of these evaluations into the design of an e-business solution. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Required Reading:** No required text

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

### BSBEBU502A IMPLEMENT EBUSINESS SOLUTIONS

**Locations:** Footscray Nicholson, City King St, Industry, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to implement e-business solutions, including establishing the initial requirements and developing systems for implementation, and to support ongoing monitoring and review. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Required Reading:** No required text

**Assessment:** BSB50407 Dip of Bus Admin: Campus Based: Graded. Students are required to do assignments, classwork, tests, projects, case studies, observations and demonstration. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.

### BSBEBU503A SEARCH AND ASSESS ONLINE BUSINESS INFORMATION

**Prerequisites:** Nil.

**Description:** Determine and assess information requirements; locate online information, retrieve, evaluate and report on information.

**Required Reading:**

**Assessment:** This unit may be assessed by presentations, tests, assignments, classwork.

### BSBEBUS402A IMPLEMENT E-CORRESPONDENCE POLICIES

**Prerequisites:** Nil.

**Description:** This unit covers sending and receiving email correspondence via Internet, intranets or extranets, setting up and maintaining electronic software, maintaining and managing individual email mailing lists/address books, implementing email policy and adhering to organisational protocols or practices for email.

**Assessment:** Assessment may be class work, project work, assignments, topic tests and presentations.

### BSBEBUS403A COMMUNICATE ELECTRONICALLY

**Prerequisites:** Nil.

**Description:** Communicate online; Collaborate online; Implement electronic conferencing procedures.

**Assessment:** This unit may be assessed by tests, assignments, classwork.

### BSBEBUS406A MONITOR AND MAINTAIN RECORDS IN AN ONLINE ENVIRONMENT

**Prerequisites:** Nil.

**Description:** This unit covers the identification and assessment of records for storage and the maintenance and monitoring of electronic business records.

**Required Reading:**

**Assessment:** Assessment may be class work, project work, assignments, topic tests and presentations.

### BSBEBUS407A REVIEW AND MAINTAIN THE BUSINESS ASPECTS OF A WEBSITE

**Prerequisites:** Nil.

**Description:** This unit covers data analysis, review of website content and updating and maintenance of the business aspects of a website.

**Required Reading:**

**Assessment:** Assessment may be class work, project work, assignments, topic tests and presentations.

### BSBEBUS605A IDENTIFY AND IMPLEMENT EbUSINESS INNOVATION

**Prerequisites:** Nil.

**Description:** This unit covers analysis of traditional business processes to identify and implement e-business opportunities for innovation and reform.

**Required Reading:**

**Assessment:** Assessment may be class work, project work, assignments, topic tests and presentations.

### BSBEMS401A DEVELOP AND IMPLEMENT BUSINESS DEVELOPMENT STRATEGIES TO EXPAND CLIENT BASE

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

**Prerequisites:** Nil.

**Description:** This unit specifies the outcomes required to develop and implement prospecting strategies to expand the organisation’s client base (that is organisations or enterprises seeking to employ individuals).

**Required Reading:** There are no required texts for this unit.

**Assessment:** This unit may be assessed by presentations, tests, assignments, projects, classwork.
BSBEMS401B DEVELOP AND IMPLEMENT BUSINESS DEVELOPMENT STRATEGIES TO EXPAND CLIENT BASE
Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and implement prospecting strategies to expand the client base of organisations or enterprises seeking to employ individuals. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBFIA301A MAINTAIN FINANCIAL RECORDS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain financial records for a business. It includes maintaining daily financial records such as reconciling debtors’ and creditors’ systems, preparing and maintaining a general ledger, and preparing a trial balance. It also includes activities associated with monitoring cash control for accounting purposes.
Required Reading: Nil.
Assessment: Students are required to do assignments, tests, projects, case studies and/or presentations. RPL: Competency Based. Participants would provide evidence of their skills, knowledge and experience.

BSBFIA302A PROCESS PAYROLL
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to process payroll from provided data using manual and computerised payroll systems.
Assessment: Students are required to do assignments, classwork, tests and demonstration. RPL: Participants will provide evidence of their skills, knowledge and experience.

BSBFIA303A PROCESS ACCOUNTS PAYABLE AND RECEIVABLE
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain accounts payable and accounts receivable records, including processing payments to creditors and handling overdue accounts receivable. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text for this unit.
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBFIA304A MAINTAIN A GENERAL LEDGER
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain a general ledger within an organisation including processing journal entries and preparing a trial balance. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: Nil.
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBFIA401A PREPARE FINANCIAL REPORTS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to record general journal adjustment entries and to prepare end of period financial reports. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: Nil.
Assessment: Nil.

BSBFIA402A REPORT ON FINANCIAL ACTIVITY
Locations: Footscray Nicholson, Werribee, Industry, Melton, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to report financial activity for business both in response to client requests and to meet statutory requirements such as the completion of statutory requirement reports.
Required Reading: Nil.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. RPL: Competency Based. Participants would provide evidence of their skills, knowledge and experience.

BSBFIA501A REPORT ON FINANCES RELATED TO INTERNATIONAL BUSINESS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to report on finances related to international business activity.
Required Reading: Nil.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBFIM501A MANAGE BUDGETS & FINANCIAL PLANS
Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake financial management within a work team in an organisation. This includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances, and reviewing and evaluating effectiveness of financial management processes in line with the financial objectives of the work team and the organisation.
Required Reading: Class notes.
Assessment: Management stream Oral and written questioning, Oral presentation, assignment, Written report, Practical demonstration. Industry (FLM stream) Students
may be required to complete assignments, case studies, class work and a work based industry project. B2038VIC Advanced Diploma of Business (PR) Assessment methods will include assignments, projects and case studies.

BSBFIM502A MANAGE PAYROLL
Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to establish and monitor security procedures for managing organisational payroll services and to calculate and process salary payments, group taxation and related payments.
Required Reading: No required text.
Assessment: Oral and written questioning, Oral presentation, Interpretation of AAAS, ATO Laws& Industrial Laws, Written report, Practical demonstration. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.

BSBFIM601A MANAGE FINANCES
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake budgeting, financial forecasting and reporting requirements, and to allocate and manage resources to achieve the required outputs for the business unit. It includes contributing to financial bids and estimates, allocating funds, managing budgets and reporting on financial activity.
Required Reading: No required text.
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBFIM309C SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES
Locations: Industry.
Prerequisites: Nil.
Description: This unit specifies the outcomes required to support the organisation’s continuous improvement systems and processes. Particular emphasis is on actively encouraging the team to participate in the process, an monitoring and reporting on specified outcomes and on supporting opportunities for further improvements.
Required Reading: This unit has no required reading.
Assessment: Students will be required to identify a continuous improvement that has been introduced in their work area and write a report detailing this improvement, focusing on improvements, and obstacles faced. Students will also be required to participate in class activities and discussion.

BSBFIM311C SUPPORT A WORKPLACE LEARNING ENVIRONMENT
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to effectively encourage and support a learning environment. Particular emphasis is on participation in processes to facilitate and promote learning and to monitor and improve learning performance. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text.
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBFIM312C CONTRIBUTE TO TEAM EFFECTIVENESS
Locations: Industry.
Prerequisites: Nil.
Description: This specifies the outcomes required to by frontline managers to contribute to the effectiveness of the work team. It involves planning with the team to meet expected outcomes, developing team cohesion, participating in and facilitating the work team, and communicating with the management of the organisation.
Required Reading: No required reading.
Assessment: Students will be required to participate in class discussion and roleplays. Students will also be required to complete a leadership skills perception survey and submit an action plan to improve two areas identified as needing improvement.

BSBFIM404A LEAD WORK TEAMS
Prerequisites: Nil.
Description: Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Participate in and facilitate the work team.
Assessment: Assessment may be class work, project work, assignments, topic tests, presentation. Library Studies: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

BSBFIM405B IMPLEMENT OPERATIONAL PLAN
Prerequisites: Nil.
Description: This unit specifies the outcomes required to implement the operational plan by monitoring and adjusting operational performance, producing short-term plans for the department/section, planning and acquiring resources and providing reports on performance as required.
Assessment: As per accredited curriculum

BSBFIM412A PROMOTE TEAM EFFECTIVENESS
Prerequisites: Nil.
Description: Plan to achieve team outcomes; Develop team cohesion; Participate in and facilitate work team; Liaise with management.
Assessment: This unit may be assessed by presentations, tests, assignments, projects, coursework.

BSBFIM503B MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS
Prerequisites: Nil.
Description: This unit specifies the outcomes required to manage effective workplace relationships with particular regard to communication and representation. This involves analysing and communicating information, establishing systems to develop and maintain effective working relationships and networks, and implementing strategies to overcome difficulties.
Required Reading: No required text.
Assessment: This unit may be assessed by presentations, tests, assignments, projects, coursework. Library Studies: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.
BSBFM505A MANAGE OPERATIONAL PLAN
Prerequisites: Nil.
Description: This unit specifies the outcomes required to develop and monitor the implementation of the operational plan to provide efficient and effective workplace practices within the organisation’s productivity and profitability plans.
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

BSBFM506B MANAGE WORKPLACE INFORMATION SYSTEMS
Prerequisites: Nil.
Description: This unit specifies the outcomes required to manage the identification, acquisition, analysis and use of appropriate information which plays a significant part in the organisation’s effectiveness. Particular emphasis is on the development of systems and the analysis of information.
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBFM507A MANAGE QUALITY CUSTOMER SERVICE
Prerequisites: Nil.
Description: Plan to meet internal and external customer requirements; Ensure delivery of quality products/services; Monitor, adjust and report customer service.
Assessment: Assessment is a combination of practical and theory assessments and case studies.

BSBFM509A PROMOTE CONTINUOUS IMPROVEMENT
Prerequisites: Nil.
Description: Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.
Assessment: This unit may be assessed by tests, assignments, work-based assessments, presentations, projects.

BSBFM509B FACILITATE CONTINUOUS IMPROVEMENT
Prerequisites: Nil.
Description: This unit specifies the outcomes required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies and to manage opportunities for further improvements.
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBFM510B FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION
Prerequisites: Nil.
Description: This unit specifies the outcomes required to plan and manage the introduction and facilitation of change. Particular emphasis is on the development of creative and flexible approaches, and on managing emerging opportunities and challenges.
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBFRA301B WORK WITHIN A FRANCHISE
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to work within a franchise to contribute to the successful operation of the business within a framework of compliance requirements. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

BSBFRA401B MANAGE COMPLIANCE WITH FRANCHISEE OBLIGATIONS AND LEGISLATIVE REQUIREMENTS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to comply with obligations set out in the franchising agreement and with relevant legislative requirements specific to the type of franchise. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBFRA401T MANAGE COMPLIANCE WITH FRANCHISEE OBLIGATIONS AND LEGISLATIVE REQUIREMENTS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to comply with obligations set out in the franchising agreement and with relevant legislative requirements specific to the type of franchise. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBHHRM401A REVIEW HUMAN RESOURCES FUNCTIONS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake research that supports work across a range of human resources functional areas. This is a foundation unit for any person wishing to pursue competency in human resources and provides a sound basis for working across various human resources functional areas.
Required Reading: No required text.
Assessment: Assignments, Case studies, Projects and Research.

BSBHHRM402A RECRUIT, SELECT AND INDUCT STAFF
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to execute tasks associated with the recruitment cycle.
Required Reading: No required reading.
Assessment: Assignments, Case studies, Projects and Research. RPL: Students need to provide evidence of knowledge, skills and experience. BSB40207 Certificate IV in Business Competency assessed.

BSBHHRM403A SUPPORT PERFORMANCE MANAGEMENT PROCESS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to assist in the effective implementation of a performance management system and to facilitate employee performance.
Required Reading: No required text.
Assessment: Assignments, Case studies, Projects and Research.

BSBHHRM501A MANAGE HUMAN RESOURCES SERVICES
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan and oversee and deliver human resources services. It is not specific to any given human resources function and deals with the coordination of services and approaches. This unit takes an overview of human resources services and includes business ethics.

BSBHHRM502A MANAGE HUMAN RESOURCES LEGISLATION
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan and oversee and deliver human resources services. It is not specific to any given human resources function and deals with the coordination of services and approaches. This unit takes an overview of human resources services and includes business ethics.
BSBHRM502A MANAGE HUMAN RESOURCES MANAGEMENT INFORMATION SYSTEMS

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to manage human resources information systems from the research and planning stages, through selection of appropriate systems, to implementation, ongoing review and system upgrades.

**Required Reading:** No required text.

**Assessment:** Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report.

BSBHRM503A MANAGE PERFORMANCE MANAGEMENT SYSTEMS

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to design, implement and oversee performance management systems. It includes ongoing performance feedback strategies as well as formal performance feedback meetings. Specific intervention associated with underperformance and/or misconduct is also included.

**Required Reading:** No required reading.

**Assessment:** Oral and written questioning, Oral presentation, Practical demonstration, Written report, Feedback.

BSBHRM504A MANAGE WORKFORCE PLANNING

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to plan workforce strategies to achieve organisational goals and objectives. It includes aligning workforce objectives with business plans, analysing labour market trends and predictions, and designing strategies and succession plans to ensure a competent and appropriately diverse workforce is available to meet anticipated changes.

**Required Reading:** No required text.

**Assessment:** Oral and written questioning, Oral presentation, Practical demonstration, Portfolio of evidence, Written report, Feedback. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBHRM505A MANAGE REMUNERATION AND EMPLOYEE BENEFITS

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to implement an organisation's remuneration and benefit plans. It incorporates all functions associated with remuneration including packaging, salary benchmarking, market rates reviews, bonuses and the legislative aspects of remuneration and employee benefits.

**Required Reading:** No required text.

**Assessment:** Oral and written questioning, Oral presentation, Compliance of all legal aspects, Knowledge of ATO Laws & FBT, Portfolio of evidence, Written report.

BSBHRM506A MANAGE RECRUITMENT SELECTION AND INDUCTION PROCESSES

**Locations:** Footscray Nicholson, City King St, Industry, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to manage all aspects of the recruitment selection and induction processes in accordance with organisational policies and procedures.

**Required Reading:** No required reading.

**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies, presentations and/or observations and demonstration. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based. BSB40207 Certificate IV in Business Competency assessed.

BSBHRM507A MANAGE SEPARATION OR TERMINATION

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to deal with redeployment, resignation, retirement, dismissal and redundancy, including the conduct of exit interviews.

**Required Reading:** No required text.

**Assessment:** The unit is assessed via a project in the workplace, research assignment, open-book tests, classroom presentations. RPL: Participants will provide evidence of their skills, knowledge and experience.

BSBHRM509A MANAGE REHABILITATION & RETURN TO WORK

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

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to process and analyse both workers compensation and sick leave claims. It also covers the establishment of rehabilitation needs and return to work programs, and their monitoring, ongoing review and evaluation.

**Required Reading:** No text required.

**Assessment:** Oral and written questioning, Oral presentation, Role plays, Written report, Case studies & scenarios, Evaluation.

BSBHRM604A MANAGE EMPLOYEE RELATIONS

**Prerequisites:** Nil.

**Description:** Implement employee relations strategy and policies for own work area; Build and maintain a productive culture; Resolve employee relations problems; Manage diversity.

**Assessment:** As per accredited curriculum.

BSBIND201A WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to work effectively within a commercial or business environment. It includes identifying the rights and responsibilities of employees and employers and conducting business in accordance with the organisational goals, values and standards.

**Required Reading:** No required text. BSB31007 Cert III in Business Admin (Legal). All learning materials are supplied by the School as part of the Fee for Service structure.

**Assessment:** Students are required to do assignments, classwork, tests, projects, demonstration and observation.
BSBINM202A WORK EFFECTIVELY IN THE INTERNATIONAL EDUCATION SERVICES INDUSTRY
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop workplace skills and knowledge in the International Education Services industry. It covers analysing and implementing workplace practices such as the application of intercultural protocols, cross cultural communication, identification of job role requirements and career planning.
Required Reading: Nil.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBINM201A PROCESS AND MAINTAIN WORKPLACE INFORMATION
Locations: Industry, St Albans, Certificate III in Mumgu-dhal tyama-tyal - St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to collect, process, store and maintain workplace information and systems. It also includes the maintenance of filing and records systems.
Required Reading: 21861VIC Certificate III in Mumgu-dhal tyama-tyal: Teacher will provide teaching and learning materials where required.
Assessment: Students are required to do assignments, classwork, tests, demonstration and observation. RPL: Participants will provide evidence of skills, knowledge and experience. 21861VIC Certificate III in Mumgu-dhal tyama-tyal: Students develop a portfolio of evidence for assessment. This will include teacher observation, student logbooks, written tasks, oral presentations and work/community placements.

BSBINM202A HANDLE MAIL
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to receive and distribute incoming mail, and to collect and despatch outgoing mail.
Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, demonstration and observation.

BSBINM301A ORGANISE WORKPLACE INFORMATION
Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to gather, organise and apply workplace information in the context of an organisation’s work processes and knowledge management systems. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks, case studies. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBINM302A UTILISE A KNOWLEDGE MANAGEMENT SYSTEM
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to access and use a knowledge management system, to input into a knowledge management system, and to contribute to monitoring, reviewing and improving a knowledge management system and work practices. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBINM303A HANDLE RECEIPT AND DESPATCH OF INFORMATION
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to receive and distribute incoming mail, and to collect and despatch outgoing mail. It also covers collating and despatching bulk mail according to Australia Post and AUSDOC specifications.
Required Reading: No required text.
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBINM401A IMPLEMENT WORKPLACE INFORMATION SYSTEM
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to implement the workplace information system. It involves the identification, acquisition, initial analysis and use of appropriate information, which plays a significant part in the organisation’s effectiveness.
Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration. RPL: Participants will provide evidence of their knowledge, skills and experience.

BSBINM501A MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM
Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to organise learning to use an information or knowledge management system and to manage the use of the system.
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Industry (FLM stream): Students will be required to analyse and information / knowledge system in their workplace and prepare a report, including an action plan on improvements that could be made. Students will also be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which the participants workplace at the completion of the course. Traineeship: Training record book, observation,
demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

**BSBINN201A CONTRIBUTE TO WORKPLACE INNOVATION**

*Locations:* Footscray Nicholson, City King St, St Albans, VETiS.

*Prerequisites:* Nil.

*Description:* This unit describes the performance outcomes, skills and knowledge required to make a pro active and positive contribution to workplace innovation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.


*Assessment:* VETiS: Graded Tests, assignments. RPL - Participants would provide evidence of their skills, knowledge and experience required.

**BSBINN301A PROMOTE INNOVATION IN A TEAM ENVIRONMENT**

*Locations:* Footscray Nicholson, Werribee, City King St, Industry, VETiS.

*Prerequisites:* Nil.

*Description:* This unit describes the performance outcomes, skills and knowledge required to be an effective and proactive member of an innovative team.


*Assessment:* Oral and written questioning, oral presentation, practical demonstration, research assignment, written report. VETiS: Graded - tests and assignments.

Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. For FNS30107 Certificate III in Financial Services assessments will include: Work based Case studies, Projects, Group work, Research, RPL.

**BSBINN501A ESTABLISH SYSTEMS THAT SUPPORT INNOVATION**

*Locations:* Footscray Nicholson, Industry, City Queen.

*Prerequisites:* Nil.

*Description:* This unit describes the performance outcomes, skills and knowledge required to conceptualise and establish new systems that support and encourage innovation in the workplace. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

*Required Reading:* Nil.

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

**BSBINN601A MANAGE ORGANISATIONAL CHANGE**


*Prerequisites:* Nil.

*Description:* This unit describes the performance outcomes, skills and knowledge required to determine strategic change requirements and opportunities, and to develop, implement and evaluate change management strategies.


*Assessment:* Oral and written questioning, oral presentation, practical demonstration, research assignment and written report.

**BSBIT305B PREPARE BUSINESS DOCUMENTS FOR THE INTERNATIONAL TRADE OF GOODS**


*Prerequisites:* Nil.

*Description:* This unit describes the performance outcomes, skills and knowledge required to contribute to the preparation of business documents required for the trade of goods internationally.


*Assessment:* Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

**BSBIT401B RESEARCH INTERNATIONAL BUSINESS OPPORTUNITIES**

*Prerequisites:* Nil.

*Description:* This unit describes the performance outcomes, skills and knowledge required to ascertain the international business opportunities available and the feasibility of a particular opportunity.

*Required Reading:* Nil.

*Assessment:* Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

**BSBIT405A APPLY KNOWLEDGE OF IMPORT AND EXPORT INTERNATIONAL CONVENTIONS, LAWS AND FINANCE**

*Locations:* Footscray Nicholson, St Albans.

*Prerequisites:* Nil.

*Description:* This unit specifies the outcomes required to maintain currency of knowledge and skills of international conventions, laws and finance in order to apply these to import and export responsibilities.

*Required Reading:* Nil.

*Assessment:* Assessment may be class work, project work, assignments, topic tests and presentations.

**BSBIT405B APPLY KNOWLEDGE OF IMPORT AND EXPORT INTERNATIONAL CONVENTIONS, LAWS AND FINANCE**

*Prerequisites:* Nil.

*Description:* This unit describes the performance outcomes, skills and knowledge required to maintain currency of knowledge and skills of international conventions, laws and finance in order to apply these to import and export responsibilities.

*Required Reading:* Nil.

*Assessment:* Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

**BSBIT407B PREPARE BUSINESS ADVICE ON EXPORT FREE ON BOARD VALUE**

*Prerequisites:* Nil.

*Description:* This unit describes the performance outcomes, skills and knowledge required to accurately determine and prepare business advice on the export entry or declaration Free on Board (FOB) Value on goods exported from Australia.

*Required Reading:* Nil.

*Assessment:* Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

**BSBIT408B PREPARE BUSINESS ADVICE ON THE TAXES AND DUTIES FOR INTERNATIONAL TRADE TRANSACTIONS**

*Locations:* Footscray Nicholson.

*Prerequisites:* Nil.

*Description:* This unit describes the performance outcomes, skills and knowledge
required to assess the applicability of the relevant taxes and duties for international trade transactions, and to prepare business advice based on the assessments and calculations undertaken.

**Required Reading:** No required text

**Assessment:** Assessment methods may include: direct questioning combined with review of portfolios, oral or written questioning, assessment of accuracy of calculations and review of results of calculations and business advice prepared in the required format.

**BSBITU203A COMMUNICATE ELECTRONICALLY**

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

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to send, receive and manage electronic mail (email), as well as to collaborate online using chat rooms, instant messages and instant messaging.

**Required Reading:** There is no required reading for this unit. The teacher will provide teaching and learning material as required.

**Assessment:** Students are required to do assignments, classwork, demonstration and observation.

**BSBITU302A CREATE ELECTRONIC PRESENTATIONS**

**Locations:** Footscray Nicholson, Werribee, Industry, St Albans, 21937VIC Certificate IV in ESL (Employment/Professional) - Footscray Nicholson, On-line, St Albans and Werribee only. BSB20107 Certificate II in Business: Secondary schools for VETiS program...

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to design and produce electronic presentations for speakers, for self access and for online access.

**Required Reading:** No required reading.

**Assessment:** Students are required to do assignments, projects, classwork, tests. 22053VIC Advanced Diploma of Legal Practice - Graded
BSBITU304A PRODUCE SPREADSHEETS

**Locations:** Footscray Nicholson, City King St, Industry, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to develop spreadsheets using spreadsheet software.

**Required Reading:** Aspire Training. (2007) Produce spreadsheets. Melbourne: Aspire Training

**Assessment:** Students are required to do assignments, written tests, demonstration and activities. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBITU305A CONDUCT ONLINE TRANSACTIONS

**Locations:** Footscray Nicholson, Werribee, Industry, Melton, Sunshine, City Flinders, Off-shore, St Albans, 21939VIC Certificate III in ESL (Further Study) - Lijia University in Shenyang, Shandong-Jianzhu University in Jinan, Henan University in Kaifeng, Henan College of Finance & Taxation in Zhengzhou, Central University of Finance and Economics in Beijing, China, City Flinders, Footscray Nicholson, Melton, St Albans, Sunshine and Werribee...

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to undertake a range of online transactions, including banking, buying and selling products and services.

**Required Reading:** There is no required reading for this unit. The teacher will provide teaching and learning material as required.

**Assessment:** Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

21939VIC Certificate III in ESL (Further Study) Assessment may include: records of teacher's observations of students' activities; observation checklists; verbal questioning; a portfolio of work and other documents; interview or written test; self-assessment; practical tasks; samples of work and third-party feedback.

BSBITU306A DESIGN AND PRODUCE BUSINESS DOCUMENTS

**Locations:** Footscray Nicholson, City King St, Industry, Secondary Schools.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to design and produce various business documents and publications. It includes selecting and using a range of functions on a variety of computer applications.

**Required Reading:** No required text.

**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation. VETiS: Graded tests and assignments. RPL: Participants will provide evidence of their skills, knowledge and experience. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBITU307A DEVELOP KEYBOARDING SPEED AND ACCURACY

**Locations:** Footscray Nicholson, City King St, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to develop keyboard skills with speed and accuracy using touch typing techniques.


BSBITU309A PRODUCE DESKTOP PUBLISHED DOCUMENTS

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

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to design and produce desktop published documents.

**Required Reading:** Nil.

**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation. Traineeship: Training record book, observation, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBITU401A DESIGN AND DEVELOP COMPLEX TEXT DOCUMENTS

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

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to design and develop business documents using complex technical features of word processing software.

**Required Reading:** Price, C. 2003 Produce Complex Business Documents Software Publications

**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBITU402A DEVELOP AND USE COMPLEX SPREADSHEETS

**Locations:** Footscray Nicholson, Industry, Footscray Park, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to use spreadsheet software to complete business tasks and to produce complex documents. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Required Reading:** Nil.

**Assessment:** Assignments, classwork, tests. Graded assessment for FNS50107 Diploma of Financial Services.

BSBITU404A PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS

**Locations:** Footscray Nicholson, City King St, Industry, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to design and produce complex desktop published documents.

**Required Reading:** No required text.

**Assessment:** Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBLED101A PLAN SKILLS DEVELOPMENT

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

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to identify and document current skills and to plan future skills development under the guidance of an appropriate adviser.
BSBLED401A DEVELOP TEAMS AND INDIVIDUALS

**Locations:** Footscray Nicholson, Newport, City King St, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to determine individual and team development needs and to facilitate the development of the workplace.

**Required Reading:** No required text.

**Assessment:** Students are required to do assignments, tests, projects, case studies and/or presentations. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. BSB40207 Certificate IV in Business Competency assessed.

BSBLED501A DEVELOP A WORKPLACE LEARNING ENVIRONMENT

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to encourage and support the development of a learning environment in which work and learning come together. Particular emphasis is on the development of strategies to facilitate and promote learning, and to monitor and improve learning performance.

**Required Reading:** No required text.

**Assessment:** Students are required to do assignments, tests, projects, case studies.

BSBLED502A MANAGE PROGRAMS THAT PROMOTE PERSONAL EFFECTIVENESS

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to manage programs within a health and wellbeing focus. The unit addresses the management of the range of programs that would typically be associated with health and wellbeing such as stress management, smoking cessation, exercise, Employee Assistance Programs (EAPs). No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Required Reading:** No required text for BSB50207 Diploma of Business.

**Assessment:** RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBLED503A MAINTAIN AND ENHANCE PROFESSIONAL PRACTICE

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required by individuals to manage their own professional development and ongoing performance. This unit addresses the process required to maintain a high level of professional performance in a particular field. It includes modelling high standards of performance according to professional standards and procedures, and the processes and outcomes involved in determining professional development needs and participating in associated activities. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

**Required Reading:** No required text.

**Assessment:** Hospitality course: students are required to do assignments, role plays, classroom activities, case studies and/or presentations. Certificate I in Business: oral and written questioning, practical demonstration, research assignment, test.

BSBLED701A LEAD PERSONAL AND STRATEGIC TRANSFORMATION

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to analyse and improve personal leadership style and professional competence, and to lead organisational transformation and learning for strategic outcomes. The unit also covers leading transformational practices, cultivating collaborative practices, completing ongoing professional development, and providing strategic leadership in a dynamic context. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Required Reading:**

**Assessment:** A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: direct questioning combined with review of portfolios of evidence and third party workplace reports of on the job performance by the candidate, review of applied projects and learning activities such as reports and case studies, direct observation of contextual application and presentations to a range of stakeholders, oral or written questioning to assess knowledge of leadership styles, analysis of personal reflection and self-awareness of leadership styles and impact of this approach on task completion and others-reviews of personal development plan.

BSBLED702A LEAD LEARNING STRATEGY IMPLEMENTATION

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to provide professional leadership in improving organisational learning, and the quality of training and assessment products and services. The unit also covers leading strategy formation, designing, developing and implementing an organisational learning strategy; and reviewing and improving overall organisational learning and development.

**Required Reading:** Participants are supplied with all participant notes at the beginning of the course. There are no other required readings.

**Assessment:** Reflective Journal. Participants will be required to keep a journal and use this to write their two reflective reports on the progress of their IPDP’s, Yes/No. Class Activity. Participants will be required to participate in all class activities, Yes/No. Participation. Participants will be required to participate in all class activities, Yes/No.

BSBLED703A IMPLEMENT IMPROVED LEARNING PRACTICE

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to initiate and implement advanced learning practice that supports the improvement of learning strategies in an organisational context. The unit also covers evaluating ways to improve learning practice, managing and monitoring means to improve learning, and analysing and advancing adoption of improved learning practice.

**Required Reading:** Participants are supplied with all participant notes at the beginning of the course. There are no other required readings.

**Assessment:** Reflective Journal. Participants will be required to keep a journal and use this to write their two reflective reports on the progress of their IPDP’s, Yes/No.
BSBLEG301A APPLY KNOWLEDGE OF THE LEGAL SYSTEM TO COMPLETE TASKS
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to complete a range of common legal administrative duties and the legal system that is required to carry them out.
Required Reading: -
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG302A CARRY OUT SEARCH OF THE PUBLIC RECORD
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to complete a search of the public record. This involves planning and conducting the search, and obtaining and delivering the information according to instructions.
Required Reading: -
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG303A DELIVER COURT DOCUMENTATION
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to organise court documents for delivery, planning a schedule of delivery, delivering documents to the appropriate courts and returning proof of document lodgement.
Required Reading: No required reading.
Assessment: Students are required to do assignments, written test, classroom activities and/or presentations.

BSBLEG304A APPLY THE PRINCIPLES OF CONFIDENTIALITY AND SECURITY WITHIN THE LEGAL ENVIRONMENT
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use ethical behaviour when dealing with sensitive and confidential information in a legal environment.
Required Reading: -
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG305A USE LEGAL TERMINOLOGY IN ORDER TO CARRY OUT TASKS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to understand and use legal terminology in order to undertake tasks.
Required Reading: -
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG306A MAINTAIN RECORDS FOR TIME AND DISBURSEMENTS IN A LEGAL PRACTICE
Prerequisites: NIL.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain time records and enter disbursements incurred.
Required Reading: No required reading.
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG308A ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE
Locations: Industry, Workplace.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to assist others (for example, Partner, Solicitor, Fee Eamner, Human Resources Manager, External Client) to organise a legal schedule. This involves arranging appointments and other activities based upon court dates and required legislative timelines.
Required Reading: -
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG401A PREPARE AND PRODUCE COMPLEX LEGAL DOCUMENTS
Locations: Footscray Nicholson, City King St.
Prerequisites: NIL.
Description: This unit describes the performance outcomes, skills and knowledge required to use either a range of advanced functions within at least one software package or to integrate functions from at least two software packages, to produce complex legal documents. All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Required Reading: No required test
Assessment: Students are required to do assignments, written test, demonstration, classroom activities. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBLEG403A MAINTAIN TRUST ACCOUNTS
Locations: Footscray Nicholson, City King St, St Albans.
Prerequisites: NIL.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain trust monies related to specific files, under the instruction of a legal practitioner. All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Required Reading: -
Assessment: Students are required to do assignments, written test, research, classroom activities.

BSBLEG403B MAINTAIN TRUST ACCOUNTS
Locations: Footscray Nicholson, Industry, City Queen.
Prerequisites: NIL.
Description: This unit describes the performance outcomes, skills and knowledge...
required to maintain trust monies related to specific files, under instruction of a legal practitioner. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

**BSBLEG406A PROVIDE SUPPORT IN CRIMINAL LAW MATTERS**

**Locations:** Footscray Nicholson, Industry, City Queen.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare documents in a criminal law matter. It involves researching case history and assisting the instructing legal practitioner to prepare for the trial.

**Required Reading:** No required text

**Assessment:** Assessment may include: assignments; classroom activities and/or presentations.

**BSBLEG413A IDENTIFY AND APPLY THE LEGAL FRAMEWORK**

**Locations:** Footscray Nicholson, Industry, City Queen.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to research legal systems and jurisdictions within Australia. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

**Required Reading:** No required text

**Assessment:** Assessment may include: assignments; classroom activities and/or presentations; demonstration and observation.

**BSBLEG414A ESTABLISH AND MAINTAIN A FILE IN LEGAL SERVICES**

**Locations:** Footscray Nicholson, Industry, City Queen.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to manage the conduct of a file under the instruction of a designated individual. This includes establishing files, developing and obtaining appropriate documents, liaising with clients, and carrying out file closure procedures. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

**Required Reading:** No required text

**Assessment:** Assessment may include: assignments; classroom activities and/or presentations; demonstration and observation.

**BSBLEG415A APPLY THE PRINCIPLES OF CONTRACT LAW**

**Locations:** Footscray Nicholson, Industry, City Queen.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to enable a person to apply the principles of the law of contracts in a legal environment. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

**Required Reading:** No required text

**Assessment:** Assessment may include: assignments; classroom activities and/or presentations; demonstration and observation.

**BSBLEG417A APPLY THE PRINCIPLES OF EVIDENCE LAW**

**Locations:** Footscray Nicholson, Industry, City Queen.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to enable a person to apply the principles of the law of evidence in a legal environment. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

**Required Reading:** No required text

**Assessment:** Assessment may include: assignments; classroom activities and/or presentations; demonstration and observation.

**BSBLEG418A PRODUCE COMPLEX LEGAL DOCUMENTS**

**Locations:** Footscray Nicholson, Industry, City Queen.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to produce complex legal documents using a range of advanced functions within at least one software package and integrating functions from at least two software packages. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

**Required Reading:** No required text

**Assessment:** Assessment may include: assignments; classroom activities and/or presentations; demonstration and observation.

**BSBLEG510A APPLY LEGAL PRINCIPLES IN FAMILY LAW MATTERS**

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to apply legal principles in family law matters. It is relevant to marriage dissolution; property settlement; maintenance, contact and residence; counselling and mediation; and the appeals process. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

**Required Reading:** No required text

**Assessment:** Assessment may include: assignments; classroom activities and/or presentations; demonstration and observation.

**BSBLEG511A APPLY LEGAL PRINCIPLES IN CRIMINAL LAW MATTERS**

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to apply legal principles and carry out administrative tasks associated with criminal law matters. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.
BSBLEG512A APPLY LEGAL PRINCIPLES IN PROPERTY LAW MATTERS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required in the conduct and administration of straightforward property law matters. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.
Assessment: No required text

BSBLEG513A APPLY LEGAL PRINCIPLES IN CORPORATION LAW MATTERS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to apply legal principles in corporation law matters, including establishing business structures and preparing associated documentation. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.
Assessment: No required text

BSBLEG514A ASSIST WITH CIVIL PROCEDURE
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to assist in civil procedure and litigation. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.
Assessment: No required text

BSBLEG515A APPLY LEGAL PRINCIPLES IN WILLS AND PROBATE MATTERS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to apply legal principles in wills and probate matters, including preparing wills, powers of attorney and deceased estate documentation. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.
Assessment: No required text

BSMED301B INTERPRET AND APPLY MEDICAL TERMINOLOGY APPROPRIATELY
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to understand and respond to instructions; to carry out routine tasks and communicate with a range of internal/external clients in a medical environment; and to use appropriate advanced medical terminology.
Assessment: No required text

BSMED302B PREPARE AND PROCESS MEDICAL ACCOUNTS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to provide advice to patients regarding fee structures and process referrals, and to prepare and process medical accounts for a range of patients.
Assessment: No required text

BSMED303B MAINTAIN PATIENT RECORDS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain patient records within an existing medical records management system, under supervision.
Assessment: No required text

BSMG401A SHOW LEADERSHIP IN THE WORKPLACE
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to work with teams and individuals, their standard of conduct and the initiative they take in influencing others. At this level, work will normally be carried out within routine and non-routine methods and procedures which require the exercise of some discretion and judgement.
Assessment: No required reading

BSMG402A IMPLEMENT OPERATIONAL PLAN
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to implement the operational plan by monitoring and adjusting operational performance, producing short term plans for the department/section, planning and acquiring resources and providing reports on performance as required.
Assessment: No required reading
BSBMGT403A IMPLEMENT CONTINUOUS IMPROVEMENT

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to implement the organisation’s continuous improvement systems and processes. Particular emphasis is on using systems and strategies to actively encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.

Assessment: Oral and written questioning, oral presentation, practical demonstration, case studies, written report, portfolio of evidence. BSB40807: Students are required to implement a continuous improvement in their work area and write a report on the overall process, paying particular attention to what worked and any obstacles met. Students will also need to participate in class activities and discussions. Students will also need to consider continuous improvement when completing their work based project.

BSBMGT404A LEAD AND FACILITATE OFFSITE STAFF

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to supervise staff who perform agreed duties at an alternative site (usually home) during some or all of the scheduled work hours. OFF SITE WORK is a flexible employment option that meets all legal and regulatory employment requirements.

Required Reading: No required text.
Assessment: Industry (FUM stream): Students will be required to complete classwork, assignments, roleplays and case studies.

BSBMGT405A PROVIDE PERSONAL LEADERSHIP

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to display high levels of personal leadership and to be a role model within the work environment.


BSBMGT406A PLAN AND MONITOR CONTINUOUS IMPROVEMENT

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan and monitor the organisation’s continuous improvement systems and processes. Particular emphasis is on using systems and strategies to actively encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.

Required Reading: No required text

BSBMGT502B MANAGE PEOPLE PERFORMANCE

Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.


BSBMGT503A PREPARE BUDGETS AND FINANCIAL PLANS

Locations: Footscray Nicholson, City King St, Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: Analyse strategic and operational plans; Develop revenue, expenditure and capital investment proposals; Build agreement for budgets and financial plans.

Required Reading: No required text.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations. TAS0105 Diploma of Training and Assessment Competency based. Assignments, workshop, work-based related projects and integrated assessment and or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBMGT515A MANAGE OPERATIONAL PLAN

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation’s productivity and profitability plans. Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation’s operational plan.

Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. 22039VIC Advanced Diploma of International Business Assessment methods may include: Class test, projects, assignments and/or case studies.

BSBMGT516A FACILITATE CONTINUOUS IMPROVEMENT

Locations: Footscray Nicholson, City King St, Industry.
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: No required reading.
Assessment: Students will be required to do assignments, case studies, class work and to complete their work based industry project. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.
BSBMGT615C FACILITATE CONTINUOUS IMPROVEMENT

Locations: Footscray Nicholson, City King St, Industry.

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 the systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements.

Required Reading: Students will be required to do assignments, case studies, class work and to complete their work based industry project. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBMGT605B PROVIDE LEADERSHIP ACROSS THE ORGANISATION

Locations: Footscray Nicholson, City King St, Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to contribute to the creation of an organisation development plan which ensures that the organisation will become more effective over time in achieving its goals. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Required Reading: Not Applicable

BSBMGT608B MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT

Locations: Footscray Nicholson, Industry, St Albans.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to sustain and develop an environment in which continuous improvement, innovation and learning are promoted and rewarded.


Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report. Industry (FLM stream): Students will need to demonstrate to the assessor through class participation, oral questioning and a written assignment that they can communicate organisational goals, influence groups and individuals, build and support teams and demonstrate personal and professional competence. Students will also be required to participate in class discussion and role plays. Students will also be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participant’s workplace at the completion of the course.

BSBMGT617A DEVELOP AND IMPLEMENT A BUSINESS PLAN


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to run a business operation and covers the steps required to develop and implement a business plan.

Required Reading: Class notes

Assessment: Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentations.

BSBMGT616A DEVELOP AND IMPLEMENT STRATEGIC PLANS

Locations: Footscray Nicholson, City King St, Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to establish the strategic direction of the organisation, and to sustain competitive advantage and enhance competitiveness. It requires analysis and interpretation of relevant markets, capability assessment of the organisation, and its existing and potential competitors and allies. It also covers implementation of the strategic plan.

Required Reading: Reed, P. (2010) (3rd Ed) Strategic Marketing Planning Australia, Thomson

BSBMKG303A DRAFT AN ELEMENTARY MARKETING AUDIT REPORT

Prerequisites: Nil.

Description: Prepare for a marketing audit; Identify the form of a marketing audit; Conduct an external marketing audit; Conduct an internal marketing (self) audit; Prepare a draft marketing audit report.

BSBMKG301A RESEARCH THE MARKET

Prerequisites: Nil.

Description: Collect and present information on the internal business environment; Collect and present information on the external business environment; Investigate new or emerging factors in the market; Record market data.

BSBMKG302A IDENTIFY MARKETING OPPORTUNITIES

Prerequisites: Nil.

Description: Confirm business needs; Identify market needs; Identify marketing opportunities.

BSBMKG303A DRAFT AN ELEMENTARY MARKETING AUDIT REPORT

Prerequisites: Nil.

Description: Prepare for a marketing audit; Identify the form of a marketing audit; Conduct an external marketing audit; Conduct an internal marketing (self) audit; Prepare a draft marketing audit report.
BSBMKG401A PROFILE THE MARKET
Prerequisites: Nil.
Description: Segment the market; Identify the target market; Profile target audience; Develop a positioning strategy.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG401B PROFILE THE MARKET
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to profile a target market or market segments in accordance with a marketing plan and to develop market positioning strategies.
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBMKG402A ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS
Prerequisites: Nil.
Description: This unit covers analysis of consumer behaviour to enable marketing to be targeted to specific markets and specific needs.
Required Reading: Nil.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG402B ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS
Locations: Footscray Nicholson, Werribee, Industry, Melton, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to analyse consumer behaviour to target marketing to specific markets and specific needs.
Required Reading: Barry J. Babin | Eric Harris Second Edition CB2 Cengage
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBMKG403A ANALYSE MARKET DATA
Prerequisites: Nil.
Description: Interpret trends and market developments; Interpret competitor market performance; Report on market data.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG404A FORECAST MARKET AND BUSINESS NEEDS
Prerequisites: Nil.
Description: Build and maintain networks; Review current business performance and capability; Evaluate the market; Articulate the needs of the market and the business.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG405A IMPLEMENT AND MONITOR MARKETING ACTIVITIES
Prerequisites: Nil.
Description: Review the marketing mix for the business; Implement marketing activities; Monitor and review marketing performance.
Required Reading: Nil.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG406A BUILD CLIENT RELATIONSHIPS
Prerequisites: Nil.
Description: Initiate interpersonal communication with clients; Establish client relationship management strategies; Maintain and improve ongoing relationships with clients.
Assessment: Assessment: This unit may be assessed by tests, assignments, classwork, projects.

BSBMKG408B CONDUCT MARKET RESEARCH
Locations: Footscray Nicholson, Werribee, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to conduct market research using interview and survey methodologies (not specialist statistical design and analysis) and to report on findings.
Assessment: Students are required to do Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report, Written tests.

BSBMKG409A DESIGN DIRECT RESPONSE OFFERS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design, implement and evaluate direct response offers which match organisational business and marketing objectives and resolve marketing problems.
Required Reading: Nil.
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMKG412A CONDUCT ELECTRONIC MARKETING COMMUNICATIONS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to prepare electronic advertisements for use in Internet, email or facsimile marketing communications, and to evaluate their effectiveness in achieving marketing objectives.
Required Reading: Nil.
Assessment: Students are required to do Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report, Written tests.

BSBMKG413A PROMOTE PRODUCTS AND SERVICES
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to coordinate and review the promotion of an organisation’s products and services.
Required Reading: No required reading
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBMKG414A UNDERTAKE MARKETING ACTIVITIES
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
This unit describes the performance outcomes, skills and knowledge required to plan, implement and manage basic marketing and promotional activities.

**Required Reading:** Lamb, H., Hair, McDaniel. (2008). Marketing Cengage Learning

**Assessment:** Students are required to do assignments, coursework, tests, projects, case studies and/or presentations.

**BSBMKG414B UNDERTAKE MARKETING ACTIVITIES**

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

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to plan, implement and manage basic marketing and promotional activities. It is a foundation unit that covers general and basic marketing and promotional activities that do not require detailed or complex planning or implementation.

**Required Reading:** No text required.

**Assessment:** Students are required to do assignments, coursework, tests, projects, case studies and/or presentations.

**BSBMKG415A RESEARCH INTERNATIONAL MARKETS**

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to undertake market research to select markets to pursue.

**Required Reading:** No text required.

**Assessment:** Students are required to do assignments, coursework, tests, projects, case studies and/or presentations.

**BSBMKG416A MARKET GOODS & SERVICES INTERNATIONALLY**

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to market goods and service internationally in line with the organisation’s marketing plan and marketing strategy for a specified international target market.

**Required Reading:** No text required.

**Assessment:** Students are required to do assignments, coursework, tests, projects, case studies and/or presentations.

**BSBMKG501B IDENTIFY AND EVALUATE MARKETING OPPORTUNITIES**

**Locations:** Footscray Nicholson, City King St, Industry, St Albans.

**Prerequisites:** Nil.

**Description:** This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience.


**Assessment:** Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests. RPL; Participants would provide evidence of their knowledge, skills and experience.

**BSBMKG505A REVIEW MARKETING PERFORMANCE**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** Review customer requirements; Confirm market demand; Review product/service features; Monitor and improve marketing performance.

**Required Reading:** No required text.

**Assessment:** Assessment may be class work, project work, assignments, topic tests and presentations.

**BSBMKG506B PLAN MARKET RESEARCH**

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to plan market research by identifying market research needs, defining market research objectives, identifying data gathering approaches and developing a market research plan.

**Required Reading:** No text required.

**Assessment:** Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

**BSBMKG507A INTERPRET MARKET TRENDS AND DEVELOPMENTS**

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to conduct an analysis of market data in order to determine organisational and competitor business performance, and to prepare market and business forecasts that assist in targeting marketing activities and in drawing up a marketing plan.

**Required Reading:** No text required.

**Assessment:** Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

**BSBMKG508A PLAN DIRECT MARKETING ACTIVITIES**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to plan direct marketing activities that match organisational objectives.

**Required Reading:** Class notes.

**Assessment:** Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests. RPL; Participants would provide evidence of their knowledge, skills and experience.

**BSBMKG509A IMPLEMENT AND MONITOR DIRECT MARKETING ACTIVITIES**

**Locations:** Industry, RPL.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to implement, monitor and evaluate the effectiveness of direct marketing activities in accordance with an organisation’s marketing plan.

**Required Reading:** No required text.

**Assessment:** RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

**BSBMKG510A PLAN ELECTRONIC MARKETING COMMUNICATIONS**

**Locations:** Footscray Nicholson.
**BSBMKG511A ANALYSE DATA FROM INTERNATIONAL MARKETS**

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to research, prepare and evaluate an organisational e-marketing plan that integrates electronic communications and website marketing in support of marketing objectives.

**Required Reading:** No required text.

**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

**BSBMKG512A FORECAST INTERNATIONAL MARKET AND BUSINESS NEEDS**

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to gather intelligence about the target international market and to use that information in the business.

**Required Reading:** Nil.

**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

**BSBMKG513A PROMOTE PRODUCTS AND SERVICES TO INTERNATIONAL MARKETS**

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to promote products and/or services of the business within specified international markets.

**Required Reading:** Nil.

**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

**BSBMKG514A IMPLEMENT AND MONITOR MARKETING ACTIVITIES**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to implement marketing activities described in a marketing plan, to monitor their effectiveness in meeting organisational marketing objectives, and to take actions to improve marketing performance.

**Required Reading:** No required text.

**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

**BSBMKG515A CONDUCT A MARKETING AUDIT**

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare for, conduct and report on a marketing audit in accordance with an organisation’s marketing plan.

**Required Reading:** Nil.

**Assessment:** Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

**BSBMKG516A PROFILE INTERNATIONAL MARKETS**

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to select and confirm an appropriate international market.

**Required Reading:** Nil.

**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

**BSBMKG517A ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC INTERNATIONAL MARKETS**

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to analyse consumer behaviour for specific international markets.

**Required Reading:** Nil.

**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

**BSBMKG523A DESIGN AND DEVELOP AN INTEGRATED MARKETING COMMUNICATION PLAN**

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to identify and evaluate the range of marketing communication options and media, to design an integrated marketing communication plan, and to develop a marketing communication brief and creative brief that reflect client needs and preferences.


**Assessment:** Students must complete assignments, project work and classwork, and may be required to undertake topic tests and make presentation. Students will complete one project linked to Learning in the Workplace and Community.

**BSBMKG603B MANAGE THE MARKETING PROCESS**

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to strategically manage the marketing process and marketing personnel within an organisation.

**Required Reading:** No required reading.

**Assessment:** Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentation.

**BSBMKG605B EVALUATE INTERNATIONAL MARKETING OPPORTUNITIES**

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to evaluate the international environment, to identify market factors and risks, and to assess the viability of international marketing opportunities.


**Assessment:** Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

**BSBMKG607B MANAGE MARKET RESEARCH**

**Prerequisites:** Nil.
BSBAMG608A DEVELOP ORGANISATIONAL MARKETING OBJECTIVES

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to conduct a strategic analysis to develop organisational marketing objectives. This involves reviewing the organisation’s internal and external environments, evaluating past and current marketing performance, and exploring and evaluating new marketing opportunities.

**Required Reading:** Nil.

**Assessment:** Test, assignment, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMKG609A DEVELOP A MARKETING PLAN

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit covers the skill and knowledge to devise specific marketing objectives and strategies arising from formulation of marketing objectives.

**Required Reading:** Nil.

**Assessment:** Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMKG610A DEVELOP, IMPLEMENT AND MONITOR A MARKETING CAMPAIGN

**Locations:** Footscray Nicholson, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to design marketing campaigns, to implement campaigns and to analyse the success of a campaign.

**Required Reading:** N/A

BSBAMG301B APPLY KNOWLEDGE OF OHS LEGISLATION IN THE WORKPLACE

**Locations:** Footscray Nicholson, Werribee, City King St, Industry, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to apply understanding of the occupational health and safety (OHS) legal framework in the workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards is achieved.

**Required Reading:** N/A

**Assessment:** Assessment and delivery strategies will incorporate online project/activity based, incorporating a simulated work environment.

BSBAMG401A APPLY PROJECT SCOPE MANAGEMENT TECHNIQUES

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare for, manage and evaluate market research projects across an organisation.

**Required Reading:**

**Assessment:** Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBAMG402A APPLY TIME MANAGEMENT TECHNIQUES

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to implement and monitor the organisation’s occupational health and safety (OHS) policies, procedures and programs in the relevant work area to meet legislative requirements.

**Required Reading:** No required text.

**Assessment:** Cert IV in Customer Contact: Assignments, Case studies, Projects, Research, Portfolio of evidence. Cert IV in Frontline Management: Students will be required to complete a SafetyMAP risk audit and write a report on non-compliance issues and make recommendations for improvement. Students will also be expected to participate in group discussions. Students will also need to consider OHS when completing their work based project.

BSBPAM507A MANAGE PROJECT COMMUNICATIONS

**Prerequisites:** Nil.

**Description:** This unit specifies the outcomes required to link people, ideas and information at all stages in the project life cycle. Project communications management ensures the timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes. It aids in decision making and the control of informal communication networks to facilitate the achievement of project objectives.

**Assessment:** This unit may be assessed by tests, assignments, classwork, presentations, projects.

BSBPAM601A APPLY PROJECT SCOPING MANAGEMENT TECHNIQUES

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to contribute to the control of a project’s scope by assisting with the identification of objectives, deliverables, constraints, assumptions and outcomes; and by applying controls once the project has commenced.


**Assessment:** Oral and written questioning, presentation, practical demonstration, research assignment and written report.

BSBPAM602A APPLY TIME MANAGEMENT TECHNIQUES

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare for, manage and evaluate market research projects across an organisation.
required to assist with project scheduling activities, the application and monitoring of
the agreed schedule and evaluation of time management effectiveness for the
project.

**Required Reading:** Stephen Hartley (2003). Project management - A competency-
projects effectively. Australia: Pearson/ Prentice Hall.

**Assessment:** Oral and written questioning Oral presentation Practical demonstration
Research assignment Written report

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BSBPMG403A APPLY COST MANAGEMENT TECHNIQUES

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge
required to work with others to produce a project budget, to monitor project
expenditure and to contribute to cost finalisation processes.

**Required Reading:** Stephen Hartley (2003). Project management - A competency-
projects effectively. Australia: Pearson/ Prentice Hall.

**Assessment:** Oral and written questioning Oral presentation Practical demonstration
Research assignment Written report

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BSBPMG404A APPLY QUALITY MANAGEMENT TECHNIQUES

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge
required to enhance project outcomes through contributing to quality planning,
applying quality policies and procedures and contributing to continuous improvement
within projects.

**Required Reading:** Stephen Hartley (2003). Project management - A competency-
projects effectively. Australia: Pearson/ Prentice Hall.

**Assessment:** Oral and written questioning Oral presentation Practical demonstration
Research assignment Written report

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BSBPMG405A APPLY HUMAN RESOURCES MANAGEMENT APPROACHES

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge
required to assist with aspects of human resources management of a project. This
involves establishing human resource requirements, identifying the learning and
development needs of people working on the project, facilitating these needs being
met and resolving conflict within the team.

**Required Reading:** Stephen Hartley (2003). Project management - A competency-
projects effectively. Australia: Pearson/ Prentice Hall.

**Assessment:** Oral and written questioning Oral presentation Practical demonstration
Research assignment Written report

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BSBPMG406A APPLY COMMUNICATIONS MANAGEMENT TECHNIQUES

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge
required to provide a critical link between people, ideas and information at all stages
in the project lifecycle. It covers assisting the project team to plan communications,
communicating information related to the project and reviewing communications.

**Required Reading:** Stephen Hartley (2003). Project management - A competency-
projects effectively. Australia: Pearson/ Prentice Hall.

**Assessment:** Oral and written questioning Oral presentation Practical demonstration
Research assignment Written report

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BSBPMG407A APPLY RISK MANAGEMENT TECHNIQUES

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge
required to assist with aspects of risk management within a project. It specifically
involves assisting the project team to plan for, control and review risks associated
with the project.

**Required Reading:** Stephen Hartley (2003). Project management - A competency-
projects effectively. Australia: Pearson/ Prentice Hall.

**Assessment:** Oral and written questioning Oral presentation Practical demonstration
Research assignment Written report

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BSBPMG408A APPLY CONTRACT AND PROCUREMENT PROCEDURES

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge
required to assist with contracting and procurement for a project. It covers identifying
procurement and contract requirements, assisting with contractor selection,
conducting contracting and procurement activities and assisting with finalisation of
activities for the project.

**Required Reading:** Stephen Hartley (2003). Project management - A competency-
projects effectively. Australia: Pearson/ Prentice Hall.

**Assessment:** Oral and written questioning Oral presentation Practical demonstration
Research assignment Written report

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BSBPMG501A MANAGE APPLICATION OF PROJECT INTEGRATIVE PROCESSES

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge
required to integrate and balance the overall project management functions of scope,
time, cost, quality, human resources, communications, risk and procurement; and to
align and track the project objectives to comply with organisational goals, strategies
and objectives.

**Required Reading:**

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BSBPMG502A MANAGE PROJECT SCOPE

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge
required to determine and manage project outcomes. It covers project authorisation,
developing a scope management plan, and managing the application of project
scope controls.

**Required Reading:** No text required.

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BSBPMG503A MANAGE PROJECT TIME

**Locations:** Industry.

**Prerequisites:** Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage time within projects. It covers determining and implementing the project schedule, and assessing time management outcomes.

Required Reading: No text required.

BSBPMG504A MANAGE PROJECT COSTS

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify, analyse and refine project costs to produce a budget, and to use this budget as the principal mechanism to control project cost.

Required Reading: Australian Standards ABCB Building Code of Australia

BSBPMG505A MANAGE PROJECT QUALITY

Locations: Newport.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage quality within projects. It covers determining quality requirements, implementing quality assurance processes, and using review and evaluation to make quality improvements in current and future projects.

Required Reading: Australian Standards

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

BSBPMG506A MANAGE PROJECT HUMAN RESOURCES

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake human resource management (HRM) within projects. It involves planning for human resources, implementing staff training and development, and managing the project team and stakeholders.

Required Reading: No text required.

BSBPMG507A MANAGE PROJECT COMMUNICATIONS

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to link people, ideas and information at all stages in the project life cycle. Project communications management ensures the timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes.

Required Reading: No text required.

BSBPMG508A MANAGE PROJECT RISK

Locations: Newport, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage risk within a project to avoid adverse effects on project outcomes. It covers determining, monitoring and controlling project risks, and assessing risk management outcomes. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

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.

BSBPMG509A MANAGE PROJECT PROCUREMENT

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake procurement and contract management within projects. It covers determining procurement requirements, establishing agreed procurement processes, conducting contracting and procurement activities, and managing finalisation processes.

Required Reading: No text required.

BSBPRO301A RECOMMEND PRODUCTS AND SERVICES

Locations: Footscray Nicholson, Industry, St Albans, Secondary Schools on VETiS program.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to provide advice and information within an organisation about the development and distribution of its products and services.

Required Reading: VETiS: no required reading

Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation. RPL: Competency based.

Participants would provide evidence of their skills, knowledge and experience. VETiS: 21956WC Cert II in Small Bus (Ops/Innovation): Graded Assessments required include assignments, classwork, presentation.

BSBPRO401A DEVELOP PRODUCT KNOWLEDGE

Locations: St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop product knowledge in preparation for the sales process.


Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBPUB401A DEVELOP AND APPLY KNOWLEDGE OF PUBLIC RELATIONS INDUSTRY

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to research, analyse and apply knowledge of the various components of the public relations industry, including legal and ethical constraints and strategic communications management planning.


Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.
BSBPUB402A DEVELOP PUBLIC RELATIONS CAMPAIGNS


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop and conduct a public relations campaign, to evaluate its effectiveness and to present the findings to stakeholders.


Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBPUB403A DEVELOP PUBLIC RELATIONS DOCUMENTS

Locations: Footscray Nicholson, Industry, St Albans.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to design, produce and edit public relations documents for various target audiences, and to evaluate their effectiveness in the marketplace.


Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets 22091VC Diploma of Professional Writing and Editing Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBPUB501A MANAGE THE PUBLIC RELATIONS PUBLICATION PROCESS


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to manage the design, production, implementation and evaluation of public relations publications in accordance with organisational requirements.


Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBPUB503A MANAGE FUNDRAISING AND SPONSORSHIP ACTIVITIES

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to conduct and manage fundraising and sponsorship activities for a not-for-profit organisation, and to align fundraising and sponsorship activities with organisational requirements.


Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBPUB504A DEVELOP AND IMPLEMENT CRISIS MANAGEMENT PLANS


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required by public relations personnel to coordinate, develop and implement a crisis management plan to provide an organisation with a planned communications response for use in the event of crisis.


Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBPUR301B PURCHASE GOODS AND SERVICES


Prerequisites: Nil.

Description: This unit specifies the outcomes required to determine purchasing requirements, and make and receive purchases.


Assessment: Students are required to do assignments, tests, projects, case studies.

BSBPUR503B MANAGE INTERNATIONAL PURCHASING


Prerequisites: Nil.

Description: This unit specifies the outcomes required to manage international purchasing of specific goods within workplace policies and procedures and regulatory frameworks. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Required Reading: No Required text

Assessment: Assessment may include class work, project work, assignments, topic tests and presentations.

BSBREL401A ESTABLISH NETWORKS

Locations: Footscray Nicholson, City King St, Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop and maintain effective work relationships and networks. It covers the relationship building and negotiation skills required by workers within an organisation as well as freelance or contract workers.


Assessment: Assignments, Case studies, Projects, Research, Portfolio of evidence. CUF50407 Diploma of Specialist Make-up Services: Integrated assessment with other units relevant to the industry sector, workplace and job role where the student is required to demonstrate competency in establishing contacts and participating in networks whilst identifying opportunities for networking. Maintaining records of relevant contacts of related organisations, agencies and networks.

BSBREL402A BUILD CLIENT RELATIONSHIPS AND BUSINESS NETWORKS

Locations: Footscray Nicholson, Newport, City King St, Industry, City Flinders.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop and maintain effective work relationships and networks. It covers the relationship building and negotiation skills required by workers within an organisation as well as freelance or contract workers.

Required Reading: No required reading.
Assessment: This unit will be assessed via a workplace project, interviews, research assignments, group work & role plays. Industry (FLM stream): Students are required to present a report and presentation of findings from attending functions and/or meetings. Students will also be required to participate in class discussion and role plays. Students will also be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course.

BSBREL501A BUILD INTERNATIONAL CLIENT RELATIONSHIPS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to build effective international client relationships.
Required Reading: 
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBREL701A DEVELOP AND CULTIVATE COLLABORATIVE PARTNERSHIPS AND RELATIONSHIPS
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to establish collaborative partnerships and relationships with business and industry stakeholders to promote and advance learning programs. The unit also covers communicating to influence others, cultivating new and existing partnerships, establishing positive collaborative relationships, leading the establishment.
Required Reading: No text required.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests.

BSBRES401A ANALYSE AND PRESENT RESEARCH INFORMATION
Locations: Footscray Nicholson, Werribee, Newport, City King St, Industry, Melton, Sunshine, St Albans, Workplace.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to gather, organise and present workplace information using available systems.
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBRES403A RESEARCH LEGAL INFORMATION USING PRIMARY SOURCES
Locations: Footscray Nicholson, Industry, City Queen.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to work under supervision researching primary sources of legal information, locating relevant information and writing up a basic summary. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBRES502A RESEARCH LEGAL INFORMATION USING SECONDARY SOURCES
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake legal research using secondary sources and under supervision. This includes identifying research requirements and sources of information, applying information to a set of facts, evaluating the quality of the information, and preparing and producing reports.
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBRRG301A CONTROL RECORDS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to classify, register, and track records and information about records within a business or records system.
Required Reading: No required reading.
Assessment: Students are required to do assignments, tests, projects, case studies.
RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRRG302A UNDERTAKE DISPOSAL
Prerequisites: Nil.
Description: 
Required Reading: 

BSBRRG302B UNDERTAKE DISPOSAL
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify which records are subject to a disposal program, and to safely and securely transfer or dispose of the records.
Required Reading: No required reading.
Assessment: Students are required to do assignments, tests, projects, case studies.
RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRRG303A RETRIEVE INFORMATION FROM RECORDS
Prerequisites: Nil.
Description: 
Required Reading: 

BSBRRG303B RETRIEVE INFORMATION FROM RECORDS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to receive a request and to deliver the record or information about the record.
Required Reading: No required reading.
Assessment: Students are required to do assignments, tests, projects, case studies.
BSBRKG304B MAINTAIN BUSINESS RECORDS
Prerequisites: Nil.
Description: This unit describes the work involved in reviewing and documenting the changing context and status of records which have previously been appraised as having temporary or ongoing value required to maintain the records of a business or records system in good order on a day to day basis. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required reading.
Assessment: Students are required to do assignments, tests, projects, case studies and/or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG403C SET UP A BUSINESS OR RECORDS SYSTEM FOR A SMALL BUSINESS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to set the operational frameworks for the creation, capture and use of records for storage, including rules and procedures and the maintenance and monitoring of electronic business records. The above are pre-requisites for Real Estate course only. No pre-requisite for traineeship program.
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG405A REVIEW RECORDKEEPING FUNCTIONS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake research that supports work across a wide range of recordkeeping functions. This is a foundation unit for any person wishing to pursue competency in recordkeeping and provides a sound basis for working across various recordkeeping functional areas. This unit is based on the joint Australian Society of Archivists (ASA) and Records Management Association of Australasia’s (RMAA) Statement of Knowledge for Recordkeeping Professionals.
Required Reading: No required reading.
Assessment: Students are required to do assignments, tests, projects, case studies. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG401A REVIEW THE STATUS OF A RECORD
Prerequisites: Nil.
Description: This unit describes the work involved in reviewing and documenting the changing context and status of records which have previously been appraised as having temporary or ongoing value, and identified as requiring conditions imposed on granting access to them.

BSBRKG401B REVIEW THE STATUS OF A RECORD
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to review and document the changing context and status of records which have been appraised as having temporary or ongoing value, and which have been identified as requiring conditions for access.
Required Reading: No required reading.
Assessment: Students are required to do assignments, tests, projects, case studies. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG402B PROVIDE INFORMATION FROM AND ABOUT RECORDS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to respond as effectively as possible to enquiries from potential users of records, including using appropriate processes to access and provide information about records.
Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG404A MONITOR AND MAINTAIN RECORDS IN AN ONLINE ENVIRONMENT
Prerequisites: Nil.
Description: This unit covers the identification and assessment of records for storage and the maintenance and monitoring of electronic business records.
Required Reading: No required text.
Assessment: Students may be required to do assignments, classwork, tests, projects, case studies and/or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.

BSBRKG5028 MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS
Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to set the operational frameworks for the creation, capture and use of records and to monitor and review these frameworks and activities within a business or records system of a specific business domain.
Required Reading: No required text.
Assessment: TAA50105 Diploma of Training and Assessment Assignments, workshop, workbased related projects and integrated assessment and or presentations. BSB50407 Dip of Bus Admin Students may be required to do assignments, classwork, tests, projects, case studies and/or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG505B DOCUMENT OR RECONSTRUCT A BUSINESS OR RECORDS SYSTEM
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to document or reconstruct a business or records system and its context over time.
Required Reading: No required text.
evaluation of the risk management plan’s efficacy in treating risks.

Critical success factors, identified and analy

Required Reading:

AS/NZS 4360:2004 Risk management.

Specific business unit or area. The unit has been designed to be consistent with

Required Reading:

BSBRK501A MANAGE RISK

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to manage risks in a range of contexts across the organisation or for a specific business unit or area. The unit has been designed to be consistent with AS/NZS 4360:2004 Risk management.


Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBRK501B MANAGE RISK

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to manage risks in a range of contexts across the organisation or for a specific business unit or area.

Required Reading: No required text

Assessment: Evidence of the following is essential: - risk management plan which includes a detailed stakeholder analysis, explanation of the risk context, critical success factors, identified and analysed risks, and treatments for prioritised risks - details of monitoring arrangements for risk management plan and an evaluation of the risk management plan’s efficacy in treating risks - knowledge of relevant legislation, codes of practice and national standards.

BSBSBM301A RESEARCH BUSINESS OPPORTUNITIES

Prerequisites: Nil.

Description: Identify business opportunities; Identify personal business skills.

Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBSBM401A ESTABLISH BUSINESS AND LEGAL REQUIREMENTS

Prerequisites: Nil.

Description: Identify and implement business legal requirements; Comply with legislation, codes and regulatory requirements; Negotiate and arrange contracts.

Required Reading:

BSBSBM403A PROMOTE THE BUSINESS

Prerequisites: Nil.

Description: This unit covers the development and implementation of marketing strategies and the monitoring and improvement of market performance. It is suitable for setting up or existing micro and small businesses or a department in a larger organisation.

Required Reading: No required text

Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBSBM404A UNDERTAKE BUSINESS PLANNING

Prerequisites: Nil.

Description: Identify elements of a business plan; Develop a business plan; Develop strategies for minimising risks.

Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBSBM406A MANAGE FINANCES

Prerequisites: Nil.

Description: Maintain financial records; Implement financial plan; Monitor financial performance.

Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBSBM407A MANAGE A SMALL TEAM

Prerequisites: Nil.

Description: Develop staffing plan; Recruit, induct and train the team; Address industrial relations issues; Maintain staff records; Manage staffing issues; Review team performance.

Assessment: This unit may be assessed by presentations, assignments, tests, projects, classwork.

BSLSL402A IDENTIFY SALES PROSPECTS

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to identify of potential sales prospects through application of prospecting methods.


Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSLSL403A PRESENT A SALES SOLUTION

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop new or modified vocabulary controls and classification schemes for business or records systems based on an organisation’s functions and activities.

Required Reading: No required text

Assessment: This unit may be assessed by assignments, tests, projects, classwork.
Description: This unit describes the performance outcomes, skills and knowledge required to present a sales solution which responds to the specific buying needs of the client.


Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBSLS404A SECURE PROSPECT COMMITMENT

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to use sales processes associated with securing prospect commitment to proceed with a sale.


Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBSLS405A SUPPORT POST-SALE ACTIVITIES

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to attend to post sale activities that build and strengthen the partnership between a salesperson and the client, and enhance the prospect of future sales.

Required Reading: Nil.

Assessment: Students are required to do Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBSLS406A SELF-MANAGE SALES PERFORMANCE

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to self manage sales performance through establishing an individualised sales plan, and through managing stress, time and sales related paperwork.


Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBSLS501A DEVELOP A SALES PLAN

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop a sales plan for a product or service for a team covering a specified sales territory based on strategic objectives and in accordance with established performance targets.

Required Reading: Nil.

BSBSLS502A LEAD AND MANAGE A SALES TEAM

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to plan, implement, direct and evaluate sales team activities. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

BSBSMB201A IDENTIFY SUITABILITY FOR MICRO BUSINESS

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to set up a micro business. Specific legal requirements apply to the management of a micro business.


Assessment: Tests, assignments.

BSBSMB301A INVESTIGATE MICRO BUSINESS OPPORTUNITIES

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop business ideas, and to investigate market needs and factors affecting potential markets. Specific legal requirements apply to the management of a micro business.

Required Reading: Nil.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

BSBSMB302A DEVELOP A MICRO BUSINESS PROPOSAL

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop an identified business idea, to research the feasibility of the business opportunity and to present a business idea in formats that suit a range of stakeholders. Specific legal requirements apply to the management of a micro business.

Required Reading: Nil.

Assessment: There are no required texts for this unit.

BSBSMB303A ORGANISE FINANCES FOR THE MICRO BUSINESS

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to investigate the financial capacity to enter into a micro business, to determine the projected cash flow, to source finances and to monitor the profitability of the business. Specific legal requirements apply to the management of a micro business.

Required Reading: Nil.

Assessment: There are no required texts for this unit.
BSBSMB304A DETERMINE RESOURCE REQUIREMENTS FOR THE MICRO BUSINESS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify and comply with the regulatory, legal, taxation and insurance requirements, and risk management needs of small business. Specific legal requirements apply to the management of a small business.
Required Reading: No required text.
Assessment: Students are required to complete a Report / Assignment outlining the business and legal requirements of their proposed / actual business venture.

BSBSMB305A COMPLY WITH REGULATORY, TAXATION AND INSURANCE REQUIREMENTS FOR THE MICRO BUSINESS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to outline the regulatory, taxation and insurance compliance requirements of a micro business; and to source advice and specialist services to assist business owners/managers in satisfying these requirements and needs. Specific legal requirements apply to the management of a micro business.
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBSMB306A PLAN A HOMEBASED BUSINESS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to examine the issues around establishing a business in a home and to plan the workplace within a home environment. Specific legal requirements apply to the management of a small or micro business.
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, coursework, tests, projects, case studies and/or presentations.

BSBSMB307A SET UP INFORMATION AND COMMUNICATIONS TECHNOLOGY FOR THE MICRO BUSINESS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to establish information and communications technology needs relevant to a home based business. It focuses on dealing with routine installation, operation and malfunctions of commonly used technology only; it is not a specialist information technology unit. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, coursework, tests, projects, case studies and/or presentations.

BSBSMB401A ESTABLISH LEGAL AND RISK MANAGEMENT REQUIREMENTS OF SMALL BUSINESS
Locations: Footscray Nicholson, Werribee, Industry, Sunshine, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify and comply with the regulatory, legal, taxation and insurance requirements, and risk management needs of small business. Specific legal requirements apply to the management of a small business.
Required Reading: No required text.
Assessment: Students are required to complete a Report / Assignment outlining the business and legal requirements of their proposed / actual business venture.

BSBSMB402A PLAN SMALL BUSINESS FINANCES
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop a financial plan to support business viability. Specific legal requirements apply to the management of a small business.
Required Reading: This unit has no required text.
Assessment: Students are required to develop a Financial Plan incorporating set up costs, a sales / income mix, cash flow and budgeted profit and loss statement.

BSBSMB403A MARKET THE SMALL BUSINESS
Locations: Footscray Nicholson, Werribee, Industry, Sunshine, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and implement marketing strategies, and to monitor and improve market performance. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: This unit has no required text.
Assessment: Certificate IV in Companion Animal Services: Presentation and written and verbal tasks. Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks, assignments, case studies, presentations and class observation. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. Assessment for Certificate IV in Celebrancy may include written assessment tasks based on provided reading material.

BSBSMB404A UNDERTAKE SMALL BUSINESS PLANNING
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to research and develop an integrated business plan for achieving business goals and objectives. Specific legal requirements apply to the management of a small business.
Required Reading: This unit has no required text.
Assessment: Students are required to complete an assignment - Business Plan document.

BSBSMB405A MONITOR AND MANAGE SMALL BUSINESS OPERATIONS
Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to operate a small business and to implement a business plan. The strategies involve monitoring, managing and reviewing operational procedures. Specific legal requirements apply to the management of a small business.
Required Reading: This unit has no required text.
BSBSMB405B MONITOR AND MANAGE SMALL BUSINESS OPERATIONS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes and the skills and knowledge required to monitor business operations and to keep records in a business. It involves checking financial and operational reports and comparing them with the business plan. Specific legal requirements apply to the management of a small business.
Required Reading: No required text.
Assessment: Evidence of the following is essential: - developing strategies and procedures to effectively manage the operation of the business - making appropriate adjustments to the business operations as required - knowledge of quality system principles and methods.

BSBSMB407A MANAGE A SMALL TEAM
Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the performance outcomes and the skills and knowledge required to organise, manage and motivate team members in a workplace. It involves planning, conducting and evaluating team activities and resolving conflict. Specific legal requirements apply to the management of a small business.
Required Reading: No required text.
Assessment: Evidence of the following is essential: - providing support to team members to ensure goals are met - seeking feedback from clients and/or colleagues and taking appropriate action - knowledge of appropriate conflict resolution techniques.

BSBSUS501A DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY
Locations: Footscray Nicholson, City King St, Industry, Queen St, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes and the skills and knowledge required to develop and implement a workplace sustainability policy, including the modification of the policy to suit changed circumstances. This unit requires the ability to access industry information, applicable legislative and occupational health and safety (OHS) guidelines. While no licensing, legislative, regulatory or certification requirements apply holistically to this unit at the time of publication, relevant national, state and territory legislation, regulations and codes of practice impact upon this unit.
Required Reading: No required text.
Assessment: BSBS0407 Dip of Bus Admin RPL: Competency based. Assessments may be assignments, tests and projects. BSBS0110 Diploma of Legal Services - Competency based Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBWOR201A MANAGE PERSONAL STRESS IN THE WORKPLACE
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes and the skills and knowledge required to manage personal stress in a customer contact environment.
Required Reading: This unit has no required text.
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

BSBWOR203A WORK EFFECTIVELY WITH OTHERS
Locations: Footscray Nicholson, Industry, St Albans, Certificate III in Mumgu-dhal tyama-tyayt - St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes and the skills and knowledge required to work in a group environment, promoting and co-operating, supporting team members and dealing effectively with issues, problems and conflict.
Required Reading: 21861VIC Certificate III in Mumgu-dhal tyama-tyayt: Teacher will provide teaching and learning materials where required.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation. 21861VIC Certificate III in Mumgu-dhal tyama-tyayt: Students develop a portfolio of evidence for assessment. This will include teacher observation, student logbooks, written tasks, oral presentations and work/community placements.

BSBWOR203B WORK EFFECTIVELY WITH OTHERS
Locations: Footscray Nicholson, City King St, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes and the skills and knowledge required to work in a group environment, promoting and co-operating, supporting team members and dealing effectively with issues, problems and conflict.
Required Reading: No required text.
Assessment: Evidence of the following is essential: - providing support to team members to ensure goals are met - seeking feedback from clients and/or colleagues and taking appropriate action - knowledge of appropriate conflict resolution techniques.

BSBWOR204A USE BUSINESS TECHNOLOGY
Locations: Footscray Nicholson, City King St, Industry, VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes and the skills and knowledge required to select, use and maintain a range of business technology. This technology includes the effective use of computer software to organise information and data.
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, demonstration and observation. Traineeship Program On the job assessment through demonstration and observation in the workplace. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBWOR301A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT
Prerequisites: Nil.
Description: This unit describes the performance outcomes and the skills and knowledge required to organise own work schedules, to monitor and obtain feedback on work performance, and to maintain required levels of competence.
Required Reading: No required text. 21861VIC Certificate III in Mumgu-dhal tyama-tyayt: Teacher will provide teaching and learning materials where required.
BSBWOR3018 ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT

**Description:** This unit describes the performance outcomes, skills and knowledge required to organise own work schedules, to monitor and obtain feedback on work performance, and to maintain required levels of competence. Operators may exercise discretion and judgement using appropriate theoretical knowledge of work scheduling and performance improvement to provide technical advice and support to a team.

**Prerequisites:** Nil.

**Assessment:** Evidence of the following is essential:
- preparing work plans
- scheduling and prioritising work objectives and tasks
- knowledge of the principles and techniques of goal setting, measuring performance, time management and personal assessment.

**Locations:** Footscray Nicholson, Werribee, City King St, Industry, Footscray Park, St Albans.

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BSBWOR302A WORK EFFECTIVELY AS AN OFFSITE WORKER

**Description:** This unit describes the performance outcomes, skills and knowledge required to negotiate and perform self managed, self directed work as an off site worker performing agreed duties at an alternative site during same or all of scheduled work hours. It is a flexible employment option that meets all legal and regulatory employment requirements.

**Prerequisites:** Nil.

**Assessment:** Students are required to do assignments, coursework, tests, projects, case studies, presentations and class observation.

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

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BSBWOR401A ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS

**Description:** This unit describes the performance outcomes, skills and knowledge required to collect, analyse and communicate information and to use that information to develop and maintain effective working relationships and networks, with particular regard to communication and representation.

**Prerequisites:** Nil.

**Assessment:** Assignments, Case studies, Projects, Research, Portfolio of evidence, RPL, Work based Case studies.

**Locations:** Footscray Nicholson, Newport, City King St, Industry, Off-shore.

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BSBWOR402A PROMOTE TEAM EFFECTIVENESS

**Description:** This unit describes the performance outcomes, skills and knowledge required to promote teamwork. It involves developing team plans to meet expected outcomes, leading the work team, and proactively working with the management of the organisation.

**Prerequisites:** Nil.

**Assessment:** Students are required to do assignments, coursework, tests, projects, team projects, case studies and/or presentations. Traineeship. Training record book, observation, demonstration, written/oral test/worksheets.

**Locations:** Footscray Nicholson, City King St, Industry, St Albans.

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BSBWOR303A MANAGE STRESS IN THE WORKPLACE

**Description:** This unit describes the performance outcomes, skills and knowledge required to manage own stress and the stress of others in a team environment.

**Prerequisites:** Nil.

**Assessment:** Work based Case studies, Projects, Group work, Research, RPL

**Locations:** Footscray Nicholson, City King St, Industry, St Albans.

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BSBWOR404A DEVELOP WORK PRIORITIES

**Description:** This unit describes the performance outcomes, skills and knowledge required to plan one’s own work schedules, to monitor and to obtain feedback on work performance and development. It also addresses the requirement to take responsibility for one’s own career planning and professional development.

**Prerequisites:** Nil.

**Assessment:** Students are required to write a report and participate in class activities and discussion. Students should consider work priorities when completing their work based project. BSB41207 Cert IV in Legal Services Assignments, workshop, workbased related projects and integrated assessment and or presentations. RPL Applicants will provide evidence of their skills, knowledge and experience.

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

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BSBWOR404B DEVELOP WORK PRIORITIES

**Description:** This unit describes the performance outcomes, skills and knowledge required to plan one’s own work schedules, to monitor and to obtain feedback on work performance and development. It also addresses the requirement to take responsibility for one’s own career planning and professional development.

**Prerequisites:** Nil.

**Assessment:** Students are required to write a report and participate in class activities and discussion. Students should consider work priorities when completing their work based project. BSB41207 Cert IV in Legal Services Assignments, workshop, workbased related projects and integrated assessment and or presentations. RPL Applicants will provide evidence of their skills, knowledge and experience.

**Locations:** Footscray Nicholson, City King St, Industry, St Albans.

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BSBWOR501A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

**Description:** This unit describes the performance outcomes, skills and knowledge required to manage own performance and professional development. Particular emphasis is on setting and meeting priorities, analysing information and using a range of strategies to develop further competence.

**Prerequisites:** Nil.

**Assessment:** BSB50407 Dip of Bus Admin: No required text. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.
BSBWORS018 MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to manage own performance and professional development. Particular emphasis is on setting and meeting priorities, analysing information and using a range of strategies to develop further competence.

Required Reading: BSB50407 Dip of Bus Admin: No required text. Traineeship: Workbooks will be provided to trainees as part of their training. Cole, 2005

Management - Theory & Practice Prentice Hall, Australia

Assessment: BSB50407 Dip of Bus Admin: Graded Assignments, test, Oral and written questioning. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 220S3VIC Advanced Diploma of Legal Practice - Graded

BSBWORS02A ENSURE TEAM EFFECTIVENESS

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to effectively provide advice to union members on advocacy, social justice movements, industrial and employment rights. Required to effectively provide advice to union members about their industrial and employment rights. Required Reading: This unit has no required text.

Assessment: Oral and written questioning - Oral presentation - Practical demonstration - Research assignment - Written report

BSBWORS02B ENSURE TEAM EFFECTIVENESS

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to effectively provide advice to union members about their industrial and employment rights. Required Reading: This unit has no required text.

Assessment: Oral and written questioning - Oral presentation - Practical demonstration - Research assignment - Written report

BSBWORS043A COMMUNICATE WITH WORKERS

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to communicate effectively with workers on a one to one basis and in groups in order to move them towards union membership, involvement, collectivism and activism.

Required Reading: This unit has no required text.

Assessment: Oral and written questioning - Oral presentation - Practical demonstration - Research assignment - Written report

BSBWORS044A PROMOTE EQUALITY OF OPPORTUNITY AND FAIR TREATMENT FOR ALL WORKERS

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to work with diversity and to promote equality within the union and the workplace. It deals with challenging discrimination on the basis of race, sex, sexual orientation, disability, age and employment status.

Required Reading: This unit has no required text.

Assessment: Oral and written questioning - Oral presentation - Practical demonstration - Research assignment - Written report

BSBWORS053A PROMOTE UNION VALUES, PRINCIPLES AND POLICIES

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to demonstrate the values of the union and social justice movements. Required Reading: This unit has no required text.

Assessment: Oral and written questioning - Oral presentation - Practical demonstration - Research assignment - Written report

BSBWORS055A PARTICIPATE IN THE BARGAINING PROCESS

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to effectively participate in the process of bargaining to establish collective agreements that maintain and promote rights and conditions for union members. Required Reading: This unit has no required text.

Assessment: Oral and written questioning - Oral presentation - Practical demonstration - Research assignment - Written report

BSBWORS071A PROVIDE ADVICE TO UNION MEMBERS

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to effectively provide advice to union members about their industrial and employment rights. Required Reading: This unit has no required text.
BSBWRK410A IMPLEMENT INDUSTRIAL RELATIONS PROCEDURES

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to work with industrial relations policies and procedures.

Required Reading: None.

Assessment: Assignments, Case studies, Projects and Research.

BSBWRK509A MANAGE INDUSTRIAL RELATIONS

Locations: City King St, Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to manage industrial relations matters within an organisation, with day to day involvement. It includes strategic planning and policy development for industrial relations as well as negotiation, conflict management and dispute resolution.

Required Reading: None.

Assessment: Oral and written questioning, Oral presentation, Review of documentation, Written report, Practical demonstration, Case studies. TAA50105 Diploma of Training and Assessment Assignments, workshop, work-based related projects and integrated assessment and or presentations.

BSBWRT301A WRITE SIMPLE DOCUMENTS


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to plan, draft and review a basic document before writing the final version.


Assessment: Students are required to do assignments, classwork. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBWRT401A WRITE COMPLEX DOCUMENTS

Locations: Footscray Nicholson, Werribee, Industry, St Albans, 21937VIC Certificate IV in ESL (Employment/Professional) - on-line only.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.

Required Reading: Dwyer J. Business Communications Handbook Pearson 21937VIC Certificate IV in ESL (Employment/Professional), 21774VIC Certificate III in General Education for Adults: There is no required reading for this unit. The teacher will provide teaching and learning material as required.

Assessment: Assignments, Case studies, Projects and Research. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 21937VIC Certificate IV in ESL (Employment/Professional) Student assessment is based on teacher evaluation of the following: verbal and/or written questioning and teacher observation used with checklists of learner performance; verbal presentations; multi-media presentations; student self assessment; ongoing teacher assessment; audio/video recordings to assess performance; observed role plays; other simulated workplace/community based tasks plus the completion of locally developed assessment tasks, completed in class, with teacher support and supervision. 22038VIC Advanced Diploma of Business (PR) Assessment methods may include oral or written questioning, review of draft and final documents and demonstration of techniques. 22053VIC Advanced Diploma of Legal Practice - Graded.

BSBWRT501A WRITE PERSUASIVE COPY

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to interpret a creative brief and evaluate a range of creative options to write persuasive copy.

Required Reading: None.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Screen and Media / Interactive Media Courses: Graded Assessment RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. CUF50207 Diploma of Interactive Digital Media Graded - Assessment involves pitching project concepts, delivery of project documentation and completed project presentation.

BSZ401A PLAN ASSESSMENT

Prerequisites: Nil.

Description: Requirements for planning an Assessment in a specific context; requirements for determining evidence; selecting appropriate Assessment methods and developing an Assessment tool.

Assessment: This unit may be assessed by tests, assignments, classwork.

BSZ402A CONDUCT ASSESSMENT

Prerequisites: Nil.

Description: Identify and cover the requirements for conducting an assessment in accordance with an assessment procedure in a specific context.

Assessment: This unit may be assessed by tests, assignments, classwork.

BSZ403A REVIEW ASSESSMENT

Prerequisites: Nil.

Description: Requirements to review assessment procedures in a specific context.

Assessment: This unit may be assessed by tests, assignments, classwork.

BSZ404A TRAIN SMALL GROUPS

Prerequisites: Nil.

Description: Prepare for planning, delivering and reviewing training provided for the purpose of developing competency on a one-to-one or small group basis

Assessment: Assignments and presentation

CHCCD13C WORK WITHIN SPECIFIC COMMUNITIES

Prerequisites: Nil.

Description:

CHCMED404A FACILITATE THE MEDIATION PROCESS

Prerequisites: Nil.

Description: This unit identifies the skills and knowledge required by mediators to maintain the flow of the mediation process to achieve the optimum outcome for all parties.

CHCMED405A FACILITATE INTERACTION BETWEEN CLIENTS

Prerequisites: Nil.

Description: This unit identifies the skills and knowledge required for mediators to facilitate the agreed process of mediation.
CHCMED406A CONSOLIDATE AND CONCLUDE THE MEDIATION PROCESS

Prerequisites: Nil.

Description: This unit identifies the skills and knowledge required for the mediator to conclude the session and support the implementation of any agreement.

Required Reading:

CHCMED409B FACILITATE ALTERNATIVE DISPUTE RESOLUTION PROCESSES

Prerequisites: Nil.

Description: This unit identifies the skills and knowledge required for mediators to facilitate the agreed alternative dispute resolution process.

Required Reading:

CHCOR627B PROVIDE MENTORING SUPPORT TO COLLEAGUES


Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to act as a mentor to other individuals in the industry or workplace.

Required Reading: No required text

Assessment: The individual being assessed must provide evidence of specified essential knowledge as well as skills. - Assessment must ensure activities are conducted over a period of time in which the candidate provides mentoring support for a less experienced colleague.

CPPDSM4001A ACT AS A BUYER’S AGENT


Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4008A - WORK IN THE REAL ESTATE INDUSTRY

Description: This unit of competency specifies the outcomes required to act as a buyer’s agent and represent buyers in the purchase of properties. It includes establishing buyer requirements, confirming buyer engagement of the agency, sourcing properties that meet buyer requirements, negotiating the purchase of property on behalf of the buyer, monitoring settlement of the sale and maintaining communication with sellers and buyers. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.


Assessment: Assignment and test.

CPPDSM4003A APPRAISE PROPERTY


Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4008A - WORK IN THE REAL ESTATE INDUSTRY

Description: Appraise property.


Assessment: Assignment and test.

CPPDSM4004A CONDUCT AUCTION


Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4008A - WORK IN THE REAL ESTATE INDUSTRY

Description: This unit of competency specifies the outcomes required to conduct an auction. It includes conducting the auction in line with agency practice, ethical standards and legislative requirements. The outcomes required to prepare for the auction and complete follow-up procedures after the auction sale are addressed in CPPDSM4019A Prepare for auction and complete sale. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.


Assessment: Assignment and test.

CPPDSM4005A ESTABLISH AND BUILD CLIENT AGENCY RELATIONSHIPS


Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4008A - WORK IN THE REAL ESTATE INDUSTRY

Description: This unit of competency specifies the outcomes required to establish, maintain and expand client—agency relationships to support the attainment of key agency business goals. It includes communicating effectively with clients, implementing the agency’s approach to client service and client—agency relationship management strategies, implementing personal marketing strategies and building ongoing relationships with clients. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.


Assessment: Assignment and test.

CPPDSM4006A ESTABLISH AND MANAGE AGENCY TRUST ACCOUNTS


Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4008A - WORK IN THE REAL ESTATE INDUSTRY

Description: This unit identifies the skills and knowledge required for the mediator to facilitate the agreed alternative dispute resolution process. The individual being assessed must provide evidence of specified essential knowledge as well as skills. - Assessment must ensure activities are conducted over a period of time in which the candidate provides mentoring support for a less experienced colleague.


Assessment: Assignment and test.

CPPDSM4007A IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK


Prerequisites: Nil.

Description: This unit specifies the outcomes required to meet the core legal and ethical requirements associated with property management. This includes awareness of the legislation dealing with the leasing and management of property, the role and responsibility of agency personnel in property management, the recording of property management transactions and the completion of property management. This unit identifies the skills and knowledge required for mediators to facilitate the agreed alternative dispute resolution process. The individual being assessed must provide evidence of specified essential knowledge as well as skills. - Assessment must ensure activities are conducted over a period of time in which the candidate provides mentoring support for a less experienced colleague.


Assessment: Assignment and test.
management documentation. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

**Required Reading:** Vetassess. (2009). Identify legal and ethical requirements of property management to complete agency work. Melb: Vetassess.

**Assessment:** Assignments and test.

**CPPDSM4008A IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK**

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

**Prerequisites:** Nil.

**Description:** This unit of competency specifies the outcomes required to meet the core legal and ethical requirements associated with property sales. This includes awareness of the legislation relating to property sales, the role and responsibility of agency personnel in property sales, the administration of sales transactions and the completion of sales documentation. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

**Required Reading:** Vetassess (2009). Identify legal and ethical requirements of property sales to complete agency work. Melb: Vetassess.

**Assessment:** Assignment and test.

**CPPDSM4009A INTERPRET LEGISLATION TO COMPLETE AGENCY WORK**

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

**Prerequisites:** CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

**Description:** This unit of competency specifies the outcomes required to source and interpret legislation affecting real estate operations. It includes identifying and applying statutory interpretation techniques, identifying and tracking changes to relevant real estate legislation and industry codes of conduct and maintaining appropriate records. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

**Required Reading:** Vetassess (2009). Interpret legislation to complete agency work. Melb: Vetassess.

**Assessment:** Assignment and test.

**CPPDSM4010A LEASE PROPERTY**

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

**Prerequisites:** CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

**Description:** This unit of competency specifies the outcomes required to administer the leasing of all types of property. It includes screening tenant enquiries, conducting inspections, obtaining and reviewing tenancy applications, completing tenancy agreements or lease documentation, placing tenants in property and recording tenancy arrangements. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.


**Assessment:** Assignment and Test

**CPPDSM4011A LIST PROPERTY FOR LEASE**

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

**Prerequisites:** CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

**Description:** This unit of competency specifies the outcomes required to list all types of property and businesses for lease. It includes implementing procedures for promoting agency’s property management services, establishing client requirements, planning and delivering property listing presentations, finalising listings for the lease of property, and recording and acting on client instructions. This unit does not address listings for property sales or the actual marketing or lease of the property under an agency contract. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

**Required Reading:** Vetassess (2009). List property for lease. Melb: Vetassess

**Assessment:** Assignment and Test.

**CPPDSM4012A LIST PROPERTY FOR SALE**

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

**Prerequisites:** CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

**Description:** This unit of competency specifies the outcomes required for persons engaged in real estate activities in those States and Territories where these are regulated activities.

**Required Reading:** Vetassess (2009). List property for sale. Melb: Vetassess

**Assessment:** Assignment and test.

**CPPDSM4013A MARKET PROPERTY FOR LEASE**

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

**Prerequisites:** CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

**Description:** This unit of competency specifies the outcomes required to market all types of property and businesses for lease. It includes planning, developing a marketing plan, preparing marketing materials, implementing marketing activities, and reviewing and reporting on marketing plans and activities. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

**Required Reading:** Vetassess (2009). Market property for lease. Melb: Vetassess

**Assessment:** Assignment and test.

**CPPDSM4014A MARKET PROPERTY FOR SALE**

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

**Prerequisites:** CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

**Description:** This unit of competency specifies the outcomes required to market all types of property and businesses for sale. It includes planning, developing a marketing plan, preparing marketing materials, implementing marketing activities, and reviewing and reporting on marketing plans and activities. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

**Required Reading:** Vetassess (2009). Market property for sale. Melb: Vetassess

**Assessment:** Assignment and test.
Assessment: Assignment and test.

CPPDSM4015A MINIMISE AGENCY AND CONSUMER RISK

Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK

Description: This unit of competency specifies the outcomes required to minimise risk to all aspects of agency business and to consumers. It includes identifying potential risks to the agency and its clients, analysing the causes and potential impact of risks, and implementing agency policies and procedures to minimise risks to the agency and consumers. The unit may form part of the licensing requirements for persons engaged in property development and management activities, including those working in the real estate, business broking, stock and station agency and property operations and development sectors, in those States and Territories where these are regulated.

Assessment: Assignment and test.

CPPDSM4016A MONITOR AND MANAGE LEASE OR TENANCY AGREEMENT

Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK

Description: This unit of competency specifies the outcomes required to manage properties during the term of leases or tenancy agreements. It includes implementing the conditions of leases and tenancy agreements, responding to requests from tenants and landlords and managing the renewal and termination of leases and tenancy agreements. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Assessment: Assignment and test.

CPPDSM4018A PREPARE AND PRESENT PROPERTY REPORTS

Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK

Description: This unit of competency specifies the outcomes required to recognise and analyse property styles and faults in order to assist clients to understand the condition of property prior to listing, leasing or refurbishment. This includes identifying different architectural and construction styles and their impact on the market value of property, using common building construction terms to describe key features of properties, explaining the impact of common building defects on marketing properties for sale or rent, conducting property inspections, presenting reports on the physical condition of properties, identifying costs and potential benefits of property improvements, and acting on subsequent client instructions. This is not expected to replace technical and expert advice nor represent financial advice. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Assessment: Assignment and test.

CPPDSM4019A PREPARE FOR AUCTION AND COMPLETE SALE

Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK

Description: This unit of competency specifies the outcomes required to prepare for an auction and complete the sale of property. It includes implementing the auction marketing plan, preparing auction documentation, confirming the reserve price with the seller, planning and implementing auction day procedures, and completing follow-up procedures after auction sale. The outcomes required to conduct an auction are addressed in CPPDSM4004A Conduct auction. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Assessment: Assignment and test.

CPPDSM4020A PRESENT AT TRIBUNALS

Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK

Description: This unit of competency specifies the outcomes required to appear effectively before a tribunal. It includes preparing for tribunal hearings, using appropriate tribunal etiquette, acting as a witness, participating in conciliation hearings and presenting a case. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Required Reading: Vetassess (2009). Present at tribunals Melb: Vetassess
Assessment: Assignment and test.

CPPDSM4022A SELL AND FINALISE THE SALE OF PROPERTY BY PRIVATE TREATY

Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK

Description: This unit of competency specifies the outcomes required to sell and finalise the sale of all types of property by private treaty. It includes qualifying buyers, arranging for potential buyers to inspect listed properties, delivering effective sales presentations, submitting offers and negotiating property sale with sellers and buyers and maintaining communications with sellers and prospective buyers. It also includes monitoring the process between exchange of contracts and settlement for all types of property and businesses and preparing documentation for agency disbursements. The unit does not include the sale of property by auction. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.
activities in those States and Territories where these are regulated activities.


Assessment: Assignment and test.

CPPDSM4032A ARRANGE VALUATION OF FACILITIES AND ASSETS

Locations: Industry.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to place a value on facilities and assets. It requires the ability to assess, record, report and analyse information on facilities and assets. The unit also requires knowledge of basic accounting procedures to determine the market value of facilities and assets.

Required Reading: No text required

Assessment: Work based Case studies, Projects, Group work, Research, RPL

CPPDSM4049A IMPLEMENT MAINTENANCE PLAN FOR MANAGED PROPERTIES


Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4008A - WORK IN THE REAL ESTATE INDUSTRY

Description: This unit of competency specifies the outcomes required to develop and implement a maintenance plan for all types of managed properties. It includes determining property maintenance requirements, establishing a property maintenance plan, establishing and maintaining a key register, monitoring the security of managed properties and implementing and reviewing the property maintenance plan. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.


Assessment: Assignment and test.

CPPDSM4056A MANAGE CONFLICT AND DISPUTES IN THE PROPERTY INDUSTRY


Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4008A - WORK IN THE REAL ESTATE INDUSTRY

Description: This unit of competency specifies the outcomes required to use communication techniques to manage and resolve conflict and disputes in the property industry. It requires the ability to assess conflict or dispute situations, accurately receive and relay information, adapt interpersonal styles and techniques to varying social and cultural environments, and evaluate responses. The unit may form part of the licensing requirements for persons working in the property industry, including in the real estate, business broking, stock and station agency and property operations and development sectors, in those States and Territories where these are regulated activities.


Assessment: Assignment and test

CPPDSM4080A WORK IN THE REAL ESTATE INDUSTRY


Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to enable a new entrant to the industry to gain a basic understanding of the industry and work ethically and effectively in a real estate agency. This includes awareness of ethical and conduct standards, core functions of real estate agency operations, legislative and regulatory framework within which the industry operates and industry employment requirements. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.


Assessment: Assignment and test.

CUECOR03A PROVIDE QUALITY SERVICE TO CUSTOMERS

Prerequisites: Nil.

Description: This unit describes the interpersonal, communication and customer service skills required to create a positive impression and to establish rapport with the customer. It involves the skills and knowledge of understanding, clarifying and meeting customer needs and expectations.


Assessment: Assignment, Workbook, Yes/No. Assignment, Case study with scenarios and problem solving, Yes/No. Report, Customer service and standards for a given type of service, Yes/No.

CUEFIN02B MANAGE A BUDGET

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to take responsibility for the management of a budget where others may have developed the budget.

Assessment: This unit may be assessed by assignments, tests, projects, classwork.

CUECHS01B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES

Locations: Footscray Nicholson, City Flinders.

Prerequisites: Nil.

Description: Provide information on health and safety; co-ordinate participation in health and safety issues; implement and monitor procedures for controlling hazards and risks; implement and monitor health and safety training; maintain OH&S records.

Required Reading: Nil.

Assessment: Librarya Studies: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required industry and statewide training provider moderated standard.

CUFDIG402A DESIGN USER INTERFACES


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to design user interfaces for interactive media products. Prototype testing of interfaces with, for example, focus groups, is a key aspect of the role. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Required Reading: No required text
CUFIDIG403A CREATE USER INTERFACES
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to create a user interface for an interactive media product. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text
Assessment: Assessment will be skills and application based within the framework of projects and case studies.

CUFSAF01B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES
Prerequisites: Nil.
Description: Follow workplace procedures on health, safety and security.
Required Reading: Nil.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

CUSRAD01A COLLECT AND ORGANISE INFORMATION
Prerequisites: Nil.
Description: Collect relevant information; Assess the information; Organise the information; Communicate the information.
Required Reading: No required text
Assessment: This unit may be assessed by assignments, tests, classwork and observations.

CUVADM05A PLAN AND DEVELOP INFORMATION MANAGEMENT SYSTEMS
Prerequisites: Nil.
Description: Determine information management requirements; develop an information management plan; implement information management systems; review and update information management plan.
Required Reading: No required reading
Assessment: This unit may be assessed by assignments, tests, classwork and presentations.

CUVCOR03A DEVELOP, REFINE AND COMMUNICATE CONCEPT FOR OWN WORK
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to develop, refine and communicate the concept for own work. The concept encompasses ideas, form and context for the work.
Required Reading: No required reading
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

CUVCOR04A ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCOURSE
Prerequisites: Nil.
Description: The purpose of this unit is to provide the participants with the skills, knowledge required to originate the concept and conduct critical discourse about the concept for work.
Required Reading: No required text
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSACC301A PROCESS FINANCIAL TRANSACTIONS AND EXTRACT INTERIM REPORTS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the functions involved in preparation and processing of routine financial documents, preparing journal entries, posting journals to ledgers, preparing, banking and reconciling financial receipts, and extracting a trial balance and interim reports.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACC302A ADMINISTER SUBSIDIARY ACCOUNTS AND LEDGERS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to reconcile and monitor financial accounts receivable systems, identify bad and doubtful debts and plan a recovery action and remit payments to sundry creditors.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACC303A PERFORM FINANCIAL CALCULATIONS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit covers the use of a common range of calculation methods and techniques for conducting routine financial calculations and transactions.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACC401A PROCESS BUSINESS TAX REQUIREMENTS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain taxation accounting records and process lodgements and returns in accordance with Australian Taxation Office (ATO) requirements, excluding income tax. Documentation for Business Activity Statements (BAS) must be authorised by a registered BAS agent.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACC402A PREPARE OPERATIONAL BUDGET
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to prepare and document operational budgets for a variety of organisations.
FNSACC501A PROVIDE FINANCIAL AND BUSINESS PERFORMANCE INFORMATION

Description: This unit describes the performance outcomes, skills and knowledge required to gather, record and analyse operating and cost data, prepare budget presentations; tests

Prerequisites: Nil.

Required Reading: No required reading.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests.

FNSACC502A PREPARE INCOME TAX RETURNS FOR INDIVIDUALS

Description: This unit describes the performance outcomes, skills and knowledge required to prepare non-complex income tax returns for individuals in accordance with statutory requirements, and encompasses gathering and verifying data, calculating taxable income and reviewing compliance.

Required Reading: No required reading.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests.

FNSACC503A MANAGE BUDGETS AND FORECASTS

Description: This unit describes the performance outcomes, skills and knowledge required to prepare, document and manage budgets and forecasts, and encompasses forecasting estimates and monitoring budgeted outcomes.

Required Reading: No required reading.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests.

FNSACC504A PREPARE FINANCIAL REPORTS FOR CORPORATE ENTITIES

Description: This unit describes the performance outcomes, skills and knowledge required to prepare financial reports for a reporting entity and encompasses compiling and analysing data and meeting statutory reporting requirements.

Required Reading: No required reading.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests.

FNSACC505A IMPLEMENT AND MAINTAIN INTERNAL CONTROL PROCEDURES

Description: This unit describes the performance outcomes, skills and knowledge required to review corporate governance requirements, implement operating procedures and monitor policy.

Required Reading: No required reading.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests.

FNSACC506A PROVIDE MANAGEMENT ACCOUNTING INFORMATION

Description: This unit describes the performance outcomes, skills and knowledge required to gather, record and analyse operating and cost data, prepare budget reports.

Required Reading: No required reading.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests.

FNSACC507A PROVIDE MANAGEMENT ACCOUNTING INFORMATION

Description: This unit describes the performance outcomes, skills and knowledge required to gather, record and analyse operating and cost data, prepare budget reports.

Required Reading: No required reading.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests.

FNSACC403A MAKE DECISIONS IN A LEGAL CONTEXT

Description: This unit describes the performance outcomes, skills and knowledge required to make decisions in a legal context. This unit has application to a variety of financial services sectors and is applicable to individuals working within enterprises and job roles subject to licensing, legislative, regulatory or certification requirements so the varying Commonwealth, State or Territory requirements should be confirmed with the relevant body.

Required Reading: No required reading.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests.

FNSACC404A PREPARE FINANCIAL STATEMENTS FOR NON-REPORTING ENTITIES

Description: This unit describes the performance outcomes, skills and knowledge required to develop a range of commonly required financial reports for entities that do not have a statutory duty to file financial reports with government agencies and regulators.

Required Reading: No required reading.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests.

FNSACC405A MAINTAIN INVENTORY RECORDS

Description: This unit describes the performance outcomes, skills and knowledge required to comply with organisational inventory procedures, reconcile inventory records to general ledgers, record inventory flows, prepare schedules and produce ad hoc reports.

Required Reading: No required reading.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests.

FNSACC406A SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM

Description: This unit describes the performance outcomes, skills and knowledge required to modify and operate an integrated computerised accounting system. This is generally under supervision and encompasses processing transactions within the system, maintaining the system, producing reports and ensuring system integrity.

Required Reading: No required reading.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests.
reports and review costing systems integrity to calculate and record the costs of products and services.

Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACC601A PREPARE COMPLEX TAX RETURNS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to compile and analyse financial data, identify appropriate reporting requirements, and develop and prepare complex financial reports for reporting entities.

Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACC603A IMPLEMENT TAX PLANS AND EVALUATE TAX COMPLIANCE
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to research corporate governance reporting trends, examine corporate governance standards and practices, and review compliance to develop and implement processes and procedures for meeting corporate governance obligations.

Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACCT404B MAKE DECISIONS WITHIN A LEGAL CONTEXT
Locations: Footscray Nicholson, Werribee, St Albans.
Prerequisites: Nil.
Description: This unit covers the competency to work and make appropriate decisions within a legal context.

Assessment: Quiz, test, assignment

FNSACC604A MONITOR CORPORATE GOVERNANCE ACTIVITIES
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to assess taxation liabilities, optimise tax positions, establish processes and plans, evaluate tax policies and review tax compliance.

Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACCT405B PREPARE FINANCIAL STATEMENTS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to gather, record and analyse operating costs and data, prepare cost reports and review costing systems integrity to calculate and record the costs of products, services and other organisational activities.

Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACCT407B SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM
Locations: Footscray Nicholson, Werribee, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to gather, record and analyse operating costs and data, prepare cost reports and budgets, and calculate the costs of products, services and other organisational activities.

Assessment: Students may be required to do assignments, classwork, tests, projects, and/or presentations.

FNSACCT406B ESTABLISH & MAINTAIN ACCOUNTING INFORMATION SYSTEMS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to research corporate governance reporting trends, examine corporate governance standards and practices, and review compliance to develop and implement processes and procedures for meeting corporate governance obligations.

Required Reading: Trennery, Alan Accounting Systems Design Pearson Education
Assessment: Assignment, test and research report

FNSASIC301B ESTABLISH CLIENT RELATIONSHIP AND ANALYSE NEEDS
Prerequisites: Nil.
Description: This unit has been specifically designed to, when combined with FNSASIC302B, satisfy the skills requirements of current Australian Securities and Investment Commission (ASIC) regulation (Financial Services Reform Act) at Tier 2 level. The unit will be changed in accordance with relevant changes to the legislation. It specifically relates to those staff advising on financial services products as identified by ASIC as being at Tier 2 level.
FNSASIC301C ESTABLISH CLIENT RELATIONSHIP AND ANALYSE NEEDS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to satisfy the training requirements for authorisation by an Australian ASIC registered License (AFSL) holder to provide financial services products as identified by ASIC as being at Tier 2 level. The unit will be changed in accordance with relevant changes to the legislation. It specifically relates to those staff advising on financial services products as identified by ASIC as being at Tier 2 level.
Required Reading: No required text
Assessment: Work based Case studies, Projects, Group work, Research, RPL.

FNSASIC302B DEVELOP, PRESENT AND NEGOTIATE CLIENT SOLUTIONS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop, implement and maintain policies and practices to ensure that a quality service is provided in relation to in-house or contracted bookkeeping activities.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSASIC302C DEVELOP, PRESENT AND NEGOTIATE CLIENT SOLUTIONS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop, implement and maintain policies and practices to ensure that a quality service is provided in relation to in-house or contracted bookkeeping activities.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSBANK503B PROVIDE BUSINESS ADVISORY SERVICES WITHIN A FINANCIAL SERVICES CONTEXT
Prerequisites: Nil.
Description: This unit covers the skills and knowledge to provide advisory services to small businesses with the intent of stimulating community and business development. The provision of business advice includes the business planning, marketing and opportunity seeking processes required to identify and capitalise on business opportunities and develop financing proposals.
Required Reading: Stirt, Ian 3rd Edition Writing your Plan for Small Business Success Pearson Education
Assessment: Case study, assignment and test

FNSBK401A DEVELOP AND IMPLEMENT POLICIES AND PROCEDURES RELEVANT TO BOOKKEEPING ACTIVITIES
Locations: Footscray Nicholson, Industry, St Albans.
FNSBNK501A MANAGE BANKING AND SERVICE STRATEGY FOR SMALL BUSINESS CUSTOMERS

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage a team of customer service officers offering tailored services to small business customers and includes establishing and monitoring performance measures, high level problem solving, opportunity seeking and reporting.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSCOMP401B CONDUCT INDIVIDUAL WORK IN A COMPLIANCE FRAMEWORK

Prerequisites: Nil.
Description: This unit describes the functions involved with ensuring compliance with financial services industry.
Assessment: Assessment will include Work based Case studies, Projects, Group work, Research, RPL.

FNSCOMP402B FACILITATE COMPLIANCE WITH STATUTORY, LEGISLATIVE AND REGULATORY REQUIREMENTS VIA STAFF EDUCATION

Prerequisites: Nil.
Description: This unit examines the issues involved in assisting in maintaining organisational and individual compliance while carrying out occupational duties.
Assessment: Assessment will include Work based Case studies, Projects, Group work, Research, RPL.

FNSCOMP501B COMPLY WITH FINANCIAL SERVICES LEGISLATION, INDUSTRY AND PROFESSIONAL CODES OF PRACTICE

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to explain the functions and implications of different forms of consumer credit as part of developing the financial skills of clients.
Required Reading: Weaver, P.M & Kingsley, C.D 4th Edition Banking & Lending Practice Law Book Company
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSCRD302A MONITOR AND CONTROL ACCOUNTS RECEIVABLE

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to determine the nature and extent of account deficits and to reach a decision on payment methods and appropriate monitoring and controlling of accounts.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSCRD401A ASSESS CREDIT APPLICATIONS

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to assess and verify information provided in credit applications, establish credit terms and limits, and notify customers of credit application outcomes.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSCRD503A PROMOTE UNDERSTANDING OF THE ROLE AND EFFECTIVE USE OF CONSUMER CREDIT

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to explain the functions and implications of different forms of consumer credit as part of developing the financial skills of clients.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSCRD401B EVALUATE CREDIT APPLICATIONS

Prerequisites: Nil.
Description: This unit deals with the verification and communication of information collected and the resultant establishing of credit terms and limits.
Required Reading: Weaver, P.M & Kingsley, C.D 4th Edition Banking & Lending Practice Law Book Company
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSCRD402B SETTLE APPLICATION AND ARRANGEMENTS FOR DEBT FINANCE

Prerequisites: Nil.
Description: This unit covers the steps involved in settling applications for debt finance and undertaking the final arrangements to secure and complete the lending transaction.
Required Reading: Weaver, P.M & Kingsley, C.D 4th Edition Banking & Lending Practice Law Book Company
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.
FNSCRDT4038 DETERMINE AND ESTABLISH APPROPRIATE SECURITIES TO MINIMISE RISK

Locations: Industry.
Prerequisites: Nil.
Description: This unit addresses the requirements for establishing security, including the types of security available; and selecting the appropriate security to protect against loss and/or exposure.
Required Reading: No text required
Assessment: Assessment will include work based Case studies, Projects, Group work, Research, RPL

FNCSRDT404B MANAGE AND RECOVER ERRANT DEBTS

Locations: Industry.
Prerequisites: Nil.
Description: This unit enables the identification of errant debts and reviews possible recovery actions in line with relevant credit policy, and the appropriate documentation required.
Required Reading: No text required
Assessment: Work based Case studies, Projects, Group work, Research, RPL

FNCSRDT501B ASSESS PERSONAL AND CORPORATE INSOLVENCY

Locations: Industry.
Prerequisites: Nil.
Description: This unit examines types of insolvency and actions to be undertaken in an insolvency situation.
Required Reading: No text required
Assessment: Work based Case studies, Projects, Group work, Research, RPL

FNCSUS402A RESOLVE DISPUTES

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to investigate, negotiate and resolve disputes between financial services customers and organisations.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNCSUS501A DEVELOP AND NURTURE RELATIONSHIPS WITH CLIENTS, OTHER PROFESSIONALS AND THIRD PARTY REFERREES

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to communicate and network with a wide range of people internal and external to the organisation to increase efficiency, build continuing relationships and improve sales.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNCSUS502A MONITOR CLIENT REQUIREMENTS

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to collect and analyse client information and use it as the basis for determining the level of contact required and to monitor and maintain the quality of the service provided.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNCSUS503A REVIEW BUSINESS PERFORMANCE

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to set up a system to investigate, collect, organise, analyse and review service data in order to improve efficiency and quality of the business performance.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNCSUS601A ESTABLISH, MANAGE AND MONITOR KEY RELATIONSHIPS

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to define, identify, and provide a quality service, and manage the relationship with key clients of the organisation.
Required Reading: No text required
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSFLT501A ASSIST CUSTOMERS TO BUDGET AND MANAGE OWN FINANCES

Prerequisites: Nil.
Description: This unit describes the functions involved in determining and implementing procedural and resource requirements, and systems for organisations providing products produced by other suppliers.
Required Reading: No text is required
Assessment: Work based Case studies, Projects, Group work, Research, RPL

FNSFMKT501B ANALYSE FINANCIAL MARKETS AND INFORMATION

Prerequisites: Nil.
Description: This competency standard covers the skills and knowledge required to access, interpret and report on financial markets.
Required Reading: No text required
Assessment: Case study, assignment and test

FNSICUS504B IMPLEMENT A SERVICE SUPPORT SYSTEM

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the functions involved in determining and implementing procedural and resource requirements, and systems for organisations providing products produced by other suppliers.
Required Reading: No text is required
Assessment: Work based Case studies, Projects, Group work, Research, RPL
FNSICUS501B DEVELOP AND NURTURE RELATIONSHIPS WITH CLIENTS, OTHER PROFESSIONALS AND THIRD PARTY REFERRERS
Locations: Footscray Nicholson, City King St.
Prerequisites: Nil.
Description: This unit describes the function associated with developing, nurturing and maintaining professional relationships with clients, colleagues and other referrals in order to complete work tasks, further the reputation of the organisation and the profession, and improve long term relationships and sales.
Required Reading: No required text.
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations. 22053VIC Advanced Diploma of Legal Practice - Graded

FNSICGEN301B COMMUNICATE IN THE WORKPLACE
Prerequisites: Nil.
Description: This unit covers the fundamental communication skills needed to work in any sector of the finance industry. It includes the skills needed for interacting with customers, internal and external, and for giving, receiving and recording information.
Required Reading: No required reading.
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSICGEN302B USE TECHNOLOGY IN THE WORKPLACE
Prerequisites: Nil.
Description: This unit covers using computers and associated devices and office technology to achieve outcomes required in the workplace.
Required Reading: No required text.
Assessment: Assessment will include Work based Case studies, Projects, Group work, Research, RPL.

FNSICGEN304B APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit covers the competency to work safely in the financial services industry and follow sound occupational health practices at work.
Required Reading: No text required.
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSICGEN305A MAINTAIN DAILY FINANCIAL/BUSINESS RECORDS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit covers the preparation and processing of routine financial documents.
Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, tests, demonstration and observation.

FNSICGEN305B MAINTAIN DAILY FINANCIAL/BUSINESS RECORDS
Locations: Footscray Nicholson, Industry, St Albans, Secondary Schools on VETiS program.
Prerequisites: Nil.
Description: This unit covers the preparation and processing of routine financial documents.
Required Reading: No required text.
Assessment: This unit may be assessed by assignments, classwork, projects.

FNSICGEN402B PARTICIPATE IN NEGOTIATIONS
Prerequisites: Nil.
Description: This unit covers the skills and knowledge required to take part in negotiations either as an individual or as a member of a team. It includes effective negotiating techniques, planning and preparing for the negotiation and finalising the agreement.
Required Reading: The teacher will provide teaching and learning material as required.
Assessment: To achieve competency in this unit, a person must be able to demonstrate: the ability to plan, conduct and finalise negotiations that result in mutually acceptable agreements for negotiating parties. For FNS40107 Certificate IV in Financial Services assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSICGEN403B COLLECT ASSESS AND USE INFORMATION
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers the skills and knowledge involved in resolving disputes between customers and organisations in the financial services industry.
Required Reading: To text required.
Assessment: Work based Case studies, Projects, Group work, Research, RPL.

FNSICGEN404B RESOLVE DISPUTES
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers the skills and knowledge involved in resolving disputes between customers and organisations in the financial services industry.
Required Reading: Text is not required.
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSICGEN502B SOLVE WORKPLACE PROBLEMS
Prerequisites: Nil.
Description: This unit covers the skills and knowledge needed to solve workplace problems using a structured approach.
Required Reading: -
Assessment: This unit may be assessed by assignments, classwork, projects.

FNSICIND301B WORK IN THE FINANCIAL SERVICES INDUSTRY
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers the competency to apply industry and company procedures, guidelines, policies and standards to day to day work in a sector of the financial services industry.
Required Reading: Text is not required.
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.
FNSICND401B APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit covers the fundamental skills needed for employment and the application of industry and company procedures, guidelines, policies and standards in a daily work context within the financial services industry.
Required Reading: No text is required.
Assessment: Students may be required to do assignments, classwork, tests, projects, and/or presentations. For FNS40309 Certificate IV in Financial Services (Superannuation) assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSICORG515A PROVIDE MENTORING AND COACHING WITHIN THE WORKPLACE
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers the provision of mentoring and coaching within the workplace by managers or supervisors to assist in maximising the opportunity for the individual to achieve individual and organisational goals and ensure career progression within the financial services industry.
Required Reading: No required text.
Assessment: No required text.

FNSICORG517B PREPARE FINANCIAL FORECASTS AND PROJECTIONS
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the functions involved in preparing financial forecasts and projections.
Required Reading: Text is not required.
Assessment: Students are assessed on the range of tasks, projects, and assessments.

FNSICORG519B ANALYSE AND COMMENT ON MANAGEMENT REPORTS
Prerequisites: Nil.
Description: This unit describes the functions involved in analysing and commenting on management reports, including recommendations for action.
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSICPRO401B DEVELOP AND MAINTAIN IN-DEPTH KNOWLEDGE OF PRODUCTS AND SERVICES USED BY YOUR ORGANISATION OR SECTOR
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers the development of an in-depth knowledge of the financial products and services provided by your organisation, or those that your organisation uses, and where they may be applied to customers’ needs.
Required Reading: No text required
Assessment: Work based Case studies, Projects, Group work, Research, RPL

FNSICPRO402B MATCH FINANCIAL PRODUCTS TO CUSTOMER NEEDS
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers the processes used to match the financial products on offer to the customer’s requirements. It is based on an in-depth knowledge of the financial products and comprehensive knowledge of customers’ characteristics and their financial requirements.
Required Reading: No text is required.
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSICSM401B SELL FINANCIAL PRODUCTS AND SERVICES
Prerequisites: Nil.
Description: This unit covers the skills and knowledge required to present a sales solution and close a sale in response to a customer enquiry.
Required Reading: Study Guide - Selling Financial Products & Services
Assessment: Presentation, assignment, test

FNSINC301A WORK EFFECTIVELY IN THE FINANCIAL SERVICES INDUSTRY
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to correctly interpret and apply industry and organisation procedures, guidelines, policies, ethical standards and sustainability requirements to day-to-day work in the financial services industry.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSINC401A APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify industry professional approaches to procedures, guidelines, policies and standards, including ethical requirements and model and meet expectations of these in all aspects of work.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSINC402A DEVELOP AND MAINTAIN IN-DEPTH KNOWLEDGE OF PRODUCTS AND SERVICES USED BY AN ORGANISATION OR SECTOR
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and maintain an in-depth knowledge of the financial products and services provided by an organisation, or those an organisation uses, and how they may be applied to customer needs.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSINC601A APPLY ECONOMIC PRINCIPLES TO WORK IN THE FINANCIAL SERVICES INDUSTRY
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge
required to apply broad principles of financial economics that underpin a range of tasks and functions in the financial services industry. It includes understanding how financial instruments are priced in markets and techniques and processes government and organisations use to manage financial risk demonstrating broad knowledge of economic theories and related decision-making in a national and organisational economic context.

**Prerequisites:** Nil.

**Description:** This unit covers the application of techniques to access, interpret and analyse statistical data relevant to the financial services industry. It encompasses producing new statistical information and reports from existing data using a range of tools and processes.

**Assessment:** Assessment may include: assignments; classwork; projects; case studies; presentations; tests

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

**As per accredited curriculum**

**ICPMM65DA CREATE WEB PAGES WITH MULTIMEDIA**

**Prerequisites:** Nil.

**Description:** Identify the tools and parameters of web page design; Produce Web pages; Validate and prepare for distribution.

**Required Reading:** Nil.

**Assessment:** Assessment may include: assignments; classwork; projects; case studies; presentations; tests

**Locations:** Footscray Nicholson, Industry.

**LGACOM401A ADMINISTER CONTRACTS**

**Prerequisites:** Nil.

**Description:** This unit covers the administration, monitoring and transition of contracts.

**Required Reading:** Nil.

**Assessment:** RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

**Locations:** Industry.

**LGACOM402A ARRANGE CONTRACTS**

**Prerequisites:** Nil.

**Description:** This unit covers receiving and evaluating tenders, preparing recommendations and notifying tenderers of the outcome.

**Required Reading:** Nil.

**Assessment:** RPL: Participants would provide evidence of their skills, knowledge and experience.

**Locations:** Industry.

**LGACOM403B CONDUCT PUBLIC EDUCATIONAL PRESENTATIONS**

**Prerequisites:** Nil.

**Description:** This unit covers contribution to the development, presentation and evaluation of educational and information sessions for the public. The unit is appropriate for staff members who conduct presentations to the public as part of their council duties. It is particularly suitable for those who do not hold formal training or educational qualifications.

**Required Reading:** Nil.

**Assessment:** As per accredited curriculum

**Locations:** Industry.

**LGACOM404B ESTABLISH COOPERATIVE ARRANGEMENTS WITH OTHER ORGANISATIONS**

**Prerequisites:** Nil.

**Description:** The unit covers identifying, developing, implementing and monitoring cooperative arrangements with other organisations in an effort to improve services provided to the community. The unit is appropriate for staff working in areas of council where community and business development are a major focus.

**Required Reading:** Nil.

**Locations:** Industry.

**LGACOM405B IMPLEMENT AND MONITOR THE ORGANISATION’S OHS POLICIES, PROCEDURES AND PROGRAMS WITHIN THE WORK GROUP OR...**
SECTION
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers implementing and monitoring general occupational health and safety (OHS) policies, procedures and programs in all functional areas of local government. It is appropriate for staff members at the supervisory or team leader level for whom implementation of OHS is a large requirement of their role.
Required Reading:

LGACOM406A INVESTIGATE ALLEGED BREACHES OF LEGISLATION AND PREPARE DOCUMENTATION
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers the administration of relevant legislation to ensure compliance.
Required Reading: No required text.

LGACOM407B MANAGE FINANCES WITHIN A BUDGET
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers allocating funds, managing cash flows and preparing financial reports. It is appropriate for council staff with authority and responsibility for the management of budgeted funds.
Required Reading:

LGACOM409A PREPARE TENDER DOCUMENTATION
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers the preparing of contract services, the preparation of tender documentation and the calling for tenders.
Required Reading: No required text.
Assessment: RPL: Participants would provide evidence of knowledge, skills and experience.

LGACOM410A PREPARE RESPONSE TO TENDERS
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers responding to tenders by preparing a tender bid or submission.
Required Reading: No required text.

LGACOM501B DEVELOP AND ORGANISE PUBLIC EDUCATION PROGRAMS
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers providing education and information to the public on issues of public importance. The high public profile of council and the unique role councils can play in educating the public on matters of interest and concern are recognised. The unit is appropriate for those responsible for developing public education programs.
Required Reading:

LGACOM502B DEVISE AND CONDUCT COMMUNITY CONSULTATIONS
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers devising and conducting community consultations and reporting on results. The vital and unique responsibility councils have to engage and consult with communities in order to respond to the needs of the community in a timely and effective manner is recognised.
Required Reading:

LGACOM503B PREPARE A BUDGET
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers the development and finalisation of a budget. The unit is appropriate for council staff responsible for the preparation of budgets in their capacity as supervisors, departmental managers or project managers.
Required Reading:

LGACOM502B COORDINATE AND FACILITATE A CHANGE PROCESS
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers planning for and initiating organisational change in conjunction with all operational units. It incorporates the need for the thorough planning of the change process including fully scoping the need for change, consultation with stakeholders and the evaluation of actual outcomes against those that had been planned.
Required Reading:

LGACOM503B DEVELOP, IMPLEMENT AND REVIEW POLICIES AND PROCEDURES
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers establishing the need for, consulting on, developing, implementing and reviewing policies and procedures for council.
Required Reading:

LGACOM007A PARTICIPATE IN POLICY DEVELOPMENT
Prerequisites: Nil.
Description:
Required Reading:

LGACOM008A APPLY CONFLICT RESOLUTION STRATEGIES
Prerequisites: Nil.
Description:
Required Reading:

LGACOM024A DEVELOP COMMUNITY RELATIONS
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers developing relationships with the community and liaising effectively with individuals and the community. The unit covers areas such as community networking, developing strategies, promoting the council and organization to the community and developing ongoing relationships. The unit is appropriate to employees in all areas of the organisation who need to develop and maintain community relationships.
Required Reading:

LGACOM025A MANAGE A LOCAL GOVERNMENT PROJECT
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers developing, implementing and reviewing operational plans. Operational planning encompasses the development of key strategies to meet the strategic goals of council, determining resources required to implement strategies and programs, communicating the operational plans to relevant staff and coordinating and monitoring progress towards the achievement of operational plans. The unit is appropriate for senior management and those directly involved in operational planning processes within council.

Required Reading:

LGACORE601B DEVELOP, IMPLEMENT AND REVIEW OPERATIONAL PLANS

Locations: Industry.
Prerequisites: Nil.
Description: This unit covers developing, implementing and reviewing organisational or divisional operational plans. Operational planning encompasses the development of key strategies to meet the strategic goals of council, determining resources required to implement strategies and programs, communicating the operational plans to relevant staff and coordinating and monitoring progress towards the achievement of operational plans. The unit is appropriate for senior management and those directly involved in operational planning processes within council.

Required Reading:

LGACORE602B PROMOTE AND FACILITATE ORGANISATIONAL PERFORMANCE

Locations: Industry.
Prerequisites: Nil.
Description: This unit covers developing, maintaining and reviewing organisational structure, employment relations and communication strategies and promoting a fair and equitable workplace. The importance of effective employee relations and communication strategies in facilitating organisational performance is recognised. It is acknowledged that organisational cultures that encourage, support and reward staff achievements provide the right environment for staff to achieve competence and therefore enhance organisational performance. The unit is appropriate for senior management.

Required Reading:

LGACORE603B REPRESENT COUNCIL’S ROLE AND VALUE IN THE COMMUNITY

Locations: Industry.
Prerequisites: Nil.
Description: This unit covers relationship building and communication with stakeholders in an effort to promote the value of council to the community. The need for staff to represent the value of council to the community and stakeholders through relationships that are mutually beneficial to all parties is recognised.

Required Reading:

LGAHRW507A PLAN AND COORDINATE A WASTE COLLECTION OR RECYCLING SERVICE

Locations: Industry.
Prerequisites: Nil.
Description: This unit covers the identification of needs, markets and service options and the implementation, evaluation and review of waste collection or recycling services.

Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.

LGAGENE302A CONTRIBUTE TO EFFECTIVE DECISION MAKING

Locations: Industry.
Prerequisites: Nil.
Description: This unit examines the decision-making processes and capabilities required by those in positions of authority within council. It recognises the impact of personal and community influences upon councillors when making clear and strong decisions.

Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.

LGAGOVA303B CO-ORDINATE PRODUCTION OF COMMUNICATION MATERIALS

Prerequisites: Nil.
Description:

Required Reading:

LGAGOVA410B MONITOR COUNCIL PROCEDURES TO ENSURE COMPLIANCE WITH RELEVANT LEGISLATION

Locations: Industry.
**PSPCRT301A AUDIO RECORD COURT PROCEEDINGS**

**Prerequisites:** Nil.

**Description:** This unit covers the audio recording and monitoring of information in courts. It includes preparing for content of the matter to be heard, preparing for audio/visual recording, and recording the proceedings. In practice, audio recordings of court proceedings may overlap with other generalist or specialist public sector work activities, such as acting ethically, complying with legislation, exercising regulatory powers, and applying government processes.

**Required Reading:** No required reading.

**Assessment:**
1. Work Based Project: Project brief will be identified and participants are to incorporate the learning outcomes into the work based project. Final assessment will include a presentation to a panel of facilitators and Committee for Wyndham representatives.
2. Written Assessment Task: Ongoing written assessment task will be conducted by participants throughout the delivery.

**PSPCRT401B CARRY OUT COURT ORDERLY FUNCTIONS**

**Prerequisites:** Nil.

**Description:** This unit covers the ability to perform court orderly functions in a range of courts and jurisdictions. It includes preparing the courtroom, following court procedures and protocols, managing court appearances, and taking action in accordance with court outcomes. In practice, carrying out court orderly functions may overlap with other generalist or specialist public sector work activities, such as acting ethically, complying with legislation, exercising regulatory powers, and applying government processes.

**Required Reading:**

**PSPCRT402B MANAGE WITNESSES**

**Prerequisites:** Nil.

**Description:** This unit covers the ability to manage witnesses attending court to give evidence face-to-face or via closed-circuit television. It includes facilitating witness court appearances and maintaining the integrity of court proceedings in a remote witness room. In practice, managing witnesses may overlap with other generalist or specialist public sector work activities, such as acting ethically, complying with legislation, delivering client services and applying government processes.

**Required Reading:**

**PSPCRT403B HANDLE EXHIBITS AND DOCUMENTS TENDERED**

**Prerequisites:** Nil.

**Description:** This unit covers the ability to deal with court exhibits and documents tendered to the court. It includes the handling and security of exhibits and documents, and completing the necessary court documentation. In practice, handling exhibits and tendered documents may overlap with other generalist or specialist public sector work activities, such as acting ethically, complying with legislation and applying government processes.

**Required Reading:**

**PSPCRT407A UNDERTAKE COURT LISTINGS**

**Prerequisites:** Nil.

**Description:** This unit covers the ability to undertake court listings in a range of matters for courts. It includes preparing court files, maintaining listing systems, relationships overlaps with other generalist or specialist work activities such as acting ethically, providing leadership, developing client services, developing policy, undertaking research, facilitating change, etc.

**Required Reading:** No required reading.

**Assessment:**
1. Work Based Project: Project brief will be identified and participants are to incorporate the learning outcomes into the work based project. Final assessment will include a presentation to a panel of facilitators and Committee for Wyndham representatives.
2. Written Assessment Task: Ongoing written assessment task will be conducted by participants throughout the delivery.

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**LGALAND405A IMPLEMENT STRATEGIES TO MINIMISE ENVIRONMENTAL POLLUTION**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit covers implementing strategies aimed at reducing environmental pollution or harm. The unit looks at the development, implementation and evaluation of a program that reduces pollution.

**Required Reading:** No required reading.

**Assessment:**

**PSCRT404A PREPARE AND PRESENT GEOGRAPHIC INFORMATION SYSTEMS DATA**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit specifies the skills and knowledge required to register building applications, check for sufficiency and accuracy of information, and issue building permits as appropriate under the auspices of relevant authorities within council. Licensing, legislative, regulatory or certification requirements may apply to this unit. Requirements vary in different States and Territories.

**Required Reading:** No required reading.

**Assessment:**

**LGAPLEM404A PROCESS BUILDING PERMITS**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit covers designing, generating and producing information to meet user requirements.

**Required Reading:** Traineeship: Workbooks will be provided to trainees as part of their training.

**Assessment:** Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.

**LGAPLEM408A PREPARE AND PRESENT GEOGRAPHIC INFORMATION**

**Description:** This unit covers preparing and presenting geographic information. The need for staff to be informed of council procedures and be kept up to date at all times with changes to legislation that impact on their roles is recognised. This unit is appropriate for staff at the supervisor or team leader level.

**Required Reading:**

**MEM11015B MANAGE WAREHOUSE INVENTORY SYSTEM**

**Prerequisites:** Nil.

**Description:** This unit covers monitoring warehouse record keeping processes, supervising the production of inventory system reports and analysing inventory reports.

**Required Reading:**

**Assessment:**

**PCOM503A BUILD AND MAINTAIN COMMUNITY RELATIONSHIPS**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit covers building, rebuilding and maintaining trusting relationships with individuals and communities by public sector officers. It includes setting the parameters for relationships or partnerships, providing information relating to community engagement, and building community engagement and community problem solving capacity. In practice, building and maintaining community relationships overlaps with other generalist or specialist work activities such as acting ethically, providing leadership, developing client services, developing policy, undertaking research, facilitating change, etc.

**Required Reading:** No required reading.

**Assessment:**
1. Work Based Project: Project brief will be identified and participants are to incorporate the learning outcomes into the work based project. Final assessment will include a presentation to a panel of facilitators and Committee for Wyndham representatives.
2. Written Assessment Task: Ongoing written assessment task will be conducted by participants throughout the delivery.
assisting in the allocation of courtrooms and judicial officers, preparing court lists and advising on listings. In practice, undertaking court listings may overlap with other generalist or specialist public sector work activities, such as engaging with clients, applying government processes, using resources, providing court services and gathering information.

Required Reading:

PSPCRT408A PROVIDE COURT REGISTRY AND INFORMATION SERVICES
Prerequisites: Nil.
Description: This unit covers the ability to provide an effective registry and information service to court clients according to the court’s business plan. It includes advising on court practice and procedures, processing incoming registry work, and handling documents (and exhibits) lodged. In practice, provision of a court registry and information service may overlap with other generalist or specialist public sector work activities, such as engaging with clients, acting ethically, working with diversity, complying with legislation, applying government processes, and gathering and analysing information.

Required Reading:

PSPCRT409A MANAGE COURT FINES AND DEBT MANAGEMENT
Prerequisites: Nil.
Description: This unit covers the ability to administer court fines and arrangements, manage debtors and negotiate payments. It includes undertaking case management of judgement debtors and managing a case load. In practice, administering court fines and debt management may overlap with other generalist or specialist public sector work activities, such as engaging with clients, acting ethically, working with diversity, complying with legislation, applying government processes, and gathering and analysing information.

Required Reading:

PSPCRT410A PROVIDE COURT SUPPORT TO INDIGENOUS CLIENTS
Prerequisites: Nil.
Description: This unit covers the ability to negotiate and assist Indigenous Australians in their dealings with the court. It includes providing advice and support to the court and the Aboriginal community, and assisting Aboriginal people in court. In practice, provision of court support to Indigenous clients may overlap with other generalist or specialist public sector work activities, such as engaging with clients, acting ethically, working with diversity, complying with legislation, applying government processes, and gathering and analysing information.

Required Reading:

PSPCRT411A AUDIO RECORD COMPLEX COURT PROCEEDINGS
Prerequisites: Nil.
Description: This unit covers the ability to produce recordings and monitor information in courts and transcribe proceedings, including more complex, difficult or unusual proceedings. The unit includes preparing for complex hearings, preparing for audio/video recording, recording complex proceedings and producing a court transcript. The transcript is produced with a minimum typing speed and accuracy set by the jurisdiction (up to 120 words per minute is common depending on classification level, with 99% accuracy). In practice, audio recording of complex court proceedings may overlap with other generalist or specialist public sector work activities, such as engaging with clients, acting ethically, working with diversity, complying with legislation, applying government processes, and gathering and analysing information.

Required Reading:

PSPCRT412A RECORD COURT PROCEEDINGS
Prerequisites: Nil.

Description: This unit covers the ability to record verbatim and transcribe court proceedings of a straightforward nature using high-speed shorthand or machine shorthand with speed and accuracy set at jurisdictional level (130-160 words per minute depending on work level, with 99% accuracy). The unit includes preparing for hearings, setting up court arrangements, recording proceedings in shorthand and producing transcripts. In practice, recording court proceedings may overlap with other generalist or specialist public sector work activities, such as engaging with clients, acting ethically, working with diversity, complying with legislation, applying government processes, and gathering and analysing information.

Required Reading:

PSPCRT501A PERFORM COURT DUTIES
Prerequisites: Nil.
Description: This unit covers the ability to perform duties in a range of courts or jurisdictions. It includes confirming the requirements of the court, performing court duties, and completing court documentation. In practice, performing court duties may overlap with other generalist or specialist public sector work activities, such as engaging ethically, complying with legislation, working safely, working with diversity and managing jurors.

Required Reading:

PSPCRT502B MANAGE JURORS
Prerequisites: Nil.
Description: This unit covers the ability to manage jurors before, during and after they are selected for jury duty to ensure the integrity of the jury process. It includes supporting the jury selection process, ensuring the welfare and security of jurors during trials, and completing post-trial duties. In practice, managing jurors may overlap with other generalist or specialist public sector work activities, such as engaging ethically, complying with legislation, working safely, working with diversity and performing court duties.

Required Reading:

PSPCRT505A UNDERTAKE SENIOR COURT LISTING ACTIVITIES
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers undertaking senior listing activities in a range of criminal, trial, civil and duty matters for courts that may be federal, family, supreme, district, magistrates, etc. It includes overseeing listing functions and diary system. In practice, undertaking senior court listing activities may overlap with other generalist or specialist public sector work activities such as engaging ethically, complying with legislation, using resources, providing client services, undertaking research and analysis, etc.

Required Reading: No reading required.

PSPCRT506A PERFORM QUASI-JUDICIAL FUNCTIONS
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers performance of quasi-judicial functions as prescribed by legislation and Rules of Court. It includes advising on rules and legislation, settling court orders and presiding in prescribed matters. In practice, performance of quasi-judicial functions may overlap with other generalist or specialist public sector work activities such as engaging ethically, complying with legislation, working with diversity, advising on policy, etc.

Required Reading: No required reading.
PSPCR7601A MANAGE COURT PRACTICE AND PROCESS
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers the implementation of legislative change as it applies to courts, in conjunction with judicial officers. It includes providing advice, modifying systems and procedures, and managing the relationship between the court and the community. In practice, managing court practice and process may overlap with other generalist or specialist public sector work activities such as working with clients, managing service delivery, managing policy implementation, applying government systems, networking, and managing change etc.
Required Reading: Nil.

PSPETHC301B UPHOLD THE VALUES AND PRINCIPLES OF PUBLIC SERVICE
Prerequisites: Nil.
Description: This unit covers the ethical conduct required of those in public service and the responsibility to encourage ethical conduct of others - colleagues or supervised staff. It includes contributing to an ethical workplace and participating in ethical decision making. In practice, ethical conduct is demonstrated in the context of other generalist or specialist work activities such as delivering and monitoring services to clients, using resources, conducting interviews, giving evidence, awarding contracts etc.
Required Reading: Nil.

PSPETHC401A UPHOLD AND SUPPORT THE VALUES AND PRINCIPLES OF PUBLIC SERVICE
Prerequisites: Nil.
Description: This unit covers the ethical conduct required of those in public service and the responsibility to encourage ethical conduct of others - colleagues or supervised staff. It includes contributing to an ethical workplace and participating in ethical decision making. In practice, ethical conduct is demonstrated in the context of other generalist or specialist work activities such as applying government systems, networking, specialist public sector work activities such as acting ethically, complying with legislation, working effectively, working with diversity, assisting with scientific technical support, undertaking basic procurement, working safely, etc.
Required Reading: Nil.

PSPETHC501B PROMOTE THE VALUES AND ETHOS OF PUBLIC SERVICES
Prerequisites: Nil.
Description: Promote ethical standards; Assist staff to avoid conflicts of interest; Model and foster integrity of conduct.
Required Reading: Murray, Janet. (2009). Promote the Values and Ethos of Public Services Melbourne: Vic Uni
Assessment: Assignments, presentations, observation, demonstration and group work.

PSPGOV301B WORK EFFECTIVELY IN THE ORGANISATION
Prerequisites: Nil.
Description: This unit covers the requirements for working effectively in a public sector organisation with a focus on self-management. It includes evaluating and developing your own expertise, identifying career options, working within the organisational structure and culture, and managing your own work. It does not cover working with others. In practice, working effectively occurs in the context of other generalist and specialist public sector work activities, such as acting ethically, using resources, organising information, maintaining workplace safety, complying with legislation etc.
Required Reading: Nil.

PSPGOV302B CONTRIBUTE TO WORKGROUP ACTIVITIES
Prerequisites: Nil.
Description: This unit covers contributing as a workgroup member and assisting with support, learning and development for others in achieving workgroup goals. It includes the establishing workgroup parameters, participating in the workgroup, assisting in learning and development and assisting workgroup members. The competency to manage and complete your own work to the required standard is not covered. In practice, contributing to workgroup activities may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively, working with diversity, assisting with scientific technical support, undertaking basic procurement, working safely, etc.
Required Reading: Nil.

PSPGOV303B BUILD AND MAINTAIN INTERNAL NETWORKS
Prerequisites: Nil.
Description: This unit covers building, expanding and utilising internal networks. It includes identifying key internal stakeholders, identifying or establishing network links with key internal stakeholders and participating in internal networks. In practice, building and maintaining internal networks may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively, working with diversity, etc.
Required Reading: Nil.

PSPGOV305B ACCESS AND USE RESOURCES AND FINANCIAL SYSTEMS
Prerequisites: Nil.
Description: This unit covers the use of required resources and systems to achieve work objectives. It includes accessing and using resources, administering resource usage, operating financial systems relevant to job role and identifying and dealing with discrepancies. In practice, accessing and using resources and financial systems may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively, organising information, working with diversity, etc.
Required Reading: Nil.

PSPGOV306B IMPLEMENT CHANGE
Prerequisites: Nil.
Description: This unit covers implementation of change and participation in refinement of work procedures. It includes preparing for, implementing and monitoring change and working with ambiguity in the face of change. In practice, implementing change may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively, contributing to the workgroup, organising information, using resources, etc.
Required Reading: Nil.

PSPGOV307B ORGANISE WORKPLACE INFORMATION
Prerequisites: Nil.
Description: This unit covers organisation of information in the workplace. It includes collecting and assessing information, organising and providing information. In practice, organising workplace information may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively, working with diversity, using resources, assisting with scientific technical support, undertaking basic procurement, calculating duty and other taxes, undertaking routine inspections and monitoring, searching land, investigating tenure and land use history, processing claims, etc.
Required Reading: Nil.

PSPGOV308B WORK EFFECTIVELY WITH DIVERSITY
Prerequisites: Nil.
Description: This unit covers the competency for individuals without supervisory responsibilities to work effectively with diversity. It includes recognising and valuing individual differences and working effectively with diverse clients and colleagues. In practice, working with diversity is demonstrated in the context of other generalist or specialist work activities such as working effectively in the organisation, upholding the values of public service, contributing to the workgroup, delivering client services, procuring goods or services, etc.

Required Reading:

PSPGOV309A ADDRESS CLIENT NEEDS
Prerequisites: Nil.
Description: This unit covers both small, regional and remote organisations. It includes establishing organisational parameters, operating effectively, observing protocols and dealing with difficult situations. The nature of the service/product delivery may need to be explored with the client. The unit includes assisting clients to articulate needs, satisfying client needs and exercising judgment to resolve client service issues. In practice, addressing client needs may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively, working with diversity, undertaking basic procurement, calculating duty and other taxes, processing claims, etc.

Required Reading:

PSPGOV310A WORK IN AND WITH SMALL, REGIONAL AND REMOTE ORGANISATIONS
Locations: St Albans.
Prerequisites: Nil.
Description: This unit covers the requirements for working in and with small, regional or remote organisations. It includes establishing organisational parameters, operating effectively, observing protocols and dealing with difficult situations. In practice, working in or with small, regional or remote organisations may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively, working with diversity, contributing to a workgroup, building networks, etc.

Required Reading: Certificate III in Murung-dhal tyama-tyam

Assessment: Certificate III in Murung-dhal tyama-tyam

PSPGOV311A WORK WITH A COACH OR MENTOR
Prerequisites: Nil.
Description: This unit covers coaching/mentoring from the point of view of the person being coached/mentored. It includes arranging for coaching/mentoring, working with a coach/mentor and maximising coaching/mentoring results. In practice, working effectively with a coach or mentor may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively in the organisation, working with diversity, giving and receiving feedback, etc.

Required Reading:

PSPGOV314A CONTRIBUTE TO CONFLICT MANAGEMENT
Prerequisites: Nil.
Description: This unit covers the requirement to contribute to conflict management in the workplace between self and others, such as staff or clients. It includes recognising the presence of conflict, dealing with emotions, overcoming barriers to communication, gathering the facts, agreeing on and implementing action. It does not include managing conflict between two other parties, formal negotiation, counselling or conducting mediation. In practice, contributing to conflict management may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively, working with diversity, using workplace communication strategies, etc.

Required Reading:

PSPGOV315A GIVE AND RECEIVE WORKPLACE FEEDBACK
Prerequisites: Nil.
Description: This unit covers feedback in the workplace, both giving and receiving. It includes seeking and acting on workplace feedback, and providing informal and formal feedback in the workplace. In practice, giving and receiving feedback may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively, working with diversity, contributing to the workgroup, building networks, etc.

Required Reading:

PSPGOV402B DELIVER AND MONITOR SERVICE TO CLIENTS
Prerequisites: Nil.
Description: This unit covers delivery and monitoring of service to clients that requires understanding of the needs of existing and new clients which influence service requirements. It includes identifying and defining client needs, delivering client services, monitoring and improving client service delivery and reviewing client service. In practice, client service delivery may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, gathering and analysing information, using resources, etc.

Required Reading:

PSPGOV403B USE RESOURCES TO ACHIEVE WORK UNIT GOALS
Prerequisites: Nil.
Description: This unit covers organisation of available resources at a senior operative rather than managerial level to facilitate achievement of work unit objectives. It includes acquiring and applying available resources, monitoring and reporting on resource usage and maintaining resources.

PSPGOV404B DEVELOP AND IMPLEMENT WORK UNIT PLANS
Prerequisites: Nil.
Description: This unit covers development and implementation of work unit plans at both the work unit and individual level to achieve results through planning. It includes participating in the planning activities of the work unit, preparing individual work plans, and implementing and evaluating work plans. In practice, development and implementation of work plans may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, gathering and analysing information, using resources, etc.

Required Reading:

PSPGOV405B PROVIDE INPUT TO CHANGE PROCESSES
Prerequisites: Nil.
Description: This unit covers understanding the reasons for change and initiating specific changes related to the work unit. It includes suggesting options and opportunities for change, encouraging commitment to workplace change, monitoring
and evaluating change and dealing with ambiguity in the change process.

**PSPGOV406B GATHER AND ANALYSE INFORMATION**

**Prerequisites:** Nil.

**Description:** This unit covers collection and analysis of information to achieve work unit objectives and meet client needs. It includes identifying and collecting information, analysing and interpreting information, developing and applying workable solutions, presenting information and maintaining information. In practice, gathering and analysing information may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, using resources, gathering evidence, carrying out projects, using financial processes, identifying and treating risks, monitoring for fraud, undertaking, court listings, conducting claim assessments, etc.

**PSPGOV407B PROVIDE A QUOTATION**

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

**Prerequisites:** Nil.

**Description:** This unit covers the conduct of a cost-benefit analysis and the preparation of written or oral quotations to provide goods or services to others. It includes clarifying requirements, establishing costs and availability of resources, preparing estimates, preparing and submitting quotations and taking follow-up action.

**Required Reading:** There are no required texts for this unit.

**Assessment:** Students are required to do assignments, coursework, tests, projects, case studies and/or presentations.

**PSPGOV408A VALUE DIVERSITY**

**Prerequisites:** Nil.

**Description:** This unit covers promotion of the value of workplace diversity and the contribution it makes to effective work practices, the generation of new ideas, and the organisation’s responsiveness to the community. It includes promoting the benefits of workplace diversity and contributing to diversity outcomes. In practice, diversity is promoted in the context of other generalist or specialist work activities such as upholding and supporting public service values, providing input to change, contributing to policy development and implementation, delivering client services, managing contracts, etc.

**Required Reading:**

**PSPGOV409A PROVIDE SUPPORT TO PARLIAMENT**

**Prerequisites:** Nil.

**Description:** This unit covers the provision of procedural and administrative support and advice to the Parliament, its committees and services. It includes exercising Parliamentary protocols, providing secretariat services, researching and presenting information and advice, assisting in the preparation of proposed legislation, providing community liaison and Parliamentary relations services, and presenting seminars. In practice, providing support to Parliament may overlap with other generalist or specialist public sector work activities such as acting ethically, applying government processes, gathering and analysing information, using advanced workplace communication strategies, etc.

**PSPGOV410A UNDERTAKE CAREER PLANNING**

**Prerequisites:** Nil.

**Description:** This unit covers planning related to one’s own career. It includes self-assessment of skills and abilities, investigation of possible career opportunities, developing and implementing a career plan and monitoring progress against the plan. In practice, career planning may overlap with a range of other generalist or specialist work activities, such as gathering and analysing information, developing work plans, composing documents etc.

**PSPGOV411A DEAL WITH CONFLICT**

**Prerequisites:** Nil.

**Description:** This unit covers the requirements for handling difficult interpersonal situations and addressing the conflicts that may arise in day-to-day work activities. It includes identifying the cause of conflict, establishing and implementing strategies for dealing with conflict and evaluating the response and outcomes. It does not include formal negotiation, counselling or mediation. In practice, dealing with conflict may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, gathering and analysing information, using advanced communication strategies, etc.

**Required Reading:**

**PSPGOV412A USE ADVANCED WORKPLACE COMMUNICATION STRATEGIES**

**Prerequisites:** Nil.

**Description:** This unit covers the use of advanced communication strategies for interacting with internal and external clients. It includes dealing with complex enquiries and complaints, giving directions, managing meetings and making workplace and public presentations. Though the prime focus of the unit is on speaking, listening and reading non-verbal cues, if reading, writing and visual literacy are intrinsic to the workplace communication, these are included. In practice, using advanced workplace communication strategies may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, gathering and analysing information, using resources, etc.

**Required Reading:**

**PSPGOV413A COMPOSE COMPLEX WORKPLACE DOCUMENTS**

**Prerequisites:** Nil.

**Description:** This unit covers written communication involving the evaluation and composition of complex workplace documents. It includes interpreting and evaluating workplace information, composing complex written materials and editing. In practice, composing complex workplace documents may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, gathering and analysing information, using resources, etc.

**PSPGOV414A PROVIDE WORKPLACE MENTORING**

**Prerequisites:** Nil.

**Description:** This unit covers the establishment and development of a professional mentoring relationship. It includes establishing and implementing the mentoring plan/framework, facilitating the mentoring relationship, monitoring the mentoring relationship, terminating the mentoring arrangement, and evaluating the effectiveness of mentoring.

**PSPGOV415A PROVIDE WORKPLACE COACHING**

**Prerequisites:** Nil.

**Description:** This unit covers the provision of on-the-job coaching to colleagues. This unit has no parity with National Workplace Trainer standards, but reflects the situation in many workplaces where formal and informal on-the-job coaching is extremely common. It includes preparation for coaching, and provision of and follow-up of coaching.
PSPGOV416A MONITOR PERFORMANCE AND PROVIDE FEEDBACK
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers the skills required for an individual to monitor the work performance of another person and provide feedback. It includes planning for performance monitoring and feedback, monitoring performance, providing and documenting feedback, determining action, and reviewing performance monitoring and feedback.
Required Reading: No required reading.

PSPGOV417A IDENTIFY AND TREAT RISKS
Prerequisites: Nil.
Description: This unit covers the identification and treatment of risk using the organisation’s risk management procedures and treatments. It applies to the risks inherent in all aspects of everyday work in the public sector as well as to specific functional activities and projects related to the particular mandate of the organisation. The unit covers establishing the risk context, identification, analysis and evaluation of risks, risks treatment, and monitoring and review of risk treatment plan.

PSPGOV418A DEVELOP INTERNAL AND EXTERNAL NETWORKS
Prerequisites: Nil.
Description: This unit covers the development and maintenance of effective workplace relationships and networks. It includes developing and maintaining networks, establishing and maintaining working relationships, and representing and promoting the organisation.
Required Reading: Nil.

PSPGOV419A WORK WITH INTERPRETERS
Prerequisites: Nil.
Description: This unit covers the requirements for working with interpreters in an official capacity. It includes identifying interpreting needs, making preparations for using interpreting services, conducting a meeting/interview using interpreting services and monitoring the safety and well-being of interpreters.
Required Reading: Nil.

PSPGOV420A USE TRANSLATION SERVICES
Prerequisites: Nil.
Description: This unit covers the use of translation services for routine correspondence, reports, standard text material and other non-specialised materials. It includes preparing information for translation, engaging a translation service and completing translation arrangements.

PSPGOV421A EXERCISE DELEGATIONS
Prerequisites: Nil.
Description: This unit covers the exercise of delegations in the public sector. It includes confirming the delegation, applying other interacting legislation, policy and guidelines, and exercising delegations.

PSPGOV422A APPLY GOVERNMENT PROCESSES
Prerequisites: Nil.
Description: This unit covers the application of a knowledge of government processes. It includes applying information relating to Machinery of Government, and applying knowledge of organisational functions and protocols Legislation/regulations applying across the public sector, such as equal employment opportunity, equity and diversity etc., are not addressed here, as these are covered in PSPLEGN401A Encourage compliance with legislation in the public sector. In practice, knowledge of government processes is applied in the context of other generalist and specialist work activities such as delivering and monitoring services to clients, using resources, conducting interviews, giving evidence, awarding contracts etc.
Required Reading: Nil.

PSPGOV502B DEVELOP CLIENT SERVICES
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers identification of service requirements to meet client needs. It includes analysis of client needs, review of client service, and promotion, development and enhancement of client service. In practice, developing client services may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working with diversity, building community relationships, providing interpreting services.
Required Reading: No required reading.
Assessment: Students are required to do assignments, tests, projects and/or presentations.

PSPGOV503B COORDINATE RESOURCE ALLOCATION AND USAGE
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers coordination and monitoring of available resources to achieve work unit outcomes. It includes allocating available resources, monitoring and evaluation of resource usage and reporting on resource usage. In practice, coordination of resource allocation and usage may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, leading a workgroup, working with diversity, research and analysis.
Required Reading: No required reading.
Assessment: Students may be required to do assignments, tests, projects and/or presentations.

PSPGOV504B UNDERTAKE RESEARCH AND ANALYSIS
Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit covers research and analysis to develop advice and recommendations. It includes identifying and undertaking research, analysing information and applying the results of analysis, maintaining information systems, and compiling reports from information.
Required Reading: No required reading.
Assessment: TAA50105 Diploma of Training and Assessment Assignments, workshop, workbased related projects and integrated assessment or presentations.
22038VIC Advanced Diploma of Business (PR) Assessment methods will include assignments, projects and case studies.

PSPGOV505A PROMOTE DIVERSITY
Prerequisites: Nil.
Description: This unit covers the implementation of workplace diversity strategies to promote diversity through the development of effective and inclusive work practices, the generation of new ideas, and to improve the organisation’s responsiveness to the community. It includes providing diversity input to strategies, policies and plans, attracting and developing a diverse workforce and monitoring diversity outcomes. In practice, diversity is promoted in the context of other generalist or specialist work activities such as promoting the values and ethos of public service, promoting
compliance with legislation, providing leadership, developing client services, developing policy, coordinating career development.


**Assessment:** Assignments, presentations, observation, demonstration and group work.

**PSPGOV506A SUPPORT WORKPLACE COACHING AND MENTORING**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit covers support for coaching and mentoring in the organisation. It includes identifying a coaching/mentoring strategy, establishing a coaching/mentoring framework, implementing and supporting coaching/mentoring, monitoring coaching and mentoring arrangements and consolidating opportunities for further coaching/mentoring. In practice, supporting workplace coaching and mentoring in the organisation may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, leading a group, developing policy.

**Required Reading:** No required text.

**Assessment:** Students may be required to do assignments, tests and projects.

**PSPGOV507A UNDERTAKE NEGOTIATIONS**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit covers negotiations as an individual or as a member of a negotiating team. It includes planning for the negotiation, conducting the negotiation and finalising the outcome. In practice, negotiations may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing leadership, undertaking research and analysis, initiating projects, performing quasi-judicial functions, etc.

**Required Reading:** No required reading.

**Assessment:** Students may be required to do assignments, tests and projects.

**PSPGOV508A MANAGE CONFLICT**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit covers the requirements for managing conflict in the workplace. It includes identifying and assessing conflict situations, implementing strategies to resolve conflict and monitoring the situation. It does not include formal negotiation, counselling or conducting mediation.

**Required Reading:** No required text.

**Assessment:** Students may be required to do assignments, tests and projects.

**PSPGOV509A CONDUCT EVALUATIONS**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit covers evaluation relevant to the full range of processes and outcomes in the public sector such as policy, procedures, processes, structures, service delivery, projects etc. It includes identifying the purpose of the evaluation, identifying the evaluation process and tools, carrying out the evaluation, analysing results, reporting outcomes and recommending action. In practice, conducting evaluations may overlap with other generalist or specialist public sector workplace activities such as acting ethically, complying with legislation, providing client service, developing policy.

**Required Reading:** No required text.

**Assessment:** Students may be required to do assignments, tests and projects.

**PSPGOV510A UNDERTAKE AND PROMOTE CAREER MANAGEMENT**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit covers active management of one’s own career to meet goals and achieve life plans, as well as contributing to the career management of others. It includes identifying current career strengths, identifying and mapping career opportunities, developing and implementing career plans, monitoring progress and contributing to others’ career management. In practice, career management may overlap with a range of other generalist or specialist work activities, such as acting ethically, complying with legislation, providing client service, leading a group, using emotional intelligence.

**Required Reading:** No required reading.

**Assessment:** Students may be required to do assignments, tests and projects.

**PSPGOV511A PROVIDE LEADERSHIP**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit covers achievement of operational results and effective working relationships through leadership, feedback and support of individuals in a workgroup that may exist in the workplace, be formed for a special purpose or project, or consist of community members, volunteers, interagency members, etc. It includes facilitating commitment to objectives and required standards; contributing to the development of a cooperative, high performance workgroup; giving and receiving feedback on performance; supporting and participating in development activities; and providing leadership, direction and guidance in the workgroup. In practice, leading a workgroup may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, developing policy, building community relationships, improving workplace legislative performance, providing technical expertise.

**Required Reading:** No required text.

**Assessment:** Students may be required to do assignments, tests and projects.

**PSPGOV512A USE COMPLEX WORKPLACE COMMUNICATION STRATEGIES**

**Locations:** Industry, Off-shore, Samoa.

**Prerequisites:** Nil.

**Description:** This unit covers complex workplace communication for working at middle management level with internal and external clients, colleagues and other staff. It includes preparing for complex communication, analysing and responding to opinions, presenting a convincing argument, and developing a range of communication strategies. In practice, using complex workplace communication strategies may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government systems, managing change, managing diversity.


**Assessment:** Assignments, presentations, observation, demonstration and group work.

**PSPGOV513A REFINE COMPLEX WORKPLACE DOCUMENTS**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit covers written workplace communication at a level where preliminary research or documents may have been prepared by others as input, and final documents are being prepared. It includes critical analysis of workplace information, composition, revision and refinement to meet workplace requirements.
PSPGOV514A FACILITATE CHANGE

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit covers facilitation of workplace change in public sector environments where role ambiguity and uncertainty often accompany the change process. It includes planning for the introduction of change, dealing with emerging challenges and opportunities and handling ambiguity in the change process. In practice, facilitating change may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, leading a workgroup, coordinating resources, undertaking research and analysis.

**Required Reading:** No required reading.

**Assessment:** Students may be required to do assignments, tests and projects.

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PSPGOV517A COORDINATE RISK MANAGEMENT

**Locations:** Industry, Off-shore, Samoa.

**Prerequisites:** Nil.

**Description:** This unit covers coordination of risk management in the business unit/organisation. It includes maintaining infrastructure and processes, supporting staff to manage risk, facilitating risk recovery, and monitoring and reviewing risk management. In practice, coordinating risk management may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, leading a group, developing policy.


**Assessment:** Assignments, presentations, observation, demonstration and group work.

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PSPGOV518A BENCHMARK PERFORMANCE

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit covers benchmarking performance of a functional area or business unit of an organisation. It includes designing a benchmarking approach, establishing benchmarks, establishing and managing a benchmarking exercise, gathering and analysing information and reporting on/acting on benchmarking outcomes.

**Required Reading:** No required reading.

**Assessment:** Students may be required to do assignments, tests and projects.

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PSPGOV519A MANAGE PERFORMANCE

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit covers supervision and performance management in accordance with the organisation’s performance management system. It includes linking individual/workgroup activities to organisational goals, setting performance expectations, measuring performance achievements, and renegotiate performance and development plans.

**Required Reading:** No required reading.

**Assessment:** Students may be required to do assignments, tests and projects.

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PSPGOV521A COLLECT STATISTICAL DATA

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit covers the process of developing a data collection plan and then collecting new data. It includes preparing for data collection, defining data requirements, preparing data collection tools for direct collection, conducting data collection using direct collection, conducting data collection from existing source/s and collating and organising information/data.

**Required Reading:** No required reading.

**Assessment:** Students may be required to do assignments, tests and projects.

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PSPGOV522A PROCESS STATISTICAL DATA

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit covers the process of recording, storing and managing data prior to analysis. It includes preparing raw data for electronic storage, using software tools to collect and/or store data, processing raw data and maintaining records.

**Required Reading:** No required reading.

**Assessment:** Students may be required to do assignments, tests and projects.

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PSPGOV524A INTERPRET DATA AND RELATED STATISTICS

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit covers the interpretation of data and related statistics. It includes interpreting graphs or tables, interpreting data and its summarised highlights, interpreting a range of official statistics in a policy environment, presenting statistical results and guiding others in the interpretation of data.

**Required Reading:** No required text.

**Assessment:** Students are required to do assignments and projects.

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PSPGOV601B APPLY GOVERNMENT SYSTEMS

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

**Description:** This unit covers the effective application of government systems to work in the public sector. It includes applying knowledge of linkages between government/other organisations and between governments, and applying knowledge of the broader political context.

**Required Reading:** No required text.

**Assessment:** Assessment methods will include assignments, projects and case studies.

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PSPGOV602B ESTABLISH AND MAINTAIN STRATEGIC NETWORKS

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit covers establishing, expanding and utilising strategic networks. It includes identifying features of required strategic networks, identifying or establishing network links with key stakeholders and building strategic relationships. In practice, establishing and maintaining strategic networks may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government systems, managing change, managing diversity, etc.


**Assessment:** Oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

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PSPLEGN301B COMPLY WITH LEGISLATION IN THE PUBLIC SECTOR

**Prerequisites:** Nil.

**Description:** This unit covers compliance with legislation and related public sector policy guidelines and procedures. It includes identifying and complying with
legislative requirements and reporting incidents of non-compliance. In practice, complying with legislation is demonstrated in the context of other generalist or specialist work activities such as delivering client services, using financial resources, procuring goods or services, etc.

Required Reading:

PSPLEGN401A ENCOURAGE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR
Prerequisites: Nil.
Description: This unit covers the competency to encourage others (colleagues or those supervised) in the workplace to comply with legislation. It includes assisting others to comply with legislative requirements, and taking action on non-compliance. In practice, encouraging compliance with legislation is demonstrated in the context of other generalist or specialist work activities such as using government processes, delivering and monitoring client services, using resources, preparing quotations, conducting interviews, awarding contracts etc.
Required Reading:

PSPLEGN501B PROMOTE THE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR
Prerequisites: Nil.
Description: This unit covers promotion of compliance with legislation in the public sector. It includes modelling compliance with legislation and related public sector guidelines and procedures and encouraging and assisting others to comply. In practice, promoting compliance with legislation is demonstrated in the context of other generalist or specialist work activities such as developing client services, coordinating financial resources, providing human resource services, conducting investigations, directing contracts etc.
Assessment: Assignments, presentations, observation, demonstration and group work.

PSPMNGT615A INFLUENCE WORKFORCE EFFECTIVENESS
Prerequisites: Nil.
Description: This unit covers the competency to ensure the effectiveness of the workforce, whether staff or contractors, in promoting the attainment of strategic objectives. It includes providing leadership to individuals and work teams, creating a cooperative work environment, capitalising on workplace emotions, motivating the workforce to achieve quality results, and delegating work to achieve strategic objectives, and managing up. In practice influencing workforce effectiveness occurs in the context of other generalist or specialist work functions such as managing performance, managing diversity, managing change, managing client service etc.
Required Reading: Participants are supplied with all participant notes at the beginning of the course. There are no other required readings.
Assessment: Reflective Journal, Participants will be required to keep a journal and use this to write their two reflective reports on the progress of their PDIP’s, Yes/No. Class Activity, Participants will be required to participate in all class activities, Yes/No. Participation, Participants will be required to participate in all class activities, Yes/No.

PSPOHS301A CONTRIBUTE TO WORKPLACE SAFETY
Prerequisites: Nil.
Description: This unit covers the competency to contribute to a safe workplace for self and others. It includes contributing to workplace safety arrangements, identifying hazards and controlling risks. The unit is based on Generic Competency A in the National Guidelines for Integrating OHS Competencies into National Industry Competency Standards (NOHSC:7025, 1998 2nd Edition). In practice, workplace safety may be demonstrated in the context of other work activities such as contributing to workplace activities, organising workplace information, implementing change, giving and receiving feedback etc.
Required Reading:

PSPOHS401B IMPLEMENT WORKPLACE SAFETY PROCEDURES AND PROGRAMS
Prerequisites: Nil.
Description: This unit covers implementation of the organisation’s occupational health and safety policies, procedures and programs by those with supervisory responsibilities, to meet occupational health and safety standards. The unit is based on Generic Competency B in the National Guidelines for Integrating OHS Competencies into National Industry Competency Standards (NOHSC:7025, 1998, 2nd edition). In practice, the implementation of workplace safety procedures and programs may be demonstrated in the context of generalist and specialist work activities such as delivering service to clients, using resources, making arrests, conducting searches, managing contracts, etc.
Required Reading:

PSPOHS501A MONITOR AND MAINTAIN WORKPLACE SAFETY
Prerequisites: Nil.
Description: This unit covers the monitoring and improvement of the organisation’s occupational health and safety policies, procedures and programs in the relevant work area to achieve and maintain occupational health and safety standards. The unit is based on Generic Competency B in the National Guidelines for Integrating OHS Competencies into National Industry Competency Standards (NOHSC:7025, 1998, 2nd edition). In practice, monitoring and maintaining workplace safety may be demonstrated in the context of generalist and specialist work activities such as coordinating a workgroup, developing client services, coordinating and allocating resources, initiating and managing projects, etc. This is a new unit of competency, added to the Occupational Health & Safety Key Area of the Training Package in 2004.
Assessment: Assignments, presentations, observation, demonstration and group work.

PSPPA501A PROVIDE PUBLIC AFFAIRS WRITING AND EDITORIAL SERVICES
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit covers the provision of writing and editorial services by public affairs personnel. It includes researching and writing publications, preparing speeches, reporting on complex/controversial issues, and providing editorial services.
Required Reading: No required text.
Assessment: Students may be required to do assignments, tests, projects and/or presentations.

PSPPA502A COORDINATE PUBLIC AFFAIRS EVENTS AND ACTIVITIES
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers coordination of public affairs events and activities. It
includes planning and implementing events and activities, and evaluating implementation and outcomes. In practice, coordinating public affairs events and activities may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, developing client service, providing leadership, coordinating resources, using complex communication, undertaking negotiations, etc.

Required Reading: No required reading.

PSPPM501B DESIGN COMPLEX PROJECTS


Prerequisites: Nil.

Description: This unit covers planning and development of projects which may be reasonably complex in terms of scope, degree of risk, political, cultural and social factors that apply, consequences of failure and degree of control of the projects. It includes identifying project opportunities, undertaking scoping, analysing the feasibility of projects, developing project plans and managing the establishment of projects. Contract management requirements are not included as this aspect is addressed by units of competency within the Competency field of Procurement and Contract Management. In practice, designing complex projects overlaps with other generalist and specialist work activities such as acting ethically, coordinating resource allocation and usage, developing client services, undertaking research and analysis, etc. When this unit is completed in conjunction with PSPPM502B Manage complex projects, and PSPPM503B Close complex projects, the three units together are equivalent to the nine private sector Business Services project management competencies: BSBPM501A - BSBPM509A inclusive. This unit replaces and is equivalent to BSBPM501A Initiate projects.


Assessment: Assignments, presentations, observation, demonstration and group work.

PSPPM502B MANAGE COMPLEX PROJECTS


Prerequisites: Nil.

Description: This unit covers management of projects that may be reasonably complex in terms of scope, degree of risk, political, cultural and social factors that apply, consequences of failure and degree of control of the projects. It includes managing startup, project implementation, project integration and followup activities. Contract management requirements are not included as this aspect is addressed by units of competency within the Competency field of Procurement and Contract Management. In practice, managing complex projects overlaps with other generalist and specialist work activities such as acting ethically, coordinating resource allocation and usage, developing client services, undertaking research and analysis, etc. When this unit is completed in conjunction with PSPPM501B Design complex projects, and PSPPM503B Close complex projects, the three units together are equivalent to the nine private sector Business Services project management competencies: BSBPM501A - BSBPM509A inclusive. This unit replaces and is equivalent to BSBPM501A Initiate projects.


Assessment: Assignments, presentations, observation, demonstration and group work.

PSPPM503B CLOSE COMPLEX PROJECTS


Prerequisites: Nil.

Description: This unit covers closure of projects that may be reasonably complex in terms of scope, degree of risk, political, cultural and social factors that apply, consequences of failure and degree of control of the projects. It includes reviewing project activity and managing project closure. Contract management requirements are not included as this aspect is addressed by units of competency within the Competency field of Procurement and Contract Management. In practice, closing complex projects overlaps with other generalist and specialist work activities such as acting ethically, coordinating resource allocation and usage, developing client services, undertaking research and analysis, etc. When this unit is completed in conjunction with PSPPM501B Design complex projects and PSPPM502B Manage complex projects, the three units together are equivalent to the nine private sector Business Services project management competencies: BSBPM501A - BSBPM509A inclusive. This unit replaces and is equivalent to PSPPM503A Finalise projects.


Assessment: Assignments, presentations, observation, demonstration and group work.

PSPPM504A CARRY OUT COMPLEX PROJECT ACTIVITIES

Locations: Industry.

Prerequisites: Nil.

Description: This unit covers the work activities required to carry out complex project activities or multiple projects simultaneously. Typically this work is undertaken by project officers who are required to work on projects for multiple clients, or all aspects of larger projects. They are sometimes responsible for all the project deliverables, and at other times they work in teams on aspects of a number of projects. Contract management requirements are not included, as this aspect is addressed by units of competency within the Competency field of Procurement and Contract Management. The unit includes reviewing and confirming requirements of each project/activity, organising and undertaking project activities, managing the progress of multiple projects/activities and finalising projects/activities. In practice, conducting complex project activities overlaps with other generalist and specialist work activities such as acting ethically, coordinating resource allocation and usage, developing client services, undertaking research and analysis, etc.

Required Reading: No required reading.

PSPPOL401A CONTRIBUTE TO POLICY DEVELOPMENT

Prerequisites: Nil.

Description: This unit covers the provision of input to the policy development process by all public sector staff and other stakeholders who are not policy specialists (i.e., they are not responsible for developing policy). It includes contributing to the consultative, validation and review phases of policy development, and providing feedback on the policy development process. In practice, contributing to the development of policy may overlap with other generalist or specialist work activities such as applying government processes, providing client services, gathering and analysing information, providing input to change etc.

Required Reading: Nil.

PSPPOL402A ASSIST WITH SPECIALIST POLICY DEVELOPMENT

Prerequisites: Nil.

Description: This unit covers assistance in the planning, research and writing of policy, typically provided by a policy research officer. It includes assisting with policy development planning, researching, contributing to the developments of policy.
options, and assisting with drafting and dissemination of policy.

**Required Reading:**

**PSPSCI302A SUPPORT INNOVATION AND CHANGE THROUGH EXTENSION**

**Prerequisites:** Nil.

**Description:** This unit covers the provision of technical support in a scientific research environment at an experienced level. It includes the conduct of scientific or technological research under general direction and immediate guidance from senior officers. It includes confirming the research issue, employing a selected research methodology, carrying out the research and delivering the results. In practice, assistance with technical support overlaps with other generalist or specialist work activities such as experimental, survey, sampling and/or analytical tasks. It includes identifying and organising technical duties, preparing for extension work, promoting change through information and advice, and monitoring and evaluating the adoption of change.

**Required Reading:**

**PSPSCI303A PROVIDE SCIENTIFIC TECHNICAL SUPPORT**

**Prerequisites:** Nil.

**Description:** This unit covers extension activities at an experienced level where independent judgment is used to determine the means of achieving specified objectives within generally directed programs. It includes identifying extension objectives and methodologies, preparing for extension work, promoting change through information and advice, and monitoring and evaluating the adoption of change.

**Required Reading:**

**PSPSCI401A ASSIST WITH SCIENTIFIC TECHNICAL SUPPORT**

**Prerequisites:** Nil.

**Description:** This unit covers the provision of technical support in a scientific research environment under routine guidance, with full responsibility for delegated technical duties such as experimental, survey, sampling and/or analytical tasks. It includes identifying and organising technical duties, and assisting in the collection, recording and presentation of information. In practice, assistance with technical support overlaps with other generalist or specialist work activities such as working effectively, acting ethically, using resources, organising information, working safely etc.

**Required Reading:**

**PSPSCI402A GIVE AND RECEIVE POLICY INFORMATION**

**Prerequisites:** Nil.

**Description:** This unit covers the provision of routine information an operational policy in an organisation. It includes assisting with the development of policy guidelines, responding to routine policy enquiries, receiving policy feedback and contributing suggestions based on that feedback. In practice, giving and receiving organisation policy may overlap with other generalist and specialist work activities such as applying government processes, providing client services, gathering and analysing information, providing input to change etc.

**Required Reading:**

**PSPSCI403A ORGANISE AND UNDERTAKE SCIENTIFIC/TECHNOLOGICAL RESEARCH**

**Prerequisites:** Nil.

**Description:** This unit covers the conduct of scientific or technological research at an experienced level where independent judgment is used to determine the means of achieving objectives within generally directed programs. It includes identifying the research issue and research methodology, organising and carrying out the research and communicating the results.

**Required Reading:**

**PUAWERO01A IDENTIFY, PREVENT AND REPORT POTENTIAL WORKPLACE EMERGENCY SITUATIONS**

**Prerequisites:** Nil.

**Description:** This unit covers the competency required to identify and prevent the development of workplace emergency situations, or to minimise their consequences, and to report if emergency protection systems, emergency control equipment and evacuation systems are compromised.

**Required Reading:**

**PUAWERO04A RESPOND TO WORKPLACE EMERGENCIES**

**Prerequisites:** Nil.

**Description:** This unit covers the competency required to recognise emergencies in the
workplace, to report emergencies and to take appropriate action.

**Required Reading:**

**Assessment:** This unit may be assessed by assignments, and classwork.

### PUAW006A OPERATE AS PART OF AN EMERGENCY CONTROL ORGANISATION

**Prerequisites:** Nil.

**Description:** This unit covers the competency required to implement the emergency response specified in the workplace emergency procedures or specified by a person at a higher level in the emergency control organisation.

**Required Reading:**

### PUAW008A CONFINE SMALL WORKPLACE EMERGENCIES

**Prerequisites:** Nil.

**Description:** This unit covers the competency required to confine small workplace emergencies. Small workplace emergencies may include such incidents as a small fire that can be controlled using a nearby fire extinguisher; or a chemical spill that can be controlled using workplace personal protective clothing and equipment, and a small spill kit; or a workplace vehicle accident where there is no significant injury or damage.

**Required Reading:**

### SIRRFSA002A MONITOR FOOD SAFETY PROGRAM

**Locations:** Footscray Nicholson, City Kings St, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to monitor the implementation of a food safety program across an entire process within a retail food store or department and providing support and guidance to frontline team members.

**Required Reading:** Wrice, 2002. First steps in retail management. Australia/Macmillan.

**Assessment:** Demonstration. Students will need to demonstrate to the facilitator that they meet all requirements for the unit through observation and oral questioning. Yes/No.

### SIRRMER001A MERCHANDISE FOOD PRODUCTS

**Locations:** Industry.

**Prerequisites:** SIRRFSA001A - APPLY RETAIL FOOD SAFETY PRACTICES

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare, arrange and present food products, including convenience foods within the store. It includes the setting up and maintenance of displays and labelling or pricing of stock. It also includes the handling, protection and storage of food products for display or sale.

**Required Reading:** No required text

**Assessment:** Written and practical test and assignment.

### SIRRMER003A PREPARE AND DISPLAY FAST FOOD ITEMS

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare, cook, arrange and present fast food items in a retail environment. It includes the setting up and maintenance of displays and labelling or pricing stock. It also includes the handling, protection and storage of fast food products for display or sale.

**Required Reading:** No required text.

**Assessment:** Observation, demonstration, questioning, written assignment.

### SIRRRPK001A ADVISE ON FOOD PRODUCTS AND SERVICES

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to develop product knowledge and provide advice to customers with regard to fresh food and food products, including convenience foods.

**Required Reading:** No required text

**Assessment:** Written and practical test, assignment.

### SIRRRPK014A RECOMMEND SPECIALISED PRODUCTS AND SERVICES

**Locations:** Footscray Nicholson, City Kings St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to recommend and provide advice on specialised products and services to customers.

**Required Reading:** No required text

**Assessment:** Students will need to demonstrate to the assessor via oral presentation and written task they can research a product range, recommend specialised products and services, advise on products and services, quote on price and payment options and advise on and arrange product service repairs.

### SIRXCCS002A INTERACT WITH CUSTOMERS

**Locations:** Footscray Nicholson, City Kings St, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to deliver service to customers. It entails being able to communicate effectively with customers, respond to their complaints, receive and process sales orders and identify special customer requirements.

**Required Reading:** No required reading.

**Assessment:** Students will be asked to demonstrate competence in a written assessment to meet the following learning outcomes: Deliver service to customers, respond to customer complaints, receive and process sales orders, identify special requirements. They will also participate in role playing where each person has to practice selling an item to other students; they will process the sale via the class room cash registers, respond to a complaint and process sale orders.

### SIRXCCS003A COORDINATE INTERACTION WITH CUSTOMERS

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to coordinate interaction with customers. It involves implementing customer service standards, implementing store policy regarding customer complaints, communicating with management, and leading a customer service team.

**Required Reading:** Wrice. (2002) First steps in retail management Macmillan, Australia

**Assessment:** This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can implement customer service standards, implement store policy regarding customer complaints, communicate with management and lead customer service teams.
SIRXCLM001A ORGANISE AND MAINTAIN WORK AREAS
Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain and organise work areas in a retail environment. It involves applying personal hygiene practices and the organised use of equipment and chemicals to keep the workplace tidy, clean and safe.
Required Reading: Nil.
Assessment: Students will also need to demonstrate to assessor via a written task / project / oral presentations they can control costs, control budgets, propose expenditure, maintain store security systems, prepare store sales budgets, negotiate budgets.

SIRXCLM002A MANAGE STORE FACILITIES
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage store facilities in a retail environment. It involves the management of the store maintenance and housekeeping program, negotiating and monitoring maintenance contracts and identifying and locating facilities requirements.
Required Reading: Nil.
Assessment: Students will be asked to produce an item. A written task on reading and interpreting retail documents. Students will also need to demonstrate to assessor they meet all unit requirements through observation and oral questioning., Yes/No.

SIRXCOM001A COMMUNICATE IN THE WORKPLACE
Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required for effective communication with customers and other staff in the workplace. It involves establishing contact with customers, processing information, working in a team, maintaining personal presentation, following routine instructions, reading and interpreting retail documents.
Required Reading: Nil.
Assessment: Students will be asked to give a presentation and work on a team poster on methods retailers use to establish contact with customers. Role playing activities for using the telephone and processing information. A group task / memo on how to communicate with customers and colleagues from diverse backgrounds. A group activity on working in teams where students will be asked to produce an item. A written task on reading and interpreting a range of retail documents. Students will also need to complete a written assessment task on the various learning outcomes.

SIRXF001A BALANCE POINT-OF-SALE TERMINAL
Locations: Footscray Nicholson, Werribee, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to balance a register or terminal in a retail environment. It involves clearing the register, counting money, calculating non-cash transactions and reconciling takings.
Required Reading: Nil.
Assessment: Using the classroom register and point of sale system students will be assessed on how they apply store policy and procedure to accurately and efficiently balance a register or terminal, maintain cash float, reconcile cash and non cash transactions and record takings.

SIRXF003A PRODUCE FINANCIAL REPORTS
Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to produce financial reports in a retail environment. It involves entering payment summaries into journals, reconciling accounts to balance, preparing bank reconciliations, and receiving and documenting payments and takings. It also involves dispatching statements to debtors, dispatching payments to creditors and preparing financial reports.
Assessment: Demonstration, Students are required to demonstrate they they meet all unit requirements through observation and oral questioning., Yes/No.

SIRXF004A MANAGE FINANCIAL RESOURCES
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to control cost expenditure while managing the overall activities of a wholesale or retail operational area to budget.
Required Reading: Nil.
Assessment: Students will also need to demonstrate to assessor via a written task / project / oral presentations they can control costs, control budgets, propose expenditure, maintain store security systems, prepare store sales budgets, negotiate budgets.

SIRXF005A MANAGE OPERATIONS TO BUDGET
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan and manage human resources.
Required Reading: Nil.
Assessment: Students will also need to demonstrate to assessor via a written task / project / oral presentations they can implement staffing levels, monitor staff performance, identify and minimise potential industrial relations problems, develop and implement training plans.

SIRXHRM001A ADMINISTER HUMAN RESOURCES POLICY
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan and manage human resources.
Required Reading: Nil.
Assessment: Students will also need to demonstrate to assessor via a written task / project / oral presentations they can implement staffing levels, monitor staff performance, identify and minimise potential industrial relations problems, develop and implement training plans.

SIRXHRM002A RECRUIT AND SELECT PERSONNEL
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan and manage human resources.
required to recruit and select personnel.

**Required Reading:** This unit has no required reading.

**Assessment:** This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can define future personal requirements, determine job specifications, recruit staff, assess and select applications.

**SIRXICT001A OPERATE RETAIL TECHNOLOGY**

**Locations:** Footscray Nicholson, City King St, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to operate a variety of retail equipment. It involves identifying the correct equipment required for a given task, maintaining retail equipment, applying keyboard skills and operating data entry equipment.

**Required Reading:** No required reading.

**Assessment:** Using the classroom/workplace retail equipment students will role play and demonstrate how they maintain and operate retail equipment, apply keyboard skills and operate data entry equipment. They will be assessed on how they identify the purpose of equipment, how they operate equipment according to safety requirements and identify a fault and report to relevant personnel. Students will be assessed on how they apply keyboard skills ensuring to enter and edit information accurately. Students will need to complete both practical activities as well as a written task.

**SIRXIND001A WORK EFFECTIVELY IN A RETAIL ENVIRONMENT**

**Locations:** Footscray Nicholson, City King St, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to work effectively in a retail environment. It involves acting responsibly and in a nondiscriminatorily manner, developing retail industry knowledge, including industrial award or agreement relevant to the job role, maintaining personal hygiene and presentation, and prioritising tasks.

**Required Reading:** No required reading.

**Assessment:** Students will be asked to complete a written assessment on how they act responsibly, act in a non discriminatory manner. They will have a group assessment where they are to present information on their retail industry knowledge. An observational checklist and written assessment task on how they maintain personal presentation, this checklist will be conducted in the workplace. They will be given a series of routine task and asked to follow routine instructions.

**SIRXINVO01A PERFORM STOCK CONTROL PROCEDURES**

**Locations:** Footscray Nicholson, City King St, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to handle stock in a retail environment. It involves receiving and processing incoming goods, rotating stock and dispatching goods.

**Required Reading:** No required reading.

**Assessment:** Students will participate in written assessments as well as a practical assessment that relate to receive and processing goods and stock rotation. In teams they will plan a stock take and participate in a stock take count.

**SIRXINVO05A CONTROL INVENTORY**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to control inventory in a retail environment. It involves managing receipt, dispatch and storage of merchandise, and managing stock control.

**Required Reading:** No required reading.

**Assessment:** Students may be required to do assignments, demonstration, oral questioning. Certificate IV in Companion Animal Services: Presentation and written and verbal tasks.

**SIRXIMER001A MERCHANDISE PRODUCTS**

**Locations:** Footscray Nicholson, City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to merchandise products within a retail store. It involves the arrangement and presentation of merchandise, setting up and maintaining displays and labelling and pricing stock.

**Required Reading:** No required reading.

**Assessment:** Students will be asked to demonstrate their understanding through a team assessment and a written assessment. They will need to show their competence of how they place and arrange merchandise, prepare display labels and tickets, place and arrange display price labels and tickets, maintain a display and protect merchandise.

**SIRXIMER002A COORDINATE MERCHANDISE PRESENTATION**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to supervise sales and other staff implementing and maintaining displays according to store merchandising standards.

**Required Reading:** Workbooks provided

**Assessment:** This unit is delivered via a traineeship, where all learning is conducted on the job. The student may also need to demonstrate to the traineeship assessor via oral questions, written tasks and practical assessment.

**SIRXIMER003A MONITOR IN STORE VISUAL MERCHANDISING DISPLAY**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to interpret a visual merchandising plan and the monitor the display to ensure it meets the requirements of the plan and the organisation’s visual merchandising standards.

**Required Reading:** This unit has no required text.

**Assessment:** This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can interpret a visual merchandising plan, identify design requirements of visual merchandising plan or manual. Monitor display requirements, regularly monitor displays to ensure it meets requirements of the visual merchandising plan, and maintain displays to organisation requirements and plan. Make additions or changes to displays to ensure display is consistently adheres to visual merchandising plan. Contribute to the visual merchandising standards of the organisation. Identify opportunities for improving visual merchandising standards.

**SIRXIMER004A MANAGE MERCHANDISE AND STORE PRESENTATION**

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to manage merchandise and store presentation.
SIRXMER005A CREATE A DISPLAY
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan and implement a display for a retail business.
Assessment: Students are required to do assignments, class work, tests, projects, case studies, presentations and class observation. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can analyse components of the display, develop display ideas, plan and build displays and maintain displays.

SIRXMGTO01A COORDINATE WORK TEAMS
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to coordinate work teams in a retail environment. It involves monitoring and organising staffing levels, informing team members of expected standards of work, coaching and motivating the team and maintaining staffing records.
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can identify requirements of the display, develop display ideas, plan and build displays and maintain displays.

SIRXMGTO02A MAINTAIN EMPLOYEE RELATIONS
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain employee relations. It involves identifying awards and agreements, minimising potential industrial problems, and implementing dispute and grievance procedures.
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can identify requirements of the display, develop display ideas, plan and build displays and maintain displays.

SIRXMGTO03A LEAD AND MANAGE PEOPLE
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to lead and manage teams.
Required Reading: This unit has no required reading.

SIRXMGTO04A ANALYSE AND COMMUNICATE INFORMATION
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to analyse and communicate information in a retail environment.
Required Reading: No Required Reading.
Assessment: Students will also need to demonstrate to the traineeship assessor via an oral presentation / projects / oral presentations they can review external operating environment, identify and evaluate competitors. Assess internal strengths, forecast trends and developments, recommend and implement improvements, respond to change and communicate internally and externally.

SIRXMGTO05A SET STRATEGIC PLANS
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop strategic plans.
Required Reading: No required reading.
Assessment: Students will also need to demonstrate to assessor via a written task / projects / oral presentations they can communicate and implement mission statements, set objectives and targets, develop action plans.

SIRXMGTO06A INITIATE AND IMPLEMENT CHANGE
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to initiate and implement change in a retail environment.
Required Reading: No required reading.
Assessment: Students will also need to demonstrate to assessor via a written task / projects / oral presentations they can identify opportunities for increased sales and service, evaluate change, negotiate change, implement and evaluate change.

SIRXMPRO01A PROFILE A RETAIL MARKET
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to profile a retail market.
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can analyse components of the store, select appropriate area for research of market demands, use appropriate market research techniques according to store policy. Generate ideas to develop methods for attracting customers.

SIRXOHSA01A APPLY SAFE WORKING PRACTICES
Locations: Footscray Nicholson, City King St, Industry.
SIRXQUA002A LEAD A TEAM TO FOSTER INNOVATION

**Locations:** City King St.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to lead a workplace team in ways that foster innovative work practices.

**Required Reading:** No required reading.

**Assessment:**
- Students will be assessed on their understanding of how they apply store policies and procedures to team members, provide opportunities and processes for teams to meet and contribute on OHS issues according to store policy. Monitor and maintain a safe work environment, implement emergency procedures, identify need for OHS training, and maintain OHS records.

SIRXQUA003A CREATE AN INNOVATIVE WORK ENVIRONMENT

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to create a work environment that enables and supports the application of innovative practices in the workplace.

**Required Reading:** No required reading.

**Assessment:**
- Students will be assessed on their understanding of how they apply store policies and procedures to team members, provide opportunities and processes for teams to meet and contribute on OHS issues according to store policy. Monitor and maintain a safe work environment, implement emergency procedures, identify need for OHS training, and maintain OHS records.

SIRXQUA004A SET UP SYSTEMS THAT SUPPORT INNOVATION

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to conceptualise and design new systems that develop and foster innovation in the workplace.

**Required Reading:** No required reading.

**Assessment:**
- Students will be assessed on their understanding of how they apply store policies and procedures to team members, provide opportunities and processes for teams to meet and contribute on OHS issues according to store policy. Monitor and maintain a safe work environment, implement emergency procedures, identify need for OHS training, and maintain OHS records.

SIRXQUA001A DEVELOP INNOVATIVE IDEAS AT WORK

**Locations:** Footscray Nicholson, City King St, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to systematically generate and develop innovative ideas in the workplace.

**Required Reading:** Wrice/2002. First steps in retail management. Macmillan, Australia.

**Assessment:**
- Students will be assessed on their understanding of how they apply store policies and procedures to team members, provide opportunities and processes for teams to meet and contribute on OHS issues according to store policy. Monitor and maintain a safe work environment, implement emergency procedures, identify need for OHS training, and maintain OHS records.

SIRXRSK001A MINIMISE THEFT

**Locations:** Footscray Nicholson, City King St, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to minimise theft in a retail environment. It involves applying routine store security, taking appropriate action to minimise theft and maintaining security of cash, registers or terminals and keys.

**Required Reading:** No required reading.

**Assessment:**
- Students will be assessed on their understanding of how they apply store policies and procedures to team members, provide opportunities and processes for teams to meet and contribute on OHS issues according to store policy. Monitor and maintain a safe work environment, implement emergency procedures, identify need for OHS training, and maintain OHS records.

SIRXHOS002A MAINTAIN STORE SAFETY

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit is based on the National Occupational Health and Safety Commission (NOHSC) guidelines and describes the performance outcomes, skills and knowledge required to maintain store safety in a retail environment.

**Required Reading:** Wrice. (2002) First steps in retail management. Macmillan, Australia

**Assessment:**
- Students will be assessed on their understanding of how they apply store policies and procedures to team members, provide opportunities and processes for teams to meet and contribute on OHS issues according to store policy. Monitor and maintain a safe work environment, implement emergency procedures, identify need for OHS training, and maintain OHS records.

SIRXHOS003A PROVIDE A SAFE WORKING ENVIRONMENT

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to develop and implement policies and procedures relating to OHS issues. It is based on the National Occupational Health and Safety Commission (NOHSC) guidelines.

**Required Reading:** SIR40207: See below text

**Assessment:**
- Students will be assessed on their understanding of how they apply store policies and procedures to team members, provide opportunities and processes for teams to meet and contribute on OHS issues according to store policy. Monitor and maintain a safe work environment, implement emergency procedures, identify need for OHS training, and maintain OHS records.

SIRXQUA003A CREATE AN INNOVATIVE WORK ENVIRONMENT

**Locations:** Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to create a work environment that enables and supports the application of innovative practices in the workplace.

**Required Reading:** No required reading.

**Assessment:**
- Students will be assessed on their understanding of how they apply store policies and procedures to team members, provide opportunities and processes for teams to meet and contribute on OHS issues according to store policy. Monitor and maintain a safe work environment, implement emergency procedures, identify need for OHS training, and maintain OHS records.
theft. This will be achieved through an observational checklist, written assessment and workplace industry visit.

**SIRXRSK002A MAINTAIN STORE SECURITY**  
**Locations:** Industry.  
**Prerequisites:** Nil.  
**Description:** This unit describes the performance outcomes, skills and knowledge required to maintain store security in a retail environment. It involves implementing store policy and procedures to ensure store security, informing team members and providing ongoing supervision and training to facilitate awareness and detection of theft.  
**Required Reading:** Wrice. (2002) First steps in retail management. Macmillan, Australia  
**Assessment:** This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task. This unit requires the team member to interpret, apply and monitor security procedures according to store policy, industry codes of practice, relevant legislation and statutory requirements. It includes maintaining frontline security as well as reporting security concerns and providing ongoing supervision and training for staff on security procedures.

**SIRXRSK003A APPLY STORE SECURITY SYSTEMS AND PROCEDURES**  
**Locations:** Footscray Nicholson, Industry.  
**Prerequisites:** Nil.  
**Description:** This unit builds on unit SIRXRSK001A Minimise theft. It involves the maintenance and use of store security equipment, ensuring the safety and well being of staff and customers, the detection and apprehension of thieves and the application of post-apprehension procedures according to State and Territory laws.  
**Required Reading:** No required text.  
**Assessment:** Observation, demonstration, questioning, written assignment.

**SIRXRSK004A CONTROL STORE SECURITY**  
**Locations:** Industry.  
**Prerequisites:** Nil.  
**Description:** This unit describes the performance outcomes, skills and knowledge required to control store security. It involves developing and implementing security procedures for the prevention of theft, ensuring safety of all personnel in the event of a robbery, and monitoring all security procedures.  
**Required Reading:** This unit has no required text.  
**Assessment:** This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can control store security and minimise stock and loss dissipation.

**SIRXSLS003A COORDINATE SALES PERFORMANCE**  
**Locations:** Industry.  
**Prerequisites:** Nil.  
**Description:** This unit describes the performance outcomes, skills and knowledge required to implement and monitor adherence to sales policies and procedures, and monitor the achievement of sales targets.  
**Assessment:** This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can implement sales policies and procedures and monitor achievements of sales targets.

**SIRXSLS004A BUILD RELATIONSHIPS WITH CUSTOMERS**  
**Locations:** Industry.  
**Prerequisites:** Nil.  
**Description:** It describes the performance outcomes, skills and knowledge required to use advanced sales techniques in building relationships with customers and interacting with customers, applying expert product knowledge as it relates to customers, dealing with difficult customers, establishing and maintaining a customer database, and conducting sales presentations.  
**Assessment:** This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can establish rapport with customers, apply expert knowledge, provide post sales support, plan sales presentations, implement sales presentations, maintain and utilise a customer database and deal with difficult customers.

**SIRXSLS005A MANAGE SALES AND SERVICE DELIVERY**  
**Locations:** Industry.  
**Prerequisites:** Nil.  
**Description:** This unit describes the performance outcomes, skills and knowledge required to monitor, maintain and improve sales and service delivery. It involves market research, developing new markets and marketing products and services within the culture of the overall store policy.  
**Required Reading:** No Required Reading.  
**Assessment:** Students are required to do assignments, class work, tests, projects, case studies, presentations and class observation. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can monitor, maintain and improve sales and service delivery, negotiate supply of goods, establish customer requirements, provide productive work environment.

**SIRXSLS006A LEAD A SALES TEAM**  
**Locations:** Industry.  
**Prerequisites:** Nil.  
**Description:** This unit describes the performance outcomes, skills and knowledge required to lead a sales team to achieve the business objectives governing sales and service for a defined customer group or territory.  
**Required Reading:** No required text  
**Assessment:** Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.
SIRXSLS007A TRAIN SALES TEAM MEMBERS
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to train sales team members in a wholesale sales environment.
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAAASS301B CONTRIBUTE TO ASSESSMENT
Locations: Newport, City King St, Industry.
Prerequisites: Nil.
Description: Specifies the competency required to contribute to the assessment process.
Required Reading: No required reading.
Assessment: Work in partnership with a qualified assessor to plan an assessment, assess the competence of a learner and review processes and tools.

TAAASS401C PLAN AND ORGANISE ASSESSMENT
Locations: Newport, City King St, Industry.
Prerequisites: Nil.
Description: Required to plan and organize the assessment process in a competency-based assessment system.
Required Reading: No required text.
Assessment: Assignment and projects.

TAAASS402C ASSESS COMPETENCE
Locations: Newport, City King St, Industry.
Prerequisites: Nil.
Description: This unit specifies the competence required to assess the competence of a candidate.
Required Reading: No required text.
Assessment: Assignments and projects.

TAAASS403B DEVELOP ASSESSMENT TOOLS
Locations: Newport, Industry, City Queen.
Prerequisites: Nil.
Description: Specifies the competency required to develop assessment tools.
Required Reading: No required reading.
Assessment: Develop, trial and review a range of assessment tools for different candidates and purposes.

TAAASS404B PARTICIPATE IN ASSESSMENT VALIDATION
Locations: Newport, City King St, Industry.
Prerequisites: Nil.
Description: Required to participate in an assessment validation process.
Required Reading: No required reading.
Assessment: Participate in two assessment validation sessions/workshops.

TAAASS501B LEAD AND COORDINATE ASSESSMENT SYSTEMS AND SERVICES
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: Develop and extend assessment expertise; lead assessment activities; monitor assessment practice; coordinate assessment validation activities; manage assessment appeals.
Required Reading: No required text.
Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations.

TAACMQ503B LEAD AND CONDUCT TRAINING AND/OR ASSESSMENT EVALUATIONS
Locations: City King St, Industry.
Prerequisites: Nil.
Description: This unit specifies the competency required to lead and conduct training and/or assessment evaluations: identify the basis for the evaluation; plan evaluation of training and/or assessment services/system; conduct evaluation; determine and report evaluation outcomes.
Required Reading: No required text.
Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations.

TADEL402B FACILITATE GROUP BASED LEARNING
Locations: Footscray Nicholson, Newport, City King St, Industry, Off-shore, Samoa.
Prerequisites: Nil.
Description: Specifies the competency required to facilitate learning by individuals within a group.
Required Reading: No required reading.
Assessment: Prepare plans and material to facilitate a sequential series of training sessions with a group of learners; Review training and learning effectiveness. PSP51304 Diploma of Government (Project Management) and Traineeships: Assignments, presentations, observation, demonstration and group work.

TADEL403A FACILITATE INDIVIDUAL LEARNING
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit specifies the competency required to facilitate individual learning through a one-on-one relationship between a learner and facilitator.
Required Reading: No required reading.
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

TADEL403B FACILITATE INDIVIDUAL LEARNING
Locations: Newport, City King St, Industry, St Albans, Certificate III in Mumgu-dhal tyamo-tiyt - St Albans.
Prerequisites: Nil.
Description: Specifies the competency required to facilitate individual learning through a one-on-one relationship between a learner and facilitator.
Required Reading: The teacher will provide teaching and learning material as required.
Assessment: Students develop a portfolio of evidence used for assessment. This will include teacher observation, student logbooks, multiple choice, written tasks. 21861V1 Certificate III in Mumgu-dhal tyamo-tiyt To demonstrate competency in this unit the students must be able to provide evidence that they can establish and maintain an effective learning/facilitation relationship with an individual learner. Students develop a portfolio of evidence for assessment. This will include observation, reports from the learner and significant Indigenous community members supporting participant, student logbooks/evaluations/reflective, questioning and third-party feedback. A minimum of two examples of a learning facilitation relationship should be conducted, with different individuals to demonstrate
communication skills and flexibility; one or more process/techniques identified must be demonstrated.

**TAADEL404A FACILITATE WORK-BASED LEARNING**
**Locations:** Footscray Nicholson, Industry.
**Prerequisites:** Nil.
**Description:** Specifies the competency required to use work effectively as a learning process.
**Required Reading:** No required text.
**Assessment:** Develop a work-based learning pathway for individuals; Facilitate and review this pathway.

**TAADEL404B FACILITATE WORK BASED LEARNING**
**Locations:** Newport, City King St, Industry.
**Prerequisites:** Nil.
**Description:** Specifies the competency required to use work effectively as a learning process.
**Required Reading:** No required reading.
**Assessment:** Develop a work-based learning pathway for individuals; Facilitate and review this pathway.

**TAADEL501B FACILITATE E-LEARNING**
**Locations:** City King St, Industry.
**Prerequisites:** Nil.
**Description:** Facilitate learning delivered via electronic media.
**Required Reading:** No required text.
**Assessment:** Assignments, workshop, workbased related projects and integrated assessment and or presentations.

**TAADEL502B FACILITATE ACTION LEARNING PROJECTS**
**Locations:** City King St, Industry.
**Prerequisites:** Nil.
**Description:** Facilitate a group to engage in action learning projects.
**Required Reading:** No required text.
**Assessment:** Assignments, workshop, workbased related projects and integrated assessment and or presentations.

**TAADES402B DESIGN AND DEVELOP LEARNING PROGRAMS**
**Locations:** Newport, City King St, Industry.
**Prerequisites:** Nil.
**Description:** Required to conceptualise, design, develop and evaluate learning programs to meet an identified need for a group of learners, using appropriate criteria. Criteria may include competency standards and other specifications such as organizational performance standards, product equipment specifications and workplace procedures.
**Required Reading:** No required reading.
**Assessment:** Use components of Training Packages and accredited courses to design and develop learning programs that meet identified training needs. RPL - Participants would provide evidence of their skills, knowledge and experience required.

**TAADES502B DESIGN AND DEVELOP LEARNING RESOURCES**
**Locations:** City King St, Industry, Off-shore, 405405A Certificate IV in Teaching English to Speakers of Other Languages (TESOL): This course is delivered Off-shore in China...
**Prerequisites:** Nil.
TAEDEL301A PROVIDE WORK SKILL INSTRUCTION
Locations: Newport, City King St, Industry, Off-shore.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to conduct individual and group instruction and demonstrate work skills, using existing learning resources in a safe and comfortable learning environment. The Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEASS402B ASSESS COMPETENCE
Locations: Newport, City King St, Industry, Off-shore.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to assess the competence of a candidate.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEASS403B PARTICIPATE IN ASSESSMENT VALIDATION
Locations: Newport, City King St, Industry, Off-shore.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to participate in an assessment validation process.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEASS501A PROVIDE ADVANCED ASSESSMENT PRACTICE
Locations: Newport.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to lead assessment processes among a group or team of assessors within a Registered Training Organisation (RTO). It also focuses on continuously improving processes used by the assessor and the assessment team.
Required Reading: No text required.
Assessment: Evidence of the ability to: - undertake the assessment of at least 20 individual candidates against a total of at least 50 units of competency from training packages or accredited courses - document accurately the outcomes of all of the assessments undertaken - lead assessment among a group or team of assessors, consisting of at least five (5) individuals and demonstrate how that leadership has led to improved processes and outcomes - critically review the assessment processes and approaches taken in these assessments and propose changes to improve both processes and outcomes.

TAEASS502B DESIGN AND DEVELOP ASSESSMENT TOOLS
Locations: Newport, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design and develop assessment tools, including tools used in formative, summative and recognition of prior learning (RPL) assessment.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEEDL501A PROVIDE WORK SKILL INSTRUCTION
Locations: Newport, City King St, Industry, Off-shore.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to conduct individual and group instruction and demonstrate work skills, using existing learning resources in a safe and comfortable learning environment. The
unit covers the skills and knowledge required to determine the success of both the training provided and one's own personal training performance. It emphasises the training as being driven by the work process and context.

**Required Reading:** No Required Texts

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

**TAEDEL401A PLAN, ORGANISE AND DELIVER GROUP BASED LEARNING**

**Locations:** Newport, City King St, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to plan, organise and deliver training for individuals within a group.

**Required Reading:** No Required Texts

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

**TAEDEL402A PLAN, ORGANISE AND DELIVER TRAINING PROGRAMS**

**Locations:** Newport, City King St, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to plan, organise and deliver training for individuals or in a different learning context.

**Required Reading:** No Required Texts

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

**TAEDEL403A COORDINATE AND FACILITATE DISTANCE-BASED LEARNING**

**Locations:** Newport, City King St, Industry, Off-shore.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to coordinate and facilitate a distance-based learning process.

**Required Reading:** No Required Texts

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

**TAEDEL404A MENTOR IN THE WORKPLACE**

**Locations:** Newport, City King St, Industry, Off-shore.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to establish and develop a professional mentoring relationship with a learner, in particular an apprentice or trainee employed by, or undertaking work placement in, a workplace. It includes establishing the need for mentoring, developing a mentoring plan/framework, facilitating and monitoring the mentoring relationship, and evaluating the effectiveness of mentoring.

**Required Reading:** No Required Texts

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

**TAEDEL501A FACILITATE E-LEARNING**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to facilitate learning delivered via electronic media.

**Required Reading:** No text required.

**Assessment:**
Evidence of the ability to: - facilitate one complete e-learning program - provide evidence of at least two examples of organising and facilitating at least two e-learning activities covering diverse e-learning environments.

**TAEDEL502A PROVIDE ADVANCED FACILITATION PRACTICE**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to provide high level facilitation practices in a vocational education and training context. It also focuses on achieving continuous improvement through reflective practice.

**Required Reading:** No text required.

**Assessment:**
Evidence of the ability to: - facilitate groups of learners demonstrating: - the selection and use of different teaching and delivery methods applied in different delivery modes which are relevant and appropriate to different learners and their needs - integration of theory and practice in own performance and in supporting learners to develop competency - a variety of strategies to support increased learner independence - documentation of reflective practice and proposed changes to practice - collect feedback from observers such as supervising teachers, trainers, peers, colleagues, learners or clients - analyse feedback from a range of sources and reflect on the success of the training delivery as well as own performance. The candidate must be able to show evidence of having conducted a minimum of 100 hours of group facilitation, in addition to any evidence provided of work with individual learners or in a different learning context.

**TAEDES401A DESIGN AND DEVELOP LEARNING PROGRAMS**

**Locations:** Newport, City King St, Industry, Off-shore.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to conceptualise, design, develop and review learning programs to meet an identified need for a group of learners. The unit addresses the skills and knowledge needed to identify the parameters of a learning program, determine the design, outline the content and review its effectiveness.

**Required Reading:** No Required Texts

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

**TAEDES402A USE TRAINING PACKAGES AND ACCREDITED COURSES TO MEET CLIENTS NEEDS**

**Locations:** Newport, City King St, Industry, Off-shore.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to use training packages and accredited courses as tools to support industry, organisation and individual competency development needs.

**Required Reading:** No Required Texts

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

**TAEDES501A DESIGN AND DEVELOP LEARNING STRATEGIES**

**Locations:** Newport.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to design, develop and review learning strategies.

**Required Reading:** No text required.

**Assessment:**
Evidence of the ability to: - present a minimum of two examples of learning strategies designed by the candidate with differentiated design structures in
TAEDESS02A DESIGN AND DEVELOP LEARNING RESOURCES

Locations: Newport.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design and develop resources to support the learning process.
Required Reading: No text required.
Assessment: Evidence of the ability to: - Research, design and develop print based resources that reflect client needs and the contexts of application, including: - the research and design of two print based resources, with documented evidence of: - consultation, research and findings - completed designs for the two resources - complete development of one resource with documented evidence of: - a review and trial of the resource, including user feedback and how this impacted on the development of the resource - the final print based resource, either complete or in part or sample - the candidate's specific role in the development process.

TAEDESS03A DESIGN AND DEVELOP E-LEARNING RESOURCES

Locations: Newport.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design and develop e-learning resources.
Required Reading: No text required.
Assessment: Evidence of the ability to: - Research, design and develop e-learning resources that reflect client needs and the contexts of application, including: - the research and design of two e-learning resources, with documented evidence of: - consultation, research and findings - completed designs for the two resources - complete development of one resource with documented evidence of: - a review and trial of the resource, including user feedback and how this impacted on the development of the resource - the final e-learning resource, either complete or in part or sample - the candidate’s specific role in the development process.

TAEDESS05A EVALUATE A TRAINING PROGRAM

Locations: Newport.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to evaluate a training program to measure the effectiveness of training in meeting workforce performance needs and capability requirements. In an AQTF context it can contributes to the continuous improvement cycle within a registered training organisation (RTO).
Required Reading: No text required.
Assessment: Evidence of the ability to: - evaluate a training program against workforce performance needs and capability requirements - produce an evaluation report that addresses all phases of the evaluation process including recommendations on areas for improvement - critically review the evaluation process and approaches taken and propose changes to improve the process.

TAEEDU401A COORDINATE PROVISION OF PASTORAL CARE SERVICES TO INTERNATIONAL STUDENTS

Locations: Newport, City King St, Industry, Off-shore.
TAEUS501A ANALYSE AND APPLY SUSTAINABILITY SKILLS TO LEARNING PROGRAMS
Locations: Newport, City King St, Industry, Off-shore.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify explicit and embedded sustainability skills within training packages and accredited courses, and apply requirements to learning programs associated with the development of competence.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEUS502A IDENTIFY AND APPLY CURRENT SUSTAINABILITY EDUCATION PRINCIPLE (TRUNC)
Locations: Newport.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify and apply current sustainability education principles and practice to learning and teaching programs.
Required Reading: No text required.
Assessment: Evidence of the ability to: - identify, analyse and document effective learning and teaching principles and practices from a wide range of sources - identify and evaluate best practice sustainability education principles, practices strategies from a wide range of sources (nationally and internationally) and document link with effective learning and teaching - document the relationship between effective learning and teaching and sustainability education - provide outlines of how best practice sustainability education principles and practice are to be incorporated into training and assessment approaches.

TAEAS401A MAINTAIN TRAINING AND ASSESSMENT INFORMATION
Locations: Newport, City King St, Industry, Off-shore.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain the training and assessment information requirements of the organisation and other relevant bodies, including the timely dissemination of accurate information to learners on training and assessment services and the recording and reporting of training and assessment service data.
Required Reading: No Required Texts
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TLIP4002A FACILITATE AND CAPITALISE ON CHANGE IN THE WORKPLACE
Locations: Industry.
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to facilitate and capitalise on change and innovation in the workplace, including participating in planning for the introduction of change, developing creative and flexible approaches to solutions to change-related problems, and managing emerging challenges and opportunities in the workplace.
Required Reading: No required text
Assessment: This unit will be assessed via RPL

VBP162 PLAN AND IMPLEMENT A TRANSPORT AND LOGISTICS SYSTEM FOR AN INTERNATIONAL TRADE ORGANISATION
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to develop and implement a transport and logistics system within an international trade organisation or relevant workplace environment. It also includes the skills and knowledge required to monitor and evaluate the effectiveness of the transport and logistics system.
Required Reading: No required text
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

VBP163 APPLY CONTRACT LAW TO INTERNATIONAL BUSINESS ACTIVITIES
Prerequisites: Nil.
Description: This unit covers the skills and underpinning knowledge required to analyse contract law relevant to international business activities.
Required Reading: Class notes provided by specialist teacher
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

VBP166 REVIEW THE FINANCIAL STRUCTURES AND PROCESSES IN INTERNATIONAL BUSINESS
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to analyse international trade finance variables within Australia and in a global context. It includes examining the structures and processes of financing international import and export transactions in the banking system, including optional finance models and practices that are available to international businesses.
Required Reading: No required text
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

VBP171 MARKETING CONCEPTS AND STRATEGIES
Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: The purpose of this module is to develop the knowledge, skills and attitudes required for planning and implementing strategic marketing decisions to ensure sustainable competitive advantage.
Required Reading: No required text
Assessment: Participants will be required to undertake a project through negotiation with the mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU082 MANAGE MULTIPLE PROJECTS
Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit covers the management of project activities in situations where a person has strategic responsibility, accountability and decision making for the overall management of multiple projects. It includes identifying project scope in a strategic context, managing establishment and integration of project activities, and finalising and reviewing project activities.
VPAU083 MANAGE THE DEVELOPMENT, IMPLEMENTATION AND REVIEW OF THE STRATEGIC BUSINESS PLAN

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to manage the development and implementation of strategic business plans. It encompasses the development and communication of business strategies, business plans, continual improvement and knowledge management.

Required Reading: No required text.

Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU084 MANAGE COMPLIANCE WITH LEGAL, REGULATORY AND ETHICAL REQUIREMENTS IN AN ORGANISATIONAL ENVIRONMENT

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit covers the competency required to manage regulatory compliance in relation to workplace staff, customers, investors and the communities. It describes the skills and knowledge required to comply with regulatory legal frameworks, work within specific regulations for related industry and ethical frameworks, and to apply best practice and ethical business conduct.

Required Reading: No required text.

Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU085 DEVELOP AND MANAGE RISK MANAGEMENT STRATEGY

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit covers the competency required to plan and strategically manage the risk management strategy within an organisation context, and in accordance with professionally recognised "best practice" standards. It includes the development, monitoring, review and continual improvement of the strategy and reporting of the outcomes to stakeholders.

Required Reading: No required text.

Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU086 LEAD INNOVATIVE THINKING AND PRACTICE IN AN ORGANISATIONAL ENVIRONMENT

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills and performance outcomes required to generate innovative and creative thinking, to lead sustainable innovative practices, support and maintain a culture of innovative thinking and practice in an organisational context.

Required Reading: No required text.

Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU087 MANAGE PEOPLE IN AN ORGANISATIONAL ENVIRONMENT

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to manage, motivate and empower employees of an organisation to achieve what the organisation has set out to do, and manage their own personal development to enhance individual and organisation performance.

Required Reading: No required text.

Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU088 MANAGE HUMAN RESOURCE PRACTICES

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to establish and manage appropriate human resource practices so they positively contribute to their effectiveness and efficiency of the organisation.

Required Reading: No required text.

Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU089 MANAGE FINANCIAL RESOURCES IN AN ORGANISATION

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit covers the competency required to review financial performance in an organisational context. The analysis and interpretation of financial information to support management decision making, undertaking budgeting and financial forecasting are addressed.
VPAU090 MANAGE BUSINESS IN A GLOBAL ENVIRONMENT

**Locations:** Footscray Nicholson, City King St, Industry.

**Prerequisites:** Nil.

**Description:** This unit covers the competency required to analyse and interpret international business environment including the issues and challenges that impact on the strategic and operational management of a business in a global environment. The analysis includes reviewing the cultural differences and its impact on undertaking business in a global context to inform management decision making in business.

**Required Reading:** No required text.

**Assessment:** Participants will be required to undertake a work-based project through negotiation with their mentor/organisational manager/facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU091 MANAGE ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES

**Locations:** Footscray Nicholson, City King St, Industry.

**Prerequisites:** Nil.

**Description:** This unit covers the scoping, establishment and review of the organisation’s environmental sustainability as an integral part of organisational planning and management.

**Required Reading:** No required text.

**Assessment:** Participants will be required to undertake a work-based project through negotiation with their mentor/organisational manager/facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU457 UNDERTAKE EDUCATION AND TRAINING LEADERSHIP PROJECTS

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required of leaders to plan analyse and develop operational and strategic initiatives in education and training environments.

**Required Reading:** Participants are handed all relevant notes at the start of the course.

**Assessment:** Reflective Journal, Participants are required to keep a reflective journal and use it to write their 2 reflective reports on the progress of their IPDP’s, Yes/No.

VPAU460 LEAD INNOVATION AND CHANGE IN AN EDUCATION AND TRAINING ENVIRONMENT

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required of leaders to generate innovative and creative thinking to promote innovation in work practices within an education and training environment. The unit focuses on identifying, analysing and developing strategies that build acceptance of sustainable innovative activity within an education and training environment and for the people involved so that they can effectively respond to change.

**Required Reading:** Participants are supplied with all participant notes at the beginning of the course. There are no other required readings.

**Assessment:** Reflective Journal, Participants are required to keep a reflective journal through out their practicum experience and use it to write two reports on their IPDP’s, Yes/No.

VPAU461 DEVELOP BUSINESS STRATEGIES IN AN EDUCATION AND TRAINING ENVIRONMENT

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the knowledge, skills and performance outcomes required to design and implement strategies to attract and secure new business in an education and training environment. Designing strategies includes analysing models and approaches to strategy development and business planning to inform management decisions related to business development in an education and training environment.

**Required Reading:** Participants are supplied with all participant notes at the beginning of the course. There are no other required readings.

**Assessment:** Reflective Journal, Participants are required to keep a reflective journal and use it to write two reports on their IPDP’s, Yes/No.

VPAU599 DEMONSTRATE PERSONAL QUALITIES APPROPRIATE IN A SMALL BUSINESS ENVIRONMENT

**Locations:** Secondary Schools on VETiS program.

**Prerequisites:** Nil.

**Description:** This unit covers the knowledge and skills required to identify and develop the personal knowledge and skills necessary to function effectively in a small business environment. At this level work is generally undertaken under supervision.

**Required Reading:** No required reading.

**Assessment:** Assessments required may include assignments, classwork, presentation.

VPAU600 UNDERTAKE BASIC MARKET RESEARCH FOR A SMALL BUSINESS PRODUCT OR SERVICE

**Locations:** Secondary Schools on VETiS program.

**Prerequisites:** Nil.

**Description:** This unit covers the knowledge and skills required to conduct and evaluate basic market research in order to develop a simple marketing plan for a small business product or service. It provides foundation skills and knowledge necessary to undertake market research activities in a small business environment. At
Required Reading: Assessment: Required Reading: Assessment: Required Reading: Assessment: Required Reading: Assessment: Required Reading: Assessment: Required Reading: Assessment: Required Reading: Assessment: Required Reading: Assessment: Required Reading: Assessment: Required Reading: Assessment: Required Reading: Assessment: Required Reading: Assessment: Required Reading: Assessment: Required Reading: Assessment: Required Reading: Assessment: Required Reading: Assessment: Required Reading: Assessment: Required Reading: Assessment:

VPAU601 CONTRIBUTE TO SMALL BUSINESS OPERATIONS AND INNOVATION

Locations: Secondary Schools on VETiS program.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to collect information on the nature of small business operations and to generate and examine ideas that will enhance the potential for achieving personal and organisational success in a small business environment. This unit also covers presenting an idea (that will enhance small business operations) to a target audience. It provides foundation skills and knowledge necessary to work effectively in a small business environment. This level work is generally undertaken under supervision.

Assessment: Assessments required include assignments, classwork, presentation.

VPAU602 PARTICIPATE IN SMALL BUSINESS QUALITY AND CHANGE PROCESSES

Locations: Secondary Schools on VETiS program.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to contribute to small business quality processes. It covers participating in collaborative workplace relationships, identifying areas for workplace improvements, and taking initiative in change processes in order to increase productivity. This unit also covers complying with basic environmental work practices. It provides foundation skills and knowledge necessary to relate an individual’s work role to a quality context. At this level work is generally undertaken under supervision.

Assessment: Assessments required include assignments, classwork, presentation.

VPAU603 CONTRIBUTE TO SMALL BUSINESS PLANNING

Locations: Secondary Schools on VETiS program.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to contribute to small business planning. It covers identifying and evaluating the key components of a business plan and making suggestions to strengthen small business planning and operations. It provides foundation skills and knowledge necessary to support and actively participate in planning processes. At this level work is generally undertaken under supervision.

Assessment: Assessments required include assignments, classwork, presentation.

VPAU604 UNDERTAKE WORKPLACE ORIENTATION IN A SMALL BUSINESS

Locations: Secondary Schools on VETiS program.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to work effectively in a small business while undertaking a workplace orientation program. It covers identifying and following organisational guidelines for workplace orientation and becoming familiar with the operations of the small business. All work is undertaken under supervision and in accordance with the small business operating policies and Occupational Health and Safety procedures.

Assessment: No required text.

VPAU605 ASSIST WITH THE PRESENTATION OF PUBLIC ACTIVITIES AND EVENTS

Locations: Secondary Schools on VETiS program.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to complete a range of tasks under supervision for the set up and operation of activities and events. As such the unit includes a general knowledge of the issues to be considered in staging any type of activities or event

Assessment: No required text.

VU20067 MANAGE AND RESEARCH IMPORT AND EXPORT VENTURE

Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to research and report on identifying, selecting and targeting a product or service for import or export to a country or region of choice.

Assessment: Assessment may include class work, project work, assignments, topic tests and presentations.

VU20069 MANAGE ECONOMIC TRENDS IN THE GLOBAL MARKET

Prerequisites: Nil.
Description: This unit describes the performance, skill and knowledge required to manage economic trends by analysing data from global markets.

Assessment: No required text.

VU20107 LAW OF TORTS

Locations: Footscray Nicholson, City King St.
Prerequisites: VU20111 - LEGAL PROCESS
Description: The purpose of this module is to provide a detailed knowledge and skills in the Law of Torts as might be relevant for a person working in a legal office, or associated fields in the public or corporate sectors.

Assessment: No required text.

VU20108 LAW OF CONTRACT

Locations: Footscray Nicholson, City King St.
Prerequisites: VU20111 - LEGAL PROCESS
Description: The purpose of this module is to provide a detailed knowledge of contract law and principles and to enable the learner to evaluate contractual issues in both social and domestic, and commercial environments.

Assessment: No required text.

VU20109 PROPERTY LAW

Locations: Footscray Nicholson, City King St.
Prerequisites: VU20111 - LEGAL PROCESS
Description: The purpose of this module is to provide detailed knowledge of property
law as might be relevant to a person working in a legal office, conveyancing office, financial institution or lending mortgage department, government department, or other allied area requiring thorough knowledge of Property Law concepts and applications, including analysis of estates and interests, mortgages, easements, and covenants, tenancies, and adverse possession.

Required Reading: No required text
Assessment: Assessment methods may include: Case study analysis, short answers questions, written assignment, test/examination, oral presentation and project.

VU20110 LAW OF EVIDENCE

Locations: Footscray Nicholson, City King St.
Prerequisites: VU20111 - LEGAL PROCESS
Description: To provide learners with detailed knowledge and skills in particular areas of law as might be relevant to a person working in a legal office, conveyancing office, financial institution or lending mortgage department, government department, or other allied area requiring a comprehensive knowledge of the rules of evidence and procedure encountered in conveyancing transactions for the sale and purchase of Victorian land, and the effect of the relevant and associated legislation.

Required Reading: No required text
Assessment: Assessment methods may include: Case study analysis, short answers questions, written assignment/reports, oral presentations and project.

VU20111 LEGAL PROCESS

Locations: Footscray Nicholson, City King St.
Prerequisites: Nil.
Description: The purpose of the module is to provide detailed knowledge and skills to initiate the client file, take instructions and provide required legislative information, consult with internal/external specialist(s), and prepare, develop and manage legal documents, to ensure that all necessary information is obtained and that documentation accurately reflects the client’s needs, according to organisational policies and procedures.

Required Reading: No required text
Assessment: Assessment methods may include: practical demonstration in a real work environment, role plays, oral/written short answers, case studies and group discussion.

VU20114 THE CONVEYANCING PROCESS

Locations: Footscray Nicholson, City King St.
Prerequisites: VU20109 - PROPERTY LAW
Description: To provide skills in the field of land contract law as might be relevant to a person working in a legal office, conveyancing(

department or office, financial institution or bank loans or mortgage department or other area requiring a comprehensive knowledge of the documents and procedures encountered in conveyancing transactions for the sale and purchase of Victorian land, and the effect of the relevant and associated legislation.

Required Reading: No required text
Assessment: Assessment methods may include: case study analysis, short answer questions, written assignment/reports, oral presentations and project.

VU20115 FAMILY LAW

Locations: Footscray Nicholson, City King St.
Prerequisites: VU20111 - LEGAL PROCESS
Description: To provide knowledge and skills in the field of Family Law and the related fields of de facto relationships, enforcement of Family Court orders and related matters as skills desirable for a person engaged in the operation of a legal office, citizen’s advice bureau or similar information service.

Required Reading: No required text
Assessment: Assessment methods may include: tests, practical exercises, case study, assignments and project.

VU20116 WILLS, PROBATE AND ADMINISTRATION

Locations: Footscray Nicholson, City King St.
Prerequisites: VU20111 - LEGAL PROCESS
Description: The purpose of the module is to provide and develop specialised skills in particular areas of Will and Deceased Estates as might be desired for a person engaged in the operation of a legal office, or associated fields in the public or corporate sectors.

Required Reading: No required text
Assessment: Assessment may include: case study analysis, short answer questions, written assignments, oral presentations and project.

VU20117 CIVIL PROCEDURE

Locations: Footscray Nicholson, City King St.
Prerequisites: VU20110 - LAW OF EVIDENCE
Description: To provide and develop skills and knowledge in the areas of litigation and civil procedure including the civil jurisdiction, structure, procedure and operation of the courts in Victoria.

Required Reading: No required text
Assessment: Assessment methods may include: Test, practical exercise, assignment, class discussion, case study analysis, short answer questions, oral presentation and project.

VU20118 CRIMINAL LAW

Locations: Footscray Nicholson, City King St.
Prerequisites: VU20111 - LEGAL PROCESS

Description: The purpose of this module is to provide detailed examination and analysis skills of criminal law as might be relevant to a person working in a legal office, for a legal aid provider or government department or in a criminal justice context and incorporates a study of criminal procedure, substantive aspects of criminal offences as defined in legislation and at common law and evaluation of law reform issues.

Required Reading: No required text

Assessment: Assessment methods may include: Test, written examination, case study analysis, short answers questions, written assignment, oral presentations and project.

VU20119 LAND CONTRACTS

Locations: Footscray Nicholson, City King St.

Prerequisites: VU20109 - PROPERTY LAW VU20111 - LEGAL PROCESS VU20114 - THE CONVEYANCING PROCESS

Description: The purpose of this module is to provide training in the field of land contract law as might be relevant to a person working in a legal office, Legal aid provider, government department, financial institution or bank loans or mortgage department or other allied area requiring a comprehensive knowledge of conveyancing duties of care, investigation of title, parties and procedures, small business transactions and subdivision rules.

Required Reading: No required text

Assessment: Assessment methods will include class based test, written assignments and case study analysis.

VU20120 MORTGAGES, LEASES AND BUILDING CONTRACTS

Locations: Footscray Nicholson, City King St.

Prerequisites: VU20109 - PROPERTY LAW VU20111 - LEGAL PROCESS VU20114 - THE CONVEYANCING PROCESS

Description: The purpose of this module is to provide skills and knowledge in the field of Land Contract law as might be relevant to a person working in a legal office, Legal aid provider, government department, financial institution or bank loans or mortgage department or other allied area requiring a detailed knowledge of the law of mortgages, and an examination of the appropriate rules relating to commercial leases and building contracts.

Required Reading: No required text

Assessment: Assessment methods may include: case study analysis, class based test, written assignment/reports and oral presentations.

VU20121 CONSUMER PROTECTION LAW

Locations: Footscray Nicholson, City King St.

Prerequisites: VU20108 - LAW OF CONTRACT VU20111 - LEGAL PROCESS

Description: To provide learners with the knowledge and skills necessary to undertake research as might be required of a person working in a legal office or in associated fields in the public or corporate sectors.

Required Reading: No required text

Assessment: Assessment methods may include: class tests, written assignments and practical exercises.

VU20125 CORPORATIONS LAW

Locations: Footscray Nicholson, City King St.

Prerequisites: VU20111 - LEGAL PROCESS

Description: To provide skills and knowledge in the field of company and associations law as might be relevant to a person working in a legal office, financial institution, accounting office, government department or authority, or in the corporate section, who requires a thorough knowledge of company and associations law.

Required Reading: No required text

Assessment: Assessment methods may include: class tests, written assignments, case study analysis and project.

VU20124 LEGAL RESEARCH METHOD

Locations: Footscray Nicholson, City King St.

Prerequisites: VU20111 - LEGAL PROCESS

Description: The purpose of this module is to provide a detailed knowledge of the laws relating to employment that would be relevant for a person engaged in the operation of a legal office, private or public sector organisation or other area requiring a specialised knowledge of business and intellectual property law principles.

Required Reading: No required text

Assessment: Assessment methods may include: Case study analysis, written assignment/reports, class based test and project.

VU20126 EMPLOYMENT LAW

Locations: Footscray Nicholson, City King St.

Prerequisites: VU20111 - LEGAL PROCESS VU20108 - LAW OF CONTRACT

Description: To provide a detailed knowledge of the laws relating to employment that would be relevant for a person working in a legal office, government department or other allied areas.

Required Reading: No required text

Assessment: Assessment methods may include: class based test, case study analysis, written assignment and project.

VU20127 SHARE IDEAS IN THE WORKPLACE

Locations: Footscray Nicholson, City King St.

Prerequisites: Nil.

Description: This competency standard covers the skills required to share idea/s with...
others in the workplace in a range of contexts within the area of small business. This entails being confident in idea/s, selecting the most appropriate method to communicate it, accepting feedback and identifying areas for improvements.

**Required Reading:** No required text.

**Assessment:** Evidence of the following is essential: clear and confident definition of idea/s - effective expression of idea/s to others within a work context in the area of small business - ability to actively listen for both positive and negative feedback and modify idea/s accordingly.

**WDB1001 ACCOUNTING**

**Locations:** Footscray Nicholson, Offshore.

**Prerequisites:** Nil.

**Description:** This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. This unit will provide the participant with the knowledge, skills and broad principles associated with accounting and financial management within a business environment.

**Credit Points:** 12

**Learning Outcomes:** On completion of this unit, students should demonstrate knowledge and skills to:

- Identify and describe different types of business;
- Prepare general purpose accounting reports from a list of account balances;
- Demonstrate the use of accounting information in the planning and control of business operations;
- Identify and evaluate relevant information required for short and long term decision making; and
- Use problem solving techniques to make accounting business decisions and effectively communicate the outcomes.

**Class Contact:** This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.

**Required Reading:** School of Business and Hospitality (2008) Student Manual - Accounting Victoria University

**Assessment:** Case Study, Case Study assessment, 50%. Examination, Examination, 50%. These assessments are equivalent to 3000 words.

**WDB1002 BUSINESS LAW PRINCIPLES**

**Locations:** Footscray Nicholson, Offshore.

**Prerequisites:** Nil.

**Description:** This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. The unit involves identifying and complying with business legal and administrative requirements suitable for the businesses environment. It will provide students with an understanding of how to apply common law and statute law relating to business and to develop research and legal writing skills in English.

**Credit Points:** 12

**Learning Outcomes:** On completion of this unit, students will be able to:

- Distinguish between the various sources of Australian Law, the relationship between them and their applications.
- Examine the legal framework in which business operates, including the relevance of tortuous liabilities in managing the business environment.
- Analyse the impact of contract and consumer law on the operation of a business.
- Identify and determine the rights and responsibilities of employers and employees, their reciprocal nature, and the importance of co-operation in the workplace.
- Compare the different types of entities under which a business may be formed and operated.

**Class Contact:** This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.


**Assessment:** Assignment, Initial assignment, 10%. Assignment, 2 other assignments, 40%. Examination, Final examination, 50%. These assessments are equivalent to 3000 words.

**WDB1003 BUSINESS MATHEMATICS AND STATISTICS**

**Locations:** Footscray Nicholson, City King St, Offshore.

**Prerequisites:** Nil.

**Description:** This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. This unit covers the mathematical and statistical techniques necessary to describe and analyse data for the purpose of forecasting and managerial decision making in English. The unit will cover applications of mathematics and statistics. The mathematics component consists of algebra and its applications to business related problems, and break-even analysis. The statistics component consists of both descriptive and inferential statistics. It includes the collection, presentation and analysis of data, probability, forecasting and hypothesis testing.

**Credit Points:** 12

**Learning Outcomes:** On completion of this unit, students should demonstrate knowledge and skills to:

- Perform basic mathematical computations mainly percentage applications in business related problems including financial applications and depreciation.
- Conduct break even analysis using both graphical and algebraic approaches.
- Collect, summarise and present data, orally and in written English, including summary statistics and solve probability problems.
- Carry out statistical analysis of data and describe the process.
- Formulate and test a hypothesis and describe the outcomes.

**Class Contact:** This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.


**Assessment:** Test, Test on learning outcomes 1 and 2, 10%. Test, Test on learning
outcome 3, 10%. Assignment, Assignment on aspects of all outcomes, 30%. Examination, Final examination on all outcomes, 50%. These assessments are equivalent to 3000 words.

WDB1004 ECONOMICS
Locations: Footscray Nicholson, City King St, Offshore.
Prerequisites: Nil.
Description: This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. This unit of study provides the fundamental skills required for students to operate in business and reviews the range of different types of organisational environments; social responsibility and ethics in management; managing organisations through change and conflict; and leadership, change management and diverse methods. This unit of study introduces students to the basic principles of economics in terms of analysing the economic environment in which businesses operate. Students will also gain an understanding of domestic and international factors that affect business decision making in a globalised world.
Credit Points: 12

Learning Outcomes: On completion of this unit, students should demonstrate knowledge and skills to:
- Describe the meaning, significance and development of economics in terms of analysing the economic environment in which businesses operate.
- Examine the basic micro economic principles and analyse their effect on business within the economic environment in which businesses operate.
- Analyse key macroeconomic issues such as inflation, unemployment, external relations within the economic environment in which businesses operate.
- Examine government macro and micro economic policies and assess their impact on the economic environment in which business operates.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading: None.
Assessment: Assignment, Assignment consisting of applied problem solving exercises, 20%. Case Study, Case study based report (Integrated research report of up to 2000 words), 30%. Examination, Final examination, 50%. These assessments are equivalent to 3000 words.

WDB1005 INFORMATION SYSTEMS
Locations: Footscray Nicholson, City King St, Offshore.
Prerequisites: Nil.
Description: This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. This unit is focused on the role and application of information systems operating in business and reviews the range of different types of organisational information systems. Work will be carried out using complex and diverse methods and procedures where considerable discretion and judgement are required in solving a range of problems and making strategic decisions. This unit also covers: how to manage the identification, acquisition, development, analysis and use of appropriate information systems; and the hardware and software technology integral to business information systems.
Credit Points: 12

Learning Outcomes: On completion of this unit, students should demonstrate knowledge and skills to:
- Review and describe the fundamental concepts, issues and benefits of information systems;
- Explain the nature of data, the characteristics of good quality information and the importance of knowledge in decision making;
- Compare the potential contribution of information systems to the competitive advantage of different organisations;
- Demonstrate knowledge of information system development life cycle.
- Apply skills to manage data and information using personal productivity applications.
- Work collaboratively to research and communicate an understanding of information systems through written and oral business presentations.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading: None.
Assessment: Assignment, Integrated assignment, 50%. Examination, Final examination, 50%. These assessments are equivalent to 3000 words.

WDB1006 MARKETING
Locations: Footscray Nicholson, City King St, Offshore.
Prerequisites: Nil.
Description: This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. This unit of study provides the fundamental skills required for students planning a career in management. This unit will cover: knowledge of organisation design, structure and the nature of management; individual and group behaviour in the context of ethical and diverse organisations and their internal and external environments; social responsibility and ethics in management; managing organisations through change and conflict; and leadership, change management and innovation.
Credit Points: 12

Learning Outcomes: On completion of this unit, students should demonstrate knowledge and skills to:
- Demonstrate knowledge and application of the principles underlying the development and implementation of marketing strategies.
- Analyse markets and marketing problems and develop appropriate strategies to provide marketing solutions.
- Outline the challenges confronting marketers in the global environment and develop marketing strategies that can be implemented to confront these challenges.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading: None.
Assessment: Case Study, Individual Case Study Part 1 - The Marketing Mix, 20%. Case Study, Group Case Study Part Two: The Marketing Mix Adjusted, 30%. Examination, Final examination, 50%. These assessments are equivalent to 3000 words.
WDB1007 MANAGEMENT


Prerequisites: Nil.

Description: This unit of study provides the fundamental competencies (knowledge, skills and values) for students planning a career in management. This unit will cover: knowledge of organisation design, structure and the nature of management; individual and group behaviour in the context of ethical and diverse organisations and their internal and external environments; social responsibility and ethics in management; managing organisations through change and conflict; and leadership, change management and innovation.

Credit Points: 12

Learning Outcomes: On completion of this unit students should demonstrate knowledge and skills to:

- Develop communicative and academic skills for learning
- Demonstrate knowledge of the processes and roles of intra and inter organisational business communication
- Use business research processes for information collection and analysis
- Apply the principles of an effective business communication to plan, draft and produce a range of business communications genres.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.


Assessment: Examination, Final Examination, 40%. Assignment, Integrated Research Assignment, 60%. These assessments are equivalent to 3000 words.

WRRC1B OPERATE RETAIL EQUIPMENT

Prerequisites: Nil.

Description: Maintain retail equipment; Apply keyboard skills; Operate data entry equipment.

Assessment: This unit may be assessed by tests, assignments, classwork.

WRRC5A MAINTAIN AND ORDER STOCK

Prerequisites: Nil.

Description: Monitor receipt and dispatch of goods; Maintain stock records; Coordinate equipment.

Assessment: This unit may be assessed by tests, assignments, classwork.

WRRER3B MAINTAIN EMPLOYEE RELATIONS

Prerequisites: Nil.

Description: Apply the principles of an effective business communication to plan, draft and produce a range of business communications genres.

Assessment: This unit may be assessed by tests, assignments, classwork.

WRRLP2B MINIMISE THEFT

Prerequisites: Nil.

Description: Apply routine store security; Minimise theft.

Assessment: This unit may be assessed by tests, assignments, classwork.
WRRPL3B MAINTAIN STORE SAFETY
Prerequisites: Nil.
Description: Inform team members; Involve team members; Monitor and maintain a safe working environment; Implement emergency procedures; Identify need for occupational health and safety training; Maintain occupational health and safety records.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM1B MERCHANDISE PRODUCTS
Prerequisites: Nil.
Description: This unit encompasses the skills, knowledge and attitudes required to merchandise products within a retail store. It involves the arrangement and presentation of merchandise, setting up and maintaining displays and labelling or pricing stock.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM2B PERFORM ROUTINE HOUSEKEEPING DUTIES
Prerequisites: Nil.
Description: Organise work area; Clean work area.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM5A MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY
Prerequisites: Nil.
Description: Interpret a visual merchandising plan; Monitor display requirements; Maintain displays to organization requirements and plan; Contribute to the visual merchandising standards of the organization.
Required Reading: -
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM6A CREATE A DISPLAY FOR A SMALL BUSINESS
Locations: Industry.
Prerequisites: Nil.
Description: Identify the requirements of the display; Develop display ideas; Develop and implement display plan; Maintain display.
Required Reading: There is no required text.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRR03B 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.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRR07A PROFILE A RETAIL MARKET
Prerequisites: Nil.
Description: Review the image of the store; Research market demands for the store; Profile the store’s customer; Implement methods to attract customers to store.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRR09A LEAD A TEAM TO FOSTER INNOVATION
Prerequisites: Nil.
Description: This unit covers the skills and knowledge required to lead a workplace team in ways that foster innovative work practice. It covers the skills that are needed by individuals who are leading work teams on individual projects or in work in general. The skills cover the requirements for encouraging innovation within individual team members as well as a team as a whole. They include how to put a team together and keep it working well, how to structure work and monitor progress, how to ensure that the team have the information and skills they need and how to apply innovative work skills to the leadership role.
Assessment: This unit may be assessed by tests, assignments, classwork.
SCHOOL OF HEALTH AND COMMUNITY SERVICES

Below are details of courses offered by the School of Health and Community Services in 2013.

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

CERTIFICATE II IN COMMUNITY SERVICES
Course Code: CHC20108
Campus: Footscray Nicholson, Industry, St Albans, Off campus at Secondary Schools auspiced by Victoria University.

About this course: Prepare yourself for a rewarding career in community services work by gaining the skills and general theoretical base to further your qualifications in youth work, aged care or children’s services. Learn to provide assistance, support and referrals to clients who are accessing a service or experiencing alcohol or drug problems.

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

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

Course Duration: 1 year

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

Admission Requirements Mature Age: Interview

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

Selection Processes: Direct Entry, Interview

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

Core

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<td>PREPARE FOR WORK IN THE COMMUNITY SECTOR</td>
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<tr>
<td>CHCCOM201C</td>
<td>COMMUNICATE WITH PEOPLE ACCESSING THE SERVICES OF THE ORGANISATION</td>
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<tr>
<td>CHCORG201B</td>
<td>FOLLOW POLICIES, PROCEDURES AND PROGRAMS OF THE ORGANISATION</td>
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<td>CHCORG202C</td>
<td>WORK WITH OTHERS</td>
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<tr>
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Electives

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<td>SUPPORT THE DEVELOPMENT OF CHILDREN</td>
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<tr>
<td>CHCAC318B</td>
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<tr>
<td>CHCOD307C</td>
<td>SUPPORT COMMUNITY RESOURCES</td>
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<tr>
<td>CHCSS405C</td>
<td>IDENTIFY AND ADDRESS SPECIFIC CLIENT NEEDS</td>
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<tr>
<td>CHDIS220B</td>
<td>PREPARE FOR DISABILITY WORK</td>
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<td>HLFA301C</td>
<td>APPLY FIRST AID</td>
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<tr>
<td>CHGROUP302D</td>
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<td>CHGROUP201C</td>
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<td>CHCSS200D</td>
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<td>CHCSS308B</td>
<td>PROVIDE FIRST POINT OF CONTACT</td>
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<td>CHCSS401B</td>
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<td>CHCSS411B</td>
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<td>CHCSS421A</td>
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<tr>
<td>CHCAD401D</td>
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<td>CHCCW301C</td>
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<tr>
<td>HLTS306C</td>
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<tr>
<td>CHCYTH301E</td>
<td>WORK EFFECTIVELY WITH YOUNG PEOPLE</td>
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<tr>
<td>CHCA00201D</td>
<td>PREPARE FOR ALCOHOL AND OTHER DRUGS WORK</td>
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CHCMH301B  WORK EFFECTIVELY IN MENTAL HEALTH  50
CHCPR303D  DEVELOP UNDERSTANDING OF CHILDREN’S INTERESTS AND DEVELOPMENTAL NEEDS  20
CHCPR301B  PROVIDE EXPERIENCES TO SUPPORT CHILDREN’S PLAY AND LEARNING  40
CHCAC316C  PROVIDE FOOD SERVICES  20
CHCRF301E  WORK EFFECTIVELY WITH FAMILIES TO CARE FOR THE CHILD  25
CHCOHS312B  FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK  30
CHCPR301B  PROVIDE EXPERIENCES TO SUPPORT CHILDREN’S PLAY AND LEARNING  40
CHCAC316C  PROVIDE FOOD SERVICES  20
CHCRF301E  WORK EFFECTIVELY WITH FAMILIES TO CARE FOR THE CHILD  25
CHCADMIN201D  UNDERTAKE BASIC ADMINISTRATIVE DUTIES  15
HLTFS201C  DISTRIBUTE MEALS AND REFRESHMENTS TO CLIENTS  20
HLTFS207C  FOLLOW BASIC FOOD SAFETY PRACTICES  20
HLTFS302C  PREPARE FOODS SUITABLE FOR A RANGE OF FOOD SERVICE SETTINGS  20
HLTIN301C  COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES  20
CHCRF301E  WORK EFFECTIVELY WITH FAMILIES TO CARE FOR THE CHILD  25

**CERTIFICATE III IN COMMUNITY SERVICES WORK**

**Course Code:** CHC30108

**Campus:** Industry, Melton, Sunshine, St Albans.

**About this course:** Develop skills to work in the community sector. You will gain a strong theoretical base for working directly with clients. This qualification is available as a broad-based qualification or with a focus on either community services or community development work.

**Course Objectives:** Students will be provided with a strong theoretical base to work directly with clients with presenting issues and refer appropriately within the community sector. This qualification is available as a broad-based qualification or with a focus on either community services or community development work.

**Careers:** Aboriginal or Torres Strait Islander community development worker, Neighbourhood centre worker, Client contact, Recreational activities officer (weekend), Community care worker, Residential support worker, Assistant community workers (focusing on community health primarily in Indigenous communities), Support worker (community based with an orientation toward any or a number of the following: youth, women, families, domestic violence, child protection), Indigenous youth worker, Tenants working in a range of areas, Intake and referral worker (Aboriginal), Youth case worker (community health service setting non residential), Juvenile justice court officer, Youth housing support worker, Juvenile justice officer, Youth worker, Juvenile justice officer (community).

**Course Duration:** 0.5 years

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

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

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

**COURSE STRUCTURE**

13 units must be selected for this qualification including:

- 8 compulsory units
- 5 elective units

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

- Relevant electives listed below the compulsory units for this qualification
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages

Where appropriate, to address workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages

**Core Units**

- CHCADMIN305E  WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION  75
- CHCCD412B  WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK  65
- CHCCOM302C  COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES  20
- CHCCS308B  PROVIDE FIRST POINT OF CONTACT  30
- CHCCS411B  WORK EFFECTIVELY IN THE COMMUNITY SECTOR  40
- CHCNET301D  PARTICIPATE IN NETWORKS  20
- CHCOR6303B  PARTICIPATE EFFECTIVELY IN THE WORK ENVIRONMENT  20
- HLTOS300B  CONTRIBUTE TO OHS PROCESSES  20

**Elective Units**

- HLTIR403C  WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS  20
- CHCCHILD404A  SUPPORT THE RIGHTS AND SAFETY OF CHILDREN AND YOUNG PEOPLE  40
- CHCAOD402B  WORK EFFECTIVELY IN THE ALCOHOL AND OTHER DRUGS SECTOR  50
The objectives of this qualification are to deliver quality training to students to prepare them to work in the Aged Care Sector. Students will gain sound theoretical and work-based placement in an aged care service. This will enable students to be work ready and apply their training across a variety of aged care environments.

**Careers:** The career outcomes for people who complete this qualification are primarily in residential Aged Care Facilities. The job titles may include, accommodation support worker, personal care worker, aged care worker and support worker.

**Course Duration:** 0.5 years

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

**Admission Requirements Mature Age:** Demonstrated interest in the course as assessed by the University

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

**COURSE STRUCTURE**

14 units must be achieved for this qualification including 10 compulsory units and 4 electives. A wide range of elective units may include units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages. Also, where appropriate, to address workplace requirements, units of competency packaged at this level or higher in other Training Packages.

**CHCAC317A**
SUPPORT OLDER PEOPLE TO MAINTAIN THEIR INDEPENDENCE

**CHCAC318B**
WORK EFFECTIVELY WITH OLDER PEOPLE

**CHCAC319A**
PROVIDE SUPPORT TO PEOPLE LIVING WITH DEMENTIA

**CHCCS411B**
WORK EFFECTIVELY IN THE COMMUNITY SECTOR

**CHCICS301A**
PROVIDE SUPPORT TO MEET PERSONAL CARE NEEDS

**CHCICS302A**
PARTICIPATE IN THE IMPLEMENTATION OF INDIVIDUALISED PLANS

**CHCICS303A**
SUPPORT INDIVIDUAL HEALTH AND EMOTIONAL WELL BEING

**CHCOHS312B**
FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK

**CHCPA301B**
DELIVER CARE SERVICES USING A PALLIATIVE APPROACH

**HLTAP301B**
RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH

**HLTHIR403C**
WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS

**CHCAC316C**
PROVIDE FOOD SERVICES

**CHCCS400B**
WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK

**HLTFA301C**
APPLY FIRST AID

**CHCADMIN302C**
PROVIDE ADMINISTRATIVE SUPPORT

**CHAC318A**
WORK EFFECTIVELY WITH OLDER PEOPLE

**BSBATSIL502B**
WORK WITH THE MANAGER

**BSBATSIL509B**
MANAGE SELF AS A BOARD MEMBER

**BSBGOV401A**
IMPLEMENT BOARD MEMBER RESPONSIBILITIES

**CHCINF302C**
MAINTAIN THE ORGANISATION’S INFORMATION SYSTEMS

**CHCRH401B**
WORK EFFECTIVELY IN THE LEISURE AND HEALTH INDUSTRY

**HLTHIR404D**
WORK EFFECTIVELY WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE

**COURSE III IN AGED CARE**

**Course Code:** CHC3020B

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

**About this course:** Gain the skills and knowledge you require to start your career in the aged care industry. Work with elderly people in either a residential or community care environment.

**Course Objectives:** The objectives of this qualification are to deliver quality training to students to prepare them to work in the Aged Care Sector. Students will gain sound theoretical and work-based placement in an aged care service. This will enable students to be work-ready and apply their training across a variety of aged care environments.
About this course: Work with people across a range of ages and disabilities in the Home and Community Care sector. You will learn skills to carry out activities to maintain personal care and other activities for people in their own homes or in community settings.

Course Objectives: The objectives of this qualification are to deliver quality training to students to prepare them to work in the Home and Community Care sector. Students will gain sound theoretical and work-based placement in home and community care settings. This will enable students to be work ready and apply their training across a variety of home and community care environments.

Careers: This qualification’s career outcome is for work in the Home and Community Care Sector with services who provide care for clients in their own homes and other community settings. The role involves activities to maintain personal care and/or other activities of daily living. The job roles may include, care assistant, community care worker, support worker and in-home respite worker.

Course Duration: 0.5 years

Admission Requirements Other: Direct Application, Employer Choice.

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

COURSE STRUCTURE

14 units must be selected for this qualification including 9 compulsory and 5 elective units. A wide range of elective units available may include: Relevant grouped electives listed in purchasing guide to facilitate selection, units of competency to address workplace requirements and packaged at the level of this qualification of higher in Community Services and/or Health Training Packages. Also where appropriate, to address workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages.

CERTIFICATE III IN HOME AND COMMUNITY CARE

Course Code: CHC30308
Campus: Werribee, Footscray Nicholson, Industry, St Albans.

About this course: Work with people across a range of ages and disabilities in the Home and Community Care sector. You will learn skills to carry out activities to maintain personal care and other activities for people in their own homes or in community settings.

Course Objectives: The objectives of this qualification are to deliver quality training to students to prepare them to work in the Home and Community Care sector. Students will gain sound theoretical and work-based placement in home and community care settings. This will enable students to be work ready and apply their training across a variety of home and community care environments.

Careers: This qualification’s career outcome is for work in the Home and Community Care Sector with services who provide care for clients in their own homes and other community settings. The role involves activities to maintain personal care and/or other activities of daily living. The job roles may include, care assistant, community care worker, support worker and in-home respite worker.

Course Duration: 0.5 years

Admission Requirements Other: Direct Application, Employer Choice.

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

COURSE STRUCTURE

14 units must be selected for this qualification including 9 compulsory and 5 elective units. A wide range of elective units available may include: Relevant grouped electives listed in purchasing guide to facilitate selection, units of competency to address workplace requirements and packaged at the level of this qualification of higher in Community Services and/or Health Training Packages. Also where appropriate, to address workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages.
CERTIFICATE III IN CHILDREN’S SERVICES

Course Code: CHC30708
Campus: Werribee, Footscray Nicholson, Industry, St Albans.

About this course: Begin your career in children’s services. This course covers the fundamentals of childhood development and caring for children. You will be able to plan leisure and play activities which focus on the child’s development. Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in service provision.

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

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

Course Duration: 0.5 years

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

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

COURSE STRUCTURE

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

Compulsory Units

- CHCCCHILD401A IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK 30
- CHCCN301B ENSURE THE HEALTH AND SAFETY OF CHILDREN 60
- CHCCN302A PROVIDE CARE FOR CHILDREN 70
- CHCCN303A CONTRIBUTE TO PROVISION OF NUTRITIONALLY BALANCED FOOD IN A SAFE AND HYGIENIC MANNER 20
- CHCCS400B WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK 50
- CHCF301A SUPPORT THE DEVELOPMENT OF CHILDREN 45
- CHCIC301E INTERACT EFFECTIVELY WITH CHILDREN 70
- CHCPPR301B PROVIDE EXPERIENCES TO SUPPORT CHILDREN’S PLAY AND LEARNING 40
- CHCPPR303D DEVELOP UNDERSTANDING OF CHILDREN’S INTERESTS AND DEVELOPMENTAL NEEDS 20
- HLTOHS300B CONTRIBUTE TO OHS PROCESSES 20
- HLTFA301C APPLY FIRST AID 18

Electives

- CHCCN305B PROVIDE CARE FOR BABIES 40
- CHCORG303B PARTICIPATE EFFECTIVELY IN THE WORK ENVIRONMENT 20
- CHCRF301E WORK EFFECTIVELY WITH FAMILIES TO CARE FOR THE CHILD 25
- CHCPPR302A SUPPORT SUSTAINABLE PRACTICE 30
- CHCCOM302C COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES 20

CERTIFICATE III IN EDUCATION SUPPORT

Course Code: CHC30808
Campus: Footscray Nicholson, Industry, St Albans.

About this course: Become a qualified teacher’s aide and be an integral part of the modern classroom. You will learn how to support children and young people and contribute to their education. You could work as part of an education team in a variety of settings including public and independent schools and community education. This course may lead to further studies in education and career development.

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

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

Course Duration: 0.5 years

Admission Requirements Other: Direct Entry

Selection Processes: Direct Entry, Interview, Written Test

COURSE STRUCTURE

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

Core Units of Study

118
CHCCHILD301A  SUPPORT BEHAVIOUR OF CHILDREN AND YOUNG PEOPLE  30

CHCEDS301A  COMPLY WITH LEGISLATIVE, POLICY AND INDUSTRIAL REQUIREMENTS IN THE EDUCATION ENVIRONMENT  35

CHCEDS303A  CONTRIBUTE TO STUDENT EDUCATION IN ALL DEVELOPMENTAL DOMAINS  50

CHCEDS312A  WORK WITH DIVERSITY IN THE EDUCATION ENVIRONMENT  35

CHCEDS313B  COMMUNICATE WITH STUDENTS  35

CHCEDS314B  WORK EFFECTIVELY IN AN EDUCATION TEAM  35

CHCEDS316B  COMPLY WITH SCHOOL ADMINISTRATIVE REQUIREMENTS  30

HLOHS300B  CONTRIBUTE TO OHS PROCESSES  20

Elective Units of Study

CHDIS411A  COMMUNICATE USING AUGMENTATIVE AND ALTERNATIVE COMMUNICATION STRATEGIES  60

CHCHILD401A  IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK  30

CHDIS301B  WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY  50

CHCCS312A  USE ELECTRONIC LEARNING MATERIALS  15

CHCEDS306A  SUPPORT THE DEVELOPMENT OF WRITING SKILLS  50

CHCEDS315B  SUPPORT STUDENTS WITH ADDITIONAL NEEDS IN THE CLASSROOM  30

CHCEDS322A  SUPPORT STUDENTS WITH ENGLISH AS A SECOND LANGUAGE  35

CHCEDS305A  SUPPORT THE DEVELOPMENT OF READING SKILLS  45

HLOHS404B  WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE  20

CHTA301C  APPLY FIRST AID  18

CHCEDS434A  PROVIDE SUPPORT TO STUDENTS WITH AUTISM SPECTRUM DISORDER  50

CHCEV403B  PROVIDE SERVICES TO OLDER PEOPLE WITH COMPLEX NEEDS  70

About this course: Take your career one step further and expand on your current skills in Aged and Community Care. Develop your communication and leadership skills and learn how to provide services to older people who have complex needs.

Course Objectives: The objectives of this qualification are to deliver quality training to students to enable them to work in the Aged Care sector. The qualification entitles students to work in complex care settings and in a supervisory capacity. Students will gain sound theoretical and work based placement in aged and community settings. This will prepare students to be work ready and apply their training across a variety of aged and community settings.

Careers: The career outcomes of this course are primarily within the Aged Care and Community Care sector across a range of working environments. The role includes duties associated with caring for people with complex needs and/or work in a supervisory capacity. Job titles include, care supervisor, care team leader, hostel supervisor, program coordinator.

Course Duration: 1 year

Admission Requirements Year 12: Direct written application

Admission Requirements Mature Age: Direct written application, work experience, employer choice.

Selection Processes: Direct Entry, Interview, Written Application, Employer Choice, Other. The selection process for this course is based on having completed the required prerequisites, a oral and written interview and industry experience in Aged Care.

COURSE STRUCTURE

15 units must be selected for this qualification including 11 compulsory units and 4 elective units. A wide range of elective units are available to address workplace requirements at this level or higher in the Community Services / Health Training Packages and other relevant national endorsed Training Packages approved by the School of Health.

Core compulsory units

CHAC412A  PROVIDE SERVICES TO OLDER PEOPLE WITH COMPLEX NEEDS  70

CHAC416A  FACILITATE SUPPORT RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA  55

CHAC417A  IMPLEMENT INTERVENTIONS WITH OLDER PEOPLE AT RISK OF FALLS  45

CHAD0401D  ADVOCATE FOR CLIENTS  20

CHCCS400B  WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK  50

CHCICS401A  FACILITATE SUPPORT FOR PERSONAL CARE NEEDS  50

CHCICS402A  FACILITATE INDIVIDUALISED PLANS  50

CHCFN403D  COORDINATE INFORMATION SYSTEMS  75

CHCN404C  FACILITATE LINKS WITH OTHER SERVICES  70

CHCORS406B  SUPERVISE WORK  50

AND one only of the following units

HLOHS300B  CONTRIBUTE TO OHS PROCESSES  20

or
### Elective Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCOHS312B</td>
<td>FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK</td>
<td>30</td>
</tr>
<tr>
<td>CHCCS305B</td>
<td>ASSIST CLIENTS WITH MEDICATION</td>
<td>40</td>
</tr>
<tr>
<td>CHCDIS409A</td>
<td>PROVIDE SERVICES TO PEOPLE WITH DISABILITIES WITH COMPLEX NEEDS</td>
<td>75</td>
</tr>
<tr>
<td>CHCMH402A</td>
<td>APPLY UNDERSTANDING OF MENTAL HEALTH ISSUES AND RECOVERY PROCESSES</td>
<td>60</td>
</tr>
<tr>
<td>CHCMH301B</td>
<td>WORK EFFECTIVELY IN MENTAL HEALTH</td>
<td>50</td>
</tr>
<tr>
<td>HLTHIR404D</td>
<td>WORK EFFECTIVELY WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE</td>
<td>20</td>
</tr>
<tr>
<td>HLFA301C</td>
<td>APPLY FIRST AID</td>
<td>18</td>
</tr>
<tr>
<td>CHCPA301B</td>
<td>DELIVER CARE SERVICES USING A PALLIATIVE APPROACH</td>
<td>55</td>
</tr>
<tr>
<td>CHCCOM302C</td>
<td>COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES</td>
<td>20</td>
</tr>
<tr>
<td>CHCINF408C</td>
<td>COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS</td>
<td>40</td>
</tr>
<tr>
<td>CHCDIS301B</td>
<td>WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY</td>
<td>50</td>
</tr>
<tr>
<td>HLTHIR403C</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>20</td>
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<tr>
<td>CHCOR405D</td>
<td>MAINTAIN AN EFFECTIVE WORK ENVIRONMENT</td>
<td>50</td>
</tr>
<tr>
<td>BSBMED201A</td>
<td>USE BASIC MEDICAL TERMINOLOGY</td>
<td>30</td>
</tr>
<tr>
<td>HLTPR201B</td>
<td>PERFORM CPR</td>
<td>3</td>
</tr>
<tr>
<td>BSBMED301B</td>
<td>INTERPRET AND APPLY MEDICAL TERMINOLOGY APPROPRIATELY</td>
<td>60</td>
</tr>
<tr>
<td>CHCS411C</td>
<td>WORK EFFECTIVELY IN THE COMMUNITY SECTOR</td>
<td>40</td>
</tr>
<tr>
<td>CHCAC318B</td>
<td>WORK EFFECTIVELY WITH OLDER PEOPLE</td>
<td>30</td>
</tr>
<tr>
<td>HLTHIR403C</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>20</td>
</tr>
<tr>
<td>CHCICS404A</td>
<td>PLAN AND PROVIDE ADVANCED BEHAVIOUR SUPPORT</td>
<td>85</td>
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</tbody>
</table>

### Course Objectives
The objectives of this qualification are to deliver quality training to students to enable them to work in the Home and Community Care sector at a level which includes some complex care settings and/or supervisory roles. Students will gain sound theoretical and work-based placement in home and community care settings. This will enable students to be work ready and apply their training across a variety of home and community care environments.

### Careers
The career outcomes of this course are primarily within the Home and Community care sector across a range of working environments. They maybe required to carry out duties associated with caring for people with complex needs and/or work in supervisory roles. Job titles include assistant coordinator, assistant team leader, service coordinator and transport coordinator.

### Course Duration
1 year

### Admission Requirements Other
To gain entry into the Certificate IV in Home and Community Care applicants must be competent in the following units: CHCAC318A Work effectively with older people CHCDIS301A Work effectively with people with a disability CHCICS304A Work effectively with carers

### Selection Processes
Direct Entry, Interview, Written Application

### COURSE STRUCTURE
15 units must be selected for this qualification including 6 compulsory and 9 elective units. Elective units available may include relevant electives listed in purchasing guide, units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages. Also where appropriate, to address workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages.

### Core Units of Study

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CHCAC416A</td>
<td>FACILITATE SUPPORT RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA</td>
<td>55</td>
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<tr>
<td>CHCCS411B</td>
<td>WORK EFFECTIVELY IN THE COMMUNITY SECTOR</td>
<td>40</td>
</tr>
<tr>
<td>CHCHC401B</td>
<td>COORDINATE AND MONITOR HOME BASED SUPPORT</td>
<td>45</td>
</tr>
<tr>
<td>CHCICS402A</td>
<td>FACILITATE INDIVIDUALISED PLANS</td>
<td>50</td>
</tr>
<tr>
<td>CHCOHS312B</td>
<td>FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK</td>
<td>30</td>
</tr>
<tr>
<td>HLTHIR403C</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>20</td>
</tr>
</tbody>
</table>

and one of each of the following pairs of units:

- CHCOHS312B Follow safety procedures for direct care work
- HLTHIR403C Work effectively with culturally diverse clients and co-workers

or

- HLTIR404D Work effectively with Aboriginal and Torres Islander People

### About this course
Make a difference in the lives of people in our community and learn to work with clients who have complex needs. This course will ensure you are work-ready as you gain theoretical and practical knowledge with work-based placements in a variety of home and community care settings.
COURSE STRUCTURE
A total of 15 units must be completed for this qualification consisting of 10 compulsory units and 5 elective units.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Points</th>
</tr>
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<tbody>
<tr>
<td>CHCCS400B</td>
<td>WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK</td>
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<tr>
<td>CHCCS411A</td>
<td>WORK EFFECTIVELY IN THE COMMUNITY SECTOR</td>
<td>40</td>
</tr>
<tr>
<td>CHCDIS301B</td>
<td>WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY</td>
<td>50</td>
</tr>
<tr>
<td>CHCDIS302A</td>
<td>MAINTAIN AN ENVIRONMENT TO EMPOWER PEOPLE WITH DISABILITIES</td>
<td>90</td>
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<tr>
<td>CHCDIS410A</td>
<td>FACILITATE COMMUNITY PARTICIPATION AND INCLUSION</td>
<td>60</td>
</tr>
<tr>
<td>CHCDIS411A</td>
<td>COMMUNICATE USING AUGMENTATIVE AND ALTERNATIVE COMMUNICATION STRATEGIES</td>
<td>60</td>
</tr>
<tr>
<td>CHCOHC406B</td>
<td>PROVIDE OR ASSIST WITH ORAL HYGIENE</td>
<td>40</td>
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<tr>
<td>CHCADMIN403D</td>
<td>UNDERTAKE ADMINISTRATIVE WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCOR6423C</td>
<td>MAINTAIN QUALITY SERVICE DELIVERY</td>
<td>45</td>
</tr>
</tbody>
</table>

CERTIFICATE IV IN DISABILITY
Course Code: CHC40308
Campus: Footscray Nicholson, Industry, City King St.

About this course: Develop the skills to provide support and training to people with disabilities in community-based and residential settings. Your support will enable people with disabilities to be more independent and self-reliant and participate more in the community. This Certificate can lead to employment in residential group homes, training resource centres, day respite centres and open employment services, other community settings and clients’ homes.

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

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

Course Duration: 1 year

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

Core

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<tr>
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<tr>
<td>CHCCS400B</td>
<td>WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK</td>
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<tr>
<td>CHCCS411A</td>
<td>WORK EFFECTIVELY IN THE COMMUNITY SECTOR</td>
<td>40</td>
</tr>
<tr>
<td>CHCDIS301B</td>
<td>WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY</td>
<td>50</td>
</tr>
<tr>
<td>CHCDIS302A</td>
<td>MAINTAIN AN ENVIRONMENT TO EMPOWER PEOPLE WITH DISABILITIES</td>
<td>90</td>
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<tr>
<td>CHCDIS410A</td>
<td>FACILITATE COMMUNITY PARTICIPATION AND INCLUSION</td>
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</tbody>
</table>
CHCICS402A FACILITATE INDIVIDUALISED PLANS 50
CHCICS305A PROVIDE BEHAVIOUR SUPPORT IN THE CONTEXT OF INDIVIDUALISED PLANS 35
CHCOHS312B FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK 30

Electives
HLTHIR403C WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
HLTFA301C APPLY FIRST AID 18
CHCSS305B ASSIST CLIENTS WITH MEDICATION 40
HLTAP301B RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH 70
CHCSS424A ADMINISTER AND MONITOR MEDICATIONS 60
CHCICS401A FACILITATE SUPPORT FOR PERSONAL CARE NEEDS 50
CHCAC318B WORK EFFECTIVELY WITH OLDER PEOPLE 30
CHCRH401B WORK EFFECTIVELY IN THE LEISURE AND HEALTH INDUSTRY 50

CERTIFICATE IV IN ALCOHOL AND OTHER DRUGS
Course Code: CHC40408
Campus: Industry, Footscray Park.

About this course: Develop the skills required to provide a range of services and interventions to people with alcohol and other drug abuse problems. You will gain a theoretical knowledge base and the skills required to help them. You may find work in community-based organisations, residential rehabilitation services or outreach services.

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

Careers: Case worker, Community support worker, Detoxification worker, Drug and alcohol worker, Family support worker, Outreach worker, Support worker.

Course Duration: 1 year

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

Selection Processes: Direct Entry, Interview

COURSE STRUCTURE

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

CERTIFICATE IV IN COMMUNITY SERVICES WORK
Course Code: CHC40708
Campus: Footscray Nicholson, Industry, St Albans.

About this course: Build on your knowledge and skills in community support services. This course covers workers who provide a range of services to clients, and/or who implement community education and interventions. You may find work in a range of contexts such as community-based organisations, residential rehabilitation services and outreach services where workers may have supervisory responsibilities.

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

Careers: Occupational titles may include: Case worker, Health education officer, Community services worker, Outreach officer, Community support worker, Support worker, Domestic violence worker, Welfare support worker, Early intervention homelessness worker, Welfare worker or Family support worker.

Course Duration: 1 year

Admission Requirements Year 12: VTAC
Admission Requirements Mature Age: Employer Choice, Direct Application and VTAC
Selection Processes: Direct Entry, Interview, VTAC, Employer Choice

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

- 10 compulsory units
- 4 elective units

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

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

Core Units

CHCCD412B WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK 65
CHCCHLD401A IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK 30
CHCCOM403A USE TARGETED COMMUNICATION SKILLS TO BUILD RELATIONSHIPS 55
CHCSS400B WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK 50
CHCSS411B WORK EFFECTIVELY IN THE COMMUNITY SECTOR 40
CHCSS412D DELIVER AND DEVELOP CLIENT SERVICES 50
CHCSS422A RESPOND HOLISTICALLY TO CLIENT ISSUES AND REFER APPROPRIATELY 75
CHCORG405D MAINTAIN AN EFFECTIVE WORK ENVIRONMENT 50
HLTHIR403C WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
HLTSHS300B CONTRIBUTE TO OHS PROCESSES 20

Elective Units

CHCCM503C DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT 75
CHCCM401D UNDERTAKE CASE MANAGEMENT 20
CHCCM402D ESTABLISH AND MONITOR A CASE PLAN 50
CHCCM404A UNDERTAKE CASE MANAGEMENT FOR CLIENTS WITH COMPLEX NEEDS 50
CHCA0401D ADVOCATE FOR CLIENTS 20
CHCA0402D SUPPORT THE INTERESTS, RIGHTS AND NEEDS OF CLIENTS WITHIN DUTY OF CARE REQUIREMENTS 75
CHCADMIN305D WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION 75
CHCA0D4028 WORK EFFECTIVELY IN THE ALCOHOL AND OTHER DRUGS SECTOR 50
CHCA0D408A ASSESS NEEDS OF CLIENTS WITH ALCOHOL AND/OR OTHER DRUGS ISSUES 125
CHCA0D406D WORK WITH CLIENTS WHO ARE INTOXICATED 50
CHCA0D409D PROVIDE ALCOHOL AND/OR OTHER DRUG WITHDRAWAL SERVICES 150
HLTFA301C APPLY FIRST AID 18
CHCGROUP403D PLAN AND CONDUCT GROUP ACTIVITIES 50
CHCSS421A UNDERTAKE COMMUNITY SECTOR WORK WITHIN OWN COMMUNITY 80

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

About this course: Gain the skills and knowledge to work in vacation programs and before and after school hours activities for school-aged children. You will learn about planning activities and providing care for children, facilitating play and leisure activities and achieving developmental outcomes. This course is designed for...
individuals working in a full-time, part-time or voluntary basis as assistants in a range of school aged settings, including before and after school care, holiday/vacation programs and school-aged services.

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

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

**Course Duration:** 9 months

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

### COURSE STRUCTURE

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

**Core Units**

- CHCCHLD401A: IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK 30
- CHCCN301B: ENSURE THE HEALTH AND SAFETY OF CHILDREN 60
- CHCCN303A: CONTRIBUTE TO PROVISION OF NUTRITIONALLY BALANCED FOOD IN A SAFE AND HYGIENIC MANNER 20
- CHCCSB01B: WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK 50
- CHCFC301A: SUPPORT THE DEVELOPMENT OF CHILDREN 45
- CHCOSHC401A: SUPPORT CHILDREN TO PARTICIPATE IN OUTSIDE SCHOOL HOURS CARE 45
- CHCOSHC402B: DEVELOP AND IMPLEMENT ACTIVITIES IN OUTSIDE SCHOOL HOURS CARE 65
- CHCOSHC403B: WORK EFFECTIVELY WITH CHILDREN IN OUTSIDE SCHOOL HOURS CARE 60
- CHCPR301B: PROVIDE EXPERIENCES TO SUPPORT CHILDREN'S PLAY AND LEARNING 40
- HLTA301C: APPLY FIRST AID 18
- HLTOH300B: CONTRIBUTE TO OHS PROCESSES 20
- HLTHIR403C: WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20

**Electives**

- CHCORG303B: PARTICIPATE EFFECTIVELY IN THE WORK ENVIRONMENT 20
- CHCPR302A: SUPPORT SUSTAINABLE PRACTICE 30
- CHCORG611B: CONTRIBUTE TO OHS PROCESSES 80
- SRCR0001B: ASSIST WITH RECREATION GAMES NOT REQUIRING EQUIPMENT 10

### CERTIFICATE IV IN YOUTH WORK

**Course Code:** CHC41808

**Campus:** Industry, Footscray Park, St Albans.

**About this course:** Launch your career as a youth worker and make a difference in a range of community-based programs. You will develop specialised skills required to work with young people and to run programs which will address their social, behavioural, health, welfare, developmental and protection needs.

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

**Careers:** Youth housing support worker, Youth worker, Community development worker (youth), Indigenous youth worker, Recreational youth activities worker, Residential care worker, Support worker residential, Youth alcohol and other drugs worker, Youth and family resource officer, Youth case worker and Youth and family service worker.

**Course Duration:** 1 year

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

**Admission Requirements International:** IELTS 5.5

**Admission Requirements Mature Age:** Employer Choice or Direct Application

**Selection Processes:** Direct Entry, Interview, User Choice (Apprenticeships), Written Application, VTAC

### COURSE STRUCTURE

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

**Care Units**

- CHCDD012B: WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK 65
- CHCCDM403A: USE TARGETED COMMUNICATION SKILLS TO BUILD RELATIONSHIPS 55
- CHCCS422A: RESPOND HOLISTICALLY TO CLIENT ISSUES AND REFER APPROPRIATELY 75
- CHCICS406A: SUPPORT CLIENT SELF MANAGEMENT 50
- CHCYTH401B: ENGAGE RESPECTFULLY WITH YOUNG PEOPLE 55
DIPLOMA OF COMMUNITY SERVICES WORK
Course Code: CHC50608

About this course: Gain skills, knowledge and understanding to work in the community welfare sector in service delivery to clients. Learn to deliver services, provide programs and develop projects for people in a range of community-based settings. Careers in community services/welfare work are demanding but rewarding, and our study programs are designed to address the social, behavioural, health, welfare, developmental and protection needs of the community.

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

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

Course Duration: 2 years
Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent
Admission Requirements International: IELTS 5.5
Admission Requirements Mature Age: Direct or VTAC entry
Selection Processes: Direct Entry, Interview, Written Test, VTAC

COURSE STRUCTURE

To achieve this qualification a total of 18 units must completed including 11 core units and 7 elective units. A wide range of elective units are available to address workplace requirements at this level or higher in the Community Services / Health Training Packages and other relevant national endorsed Training Packages approved by the School of Community Services.
And one unit from each of the following groups of units

And

CHCAD603A PROVIDE SYSTEMS ADVOCACY SERVICES 90

OR

CHCSS522A ADDRESS COMPLEX LEGAL AND ETHICAL ISSUES IN PROFESSIONAL PRACTICE 90

Pre-requisite unit for CHCSS522A

CHCSS400A WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK 50

Electives

VBP714 PREPARE FOR TERTIARY RESEARCH AND STUDY 40

CHCPOL403B UNDERTAKE RESEARCH ACTIVITIES 50

CHCSS503A FACILITATE THE COUNSELLING RELATIONSHIP 120

CHC00561A WORK WITHIN ORGANISATION AND GOVERNMENT STRUCTURES TO ENABLE COMMUNITY DEVELOPMENT OUTCOMES 95

CHCSS421A UNDERTAKE COMMUNITY SECTOR WORK WITHIN OWN COMMUNITY 80

DIPLOMA OF COMMUNITY DEVELOPMENT

Course Code: CHC50708

About this course: Play a role in educating the public through programs on health advocacy and community consultation. This course will provide you with the theoretical knowledge and skills required for leadership and management in the community sector.

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

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

Course Duration: 2 years

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

Admission Requirements International: IELTS 5.5

Admission Requirements Mature Age: Applicants will be assessed by the Selection officer as being capable of successfully completing the course. You may receive recognition of prior learning based on skills and knowledge acquired through previous
study, as in articulation, informal or formal learning or from work and/or life experience.

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

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

**COURSE STRUCTURE**

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

**Core Units**

- BSBPMG510A MANAGE PROJECTS 60
- CHCCD508C SUPPORT COMMUNITY ACTION 90
- CHCCD509C SUPPORT COMMUNITY LEADERSHIP 90
- CHCCD514A IMPLEMENT COMMUNITY DEVELOPMENT STRATEGIES 70
- CHCCD515A COMMUNICATE EFFECTIVELY WITHIN A COMMUNITY DEVELOPMENT CONTEXT 70
- CHCCD516A WORK WITHIN ORGANISATION AND GOVERNMENT STRUCTURES TO ENABLE COMMUNITY DEVELOPMENT OUTCOMES 95
- CHCLD514A ANALYSE IMPACTS OF SOCIOLOGICAL FACTORS ON CLIENTS IN COMMUNITY WORK AND SERVICES 100
- CHCPOLA03B UNDERTAKE RESEARCH ACTIVITIES 50
- CHCCI522A ADDRESS COMPLEX LEGAL AND ETHICAL ISSUES IN PROFESSIONAL PRACTICE 90
- CHCCS22A ADDRESS COMPLEX LEGAL AND ETHICAL ISSUES IN PROFESSIONAL PRACTICE 90
- or
- CHCCS502B MAINTAIN LEGAL AND ETHICAL WORK PRACTICES 70

**Electives**

- VBP714 PREPARE FOR TERTIARY RESEARCH AND STUDY 40
- CHCAD603A PROVIDE SYSTEMS ADVOCACY SERVICES 90
- CHCC500B WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK 50
- CHCORG428A REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE 120
- CHCCS521A UNDERTAKE COMMUNITY SECTOR WORK WITHIN OWN COMMUNITY 80
- CHCCS500A CONDUCT COMPLEX ASSESSMENT AND REFERRAL 65
- CHCOR6506D COORDINATE THE WORK ENVIRONMENT 90
- CHCPOL505B MANAGE RESEARCH ACTIVITIES 75
- CHCM503C DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT 75
- CHCSSL501A WORK WITHIN A STRUCTURED COUNSELLING FRAMEWORK 90
- CHCCD412A WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK 65
- CHCCD505D DEVELOP COMMUNITY RESOURCES 90
- HLTOHS300B CONTRIBUTE TO OHS PROCESSES 20
- CHCADMIN403C UNDERTAKE ADMINISTRATIVE WORK 50
- CHCGROUP403D PLAN AND CONDUCT GROUP ACTIVITIES 50
- CHCAD0408A ASSESS NEEDS OF CLIENTS WITH ALCOHOL AND/OR OTHER DRUGS ISSUES 125
- CHCCD404D DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS 125
- CHCINF505C MEET STATUTORY AND ORGANISATION INFORMATION REQUIREMENTS 90
- CHCNET503C DEVELOP NEW NETWORKS 75
- HLTOHS400A MAINTAIN OHS PROCESSES 40

**DIPLOMA OF CHILDREN’S SERVICES (EARLY CHILDHOOD EDUCATION AND CARE)**

**Course Code:** CHCS50908

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

**About this course:** Become a fully qualified child care supervisor where you will be responsible for planning, implementing and managing programs in early childhood services. In most states this is the highest qualification required at director or service manager level for children’s service centre-based care, and you will learn all the licensing, accreditation and duty of care requirements.

**Course Objectives:** This qualification covers workers in children’s services who are responsible for planning, implementing and managing programs in early childhood services, in accordance with licensing, accreditation and duty of care requirements. At this level workers have responsibility for supervision of other staff and volunteers. In most states it is the highest qualification required at director or service manager level for children’s service centre-based care.

**Careers:** Child care supervisor, director, service manager

**Course Duration:** 2 years
Admission Requirements Year 12: To gain entry students must complete CHC30708 Certificate III in Children’s Services. Apply via VTAC.

Admission Requirements International: IELTS 5.5 To gain entry students must complete CHC30708 Certificate III in Children’s Services.

Admission Requirements Mature Age: To gain entry students must complete CHC30708 Certificate III in Children’s Services. Apply via: VTAC, Direct Entry, interview, written application.

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

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

CHCCN511B ESTABLISH AND MAINTAIN A SAFE AND HEALTHY ENVIRONMENT FOR CHILDREN 40
CHCFC502A FOSTER PHYSICAL DEVELOPMENT IN EARLY CHILDHOOD 45
CHCFC503A FOSTER SOCIAL DEVELOPMENT IN EARLY CHILDHOOD 70
CHCFC504A SUPPORT EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT IN EARLY CHILDHOOD 50
CHCFC505A FOSTER COGNITIVE DEVELOPMENT IN EARLY CHILDHOOD 85
CHCFC506A FOSTER CHILDREN’S LANGUAGE AND COMMUNICATION DEVELOPMENT 100
CHCIC501B MANAGE CHILDREN’S SERVICES WORKPLACE PRACTICE TO ADDRESS REGULATIONS AND QUALITY ASSURANCE 120
CHCIC510A ESTABLISH AND IMPLEMENT PLANS FOR DEVELOPING COOPERATIVE BEHAVIOUR 40
CHCIC512A PLAN AND IMPLEMENT INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS 40
CHCPR502E ORGANISE EXPERIENCES TO FACILITATE AND ENHANCE CHILDREN’S DEVELOPMENT 80
CHCPR509A GATHER, INTERPRET AND USE INFORMATION ABOUT CHILDREN 70
CHCPR510B DESIGN, IMPLEMENT AND EVALUATE PROGRAMS AND CARE ROUTINES FOR CHILDREN 170
CHCRF511A WORK IN PARTNERSHIP WITH FAMILIES TO PROVIDE APPROPRIATE CARE FOR CHILDREN 70
CHCCN305B PROVIDE CARE FOR BABIES 40
CHCORG303C PARTICIPATE EFFECTIVELY IN THE WORK ENVIRONMENT 20
CHCRF301E WORK EFFECTIVELY WITH FAMILIES TO CARE FOR THE CHILD 25
CHCPR302A SUPPORT SUSTAINABLE PRACTICE 30
CHCCOM302D COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES 20
CHCIC302A SUPPORT ABORIGINAL AND/OR TORRES STRAIT ISLAND FAMILIES TO PARTICIPATE IN CHILDREN’S SERVICES 30
CHCIC511A IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES IN CHILDREN’S SERVICES 40
CHFCF508A FOSTER CHILDREN’S AESTHETIC AND CREATIVE DEVELOPMENT 70
CHCPR515A DEVELOP AND IMPLEMENT A PROGRAM TO SUPPORT SUSTAINABLE PRACTICE 50
CHCORG428A REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE 120
CHCCN303A CONTRIBUTE TO PROVISION OF NUTRITIONALLY BALANCED FOOD IN A SAFE AND HYGIENIC MANNER 20

DIPLOMA OF CHILDREN’S SERVICES (OUTSIDE SCHOOL HOURS CARE)
Course Code: CHC51008
Campus: Industry, St Albans.

About this course: Advance your career in children’s services with a course that provides training in co-ordination and management. The course is designed for individuals working in a full-time, part-time or voluntary basis as assistants in a range of school-aged settings, including before and after school care, vacation programs and school-aged services. The course includes units on childhood development, caring for children, and management of children’s services.

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

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

Course Duration: 1 year

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

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

COURSE STRUCTURE
To achieve the qualification 18 units must be successfully completed including 11 core units and 7 elective units. A wide range of elective units are available to address workplace requirements at this level or higher in the Community Services / Health Training Packages and other relevant national endorsed Training Packages approved by the School of Community Services.

### Core Units
- **CHC51408**  
  **DIPLOMA OF YOUTH WORK**  
  **Course Code:** CHC51408  
  **Campus:** Industry, Footscray Park, St Albans.

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

**Careers:** Case Manager, Co-ordinator Youth and Family Services, Co-ordinator Youth Services, Program Manager, Senior Case Worker, Senior Youth Worker, Youth Work Team Leader.

**Course Duration:** 1 year

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

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

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

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

**Core Units**
- **CHCSS502B**  
  **MAINTAIN LEGAL AND ETHICAL WORK PRACTICES**  
  70
- **CHCSS503A**  
  **DEVELOP, IMPLEMENT AND REVIEW SERVICES AND PROGRAMS TO MEET CLIENT NEEDS**  
  70
- **CHCGROUP403D**  
  **PLAN AND CONDUCT GROUP ACTIVITIES**  
  50
- **CHCSS513B**  
  **MAINTAIN AN EFFECTIVE COMMUNITY SECTOR WORK ENVIRONMENT**  
  45
- **CHCCOM504A**  
  **DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE WORKPLACE COMMUNICATION**  
  80
- **CHCNET404A**  
  **FACILITATE LINKS WITH OTHER SERVICES**  
  70
- **CHCYTH505D**  
  **SUPPORT YOUTH PROGRAMS**  
  150
- **HLTHIR401A**  
  **MAINTAIN WORKPLACE OHS PROCESSES**  
  40
About this course: The Diploma of Community Services (Financial Counselling) is designed to teach you how to provide services to assist people faced with debt and other financial issues. You can build on your existing knowledge and experience of the community services industry. You will gain skills in client assessment, specialist casework, community networking and engagement. You will also learn about how social and systemic issues and the current political climates impact on consumers.

Course Objectives: This qualification applies to financial counselling, which is a specialist service assisting people faced with debt and other financial issues. This work requires skills in:

- Client assessment and related case work, referral and intervention skills, including consumer advocacy
- Community networking, community engagement and education and systemic advocacy
- Understanding of social and systemic issues that impact on financial counselling clients
- Understanding of the concepts of chronic poverty and financial hardship
- Knowledge of basic community law skills including familiarity with a number of Consumer Law Acts relating to credit and debt issues affecting clients and their rights and obligations
- Knowledge of the application of related Acts such as the Social Security Act, and other legislations relating to human rights
- Financial counsellors require essential knowledge and skills to work within casework, community development and social justice contexts
- Knowledge, paralegal skills and competencies especially with regard to consumer low credit and debt issues affecting clients and their rights and obligations
- Awareness of current political climate and impact on low income and vulnerable consumers
- Casework, community development and social justice contexts.

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

Course Duration: 2 years

Admission Requirements Year 12: Completion of VCE and 1 year of Relevant Community Sector experience.

Admission Requirements Mature Age: 1 year of Relevant Community Sector experience. Demonstrate knowledge and technical financial skills as assessed by the University.

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

Selection Processes: Direct Entry, Interview, Written Test, Other a state-wide moderated selection process exists which incorporates a requirement of completion of year 12 or equivalent and Community sector experience; selection interview; reading comprehension and written assessment.

COURSE STRUCTURE

To gain entry into CHC52108 Diploma of Community Services (Financial counselling) it is recommended that candidates have sufficient relevant work
experience to indicate likely success at this level of qualification in a job role involving: • The self-directed application of knowledge with substantial depth in some areas • The exercise of independent judgement and decision-making • The application of relevant technical and other skills. To gain the qualification CHC52108 Diploma of Community Services (Financial counselling) 17 units must be completed including 11 core units and 6 elective units.

### Core National Units

<table>
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<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CHCAD401D</td>
<td>ADVOCATE FOR CLIENTS</td>
<td>20</td>
</tr>
<tr>
<td>CHCCD404D</td>
<td>DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS</td>
<td>125</td>
</tr>
<tr>
<td>CHCCS411B</td>
<td>WORK EFFECTIVELY IN THE COMMUNITY SECTOR</td>
<td>40</td>
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<tr>
<td>CHCCSL501A</td>
<td>WORK WITHIN A STRUCTURED COUNSELLING FRAMEWORK</td>
<td>90</td>
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<tr>
<td>CHCCSL502A</td>
<td>APPLY SPECIALIST INTERPERSONAL AND COUNSELLING INTERVIEW SKILLS</td>
<td>60</td>
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<tr>
<td>CHCCSL503A</td>
<td>FACILITATE THE COUNSELLING RELATIONSHIP</td>
<td>120</td>
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<tr>
<td>CHCCSL507A</td>
<td>SUPPORT CLIENTS IN DECISION-MAKING PROCESSES</td>
<td>120</td>
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<tr>
<td>CHCCSL509A</td>
<td>REFLECT AND IMPROVE UPON COUNSELLING SKILLS</td>
<td>90</td>
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<tr>
<td>CHCFIN501A</td>
<td>IDENTIFY AND APPLY TECHNICAL INFORMATION TO ASSIST CLIENTS WITH FINANCIAL ISSUES</td>
<td>60</td>
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<tr>
<td>CHCFIN502A</td>
<td>FACILITATE THE FINANCIAL COUNSELLING PROCESS</td>
<td>55</td>
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<tr>
<td>CHCFIN503A</td>
<td>DEVELOP AND USE FINANCIAL COUNSELLING TOOLS AND TECHNIQUES</td>
<td>55</td>
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### Required Additional Units

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<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credit Hours</th>
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<tr>
<td>CHCLEG411A</td>
<td>USE RELEVANT LEGISLATION IN RESPONSE TO CLIENT NEEDS</td>
<td>50</td>
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<tr>
<td>HLTOHS300B</td>
<td>CONTRIBUTE TO OHS PROCESSES</td>
<td>20</td>
</tr>
<tr>
<td>CHCAD603A</td>
<td>PROVIDE SYSTEMS ADVOCACY SERVICES</td>
<td>90</td>
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### VU Selected Electives

Select three (3) relevant elective units from these options:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCM503C</td>
<td>DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT</td>
<td>75</td>
</tr>
<tr>
<td>CHCCH427A</td>
<td>WORK EFFECTIVELY WITH PEOPLE EXPERIENCING OR AT RISK OF HOMELESSNESS</td>
<td>70</td>
</tr>
<tr>
<td>CHCGMB503A</td>
<td>PROVIDE COUNSELLING FOR CLIENTS WITH PROBLEM GAMBLING ISSUES</td>
<td>70</td>
</tr>
</tbody>
</table>

### Consumers with Mental Health and AOD Issues

Where work involves a specific focus on Aboriginal and Torres Strait Islander and/or culturally diverse clients or communities, one of both of the following electives is recommended:

- HLTHIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
- HLTHIR404B WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE 20

Financial Counsellors specifically employed under the Rural Financial Counselling program must complete the unit:

- CHCFIN504A WORK EFFECTIVELY IN RURAL FINANCIAL COUNSELLING 50

and two of the following four elective units:

- RTE5523A DEVELOP CLIMATIC RISK MANAGEMENT STRATEGIES 120
- RTE5902A DEVELOP AND REVIEW A BUSINESS PLAN 150
- RTE5912A PLAN AND MONITOR PRODUCTION PROCESSES 120
- RTE5916A PREPARE AND MONITOR BUDGETS AND FINANCIAL REPORTS 140

### Advanced Diploma of Disability

**Course Code:** CHC60108  
**Campus:** Footscray Nicholson, Industry.

**About this course:** Develop the skills required to manage disability services, departments and projects in a range of community organisations and government services. These services may include sectors such as housing, children's services, alcohol and other drugs, mental health, disability, aged and community care.

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

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

**Course Duration:** 2 years

**Selection Processes:** Direct Entry, Interview

**Course Structure:**

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

CHCAD603A PROVIDE SYSTEMS ADVOCACY SERVICES 90
CHADMIN604B MANAGE THE FINANCES, ACCOUNTS AND RESOURCES OF AN ORGANISATION 90
CHCSS604A MANAGE THE DELIVERY OF QUALITY SERVICES TO CLIENTS 90
CHCSS607D COORDINATE IN-SERVICE ASSESSMENT AND RESPONSE TO ADDRESS CLIENT NEEDS 75
CHDSS651A COORDINATE SERVICES FOR PEOPLE WITH DISABILITIES 125
CHCONF604C MANAGE THE ORGANISATION’S INFORMATION SYSTEMS 75
CHNET503C DEVELOP NEW NETWORKS 75
CHCORG428A REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE 120
CHCORG607C MANAGE WORKPLACE ISSUES 75
CHCORG606D ESTABLISH AND MANAGE NEW PROGRAMS OR SERVICES 75
CHCORG610B MANAGE CHANGE IN A COMMUNITY SECTOR ORGANISATION 150
CHCORG611B LEAD AND DEVELOP OTHERS IN A COMMUNITY SECTOR WORKPLACE 80
CHCORG619C MANAGE QUALITY OF ORGANISATION’S SERVICE DELIVERY OUTCOMES 90
CHCORG620C PROMOTE AND REPRESENT THE SERVICE 90
HLTHRS501A MANAGE WORKPLACE OHS PROCESSES 40

And one of the following units

CHCOM403A USE TARGETED COMMUNICATION SKILLS TO BUILD RELATIONSHIPS 55
CHCOM504A DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE WORKPLACE COMMUNICATION 80

Elective Units

CHCMH504D PROVIDE A RANGE OF SERVICES TO PEOPLE WITH MENTAL HEALTH ISSUES 150
CHCSS422A RESPOND HOLISTICALLY TO CLIENT ISSUES AND REFER APPROPRIATELY 75
CHCOW503A WORK INTENSIVELY WITH CLIENTS 75

CHCOR627A PROVIDE MENTORING SUPPORT TO COLLEAGUES 60
CHCPOL606B COORDINATE POLICY DEVELOPMENT 90
CHCPOL504B DEVELOP AND IMPLEMENT POLICY 90
CHCORG614A MANAGE A COMMUNITY SECTOR ORGANISATION 80
CHCPOL701A USE RESEARCH EVIDENCE TO ADVANCE POLICY AND PRACTICE 60
CHCORG615C PROMOTE THE ORGANISATION 130
CHCINF606C MANAGE INFORMATION STRATEGICALLY 90
BSBHO5509A ENSURE A SAFE WORKPLACE 60
HLTHRS403C WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20

ADVANCED DIPLOMA OF CHILDREN’S SERVICES
Course Code: CHC60208
Campus: Werribee, Footscray Nicholson, Industry, St Albans.

About this course: Advance your career in childcare and learn the skills to become a program manager or director of a children’s services centre. This Advanced Diploma, delivered predominantly online, will develop your skills so you can provide specialist children’s services. You will learn how to:

- manage child care settings and run services in early childhood education and care
- work intensively with clients with complex needs
- mentor and supervise other workers.

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

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

Course Duration: 1 year

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

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

COURSE STRUCTURE

13 units must be selected for this qualification including: • 7 compulsory units • 6 elective units. A wide range of elective units is available and may include: - Relevant electives listed below the compulsory units for this qualification — with some grouping to facilitate selection. At least two electives must be selected from the group of general electives - Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services.
and/or Health Training Packages - Where appropriate, to address workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages.

Compulsory Units

- **BSBMGT608B** MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT 70
- **CHC55502B** MAINTAIN LEGAL AND ETHICAL WORK PRACTICES 70
- **CHCCS604A** MANAGE THE DELIVERY OF QUALITY SERVICES TO CLIENTS 90
- **CHC66116** LEAD AND DEVELOP OTHERS IN A COMMUNITY SECTOR WORKPLACE 80
- **CHC6620C** PROMOTE AND REPRESENT THE SERVICE 90
- **CHC6642D** PROVIDE LEADERSHIP IN COMMUNITY SERVICES DELIVERY 120
- **CHC6627B** PROVIDE MENTORING SUPPORT TO COLLEAGUES 60

Electives

- **CHCIC620A** SUPPORT ABORIGINAL AND/OR TERRITORY STRATEGIC FAMILIES TO PARTICIPATE IN CHILDREN’S SERVICES 30
- **CHCIC620C** MANAGE COMPLEX BEHAVIOURAL SITUATIONS 30
- **CHCINF604C** MANAGE THE ORGANISATION’S INFORMATION SYSTEMS 75
- **CHC6642A** REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE 120
- **BSBM6514A** IMPLEMENT AND MONITOR MARKETING ACTIVITIES 50
- **CHC6610B** MANAGE CHANGE IN A COMMUNITY SECTOR ORGANISATION 150

**ADVANCED DIPLOMA OF COMMUNITY SECTOR MANAGEMENT**

**Course Code:** CHC60308

**Campus:** Footscray Nicholson, Industry.

**About this course:** Develop the skills required to put you at the forefront of the community sector. You will learn how to manage risk, finances, human resources, occupational health and safety processes, and innovation. You will be qualified to work in areas that make a real difference in people’s lives such as housing, children’s services, mental health and a wide variety of others.

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

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

**Course Duration:** 2 years

**Admission Requirements Mature Age:** Direct Entry
CHCORG620C  PROMOTE AND REPRESENT THE SERVICE  90
HLTHIR403C  WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS  20
BSMGT608B  MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT  70

VOCATIONAL GRADUATE CERTIFICATE IN COMMUNITY SERVICES PRACTICE (CLIENT ASSESSMENT AND CASE MANAGEMENT)
Course Code: CHC70208
Campus: Industry

About this course: Are you an advanced practitioner in the Community Services sector? This qualification is intended to develop specialist knowledge and skills and strengthen your capabilities in this field, helping you make independent and complex judgements in specialised fields of practice. Graduates will work in advanced case-management and assessment roles in statutory and voluntary contexts.

Course Objectives: This qualification is intended to develop specialist knowledge and skills for advanced practitioners in the Community Services sector. It strengthens graduates’ capabilities in high level, independent and complex judgements in specialised fields of practice. Graduates will work in advanced case-management and assessment roles in statutory and voluntary contexts.

Careers: Relevant career opportunities are Case manager; Care manager; Assessment officer; Assessor.

Course Duration: 1 year

Admission Requirements Mature Age: This qualification is suited to candidates who are currently employed and have significant experience working as a practitioner in a specialist area of work in the community sector. It is recommended that candidates have: An undergraduate degree or postgraduate qualification in a discipline related to work in the community sector OR Significant previous experience in a community sector organisation with substantial depth in the specialist area of practice and independent judgement and decision making responsibilities.

Selection Processes: Direct Entry, Interview

COURSE STRUCTURE

To achieve this qualification, participants must successfully complete 10 units including:

- 3 core units
- 7 elective units (Five elective units required for specialisation in Client Assessment and Case Management and two relevant electives from Community Services, Health or other relevant Training Packages).

This course is currently customised for delivery to specific industry clients who are currently employed in the industry.

CHCCS805B  UNDERTAKE PROFESSIONAL REFLECTION  75
CHCORG701C  PROVIDE LEADERSHIP AS A PRACTITIONER IN COMMUNITY SERVICES  60
CHCPOL701B  USE RESEARCH EVIDENCE TO ADVANCE POLICY AND PRACTICE  60
CHCAD504B  PROVIDE ADVOCACY AND REPRESENTATION SERVICES  80

CHCCM701B  UNDERTAKE ADVANCED CLIENT ASSESSMENTS  75
CHCCM702B  IMPLEMENT GOAL DIRECTED CARE PLANNING  75
CHCCM703A  APPLY EFFECTIVE CASE MANAGEMENT PRACTICE  75
CHCCM705C  WORK EFFECTIVELY WITH CARERS AND FAMILIES IN COMPLEX SITUATIONS  65
CHCORG609D  MANAGE PROJECTS AND STRATEGIES  90
CHCCS400C  WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK  50

CERTIFICATE II IN HEALTH SUPPORT SERVICES
Course Code: HLT21207
Campus: Industry, Approved Secondary Schools

About this course: The Certificate II in Health Support Services is an entry level qualification for workers who provide support in health services. The course will help you to gain employment in the health or community care industry. It provides an entry platform if you want to pursue further studies in these fields.

Course Objectives: This qualification covers workers who provide support for the effective functioning of health services. These workers do not provide direct care assistance functions such as assisting other staff with the care of clients. This certificate enables people to gain employment in the health or community care industry and provides an entry platform to those who would like to pursue further studies in these fields.

Careers: Occupations may include: Hospital assistant, Administration support, Support services worker, Clerk, Maintenance assistant in a hospital or community services industry.

Course Duration: 2 years

Admission Requirements VET: Secondary School choice as assessed by the University Interview

Selection Processes: Interview, Written Application

COURSE STRUCTURE

To achieve this qualification, you are required to obtain 12 units of competency including:

- Four (4) Core units
- Eight (8) Elective Units

Core Units

HLTHIR301B  COMMUNICATE AND WORK EFFECTIVELY IN HEALTH  20
HLTIN301C  COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES  20
HLOHS200B  PARTICIPATE IN OHS PROCESSES  20
Elective Units Selected from the list below or where appropriate to the workplace requirements approved by the school in accordance to the Health (HLT07) Training Package guidelines.

**Client Support Electives**
- HLTCSD201C MAINTAIN HIGH STANDARD OF CLIENT SERVICE 30
- HLTCSD203C PREPARE AND MAINTAIN BEDS 15
- HLTCSD306C RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR 20
- HLTCSD208C TRANSPORT CLIENTS 20
- HLTHSE204C FOLLOW SAFE MANUAL HANDLING PRACTICES 20

**Cultural awareness and respectful practice Electives**
- HLTHIR403C WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
- HLTHIR404D WORK EFFECTIVELY WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE 20

**Health Administration Electives**
- BSBADM101A USE BUSINESS EQUIPMENT AND RESOURCES 15

**Additional Electives**
- HLTAH301B ASSIST WITH AN ALLIED HEALTH PROGRAM 40
- HLTCSD201C MAINTAIN HIGH STANDARD OF CLIENT SERVICE 30
- HLTCSD305C ASSIST WITH CLIENT MOVEMENT 20
- HLTFA301C APPLY FIRST AID 18
- BSBMED201A USE BASIC MEDICAL TERMINOLOGY 30
- BSBMED301B INTERPRET AND APPLY MEDICAL TERMINOLOGY APPROPRIATELY 60
- BSBFLM303C CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
- HLTCS306D RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR 20
- HLTHIR403C WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
- HLTHIR404D WORK EFFECTIVELY WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE 20
- HLTAH301B PROVIDE SUPPORT IN AN ACUTE CARE ENVIRONMENT 20
- HLFCNT301A APPLY FIRST AID 18
- HLTCSD304C SUPPORT THE CARE OF CLIENTS 20
- HLTCSD308C TRANSPORT CLIENTS 20

**Course Code:** HLT32407  
**Campus:** Industry, VETiS Secondary Schools VCAL

**About this course:** This course will enable you to seek work as an allied health assistant. You will learn about legal and ethical issues in health care, effective communication strategies, anatomy and physiology, and occupational health and safety. Working in allied health assistance will include preparing for and assisting with therapy session, providing relevant information to clients, using therapy equipment correctly and safely, and completion of administrative duties.

**Course Objectives:** This qualification covers workers who provide assistance to allied health professionals. Workers at this level operate under direct supervision and do not conduct programs or therapeutic interventions.

**Careers:** Occupational titles for graduates may include: Therapy assistant, allied health assistant, occupational therapy assistant, podiatry assistant, physiotherapy assistant, speech pathology assistant.
### CERTIFICATE III IN HEALTH SERVICES ASSISTANCE

**Course Code:** HLT32507  
**Campus:** Werribee, Footscray Nicholson, Industry.

**About this course:** Develop a career caring for patients in hospitals as an assistant to professional health staff. You will train to work with patients under supervision. You will undertake a range of routine tasks and gain knowledge of transporting patients, preparing and maintaining beds, following basic food safety practice, infection control and basic medical terminology.

**Course Objectives:** The aim is to prepare applicants with employability skills to work in the Health Industry and to provide assistance to health professional staff with the care of clients. Health Services Assistance involves the workers in direct client contact under supervision.

**Careers:** Ward work, patient services and hospital orderly work.

**Course Duration:** 1 year

**Admission Requirements Mature Age:** Direct Application

**Admission Requirements VET:** Year 10 minimum Interview School Choice

**Admission Requirements Other:** Employer choice

**Selection Processes:** Interview, Written Application, Employer Choice

**COURSE STRUCTURE**

The VETiS program is offered over a two (2) or three (3) year delivery. To qualify for the Certificate III in Health Services Assistance course, participants must successfully complete 6 compulsory units and 9 elective units.

#### Core Units of Study

- **HLTHIR301B** COMMUNICATE AND WORK EFFECTIVELY IN HEALTH 20
- **HLTIN301C** COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES 20
- **HLTOHS200B** PARTICIPATE IN OHS PROCESSES 20
- **BSBAMED201A** USE BASIC MEDICAL TERMINOLOGY 30
- **HLTAP301B** RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH 70
- **BSBFAM303C** CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40

#### Elective Units of Study

- **HLTCSD201C** MAINTAIN HIGH STANDARD OF CLIENT SERVICE 30
- **HLTCSD203C** PREPARE AND MAINTAIN BEDS 15
- **BSBAMED301B** INTERPRET AND APPLY MEDICAL TERMINOLOGY APPROPRIATELY 60
- **BSBAMED305B** APPLY THE PRINCIPLES OF CONFIDENTIALITY, PRIVACY AND SECURITY WITHIN THE MEDICAL ENVIRONMENT 20
- **HLTCSD304C** SUPPORT THE CARE OF CLIENTS 20
- **HLTCSD305C** ASSIST WITH CLIENT MOVEMENT 20
- **HLTCSD208C** TRANSPORT CLIENTS 20
- **HLTHIR403C** WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
- **CHCCS401B** FACILITATE RESPONSIBLE BEHAVIOUR 40
- **HLTCSD306C** RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR 20
- **HLTCSD307C** CARE FOR THE HOME ENVIRONMENT OF CLIENTS 20
- **CHCMH301B** WORK EFFECTIVELY IN MENTAL HEALTH 50
- **SITXOH5001A** FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 10
- **HLFA301C** APPLY FIRST AID 18
- **CHCAC316C** PROVIDE FOOD SERVICES 20

### VETiS Electives

- **HLTAIN301B** ASSIST NURSING TEAM IN AN ACUTE CARE ENVIRONMENT 80
- **HLTAIN302B** PROVIDE SUPPORT IN AN ACUTE CARE ENVIRONMENT 30
- **HLTHIR404D** WORK EFFECTIVELY WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE 20
- **HLTCSD203C** PREPARE AND MAINTAIN BEDS 15
- **HLTAH301B** ASSIST WITH AN ALLIED HEALTH PROGRAM 40

#### Additional Elective units

- **HLTCPR201B** PERFORM CPR 3
- **BSBAMED301B** INTERPRET AND APPLY MEDICAL TERMINOLOGY APPROPRIATELY 60

### CERTIFICATE III IN HEALTH ADMINISTRATION

**Course Code:** HLT32907  
**Campus:** Werribee, Industry, Melton.

**About this course:** Become competent in a wide range of administrative duties required to work in the health industry. Learn various functions including using basic medical terminology and maintaining patient records, which are carried out in a range of settings including hospitals, community health centres and private practice.

**Course Objectives:** This qualification covers workers who complete a wide range of administrative tasks, under direct or indirect supervision. These functions can be carried out in a range of settings, including hospitals, community health centres, private practice, etc.

**Careers:** Occupational titles for these workers may include:

- Admissions Clerk
Administrative Worker  
Clinical Coding Clerk  
Ward Clerk

Course Duration: 1 year

Admission Requirements Year 12: Successful completion of VCE or equivalent

Admission Requirements Mature Age: Direct Entry

Admission Requirements VET: School Choice

Selection Processes: Direct Entry

COURSE STRUCTURE

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

- 5 compulsory units
- 10 elective units

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

- Relevant electives listed in the HLT07 Training Package under the packaging rules are compulsory units for this qualification.
- Competency units available at Certificate III level or higher in the Health and/or Community Services Training Packages.
- A maximum of 2 competency units may be selected from other relevant Training Package units available at Certificate III.

Core Units of Study

- HLTIR301B COMMUNICATE AND WORK EFFECTIVELY IN HEALTH 20
- HLTIN301C COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES 20
- HLTOS200B PARTICIPATE IN OHS PROCESSES 20
- BSBMED301B INTERPRET AND APPLY MEDICAL TERMINOLOGY APPROPRIATELY 60
- BSBFM303C CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40

Elective Units of Study

You will need to choose at least ten elective units with the approval of the Head of School, from the following or from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate III.

- HLTIR301A ORGANISE WORKPLACE INFORMATION 30
- HLTAD301B ASSIST WITH PRACTICE ADMINISTRATION 20
- BSBMED302B PREPARE AND PROCESS MEDICAL ACCOUNTS 30
- BSBMED303B MAINTAIN PATIENT RECORDS 20
- BSBFA301A MAINTAIN FINANCIAL RECORDS 60
- BSBFLM309C SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES 40

Work relationships

- HLTCSB306C RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR 20
- BSBFLM312C CONTRIBUTE TO TEAM EFFECTIVENESS 40
- BSBINN301A PROMOTE INNOVATION IN A TEAM ENVIRONMENT 40
- CHCCS401B FACILITATE RESPONSIBLE BEHAVIOUR 40
- BSBWOR301A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 30

Additional electives

- HLTFA301C APPLY FIRST AID 18
- HLTCP201B PERFORM CPR 3
- BSBMED305B APPLY THE PRINCIPLES OF CONFIDENTIALITY, PRIVACY AND SECURITY WITHIN THE MEDICAL ENVIRONMENT 20
- BSBMU301A DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
- BSBCOM301A PROCESS CUSTOMER COMPLAINTS 30
- BSBINM301A ORGANISE WORKPLACE INFORMATION 30

CERTIFICATE IV IN HEALTH SUPERVISION

Course Code: HLT40407
Campus: Werribee, Industry.

About this course: Lay the groundwork for a career as a supervisor or senior workplace trainer in health care. You will be fully trained to provide technical, support and administration services to run and supervise a busy general practitioner’s office. You will learn how to:

- provide leadership
- work effectively with culturally diverse clients
- use advanced medical terminology
- manage administrative software
- maintain good workplace relationships

Course Objectives: This qualification covers workers in the role of a supervisor or senior workplace trainer in a functional or operational unit/service in a healthcare
setting providing health support services, health technical services, health care services, health professional support services and health administration services.

**Careers:**
- GP Practice Supervision.

**Admission Requirements:**

**Mature Age:** Assessed as capable of completing the course by the University.

**Other:** Assessed as capable of completing the course by the University.

**Selection Processes:** Direct Entry

**COURSE STRUCTURE**

**Core Units of Study**

- **HLTIR506C** IMPLEMENT AND MONITOR COMPLIANCE WITH LEGAL AND ETHICAL REQUIREMENTS 50
- **HLOHS500B** CONTRIBUTE TO OHS PROCESSES 20
- **HLTIN403C** IMPLEMENT AND MONITOR INFECTION CONTROL POLICY AND PROCEDURES 50
- **HLTSUP401B** SUPERVISE IN A HEALTH SETTING 60
- **BSBWOR402A** PROMOTE TEAM EFFECTIVENESS 50
- **BSBMD301B** INTERPRET AND APPLY MEDICAL TERMINOLOGY APPROPRIATELY 60

**Elective Units of Study**
You will need to choose at least nine elective units with the approval of the Head of School, from the following or from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate IV or higher.

- **CHCOR428A** REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE 120
- **HLTHIR403C** WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
- **HLTHIR505C** PROVIDE LEADERSHIP IN PROMOTING EFFECTIVE WORK PRACTICES IN HEALTH 30
- **HLOHS501A** MANAGE WORKPLACE OHS PROCESSES 40
- **HLTPM501B** MANAGE IN A HEALTH CARE BUSINESS 50
- **HLTPM502B** MANAGE HEALTH BILLING AND ACCOUNTING SYSTEM 30

**Industry Elective Options**

- **HLTCPR201B** PERFORM CPR 3
- **HLTHIR404D** WORK EFFECTIVELY WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE 20
- **BSBRSK401A** IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES 50

**BSBMGT403A** IMPLEMENT CONTINUOUS IMPROVEMENT 40
**BSBHRM402A** RECRUIT, SELECT AND INDUCT STAFF 50
**BSBLED401A** DEVELOP TEAMS AND INDIVIDUALS 40
**BSBMD305B** APPLY THE PRINCIPLES OF CONFIDENTIALITY, PRIVACY AND SECURITY WITHIN THE MEDICAL ENVIRONMENT 20
**BSBWOR404B** DEVELOP WORK PRIORITIES 40
**SITXHRM003A** ROSTER STAFF 30

**CERTIFICATE IV IN HEALTH CARE (AMBULANCE)**

**Course Code:** HLT41007

**Campus:** St Albans.

**About this course:**
Develop skills to become an ambulance attendant. In this course you will learn basic client care and patient transport skills for emergency response situations.

**Course Objectives:**
The aim is that graduates will acquire the skills and knowledge to work in the non-emergency ambulance transport sector to provide transport for clients. There are nine pre-requisite units required to be achieved to articulate to the Diploma of Paramedical Science (Ambulance).

**Careers:**
Occupational titles may include non-emergency patient transport officer.

**Course Duration:** 1 year

**Admission Requirements:**
- All applicants must complete a TAFE Direct Admission/Supplementary Information form. Applicants will need to demonstrate sufficient language skills to be able to complete the course, as well as meeting selection criteria pertaining to appropriate interpersonal skills and professional responsibilities which are suitable for this industry. Learning and assessment in this course requires practical skills, clear written English skills (IELTS level 5.5) and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. Interviews may be applicable to some applicants.

**Selection Processes:**
- Direct Entry, Written Application, Other

All applicants must complete a TAFE Direct Admission/Supplementary Information form. Applicants will need to demonstrate sufficient language skills to be able to complete the course, as well as meeting selection criteria pertaining to appropriate interpersonal skills and professional responsibilities which are suitable for this industry. Learning and assessment in this course requires practical skills, clear written English skills and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. Interviews may be applicable to some applicants.

**Clinical Placement Requirements:**
Students are currently required to complete a number of mandatory industry requirements before commencing placement. These include:
- Enrolled students must undergo an annual Victoria Police Check. students who do not provide a satisfactory Victorian Police Check will be denied access to all clinical placement units necessary for graduation. Failure to gain a Police clearance may also impact on the likelihood of gaining employment in industry.
- A Victorian Drivers License (probationary licence accepted), is required to fulfill the driving component of the course and the student must have a licence at the time of enrolment.
- A Medical Check and a Physical Capacity Test are industry requirements for students attending clinical placements with Metropolitan Ambulance Service (MAAS...
and Rural Ambulance Service (RAV). Students must meet medical standards including the medical guidelines for the ‘Assessing Fitness to Drive for Commercial and Private Vehicle Drivers 2003’. For further information visit www.austroads.com.au. Students should be aware that their checks and test are to remain current until all their clinical placement units have been satisfactorily completed. Prospective students who believe that they may have difficulties meeting or maintaining the requirements are advised to contact the Course Coordinator prior to admission.

COURSE STRUCTURE

This qualification requires the successful completion of 19 competency units including 11 core and 8 elective units. A wide range of elective units are available and may include:

- Relevant electives listed below the compulsory units for this qualification
- Competency units available at Certificate IV level or higher in the Health and/or Community Services Training Packages

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>HLTHIR301A</td>
<td>COMMUNICATE AND WORK EFFECTIVELY IN HEALTH</td>
<td>20</td>
</tr>
<tr>
<td>BSBFJ303C</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>40</td>
</tr>
<tr>
<td>HLT05300B</td>
<td>CONTRIBUTE TO OHS PROCESSES</td>
<td>20</td>
</tr>
<tr>
<td>HLTI301C</td>
<td>COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>HLTAP401B</td>
<td>CONFIRM PHYSICAL HEALTH STATUS</td>
<td>90</td>
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<tr>
<td>HLTAAMCR401B</td>
<td>FOLLOW PROCEDURES FOR ROUTINE SAFE REMOVAL OF CLIENT</td>
<td>40</td>
</tr>
<tr>
<td>HLTHIR301B</td>
<td>MANAGEMENT ROUTINE SCENE AND PROMOTE PUBLIC SAFETY</td>
<td>50</td>
</tr>
<tr>
<td>HLTHIR301B grabs</td>
<td>COMMUNICATE WITH CLIENTS TO SUPPORT HEALTH CARE</td>
<td>20</td>
</tr>
<tr>
<td>HLTHIR401B</td>
<td>DELIVER BASIC CLINICAL CARE</td>
<td>60</td>
</tr>
<tr>
<td>HLTHIR402B</td>
<td>CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY</td>
<td>30</td>
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<tr>
<td>HLTHIR403B</td>
<td>MANAGE PERSONAL STRESSORS IN THE WORK ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>HLTHIR301B grabs</td>
<td>TRANSPORT NON-EMERGENCY CLIENTS UNDER OPERATIONAL CONDITIONS</td>
<td>20</td>
</tr>
<tr>
<td>HLTHIR403B</td>
<td>WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE</td>
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<tr>
<td>HLTHIR404B</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
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Elective Units

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<tr>
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<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>HLTHIR401B</td>
<td>CONTRIBUTE TO MANAGING THE SCENE OF AN EMERGENCY</td>
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<tr>
<td>HLTHIR401B</td>
<td>TRANSPORT EMERGENCY CLIENTS</td>
<td>60</td>
</tr>
<tr>
<td>HLTHIR401B</td>
<td>IMPLEMENT SAFE ACCESS AND EGRET IN AN EMERGENCY</td>
<td>40</td>
</tr>
<tr>
<td>TAAAS301A</td>
<td>CONTRIBUTE TO ASSESSMENT</td>
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</tr>
<tr>
<td>TAAAS401A</td>
<td>PLAN AND ORGANISE ASSESSMENT</td>
<td>10</td>
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DIPLOMA OF PARAMEDICAL SCIENCE (AMBULANCE)

Course Code: HLTS0407
Campus: St. Albans.

About this course: Begin a rewarding career in the private and non-emergency transport sector. Treat and transport patients who are injured or suffering a non-threatening illness. This course provides you with the skills required by state ambulance authorities and non-emergency transport companies to deliver patient care and transport services. Requirements vary from state to state. This qualification does not enable graduates to apply for positions in Ambulance Service Victoria.

Course Objectives: The course aims to provide the knowledge and skills required of workers employed by private non-emergency patient transport companies in Victoria to deliver non-emergency patient care and transport services. Requirements vary from state to state. This qualification does not enable graduates to apply for positions in Ambulance Service Victoria. Occupational titles may include Ambulance Transport Attendant and Ambulance Attendant.

Careers: To apply for positions of ambulance transport attendant (the primary officer) in the private, non-emergency transport sector in Victoria.

Course Duration: 1 year

Admission Requirements Year 12: Completion of VCE or equivalent

Admission Requirements Mature Age: As assessed by the University

Selection Processes: Interview, Written Application, OtherAll applicants must complete a TAFE Direct Admission/Supplementary Information form. Applicants will need to demonstrate sufficient language skills to be able to complete the course, as well as meeting selection criteria pertaining to appropriate interpersonal skills and professional responsibilities which are suitable for this industry. Learning and assessment in this course requires practical skills, clear written English skills and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. Interviews may be applicable to some applicants. Clinical Placement Requirements: Students are currently required to complete a number of mandatory industry requirements before commencing placement. These include: - Enrolled students must undergo an annual Victoria Police Check. Students who do not provide a satisfactory Victorian Police Check will be denied access to all clinical placement units necessary for graduation. Failure to gain a Police clearance may also impact on the likelihood of gaining employment in industry. - A Victorian Drivers Licence (probationary licence accepted), is required to fulfill the driving component of the course and the student must have a licence at the time of enrolment. - A Medical Check and a Physical Capacity Test are industry requirements for students attending clinical placements with Ambulance
Victoria (AV). Students must meet medical standards including the medical guidelines for the ‘Assessing Fitness to Drive for Commercial and Private Vehicle Drivers 2003’. For further information visit www.austroads.com.au. Students should be aware that their checks and test are to remain current until all their clinical placement units have been satisfactorily completed. Prospective students who believe that they may have difficulties meeting or maintaining the requirements are advised to contact the Course Coordinator prior to admission.

COURSE STRUCTURE

There are nine pre-requisites units for entry to this qualification. These units will be offered to those needing to undertake them. This qualification requires the completion of 14 competency units, including seven compulsory units and seven elective units.

Pre-requisite Units of Study

The following nine pre-requisite units will be delivered to those required to undertake them in accordance with the HLT07 Health Training package.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM303C</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>40</td>
</tr>
<tr>
<td>HLTOHS300B</td>
<td>CONTRIBUTE TO OHS PROCESSES</td>
<td>20</td>
</tr>
<tr>
<td>HLTIN301C</td>
<td>COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES</td>
<td>20</td>
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<tr>
<td>HLTAP401B</td>
<td>CONFIRM PHYSICAL HEALTH STATUS</td>
<td>90</td>
</tr>
<tr>
<td>HLTAMBAE403C</td>
<td>FOLLOW PROCEDURES FOR ROUTINE SAFE REMOVAL OF CLIENT</td>
<td>40</td>
</tr>
<tr>
<td>HLTAMSC401B</td>
<td>MANAGE ROUTINE SCENE AND PROMOTE PUBLIC SAFETY</td>
<td>50</td>
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<tr>
<td>HLTAMBFSC401C</td>
<td>COMMUNICATE WITH CLIENTS AND COLLEAGUES TO SUPPORT HEALTH CARE</td>
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</tr>
<tr>
<td>HLTAMCR401B</td>
<td>DELIVER BASIC CLINICAL CARE</td>
<td>60</td>
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<tr>
<td>HLTAMB301B</td>
<td>TRANSPORT NON-EMERGENCY CLIENTS UNDER OPERATIONAL CONDITIONS</td>
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Seven Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Value</th>
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<tbody>
<tr>
<td>HLTAMBSAS501B</td>
<td>CONDUCT CLINICAL ASSESSMENT</td>
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<tr>
<td>HLTAMCR502B</td>
<td>DELIVER STANDARD CLINICAL CARE</td>
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<tr>
<td>HLTAMBFC402C</td>
<td>COMMUNICATE IN COMPLEX OR DIFFICULT SITUATIONS</td>
<td>50</td>
</tr>
<tr>
<td>HLTAMBD401C</td>
<td>MANAGE PERSONAL STRESSORS IN THE WORK ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>HLTAMBAE501C</td>
<td>IMPLEMENT SAFE ACCESS AND EGRESS IN AN EMERGENCY</td>
<td>40</td>
</tr>
<tr>
<td>HLTMMB402C</td>
<td>CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY</td>
<td>30</td>
</tr>
<tr>
<td>HLTOHS456B</td>
<td>IDENTIFY, ASSESS AND CONTROL OHS RISK IN OWN WORK</td>
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Seven Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>PUAEDE001B</td>
<td>PROVIDE EMERGENCY CARE</td>
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<tr>
<td>HLTAMBS503B</td>
<td>CONTRIBUTE TO MANAGING THE SCENE OF AN EMERGENCY</td>
<td>50</td>
</tr>
<tr>
<td>HLTAMBD402C</td>
<td>TRANSPORT EMERGENCY CLIENTS</td>
<td>60</td>
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<tr>
<td>CHCCS400B</td>
<td>WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK</td>
<td>50</td>
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<tr>
<td>HLTAMBD504C</td>
<td>FOLLOW PROCEDURES FOR SAFE EXTRICATION OF CLIENTS IN LIFE THREATENING SITUATIONS</td>
<td>20</td>
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<tr>
<td>PUASAR001B</td>
<td>PARTICIPATE IN A RESCUE OPERATION</td>
<td>20</td>
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</table>

DIPLOMA OF NURSING (ENROLLED/DIVISION 2 NURSING)

Course Code: HLT51607
Campus: Industry, St Albans.

About this course: Study one of the great caring professions and embark on a rewarding career as a Division 2 Nurse. You could find work in a variety of fields from public or private hospitals to private nursing or community health care facilities. You will gain hands-on learning experience in our ward simulation labs as well as clinical experience through course placements.

Course Objectives: This course aligns with the strategic functional and operational commitments of the University and is classified as a government priority due to the national shortage of nurses and the changing skill mix of nurses in Australia. The diploma will incorporate broader knowledge and skills of the health care industry, thus preparing a more able and flexible division 2 nurse. It is designed to build on competencies within the basic qualification and allow graduates to pursue higher learning at degree level if they so desire. The health industry is experiencing a chronic shortage of nurses at all levels. As a consequence the increased use of division 2 nurses in non-traditional settings (acute, community and emergency areas) is part of the Health Services Department strategic planning. In order to meet this commitment to industry, division 2 nurses must increase their breadth of knowledge and skill.

Careers: Graduates may increase their employability in non-traditional areas such as emergency, maternal and child health and community nursing.

Course Duration: 1.5 years

Admission Requirements Year 12: Successful completion of VCE or equivalent. Also please see more "Other" information below
Admission Requirements International: Applications must include a valid IELTS (or equivalent) test result and police check from the applicant’s home country at the time of application. Applications without these items are not able to be assessed until they are provided.

Admission Requirements Mature Age: Applicants will be considered with relevant industry experience. Also please see more “Other” information below.

Admission Requirements Other: Police Check, Interview, VETASSES test. Students must successfully complete all the aspects of the VETASSES testing to ensure applicants have the appropriate level of beginning knowledge.

Selection Processes: Interview, Written Application, Written Test

COURSE STRUCTURE

To qualify for the Diploma of Nursing (Enrolled/Division 2 nursing) students must successfully complete a minimum of 21 core units and 5 elective units in accordance with the package rules specified in the HLT07 Training Package. The transition to Diploma course of study provides opportunity for currently registered enrolled nurses with a lower qualification to graduate with a Diploma of Nursing (Enrolled/Division 2 nursing). Recognition of Prior Learning and experience is considered when developing an individual program for each applicant.

Core Units of Study

- HLTAP401B CONFIRM PHYSICAL HEALTH STATUS 90
- HLTAP501B ANALYSE HEALTH INFORMATION 30
- HLTEN401B WORK IN THE NURSING PROFESSION 90
- HLTEN502B APPLY EFFECTIVE COMMUNICATION SKILLS IN NURSING PRACTICE 40
- HLTEN503B CONTRIBUTE TO CLIENT ASSESSMENT AND DEVELOPING NURSING CARE PLANS 50
- HLTEN504B IMPLEMENT AND EVALUATE A PLAN OF NURSING CARE 100
- HLTEN505B CONTRIBUTE TO THE COMPLEX NURSING CARE OF CLIENTS 90
- HLTEN506B APPLY PRINCIPLES OF WOUND MANAGEMENT IN THE CLINICAL ENVIRONMENT 45
- HLTEN507B ADMINISTER AND MONITOR MEDICATIONS IN THE WORK ENVIRONMENT 180
- HLTEN508B APPLY REFLECTIVE PRACTICE, CRITICAL THINKING AND ANALYSIS IN HEALTH 20
- HLTEN509B APPLY LEGAL AND ETHICAL PARAMETERS TO NURSING PRACTICE 30
- HLTEN510B IMPLEMENT AND MONITOR NURSING CARE FOR CONSUMERS WITH MENTAL HEALTH CONDITIONS 60
- HLTEN512B IMPLEMENT AND MONITOR NURSING CARE FOR CLIENTS WITH ACUTE HEALTH PROBLEMS 70
- HLTEN513B IMPLEMENT AND MONITOR NURSING CARE FOR CLIENTS WITH CHRONIC HEALTH PROBLEMS 50
- HLTEN515B IMPLEMENT AND MONITOR NURSING CARE FOR OLDER CLIENTS 75
- HLTEN516B APPLY UNDERSTANDING OF THE AUSTRALIAN HEALTH CARE SYSTEM 20
- HLFA301C APPLY FIRST AID 18
- HLTIR403C WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
- HLTIR404D WORK EFFECTIVELY WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE 20
- HLTIN301C COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES 20
- HLTIR500B CONTRIBUTE TO OHS PROCESSES 20
- HLTEN519B ADMINISTER AND MONITOR INTRAVENOUS MEDICATION IN THE NURSING ENVIRONMENT 100
- HLTEN511B PROVIDE NURSING CARE FOR CLIENTS REQUIRING PALLIATIVE CARE 50
- HLTEN514B APPLY RESEARCH SKILLS WITHIN A CONTEMPORARY HEALTH ENVIRONMENT 40
- CHCORG405D MAINTAIN AN EFFECTIVE WORK ENVIRONMENT 50
- Elective units
- HLTEN520B CONTRIBUTE TO THE CARE OF MOTHERS AND BABIES 80
- or
- HLTEN608B PRACTISE IN THE DOMICILIARY HEALTH CARE ENVIRONMENT 80
- or
- HLTEN603B PROVIDE SEXUAL AND REPRODUCTIVE HEALTH CARE FOR CLIENTS 80
- or
- HLTEN611B APPLY PRINCIPLES OF DIABETIC NURSING CARE 80
- or
- HLTEN612B PRACTISE IN THE PERIOPERATIVE NURSING ENVIRONMENT 80
- or
The above elective unit will be selected by the School based on clinical placement availability.

**Course Objectives:** This course covers workers who undertake a range of functions requiring application of knowledge and skills to achieve results in line with the organisation/business’s goals and strategic direction.

**Careers:** GP Practice Supervision

**Admission Requirements Mature Age:** Assessed as capable of completing the course by the University.

**Admission Requirements Other:** Assessed as capable of completing the course by the University.

**Selection Processes:** Direct Entry

**COURSE STRUCTURE**

1 day per week for 1 year.

**Core Units of Study**

- HLTHIR505C PROVIDE LEADERSHIP IN PROMOTING EFFECTIVE WORK PRACTICES IN HEALTH 30
- HLTOHS300B CONTRIBUTE TO OHS PROCESSES 20
- HLTHIR506C IMPLEMENT AND MONITOR COMPLIANCE WITH LEGAL AND ETHICAL REQUIREMENTS 50
- HLTPM501B MANAGE IN A HEALTH CARE BUSINESS 50
- HLTPM502B MANAGE HEALTH BILLING AND ACCOUNTING SYSTEM 30
- BSBMED301B INTERPRET AND APPLY MEDICAL TERMINOLOGY APPROPRIATELY 60
- BSBRSK501A MANAGE RISK 60

**Elective Units of Study**

- CHCORG428A REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE 120
- BSBRK502B MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS 40

**Additional Industry Electives**

- HLTAN510B USE ADVANCED HEALTH TERMINOLOGY IN A PROFESSIONAL CONTEXT 72
- HLTEN604B ASSESS CLIENTS AND MANAGE CLIENT CARE 30
- HLICSQ306C RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR 20
- HLTHEN620B PRACTISE IN FIRST LINE EMERGENCY NURSING 30
- HLTHEN620B PRACTISE IN THE REHABILITATION NURSING ENVIRONMENT 80
- HLTHEN617B PRACTISE IN CONTEMPORARY MENTAL HEALTH CARE 80

**DIPLOMA OF PRACTICE MANAGEMENT**

**Course Code:** HLT52007

**Campus:** Werribee, Industry.

**About this course:** Expand your career options in the health industry with a Diploma that will place you at the forefront of managing a busy health centre or general practice. Areas you study will include:

- how to manage OHS procedures and risk in the workplace
- how to manage effective workplace relationships and procedures
- how to monitor and implement legal and ethical requirements.

This course is only offered to someone already working within a health practice, at the employer’s request. Individuals cannot apply for this course.
DIPLOMA OF ARTS (COMMUNITY)

Course Code: WDAC
Campus: Footscray Nicholson, Footscray Park.

About this course: This course is designed to develop a broad range of knowledge and skills that will prepare you for a career in community services. The Diploma of Arts (Community) will present you with a pathway into the second year of the Bachelor of Arts (Community Development) or Bachelor of Social Work. The qualification will provide you with a structured introduction to: Working in Social and Community Services Sociology Social Research Applied Human Rights Writing for Sociology Critical Literacies for Applied Human Rights Detailed language, literacy and numeracy support You will develop an understanding of the community services industry and the skills required to work with individuals within community settings.

Course Objectives: Participants in this qualification will gain exposure to theoretical and practice models for applications in a range of community settings. Students will develop foundational theoretical knowledge and practice principles in both the government and non-government community sector organisations and community-based programs. The aim of the course is to provide foundation skills and knowledge in the area of community development and community services studies. Graduates of this course can continue their studies and capitalise on the numerous pathways being offered within VU, in particular the Bachelor of Arts (Community Development). The objectives of the course are for students to develop: generic knowledge and skills to enable an understanding of the community development and community services profession and their contexts; foundational knowledge and skills in working with people in community settings; a critical understanding of the social and political dimensions of disadvantage, and how it relates to individuals and community groups in societies; and strengthened language and literacy skills with explicit attention to discipline-linked units relating to sociology and human rights.

Careers: This Diploma course is designed specifically as a streamline pathway with guaranteed entry into second year of a Bachelor of Arts (Community Development) or Bachelor of Social Work. On completion of the course students may also choose to enter the Diploma of Community Services Work (National Training Package course) and are eligible to apply for RPL or advance standing into the second year of this qualification.

Course Duration: 1 year

Admission Requirements Year 12: Applicants must have successfully completed VCE (or equivalent)

Admission Requirements International: Applicants must provide evidence of proficiency in the English language: International English Language Testing System (IELTS) result with an overall score of 5.5. Applicants must also have completed a secondary school qualification equivalent to Australia’s Year 12.

Admission Requirements Mature Age: Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission.

COURSE STRUCTURE

The Diploma of Arts (Community) is a diploma comprising of eight Units of Study, each with 12 credit points

Year 1, Semester 1

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credit Points</th>
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<tbody>
<tr>
<td>WDA1009</td>
<td>WORKING IN SOCIAL AND COMMUNITY SERVICES 1</td>
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<tr>
<td>WDA1010</td>
<td>WRITING SOCIOLOGY</td>
<td>12</td>
</tr>
<tr>
<td>WDA1006</td>
<td>INTRODUCTION TO SOCIOLOGY</td>
<td>12</td>
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<tr>
<td>WDA1011</td>
<td>SOCIAL RESEARCH 1</td>
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Year 1, Semester 2

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<tr>
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<td>WORKING IN SOCIAL AND COMMUNITY SERVICES 2</td>
<td>12</td>
</tr>
<tr>
<td>WDA1012</td>
<td>CRITICAL LITERACIES FOR HUMAN RIGHTS</td>
<td>12</td>
</tr>
<tr>
<td>ASA1052</td>
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<td>ASA1024</td>
<td>APPLIED HUMAN RIGHTS</td>
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</table>

or Bachelor of Social Work. On completion of the course students may also choose to enter the Diploma of Community Services Work (National Training Package course) and are eligible to apply for RPL or advance standing into the second year of this qualification.
BSBATSIL5028 WORK WITH THE MANAGER
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers appointing the Manager, clarifying respective roles and working together effectively on an on-going basis. This unit applies to individuals with a broad knowledge of the business or core functions of organisations who contribute their skills and knowledge to monitoring and guiding the activities of organisations in the Indigenous community.
Required Reading: No text required.

BSBATSIL509B MANAGE SELF AS A BOARD MEMBER
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers presenting as a confident member of the Board, respecting culture, contributing positively, working with others and seeing the big picture. Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions. This unit covers presenting as a confident member of the Board, respecting
Required Reading: No text required.

BSBAUD503B LEAD A QUALITY AUDIT
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to lead an audit team as they undertake a quality audit. It covers conducting entry and exit meetings; identifying and gathering relevant information; managing audit team resources; and providing feedback to audit team members on their performance. The types of quality audit that may be covered by this unit include an external or internal systems audit or process or product/service audit.
Required Reading: No text required.

BSBAUD504B REPORT ON A QUALITY AUDIT
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to report on the outcomes of a quality audit and to take appropriate follow up action. It covers conducting audit results; preparing a report for the auditee/client; negotiating follow up action with the auditee/client; and monitoring and reviewing auditing system and activities. The types of quality audit that may be covered by this unit include an external or internal systems audit or process or product/service audit.
Required Reading: No required readings
Assessment: Research assessments, short answer questions, case studies, workshops, group project, presentation, self-reflection journal.

BSBCM404A DEVELOP TEAMS AND INDIVIDUALS
Prerequisites: Nil.
Description: Determine develop needs; Develop individuals and teams; Monitor and evaluate workplace learning.
Required Reading: No required text
Assessment: Analyse team effectiveness in relation to organization goals; Develop and implement a learning plan to achieve those goals; Report on the outcomes

BSB6OV401A IMPLEMENT BOARD MEMBER RESPONSIBILITIES
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake the diverse roles and responsibilities required of a Board Member. Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Required Reading: No text required.

BSB6OV403A ANALYSE FINANCIAL REPORTS AND BUDGETS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to analyse financial reports and budgets as a member of a Board of governance of an organisation. Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations and observations.

BSBMD301A USE BASIC MEDICAL TERMINOLOGY
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit covers understanding and responding to instructions, carrying out routine tasks and communicating with a range of internal/external clients in a Medical Office, using appropriate basic medical terminology. This unit can be assessed alone or in combination with other units making up a job role.
Required Reading: Nil
Assessment: This unit may be assessed by Scenarios, Workbook, Written test

BSBMD305B APPLY THE PRINCIPLES OF CONFIDENTIALITY, PRIVACY AND SECURITY WITHIN THE MEDICAL ENVIRONMENT
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to apply principles and requirements relating to confidentiality, privacy and security to own work within the medical environment.
Required Reading: No required text
Assessment: Assessment methods may include: oral or written questioning, review of record keeping, analysis of responses to case studies and scenarios, observation, roleplays and assessment of labelling and storage of patient records.

BSBOHSS04A APPLY PRINCIPLES OF OHS RISK MANAGEMENT
Prerequisites: Nil.
Description: Access external sources of information and data to identify hazards; Analyse the work environment to identify hazards; Assess risk associated with a hazard; Control risk associated with a hazard; Maintain hazard identification and risk control processes; Monitor and review risk management processes.
Assessment: As per accredited curriculum

CHCAC316C PROVIDE FOOD SERVICES
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to
CHCAC317A SUPPORT OLDER PEOPLE TO MAINTAIN THEIR INDEPENDENCE

Locations: Footscray Nicholson, Werribee, St Albans. The other locations are also in Industry when requested.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to provide support to the older person to maintain their independence with activities of living.
Required Reading: Nil.
Assessment: Assignment.

CHCAC318A WORK EFFECTIVELY WITH OLDER PEOPLE

Locations: Footscray Nicholson, Werribee, Industry, St Albans. Will be delivered onsite in Industry as needed.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required by the worker to perform work that reflects understanding of the structure and profile of the residential aged care sector, the home and community sector and key issues facing older people in the community.
Required Reading: TAFE NSW (2008) Aged Care in Australia. LigareP/L NSW
Assessment: Assignment, Written Assignment which includes Aged Care Standards assignment, Body Systems Workbook, Yes/No. Class Activity, Class exercises which include discussions and class exercises, Yes/No. Practical Placements, The students will be assessed in the workplace via observation and feedback from workplace buddies, Yes/No.

CHCAC318B WORK EFFECTIVELY WITH OLDER PEOPLE

Locations: Footscray Nicholson, Werribee, Industry, St Albans. Will be delivered onsite in Industry as needed.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required by the worker to perform work that reflects understanding of the structure and profile of the residential aged care sector, the home and community sector and key issues facing older people in the community.
Required Reading: TAFE NSW 2008 Aged Care in Australia LigareP/L NSW
Assessment: Assignment, Written Assignment which includes Aged Care Standards assignment, Body Systems Workbook, Yes/No. Class Activity, Class exercises which include discussions and class exercises, Yes/No. Practical Placements, Learning in the workplace. Students will be assessed in an Aged Care Facility, Yes/No.

CHCAC417A IMPLEMENT INTERVENTIONS WITH OLDER PEOPLE AT RISK OF FALLS

Locations: Footscray Nicholson, Werribee, Industry, St Albans. Assessed in the workplace against performance criteria, Yes/No. Practical Placements, Assessed in the workplace based on food handling, Yes/No.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to perform work that reflects understanding of the structure and profile of the residential aged care sector, the home and community sector and key issues facing older people in the community.
Required Reading: TAFE NSW (2008) Aged Care in Australia. A guide for Aged Care Workers Community Services Tourism Curriculum Centre
Assessment: Assignment, This will be a written assignment, Yes/No. Class Activity, from various sources e.g case studies, Yes/No.

CHCAC417A PROVIDE SUPPORT TO PEOPLE LIVING WITH DEMENTIA

Locations: Footscray Nicholson, Werribee, City King St, Industry, St Albans. Unit delivered onsite in Industry as requested.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to provide support to clients with dementia in a variety of settings including family homes, community day settings and residential care.
Assessment: Assignment, Dementia Workbook with assessments tasks, Yes/No. Practical Placements, Assessed in the workplace against performance criteria, Yes/No.

CHCAC412A PROVIDE SERVICES TO OLDER PEOPLE WITH COMPLEX NEEDS

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to provide services to the older person with complex or special care needs under supervision of a relevant professional.
Required Reading: No required text
Assessment: Assignment, based on learning outcomes, Yes/No. Class Activity, from various sources e.g case studies, Yes/No.

CHCAC416A FACILITATE SUPPORT RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to provide services to the older person with complex or special care needs under supervision of a relevant professional.
Required Reading: No required text
Assessment: Assignment, written assignment, Yes/No. Practical Placements, assessed in the workplace, Yes/No.

CHCAD401D ADVOCATE FOR CLIENTS

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to support clients to voice their opinions or needs and to ensure their rights are upheld.
Required Reading: No required text
Assessment: Assignment, written, Yes/No. Practical Placements, assessed in the workplace/student placement, Yes/No.

CHCAD402D SUPPORT THE INTERESTS, RIGHTS AND NEEDS OF CLIENTS WITHIN DUTY OF CARE REQUIREMENTS

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to uphold the interests and rights of clients within the organisation.
Required Reading: Nil.
Assessment: Nil.

CHCAD416A PROVIDE SUPPORT TO THE SPECIFIC NATURE OF DEMENTIA

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to provide services to the older person with complex or special care needs under supervision of a relevant professional.
Required Reading: No required text
Assessment: Assignment, written assignment, Yes/No. Practical Placements, assessed in the workplace, Yes/No.

CHCAC417A IMPLEMENT INTERVENTIONS WITH OLDER PEOPLE AT RISK OF FALLS

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to perform work that reflects understanding of the structure and profile of the residential aged care sector, the home and community sector and key issues facing older people in the community.
Required Reading: TAFE NSW 2008 Aged Care in Australia LigareP/L NSW
Assessment: Assignment, Written Assignment which includes Aged Care Standards assignment, Body Systems Workbook, Yes/No. Class Activity, Class activities which include discussions and class exercises, Yes/No. Practical Placements, Learning in the workplace. Students will be assessed in an Aged Care Facility, Yes/No.

CHCAC317A SUPPORT OLDER PEOPLE TO MAINTAIN THEIR INDEPENDENCE

Locations: Footscray Nicholson, Werribee, St Albans. The other locations are also in Industry when requested.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to support the older person to maintain their independence with activities of living.
Required Reading: Nil.
Assessment: Assignment.

CHCAC318A WORK EFFECTIVELY WITH OLDER PEOPLE

Locations: Footscray Nicholson, Werribee, Industry, St Albans. Will be delivered onsite in Industry as needed.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required by the worker to perform work that reflects understanding of the structure and profile of the residential aged care sector, the home and community sector and key issues facing older people in the community.
Required Reading: TAFE NSW 2008 Aged Care in Australia LigareP/L NSW
Assessment: Assignment, Written Assignment which includes Aged Care Standards assignment, Body Systems Workbook, Yes/No. Class Activity, Class activities which include discussions and class exercises, Yes/No. Practical Placements, The students will be assessed in the workplace via observation and feedback from workplace buddies, Yes/No.

CHCAC318B WORK EFFECTIVELY WITH OLDER PEOPLE

Locations: Footscray Nicholson, Werribee, Industry, St Albans. Will be delivered onsite in Industry as needed.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required by the worker to perform work that reflects understanding of the structure and profile of the residential aged care sector, the home and community sector and key issues facing older people in the community.
Required Reading: TAFE NSW 2008 Aged Care in Australia LigareP/L NSW
Assessment: Assignment, Written Assignment which includes Aged Care Standards assignment, Body Systems Workbook, Yes/No. Class Activity, Class activities which include discussions and class exercises, Yes/No. Practical Placements, Learning in the workplace. Students will be assessed in an Aged Care Facility, Yes/No.
CHCADMIN305F WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work within an organisation’s administration protocols in both community and government settings.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCADMIN305E WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work within an organisation’s administration protocols in both community and government settings.
Required Reading: No text required.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCADMIN305D WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION

Locations: Footscray Nicholson, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work within an organisation’s administration protocols in both community and government settings.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCADMIN305C WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work within an organisation’s administration protocols in both community and government settings.
Required Reading: No text required.
Assessment: Assessment may include: written assignment, project and presentation.

CHCADMIN305B PROVIDE ADVOCACY AND REPRESENTATION SERVICES

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to undertake a range of administrative functions in the workplace.
Required Reading: No text required.
Assessment: Assessment must include: oral presentations; roleplays; written assignments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the workplace or a simulated environment.

CHCADMIN201D UNDERTAKE BASIC ADMINISTRATIVE DUTIES

Locations: Footscray Nicholson, Werribee, Industry, Melton, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by workers to undertake a range of basic administrative duties required in community services organisations.
Required Reading: No text required.
Assessment: Assessment includes assignments, tests and practical tasks.

CHCADMIN302C PROVIDE ADMINISTRATIVE SUPPORT

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by workers to provide administrative support to a small or medium sized organisation/service area.
Required Reading: No text required.

CHCADMIN302B PROVIDE ADVOCACY AND REPRESENTATION SERVICES

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to undertake a range of basic administrative duties required in community services organisations.
Required Reading: No text required.
Assessment: Assessment must include: oral presentations; roleplays; written assignments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the workplace or a simulated environment.

CHC603A PROVIDE SYSTEMS ADVOCACY SERVICES

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to undertake a range of basic administrative duties required in community services organisations.
Required Reading: No text required.
Assessment: Assessment must include: oral presentations; roleplays; written assignments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the workplace or a simulated environment.

CHCADMIN403A PROVIDE ADVOCACY AND REPRESENTATION SERVICES

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to undertake a range of basic administrative duties required in community services organisations.
Required Reading: No text required.
Assessment: Assessment must include: oral presentations; roleplays; written assignments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the workplace or a simulated environment.

CHCADMIN403D UNDERTAKE ADMINISTRATIVE WORK

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by workers to undertake a range of administrative functions in the workplace.
Required Reading: No text required.
Assessment: Assessment may include: written assignment, project and presentation.

CHCADMIN403C UNDERTAKE ADMINISTRATIVE WORK

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by workers to undertake a range of administrative functions in the workplace.
Required Reading: No text required.
Assessment: Assessment must include: oral presentations; roleplays; written assignments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the workplace or a simulated environment.

CHCADMIN403B PROVIDE ADMINISTRATIVE SUPPORT

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by workers to provide administrative support to a small or medium sized organisation/service area.
Required Reading: No text required.

CHCADMIN403A PROVIDE ADVOCACY AND REPRESENTATION SERVICES

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to undertake a range of basic administrative duties required in community services organisations.
Required Reading: No text required.
Assessment: Assessment must include: oral presentations; roleplays; written assignments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the workplace or a simulated environment.

CHCADMIN402D UNDERTAKE ADMINISTRATIVE WORK

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by workers to undertake a range of administrative functions in the workplace.
Required Reading: No text required.
Assessment: Assessment must include: oral presentations; roleplays; written assignments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the workplace or a simulated environment.

CHCADMIN402C PROVIDE ADVOCACY AND REPRESENTATION SERVICES

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to undertake a range of basic administrative duties required in community services organisations.
Required Reading: No text required.
Assessment: Assessment must include: oral presentations; roleplays; written assignments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the workplace or a simulated environment.

CHCADMIN402B PROVIDE ADVOCACY AND REPRESENTATION SERVICES

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to undertake a range of basic administrative duties required in community services organisations.
Required Reading: No text required.
Assessment: Assessment must include: oral presentations; roleplays; written assignments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the workplace or a simulated environment.

CHCADMIN402A PROVIDE ADVOCACY AND REPRESENTATION SERVICES

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to undertake a range of basic administrative duties required in community services organisations.
Required Reading: No text required.
Assessment: Assessment must include: oral presentations; roleplays; written assignments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the workplace or a simulated environment.

CHCADMIN401D UNDERTAKE ADMINISTRATIVE WORK

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by workers to undertake a range of administrative functions in the workplace.
Required Reading: No text required.
Assessment: Assessment must include: oral presentations; roleplays; written assignments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the workplace or a simulated environment.

CHCADMIN401C PROVIDE ADVOCACY AND REPRESENTATION SERVICES

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to undertake a range of basic administrative duties required in community services organisations.
Required Reading: No text required.
Assessment: Assessment must include: oral presentations; roleplays; written assignments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the workplace or a simulated environment.

CHCADMIN401B PROVIDE ADVOCACY AND REPRESENTATION SERVICES

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to undertake a range of basic administrative duties required in community services organisations.
Required Reading: No text required.
Assessment: Assessment must include: oral presentations; roleplays; written assignments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the workplace or a simulated environment.

CHCADMIN401A PROVIDE ADVOCACY AND REPRESENTATION SERVICES

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to undertake a range of basic administrative duties required in community services organisations.
Required Reading: No text required.
Assessment: Assessment must include: oral presentations; roleplays; written assignments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the workplace or a simulated environment.

CHCADMIN304A PROVIDE ADVOCACY AND REPRESENTATION SERVICES

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to undertake a range of basic administrative duties required in community services organisations.
Required Reading: No text required.
Assessment: Assessment must include: oral presentations; roleplays; written assignments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the workplace or a simulated environment.
assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

**CHADMIN604B MANAGE THE FINANCES, ACCOUNTS AND RESOURCES OF AN ORGANISATION**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the knowledge and skills required to manage the financial, accounting and resourcing systems of the workplace to uphold accountability and efficiency requirements.

**Required Reading:** No required text.

**Assessment:** This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

**CHCAOD201D PREPARE FOR ALCOHOL AND OTHER DRUGS WORK**

**Locations:** Industry, St Albans, Off Campus at Secondary Schools auspiced by Victoria University.

**Prerequisites:** Nil.

**Description:** This unit describes the introductory knowledge and skills required to prepare a worker for working with clients.

**Required Reading:** No required text.

**Assessment:** This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

**CHCAOD402B WORK EFFECTIVELY IN THE ALCOHOL AND OTHER DRUGS SECTOR**

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

**Prerequisites:** Nil.

**Description:** This unit describes the knowledge and skills required by all workers who may be working primarily with clients with alcohol and other drugs (AOD) issues and provides a basic introduction to values, services and approaches applied to work in this sector.

**Required Reading:** No text required.

**Assessment:** This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. Cert III in Community Services Work Assessment: Competency based.

**CHCAOD406D PROVIDE ALCOHOL AND/OR OTHER DRUG WITHDRAWAL SERVICES**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the knowledge and skills required to provide support to people going through the process of withdrawing from alcohol, tobacco or other drugs, including combinations of these.

**Required Reading:** No text required.

**Assessment:** Case studies, role plays, assignment and presentations.

**CHCAOD411A PROVIDE INTERVENTIONS FOR PEOPLE WITH ALCOHOL AND OTHER DRUG ISSUES**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the knowledge and skills required to provide a range of intervention strategies to address alcohol and other drugs (AOD) issues within the scope of an individual’s treatment plan.

**Required Reading:** No required texts.

**Assessment:** This unit may be assessed by written assignments, summaries of essential readings, verbal discussions, in class assessments, role plays and presentations.

**CHCAOD510A WORK EFFECTIVELY WITH CLIENTS WITH COMPLEX ALCOHOL AND/OR OTHER DRUGS ISSUES**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the knowledge and skills required to provide a range of community services to meet the needs of clients who may have alcohol and other drugs (AOD) issues, which may be combined with other issues. It also covers the review of client progress and evaluation of all work undertaken with clients.

**Required Reading:** No required text.

**Assessment:** The individual being assessed must provide evidence of specified essential knowledge as well as skills. In addition, this competency should be assessed in the context of the particular workplace client group. This unit of competence will be most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions. Some theoretical knowledge may be assessed by formal testing e.g. suicide risk assessment. Assessment must include the normal range of workplace situations.

**CHCCD1B SUPPORT COMMUNITY PARTICIPATION**

**Prerequisites:** Nil.

**Description:** Work with individuals and the community to promote participation; Support existing community activities.

**Assessment:** As per accredited curriculum.
CHCCD2B PROVIDE COMMUNITY EDUCATION PROJECTS
Prerequisites: Nil.
Description: Develop the education project; Deliver the education project; Review the education project.
Required Reading: Nil.
Assessment: As per accredited curriculum.

CHCCD307C SUPPORT COMMUNITY RESOURCES
Locations: Footscray Nicholson, Industry, St Albans; Off Campus at Secondary Schools auspiced by Victoria University.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work with individuals or groups in specific communities.
Required Reading: No required texts.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCD404D DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to develop community programs to ensure maximum participation.
Required Reading: Text is not required.
Assessment: This unit may be assessed by case studies, written assignments, presentations, role plays, and verbal discussions.

CHCCD412A WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK
Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.
Required Reading: No required texts.
Assessment: This unit may be assessed by written assignments, summarises of essential readings, class discussions, in class assessments, role plays and presentations CHC51408 Diploma of Youth Assessment: Graded

CHCCD412B WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK
Prerequisites: Nil.
Description: Application of a community development framework may be undertaken within the scope of or in conjunction with a range of work roles/areas in the community services industry including specific areas of service delivery, community education activities and working with groups to address issues.
Required Reading: No text required.
Assessment: This unit may be assessed by written assignments, summarises of essential readings, class discussions, in class assessments, role plays and presentations CHC51408 Diploma of Youth Assessment: Graded

CHCCD413D WORK WITHIN SPECIFIC COMMUNITIES
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work with individuals or groups in specific communities.
Required Reading: No required text.
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCCD418 DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS
Prerequisites: Nil.
Description: Develop program parameters; sign programs with the community; Implement programs; Evaluate programs.
Assessment: Written report, group work task.

CHCCD505D DEVELOP COMMUNITY RESOURCES
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work with the community to develop relevant and effective resources to engender community support for initiatives aimed at specific groups.
Required Reading: No text required.
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCCD508C SUPPORT COMMUNITY ACTION
Locations: Footscray Nicholson, Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to support the community to represent their own needs through social and public action.
Required Reading: No required texts.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCD509C SUPPORT COMMUNITY LEADERSHIP
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to design, provide and promote a supporting structure and environment to enable effective and viable leadership to be provided within the community.
Required Reading: No required text.
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCCD514A IMPLEMENT COMMUNITY DEVELOPMENT STRATEGIES
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work with individuals, groups and the community to identify issues and develop cooperative processes to facilitate change.
Required Reading: No required text.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. This unit is partially assessed in the work place or simulated environment.

CHCCD515A COMMUNICATE EFFECTIVELY WITHIN A COMMUNITY DEVELOPMENT CONTEXT
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to apply higher level communication skills that underpin effective operations within the community development environment.
CHCCEL402A ESTABLISH AND MAINTAIN KNOWLEDGE OF LEGAL RESPONSIBILITIES OF A MARRIAGE CELEBRANT

Locations: Industry, City Flinders.

Description: This unit describes the knowledge required to be developed and maintained by marriage celebrants to fulfil their legal responsibilities under the Marriage Act 1961 and Marriage Regulations 1963, including the Code of Practice for Marriage Celebrants. It is a pre-requisite for enrolment in all other units of competency specific to marriage celebrancy.

Required Reading: No required text.

Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCE403A DEVELOP AN EFFECTIVE RELATIONSHIP WITH A MARRYING COUPLE

Locations: Industry, City Flinders.

Description: This unit describes the knowledge and skills required by marriage celebrants to communicate with and develop appropriate relationships with marrying couples.

Required Reading: No required text. Texts will be recommended for those wanting to purchase extra materials.

Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCEL404A PLAN A MARRIAGE CEREMONY IN LINE WITH LEGAL REQUIREMENTS

Locations: Industry, City Flinders.

Description: This unit describes the knowledge and skills required by marriage celebrants to prepare for and plan marriage ceremonies in line with legal requirements.

Required Reading: No required text. Texts will be recommended for those wanting to purchase extra materials.

Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCEL405A CONDUCT AND REVIEW A MARRIAGE CEREMONY IN LINE WITH LEGAL REQUIREMENTS

Locations: Industry, City Flinders.

Description: This unit describes the knowledge and skills required by marriage celebrants to conduct and review marriage ceremonies.

Required Reading: No required text. Texts will be recommended for those wanting to purchase extra materials.

Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCEL406A IDENTIFY AND ADDRESS CLIENT NEEDS IN A CELEBRANCY ROLE

Locations: Industry, City Flinders.

Description: This unit describes the knowledge and skills required by celebrants to work with clients in the celebrancy context to clarify their needs and identify services to address those needs.

Required Reading: No required text. Texts will be recommended for those wanting to purchase extra materials.

Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCC426B SUPPORT CLIENT PARTICIPATION IN THE ORGANISATION

Locations: Industry, St Albans.

Description: This unit describes the knowledge and skills required to involve service users in the organisation.

Required Reading: No required text.

Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.
CHCCH427A WORK EFFECTIVELY WITH PEOPLE EXPERIENCING OR AT RISK OF HOMELESSNESS

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required for working with people who are experiencing homelessness or risk of becoming homeless, including women and children experiencing family violence.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCCHILD301A SUPPORT BEHAVIOUR OF CHILDREN AND YOUNG PEOPLE

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills for workers to apply strategies to guide responsible behaviour in a safe and supportive environment.
Required Reading: No required text
Assessment: Students are required to complete projects, written assignments, group work and presentations.

CHCCHILD401A IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to address duty of care requirements, working within an ethical framework and applying relevant legislation, policies and procedures in responding to children and young people.
Required Reading: No text required
Assessment: Assessment may include assignments, tests and practical tasks.
CHC30808 and CHC40708: Competency Based

CHCCHILD404A SUPPORT THE RIGHTS AND SAFETY OF CHILDREN AND YOUNG PEOPLE

Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to address duty of care requirements, working within an ethical framework and applying relevant legislation, codes of conduct, international agreements (such as CRC — Convention on the Rights of the Child), policies and procedures in identifying, responding and supporting children’s and young people’s rights and safety.
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. Cert III in Community Services Competency Grade Set

CHCM303B DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT

Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: Conduct case management meetings; Develop an appropriate approach to case management; Develop an appropriate case management plan; Manage case work activities and processes.
Required Reading: No required text
Assessment: Presentation, group work, task, written report

CHCM401D UNDERTAKE CASE MANAGEMENT

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to participate in carrying out specific activities in a case/care plan.
Required Reading: No required text
Assessment: Assessment may include observation, questioning and evidence gathered from the workplace environment, including written case studies.

CHCM402D ESTABLISH AND MONITOR A CASE PLAN

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to develop a case management plan to address specific client needs.
Required Reading: No required text
Assessment: Assessment may include observation, questioning and evidence gathered from the workplace environment (workplace evidence can be testimonials, portfolios or copies of completed workplace records/documentation).

CHCM404A UNDERTAKE CASE MANAGEMENT FOR CLIENTS WITH COMPLEX NEEDS

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to provide case management to clients who have already been assessed and whose needs have been identified as extending across a number of areas, such as aged care, community care, disability, mental health, drugs, alcohol or homelessness.
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. CHC40708 Certificate IV in Community Services - Competency Based

CHCM503C DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to facilitate all aspects of case planning.
Required Reading: School of Community Services Workbook
Assessment: This unit may be assessed by video submission and critique; roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the workplace or simulated environment.
CHC40708: Competency Based

CHCM701B UNDERTAKE ADVANCED CLIENT ASSESSMENTS

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to undertake initial and ongoing client assessments, to determine eligibility, priority and need for services as part of a case management process or as part of an assessment service.
Required Reading: No text required
Assessment: The individual being assessed must provide evidence of specified essential knowledge as well as skills. - This unit of competence will be most appropriately assessed in the workplace or in a simulated workplace using case
examples, role plays etc., It is recommended that assessment or information for assessment will be conducted or gathered over a period of time and cover the normal range of workplace situations and settings and - Where, for reasons of safety, space, or access to equipment and resources, assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible.

CHCCM702B IMPLEMENT GOAL DIRECTED CARE PLANNING

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to plan care for clients through provision of services and resources aimed at maximising and enhancing their independence and quality of life.
Required Reading: No text required.
Assessment: The individual being assessed must provide evidence of specified essential knowledge as well as skills. This unit of competence will be most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions e.g. writing care plans based on case studies, writing case notes based on case studies and - Assessment may be conducted over one or more occasions and should include both the development and promotion of best practice.

CHCCM703A APPLY EFFECTIVE CASE MANAGEMENT PRACTICE

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to undertake complex case management.
Required Reading: No text required.
Assessment: Assessment methods may include: role plays, case studies, observation, questioning and evidence gathered from the workplace setting.

CHCCM705C WORK EFFECTIVELY WITH CARERS AND FAMILIES IN COMPLEX SITUATIONS

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to support the care relationship for clients with carers and families in complex situations.
Required Reading: No text required.
Assessment: The individual being assessed must provide evidence of specified essential knowledge as well as skills. This unit of competence will be most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions and - Assessment may be conducted over one or more occasions and should include both the development and promotion of best practice.

CHCCN301B ENSURE THE HEALTH AND SAFETY OF CHILDREN

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required for a worker to ensure the health and safety of children.
Required Reading: No required text.
Assessment: Assessment may include assignments, tests and practical tasks.

CHCCN302A PROVIDE CARE FOR CHILDREN

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by those working with children to ensure the child's physical and emotional well being is maintained and their self sufficiency is nurtured.
Required Reading: No text required.
Assessment: Assessment may include assignments, tests and practical tasks.

CHCCN303A CONTRIBUTE TO PROVISION OF NUTRITIONALLY BALANCED FOOD IN A SAFE AND HYGIENIC MANNER

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to ensure babies, children and young people are provided nutritionally balanced, safe and hygienically prepared food.
Required Reading: No text required.
Assessment: Assessment includes assignments, tests and practical tasks.

CHCCN305B PROVIDE CARE FOR BABIES

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to plan care for babies/infants to ensure that their physical and emotional well being is maintained.
Required Reading: No required text.
Assessment: Assessment includes assignments, tests and practical tasks.

CHCCN511B ESTABLISH AND MAINTAIN A SAFE AND HEALTHY ENVIRONMENT FOR CHILDREN

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required for a worker to establish, manage and monitor the implementation of a safe and healthy environment when working with children.
Required Reading: No text required.
Assessment: The individual being assessed must provide evidence of specified essential knowledge as well as skills. This unit is best assessed in the workplace or in a realistic simulated workplace setting under the normal range of workplace conditions - Consistency in performance is best assessed for a range of age groups, a range of conditions and over a number of assessment situations.

CHCCOM201C COMMUNICATE WITH PEOPLE ACCESSING THE SERVICES OF THE ORGANISATION

Locations: Footscray Nicholson, Industry, St Albans, Off Campus at Secondary Schools auspiced by Victoria University.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by community services workers who may have limited contact with clients in terms of content and timing and operate under direct supervision.
Required Reading: No required texts.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations, and oral discussions.

CHCCOM302D COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to exercise effective communication skills in the workplace.
Required Reading: No text required.
Assessment: This unit may be assessed by case studies, written assignments, presentations, oral and written discussion questions, role plays, progress report, class assessment activities.

CHCCS211A PREPARE FOR WORK IN THE COMMUNITY SECTOR
Locations: Footscray Nicholson, Industry, St Albans, Off Campus at Secondary Schools auspiced by Victoria University.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to exercise preliminary training to enter the community services industry.
Required Reading: No required texts
Assessment: This unit may be assessed by case studies, written assessments, presentations and verbal discussions.

CHCCS305B ASSIST CLIENTS WITH MEDICATION
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: Care or support workers to assist clients with medication. The unit addresses the provision of physical assistance with medication or supporting clients with self-medication in response to an assessed need identified by the client or their substitute decision-maker for assistance with medication, in accordance with the health/supplement care plan and in line with jurisdictional requirements. It may involve distribution and administration of prescribed and over-the-counter medications within a residential care facility, or in a home or community setting.
Required Reading: TAFE NSW (2008) 3rd Aged Care in Australia A Guide for Aged Care Workers Community Services Health, Tourism Curriculum Centre
Assessment: Assignment, Workbook questions relating to assisting clients with medication, Yes/No. Practical Placement, Assessed in workplace observing assisting clients with medication, Yes/No. Class Activity, Assessment based on identifying Webster Pocks, Yes/No.

CHCCS308B PROVIDE FIRST POINT OF CONTACT
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to follow organisation guidelines in the exchange of routine information with clients, to establish a priority of needs, and identify and to respond to their immediate needs including the providing information about services available.
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCS312A USE ELECTRONIC LEARNING MATERIALS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit deals with the skills and knowledge required to provide basic organisation and support of learning through the use of electronic learning materials.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; role plays; written assessments; group work; class discussion or in-class assessment activities.

CHCCS400A WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK
Locations: Footscray Nicholson, Werribee, Industry, Footscray Park, City Flinders, St Albans.
**CHCCS400B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS**

**Locations:** Footscray Nicholson, Industry, Footscray Park, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the knowledge and skills required to apply an awareness of culture as a factor in all human behaviour; contribute to the development of relationships based on cultural diversity; communicate effectively with culturally diverse persons; resolve cross-cultural misunderstandings.

**Required Reading:** No required text.

**Assessment:** Oral presentation, in class discussion, written assignment, portfolio, case studies.

**CHCCS405C IDENTIFY AND ADDRESS SPECIFIC CLIENT NEEDS**

**Locations:** Footscray Nicholson, Industry, St Albans, Off Campus at Secondary Schools auspiced by Victoria University.

**Prerequisites:** Nil.

**Description:** This unit describes the knowledge and skills required to establish the first point of contact between the client and the organisation/service.

**Required Reading:** No required texts.

**Assessment:** This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

**CHCCS411A WORK EFFECTIVELY IN THE COMMUNITY SECTOR**

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

**Prerequisites:** Nil.

**Description:** This unit describes the skills and knowledge required to respond to unacceptable behaviour and support responsibility for behaviour management and change.

**Required Reading:** No text required.

**Assessment:** This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions. Cert III in Community Services Work assessment: Competency based.

**CHCCS411B WORK EFFECTIVELY IN THE COMMUNITY SECTOR**

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

**Prerequisites:** Nil.

**Description:** This unit describes the skills and knowledge required to work effectively in a community work or service delivery setting with communities, clients, carers, staff, visitors, suppliers and others to meet established work requirements.

**Required Reading:** No text required.

**Assessment:** This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

**CHCCS411C WORK EFFECTIVELY IN THE COMMUNITY SECTOR**

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

**Prerequisites:** Nil.

**Description:** This unit describes the skills and knowledge required to work effectively in a community work or service delivery setting with communities, clients, carers, staff, visitors, suppliers and others to meet established work requirements.

**Required Reading:** No text required.

**Assessment:** This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

**CHCCS411D DELIVER AND DEVELOP CLIENT SERVICES**

**Locations:** Footscray Nicholson, Werribee, Industry.
CHCCS426A PROVIDE SUPPORT AND CARE RELATING TO LOSS AND GRIEF

**Locations:** Industry, City Flinders.
**Prerequisites:** Nil.
**Description:** This unit describes the knowledge and skills required to provide support for individuals who are experiencing loss, grief and bereavement.
**Required Reading:** No required text.
**Assessment:** This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCS500A CONDUCT COMPLEX ASSESSMENT AND REFERRAL

**Locations:** Footscray Nicholson, Industry.
**Prerequisites:** Nil.
**Description:** This unit describes the knowledge and skills required to conduct an appropriate individual assessment and make appropriate referrals where multiple issues present.
**Required Reading:** School of Community Workbooks.
**Assessment:** This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. This unit is partially assessed in the workplace or simulated environment.

CHCCS502A MAINTAIN LEGAL AND ETHICAL WORK PRACTICES

**Locations:** Footscray Nicholson, Industry.
**Prerequisites:** Nil.
**Description:** This unit describes the knowledge and skills required to maintain the application of legal and ethical work practices by monitoring, coordinating and promoting their importance in providing community services and supporting duty of care requirements.
**Required Reading:** School of Community Workbooks.
**Assessment:** This unit may be assessed by roleplays, written assessments, group work, class discussion or in-class assessment activities.

CHCCS502B MAINTAIN LEGAL AND ETHICAL WORK PRACTICES

**Locations:** Footscray Nicholson, Industry.
**Prerequisites:** Nil.
**Description:** This unit describes the knowledge and skills required to maintain the application of legal and ethical work practices by monitoring, coordinating and promoting their importance in providing community services and supporting duty of care requirements.
**Required Reading:** School of Community Workbooks.
**Assessment:** This unit may be assessed by roleplays, written assessments, group work, class discussion or in-class assessment activities.

CHCCS503A DEVELOP, IMPLEMENT AND REVIEW SERVICES AND PROGRAMS TO MEET CLIENT NEEDS

**Locations:** Industry, Footscray Park, St Albans.
**Prerequisites:** Nil.
**Description:** This unit describes the knowledge and skills required to identify, develop, implement, monitor and review programs to meet the needs of clients.
**Required Reading:** No required text.
**Assessment:** This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCCS422A RESPOND HOLISTICALLY TO CLIENT ISSUES AND REFER APPROPRIATELY

**Locations:** Footscray Nicholson, Industry, Footscray Park, St Albans.
**Prerequisites:** Nil.
**Description:** This unit describes the knowledge and skills required to assess a range of client issues and refer appropriately.
**Required Reading:** No required text.
**Assessment:** This unit may be assessed by in class assessments, group assessments, role plays, case studies, written assignments, presentations and verbal discussions. Cert III in Community Service Work is competency based. CHC40708: Competency Based.

CHCCS424A ADMINISTER AND MONITOR MEDICATIONS

**Locations:** Footscray Nicholson, Industry, St Albans.
**Prerequisites:** Nil.
**Description:** This unit describes the knowledge and skills required to responsibly administer and monitor prescribed medications to a person with stable health conditions in a range of settings under delegation from a health professional in accordance with legislation and the organisation’s medication and delegation policies and practice. This unit is available only as part of a qualification at Certificate IV level and above or as part of the High support and complex care skill set which is available to those holding a Certificate IV qualification.
**Required Reading:** No required text.

CHCCS426B PROVIDE SUPPORT AND CARE RELATING TO LOSS AND GRIEF

**Locations:** Industry, City Flinders.
**Prerequisites:** Nil.
**Description:** This unit describes the knowledge and skills required to meet the specific needs of a broad range of existing and new clients within a defined framework.
**Required Reading:** No required text.
**Assessment:** Assessment methods may include: observations, questioning or evidence gathered from the workplace e.g. testimonial from clients and colleagues and promotional material.

CHCCS421A UNDERTAKE COMMUNITY SECTOR WORK WITHIN OWN COMMUNITY

**Locations:** Footscray Nicholson, Industry.
**Prerequisites:** Nil.
**Description:** This unit describes the knowledge and skills required or workers to deal with a range of issues associated with delivery of programs and services to individual and communities within the context of community sector work in communities in which they are personally involved.
**Required Reading:** Community Services Workbook.
**Assessment:** This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the workplace or simulated environment.

CHCCS422A PROVIDE SUPPORT AND CARE RELATING TO LOSS AND GRIEF

**Locations:** Industry, City Flinders.
**Prerequisites:** Nil.
**Description:** This unit describes the knowledge and skills required to provide support for individuals who are experiencing loss, grief and bereavement.
**Required Reading:** No required text.
**Assessment:** This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.
CHCSS13B MAINTAIN AN EFFECTIVE COMMUNITY SECTOR WORK ENVIRONMENT

Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required by those working at a management level to maintain an effective work environment in a community sector work context. It includes monitoring, coordinating and promoting ethical, safe and effective work practices in line with established work requirements.
Required Reading: No text required.

CHCSS522A ADDRESS COMPLEX LEGAL AND ETHICAL ISSUES IN PROFESSIONAL PRACTICE

Prerequisites: CHCSS400A - WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK
Description: This unit describes the knowledge and skills required to maintain the application of legal and ethical work practices by monitoring, coordinating and promoting their importance in providing community services and supporting duty of care requirements.
Required Reading: Community Services Workbooks
Assessment: This unit may be assessed by roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCSS604A MANAGE THE DELIVERY OF QUALITY SERVICES TO CLIENTS

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to manage resources and systems to deliver quality client services within complex or changing circumstances.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCSS607D COORDINATE IN-SERVICE ASSESSMENT AND RESPONSE TO ADDRESS CLIENT NEEDS

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to coordinate programs to ensure that individual needs of clients are met within parameters of one service.
Required Reading: No required text
Assessment: This unit may be assessed by in-class assessments; group assessments, role plays, case studies, written assignments; presentations and verbal discussions.

CHCSS805B UNDERTAKE PROFESSIONAL REFLECTION

Locations: Footscray Nicholson, Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to analyse own professional practice as part of an ongoing review of professional effectiveness, growth and management of personal values and their influence on professional practice.
Required Reading: No required text
Assessment: Assessment methods may include: demonstration of competency within the working environment, oral and written questioning, observation and review of any documentation procedure.

CHCSS501A WORK WITHIN A STRUCTURED COUNSELLING FRAMEWORK

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work within the agency’s agreed counselling model.
Required Reading: School of Community Services Workbook
Assessment: This unit may be assessed by video submission and critique; roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCSS502A APPLY SPECIALIST INTERPERSONAL AND COUNSELLING INTERVIEW SKILLS

Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to use advanced interpersonal communication skills to facilitate the client-counsellor relationship in a counselling practice.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCSS503A FACILITATE THE COUNSELLING RELATIONSHIP

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to enable clients to identify and work through concerns
Required Reading: Community Services Workbook
Assessment: This unit may be assessed by video submission and critique; roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCSS507A SUPPORT CLIENTS IN DECISION-MAKING PROCESSES

Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to support clients in planning a course of action
Required Reading: No Required Text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCSS509A REFLECT AND IMPROVE UPON COUNSELLING SKILLS

Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to evaluate own work and to undertake continuing self development and effective supervision within an ethical code of practice.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCW301C OPERATE UNDER A CASEWORK FRAMEWORK

Locations: Industry, St Albans, Off Campus at Secondary Schools auspiced by Victoria
CHC4221B PREPARE FOR DISABILITY WORK

Locations: Footscray Nicholson, Industry, St Albans, Off Campus at Secondary Schools auspiced by Victoria University.

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required as an introduction to working with people with a disability.

Required Reading: Nil.

Assessment: This unit may be assessed by in-class assessments, group assessments, role plays, written assessments, presentations, and oral discussions.

CHC4222A SUPPORT COMMUNITY PARTICIPATION AND INCLUSION


Prerequisites: Nil.

Description: This unit addresses the competencies required to support a person with a disability who is ageing. The unit covers identifying current and future needs, supporting the rights and interests of the person, and understanding and supporting the person with a disability who has dementia.

Required Reading: No required text.

Assessment: Written and practical test, assignment, and observation.

CHC4223A PROVIDE CARE AND SUPPORT

Locations: Footscray Nicholson, Industry, St Albans.

Prerequisites: Nil.

Description: This unit addresses the competencies required to support a person with a disability who is ageing. The unit covers identifying current and future needs, supporting the rights and interests of the person, and understanding and supporting the person with a disability who has dementia.

Required Reading: No required text.

Assessment: Written, practical assessment, presentations.
in the workplace or in a simulated workplace and under the normal range of workplace conditions. - Consistency in performance should consider the range of clients and situations encountered in the workplace.

**CHCDIS405A FACILITATE SKILLS DEVELOPMENT AND MAINTENANCE**

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

*Prerequisites:* Nil.

*Description:* This unit describes the knowledge and skills required by the worker to develop, implement and review formal skills development/maintenance plans with a person with a disability.

*Required Reading:* No required text

*Assessment:* Students are required to do assignments, tests, projects, case studies.

**CHCDIS409A PROVIDE SERVICES TO PEOPLE WITH DISABILITIES WITH COMPLEX NEEDS**

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

*Prerequisites:* Nil.

*Description:* This unit describes the knowledge and skills required by workers to provide services to people with disabilities with complex or special care needs under supervision of a relevant professional.

*Required Reading:* No required text

*Assessment:* Assignment, written assessment, Yes/No. Presentation, Oral presentation, Yes/No. Practical Placements, Workplace observation, Yes/No.

**CHCDIS409B PROVIDE SERVICES TO PEOPLE WITH DISABILITIES WITH COMPLEX NEEDS**

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

*Prerequisites:* Nil.

*Description:* This unit describes the knowledge and skills required by workers to provide services to people with disabilities with complex or special care needs under supervision of a relevant professional.

*Required Reading:* No text required.

*Assessment:* The individual being assessed must provide evidence of specified essential knowledge as well as skills. This unit will be most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions. It is recommended that assessment or information for assessment will be conducted or gathered over a period of time and cover the normal range of workplace situations and settings. Where, for reasons of safety, space, or access to equipment and resources, assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible.

**CHCDS410A FACILITATE COMMUNITY PARTICIPATION AND INCLUSION**

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

*Prerequisites:* Nil.

*Description:* This unit describes the knowledge and skills required by the worker to develop and facilitate strategies for individual participation in various community settings, functions and activities to enhance the psychosocial well being and lifestyle of a person with a disability.

*Required Reading:* No required text

*Assessment:* Students are required to do assignments, tests, projects, case studies.

**CHCDS411A COMMUNICATE USING AUGMENTATIVE AND ALTERNATIVE COMMUNICATION STRATEGIES**

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

*Prerequisites:* Nil.

*Description:* This unit describes the knowledge and skills required by the worker to communicate with people who have complex communication needs (CCN) through effective use of augmentative and alternative communication (AAC) strategies and systems. Augmentative and alternative refers to methods that replace or supplement speech to address the needs of people whose oral speech skills limit their ability to meet their participation and communication needs.

*Required Reading:* No required text

*Assessment:* This unit may be assessed by oral presentations, roleplays, written assessments, group work, class discussion or in-class assessment activities.

**CHCDS511A COORDINATE SERVICES FOR PEOPLE WITH DISABILITIES**


*Prerequisites:* Nil.

*Description:* This unit describes the knowledge and skills required by staff to develop and monitor supports and programs according to the needs of people with disabilities and within a legislative and ethical framework to ensure the provision of high quality service delivery which supports the rights and interests of people with disabilities.

*Required Reading:* No required text

*Assessment:* This unit may be assessed by oral presentations, roleplays, written assessments, group work, class discussion or in-class assessment activities.

**CHCDS301A COMPLY WITH LEGISLATIVE, POLICY AND INDUSTRIAL REQUIREMENTS IN THE EDUCATION ENVIRONMENT**

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

*Prerequisites:* Nil.

*Description:* This unit covers the skills and knowledge required to participate in quality improvement activities, monitor and obtain feedback on work performance, maintain compliance with legislation and industrial instruments that relate to the education support worker role.

*Required Reading:* No required text

*Assessment:* This unit may be assessed by oral presentations, roleplays; written assessments; group work; class discussion or in-class assessment activities.

**CHCDS303A CONTRIBUTE TO STUDENT EDUCATION IN ALL DEVELOPMENTAL DOMAINS**

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

*Prerequisites:* Nil.

*Description:* This unit deals with the skills and knowledge required by a teacher assistant to contribute effectively to the education of students in all developmental domains.

*Required Reading:* No required text

*Assessment:* This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

**CHCDS305A SUPPORT THE DEVELOPMENT OF READING SKILLS**

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

*Prerequisites:* Nil.

*Description:* This unit is focuses on the role of the education support worker in providing assistance to students who need additional support with their reading.

*Required Reading:* No required text

*Assessment:* This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

**CHCDS306A SUPPORT THE DEVELOPMENT OF WRITING SKILLS**

*Locations:* Footscray Nicholson, Industry, St Albans.
CHCEDS312A WORK WITH DIVERSITY IN THE EDUCATION ENVIRONMENT
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required for individuals without supervisory responsibilities to work effectively with diversity.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS313B COMMUNICATE WITH STUDENTS
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the requirements for education support workers to effectively communicate with students.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS314B WORK EFFECTIVELY IN AN EDUCATION TEAM
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge needed to work effectively with team members, colleagues and others in an educational work environment.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS315B SUPPORT STUDENTS WITH ADDITIONAL NEEDS IN THE CLASSROOM
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by a teacher aide to support students with additional needs in classrooms where there are students with a mix of abilities and needs.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS316B COMPLY WITH SCHOOL ADMINISTRATIVE REQUIREMENTS
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit deals with the skills and knowledge for education support workers to undertake administration and basic computer tasks in the education environment where administration is not the main focus of work.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS322A SUPPORT STUDENTS WITH ENGLISH AS A SECOND LANGUAGE
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit deals with the skills and knowledge required to provide support to students who have English as a second language (ESL).
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS434A PROVIDE SUPPORT TO STUDENTS WITH AUTISM SPECTRUM DISORDER
Locations: Footscray Nicholson, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required for education support workers to provide support to students who have education needs associated with an autism spectrum disorder (ASD). Education support personnel who support teachers play an important role in assisting these students to participate in their learning activities and a range of other school activities.
Required Reading: No required reading
Assessment: Other, 500 word case study, Yes/No. Other, In class Role Plays, Yes/No. Test, Short answer based questions, Yes/No.

CHCFC501A SUPPORT THE DEVELOPMENT OF CHILDREN
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by workers who support the physical, social, emotional, psychological, language and creative development of children from 0-12 years of age.
Required Reading: No text required
Assessment: Assessment includes assignments, tests and practical tasks. Certificate II in Community Services: Competency Based

CHCFC502A FOSTER PHYSICAL DEVELOPMENT IN EARLY CHILDHOOD
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to plan and provide experiences to enhance a child’s physical development.
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCFC503A FOSTER SOCIAL DEVELOPMENT IN EARLY CHILDHOOD
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to foster the social development of children and to promote their ethical understanding.
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCFC504A SUPPORT EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT IN EARLY CHILDHOOD
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to support the
emotional and psychological development of children and to promote their ethical understanding.

**Required Reading:** No required text.

**Assessment:** This unit may be assessed by reflective journal; roleplays; written assessments; group work; class discussion or in-class assessment activities.

**CHCFC505A FOSTER COGNITIVE DEVELOPMENT IN EARLY CHILDHOOD**

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

**Prerequisites:** Nil.

**Description:** This unit describes the knowledge and skills required to foster and enhance cognitive development of children.

**Required Reading:** No required text.

**Assessment:** This unit may be assessed by reflective journal; roleplays; written assessments; group work; class discussion or in-class assessment activities.

**CHCFC506A FOSTER CHILDREN’S AESTHETIC AND CREATIVE DEVELOPMENT**

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

**Prerequisites:** Nil.

**Description:** This unit describes the knowledge and skills required to foster and enhance children’s creative skills and aesthetic development.

**Required Reading:** No required text.

**Assessment:** This unit may be assessed by reflective journal; roleplays; written assessments; group work; class discussion or in-class assessment activities.

**CHCFC512A FOSTER PHYSICAL DEVELOPMENT IN MIDDLE CHILDHOOD**

**Locations:** Footscray Nicholson, Industry, City Flinders.

**Prerequisites:** Nil.

**Description:** This unit describes the knowledge and skills required to plan and provide experiences to enhance children’s physical development during middle childhood.

**Required Reading:** No required text.

**Assessment:** Assessment includes assignments, tests and practical tasks.

**CHCFC513A FOSTER SOCIAL DEVELOPMENT IN MIDDLE CHILDHOOD**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the knowledge and skills required to foster social development of children and to promote their ethical understanding during middle childhood.

**Required Reading:** No required text

**Assessment:** Assessment includes assignments, tests and practical tasks.

**CHCFC514A SUPPORT EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT IN MIDDLE CHILDHOOD**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the knowledge and skills required to support emotional and psychological development of children and to promote their ethical understanding.

**Required Reading:** No required text

**Assessment:** Assessment includes assignments, tests and practical tasks.
CHCFE301A WORK WITH CLIENTS NEEDING FINANCIAL LITERACY
Education
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to work in the community sector with clients requiring basic education in financial literacy.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCFE302A EDUCATE CLIENTS IN FUNDAMENTAL FINANCIAL LITERACY SKILLS
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to provide education for clients in fundamental financial literacy skills, such as preparing and using a budget to address identified goals and priorities.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCFE303A EDUCATE CLIENTS TO UNDERSTAND DEBT AND CONSUMER CREDIT
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to educate clients in basic financial literacy concepts relating to debt and consumer credit.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCGMB501A WORK EFFECTIVELY IN THE PROBLEM GAMBLING SECTOR
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required as a foundation for work in the problem gambling sector and provides a basic introduction to values, services and approaches applied to work in this sector.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCGMB502A ASSESS THE NEEDS OF CLIENTS WITH PROBLEM GAMBLING ISSUES
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to assess client needs for delivery of problem gambling counselling services. It includes providing an ongoing comprehensive assessment of clients gambling issues and other needs, developing case plans based on the assessment and referring clients to other services as required.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCGMB503A PROVIDE COUNSELLING FOR CLIENTS WITH PROBLEM GAMBLING ISSUES
Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work in the problem gambling sector to work with clients experiencing a range of problem gambling issues. It includes provision of support, working with complex issues and evaluation of client progress and the counselling process.
Required Reading: No required text
Assessment: The individual being assessed must provide evidence of specified essential knowledge as well as skills. This unit will be most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions. It is recommended that assessment or information for assessment will be conducted or gathered over a period of time and cover the normal range of workplace situations and settings.

CHCGROUP201C SUPPORT THE ACTIVITIES OF EXISTING GROUPS
Locations: Industry, St Albans, Off Campus at Secondary Schools auspiced by Victoria University.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to support identified existing community groups through the provision of resources.
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCGROUP302D SUPPORT GROUP ACTIVITIES
Locations: Footscray Nicholson, Industry, St Albans, Cert II in Community Services Work - off campus delivery at Secondary schools auspiced by Victoria University.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to participate in and provide general support for a range of informal and formal groups in a variety of settings.
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, project, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCGROUP3C PLAN AND CONDUCT GROUP ACTIVITIES
Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: Address resourcing issues for group activities; Co-ordinate a group planning process; Manage group processes including responding to conflict; Evaluate group activities.
Required Reading: No required text
Assessment: Oral presentation, in class discussion, written assignment.

CHCGROUP403D PLAN AND CONDUCT GROUP ACTIVITIES
Locations: Footscray Nicholson, Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to participate in, establish and lead a range of informal and formal groups in a variety of settings.
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. This unit is partially assessed in the workplace or simulated environment.
CHCHC311B WORK EFFECTIVELY IN A HOME AND COMMUNITY CARE
Prerequisites: Nil.
Description: This unit describes the introductory knowledge and skills required to work effectively in a home care environment and community settings with clients, family members, staff, visitors, suppliers and others to meet established work requirements.
Required Reading: Arnott J. Working in aged care and disability services 2005
Assessment: Assignment, workbook questions and assignment, Yes/No. Practical Placements, assessed on student placement, Yes/No.

CHCHC401B COORDINATE AND MONITOR HOME BASED SUPPORT
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to coordinate and monitor the delivery of home based support services in a community services context.
Required Reading: No required text
Assessment: Internal Assessment Competency Based Assignment written Yes/No Practical Placements Assessment assessed in the workplace/student placement Yes/No

CHCIC301E INTERACT EFFECTIVELY WITH CHILDREN
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by anyone working with children to ensure they can develop and maintain effective relationships and promote positive behaviour in the childcare environment.
Required Reading: No required text
Assessment: Assessment includes assignments, tests and practical tasks.

CHCIC302A SUPPORT ABORIGINAL AND/OR TORRES STRAIT ISLAND FAMILIES TO PARTICIPATE IN CHILDREN’S SERVICES
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to support participation of Aboriginal and/or Torres Strait Islander children and families in children’s services.
Required Reading: No required text
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCIC501B MANAGE CHILDREN’s SERVICES WORKPLACE PRACTICE TO ADDRESS REGULATIONS AND QUALITY ASSURANCE
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to facilitate the evaluation of an organisation involved in delivery of children’s services through a quality assurance process and to manage regulatory compliance.
Required Reading: No text required.
Assessment: The individual being assessed must provide evidence of specified essential knowledge as well as skills - This unit will be most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace condition

CHCIC510A ESTABLISH AND IMPLEMENT PLANS FOR DEVELOPING COOPERATIVE BEHAVIOUR
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to establish, monitor and implement both individual and group plans for behaviour modification.
Required Reading: No required text
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCIC511A IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES IN CHILDREN’S SERVICES
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required for workers to implement and promote inclusive policies and practices in children’s services work.
Required Reading: No required text
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCIC512A PLAN AND IMPLEMENT INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to establish, monitor and implement inclusion strategies that meet identified needs.
Required Reading: No required text
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCIC620C MANAGE COMPLEX BEHAVIOURAL SITUATIONS
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required for worker to manage complex behavioural situations.
Required Reading: No Required text
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCIC621A PROVIDE SUPPORT TO MEET PERSONAL CARE NEEDS
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by workers within their designated role and responsibilities to support or assist a client with their personal care needs within the framework of an individualised care support plan.
Assessment: Demonstration, Simulated lab setting, Yes/No. Laboratory work, Simulated assessment in Lab with equipment, Yes/No. Practical Placements, In workplace setting under supervision, Yes/No. Assignment, Written questions and answers, Yes/No.
CHCICS301B PROVIDE SUPPORT TO MEET PERSONAL CARE NEEDS
Locations:Footscray Nicholson, City King St, Industry, Footscray Park, City Flinders, St Albans.
Prerequisites:Nil.
Description:This unit describes the knowledge and skills required by workers within their designated role and responsibilities to support or assist a client with their personal care needs within the framework of an individualised care support plan.
Required Reading:No text required.
Assessment:- The individual being assessed must provide evidence of specified essential knowledge as well as skills - It is recommended that assessment or information for assessment will be conducted or gathered over a period of time and cover the normal range of workplace situations and settings - This unit must be assessed in a work context and under the normal range of workplace conditions - Where, for reasons of safety, space, or access to equipment and resources, some assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible.

CHCICS302A PARTICIPATE IN THE IMPLEMENTATION OF INDIVIDUALISED PLANS
Locations:Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites:Nil.
Description:This unit describes the knowledge and skills required to provide support for people to sustain quality of life according to individualised plans.
Assessment:Written assessments class discussion and learning in the workplace

CHCICS303A SUPPORT INDIVIDUAL HEALTH AND EMOTIONAL WELL BEING
Locations:Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites:Nil.
Description:This unit describes the knowledge and skills required by the worker to support a client’s health and emotional well being.
Assessment:Assignment, Based on case studies and questions in workbooks., Yes/No. Practical Placements, Assessed in the workplace against criteria, Yes/No.

CHCICS304B WORK EFFECTIVELY WITH CARERS
Locations:Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites:Nil.
Description:This unit of competency describes the skills and knowledge required to work effectively with members of families or other non-paid support people e.g. friends and carers, to support quality of life for their family member who is aged or has a disability.
Required Reading:No required text
Assessment:Internal Assessment Competency Based Assignment written questions and assessment Yes/No Discussion assessment based on group work Yes/No

CHCICS305A PROVIDE BEHAVIOUR SUPPORT IN THE CONTEXT OF INDIVIDUALISED PLANS
Locations:Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites:Nil.
Description:This unit describes the knowledge and skills required to support and engage people to use positive and adaptive responses in their daily routines.
Required Reading:No required text
Assessment:Students are required to do assignments, tests, projects, case studies.

CHCICS306B PROVIDE BASIC FOOT SKIN AND NAIL CARE
Prerequisites:Nil.
Description:This unit describes the knowledge and skills required to provide basic foot skin and foot nail care to clients
Required Reading:No required text
Assessment: The individual being assessed must provide evidence of specified essential knowledge as well as skills - This unit is best assessed in the workplace or in a simulated workplace under the normal range of conditions - Consistency in performance should consider the particular workplace context

CHCICS401A FACILITATE SUPPORT FOR PERSONAL CARE NEEDS
Locations:Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites:Nil.
Description:This unit describes the knowledge and skills required by workers to develop, implement and monitor support of client personal care needs through the framework of a personal care support plan.
Required Reading:No required text
Assessment:Laboratory work, Simulated assessment , Yes/No.

CHCICS402A FACILITATE INDIVIDUALISED PLANS
Locations:Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites:Nil.
Description:This unit describes the knowledge and skills required to develop, implement and monitor support requirements for people to sustain quality of life according to individualised plans
Required Reading:No required text
Assessment:Assignment, written, Yes/No. Practical Placements, assessed in the workplace, Yes/No.

CHCICS404A PLAN AND PROVIDE ADVANCED BEHAVIOUR SUPPORT
Locations:Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites:Nil.
Description:This unit describes the knowledge and skills required to understand the influence and purpose of behaviour, assess problem behaviour, develop multi-element support plans and response plans and utilise appropriate strategies to reduce inappropriate behaviour
Required Reading:No text required.
Assessment: The individual being assessed must provide evidence of specified essential knowledge as well as skills - Assessment should be conducted on more than one occasion to cover a variety of circumstances to establish consistency-A diversity of assessment tasks is essential for holistic assessment

CHCICS405A FACILITATE GROUPS FOR INDIVIDUAL OUTCOMES
Prerequisites:Nil.
Description:This unit describes the knowledge and skills required by the worker to plan and conduct group activities to meet individual group member outcomes.
Required Reading:No required text
Assessment:This unit may be assessed by oral presentations; role plays; written assessments; group work; class discussion or in-class assessment activities.
CHCICS406A SUPPORT CLIENT SELF MANAGEMENT
Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by workers to provide clients with support and assistance to self manage aspects of their life that may include planning, access and involvement in community services and decision-making.
Required Reading: No required texts
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions. For CHC40208 this unit is competency based.

CHCICS409A RECOGNISE AND RESPOND TO SUSPECTED ABUSE OF VULNERABLE PEOPLE
Locations: Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to identify signs of possible abuse, take appropriate action according to role and responsibilities and minimise the risk of abuse to vulnerable people
Required Reading: No required text
Assessment: The individual being assessed must provide evidence of specified essential knowledge as well as skills. This unit will be most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions. It is recommended that assessment or information for assessment will be conducted or gathered over a period of time and cover the normal range of workplace situations and settings. Where, for reasons of safety, space, or access to equipment and resources, assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible.

CHCINF302C MAINTAIN THE ORGANISATION’S INFORMATION SYSTEMS
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to collect, store and provide accurate and current information to clients.
Required Reading: No text required.

CHCINF403D COORDINATE INFORMATION SYSTEMS
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to coordinate all aspects of information management including collection, collation, storage and preparation of information in different formats depending on client needs.
Required Reading: No required text
Assessment: This unit will be most appropriately assessed in the workplace or in a simulated workplace under the normal range of workplace conditions. This unit may be assessed by oral presentations, roleplays, written assessments, group work, class discussion or in-class assessment activities.

CHCINF408C COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to undertake administrative duties, including documenting in client records and contributing to the development and monitoring of service delivery plans in accordance with organisation and duty of care.
Required Reading: TAFE NSW (2008) Aged Care in Australia: A guide for Aged Care Workers 3rd Community Services Health, Tourism Curriculum Centre
Assessment: Assignment, Written assessment, Yes/No. Class Activity, Observation, Yes/No. Practical Placements, In workplace setting under supervision, Yes/No.

CHCINF505C MEET STATUTORY AND ORGANISATION INFORMATION REQUIREMENTS
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to ensure effectiveness and efficiency of the organisation’s information system.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, roleplays, written assessments, group work, class discussion or in-class assessment activities.

CHCINF604C MANAGE THE ORGANISATION’S INFORMATION SYSTEMS
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to coordinate information systems, including as a supervisor of a work area/program.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, written assessments, group work, class discussion or in-class assessment activities.

CHCINF606C MANAGE INFORMATION STRATEGICALLY
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to provide education/information about services or programs for the public.
Required Reading: No required text
Assessment: The following methods may be used in assessing this unit: group assessments; role plays; case studies; written assignments; presentations and verbal discussions.

CHCLD514A ANALYSE IMPACTS OF SOCIOLOGICAL FACTORS ON CLIENTS IN COMMUNITY WORK AND SERVICES
Prerequisites: Nil.
Description: This unit describes a detailed knowledge of indicators of client status required to confirm the status of individual clients in preparation for service delivery in the context of community services work.
Required Reading: Community Services Workbook
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, oral presentations and verbal discussions.

CHCLD515A CONFIRM CLIENT DEVELOPMENTAL STATUS
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to ensure the status of individual clients in preparation for service delivery in the context of community services work.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.
CHCLES411A USE RELEVANT LEGISLATION IN RESPONSE TO CLIENT NEEDS

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to use relevant legislation to advise clients with specific needs in relation to particular legal issues e.g. tenancy, disability, discrimination, juvenile justice, domestic violence, mental health.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCMH301A WORK EFFECTIVELY IN MENTAL HEALTH

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required in the context within which mental health work occurs.
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCMH301B WORK EFFECTIVELY IN MENTAL HEALTH SETTINGS

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required in the context and across the range of settings where mental health work occurs
Required Reading: No required text
Assessment: The individual being assessed must provide evidence of specified essential knowledge as well as skills - This unit is best assessed on the job or in a simulated workplace under the normal range of conditions - Consistency in performance should consider the requirements of the particular workplace context.

CHCMH402A APPLY UNDERSTANDING OF MENTAL HEALTH ISSUES AND RECOVERY PROCESSES

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to contribute to the recovery of people affected by a mental illness in the context of the impact of mental illness on clients, their carer/s and families.
Required Reading: No required text
Assessment: Assignment, written assessments, Yes/No. Practical Placements, learning in the workplace, Yes/No. Presentation, oral assessment, Yes/No.

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

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by workers who provide immediate and ongoing support and interventions for consumers with coexisting mental health and alcohol and other drugs issues drawing on a range of models and techniques supported by evidence
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCMH411A WORK WITH PEOPLE WITH MENTAL HEALTH ISSUES

Prerequisites: Nil.
Description: This unit describes the knowledge, skills and attitudes required by workers in community services and health settings to work in a consumer directed and oriented way with consumers who are living with mental health issues.
Required Reading: No text required
Assessment: The individual being assessed must provide evidence of specified essential knowledge as well as skills. This unit is best assessed on the job or in a simulated workplace under the normal range of conditions. Consistency in performance should consider the requirements of the particular workplace context.

CHCMH504D PROVIDE A RANGE OF SERVICES TO PEOPLE WITH MENTAL HEALTH ISSUES

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to collaboratively assess needs, provide a range of services to meet needs, review progress and evaluate the work undertaken with clients with mental health issues.
Required Reading: No required text
Assessment: This unit may be assessed by role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCNET301D PARTICIPATE IN NETWORKS

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to participate in a network in order to gather information, forge links with other workers and services and to promote activities
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCNET404A FACILITATE LINKS WITH OTHER SERVICES

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to contribute to the recovery of people affected by a mental illness in the context of the impact of mental illness on clients, their carer/s and families.
Required Reading: No required text
Assessment: Assignment, written assessments, Yes/No. Practical Placements, learning in the workplace, Yes/No. Presentation, oral assessment, Yes/No.
**CHCNET503C DEVELOP NEW NETWORKS**

**Prerequisites**: Nil.

**Description**: This unit describes the knowledge and skills required to setup formal networks to benefit the organisation and clients.

**Assessment**: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

**Required Reading**: No required texts

**CHCOHC406B PROVIDE OR ASSIST WITH ORAL HYGIENE**
*Locations*: Werribee, Industry, St Albans.

**Prerequisites**: Nil.

**Description**: This unit describes the skills and knowledge required by workers to provide or assist a client with their oral hygiene needs within the framework of an individualised care support plan and within their designated role and responsibilities.

**Assessment**: The individual being assessed must provide evidence of specified essential knowledge as well as skills - This unit is best assessed in the workplace or in a simulated workplace under the normal range of conditions - Consistency in performance should consider the particular workplace context.

**Required Reading**: No required text

**CHCOHS312B FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK**
*Locations*: Footscray Nicholson, Werribee, Industry, St Albans.

**Prerequisites**: Nil.

**Description**: This unit is specifically designed to cater for safety aspects of work involving delivery of services in aged care, home and community care and disability services. The unit focuses on maintaining safety of the worker, the people being supported and other community members.

**Assessment**: This unit is best assessed in the workplace or in a simulated workplace under the normal range of conditions - Consistency in performance should consider the particular workplace context.

**Required Reading**: No required text

**CHCORG201B FOLLOW POLICIES, PROCEDURES AND PROGRAMS OF THE ORGANISATION**
*Locations*: Footscray Nicholson, Werribee, Industry, St Albans, Off Campus at Secondary Schools auspiced by Victoria University.

**Prerequisites**: Nil.

**Description**: This unit describes the knowledge and skills required to work according to organisation policies, procedures and programs.

**Assessment**: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

**Required Reading**: No required text

**CHCORG202C WORK WITH OTHERS**
*Locations*: Footscray Nicholson, Industry, St Albans, Off Campus at Secondary Schools auspiced by Victoria University.

**Prerequisites**: Nil.

**Description**: This unit describes the knowledge and skills required to work with others.

**Assessment**: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

**Required Reading**: No required text

**CHCORG25B RECRUIT AND CO-ORDINATE VOLUNTEERS**
*Locations*: Footscray Nicholson, Werribee, Industry, St Albans.

**Prerequisites**: Nil.

**Description**: Identify the need and roles for volunteers in the organisation; Recruit volunteers; Incentivise volunteers to the organisation; On-going support of volunteers is provided.

**Assessment**: As per accredited curriculum

**Required Reading**: No required text

**CHCORG303B PARTICIPATE EFFECTIVELY IN THE WORK ENVIRONMENT**
*Locations*: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.

**Prerequisites**: Nil.

**Description**: This unit describes the knowledge and skills required to work effectively as an individual and in work groups to contribute to achievement of organisation objectives.

**Assessment**: This unit may be assessed by in class assessments, community project, group assessments, role plays, written assessments, presentations and verbal discussions.

**CHCORG303C PARTICIPATE EFFECTIVELY IN THE WORK ENVIRONMENT**
*Locations*: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.

**Prerequisites**: Nil.

**Description**: This unit describes the knowledge and skills required to work effectively as an individual and in work groups to contribute to achievement of organisation objectives.

**Assessment**: This unit may be assessed by in class assessments, community project, group assessments, role plays, written assessments, presentations and verbal discussions.

**CHCORG405D MAINTAIN AN EFFECTIVE WORK ENVIRONMENT**
*Locations*: Footscray Nicholson, Industry, Footscray Park, St Albans.

**Prerequisites**: Nil.

**Description**: This unit describes the knowledge and skills required to meet individual responsibilities within a work group.

**Assessment**: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. Plus workplace assessing or projects. CHC40708: Competency Based

**CHCORG406B SUPERVISE WORK**
*Locations*: Footscray Nicholson, Werribee, Industry, St Albans.

**Prerequisites**: Nil.

**Description**: This unit describes the skills and knowledge required of a worker with responsibility for supervising the work of workers who are part of a team/workgroup or working alone. It includes induction of new staff, planning work, monitoring...
performance and supporting workers to manage their workload.

**CHCORG602C MANAGE HUMAN RESOURCES IN A COMMUNITY SECTOR**

**Description:** This unit describes the knowledge and skills required to provide on-the-job coaching to clients or colleagues.

**Prerequisites:** Nil.

**Required Reading:** No required text

**Assessment:** This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

**CHCORG608D ESTABLISH AND MANAGE NEW PROGRAMS OR SERVICES**

**Description:** This unit describes the knowledge and skills required to establish new programs or services, lead organisation restructure and develop new structures and systems.

**Prerequisites:** Nil.

**Required Reading:** No text required

**Assessment:** This unit may be assessed by oral presentations, roleplays, written assessments, group work, class discussion or in-class assessment activities.

**CHCORG609D MANAGE PROJECTS AND STRATEGIES**

**Description:** This unit describes the knowledge and skills required to initiate, plan, implement and evaluate project management activities.

**Prerequisites:** Nil.

**Required Reading:** No text required

**Assessment:** This unit may be assessed by observation, direct questioning and review of portfolios.

**CHCORG610B MANAGE CHANGE IN A COMMUNITY SECTOR ORGANISATION**

**Description:** This unit describes the knowledge and skills required to foster and implement constructive and beneficial change in a complex organisation.

**Prerequisites:** Nil.

**Required Reading:** No text required

**Assessment:** This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.
CHCORG611A LEAD AND DEVELOP OTHERS IN A COMMUNITY SECTOR

WORKPLACE


Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to achieve identified work outcomes through managing, leading and developing individuals and teams in the work group or organisation.

Required Reading: No required text.

Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCORG611B LEAD AND DEVELOP OTHERS IN A COMMUNITY SECTOR

WORKPLACE


Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to achieve identified work outcomes through managing, leading and developing individuals and teams in the work group or organisation.

Required Reading: No required text.

Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCORG614A MANAGE A COMMUNITY SECTOR ORGANISATION


Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to plan and monitor the development direction and changes of a complex organisation, range of programs or major program area.

Required Reading: No required text.

Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCORG614B MANAGE A COMMUNITY SECTOR ORGANISATION


Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to plan and monitor the development direction and changes of a complex organisation, range of programs or major program area.

Required Reading: No required text.

Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCORG615C PROMOTE AND REPRESENT THE SERVICE


Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to promote and represent the organisation to the community.

Required Reading: No required text.

Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCORG616C PROVIDE LEADERSHIP IN COMMUNITY SERVICES DELIVERY

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

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to apply a leadership role determined and supported by the community. The leadership role includes providing direction and promotion of community services, processes and outcomes and influencing effective industry practice.

Required Reading: No required text.

Assessment: Online text, online assignment.

CHCORG701C PROVIDE LEADERSHIP AS A PRACTITIONER IN COMMUNITY SERVICES

Locations: Footscray Nicholson, Industry, City Flinders.

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to provide leadership in the practice of one or more disciplines in the community sector. The leadership role includes the development and promotion of effective and where appropriate innovative approaches to achieving outcomes for clients, providing practice supervision of other practitioners and influencing policy and system change.

Required Reading: No text required.

Assessment: The individual being assessed must provide evidence of specified essential knowledge as well as skills. - This unit can be assessed in the workplace, in the community or in a relevant simulated environment (e.g., use of case studies, use of role plays) and - Consistency in performance should relate to outcomes required by leadership in area of practice.

CHCOSH401A SUPPORT CHILDREN TO PARTICIPATE IN OUTSIDE SCHOOL HOURS CARE


Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to support and guide children’s effective participation in outside school hours care.

Required Reading: No required text.

Assessment: Assessment may include assignments, tests and practical tasks.

CHCOSH402B DEVELOP AND IMPLEMENT ACTIVITIES IN OUTSIDE SCHOOL HOURS CARE

CHCOSHC4038 WORK EFFECTIVELY WITH CHILDREN IN OUTSIDE SCHOOL HOURS CARE
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to engage and interact with children in outside school hours care services.
Required Reading: No required text.
Assessment: Assessment may include assignments, tests and practical tasks.

CHCPA301B DELIVER CARE SERVICES USING A PALLIATIVE APPROACH
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to develop and apply policy initiatives in the workplace.
Required Reading: No text required.
Assessment: Assignment, Participant resource guide with assessment questions, Yes/No.

CHCPOL501A ACCESS EVIDENCE AND APPLY IN PRACTICE
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to access and judiciously use the current best practice and evidence to guide decisions for improving client outcomes.
Required Reading: No text required.
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCPOL504B DEVELOP AND IMPLEMENT POLICY
Locations: Footscray Nicholson, Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to develop and apply policy initiatives in the workplace.
Required Reading: No required texts.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. This unit is partially assessed in the work place or simulated environment.

CHCPOL505B MANAGE RESEARCH ACTIVITIES
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to initiate, manage and act upon research and the resultant recommendations.
Required Reading: No required text.
Assessment: Students are required to complete projects, assignments and written test.

CHCPOL606B COORDINATE POLICY DEVELOPMENT
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to coordinate policy development processes, including staff supervision, monitoring existing organisation policies, managing policy evaluations, and providing policy advice.
Required Reading: No required text.
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCPOL701A USE RESEARCH EVIDENCE TO ADVANCE POLICY AND PRACTICE
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to use research into a specialist area of practice and apply evidence to advance policy and practice in that area.
Required Reading: No required text.
Assessment: Students are required to do assignments related to research methods and policy development, classwork exercises, tests, projects, case studies and/or presentations.

CHCPOL701B USE RESEARCH EVIDENCE TO ADVANCE POLICY AND PRACTICE
Locations: Footscray Nicholson, Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to use research into a specialist area of practice and apply evidence to advance policy and practice in that area.
Required Reading: No required text.
Assessment: Students are required to do assignments related to research methods and policy development, classwork exercises, tests, projects, case studies and/or presentations.

CHCPR301B PROVIDE EXPERIENCES TO SUPPORT CHILDREN’S PLAY AND LEARNING
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to conduct a range of activities that assist in enhancing children’s developmental and leisure experiences.
Required Reading: No required text.
Assessment: Assessment may include assignments, tests and practical tasks.

CHCPR302A SUPPORT SUSTAINABLE PRACTICE
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to support the child care workplace to implement environment sustainable work practices.
Required Reading: No required text.
Assessment: Assessment include assignments, tests and practical tasks.

CHCPR303D DEVELOP UNDERSTANDING OF CHILDREN’S INTERESTS AND DEVELOPMENTAL NEEDS
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to gather...
information about children through observation and other sources as a basis for addressing their interests and developmental needs.

**Required Reading:** No required text

**Assessment:** Assessment includes assignments, tests and practical tasks.

**CHCPRS02E ORGANISE EXPERIENCES TO FACILITATE AND ENHANCE CHILDREN’S DEVELOPMENT**

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

**Prerequisites:** Nil.

**Description:** This unit describes the knowledge and skills required to plan and deliver a range of promotion and prevention strategies to the community.

**Required Reading:** No required text

**Assessment:** This unit may be assessed by reflective journal; role plays; written assessments; group work; class discussion or in-class assessment activities.

**CHCPRS09A GATHER, INTERPRET AND USE INFORMATION ABOUT CHILDREN**

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

**Prerequisites:** Nil.

**Description:** This unit describes the knowledge and skills required to collect high quality information on children to assist in program planning.

**Required Reading:** No required text

**Assessment:** This unit may be assessed by reflective journal; role plays; written assessments; group work; class discussion or in-class assessment activities.

**CHCPR510B DESIGN, IMPLEMENT AND EVALUATE PROGRAMS AND CARE ROUTINES FOR CHILDREN**

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

**Prerequisites:** Nil.

**Description:** This unit describes the knowledge and skills required to design, implement and evaluate programs and individual care routines to foster and enhance the development of children.

**Required Reading:** No required text

**Assessment:** This unit may be assessed by reflective journal; role plays; written assessments; group work; class discussion or in-class assessment activities.

**CHCPR515A DEVELOP AND IMPLEMENT A PROGRAM TO SUPPORT SUSTAINABLE PRACTICE**

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

**Prerequisites:** Nil.

**Description:** This unit describes the knowledge and skills required to analyse the child care workplace in relation to environmental sustainability of work practices, to implement improvements and analyse their effectiveness.

**Required Reading:** No required text

**Assessment:** This unit may be assessed by reflective journal; role plays; written assessments; group work; class discussion or in-class assessment activities.

**CHCPRM503A PROVIDE COMMUNITY FOCUSED PROMOTION AND PREVENTION STRATEGIES**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the knowledge and skills required to develop and deliver a range of promotion and prevention strategies to the community.

**Required Reading:** No required text

**Assessment:** This unit may be assessed by reflective journal; role plays; written assessments; group work; class discussion or in-class assessment activities.

**CHCRH301E WORK EFFECTIVELY WITH FAMILIES TO CARE FOR THE CHILD**

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

**Prerequisites:** Nil.

**Description:** This unit describes the knowledge and skills required to establish a positive relationship with the family of a child going into care and negotiate in relation to care practices to facilitate the child’s transition into care.

**Required Reading:** No required text

**Assessment:** Assessment includes assignments, tests and practical tasks.

**CHCRF301A WORK EFFECTIVELY WITH FAMILIES TO PROVIDE APPROPRIATE CARE FOR CHILDREN**

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

**Prerequisites:** Nil.

**Description:** This unit describes the knowledge and skills required to work in partnership with families to care for the child.

**Required Reading:** No required text

**Assessment:** This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

**CHCRH401B WORK EFFECTIVELY IN THE LEISURE AND HEALTH INDUSTRY**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the knowledge and skills required to work in a context within which leisure and health work occurs and to effectively support its role in enhancing well being.

**Required Reading:** No text required.

**Assessment:** This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

**CHCRH402A UNDERTAKE LEISURE AND HEALTH PROGRAMMING**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the knowledge and skills required to participate in planning, implementation and evaluation of programs providing activities for individuals and groups.

**Required Reading:** No required text

**Assessment:** This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

**CHCRH404A PLAN, IMPLEMENT AND MONITOR LEISURE AND HEALTH PROGRAMS**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit describes the knowledge and skills required to participate in planning, implementation and evaluation of programs providing activities for individuals.

**Required Reading:** No required text

**CHCRH405A PLAN LEISURE AND HEALTH PROGRAMS FOR CLIENTS WITH COMPLEX NEEDS**
CHCRH507A APPLY CONCEPTS OF HUMAN PSYCHOLOGY TO FACILITATE INVOLVEMENT IN LEISURE PROGRAMS

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to understand and apply concepts of human psychology in the development of leisure programs to facilitate satisfying involvement of clients in leisure activities.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCYTH301D WORK EFFECTIVELY WITH YOUNG PEOPLE

Locations: Industry, Footscray Park, St Albans, Off Campus at Secondary Schools auspiced by Victoria University.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work with and for young people within an ethical, social, political and economic context.
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. Youth Work Graded Assessment

CHCYTH301E WORK EFFECTIVELY WITH YOUNG PEOPLE

Locations: Industry, Footscray Park, St Albans, Off Campus at Secondary Schools auspiced by Victoria University.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work with and for young people within an ethical, social, political and economic context.
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. Youth Work Graded Assessment

CHCYTH401B ENGAGE RESPECTFULLY WITH YOUNG PEOPLE

Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work with and for young people (aged 12-25) in work roles with a specific focus on young people.
Required Reading: No required text
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCYTH402B WORK EFFECTIVELY WITH YOUNG PEOPLE IN THE YOUTH WORK CONTEXT

Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work in the youth work context. The unit focuses on the historical and contemporary youth sector practice and understanding of the current status of young people.
Required Reading: No required text
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCYTH403B SUPPORT YOUNG PEOPLE TO CREATE OPPORTUNITIES IN THEIR LIVES

Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to assist young people to identify the challenges and opportunities in their lives and to work towards their goals on an individual or group level.
Required Reading: No required text
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCYTH404D SUPPORT YOUNG PEOPLE IN CRISIS

Locations: Industry, Footscray Park, St Albans.
Prerequisites: CHCYTH301D - WORK EFFECTIVELY WITH YOUNG PEOPLE
Description: This unit describes the knowledge and skills required to implement risk management strategies in crisis situation.
Required Reading: School of Community Services Workbook
Assessment: This unit may be assessed by case studies, written assignments, role plays, presentations and verbal discussions.

CHCYTH407D RESPOND TO CRITICAL SITUATIONS

Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to maintain safety through effective response to potential or actual critical situations
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, case studies, written assignments, presentations and verbal discussions.

CHCYTH504A SUPPORT YOUNG PEOPLE TO TAKE COLLECTIVE ACTION

Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit identifies the knowledge and skills needed to enable young people to participate in the decision-making that affect their lives
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCYTH505D SUPPORT YOUTH PROGRAMS

Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to devise, set up, coordinate, deliver and evaluate activities and programs for individuals and groups
Required Reading: No required texts
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCYTH506A PROVIDE SERVICES FOR YOUNG PEOPLE APPROPRIATE TO THEIR NEEDS AND CIRCUMSTANCES

Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to provide guidance and role models to young people and their families to maintain positive and supportive relationships while identifying problems and establishing goals for change based on maintaining support from family and the general community
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCYTH608C MANAGE SERVICE RESPONSE TO YOUNG PEOPLE IN CRISIS

Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to develop an agency approach to young people in crisis
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

FDFCORHS3A MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES

Prerequisites: Nil.
Description: Ensure others in the work area are able to implement safe work practices; Monitor observance of safe work practices in the work area; Implement emergency procedures to respond to a hazardous event; Maintain and improve health and safety in the work area.
Required Reading: As per accredited curriculum
Assessment: As per accredited curriculum

FDFCORQFS3A MONITOR THE IMPLEMENTATION OF QUALITY AND FOOD SAFETY PROGRAMS

Prerequisites: Nil.
Description: Monitor quality of work outcome; Participate in maintaining and improving quality at work.
Required Reading: As per accredited curriculum
Assessment: As per accredited curriculum

HLTAD301B ASSIST WITH PRACTICE ADMINISTRATION

Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to input client information into a medical practice information system.
Required Reading: No required reading
Assessment: Assessment may include: observation; written assignments; questioning.

HLTAH301B ASSIST WITH AN ALLIED HEALTH PROGRAM

Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to provide basic assistance to an allied health professional. This unit of competency provides a general introduction to working as an assistant in the allied health area.
Required Reading: No required text
Assessment: Assessment may include: observation; written assignments; questioning.

HLTAIN301B ASSIST NURSING TEAM IN AN ACUTE CARE ENVIRONMENT

Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to provide nursing care assistance in an acute care environment. Nursing care assistance involves the provision of direct care activities to clients according to the nursing care plan and under the direction and supervision of a registered nurse.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.
HLTAIN302B PROVIDE SUPPORT IN AN ACUTE CARE ENVIRONMENT


Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to provide a range of non-client contact support to a nursing team delivering nursing care in an acute care environment.

Required Reading: No required text

Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Projects

HLTAMBAE403C FOLLOW PROCEDURES FOR ROUTINE SAFE REMOVAL OF CLIENT


Prerequisites: Nil.

Description: This unit involves following procedures to ensure safe removal of the client under routine conditions as part of ambulance work.


Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience

HLTAMBAE501B IMPLEMENT SAFE ACCESS AND EGRESS IN AN EMERGENCY

Locations: St Albans.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to implement specialised procedures necessary to overcome major obstacles to safe access and egress at the scene of an incident


Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTAMBAE501C IMPLEMENT SAFE ACCESS AND EGRESS IN AN EMERGENCY

Locations: Industry, St Albans.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to implement specialised procedures necessary to overcome major obstacles to safe access and egress at the scene of an incident


Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTAMBAE504C FOLLOW PROCEDURES FOR SAFE EXTRICATION OF CLIENTS IN LIFE THREATENING SITUATIONS

Locations: St Albans.

Prerequisites: HLTAMBAE501B - CONFIRM PHYSICAL HEALTH STATUSHLTAMBCR401B - DELIVER BASIC CLINICAL CARE

Description: This unit describes the skills and knowledge required to follow procedures to ensure safe extrication of the client at the scene of an incident that may be life threatening.

Required Reading: No required text

Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Projects

HLTAMBAS501B CONDUCT CLINICAL ASSESSMENT

Locations: St Albans.

Prerequisites: HLTAP401B - CONFIRM PHYSICAL HEALTH STATUSHLTAMBCR401B - DELIVER BASIC CLINICAL CARE

Description: This unit of competency describes the comprehensive knowledge and skills required to assess the physical health status of a client in the out of hospital setting.


Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTAMBCR401B DELIVER BASIC CLINICAL CARE

Locations: St Albans.

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to deliver “basic” client care in the out-of-hospital (or equivalent) environment by planning and administering procedures and monitoring the state of the client based on assessment of client needs


Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTAMBCR502B DELIVER STANDARD CLINICAL CARE

Locations: St Albans.

Prerequisites: Nil.

Description: This unit of competency describes the knowledge and skills required to deliver “standard” client care in the pre-hospital (or equivalent) environment by planning and administering procedures, and monitoring the state of the client based on assessment of the client needs


Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTAMBCFC301C COMMUNICATE WITH CLIENTS AND COLLEAGUES TO SUPPORT HEALTH CARE

Locations: St Albans.

Prerequisites: Nil.

Description: This unit covers the skills required to exercise effective communication skills with clients and colleagues to support the delivery of client care services within the health industry.


Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Projects
HLTAMBFC402C COMMUNICATE IN COMPLEX OR DIFFICULT SITUATIONS
Locations: St Albans.
Prerequisites: HLTAMBFC301C - COMMUNICATE WITH CLIENTS AND COLLEAGUES TO SUPPORT HEALTH CARE
Description: This unit involves communication where there are special difficulties in conveying or receiving information in the context of providing health care services.
Required Reading: Nil.
Assessment: This unit may be assessed by Scenarios, Clinical experience, Written test.

HLTAMBPD401B MANAGE PERSONAL STRESSORS IN THE WORK ENVIRONMENT
Locations: St Albans.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to recognise stress in the work environment and develop a personal stress management plan.
Required Reading: Nil.
Assessment: This unit may be assessed by Scenarios, Workbook.

HLTAMBPD401C MANAGE PERSONAL STRESSORS IN THE WORK ENVIRONMENT
Locations: St Albans.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to recognise stress in the work environment and develop a personal stress management plan.
Required Reading: Nil.
Assessment: This unit may be assessed by Scenarios, Workbook.

HLTAMBSC401B MANAGE ROUTINE SCENE AND PROMOTE PUBLIC SAFETY
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit involves the routine management of a non-emergency situation to ensure safety at the scene and provision of information to support public awareness and addressing of public safety issues.
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test.

HLTAMBSC503A CONTRIBUTE TO MANAGING THE SCENE OF AN EMERGENCY
Locations: St Albans.
Prerequisites: Nil.
Description: This unit involves management of procedures involving client care at the scene of an emergency.
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test.

HLTAMBSC503B CONTRIBUTE TO MANAGING THE SCENE OF AN EMERGENCY
Locations: St Albans.
Prerequisites: Nil.
Description: This unit involves management of procedures involving client care at the scene of an emergency.
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test.

HLTAMBTP402B TRANSPORT EMERGENCY CLIENTS
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to transport clients and other appropriate personnel under emergency circumstances.
Required Reading: Nil.
Assessment: This unit may be assessed by Practical driving component, Workbook, written test.

HLTAMBTP402C TRANSPORT EMERGENCY CLIENTS
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to transport clients and other appropriate personnel under emergency circumstances.
Required Reading: Nil.
Assessment: This unit may be assessed by Practical driving component, Workbook, written test.

HLTAN510B USE ADVANCED HEALTH TERMINOLOGY IN A PROFESSIONAL CONTEXT
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to use appropriate health terminology when reading or writing reports and communicating with clients, their families and other health professionals.
Required Reading: No required text.

HLTAP301B RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the basic knowledge of anatomy and physiology required to recognise body systems and their components and to identify and refer alterations associated with the functioning of the human body in the context of health care work.
Required Reading: No text required.
Assessment: Evidence must demonstrate the individual’s ability to apply their knowledge within the requirements of an identified modality of health care or support services to a specific age group - Consistency of application of knowledge should be demonstrated over the required range of workplace applications relevant to an identified work role.

HLTAP401B CONFIRM PHYSICAL HEALTH STATUS
Locations: Footscray Nicholson, Werribee, City King St, Industry, Footscray Park, St Albans, Written Oval, Footscray.
Prerequisites: Nil.
Description: This unit of competency describes a detailed level of knowledge of anatomy and physiology required to confirm physical health status.


Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test, projects.

HLTCP201B PERFORM CPR

Locations: Footscray Nicholson, Werribee, Industry, Footscray Park, City Flinders, St Albans, Various to meet the needs of industry and sporting associations.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to perform Cardiopulmonary Resuscitation (CPR) in line with the Australian Resuscitation Council (ARC) Guidelines.

Required Reading: Nil

Assessment: Written tasks; practical observation and demonstration.

HLTC201C MAINTAIN HIGH STANDARD OF CLIENT SERVICE


Prerequisites: Nil.

Description: This unit describes skills and knowledge for care assistance workers and other workers who have contact with clients required to deliver and maintain a high standard of service.

Required Reading: No required text

Assessment: Assessment may include: observation, written and practical tasks.

HLTC203C PREPARE AND MAINTAIN BEDS


Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to apply bed making and cleaning practices to a range of 'beds' to ensure that clients can safely occupy a clean bed.

Required Reading: No required text

Assessment: Assessment will include: observation; oral and written and practical tasks; role play.

HLTC208C TRANSPORT CLIENTS


Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required for the safe, timely and efficient transport of clients from one location to another at a particular site, or to other sites.

Required Reading: No required text

Assessment: Assessment may include: observation; practical and written tasks; assignment.

HLTC304C SUPPORT THE CARE OF CLIENTS

Locations: Footscray Nicholson, Werribee, Industry, VETiS.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to support clients in a range of health care and community settings. Clients may include those who are aged, disabled or accessing other health services.

Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.


HLTC305C ASSIST WITH CLIENT MOVEMENT


Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to support clients who require assistance with basic physical movements, which may be due to incapacity.

Required Reading: No required text

Assessment: Assessment may include: written and practical tasks, observation, case studies and role play.

HLTC306C RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR

Locations: Industry, St Albans.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to undertake the efficient and effective maintenance of a client’s domestic living environment.

Required Reading: Class notes, Student Handbook, Learner Guide.

HLTC307C CARE FOR THE HOME ENVIRONMENT OF CLIENTS


Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to undertake the efficient and effective maintenance of a client’s domestic living environment.

Required Reading: No required text

Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments and verbal discussions.

HLTEN401B WORK IN THE NURSING PROFESSION

Locations: Industry, St Albans.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to practice as a nursing professional with clients across the lifespan in a range of health care environments, such as acute care, community care, mental health, aged care, medical / surgical.

Required Reading: No required text

Assessment: Reflective Practice Journal, research project, case study, classroom presentation, professional portfolio.

HLTEN502B APPLY EFFECTIVE COMMUNICATION SKILLS IN NURSING PRACTICE

Locations: Industry, St Albans.

Prerequisites: Nil.

Description: This competency unit describes the skills and knowledge required for effective communication in complex communication situations and its application to nursing practice; the function and purpose of small groups; meeting procedures; and the dynamics of group work and evaluation as a tool for continuous improvement.

Required Reading: No required text

Assessment: Reflective Practice Journal; Research project; Case Study; Classroom Presentation; Professional Portfolio.
HLTEN503B CONTRIBUTE TO CLIENT ASSESSMENT AND DEVELOPING NURSING CARE PLANS

Locations: Industry, St Albans, Sunbury.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required of an Enrolled/Division 2 Nurse in contributing to the development of individualised health care plans by collection of data captured during a client’s preliminary and ongoing health assessments. Assessment is based on a lifespan approach.
Assessment: No required reading

HLTEN504B IMPLEMENT AND EVALUATE A PLAN OF NURSING CARE

Locations: Industry, St Albans, Sunbury.
Prerequisites: Nil.
Description: This competency unit describes the knowledge and skills required to implement nursing care plans for individual clients and evaluate the care provided in a range of health environments.
Assessment: No required reading

HLTEN505B CONTRIBUTE TO THE COMPLEX NURSING CARE OF CLIENTS

Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This competency unit describes the knowledge, skills and attitudes required to providing nursing care for clients with complex needs.
Required Reading: No required text
Assessment: No required text

HLTEN506B APPLY PRINCIPLES OF WOUND MANAGEMENT IN THE CLINICAL ENVIRONMENT

Locations: Industry, St Albans, Sunbury.
Prerequisites: Nil.
Description: This competency unit describes the knowledge, skills and attitudes required to providing nursing care for clients with complex needs.
Required Reading: No required text
Assessment: No required text

HLTEN507B ADMINISTER AND MONITOR MEDICATIONS IN THE WORK ENVIRONMENT

Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required of Enrolled/Division 2 nurses to administer and monitor medications and evaluate their effectiveness for clients within a health environment.
Required Reading: No required reading
Assessment: No required reading

HLTEN508B APPLY REFLECTIVE PRACTICE, CRITICAL THINKING AND ANALYSIS IN HEALTH

Locations: Industry, St Albans, Sunbury.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required of an Enrolled/Division 2 Nurse to demonstrate nursing practice in a contemporary health environment using critical thinking and analytical and reflective practice.
Assessment: No required text

HLTEN509B APPLY LEGAL AND ETHICAL PARAMETERS TO NURSING PRACTICE

Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required for an Enrolled/Division 2 nurse to perform within the legal and ethical parameters of professional practice, supporting client rights and meeting duty of care requirements.
Required Reading: No required text
Assessment: Reflective Practice Journal, research project, case study, classroom presentation, professional portfolio

HLTEN510B IMPLEMENT AND MONITOR NURSING CARE FOR CONSUMERS WITH MENTAL HEALTH CONDITIONS

Locations: Industry, St Albans, Sunbury.
Prerequisites: Nil.
Description: This competency unit describes the skills and knowledge required to contribute to the nursing care and management of consumers with mental illness.
Assessment: No required reading

HLTEN511B PROVIDE NURSING CARE FOR CLIENTS REQUIRING PALLIATIVE CARE

Locations: Industry, St Albans, Sunbury.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required in providing palliative care to clients with life-limiting illness and their family.
Assessment: No required reading
HLTEN12B IMPLEMENT AND MONITOR NURSING CARE FOR CLIENTS WITH ACUTE HEALTH PROBLEMS

**Locations:** Industry, St Albans, Sunbury.

**Prerequisites:** Nil.

**Description:** This unit of competency describes the skills and knowledge required of Enrolled/Division 2 nurses to contribute to the care of the person with an acute health problem by performing nursing interventions that support their health care needs and assist them to regain optimal function and lifestyle.


**Assessment:** An exam will assess all elements of competence. Workplace assessment will contribute to the assessment process.

HLTEN13B IMPLEMENT AND MONITOR NURSING CARE FOR CLIENTS WITH CHRONIC HEALTH PROBLEMS

**Locations:** Industry, St Albans.

**Prerequisites:** Nil.

**Description:** This unit of competency describes the skills and knowledge required in contributing to the care of the client with a chronic illness by performing nursing interventions that support the client’s needs and assist in maintaining an optimal lifestyle.

**Required Reading:** No required text

**Assessment:** This is assessed as follows: Laboratory Assessment and Test.

HLTEN14B APPLY RESEARCH SKILLS WITHIN A CONTEMPORARY HEALTH ENVIRONMENT

**Locations:** Industry, St Albans, Sunbury.

**Prerequisites:** Nil.

**Description:** This unit of competency describes the skills and knowledge required of the Enrolled/Division 2 Nurse to demonstrate nursing practice in a contemporary health environment using research skills.


**Assessment:** Reflective Practice Journal; Research project; Case Study; Classroom Presentation; Professional Portfolio.

HLTEN15B IMPLEMENT AND MONITOR NURSING CARE FOR OLDER CLIENTS

**Locations:** Industry, St Albans, Sunbury.

**Prerequisites:** Nil.

**Description:** This competency unit describes the skills and knowledge required for the Enrolled/Division 2 Nurse to perform nursing interventions to support the health care needs of the older person in both acute care settings and residential aged care environments.


**Assessment:** Research project, classroom presentation.

HLTEN16B APPLY UNDERSTANDING OF THE AUSTRALIAN HEALTH CARE SYSTEM

**Locations:** Industry, St Albans, Sunbury.

**Prerequisites:** Nil.

**Description:** This unit of competency describes skills and knowledge required to function independently in developing strategies to practise within the current and future health care environment taking into account the Australian health care system.


**Assessment:** Assignment; Classroom presentations; Case Study.

HLTEN19B ADMINISTER AND MONITOR INTRAVENOUS MEDICATION IN THE NURSING ENVIRONMENT

**Locations:** Industry, St Albans, Sunbury.

**Prerequisites:** Nil.

**Description:** This unit of competency describes the skills and knowledge required of Enrolled/Division 2 nurses to administer and monitor intravenous medications and their effectiveness for clients within the nursing context.

**Required Reading:** No required text

**Assessment:** Skills Assessments; Theory Test

HLTEN520B CONTRIBUTE TO THE CARE OF MOTHERS AND BABIES

**Locations:** Industry, St Albans, Sunbury.

**Prerequisites:** Nil.

**Description:** The competency unit describes the knowledge and skills required by an Enrolled/Division 2 Nurse to contribute to the care of mothers and babies in a range of settings, such as postnatal, low risk nursery, child and family health and paediatric settings.


**Assessment:** Laboratory Assessments; Scenario based assessment.

HLTEN602B PRACTISE IN THE REHABILITATION NURSING ENVIRONMENT

**Locations:** St Albans.

**Prerequisites:** Nil.

**Description:** This competency unit describes the skills and knowledge required by an Enrolled/Division 2 Nurse to perform nursing interventions to assist the person requiring rehabilitation to regain optimal function and lifestyle.

**Required Reading:** No required text

**Assessment:** Case Study, Class / simulated lab and workbook task completion Other, Case Study- development of a nursing care plan for patient requiring rehabilitation, 50%. Class Activity, Quiz, Simulated admission/discharge planning and workbook completion, 50%.

HLTEN603B PROVIDE SEXUAL AND REPRODUCTIVE HEALTH CARE FOR CLIENTS

**Locations:** Industry, St Albans, Sunbury.
This competency unit describes the skills and knowledge required by Enrolled/Division 2 nurses to perform nursing interventions to assist clients requiring emergency health care.

Required Reading: No required text

Assessment: Written test, assignment, project and presentations

HLTEN620B PRACTISE IN FIRST LINE EMERGENCY NURSING

Locations: Industry, St Albans.

Prerequisites: Nil.

Description: This competency unit describes the skills and knowledge required by the Enrolled/Division 2 nurse to perform nursing interventions to assist clients requiring emergency health care.

Required Reading: No required text

Assessment: Written test, assignment, project and presentations

HLTEN608B PRACTISE IN THE DOMICILIARY HEALTH CARE ENVIRONMENT

Locations: Industry, St Albans.

Prerequisites: Nil.

Description: This competency unit describes the skills and knowledge required by the Enrolled/Division 2 nurse to provide holistic nursing care and maintain optimal health.

Required Reading: No required text

Assessment: Written test, assignment, project and presentations

HLTEN618B PRACTISE IN CONTEMPORARY RURAL/REMOTE HEALTH CARE

Locations: Industry, St Albans.

Prerequisites: Nil.

Description: This competency unit describes the skills and knowledge required by the Enrolled/Division 2 nurses to perform nursing interventions for clients with sexual and reproductive health needs.

Required Reading: No required text

Assessment: Written test, assignment, project and presentations

HLTEN611B APPLY PRINCIPLES OF DIABETIC NURSING CARE

Locations: Industry, St Albans.

Prerequisites: Nil.

Description: This competency unit describes the skills and knowledge required to apply the principles of diabetic nursing care, building upon existing skills to enable the Enrolled/Division 2 nurse to provide holistic nursing care and maintain optimal health.

Required Reading: No required text

Assessment: Written test, assignment, project and presentations

HLTEN612B PRACTISE IN THE PERIOPERATIVE NURSING ENVIRONMENT

Locations: Industry, St Albans.

Prerequisites: Nil.

Description: This competency unit describes the skills and knowledge required to apply the principles of perioperative nursing care, building upon existing skills to enable the enrolled nurse to provide holistic nursing care.

Required Reading: No required text

Assessment: Written test, assignment, project and presentations

HLTEN617B PRACTISE IN CONTEMPORARY MENTAL HEALTH CARE

Locations: St Albans.

Prerequisites: Nil.

Description: This competency unit describes the skills and knowledge required by the Enrolled/Division 2 nurse to perform nursing interventions to assist the person with a mental health condition to maintain or regain optimal function and lifestyle. It focuses on the roles and responsibilities of the Enrolled/Division 2 Nurse within the mental health team, and on the nursing management of the consumer with a mental illness within the acute and/or community mental health environment.

Required Reading: No required text

Assessment: Case Study, Class/ simulated lab and workbook task completion Other, Case Study- development of a nursing care plan for a patient within the contemporary mental health environment, 50%. Class Activity, Quiz, Simulated admission/discharge planning and workbook completion, 50%.
HLTA402C APPLY ADVANCED FIRST AID
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit deals with the provision of advanced first aid response, life support, management of casualty(ies), the incident and other first aiders, until the arrival of medical or other assistance, and provision of support to other providers. This unit builds on HLTA301B: Apply first aid to include additional skills and use of a range of equipment.
Required Reading: Certificate II in Munugu-thal tyano-tyt! The teacher will provide teaching and learning material as required.

HLFS201C DISTRIBUTE MEALS AND REFRESHMENTS TO CLIENTS
Locations: Footscray Nicholson, Werribee, Industry, Melton, St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to receive, transport and store food in a safe and hygienic manner according to enterprise and statutory requirements. This unit is based on the commercial catering competency standards (199X) unit of competency transport and store food in a safe and hygienic manner (BCAT3).
Required Reading: No required text

HLFS207C FOLLOW BASIC FOOD SAFETY PRACTICES
Locations: Footscray Nicholson, Industry, Melton, St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required for basic food safety practices including personal hygiene, conduct when working in a food service environment, basic pest control requirements and basic food disposal requirements. It describes the most basic level of competency required by any person in any industry who directly handles food.
Required Reading: No required text

HLFS302C PREPARE FOODS SUITABLE FOR A RANGE OF FOOD SERVICE SETTINGS
Locations: Footscray Nicholson, Industry, Melton, St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to prepare and present meals in a manner that meets the nutritional requirements of client groups in a range of community and health care food service settings.
Required Reading: No required text

HLTHIR301A COMMUNICATE AND WORK EFFECTIVELY IN HEALTH
Locations: St Albans, Off campus at Secondary Schools auspiced by Victoria University.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to work effectively in a health setting with clients, staff, visitors, suppliers and others to meet established work requirements.
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test and poster.

HLTHIR402B CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY
Locations: St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to contribute to organisational effectiveness in the health industry by practising and promoting legal and ethical work practices to protect client safety and enhance outcomes for the organisation and its clients in the broader health industry context.
Assessment: This unit may be assessed by Scenarios written tests and projects.

HLTHIR402C CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY
Locations: St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to contribute to organisational effectiveness in the health industry by practising and promoting legal and ethical work practices to protect client safety and enhance outcomes for the organisation and its clients in the broader health industry context.
Assessment: This unit may be assessed by Scenarios written tests and projects.

HLTHIR403A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS
Locations: Footscray Nicholson, Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit deals with the cultural awareness required for effective communication and cooperation with persons of diverse cultures.
Required Reading: No required texts
Assessment: This will be assessed as follows: Assignment and classroom presentation. CSW: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. Massage: Graded assessment

HLTHIR403C WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS
Locations: Footscray Nicholson, Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit deals with the cultural awareness required for effective communication and cooperation with persons of diverse cultures.
Required Reading: No required texts
Assessment: This will be assessed as follows: Assignment and classroom presentation. CSW: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

HLTHIR404B WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE
Locations: Footscray Nicholson, City King St, Industry, Footscray Park, City Flinders, St...
HLTHIR505C PROVIDE LEADERSHIP IN PROMOTING EFFECTIVE WORK PRACTICES IN HEALTH


Prerequisites: Nil.

Description: This unit covers the skills required to provide leadership in establishing ethical and high quality work practices, to others working within the health industry. Leadership can be provided and/or modeled to clinic staff or allied professionals.

Required Reading: No required text.

HLTHSE204C FOLLOW SAFE MANUAL HANDLING PRACTICES


Prerequisites: Nil.

Description: This unit is concerned with the workers ability to carry out their work in a safe manner within the health care environment. Work will usually be performed within a prescribed range of functions involving known routines and procedures

Required Reading: No required text.

Assessment: Assessments may include: interview and report, in class simulated demonstration and observation, short answer questions, case studies, workshops, group project, presentation, self reflection journal.

HLTHM403C IMPLEMENT AND MONITOR INFECTION CONTROL POLICY AND PROCEDURES

Locations: Footscray Park, Whitten Oval, Footscray.

Prerequisites: Nil.

Description: This unit describes the communication and work practice skills and knowledge required to work with Aboriginal and Torres Strait Islander people in the health industry context. It deals specifically with cross-cultural awareness and issues involving working with Aboriginal and Torres Strait Islander individuals, organisations and communities.

Required Reading: Nil.

Assessment: No required text.

HLTHM401D WORK EFFECTIVELY WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE

Locations: Footscray Nicholson, City King St, Industry, Footscray Park, City Flinders, St Albans, Whitten Oval, Footscray.

Prerequisites: Nil.

Description: This unit describes the communication and work practice skills and knowledge required to work with Aboriginal and Torres Strait Islander people in the health industry context. It deals specifically with cross-cultural awareness and issues involving working with Aboriginal and Torres Strait Islander individuals, organisations and communities.

Required Reading: No required text.

Assessment: No required text.

HLTOHS200A PARTICIPATE IN OHS PROCESSES

Locations: Footscray Nicholson, St Albans.

Prerequisites: Nil.

Description: This unit specifies the workplace performance required for an entry level employee to participate in OHS processes in the workplace, in order to ensure their own health and safety at work, as well as that of others in the workplace who may be affected by their actions.

Required Reading: No required text.

Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test 21861VIC Certificate III in Mumgu-dhal tyama-tyti The teacher will provide teaching and learning material as required.

HLTOHS200B PARTICIPATE IN OHS PROCESSES

Locations: Footscray Nicholson, St Albans.

Prerequisites: Nil.

Description: This unit specifies the workplace performance required for an entry level employee to participate in OHS processes in the workplace, in order to ensure their own health and safety at work, as well as that of others in the workplace who may be affected by their actions.

Required Reading: No required text.

Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test 21861VIC Certificate III in Mumgu-dhal tyama-tyti The teacher will provide teaching and learning material as required.

HLTOHS500B CONTRIBUTE TO OHS PROCESSES


Prerequisites: Nil.

Description: This unit specifies the workplace performance required by an employee to contribute to OHS processes where there is responsibility for own work outputs and possibly limited responsibility for the work output of others.

Required Reading: No text required.

Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test.

HLTOHS400A MAINTAIN OHS PROCESSES

Locations: Industry, Footscray Park, St Albans.

Prerequisites: Nil.

Description: This unit specifies the workplace performance required by an employee with supervisory responsibilities, to maintain organisation OHS processes.

Required Reading: No required text.
HLTOS401A MAINTAIN WORKPLACE OHS PROCESSES

**Locations:** Industry, Footscray Park, St Albans.

**Prerequisites:** Nil.

**Description:** This unit specifies the workplace performance required by an employee with supervisory responsibilities, to maintain organisation OHS processes.

**Required Reading:** No text required.

**Assessment:** Student assessments will include: - Test (Video recording and follow up questionnaire (safety in the office) Hazards, risk assessment, control measures, reporting and collaboration. - Poster (create safe procedure poster (eg: emergency evacuation). Identify needs, self care, raising awareness. - Recognising impacting factors, management processes of ongoing monitoring and processes for change.

**HLTOHS456B IDENTIFY, ASSESS AND CONTROL OHS RISK IN OWN WORK**

**Locations:** St Albans.

**Prerequisites:** Nil.

**Description:** This unit specifies the workplace performance required by a technician or specialist in addressing OHS risk, to ensure their own safety, as well as that of others who may be affected by their work.

**Required Reading:** No required text

**Assessment:** This unit may be assessed by Scenarios, Workbook

**HLTH501A MANAGE WORKPLACE OHS PROCESSES**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit specifies the workplace performance required by an individual responsible for ongoing management of OHS within an area of management responsibility, where the OHS management processes have been set up by other persons, either internal or external to the organisation.

**Required Reading:** No required text

**Assessment:** This unit may be assessed by in class assessments, group assessments, tests, role plays, written assessments, presentations and verbal discussions.

**HLTPM501B MANAGE IN A HEALTH CARE BUSINESS**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit of competency describes the skills and knowledge required to manage the business requirements of a practice within the health care environment.

**Required Reading:** No required text

**Assessment:** As per accredited curriculum

**HLTPM502B MANAGE HEALTH BILLING AND ACCOUNTING SYSTEM**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit of competency describes the skills and knowledge required to manage a billing and accounting system in a health practice, with consideration of client accessibility, practice viability and regulatory and legislative requirements.

**Required Reading:** No required text

**Assessment:** As per accredited curriculum

**HLTRAH302B UNDERTAKE HOME VISITS**

**Locations:** Industry, St Albans.

**Prerequisites:** Nil.

**Description:** This competency unit describes the skills and knowledge required to make a home visit for the purpose of delivering health services.

**Required Reading:** No required text

**Assessment:** As per accredited curriculum

**HLTSUP401B SUPERVISE IN A HEALTH SETTING**

**Locations:** Werribee, Industry.

**Prerequisites:** Nil.

**Description:** This unit of competency describes the skills and knowledge required to supervise workers in a health setting. It involves working with a work group to optimise client safety and comfort whilst completing job expectations and outputs.

**Required Reading:** No required text

**LGACORE101B ACCESS LEARNING AND CAREER DEVELOPMENT OPPORTUNITIES**

**Prerequisites:** Nil.

**Description:** This unit covers taking responsibility for own workplace learning and skills development in order to influence career or job progression. The unit requires recognition that career progression is the shared responsibility of both the individual and the organisation. This unit is appropriate for entry-level staff, trainees and those who have returned to the workplace after some time. Individuals needing to clarify their career goals at any stage in their career may also benefit from this unit.

**Required Reading:**

**Assessment:** As per accredited curriculum

**LGACORE102B FOLLOW DEFINED OHS POLICIES AND PROCEDURE**

**Prerequisites:** Nil.

**Description:** This unit covers general occupational health and safety (OHS) requirements in all local government functional areas. It covers the basic OHS responsibilities all staff members are expected to be able to uphold and maintain and is therefore appropriate for all council staff.

**Required Reading:**

**Assessment:** As per accredited curriculum

**LGACORE103B PROVIDE SERVICE TO LOCAL GOVERNMENT CUSTOMERS**

**Prerequisites:** Nil.

**Description:** This unit outlines the competencies required when providing customer service in a local government environment, including identification of customer needs and the use of effective communication skills. It requires an ability to understand and work with a diverse range of customer groups and is appropriate for all areas of council.

**Required Reading:**

**Assessment:** As per accredited curriculum

**LGGOVA202B PROCESS INFRINGEMENT NOTICES**

**Locations:** Footscray Nicholson, Newport, City King St, Industry.

**Prerequisites:** Nil.

**Description:** Maintain records of infringement notices; Locate and retrieve information on infringement notices; Action infringement notices; Produce correspondence related to infringement notices.

**Required Reading:** No required text

**Assessment:** As per accredited curriculum RPL: Participants will provide evidence of their skills, knowledge and experience.

**PSPMNG605B MANAGE DIVERSITY**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** Nil.

**Description:** This unit covers productive diversity management to maximise workforce effectiveness. It includes contributing to, promoting and monitoring a diversity strategy, facilitating the development of a workforce that promotes and values
diversity; and facilitating communication with a diverse workforce.

**RTE5902A DEVELOP AND REVIEW A BUSINESS PLAN**

**Locations:** Industry, City Flinders.

**Prerequisites:** Nil.

**Description:** This competency standard describes the process of developing and reviewing a business plan for an agricultural, horticultural or land management business enterprise. It requires the application of knowledge and skills to determine the scope of the business plan, prepare a business plan, determine goals, trial systems, and document, monitor and review the business plan. Competency must also be demonstrated in communicating business plan objectives to relevant parties. The work in this standard will be carried out with limited or no supervision, within enterprise guidelines.

**Required Reading:** No required text

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

**RTE5912A PLAN AND MONITOR PRODUCTION PROCESSES**

**Locations:** Industry, City Flinders.

**Prerequisites:** Nil.

**Description:** This competency standard covers the process of planning for production, and then monitoring the implementation of that plan. It includes the need to act in an environmentally aware manner, while at the same time maximising the production capacity of the organisation. It requires the need to analyse and extract information from a broad range of sources, and to comply with a variety of legislative and regulatory requirements. Planning and monitoring production processes is likely to be undertaken alone or under broad guidance. Responsibility for the planning and management of the work of others may be involved. Planning and monitoring production processes requires extensive knowledge in some areas such as sustainable land use principles and practices, and a range of technical and other skills such as planning, and cost benefit analysis.

**Required Reading:** No required text

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

**RTE5916A PREPARE AND MONITOR BUDGETS AND FINANCIAL REPORTS**

**Locations:** Industry, City Flinders.

**Prerequisites:** Nil.

**Description:** This competency standard covers the process of preparing budgets and financial reports, and the implementation and monitoring of budgets in agricultural, horticultural or land management enterprises. Work is likely to be undertaken alone or under limited guidance in line with a broad plan, budget or strategy. Responsibility and defined accountability for the work of others may be involved. Competency involves the self-directed development of knowledge with substantial depth across a number of areas with a range of skills. Competencies are usually used independently and are substantially non-routine. Significant judgement is required in planning design, technical or supervisory functions related to products, services, operations or processes.

**Required Reading:** No required text

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

**SFFN003A ARRANGE FUNERALS**

**Locations:** Industry, City Flinders.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to identify funeral needs and make appropriate funeral arrangements.

**Required Reading:** No required text

**Assessment:** This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.
SIFFN009A PLAN AND CONDUCT A FUNERAL CEREMONY

Locations: Industry, City Flinders.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to prepare for and perform a funeral ceremony in the absence of clergy or a celebrant according to the needs of clients, including making a funeral ceremony address.

Required Reading: No required text

Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

SIFIND001A WORK EFFECTIVELY IN THE COMMUNITY SERVICES INDUSTRY

Locations: Industry, City Flinders.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to identify the general structure of, and stakeholders within, the funeral services industry and to comply with workplace requirements.

Required Reading: No required text

Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

SRCCROO08B ASSIST WITH RECREATION GAMES NOT REQUIRING EQUIPMENT


Prerequisites: Nil.

Description: This unit has been developed for the Community Recreation Industry Training Package and covers the knowledge and skills to assist in the planning and conduct of recreation games not requiring equipment in a community recreation setting.

Required Reading: No required text

Assessment: Assessment may include assignments, tests and practical tasks.

SRCCROO09B CONDUCT A RECREATION PROGRAM FOR OLDER PERSONS


Prerequisites: Nil.

Description: This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge necessary to conduct a recreation program consisting of a range of suitable physical recreation activities for older persons.

Required Reading: No required text

Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

WDA1001 COMMUNITY DEVELOPMENT 1


Prerequisites: Nil.

Description: This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. Students will be encouraged to analyse social issues and develop an understanding of community development strategies and their application to concrete situations in an increasingly globalised context. The unit will familiarise students with critical Community Development concepts, such as equity, inclusion and empowerment, as well as underpinning principles relating to human rights, social justice and ecological sustainability.

Credit Points: 12

Learning Outcomes: On successful completion of this unit students will be able to:

- Demonstrate an understanding of the aims, policies and strategies of a community development/services program or organisation;
- Analyse community development and/or community services practices and roles in a community or organisational setting;
- Undertake a small scale project or organising task in a community development/services organisation or setting;
- Demonstrate appropriate communication and project co-ordination skills;
- Understand the linkages between policy, conceptual and theoretical frameworks and community development/community services in a work integrated/learning context.

WDA1002 COMMUNITY INTEGRATED PROJECT - FIELDWORK 1

Locations: Footscray Park.

Prerequisites: Nil.

Description: This unit prepares students for work practices in community development/services that are non-discriminatory and non-judgemental. This unit focuses on developing ethical approaches to all aspects of community development/services in Australia - with an inter-cultural and international perspective. From an initial examination of the personal values and beliefs that shape individual practice, students will be encouraged to develop, evaluate and analyse a framework for professional practice. This includes the underpinning principles and values of community practice, aspects of professional conduct, and communication standards. Students will participate in the community sector by completing 100 hours of fieldwork placement which will include involvement in the development and implementation of community projects, group work and the broader functions of community organisations.

Credit Points: 12

Learning Outcomes: On successful completion of this unit students will be able to:

- Demonstrate capacity to identify individual concerns and translate them into public issues by facilitating individual awareness of issues which may be common to the group and to assist establishment of access to group processes;
- Apply initiative and imagination when searching for solutions to presented problems, working both autonomously and in groups;
- Differentiate between a range of cultures represented in class and in other societies and communicate effectively with people;
- Analyse community development processes in terms of underpinning theory and principles of sustainable development;
- Reflect upon and determine key people or stakeholders in the community required to establish cooperative processes.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.

Required Reading: Kenny, S 2011, Developing Communities for the Future, 4th Edn, Cengage Learning, South Melbourne, Vic Tesoriero, F 2010, Community Development: community-based alternatives in an age of globalisation, Pearson Education Australia

Assessment: Report, Reflective report, 50%. Report, Analytical case report - Participation in Community Development Project, 50%. These assessments are equivalent to 3000 words.
Class Contact: Students are required to complete 100 hours of fieldwork placement working on a Community Integrated Project. Students will be required to attend 10 hours of class time to prepare, analyse and support the development of the Community Integrated Project.


Assessment: Reflective Writing, 25%. Presentation, Oral presentation - 20 minute oral presentation, 25%. Report, Placement report, 50%. These assessments are equivalent to 3000 words.

WDA1003 ACADEMIC RESEARCH


Prerequisites: Nil.

Description: Drawing on the concepts and content of the Introduction to Sociology, this unit focuses on developing students’ written communication in the disciplinary discourse of Sociology. It also aims to develop the students’ capacity to work autonomously and collaboratively; and develops the students’ capacity to apply basic knowledge of research methodologies in Sociology. The conceptual and practical outcomes of the unit can be extended to other subjects in social sciences.

Credit Points: 12

Learning Outcomes: On successful completion of this unit students will be able to:

- Effectively and appropriately document and synthesise information from classes and related readings in a structured and accurate form
- Access, critically read and evaluate texts for application to academic research in sociology
- Demonstrate foundational understanding of theoretical approaches within sociology, through academic writing
- Demonstrate application of academic conventions, including documentation and referencing.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.

Required Reading: Unit of Study Participants Guide

Assessment: Exercise, Diagnostic writing (personal reflection on a case study topic), 15%. Assignment, Academic writing task, 25%. Essay, Essay demonstrating use of academic conventions, 35%. Report, Written Reflection on the marked academic essay, 25%. These assessments are equivalent to 3000 words.

WDA1004 COMMUNICATION, CULTURE AND COMMUNITY


Prerequisites: Nil.

Description: This unit introduces students to the interaction of communication and culture, exploring implications for community systems and development. It will examine the ways in which communication operates in everyday life and how it is connected to a globalising world. Dimensions of power in culture and communication will be explored, as well as the social institutions that reinforce this. The impact of global culture; non-verbal communication; language and gender; students’ own cultural background; and migration narratives will be explored through case-studies and simulated experiences.

Credit Points: 12

Learning Outcomes: On successful completion of this unit students will be able to:

- Understand the role of communication in personal and social life, with reference to key research areas
- Understand the interaction of culture and communication and implications for community systems and institutions
- Critically analyse case studies that highlight the complexities of this interaction, including dimensions, such as gender, class, religion, power and forced migration
- Identify the role of communication and culture on building social, economic and environmental sustainability in communities.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.

Required Reading: Unit of Study Participants Guide

Assessment: Case Study, Case-study analysis from workplace or simulated environment, 25%. Test, In class test, 25%. Essay, Critical reflection on interview or case-study research/major essay, 50%. These assessments are equivalent to 3000 words.

WDA1005 CRITICAL LITERACY


Prerequisites: Nil.

Description: Drawing on the concepts and content of Applied Human Rights, this unit focuses on developing students’ written communication in the discourse of Human Rights. It aims to develop a working knowledge of the conventions in academic reading and writing that operate within this discourse; it develops students’ capacity to work autonomously and collaboratively; and it develops students’ capacity to apply basic knowledge of research methodologies. It aims to strengthen the essential skills of critical reading, analysis, argument, use of evidence and formal academic writing. Students are introduced to some of the debates, controversies and texts in human rights and the social sciences, as well as the embedded skills of language, literacy and numeracy. Students also develop numeracy skills by reading graphs and learning to interpret different sets of numerical and visual data. The unit combines conceptual and practical outcomes through the link between skills-based learning and the development of scholarly analytical approaches to the social sciences. The conceptual and practical outcomes of the unit can be extended to other subjects in social sciences.

Credit Points: 12

Learning Outcomes: On successful completion of this unit students will be able to:

- Demonstrate an awareness of the conceptual foundations of the social sciences and human rights
- Locate, manage and use written and numerical information effectively and efficiently
- Identify a level of cultural awareness to a given topic or debate
- Identify awareness of sustainability issues in relation to a given topic or case study
- Identify and reproduce the structure and requirements of academic argument and essay
- Reference sources according to established social science conventions

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.

Required Reading: Victoria University Student Handbook - Critical Literacy in Social
This unit examines processes of social change and offers the opportunity to critically examine social issues and explore questions of social and cultural identity. It looks at how that theory might be applied to specific areas of investigation and research. The unit aims to equip students with the ability to distinguish a sociological approach from other possible approaches to information, social situations, issues and problems; to recognise and experiment with different theoretical frameworks within sociology; and to begin to apply a range of critical analytical skills to a variety of contemporary social arrangements and social issues.

The Introduction to Sociology unit within the Diploma of Community (Arts) will be delivered collaboratively with the Sociology 1A unit of study delivered in the School of Psychology and Social Sciences (HE). This will involve students attending Sociology 1A lectures which will be followed up with detailed tutorials in the School of Health and Community Services (VE). This will be classified as a hybrid model of delivery for the IEP and will involve considerable consultation and collaboration between the unit coordinators in both VE and HE.

**Credit Points:** 12

**Learning Outcomes:** On successful completion of this unit, students will be able to:

- Demonstrate an introductory capacity to recognise the nature of sociological approaches to problems, as distinct from other forms of inquiry;
- Differentiate between the various theoretical approaches within the broad discipline of sociology;
- Develop the capacity to borrow theoretical tools and concepts offered within the discipline of sociology and to recognise and experiment with their applicability to problems and practices beyond the classroom;
- Apply academic conventions of documentation and referencing.

**Class Contact:** This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.

**Required Reading:** Students will be required to purchase a Book of Readings for this unit of study, to be used in conjunction with tutorial and assessment requirements.

**Assessment:** Research Paper, Research Report, 50%. Exercise, Class based written exercises, 50%. These assessments are equivalent to 3000 words.

**WDA1007 FOUNDATIONS OF SOCIOLOGY**

**Locations:** Footscray Nicholson, Footscray Park, St Albans.

**Prerequisites:** Nil.

**Description:** This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. This unit of study is interested in the regulation of normal and deviant citizens, including corporate citizens, in contemporary Western societies related to sociological thought. The course’s starting point is the claim that both normality and deviance are ‘managed’ and introduces students to the ways in which deviance and normality has been thought about, identified and acted upon. Students are introduced to sociological analyses of deviance, and to questions concerning the contribution of sociological investigation to the work of social regulation. Broad topical areas include: women and criminal deviance, juvenile crime, the medicalisation of deviance, corporate crime and social disadvantage. The Foundations of Sociology unit within the Diploma of Community (Arts) will be delivered collaboratively with the Sociology 1B unit of study delivered in the School of Psychology and Social Sciences (HE). This will involve students attending Sociology 1B lectures which will be followed up with detailed tutorials in the School of Health and Community Services (VE). This will be classified as a hybrid model of delivery for the IEP and will involve considerable consultation and collaboration between the unit coordinators in both VE and HE.

**Credit Points:** 12

**Learning Outcomes:** On successful completion of this unit, students will be able to:

- Understand some of the key perspectives of the normality deviance and how they are managed;
- Demonstrate the development of an information base, and relevant analytic and basic research skills;
- Demonstrate the development of the skills of presentation, in both oral and written form.

**Class Contact:** This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.


**Assessment:** Research Paper, Research Report, 50%. Exercise, Class based written exercises, 50%. These assessments are equivalent to 3000 words.

**WDA1008 HUMAN RIGHTS AND ADVOCACY**

**Locations:** Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. The aim of the unit of study is to introduce students to the ways in which community development theories and models can be applied in the context of human rights, particularly in the welfare and human service sectors. The unit begins with an examination of the United Nations and other international conventions and covenants on human rights, including specific covenants on social, educational, employment rights and rights of women, minorities and children. International observance and problems in the implementation of human rights are then examined, with particular reference to the Asia Pacific region. Specific human rights problems in the educational, welfare and employment contexts are discussed and related to strategies and models of community development and advocacy.

**Credit Points:** 12

**Learning Outcomes:** On successful completion of this unit, students will be able to:
- Demonstrate a knowledge of the major human rights instruments in use internationally;
- Understand the role played by power and politics in the international and national governance of human rights;
- Identify the role played by civil society in pioneering most of the international human rights instruments and how to use them today;
- Demonstrate a clear understanding of the contours and principal features of a rights-based approach to development;
- Clearly conceptualise practice-based approaches to human rights.

**Class Contact:** This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.


**Assessment:** Research Paper, Research Report, 50%. Case Study, Role Play, 40%. Exercise, Class exercises, 10%. These assessments are equivalent to 3000 words.

**WDA1009 WORKING IN SOCIAL AND COMMUNITY SERVICES 1**

**Locations:** Footscray Nicholson, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit aims to introduce students to theory and practice of working in social and community services. It will cover the history of social work theories and practices and the history and models of community development. The unit will explore key developments over the past century and its major influences on human services practice in Australia and internationally.

**Credit Points:** 12

**Learning Outcomes:** On successful completion of this unit, students are expected to be able to:

- Demonstrate a beginning understanding of Human Services Practice as diverse, purposeful activity, informed by a dynamic body of social theory and knowledge;
- Demonstrate an understanding of the development of social work and community development in Australia and its major international influences;
- Locate contemporary social work and community development practice within its industrial, political, societal and organisational environments and within the main human service discourses;
- Demonstrate a beginning understanding of human services ethics, values and their contemporary debates and the role of the professional association in social work and community development practice;
- Demonstrate a beginning understanding of the major philosophies, theories and critiques of social work and community development including: constructivist, feminist, structural, anti-oppressive, neo-conservative and postmodern frameworks;
- Demonstrate a beginning understanding of the role of social work and community development in social reform and social change in a range of contexts in Australian and internationally.

**Class Contact:** This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.


**Assessment:** Project, Interview - Brief written assessment 500 words, 20%. Presentation, Class presentation, 30%. Essay, Essay topic provided 1,500 words, 50%. Total effective word limit 3,000 words.

**WDA1010 WRITING SOCIOLOGY**

**Locations:** Footscray Nicholson, Footscray Park.

**Prerequisites:** Nil.

**Description:** Drawing on the concepts and content of the unit WDA1006 Introduction to Sociology in the Diploma Course, this unit focuses on developing students’ written communication in the disciplinary discourse of Sociology through the collaborative pedagogy in the transition context. Its purpose is to develop the students’ capacity to read academic texts with active and critical standpoints; and to develop the students’ capacity to express sociological knowledge through a variety of texts associated with the discipline. The unit also uses metacognitive learning and writing strategies to maximise learner opportunities for increased conceptual and practical outcomes.

**Credit Points:** 12

**Learning Outcomes:** On successful completion of this unit students will be able to:

- Effectively and appropriately document and synthesise information from classes and related readings in a structured and accurate form
- Access, critically read and evaluate texts for application to academic research in sociology
- Demonstrate foundational understanding of theoretical approaches within sociology, through academic writing
- Demonstrate application of academic conventions, including documentation and referencing.

**Class Contact:** This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.

**Required Reading:** Students will be required to use the Book of Readings from the subject WDA1006 Introduction to Sociology for this unit of study.

**Assessment:** Exercise, Diagnostic writing (personal reflection on a case study topic), 15%. Assignment, Academic writing task, 25%. Essay, Essay demonstrating use of academic conventions, 35%. Report, Written Reflection on the marked academic essay, 25%. These assessments are equivalent to 3000 words.

**WDA1011 SOCIAL RESEARCH 1**

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

**Description:** This unit will introduce students to social research. Social research is a key activity in the community services sector. Social research informs analysis of social issues and contributes to high quality practice. This unit introduces students to basic frameworks, skills and issues in undertaking research. This unit provides students with an introduction to the practice of social research as well as skills that are transferable to other units of study and the sector. Students will use action research or aspects of action research in their research-based fieldwork placement of a further 100 hours in the community.

**Credit Points:** 12

**Learning Outcomes:** On successful completion of this unit, students are expected to be able to:
• Demonstrate an understanding of the different approaches and frameworks of social research.
• Demonstrate ability to critically examine research studies.
• Demonstrate their ability to identify ethical issues and guidelines for social research.
• Design a research plan and implement appropriate research strategies in planning, designing, implementing, reporting and providing feedback.
• Demonstrate understanding, at a beginning level, of descriptive statistics and how they can be applied in social research.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.


Assessment: Literature Review, 1500 Words. Critically analyse 5 pieces of literature (journal articles/books/media) identify a gap in research in the topic of your choice., 40%. Report, Group - Hypothetical report 5000 words. In a group of 4-5 people, design and report a social research study, 50%. Journal, Journal 500 words. Reflect on learning achieved whilst working on a group social research project., 10%. Total effective word limit 3,000 words.

WDA1012 CRITICAL LITERACIES FOR HUMAN RIGHTS


Prerequisites: Nil.

Description: This unit will continue to build on academic written and oral communication introduced in WDA1010 Writing Sociology. It will introduce students to the concept of critical literacies, as applied to the concepts and content of Applied Human Rights, developing students’ awareness of and capacity to use the discourses in the field. It aims to develop applicable knowledge of the conventions that operate within this discourse through the development of essential skills such as: active and critical reading, critical case analysis, positioning one’s view in a wider scholarly debate, use of logical argument structure and evidence and academic conventions in writing. Students develop the capacity to identify needs for resources, to locate these using databases and to review these according to relevance to a Human Rights topic. Problem-based activities for theoretical and conceptual development support skills in independent academic study in the social sciences.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students are expected to be able to:

• Demonstrate a capacity to identify individual concerns and translate them into public issues by facilitating individual awareness which may be common to the group and to assist establishment of access to group processes.
• Demonstrate an introductory understanding of the skills, knowledge and tools necessary to work effectively in human services organisations.
• Demonstrate an understanding of the dilemmas and tensions facing workers in human services organisations.
• Demonstrate an ability to make the links between organisational theory and practice.
• Apply initiative and imagination when searching for solutions to presented problems, working both autonomously and in groups.
• Reflect upon and determine key people or stakeholders in the community required to establish cooperative processes.
• Undertake a small scale project or organising task in a community development /human services organisation or setting.

Class Contact: Students are required to complete 100 hours of fieldwork placement working on a Community Integrated Project. Students will be required to attend 10 hours of class time to prepare, analyse and support the development of the Community Integrated Project.


Assessment: Research Paper, Organisation profile 500 words , 25%. Presentation, Presentation of project , 30%. Report, analytical and reflective report of an organisation. 2000 words, 45%. Total effective word limit 3,000 words.
Below are details of courses offered by the School of Information Technology and Creative Industries in 2013.

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

CERTIFICATE IV IN PROFESSIONAL WRITING AND EDITING
Course Code: 21674VIC
Campus: St Albans.

About this course: Unlock your potential as a writer. You will gain the knowledge and skills to succeed in the writing, editing and publishing industries. The course provides you with theoretical and practical skills in a range of writing, editing and production tasks.

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

Careers: Creative writing, journalism, editing and publishing.

Course Duration: 1 year

Admission Requirements Year 12: Successful completion of year 12 or equivalent.

Admission Requirements Mature Age: Relevant industry experience as assessed by the University.

Selection Processes: Direct Entry, Written Application, Written Test

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

Generic Units of Study

Editing

ICPMM63BA ADDRESS COPYRIGHT REQUIREMENTS 20

Professional Skills

BSBADM304A DESIGN AND DEVELOP TEXT DOCUMENTS 120

Writing Units of Study

CUVCOR03A DEVELOP, REFINE AND COMMUNICATE CONCEPT FOR OWN WORK 50

CUVCOR11A SOURCE INFORMATION ON HISTORY AND THEORY AND APPLY TO OWN AREA OF WORK 30

CUSRAD01A COLLECT AND ORGANISE INFORMATION 15

VBPSS2 PRODUCE WRITINGS 315

** A minimum of three (3) specialisations of competence in writing topics are selected from the following list

Novel, Fiction Elements, Writing for Children, Short Story, Non Fiction Elements, Comedy Writing, Poetry, Literature for writers

Additional specialisations:

Scriptwriting, Writer and Research, Desktop publishing, Writing for new media, Photography for writers, Story Structure

ADVANCED DIPLOMA OF GRAPHIC DESIGN
Course Code: 21873VIC
Campus: Industry, City Flinders.

About this course: Develop your design skills for interactive and print-based media. You will enhance your drawing skills, gain more knowledge of the design processes and design theory, and participate in a graduate exhibition.

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

Careers: Graphic Artist, Graphic Designer and Web Design

Course Duration: 1 year

Selection Processes: VTAC

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

Core Units of Study

CUSMEM10A DESIGN AND CREATE A MULTIMEDIA INTERFACE 70
USE COMPLEX DRAWING TECHNIQUES TO REPRESENT AND COMMUNICATE THEMATICALLY CONNECTED CONCEPTS

APPLY RESEARCH AND CRITICAL ANALYSIS TO EXTEND ARTISTIC AND DESIGN PRACTICE

DEVELOP A DESIGN IN RESPONSE TO A COMPLEX DESIGN BRIEF

INTERPRET AND RESPOND TO A COMPLEX PRODUCE/GRAPHIC DESIGN COMMISSION OR BRIEF

CREATE DESIGN CONCEPTS TO PRODUCE ART WORK TO FINISHED ART STAGE

VPAU011 APPLY RESEARCH AND CRITICAL ANALYSIS TO INFORM ARTISTIC AND DESIGN PRACTICE

VPAU012 USE ADVANCED DRAWING TECHNIQUES TO REPRESENT ARTISTIC AND DESIGN PRACTICE

VPAU013 APPLY THE ELEMENTS AND PRINCIPLES OF DESIGN

VPAU249 PRODUCE AND CREATE GRAPHICS IN RESPONSE TO A BRIEF

VPAU054 PRODUCE A CONCEPT FROM A GIVEN BRIEF

VPAU056 CREATE DESIGN CONCEPTS FROM A BRIEF TO PRODUCE 2 DIMENSIONAL ART WORK TO FINISHED ART STAGE

VPAU015 PLAN AND IMPLEMENT A PROJECT IN THE WORKPLACE

VPAU010 ANALYSE AND IMPLEMENT SUSTAINABLE WORK PRACTICES

CUVCRS16A PREPARE TEXT AND GRAPHICS FILES FOR PRINT PROCESSING

CUVVSP12A PRODUCE DIGITAL IMAGES

CUFMEM02A AUTHOR A MULTIMEDIA PRODUCT

CUVDES05A INTERPRET AND RESPOND TO A BRIEF

CUVCRS05A USE TYPOGRAPHY TECHNIQUES FOR DESIGN WORK

CUVDSP02A DEVELOP SELF AS DESIGNER

CUSGEN05A MAKE PRESENTATIONS

CUSADM09A ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS

BSBSBM403A PROMOTE THE BUSINESS

BSBSB5701A RESEARCH AND APPLY DESIGN THEORY

CUSGEN03A COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT

CULMS008B CONCEIVE, DEVELOP AND REALISE EXHIBITION DESIGNS

DIPLOMA OF GRAPHIC DESIGN

Course Code: 21874VIC

Campus: City Flinders, St Albans.

About this course: Begin a career in the graphic design industry, with the skills and knowledge to produce artwork for commercial purposes using both traditional and electronic methods. Learn to create design concepts from a brief, build your personal portfolio and develop specialist skills in advertising and multimedia. The Diploma of Graphic Design can also lead to entry into a Bachelor of Creative Arts Industries.

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

Careers: Graphic Artist, Graphic Designer.

Course Duration: 2 years

Selection Processes: Interview, Portfolio, Other

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

COURSE STRUCTURE

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

Core Units of Study

Elective Units of Study

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DIPLOMA OF PROFESSIONAL WRITING AND EDITING

Course Code: 22091VIC
Campus: Industry, St Albans.

About this course: Develop your writing skills for work in the creative and publishing industries. You will develop your writing and editing skills for novels, short stories, children's books, advertising and the web. Learn how to market your work, as well as discover what roles and opportunities are available to a professional writer or editor.

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

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

Course Duration: 1 year

Admission Requirements Year 12: VCE or equivalent

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

Selection Processes: Direct Entry, Interview, Portfolio, VTAC

COURSE STRUCTURE
Successful completion of this qualification requires seven core units and six elective units from 4 specialisation areas.

Core Units

Editing 2

BSBPMG510A MANAGE PROJECTS 60

VU20278 REFINING EDITING SKILLS 120

Industry Overview 2

CUFIND201A DEVELOP AND APPLY CREATIVE ARTS INDUSTRY KNOWLEDGE 20

CUFIND401A PROVIDE SERVICES ON A FREELANCE BASIS 30

Creative non-fiction

VU20276 WRITE NON-FICITION 50

Refine Writing**

VU20277 REFINING WRITING SKILLS 120

Elective Units

CUFWRT402A WRITE EXTENDED STORIES 40

**Includes Novel 2/Short Story 2/Non-Fiction 2

Desktop Publishing

BSBITU309A PRODUCE DESKTOP PUBLISHED DOCUMENTS 50

BSBITU404A PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS 50

Literature for Writers

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

Novel 2

VU20280 DEVELOP A NOVEL TO A SECOND DRAFT 50

Photography for Writers

BSBDES402A INTERPRET AND RESPOND TO A DESIGN BRIEF 20

CUFCAMPS01A IMPLEMENT COPYRIGHT ARRANGEMENTS 20

CUFDIG303A PRODUCE AND PREPARE PHOTO IMAGES 20

Poetry 2

CUVCOR04B ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCOURSE 60

CUSMCP302A WRITE SONG LYRICS 30

BSBCR402A COLLABORATE IN A CREATIVE PROCESS 40

Publishing Studio

CUFWRT401A EDIT TEXTS 30

Screenwriting

CUFWRT601A WRITE SCRIPTS 50

CUFWRT602A EDIT SCRIPTS 50

Writers and Research

CUFRS401A CONDUCT RESEARCH 30

Writing for New Media

CUFWRT301A WRITE CONTENT FOR A RANGE OF MEDIA 40

ICAD4209B WRITE CONTENT FOR WEB PAGES 30

Writing for older children/young adults

VU20279 WRITE FOR CHILDREN AND YOUNG ADULTS 50
Write promotion Information

PSPPA501A PROVIDE PUBLIC AFFAIRS WRITING AND EDITORIAL SERVICES 60

Possible Additional Electives

BSBPUB403A DEVELOP PUBLIC RELATIONS DOCUMENTS 80

BSBWRT401A WRITE COMPLEX DOCUMENTS 50

BSBWRT501A WRITE PERSUASIVE COPY 50

BSBADV510A CREATE MASS ELECTRONIC MEDIA ADVERTISEMENTS 50

BSBEBU401A REVIEW AND MAINTAIN A WEBSITE 50

BSBSMB401A ESTABLISH LEGAL AND RISK MANAGEMENT REQUIREMENTS OF SMALL BUSINESS 60

CUSFIM501A SECURE FUNDING FOR PROJECTS 70

CUSWRT501A WRITE ABOUT MUSIC 50

BSBCRT403A EXPLORE THE HISTORY AND SOCIAL IMPACT OF CREATIVITY 50

VU20832 WRITE FICTION 60

VU20833 COORDINATE EDITING AND PRE-PRODUCTION PROCESSES FOR A PUBLICATION 60

CERTIFICATE II IN CREATIVE INDUSTRIES (MEDIA)
Course Code: CUF20107
Campus: VETiS.

About this course: Prepare for work as a production assistant in various areas of media production, such as community radio and television. This is a preparatory qualification that can be used as a pathway into Certificate III in Media, and is taught as part of VET in Schools (VETiS).

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

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

Course Duration: 1 year


Selection Processes: Employer Choice

Course Structure

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

Core Units of Study

BSBCRT101A APPLY CRITICAL THINKING TECHNIQUES 20

CUFIND201A DEVELOP AND APPLY CREATIVE ARTS INDUSTRY KNOWLEDGE 20

BSBOHS201A PARTICIPATE IN OHS PROCESSES 20

BSBWOR203A WORK EFFECTIVELY WITH OTHERS 15

Specialist: Camera/cinematography

CUFCAM201A ASSIST WITH A BASIC CAMERA SHOOT 30

Specialist: Digital content and imaging

CUDIG201A MAINTAIN INTERACTIVE CONTENT 30

CULB307C USE MULTIMEDIA 30

ICPMM296A CREATE AND TEST A CD-ROM/DVD 20

Specialist: On-air presentation

CUFAIR201A DEVELOP TECHNIQUES FOR PRESENTING INFORMATION ON RADIO 30

Specialist: Post-production

CUFPOS201A PERFORM BASIC VISION AND SOUND EDITING 40

Specialist: Research

CUFRES201A COLLECT AND ORGANISE CONTENT FOR BROADCAST OR PUBLICATION 20

Specialist: Audio/sound

CUESO07B APPLY A GENERAL KNOWLEDGE OF AUDIO TO WORK ACTIVITIES 40

CUSSO04A RECORD SOUND 35

CUSSO09A MIX SOUND SOURCES 35

CUFSO204A PERFORM BASIC SOUND EDITING 30

Elective Units of Study

BSBCRT301A DEVELOP AND EXTEND CRITICAL AND CREATIVE THINKING 40
SKILLS

BSBDES201A FOLLOW A DESIGN PROCESS 40
BSBDES202A EVALUATE THE NATURE OF DESIGN IN A SPECIFIC INDUSTRY CONTEXT 30
ICAU2006B OPERATE COMPUTING PACKAGES 60
BSBWOR202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES 20
CUFANM303A CREATE 3D DIGITAL MODELS 75
CUSOHS301A FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 10

CERTIFICATE III IN MEDIA

Course Code: CUF30107
Campus: Footscray Nicholson, Industry, City Flinders, St Albans, VETiS - Auspiced to Secondary Schools and on campus.

About this course: Take the next step in your career by acquiring practical and theoretical knowledge in the media industry. You will learn a broad range of skills such as 3D modelling, sound editing, lighting and presenting radio programs. This course is taught as part of VETiS (VET in Schools).

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

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

Course Duration: 2 years

Admission Requirements Year 12: Direct Entry
Admission Requirements Mature Age: Direct Entry
Admission Requirements VET: School Choice
Admission Requirements Other: VETiS Programs Employer choice

Selection Processes: Direct Entry, Employer Choice, OtherVETIS Delivery: Admission via internal Secondary School assessment

COURSE STRUCTURE

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

CUSOHS301A Work effectively in the screen and media industries BSBHOHS201A Participate in OHS processes CUFDIG303A Produce and prepare photo images Select TWO elective units (To a minimum of 30 hours) CUFANM303A Create 3D digital models CUVCOR08B Produce drawings to represent and communicate the concept CUF50301A Prepare audio assets CUFCAP301A Implement copyright arrangements CUFDIG201A Maintain interactive content ICAU3126B Use advanced features of computer applications CUFRES201A Collect and organise content for broadcast or publication BSBDES201A Follow a design process CUF30107 Year 2 - Units 3-4 Core units CUFANM303A Create 2D digital animations CUFWRIT301A Write content for a range of media BSBDES302A Explore and apply the creative design process to 2D forms CUFDIG302A Author interactive sequences CUFDIG303A Prepare video assets CUFDIG304A Create visual design components To obtain the Certificate II in Creative Industries (Media), students must successfully complete a minimum of 6 core units, 2 specialist units and 2 elective units in accordance with the package rules specified in CUF07 Training Package and the VCAA as outlined below.

CUF30107 Year 1 - Units 1-2 Core units BSBDES302A  Develop and extend critical and creative thinking skills

Incorporating both Certificate II in Creative Industries (Media) and Certificate III in Media

Core Units of Study

BSB CRT301A DEVELOP AND EXTEND CRITICAL AND CREATIVE THINKING SKILLS 40
CUFIND301A WORK EFFECTIVELY IN THE SCREEN AND MEDIA INDUSTRIES 20
CUSOHS301A FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 10

Additional VETiS Core Units of Study

BSB CRT101A APPLY CRITICAL THINKING TECHNIQUES 20
CUFDIG303A PRODUCE AND PREPARE PHOTO IMAGES 20
CUFANM301A CREATE 2D DIGITAL ANIMATIONS 35
BSBDES302A EXPLORE AND APPLY THE CREATIVE DESIGN PROCESS TO 2D FORM 50
CUFDIG301A PREPARE VIDEO ASSETS 30
CUFDIG302A AUTHOR INTERACTIVE SEQUENCES 40
CUFDIG304A CREATE VISUAL DESIGN COMPONENTS 30
CUFWRIT301A WRITE CONTENT FOR A RANGE OF MEDIA 40
### Specialist Units of Study

- **CUFDIG201A**: Maintain Interactive Content (30)
- **CUFRES201A**: Collect and Organise Content for Broadcast or Publication (20)

### Elective Units of Study

- **CUFANM303A**: Create 3D Digital Models (75)
- **CUF50U301A**: Prepare Audio Assets (30)
- **BSBDES201A**: Follow a Design Process (40)
- **CUVCOR08B**: Produce Drawings to Represent and Communicate the Concept (60)
- **ICAU3126B**: Use Advanced Features of Computer Applications (40)
- **CUFCMP301A**: Implement Copyright Arrangements (20)

### Additional Industry Electives

- **CUFBRD301A**: Perform Basic Transmission Operations (40)
- **CUFBRD302A**: Provide Production Support for Television Productions (50)
- **CUFBRD303A**: Prepare Video Material for Television Transmission (40)
- **CUFCAM201A**: Assist with a Basic Camera Shoot (30)
- **CUFCAM301A**: Shoot Material for Screen Productions (60)
- **CUFCAM302A**: Rig Camera Infrastructure (30)
- **CUFLGT101A**: Apply a General Knowledge of Lighting to Work Activities (20)
- **CUFLGT301A**: Prepare, Install and Test Lighting Equipment (20)
- **CUFLGT302A**: Record and Operate Standard Lighting Cues (30)
- **CUFLGT303A**: Install and Operate Follow Spots (20)
- **CUFLGT304A**: Operate Floor Electrics (20)
- **CUPPOS201A**: Perform Basic Vision and Sound Editing (40)
- **CUFFPA301A**: Plan and Prepare Programs (60)
- **CUFSOU302A**: Compile Audio Material for Broadcast (30)
- **CUFAIR201A**: Develop Techniques for Presenting Information on Radio (30)
- **CUFAIR301A**: Present Radio Programs (30)
- **CUFSOU204A**: Perform Basic Sound Editing (20)
- **BSBFI301A**: Maintain Financial Records (60)
- **BSBDV301A**: Work Effectively with Diversity (30)
- **CUFGMT301A**: Repair and Maintain Production Equipment (25)

### Certificate IV in Interactive Digital Media

**Course Code:** CUF40207  
**Campus:** Industry, City Flinders.

**About this course:** Begin your career as a 2D/3D digital artist or games developer. You will learn everything from visual arts practices through to developing major game based projects.

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

**Careers:** Possible job titles relevant to this qualification include: Game developer; Animator; Digital artist; Interactive Designer: Visual Artist.

**Course Duration:** 0.5 years

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

**Admission Requirements Mature Age:** Relevant knowledge or experience as assessed by the University

**Selection Processes:** Direct Entry, Interview, Portfolio, VTAC, Other. Applicants may be required to submit a written application, portfolio and attend an interview.

**Course Structure:**

To qualify for the Certificate IV in Interactive Digital Media participants must successfully complete a total number of 13 units: 3 core units, 5 specialised units and 5 electives in accordance with the packaging rules specified in the CUF07 Screen and Media Training Package. 3 elective units must be selected from the elective units listed in the qualification document. The remaining 2 elective units may be selected from the specialist and elective units listed or from any other currently endorsed national Training Package at the same qualification level as approved by the School of IT and Creative Industries.

The School of IT and Creative Industries
oers two streams in this course - Games Development and Media Arts. Students must complete the core units and choose one specialist and elective stream.

Core Units

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

Games Development Stream Complete the above Core units plus specialist and elective units listed below.

Specialised Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFANM303A</td>
<td>CREATE 3D DIGITAL MODELS</td>
<td>75</td>
</tr>
<tr>
<td>CUFANM401A</td>
<td>PREPARE 3D DIGITAL MODELS FOR PRODUCTION</td>
<td>50</td>
</tr>
<tr>
<td>CUFANM302A</td>
<td>CREATE 3D DIGITAL ANIMATIONS</td>
<td>75</td>
</tr>
<tr>
<td>CUFPOS402A</td>
<td>MANAGE MEDIA ASSETS</td>
<td>40</td>
</tr>
<tr>
<td>CUFPMM404A</td>
<td>CREATE STORYBOARDS</td>
<td>40</td>
</tr>
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</table>

Elective Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFANM301A</td>
<td>CREATE 2D DIGITAL ANIMATIONS</td>
<td>35</td>
</tr>
<tr>
<td>CUFSAU204A</td>
<td>PERFORM BASIC SOUND EDITING</td>
<td>30</td>
</tr>
<tr>
<td>CUFWRT302A</td>
<td>WRITE SIMPLE STORIES</td>
<td>30</td>
</tr>
</tbody>
</table>

Media Arts Stream Complete the above Core units plus specialist and elective units listed below.

Specialised Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFPOS402A</td>
<td>MANAGE MEDIA ASSETS</td>
<td>40</td>
</tr>
<tr>
<td>CUFDG301A</td>
<td>PREPARE VIDEO ASSETS</td>
<td>30</td>
</tr>
<tr>
<td>CUFSAU301A</td>
<td>PREPARE AUDIO ASSETS</td>
<td>30</td>
</tr>
<tr>
<td>CUFANM403A</td>
<td>CREATE TITLES FOR SCREEN PRODUCTIONS</td>
<td>30</td>
</tr>
<tr>
<td>CUFDG401A</td>
<td>AUTHOR INTERACTIVE MEDIA</td>
<td>50</td>
</tr>
</tbody>
</table>

Elective Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFRES401A</td>
<td>CONDUCT RESEARCH</td>
<td>30</td>
</tr>
<tr>
<td>CUFWRT301A</td>
<td>WRITE CONTENT FOR A RANGE OF MEDIA</td>
<td>40</td>
</tr>
</tbody>
</table>

BSBCRT401A ARTICULATE, PRESENT AND DEBATE IDEAS 40
BSBPMS510A MANAGE PROJECTS 60
BSBDES403A DEVELOP AND EXTEND DESIGN SKILLS AND PRACTICE 30
BSBDES402A INTERPRET AND RESPOND TO A DESIGN BRIEF 20

ADVANCED DIPLOMA OF SCREEN AND MEDIA
Course Code: CUF60107
Campus: Industry, City Flinders, St Albans.

About this course: Develop your career in the art, design, screen and media industries. Learn creative and technical skills such as 3D modelling, web design, video editing and production, and both motion and sound design to produce innovative projects.

The Advanced Diploma of Screen and Media is offered in three streams:

- video and motion graphics
- web and mobile media
- games development

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

Careers: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Video & Motion Graphics

- Assistant Editors
- Production Assistants
- Motion Designers
- Studio Assistants
- 3D Visualisers
- New Media Content Producers
- Digital artists
- DVD Designers

Web & Mobile Media

- Junior Web designers and developers
- Junior Flash developers
- Social media managers
- Online and mobile content creators / managers
- Freelancers
- Interface designers
- Touch screen / kiosk interface designers
- Digital artists
- Teachers
Games Development

- programmers
- computer-based graphic designers
- web and games developers
- animators
- games programmers and testers
- games producer/directors
- technical artists/3D artists

Course Duration: 1.5 years

Admission Requirements Year 12: VCE or equivalent

Admission Requirements International: IELTS 5.5

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

Admission Requirements Other: Written application and portfolio

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

COURSE STRUCTURE

The Advanced Diploma of Screen and Media incorporates either the Diploma of Screen & Media or the Diploma of Interactive Media, depending on which specialist stream is selected (Games Development, Video & Motion Graphics or Web & Digital Media). On successful completion of this course students will be eligible to graduate with both the Diploma and Advanced Diploma qualification. Students have the opportunity to exit after 12 months with the Diploma qualification if desired. The Advanced Diploma of Screen and Media comprises of 16 units (2 core units plus 14 elective units) that have been selected from the CUF07 Training Package. The list below contains all core and elective units that comprise this program. All units must be completed to graduate with the Advanced Diploma of Screen and Media qualification.

Common Units All students will complete

Core

BSBOHS509A ENSURE A SAFE WORKPLACE 60
BSBPMG510A MANAGE PROJECTS 60
BSBREL401A ESTABLISH NETWORKS 35
BSBCRT402A COLLABORATE IN A CREATIVE PROCESS 40
BSBCMM502A MAKE A PRESENTATION 30
BSBCRT501A ORIGINATE AND DEVELOP CONCEPTS 30
BSBCRT601A RESEARCH AND APPLY CONCEPTS AND THEORIES OF CREATIVITY 65

Elective

CUFDIG506A DESIGN INTERACTION 40
CUSSOUS501A DEVELOP SOUND DESIGNS 50
BSBINN502A BUILD AND SUSTAIN AN INNOVATIVE WORK ENVIRONMENT 50
CUCFAMP501A MANAGE AND EXPLOIT COPYRIGHT ARRANGEMENTS 20
CUFDIG503A DESIGN LEARNING RESOURCES 40
CUFDIG504A DESIGN GAMES 30
CUFDANM503A DESIGN ANIMATION AND DIGITAL VISUAL EFFECTS 80
BSBMGT617A DEVELOP AND IMPLEMENT A BUSINESS PLAN 60
CUSSOUS503A IMPLEMENT SOUND DESIGNS 50

Games Development Stream

CUFDANM501A CREATE 3D DIGITAL CHARACTER ANIMATION 50
CUFDANM502A CREATE 3D DIGITAL ENVIRONMENTS 30
CUFDIG507A DESIGN DIGITAL SIMULATIONS 50
CUFDIG505A DESIGN INFORMATION ARCHITECTURE 70
CUFDIG502A DESIGN WEB ENVIRONMENTS 50
TAADES504B DEVELOP AND EVALUATE E-LEARNING RESOURCES 40
BSBMKG609A DEVELOP A MARKETING PLAN 50

Web and Digital Media Stream

BSBWRT501A WRITE PERSUASIVE COPY 50
CUFDIG502A DESIGN WEB ENVIRONMENTS 50
CUFWRT501A DEVELOP STORYLINES AND TREATMENTS 50
CUSSOUS503A IMPLEMENT SOUND DESIGNS 50
BSBMKG609A DEVELOP A MARKETING PLAN 50

Video & Motion Graphic Stream

BSBWRT501A WRITE PERSUASIVE COPY 50
CUCFAM601A DIRECT CINEMATOGRAPHY FOR SCREEN PRODUCTIONS 50
CUFWRT501A DEVELOP STORYLINES AND TREATMENTS 50
CUSSOUS503A IMPLEMENT SOUND DESIGNS 50
CERTIFICATE IV IN MUSIC
Course Code: CUS40109

About this course: The Certificate IV in Music provides skills and knowledge to prepare you for work in the contemporary music industry. The course provides you with a solid grounding in ensemble and solo performance, critical listening, analysis, composition and music technology including live sounds and MIDI.

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

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

Course Duration: 1 year

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

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

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

COURSE STRUCTURE

To attain the Certificate IV in Music, participants must complete a total number of 14 units.

- 3 core units plus
- 7 specialist units plus
- 4 elective units

Two elective units must be selected from the specialist and elective units listed in the CUS09 Training Package. The remaining two elective units may be selected from the specialist and elective units listed in the CUS09 Training Package or may include any unit of competency packaged at Certificate IV level from any endorsed Training Package. No more than three specialist or elective units previously achieved as part of another qualification may be counted towards the qualification. Electives must be relevant to the work outcome, local industry requirements and the qualification level.

Core Units

- CUS0H5301A FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 10
- CUCFCM0301A IMPLEMENT COPYRIGHT ARRANGEMENTS 20
- CUSIND0301A WORK EFFECTIVELY IN THE MUSIC INDUSTRY 35

Specialist Units

- CUSMLT403A ANALYSE FUNCTIONAL HARMONY 55
- CUSMPF302A PREPARE FOR PERFORMANCES 35
- CUSMPF305A DEVELOP IMPROVISATION SKILLS 35
- CUSMPF401A REHEARSE MUSIC FOR GROUP PERFORMANCES 85
- CUSMPF402A DEVELOP AND MAINTAIN STAGECRAFT SKILLS 70
- CUSMPF404A PERFORM MUSIC AS PART OF A GROUP 70
- CUSMPF405A DEVELOP INSTRUMENTAL TECHNIQUES 50

Elective Units

- CUSSOU301A PROVIDE SOUND REINFORCEMENT 40
- CUSSOU302A RECORD AND MIX A BASIC MUSIC DEMO 40
- CUSMCP303A DEVELOP SIMPLE MUSICAL PIECES USING ELECTRONIC MEDIA 35
- CUSMLT301A APPLY KNOWLEDGE OF GENRE TO MUSIC MAKING 40
- CUSMLT302A DEVELOP AND APPLY AURAL-PERCEPTION SKILLS 45
- CUSMCP402A DEVELOP TECHNIQUES FOR COMPOSING MUSIC 35

CERTIFICATE IV IN SOUND PRODUCTION
Course Code: CUS40209

About this course: Learn the skills to work in a variety of environments in the contemporary music industry. You will gain a basic grounding in live sound, studio recording, digital audio workstation (DAW) software, production analysis, critical listening and MIDI. You will learn the skills to do sound checks, install PA systems and run studio recording and mixing sessions.

Course Objectives: This course meets the needs of the contemporary music industry for the preparation of musicians capable of being employed in a variety of workplace environments. Students are provided with a basic grounding in live sound, studio recording, DAW software, production analysis, critical listening and MIDI. Upon completion, students are able to carry out sound checks, PA system installations and studio recording and mixing sessions.
Careers: Job roles and titles vary across different industry sectors, but often relate to:
- Sound mixer/technician
- Sound recordist
- Studio engineer

Course Duration: 1 year

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

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

Selection Processes: Direct Entry, Interview, VTAC, Other

Applicants are required to attend an interview.

Course Structure

To attain the Certificate IV in Sound Production, participants must complete a total number of 14 units:

- 3 core units plus
- 7 specialist units plus
- 4 elective units

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

Core Units

- CUSOHSS301A FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 10
- CUETEM03C ESTABLISH AND MANAGE PRODUCTION REQUIREMENTS AND RESOURCES 45
- CUFCNP301A IMPLEMENT COPYRIGHT ARRANGEMENTS 20

Specialised Units

- CUESOU03C OPERATE PROFESSIONAL AUDIO EQUIPMENT 100
- CUESOU04C MIX LIVE AUDIO 140
- CUSSOU303A SET UP AND DISASSEMBLE AUDIO EQUIPMENT 40
- CUSSOU401A RECORD SOUND 60
- CUSSOU403A PERFORM ADVANCED SOUND EDITING 65
- CUSSOU405A MIX RECORDED MUSIC 50
- CUSMCP303A DEVELOP SIMPLE MUSICAL PIECES USING ELECTRONIC MEDIA 35

Elective Units

- CUESOU08B SELECT AND MANAGE MICROPHONE AND OTHER AUDIO INPUT SOURCES 30
- CUFO204A PERFORM BASIC SOUND EDITING 30
- CUSSOU302A RECORD AND MIX A BASIC MUSIC DEMO 40
- CUSSIND030A PLAN A CAREER IN THE CREATIVE ARTS INDUSTRY 35

Advanced Diploma of Music

Course Code: CUS60109


About this course: Build the technical, compositional and performance skills needed for a professional musician. You will study music analysis, music craft, improvisation, technology, and touring and self-promotion to help meet the entry requirements for higher education. You will have access to:

- well-equipped rehearsal facilities
- 21-machine computer music lab
- multimedia software for production, arranging and composition

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

Careers: Possible job titles relevant to this qualification include:

- Musician
- Music composer
- Music arranger

Course Duration: 1 year

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

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

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

Applicants are required to attend an interview and audition.

Course Structure

To attain the Advanced Diploma of Music, participants must complete a total of 15 units:

- 3 core units
- 7 specialist units
- 5 elective units

Core Units
CUSOHS301A FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 10
CUCFMP501A MANAGE AND EXPLOIT COPYRIGHT ARRANGEMENTS 20
CUSIND501A APPLY MUSIC KNOWLEDGE AND ARTISTIC JUDGEMENT 85
Specialist Units
CUSMLT602A ANALYSE HARMONY 100
CUSWR1501A WRITE ABOUT MUSIC 50
CUSMPF601A PRESENT A MUSIC PERFORMANCE 70
CUSMPF602A MANAGE STAGECRAFT ASPECTS OF PERFORMANCES 65
CUSMPF603A REFINE PERFORMANCE TECHNIQUES AND EXPAND REPERTOIRE 65
CUSMPF604A EXTEND IMPROVISATION TECHNIQUES 65
CUSMPF607A LEAD MUSIC REHEARSALS 70
Elective Units
CUSMLT601A ANALYSE MUSIC 70
CUSMLT501A REFINE AURAL-PERCEPTION SKILLS 60
CUSMCP601A EXTEND TECHNIQUES FOR COMPOSING MUSIC 65
CUSLED501A PROVIDE INSTRUMENTAL OR VOCAL TUITION 35
CUSSOU502A PRODUCE SOUND RECORDINGS 100
CUSMPF503A PERFORM ACCOMPANIMENT 35
CUSMCP502A COMPOSE MUSIC FOR SCREEN 60

ADVANCED DIPLOMA OF SOUND PRODUCTION
Course Code: CUS60209

About this course: Develop the knowledge and skills for work in the music industry, either as small business (freelance) operator or a practitioner in medium-to-large production facility. A variety of music technology and related fields will be open to you, including the studio, live sound, MIDI, digital audio editing, collaboration and management.

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

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

Course Duration: 1 year

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

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

Selection Processes: Direct Entry, Interview, VTAC, Other. Applicants are required to attend an interview.

COURSE STRUCTURE

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

Core Units
BSBPMG510A MANAGE PROJECTS 60
BSBOHS509A ENSURE A SAFE WORKPLACE 60
CUSIND501A APPLY MUSIC KNOWLEDGE AND ARTISTIC JUDGEMENT 85
CUSSOU602A MANAGE PRODUCTION OF SOUND RECORDINGS 50

Specialist Units
CUSSOU501A DEVELOP SOUND DESIGNS 50
CUSSOU502A PRODUCE SOUND RECORDINGS 100
CUSSOU503A IMPLEMENT SOUND DESIGNS 50
CUSSOU504A CREATE A FINAL SOUND BALANCE 85
CUSSOU505A COMPILE MUSIC FOR SOUNDTRACKS 35
CUCFMP501A MANAGE AND EXPLOIT COPYRIGHT ARRANGEMENTS 20

Elective Units
BSBDES601A MANAGE DESIGN REALISATION 50
SITXFIN007A MANAGE PHYSICAL ASSETS 40
CUSMCP501A COMPOSE MUSIC USING ELECTRONIC MEDIA 60
CUSNP502A INCORPORATE INTERACTIVE TECHNOLOGY INTO PERFORMANCE 60
CUFFPM602A PLAN AND MANAGE FILM AND MEDIA POSTPRODUCTION 35
CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

Course Code: ICA30111
Campus: Werribee, Footscray Nicholson, Industry, City Flinders.

About this course: Learn the skills of an IT technical support or help desk officer. This course provides the knowledge to perform a variety of IT skills across the industry.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in a wide range of general Information and Communication Technology (ICT) 'technical' functions and to achieve a degree of self-sufficiency as an advanced ICT 'user'. Persons working at this level will support information technology activities in the workplace across a wide range of ICT areas including technical support, network administration, web technologies, software applications and digital media technologies.

Careers: Possible job titles relevant to this qualification include:
- help desk officer
- help desk assistant
- ICT operations support
- ICT user support
- PC support
- technical support.

Course Duration: 0.5 years

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

Admission Requirements International: IELTS 5.5 or equivalent.

Admission Requirements Other: As assessed by the University

Selection Processes: Direct Entry

COURSE STRUCTURE

To qualify for the Certificate III in Information, Digital Media and Technology, participants must successfully complete a total of 17 units of study, comprising of 6 core units and 11 electives units in accordance with the packaging rules specified in ICA11 Information and Communications Technology Training Package.

Core Units

- BSBH5302B PARTICIPATE EFFECTIVELY IN OHS COMMUNICATION AND CONSULTATIVE PROCESSES 30
- BSBUS5301A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40
- ICAICT202A WORK AND COMMUNICATE EFFECTIVELY IN AN IT ENVIRONMENT 40
- ICAICT301A CREATE USER DOCUMENTATION 20
- ICAICT302A INSTALL AND OPTIMISE OPERATING SYSTEM SOFTWARE 20
- ICASAS301A RUN STANDARD DIAGNOSTIC TESTS 20

Elective Units (11 required, selected as per the Training Package rules and the University)

- BSBITU303A DESIGN AND PRODUCE TEXT DOCUMENTS 90
- BSBITU304A PRODUCE SPREADSHEETS 35
- ICAICT303A CONNECT INTERNAL HARDWARE COMPONENTS 20
- ICAICT304A IMPLEMENT SYSTEM SOFTWARE CHANGES 40
- ICAICT305A IDENTIFY AND USE CURRENT INDUSTRY-SPECIFIC TECHNOLOGIES 60
- ICAICT306A MIGRATE TO NEW TECHNOLOGY 20
- ICAICT307A CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS 80
- ICAICT308A USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40
- ICAICT409A DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS 60
- ICANWK301A PROVIDE NETWORK SYSTEMS ADMINISTRATION 60
- ICANWK302A DETERMINE AND ACTION NETWORK PROBLEMS 50
- ICANWK303A CONFIGURE AND ADMINISTER A NETWORK OPERATING SYSTEM 70
- ICANWK304A ADMINISTER NETWORK PERIPHERALS 20
- ICANWK305A INSTALL AND MANAGE NETWORK PROTOCOLS 40
- ICANWK405A BUILD A SMALL WIRELESS LOCAL AREA NETWORK 20
- ICAPRG301A APPLY INTRODUCTORY PROGRAMMING TECHNIQUES 40
- ICASAS303A CARE FOR COMPUTER HARDWARE 20
- ICASAS304A PROVIDE BASIC SYSTEM ADMINISTRATION 20
- ICASAS305A PROVIDE IT ADVICE TO CLIENTS 40
- ICASAS306A MAINTAIN EQUIPMENT AND SOFTWARE 20
- ICASAS307A INSTALL, CONFIGURE AND SECURE A SMALL OFFICE HOME OFFICE NETWORK 50
- ICASAS405A IDENTIFY AND EVALUATE IT INDUSTRY VENDOR TECHNOLOGIES 10

CERTIFICATE IV IN INFORMATION TECHNOLOGY

Course Code: ICA40111
Campus: Werribee, Footscray Nicholson, Industry, City Flinders.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technologies and to support small to medium enterprises (SMEs) that require broader ICT support. Persons working at this level
apply a wide range of knowledge and skills in basic networking, IT support, database
development, programming and web development support; working safely and
ethically in a sustainable work environment.

**Careers:** Possible job titles relevant to this qualification include:

- computer technician
- customer support
- customer support professional
- information systems operator
- PC support
- systems administrator
- systems support
- user support technician
- network operations technician.

**Course Duration:** 0.5 years

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

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

**Admission Requirements Mature Age:** As assessed by the University

**Selection Processes:** Direct Entry, VTAC

**COURSE STRUCTURE**

To qualify for the Certificate IV in Information, Digital Media and Technology,
participants must successfully complete a total of 20 units of study, comprising of 5
core units and 15 electives units in accordance with the packaging rules specified
in ICA11 Information and Communications Technology Training Package.

**Core Units**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAICT202A</td>
<td>WORK AND COMMUNICATE EFFECTIVELY IN AN IT ENVIRONMENT</td>
<td>40</td>
</tr>
<tr>
<td>ICAICT401A</td>
<td>DETERMINE AND CONFIRM CLIENT BUSINESS REQUIREMENTS</td>
<td>40</td>
</tr>
<tr>
<td>ICAICT418A</td>
<td>CONTRIBUTE TO COPYRIGHT, ETHICS AND PRIVACY IN AN IT ENVIRONMENT</td>
<td>40</td>
</tr>
<tr>
<td>BSB0HS302B</td>
<td>PARTICIPATE EFFECTIVELY IN OHS COMMUNICATION AND CONSULTATIVE PROCESSES</td>
<td>30</td>
</tr>
<tr>
<td>BSB0US301A</td>
<td>IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
<td>40</td>
</tr>
</tbody>
</table>

**Elective Units (15 required, selected as per the Training Package rules and the University)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB0CR7401A</td>
<td>ARTICULATE, PRESENT AND DEBATE IDEAS</td>
<td>40</td>
</tr>
<tr>
<td>ICA0BS403A</td>
<td>CREATE BASIC DATABASES</td>
<td>40</td>
</tr>
</tbody>
</table>

**DIPLOMA OF INFORMATION TECHNOLOGY NETWORKING**

**Course Code:** ICA50411

**Campus:** Werribee, Footscray Nicholson, Industry, City Flinders.

**Course Objectives:** This qualification provides the skills and knowledge for an
individual to manage, as an independent ICT specialist or as part of a team, the
installation of a range of networks, including internetworking, security and e-business
integration.

**Careers:** Possible job titles relevant to this qualification include:

- network administrator
- IT administrator
- IT operations administrator
- network services administrator
- network support coordinator
- network operations analyst
- network security coordinator
- network e-business coordinator

**Course Duration:** 1 year

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

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

**Admission Requirements Mature Age:** As assessed by the University.
**Selection Processes:** Direct Entry, VTAC

**COURSE STRUCTURE**

To qualify for the Diploma of Information Technology Networking, participants must successfully complete a total of 16 units of study, comprising of 5 core units and 11 electives units in accordance with the packaging rules specified in ICA11 Information and Communications Technology Training Package.

**Core Units**

- ICAC10418A: CONTRIBUTE TO COPYRIGHT, ETHICS AND PRIVACY IN AN IT ENVIRONMENT 40
- ICAC10011A: MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE 50
- ICANWK529A: INSTALL AND MANAGE COMPLEX ICT NETWORKS 100
- ICTSUS5187A: IMPLEMENT SERVER VIRTUALISATION FOR A SUSTAINABLE ICT SYSTEM 80
- ICTEN6206A: PRODUCE AN ICT NETWORK ARCHITECTURE DESIGN 60

**Elective Units (11 required, selected as per the Training Package rules and the University)**

- ICAC10414A: IDENTIFY AND MANAGE THE IMPLEMENTATION OF CURRENT INDUSTRY-SPECIFIC TECHNOLOGIES 60
- ICANWK501A: PLAN, IMPLEMENT AND TEST ENTERPRISE COMMUNICATION SOLUTIONS 80
- ICANWK504A: DESIGN AND IMPLEMENT AN INTEGRATED SERVER SOLUTION 50
- ICANWK505A: DESIGN, BUILD AND TEST A NETWORK SERVER 50
- ICANWK506A: CONFIGURE, VERIFY AND TROUBLESHOOT WAN LINKS AND IP SERVICES IN A MEDIUM ENTERPRISE NETWORK 90
- ICANWK507A: INSTALL, OPERATE AND TROUBLESHOOT MEDIUM ENTERPRISE ROUTERS 120
- ICANWK508A: INSTALL, OPERATE AND TROUBLESHOOT MEDIUM ENTERPRISE SWITCHES 90
- ICANWK516A: DETERMINE BEST-FIT TOPOLOGY FOR A LOCAL NETWORK 20
- ICANWK525A: CONFIGURE AN ENTERPRISE VIRTUAL COMPUTING ENVIRONMENT 60
- ICAPMG501A: MANAGE IT PROJECTS 80
- ICASAS502A: ESTABLISH AND MAINTAIN CLIENT USER LIASON 20
- ICASAS512A: REVIEW AND MANAGE DELIVERY OF MAINTENANCE SERVICES 20

**ICASAS517A:** USE NETWORK TOOLS 50

**ICTSUS6233A:** INTEGRATE SUSTAINABILITY IN ICT PLANNING AND DESIGN PROJECTS 55

**ADVANCED DIPLOMA OF NETWORK SECURITY**

**Course Code:**ICA60211

**Campus:** Werribee, Footscray Nicholson, Industry, City Flinders.

**Course Objectives:** This qualification provides the skills and knowledge for an individual to plan, design, manage and monitor an enterprise information and communications technology (ICT) network as an independent ICT specialist or as part of a team responsible for advanced ICT network security systems. The qualification has a high-level ICT technical base with appropriate security units and the ability to specialise in a number of areas, including voice, wireless, network infrastructure and sustainability.

**Careers:** Possible job titles relevant to this qualification include:

- e-security specialist
- ICT security specialist
- IT security administrator
- IT security analyst
- IT security specialist
- systems/network administrator
- network security analyst
- network security specialist
- network security administrator
- senior network administrator
- systems security analyst.

**Course Duration:** 1 year

**Admission Requirements Year 12:** Successful completion of VCE or equivalent after achieving ICA50411 Diploma of Information Technology or equivalent, or documented vocational experience in a range of work environments in senior network support roles.

**Admission Requirements International:** IELTS 5.5 or equivalent after achieving ICA50411 Diploma of Information Technology or equivalent, or documented vocational experience in a range of work environments in senior network support roles.

**Admission Requirements Mature Age:** As assessed by the University after achieving ICA50411 Diploma of Information Technology or equivalent, or documented vocational experience in a range of work environments in senior network support roles.

**Selection Processes:** Direct Entry, VTAC

**COURSE STRUCTURE**

To qualify for the Advanced Diploma of Network Security, participants must successfully complete a total of 12 units of study, comprising of 5 core units and 7 electives units in accordance with the packaging rules specified in ICA11 Information and Communications Technology Training Package.
Core Units

ICANWK502A IMPLEMENT SECURE ENCRYPTION TECHNOLOGIES 20
ICANWK509A DESIGN AND IMPLEMENT A SECURITY PERIMETER FOR ICT NETWORKS 60
ICANWK601A DESIGN AND IMPLEMENT A SECURITY SYSTEM 90
ICANWK602A PLAN, CONFIGURE AND TEST ADVANCED SERVER BASED SECURITY 80
ICTSUS6233A INTEGRATE SUSTAINABILITY IN ICT PLANNING AND DESIGN PROJECTS 55

Elective Units (7 required, selected as per the Training Package rules and the University)

ICANWK606A IMPLEMENT VOICE APPLICATIONS OVER SECURE WIRELESS NETWORKS 60
ICANWK609A CONFIGURE AND MANAGE INTRUSION PREVENTION SYSTEM ON NETWORK SENSORS 40
ICANWK610A DESIGN AND BUILD INTEGRATED VOIP NETWORKS 50
ICANWK611A CONFIGURE CALL PROCESSING NETWORK ELEMENTS FOR SECURE VOIP NETWORKS 40
ICANICT609A LEAD THE EVALUATION AND IMPLEMENTATION OF CURRENT INDUSTRY-SPECIFIC TECHNOLOGIES 80
ICAPMG609A PLAN AND DIRECT COMPLEX IT PROJECTS 80
ICASAS601A IMPLEMENT CHANGE-MANAGEMENT PROCESSES 30

DIPLOMA OF INFORMATION TECHNOLOGY

Course Code: TDIT
Campus: Werribee, Footscray Nicholson, City Queen, City Flinders, Offshore, St Albans, Offshore locations Interstate delivery with partner institutions.

About this course: This course helps you develop the skills and knowledge in a range of Information Technology fields allowing you to progress your qualifications and career in IT. Successful completion of the Diploma provides guaranteed entry into the second year of the Bachelor of Information Technology (Network and Systems Computing). In this course you will: design databases write computer programs in JAVA schedule ICT development using Microsoft Project connect MySQL databases to PHP websites use Linux and study towards popular IT vendor certifications aligned to major ICT industry certifications including, CSCO, Microsoft, RedHat and ITIL/Prince2.

Careers: Graduates of this course find entry-level work in:
- computer and network support
- website development
- database management
- programming

Course Duration: 1 year

Admission Requirements Year 12: Successful completion of VCE or equivalent. Students must apply via VTAC

Admission Requirements International: English: IELTS - an overall band score of minimum 5.5 (no band less than 5.0) or equivalent. Academic: equivalent to an Australian year 12

Admission Requirements Mature Age: Successful Completion of the Certificate IV in Information Technology or Relevant industry experiences. Students can apply via VTAC or direct application to the University

Admission Requirements VET: Certificate IV in Information Technology

COURSE STRUCTURE

The Course is offered over 1 year (2 semesters) on full time basis and equivalent part time. To qualify for the award of Diploma of Information Technology, a total of 96 credit points should be completed.

Year 1, Semester 1

ITD1009 INTRODUCTION TO OBJECT ORIENTED PROGRAMMING CONCEPTS 12
ITD1004 WEB TECHNOLOGIES 12
ITD1006 DATABASES AND INFORMATION PROCESSING 12
ITD1008 OPERATING SYSTEMS 12

Year 1, Semester 2

ITD1010 COMMUNICATION FOR THE COMPUTER PROFESSIONAL 12
ITD1005 WEB DATABASE TECHNOLOGIES 12
ITD1007 MANAGING IT 12
ITD1003 NETWORKING 12

ADVANCED DIPLOMA OF COMPUTER SYSTEMS ENGINEERING

Course Code: UEE640410
Campus: Footscray Nicholson, Industry, City Flinders, St Albans.

About this course: Expand your career options in computer networking and engineering. You will train in managing computer systems, computer networks, Internet and intranet infrastructure, design, programming and maintenance. You will study towards a number of highly valued vendor certifications offered by our
partners: CISCO (CCNA Exploration), Microsoft MCITP (Server 2008 Administrator), ComTIA A+ and Linux (Redhat). Further studies will give you the opportunity to complete a Diploma of Information Technology (General); and/or Advanced Diploma of Information Technology (Network Security).

Course Objectives: People gaining this qualification are able to design, validate/evaluate and administer computer networks and systems, manage risk, estimate and manage projects and provide technical advice/sales.

Careers: Graduates of this course could be employed in the following areas: MCSE & CCNA Systems/Network Administrator, ICT Network Specialist, ICT Security Specialist, IT Security Administrator, IT Security Analyst/Engineer, Network and Systems Manager, Network Engineer, Security Administrator, Web Administrator.

Course Duration: 2 years

Admission Requirements Year 12: Successful completion of VCE or equivalent

Admission Requirements International: IELTS 5.5

Admission Requirements Mature Age: Applicants must have successfully completed UEE20507, ICA30105 or equivalent

Selection Processes: Direct Entry, Written Application, VTAC

COURSE STRUCTURE

Students must successfully complete 10 core units plus a minimum of 2 stream cores, and achieve a Unit Strand Total of at least 80 of which up to 6 shall be selected from Schedule 2, up to 46 from Schedule 3-4 and at least 28 at Schedule 5 or above.

Year One

Programming with Java

UEENEE003B EVALUATE AND MODIFY PROGRAMS WRITTEN IN OBJECT ORIENTED CODE 40

UEENEE011B DEVELOP OBJECT ORIENTED CODE 140

Networking

UEENEE017B INSTALL AND CONFIGURE INTERNETWORKING SYSTEMS 120

Database Design and Queries

ICAB4136A USE STRUCTURED QUERY LANGUAGE TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA 60

HTML and Javascript

UEENEE029B DEVELOP BASIC WEB PAGES FOR ENGINEERING APPLICATIONS 40

Service Management

BSBFLM506B MANAGE WORKPLACE INFORMATION SYSTEMS 60

Web Administration

UEENEE010B SET UP AND CREATE CONTENT FOR A WEB SERVER 120

Project Management - MS Project

UEENEE015B DEVELOP DESIGN BRIEFS FOR ELECTROTECHNOLOGY PROJECTS 40

UEENEE041B MANAGE ELECTRONICS/COMPUTER SYSTEMS PROJECTS 40

UEENEE048B PLAN COMPUTER SYSTEMS PROJECT 60

Set up and deploy a Windows 7 workstation

UEENEE012B SUPPORT COMPUTER HARDWARE AND SOFTWARE 120

UEENEE043B INSTALL AND CONFIGURE OPERATING SYSTEMS AND SOFTWARE 40

UEENEE046B SET UP AND CONFIGURE BASIC LOCAL AREA NETWORK 40

Computer Hardware for A+

UEENEE001B APPLY OHS PRACTICES IN THE WORKPLACE 20

UEENEE032B DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN COMPUTER SYSTEMS 20

UEENEE002B ASSEMBLE, SET UP AND TEST PERSONAL COMPUTERS 80

UEENEE028B DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS 40

Year Two

Windows 2003 Server Administration

UEENEE014B DESIGN AND MANAGE ENTERPRISE NETWORKS 80

UEENEE015B ADMINISTER USER NETWORKS 80

Linux Administration and Internet Infrastructure

UEENEE013B INSTALL AND ADMINISTER UNIX BASED COMPUTERS 80

UEENEE024B INTEGRATE MULTIPLE COMPUTER OPERATING SYSTEMS ON A CLIENT SERVER NETWORK 80

Advanced Windows 2003 Administration

UEENEE016B DEVELOP NETWORK SERVICES 120

CCNA Internetworking 3 & 4

UEENEE018B DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS 120

Wireless networking for Enterprises

UEENEE023B DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS WIRELESS LANS/WANS 100
Firewall and Enterprise security

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNEENE002B</td>
<td>ASSEMBLE, SET UP AND TEST PERSONAL COMPUTERS</td>
<td>80</td>
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</table>

ICT Professional Practice

<table>
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<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNEENE044B</td>
<td>COMMISSION COMPUTER SYSTEMS</td>
<td>20</td>
</tr>
<tr>
<td>BS6FLM512B</td>
<td>ENSURE TEAM EFFECTIVENESS</td>
<td>60</td>
</tr>
<tr>
<td>UNEENE045B</td>
<td>MODIFY-REDESIGN OF COMPUTER SYSTEM</td>
<td>20</td>
</tr>
<tr>
<td>UNEENE078B</td>
<td>CONTRIBUTE TO RISK MANAGEMENT IN ELECTROTECHNOLOGY SYSTEMS</td>
<td>20</td>
</tr>
<tr>
<td>UNEEN088B</td>
<td>DESIGN AND DEVELOP ELECTRONICS/COMPUTER PROJECTS</td>
<td>40</td>
</tr>
<tr>
<td>UNEENO070B</td>
<td>WRITE SPECIFICATIONS FOR COMPUTER SYSTEMS ENGINEERING PROJECTS</td>
<td>40</td>
</tr>
<tr>
<td>UNEENO17B</td>
<td>IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>UNEENO38B</td>
<td>PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN</td>
<td>20</td>
</tr>
</tbody>
</table>

DIPLOMA OF CREATIVE INDUSTRIES

**Course Code:** WDCI  
**Campus:** Footscray Nicholson, City Flinders, St Albans.

**About this course:** Explore your creative side and kick start a career in the arts, culture and entertainment industry. The Diploma of Creative Industries aims to develop a broad range of knowledge and skills in areas such as visual arts, painting, web design and digital media. The course enables students to prepare successfully for and enter the second year of a relevant bachelor degree, such as the Bachelor of Creative Arts Industries. Key features of the Diploma of Creative Industries include practical and work-based creative projects incorporating the latest technologies and common arts industries fundamentals.

**Course Objectives:** The Diploma of Creative Industries aims to develop a broad range of creative arts industries knowledge and skills in areas such as visual arts, performance, creative writing, music and digital media. It enables students the option to pursue a career in the cultural and creative industries as a producer/practitioner, entrepreneur or manager. This course enables students to prepare successfully and obtain entry to the second year of a relevant bachelor degree. Key features of the Diploma of Creative Industries include practical and work-based creative projects incorporating the latest technologies and common fundamentals in the arts industries.

**Careers:** This course is designed to provide a pathway to higher level degree studies. Students who exit with the Diploma of Creative Industries will have acquired a range of vocational skills relevant to working in the creative arts industries. Graduates may be employed in the creative arts industries in the private (business) and public (government, community) sectors. Graduates may become professional creative arts practitioners working as actors, dancers, artists, writers or musicians in a variety of contexts. They may manage or promote creative arts practitioners, groups, communities and/or industries. They may become producers, exporters or providers of cultural goods and/or services in the creative arts industries.

**Course Duration:** 1 year

**Admission Requirements Year 12:** Students must have successfully completed VCE (or equivalent)

**Admission Requirements International:** Students must have successfully completed a secondary school qualification international equivalent of Year 12 or possess relevant industry experience. English language entry requirements for this diploma are as follows: IELTS (Academic) overall score of 5.5 (no band less than 5.0)

**Admission Requirements Mature Age:** Students must possess relevant industry experience

**COURSE STRUCTURE**

The Diploma of Creative Industries degree is a 96 credit points (8 unit), a one year full-time award, which may be studied in part-time mode. The diploma comprises four core units of study in the creative industries, supported by five creative practice units in the discipline areas of visual art, music, performance, digital media and creative writing.

**Year 1, Semester 1**

**Core Units**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>WDC1000</td>
<td>THE CREATIVE PROCESS</td>
<td>12</td>
</tr>
<tr>
<td>WDC1001</td>
<td>CRITICAL THINKING</td>
<td>12</td>
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</table>

Plus two electives from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDC1020</td>
<td>NEW PERSPECTIVES IN DRAWING</td>
<td>12</td>
</tr>
<tr>
<td>WDC1030</td>
<td>CREATIVE WRITING</td>
<td>12</td>
</tr>
<tr>
<td>WDC1040</td>
<td>PERFORMANCE PRACTICES</td>
<td>12</td>
</tr>
<tr>
<td>WDC1050</td>
<td>INTRODUCTION TO MUSIC TECHNOLOGY</td>
<td>12</td>
</tr>
<tr>
<td>WDC1060</td>
<td>DESIGN FOR DIGITAL MEDIA</td>
<td>12</td>
</tr>
<tr>
<td>WDC1070</td>
<td>DEVELOP SELF AS ARTIST</td>
<td>12</td>
</tr>
</tbody>
</table>

**Year 1, Semester 2**

**Core Units**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDC1002</td>
<td>CREATIVE INDUSTRIES</td>
<td>12</td>
</tr>
<tr>
<td>WDC1003</td>
<td>CREATIVE TECHNOLOGIES</td>
<td>12</td>
</tr>
</tbody>
</table>

Plus two electives from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDC1021</td>
<td>NEW PERSPECTIVES IN PAINTING</td>
<td>12</td>
</tr>
<tr>
<td>WDC1031</td>
<td>NON-FICTION WRITING</td>
<td>12</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credit</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>WDC1041</td>
<td>PERFORMANCE IN CONTEXT</td>
<td>12</td>
</tr>
<tr>
<td>WDC1051</td>
<td>MUSIC THEORY AND PRACTICE</td>
<td>12</td>
</tr>
<tr>
<td>WDC1061</td>
<td>SOUND AND VIDEO FOR DIGITAL MEDIA</td>
<td>12</td>
</tr>
<tr>
<td>WDC1071</td>
<td>IMMERSION PROJECT</td>
<td>12</td>
</tr>
</tbody>
</table>
**UNITS**

**BSBCAM101A APPLY BASIC COMMUNICATION SKILLS**
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision.
Assessment: Oral and written questioning, practical demonstration, test. RPL: Participants will provide evidence of skill, knowledge and experience.

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

**BSBCRT301A DEVELOP AND EXTEND CRITICAL AND CREATIVE THINKING SKILLS**
Locations: City King St, Industry, City Flinders, St Albans, VETIS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop the habit of thinking in a more creative way.
Required Reading: CUF50407 Diploma of Specialist Make-up Services: School of Personal Services text. School of Personal Services. (2009). Develop and extend critical and creative thinking skills. Melbourne: VU.
Assessment: A range of assessment methods to assess practical skills & knowledge. - direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate - direct observation - evaluation of ideas generated by the candidate - evaluation of a presentation made by the candidate - evaluation of a (non-computerised) game developed by the candidate - oral/written questioning. CUF50407 Diploma of Specialist Make-up Services: Integrated Assessment where creativity & thinking skills may be applied with other units relevant to the Industry sector. Students will need to demonstrate competency by active participation in a range of creative thinking activities, including ability to ask relevant questions & to generate a range of ideas in response to a given situation, challenge and various scenarios. FNS530107 Certificate III in Financial Services: Assessments will include: Work based Case studies, Projects, Group work, Research, RPL.

**BSBCRT401A ARTICULATE, PRESENT AND DEBATE IDEAS**
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to articulate, present and debate ideas. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No Required Reading.
Assessment: Evidence of the following is essential: - creative and articulate presentations that provoke interest and response - active and confident participation in critical debate and discussion of ideas.

**BSBCRT402A COLLABORATE IN A CREATIVE PROCESS**
Locations: City King St, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to collaborate in a creative process.
Assessment: Integrated assessment involving a team of people in the collaborative, creative process where the student must demonstrate competency with a positive and full participation that generates, expands and develops ideas into a well conceived solution whilst contributing creative thinking skills through communication and the understanding of the ethical framework in which any type of creative endeavour operates. CUF50207 & CUF60107 Graded Assessment Assessment integrated through project concepts, documentation and presentations. 22091VIC Diploma of Professional Writing and Editing Assessment may include: assignments; classroom; projects; case studies; presentations; demonstration and observation.

**BSBCRT403A EXPLORE THE HISTORY AND SOCIAL IMPACT OF CREATIVITY**
Locations: St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to explore the history and social impact of creativity.
Required Reading: No required text.
Assessment: Evidence of the following is essential: knowledge and understanding of the history and social impact of creativity, including its contemporary relevance to individuals and communities.

**BSBCRT501A ORIGINATE AND DEVELOP CONCEPTS**
Locations: Footscray Nicholson, City King St, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to originate and develop concepts for products, programs, processes or services at an operational level.
Required Reading: No required text.
Assessment: Students are required to do assignments, classroom, tests, projects, case studies and/or presentations. CUF60107 Advanced Diploma of Interactive Media Graded Assessment - Assessment involves pitching project concepts, delivery of project documentation and completed project presentation. CUF50207 Diploma of Interactive Digital Media Graded Assessment - Assessment involves pitching project concepts, delivery of project documentation and completed project presentation. CUF50407 Diploma of Specialist Make-up Services: Integrated assessment with other units relevant to the industry sector, workplace and job role where the student is required to demonstrate competency with development of at least 2 concepts.
substantiated and supported with sufficient information to allow for implementation to occur with the preparation with delivery and evaluation the operational factors that will effect the implementation of the concept development process.

**BSBCRT601A RESEARCH AND APPLY CONCEPTS AND THEORIES OF CREATIVITY**

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

*Prerequisites:* Nil.

*Description:* This unit describes the performance outcomes, skills and knowledge required to undertake research into different concepts and theories of creativity, and to apply those to a particular field of endeavour. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

*Required Reading:* Reading material provided and published on Creative Industries website

**BSBDES201A FOLLOW A DESIGN PROCESS**

*Locations:* VETiS.

*Prerequisites:* Nil.

*Description:* This unit describes the performance outcomes, skills and knowledge required to follow a design process at a basic level.

*Required Reading:* Nil.

**BSBDES202A EVALUATE THE NATURE OF DESIGN IN A SPECIFIC INDUSTRY CONTEXT**

*Locations:* VETiS.

*Prerequisites:* Nil.

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

*Required Reading:* Nil.

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

*Locations:* VETiS.

*Prerequisites:* Nil.

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

*Required Reading:* No Required Reading

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

**BSBDES402A INTERPRET AND RESPOND TO A DESIGN BRIEF**

*Locations:* Footscray Nicholson, City King St, City Flinders.

*Prerequisites:* Nil.

*Description:* This unit describes the performance outcomes, skills and knowledge required to interpret and creatively respond to a design brief through the production of work.

*Required Reading:* School of Personal Services. (2009). Interpret and respond to a design brief. Melbourne: Vic Uni

*Assessment:* Evidence of the following is essential: - effective response to the requirements of at least two design briefs, including interpretation, concept development, communication and production planning - knowledge of copyright, moral rights and intellectual property issues and legislation relevant to the ways design concepts are developed and presented.

**BSBDES403A DEVELOP AND EXTEND DESIGN SKILLS AND PRACTICE**

*Locations:* Footscray Nicholson, Werribee, City Flinders, St Albans.

*Prerequisites:* Nil.

*Description:* This unit describes the performance outcomes, skills and knowledge required to develop and extend skills as a practising designer.

*Required Reading:* No text required.

*Assessment:* Evidence of the following is essential: - development of own voice through exploring and experimenting with new ideas in making and/or interpreting work - application of planned strategies to develop appropriate skills in design practice - use of discussion and evaluation opportunities to inform and develop technical and conceptual skills.

**BSBDES501A IMPLEMENT DESIGN SOLUTIONS**

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

*Prerequisites:* Nil.

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

*Required Reading:* Nil.

*Assessment:* Evidence of the following is essential: - documentation and completed project presentation - evaluation of samples or concept development of own voice - questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate - evaluation of samples or concept realisations produced by the candidate and interrogation of the creative process used - oral or written questioning to assess knowledge of 2-dimensional design.

**BSBDES502A MANAGE DESIGN REALISATION**

*Locations:* Footscray Nicholson.

*Prerequisites:* Nil.

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

*Required Reading:* No required text

*Assessment:* Evidence of the following is essential: - evaluation of samples or concept development of own voice - questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate - evaluation of samples or concept realisations produced by the candidate and interrogation of the creative process used - oral or written questioning to assess knowledge of 2-dimensional design.

**BSBDES601A RESEARCH AND APPLY DESIGN THEORY**

*Locations:* City Flinders.
**BSBFLM512B ENSURE TEAM EFFECTIVENESS**

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

**Prerequisites:** Nil.

**Description:** Frontline managers have an active role in managing the continuous improvement process in achieving the organisation’s objectives. Their position, closely associated with the creation and delivery of products and services, means that they play an important part in influencing the ongoing development of the organisation. At this level, work will normally be carried out within complex and diverse methods and procedures which require the exercise of considerable discretion and judgement, using a range of problem solving and decision making strategies.

**Required Reading:**

- Nil.

**BSBINN502A BUILD AND SUSTAIN AN INNOVATIVE WORK ENVIRONMENT**

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

**Prerequisites:** Nil.

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

**Required Reading:**

- Nil.

**BSBITU202A CREATE AND USE SPREADSHEETS**

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

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to correctly create and use spreadsheets and charts through the use of spreadsheet software.

**Required Reading:**


**Assessment:** Students are required to do assignments, classwork, tests, demonstrations and observation.

**BSBITU303A DESIGN AND PRODUCE TEXT DOCUMENTS**

**Locations:** Footscray Nicholson, Werribee, City King St, Industry, City Flinders, Offshore, St Albans, 21940VIC Cert IV in ESL (Further Study) - Lissingon University, China, City Flinders, Footscray Nicholson, St Albans and Werribee. 21933VIC Certificate III in ESL. 21933VIC Certificate III in ESL (Access). Footscray Nicholson, St Albans and Werribee only.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to design and develop predominantly text based documents using advanced features of word processing software.

**Required Reading:**


**BSBOHS201A PARTICIPATE IN OHS PROCESSES**

**Locations:** Footscray Nicholson, Werribee, Newport, City King St, Industry, Melton, Sunshine, City Flinders, St Albans, 22012VIC Certificate I in Vocational Education - includes Industry, City King, St Albans, Footscray Nicholson, Melton, Newport, Sunshine, Werribee, Harvestor TC and Other. This unit is also delivered at off-site workplace locations. Secondary Schools on VETiS program. 22128VIC Certificate I in Work Education: Footscray Nicholson, St Albans and industry locations within the Western suburbs. Certificates III in Mungu-dhal hyama-tjyt: St Albans campus only.

**Prerequisites:** Nil.

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

**Required Reading:**

- There is no required reading for this unit. The teacher will provide teaching and learning materials as required.

**BSBOHS302B PARTICIPATE EFFECTIVELY IN OHS COMMUNICATION AND CONSULTATIVE PROCESSES**

**Locations:** Footscray Nicholson, Werribee, City Flinders, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to participate in workplace occupational health and safety (OHS) consultative processes. Consultative arrangements, also referred to as participative arrangements, inform those involved in OHS matters, seek their input and provide opportunity for stakeholders to participate in decisions that may impact on the OHS of the workplace.

**Required Reading:**

- Nil.

**Assessment:**

- Evidence of the following is essential: contribution to consultative arrangements for managing OHS in a workplace - knowledge of relevant OHS legislation, codes of practice, agreements, industry standards, workplace policies and procedures.

**BSBPM505A MANAGE PROJECT QUALITY**

**Locations:** Werribee, Footscray Park, Sunshine, St Albans.
BSBPMMG510A MANAGE PROJECTS

Locations: Footscray Nicholson, City King St, Industry, St Albans.
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: Evidence of the following is essential: - development of a project plan - details of monitoring arrangement/s and evaluation of the project plan's efficacy to address time lines and budgets of project - knowledge of relevant legislation

BSBSUS201A PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES

Locations: Footscray Nicholson, Werribee, Industry, City Queen, City Flinders, St Albans, VETiS.
Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness.

Required Reading: No required reading.

BSBSUS301A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES

Locations: Footscray Nicholson, Werribee, City King St, Industry, City Queen.
Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness.

Required Reading: No required reading.

Assessment: 22053VIC Advanced Diploma of Legal Practice - Graded Assessment methods may include: Review of portfolios and work plans, response to case studies, written questioning and through observation. BSB40110 Certificate IV in Legal Services Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CCEIND01C MANAGE OWN WORK AND LEARNING

Locations: Industry.
Prerequisites: BSBDIV301A - WORK EFFECTIVELY WITH DIVERSITYCUECOR02C - WORK WITH OTHERS CUEIND01C - SOURCE AND APPLY ENTERTAINMENT INDUSTRY KNOWLEDGE

Description: This unit describes the self-management skills needed to perform effectively in the workplace. As such it relates to personal time management and the identification and management of personal learning needs.

Required Reading: No required text

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

CUEFIND01B DEVELOP A BUDGET

Locations: City Flinders.
Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop a budget. The nature and purpose of the budget will vary according to the work context, but the unit focuses on the key skills of analysing financial information to inform the
budget development process and the actual development of a budget. Skills relating to the monitoring of budget performance are found in the unit CUEFIN02B - Manage a budget. Combined assessment of these units is appropriate.

Required Reading: -
Assessment: As per accredited curriculum

CUEFIN07A PROCESS FINANCIAL TRANSACTIONS

Prerequisites: Nil.
Description: Process payments and receipts; Reconcile takings.
Required Reading: -
Assessment: As per accredited curriculum

CUEIND1C SOURCE AND APPLY ENTERTAINMENT INDUSTRY KNOWLEDGE

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to source, apply and update a general knowledge of the live entertainment industry, including industry structure and operation, employment obligations and the impact of new technology. This knowledge underpins effective performance in all work roles within the entertainment industry. In-depth knowledge is not required.
Required Reading: No required text
Assessment: Assessment methods may include: case studies, oral or written questions and review of portfolios.

CUEIND02A RESEARCH AND EVALUATE THEATRICAL REFERENCE TO INFORM INDUSTRY PRACTICE

Locations: City Flinders.
Prerequisites: Nil.
Description: Research theatrical references; Link research to industry practice; Update and maintain knowledge of theatrical trends.
Required Reading: -
Assessment: Project based and practical assessment

CUEGTO3C INSTALL AND OPERATE FOLLOW SPOTS

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to install and operate follow spots for any production within the cultural industries. This is a dedicated unit which reflects the skills required to operate follow spots for productions which include extensive movement and variation on stage and for different performance contexts.
Required Reading: No required text
Assessment: Assessment method may include: direct observation, evaluation of a performance, oral or written questioning and review of portfolios.

CUEGTO9B APPLY A GENERAL KNOWLEDGE OF LIGHTING TO WORK ACTIVITIES

Locations: Industry.
Prerequisites: Nil.
Description: This unit provides the foundation knowledge required to complete a range of general lighting-related tasks in a live venue environment. It includes the need for an understanding of the role of the lighting technician, overall lighting system layout and basic equipment recognition. Tasks would generally be completed under supervision.
Required Reading: No required text
Description: This unit describes the skills and knowledge required to mix audio for live performance. As such it build on other units dealing with the set-up and operation of audio equipment. Skills in mixing audio are developed over an extended period. This unit defines a minimum standard for the mixing of live audio.

Required Reading: Nil.

Assessment: Series of formal and informal live sound practical assessments.

CUESOU07B APPLY A GENERAL KNOWLEDGE OF AUDIO TO WORK ACTIVITIES
Locations: Footscray Nicholson, VETIS.
Prerequisites: Nil.

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

Required Reading: Nil.

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

CUESOU08B SELECT AND MANAGE MICROPHONE AND OTHER AUDIO INPUT SOURCES
Prerequisites: Nil.

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

Required Reading: Nil.

Assessment: Practical and written assignment. CUS540209 - Certificate IV in Sound Production - Competency Based. Assessment methods may include: evaluation of the audio aspects of an event, evaluation of a microphone plot, oral or written questioning and review of portfolios.

CUESOU09B MANAGE AND COMPILE AUDIO REPLAY MATERIAL
Locations: Industry.
Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to compile sound effects and replay material from diverse sources and to replay those effects on cue in a live performance situation.

Required Reading: Nil.

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

CUESTA01B INSTALL STAGING ELEMENTS
Prerequisites: Nil.

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

Required Reading: Nil.

Assessment: Project based and practical assessment.

CUESTA05C APPLY A GENERAL KNOWLEDGE OF STAGING TO WORK ACTIVITIES
Locations: Industry.
Prerequisites: Nil.

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

Required Reading: Nil.

Assessment: Assessment methods may include: direct observation, inspection/evaluation of staging elements, oral or written questioning and review of portfolios.

CUETEM01B CO-ORDINATE PRODUCTION OPERATIONS
Prerequisites: Nil.

Description: Plan and organise workflow for production operations; Evaluate and monitor production operations; Solve problems and make decision in relation to production operations; Liaise with production colleagues to maximise quality.

Required Reading: Nil.

Assessment: Project based and practical assessment.

CUETEM03B ESTABLISH AND MANAGE PRODUCTION REQUIREMENTS AND RESOURCES
Locations: City Flinders.
Prerequisites: Nil.

Description: Establish production requirements; Complete plans for realisation of production requirements; Source and cost resources; Manage construction for installation.

Required Reading: Nil.

Assessment: Project based and practical assessment.

CUETEM03C ESTABLISH AND MANAGE PRODUCTION REQUIREMENTS AND RESOURCES
Prerequisites: Nil.

Description: Establish and manage production requirements and resources.

Required Reading: Nil.

Assessment: Assessment and practical demonstration of skills through the establishment and management of technical requirements for a production or event.

CUETEM07A TOUR THE PRODUCTION
Prerequisites: Nil.

Description: Identify and plan tour requirements; Implement touring plans and variations; Provide briefings on tour requirements; Solve problems which arise on tour.

Required Reading: Nil.

Assessment: Project based and practical assessment.

CUETEM08A REALISE PRODUCTIONS
Prerequisites: Nil.

Description: Establish and plan for production requirements; Implement and monitor the pre-production phase; Collaborate with production colleagues; Implement and monitor production/event operation; Evaluate the production/event.

Required Reading: Nil.

Assessment: Projects, written and practical assessments.

CUETGE15A HANDLE PHYSICAL ELEMENTS SAFELY DURING BUMP IN/BUMP OUT
CUETGE15B HANDLE PHYSICAL ELEMENTS SAFELY DURING BUMP IN/BUMP OUT

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to assemble, pack and load/unload physical elements under supervision for any production within the cultural industries. This unit is introductory in nature and focuses on safe manual handling and general knowledge of the bump in/bump out process and types of equipment. It does not include the specialised bump in/bump out procedures and knowledge required by technicians.

Assessment: Evidence of the following is essential: creation of 3D digital animated sequences that: meet the technical requirements of specific platforms; satisfy the design brief and client requirements; collaboratively approach to work; attention to detail ability to meet production deadlines.

Required Reading: No required text

CUFAIR201A DEVELOP TECHNIQUES FOR PRESENTING INFORMATION ON RADIO

Locations: Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to communicate effectively on air.

Required Reading: No required text

Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following are examples for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance; - observation of the candidate recording or presenting program segments; - written or verbal questioning to test knowledge as listed in the required skills and knowledge section of this unit; - evaluation of recorded programs to determine candidate’s ability to read information in a natural way; - third-party reports tracking candidate’s progress on developing presentation techniques.

CUFAIR301A PRESENT RADIO PROGRAMS

Locations: Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to operate a panel and present live-to-air programs in a basic radio studio. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Required Reading: No required text

Assessment: Assessment may include assignment, class work and projects. RPL; participants will provide evidence of their skills, knowledge and experience

CUFANM301A CREATE 2D DIGITAL ANIMATIONS

Locations: Industry, City Flinders, VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use industry-current software to create 2D animations.

Required Reading: No Required Reading

Assessment: Evidence of the following is essential: creation of a range of 2D digital animations that: meet specifications; demonstrate the basic principles of screen, visual design and communication; meet the technical requirements of at least two delivery platforms listed in the range statement; satisfy client requirements; collaborative approach to work.

CUFANM302A CREATE 3D DIGITAL ANIMATIONS

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to animate simple 3D models and create 3D animations.

Required Reading: No Required reading

Assessment: Evidence of the following is essential: creation of 3D digital animated sequences that: demonstrate the principles of basic screen, visual design and communication; meet the technical requirements of specific platforms; satisfy the design brief and client requirements; collaborative approach to work; attention to detail ability to meet production deadlines.

CUFANM303A CREATE 3D DIGITAL MODELS

Locations: Industry, City Flinders, VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to create 3D digital models.

Required Reading: No Required Reading

Assessment: Evidence of the following is essential: creation of 3D digital animated sequences that: demonstrate the principles of basic screen, visual design and communication; meet the technical requirements of specific platforms; satisfy the design brief and client requirements; collaborative approach to work; attention to detail ability to meet production deadlines.

CUFANM401A PREPARE 3D DIGITAL MODELS FOR PRODUCTION

Locations: Industry, City Flinders.
Prerequisites: CUFANM303A - CREATE 3D DIGITAL MODELS
Description: This unit describes the performance outcomes, skills and knowledge required to prepare 3D digital models for a range of contexts.

Required Reading: No text required

Assessment: Evidence of the following is essential: 3D digital models created to a high level of finish that: are robust and perform to specifications; demonstrate attention to detail; meet design and aesthetic requirements; collaborative approach to work; ability to meet deadlines.

CUFANM402A CREATE DIGITAL VISUAL EFFECTS

Locations: Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to create digital visual effects.

Required Reading: No required text

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

CUFANM403A CREATE TITLES FOR SCREEN PRODUCTIONS

Locations: Footscray Nicholson, City Flinders.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to create digital titles for screen productions.
CUFANM501A CREATE 3D DIGITAL CHARACTER ANIMATION

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

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to create 3D digital character animation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Required Reading:** None

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

CUFANM502A CREATE 3D DIGITAL ENVIRONMENTS

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

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to create 3D digital environments. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Required Reading:** None

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

CUFANM503A DESIGN ANIMATION AND DIGITAL VISUAL EFFECTS

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

**Prerequisites:** Nil.

**Description:** This unit describes the skills and knowledge required to design animation and digital visual effects for screen productions. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Required Reading:** None

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

CUFBRD301A PERFORM BASIC TRANSMISSION OPERATIONS

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

**Prerequisites:** Nil.

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

**Required Reading:** None

**Assessment:** Assessment may include assignment, class work and projects. RPL; participants will provide evidence of their skills, knowledge and experience.

CUFBRD302A PROVIDE PRODUCTION SUPPORT FOR TELEVISION PRODUCTIONS

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

**Prerequisites:** Nil.

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

CUFBRD303A PREPARE VIDEO MATERIAL FOR TELEVISION TRANSMISSION

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

**Prerequisites:** Nil.

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

**Required Reading:** None

**Assessment:** Assessment may include assignment, class work and projects. RPL; participants will provide evidence of their skills, knowledge and experience.

CUFAM201A ASSIST WITH A BASIC CAMERA SHOOT

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

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to assist with setting up and shooting low end productions.

**Required Reading:** None

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

CUFAM301A SHOOT MATERIAL FOR SCREEN PRODUCTIONS

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

**Prerequisites:** Nil.

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

**Required Reading:** None

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

CUFAM302A RIG CAMERA INFRASTRUCTURE

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

**Prerequisites:** Nil.

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

**Required Reading:** None

**Assessment:** Assessment may include assignment, class work and projects. RPL; participants will provide evidence of their skills, knowledge and experience.

CUFAM601A DIRECT CINEMATOGRAPHY FOR SCREEN PRODUCTIONS

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

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to devise and manage camera shoots across a wide range of screen, media and entertainment productions. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
CUFCMP301A IMPLEMENT COPYRIGHT ARRANGEMENTS

Locations: VETiS.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to implement individual or collaborative copyright arrangements. Required Reading: None. Assessment: The following assessment methods are appropriate for this unit: - direct observation of the candidate obtaining permission to use copyright material - case studies to assess ability to identify sources of information and copyright - verbal questioning or interview to test knowledge of the sources of information and the role of copyright collection societies - problem solving activities to assess ability to recognise problems that arise from copyright ownership discussions - review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

CUFCMP501A MANAGE AND EXPLOIT COPYRIGHT ARRANGEMENTS

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to manage and exploit individual or collaborative copyright arrangements. This unit is related to CUFCMP301A Implement copyright arrangements. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. Required Reading: None. Assessment: Assessment involves pitching project concepts, delivery of project documentation and completed project presentation. CUS60209 Advanced Diploma of Sound Production - Competency Based.

CUFDIG201A MAINTAIN INTERACTIVE CONTENT

Locations: VETiS.

Prerequisites: Nil.

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

CUFDIG301A PREPARE VIDEO ASSETS

Locations: Industry, City Flinders.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to prepare video assets for inclusion in interactive media. Required Reading: Nil. Assessment: Evidence of the following is essential: 4h preparation of a range of video sequences to be included in interactive media products that meet appropriate technical specifications - proficient use of video encoding software.

CUFDIG302A AUTHOR INTERACTIVE SEQUENCES

Locations: VETiS.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to use an authoring tool to produce discrete interactive sequences. Required Reading: Nil. Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of interactive sequences authored by the candidate - written or oral questioning to test knowledge of file formats and delivery platforms.

CUFDIG303A PRODUCE AND PREPARE PHOTO IMAGES

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to prepare photo images for integration into an interactive media sequence or product. Required Reading: Nil. Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of photo images prepared by the candidate on a number of occasions - practical demonstration by the candidate of scanner and digital camera operation - written or oral questioning to test knowledge of file formats and OHS issues.

CUFDIG304A CREATE VISUAL DESIGN COMPONENTS

Locations: Footscray Nicholson, VETiS.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to create visual designs for a range of interactive media components. People in this role work closely with other members of a production team. They create visual design components in response to specifications and under the supervision of a graphic designer or producer. They contribute creative ideas to the overall concept that needs to take account of technical considerations, such as the final delivery platform. Required Reading: Nil. Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of a range of visual design components created by the candidate - written or oral questioning to test knowledge of visual design principles, communication principles and responsibilities of different members of a project team. 22038VIC Advanced Diploma of Business (PR) Assessments will be skills and application based within the framework of projects and/or case studies.

CUFDIG401A AUTHOR INTERACTIVE MEDIA

Locations: City Flinders.

Prerequisites: Nil.

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

**CUFDIG502A DESIGN WEB ENVIRONMENTS**

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

**Prerequisites:** Nil.

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

**Required Reading:** No required text

**Assessment:** Pitching project concepts, delivery of project documentation and completed project presentation.

**CUFDIG503A DESIGN ELEARNING RESOURCES**

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

**Prerequisites:** Nil.

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

**Required Reading:** Text references provided by School of Creative Industries and published online.

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

**CUFDIG504A DESIGN GAMES**

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

**Prerequisites:** Nil.

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

**Required Reading:** No text required.

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

**CUFDIG505A DESIGN INFORMATION ARCHITECTURE**

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

**Prerequisites:** Nil.

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

**Required Reading:** None

**Assessment:** Assessment includes project portfolio presentation, continual assessment of project management practices and evaluation of completed project.

**CUFDIG506A DESIGN INTERACTION**

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

**Prerequisites:** Nil.

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

**Required Reading:** No text required

**Assessment:** Assessment includes project portfolio presentation, continual assessment of project management practices and evaluation of completed project.

**CUFDIG507A DESIGN DIGITAL SIMULATIONS**

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

**Prerequisites:** Nil.

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

**Required Reading:** No required text

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

**CUFGENO2A IDENTIFY INDUSTRY LAWS AND REGULATIONS AND APPLY THEM TO WORKPLACE ACTIVITIES**

**Locations:** St Albans.

**Prerequisites:** Nil.

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

**Required Reading:** No required text

**Assessment:** Role plays, case studies and written reports.

**CUFGMT301A REPAIR AND MAINTAIN PRODUCTION EQUIPMENT**

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

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to repair and maintain production equipment used in the screen, media and entertainment industries. In some States and Territories of Australia, a restricted electrical licence is required to repair and maintain production equipment. Restricted electrical licences allow a person to carry out electrical work incidental to a trade. Incidental work may include fault-finding on equipment or changing like for like equipment by disconnecting and reconnecting the fixed wiring. It does not include any other changes to the fixed wiring. Testing and tagging of electrical equipment must be carried out by a person with the relevant certificate of competency in accordance with the performance specifications of: Australian Standard 3760: 2000 In-service safety inspection and testing of electrical equipment Australian Standard 3002: 1985 Electrical installations shows and carnivals In some States and Territories a licensed electrician would be required to undertake the tasks outlined in element 2.
**CUFLGT301A DEVELOP AND APPLY CREATIVE ARTS INDUSTRY KNOWLEDGE**

**Locations:** VETiS.

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

**Required Reading:** No required text.

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

**CUFLGT302A RECORD AND OPERATE STANDARD LIGHTING CUES**

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

**Prerequisites:** Nil.

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

**Required Reading:** No required text.

**Assessment:** Assessment may include assignment, class work and projects. RPL; participants will provide evidence of their skills, knowledge and experience.

**CUFLGT304A OPERATE FLOOR ELECTRICS**

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

**Prerequisites:** Nil.

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

**Required Reading:** No required text.

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

**CUFMEM02A AUTHOR A MULTIMEDIA PRODUCT**

**Prerequisites:** Nil.

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

**Required Reading:** Project based and practical assessment.

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

**CUFMEM10A DESIGN AND CREATE A MULTIMEDIA INTERFACE**

**Prerequisites:** Nil.

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

**Required Reading:** Project based and practical assessment.

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

**CUFPO02B DETERMINE RESOURCE REQUIREMENTS FOR TOTAL PRODUCTION**

**Locations:** City Flinders.

**Prerequisites:** Nil.

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

Required Reading:

Assessment: Project based and practical assessment

CUFPPM404A CREATE STORYBOARDS

Locations: Industry, City Flinders.

Prerequisites: Nil.

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

Required Reading: No required text

Assessment: Evidence of the following is essential: - Ability to create storyboards that meet specified requirements - Ability to visualise creative concepts - Ability to work effectively as a member of a production team.

CUFPPM602A PLAN AND MANAGE FILM AND MEDIA POSTPRODUCTION

Locations: Industry, City Flinders, St Albans.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to plan and manage post-production processes and facilities.

Required Reading: No required text

Assessment: Assessment methods may include: - Direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - Evaluation of a range of material prepared, logged and edited by the candidate in response to instructions received from a supervising editor - Written or verbal questioning to test knowledge as listed in the required skills and knowledge section of this unit.

CUFPOS501A EDIT COMPLEX SCREEN PRODUCTIONS

Locations: Industry, City Flinders, St Albans.

Prerequisites: Nil.

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

Required Reading: No required text

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

CUFPPM301A PLAN AND PREPARE PROGRAMS

Locations: Industry, City Flinders, St Albans.

Prerequisites: Nil.

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

Required Reading: No required text

Assessment: Assessment may include assignment, classwork and projects. RPL; participants will provide evidence of their skills, knowledge and experience.

CUFPPM408A COMPILE PRODUCTION SCHEDULES


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to compile schedules for productions or events in the screen, media and entertainment industries.

Required Reading: No required text

Assessment: Assignments, projects and written assessment.

CUFPPM602A PLAN AND MANAGE FILM AND MEDIA POSTPRODUCTION

Locations: Foottscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to plan and manage post-production processes and facilities.

Required Reading: No required text

Assessment: Assessment methods may include: - Direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - Evaluation of a range of material prepared, logged and edited by the candidate in response to instructions received from a supervising editor - Written or verbal questioning to test knowledge as listed in the required skills and knowledge section of this unit.
CUFSU301A PREPARE AUDIO ASSETS
Locations: City Flinders.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to prepare audio assets for inclusion in interactive media.
Required Reading: No required text.
Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of a range of sound sequences edited by the candidate in response to instructions received from a supervising editor - observation of the candidate preparing and editing sound sequences - written or oral questioning to test knowledge as listed in the required skills and knowledge section of this unit.

CUFSU302A COMPILe AUDIO MATERIAL FOR BROADCAST
Locations: Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to record and edit short audio segments within tight deadlines. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text.
Assessment: Assessment may include assignment, classwork and projects. RPL: participants will provide evidence of their skills, knowledge and experience required to prepare audio assets for inclusion in interactive media.

CUFWRT02A WRITE THE SCRIPT
Prerequisites: Nil.
Description: Plan and prepare to write the narrative; Develop the narrative.
Required Reading: Nil.
Assessment: Project based and practical assessment.

CUFWRT301A WRITE CONTENT FOR A RANGE OF MEDIA
Locations: Industry, City Flinders, VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to write content for a range of media.
Required Reading: No Required Reading.
Assessment: Evidence of the following is essential: - application of the principles of writing and communication to content written for a range of purposes - content written in a way that engages the target audience - sound knowledge of grammar and punctuation - collaborative approach to work - ability to work under pressure and meet deadlines.

CUFWRT302A WRITE SIMPLE STORIES
Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to write simple stories.
Required Reading: No required text.
Assessment: Evidence of the following is essential: - original linear and non-linear stories written for at least two of the delivery platforms listed in the range statement - ability to write simple stories that engage the target audience and meet the requirements of a storytelling brief.

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

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

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

CUFWRT601A WRITE SCRIPTS
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to write scripts for a wide range of creative productions or projects. Scriptwriters take material from concept proposal, treatment or outline format to final draft ready for production. The scriptwriting process involves negotiation and mediation, as well as an understanding of working collaboratively with other
members of a production or project team. This unit has strong links with:

CUL1B004A DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and apply a basic knowledge of the library/information services industry. As such, the unit underpins performance across all areas of work. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: Nil.
Assessment: All assessment tasks are competency based and cumulative.

CUL1B005B SEARCH DATABASES

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to search and retrieve information from a range of databases.
Assessment: All assessment tasks are competency based and cumulative.

CUL1B006C PROCESS AND MAINTAIN INFORMATION RESOURCES

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to ensure consistent organisation and maintenance of information, materials and equipment (both printbased and electronic). No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: Nil.
Assessment: All assessment tasks are competency based and cumulative.

CUL1B007C APPLY INFORMATION LITERACY SKILLS

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to conduct basic research and present information in response to an identified need. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: Nil.
Assessment: All assessment tasks are competency based and cumulative.

CUL1B008C ASSIST WITH CIRCULATION SERVICES

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to process loan transactions and assist customers with circulation/lending enquiries.
Required Reading: Nil.
Assessment: All assessment tasks are competency based and cumulative.
CULLB302C USE CATALOGUING TOOLS

**Locations:** Footscray Nicholson.
**Prerequisites:** Nil.
**Description:** This unit describes the performance outcomes, skills and knowledge required to use established cataloguing tools and rules at an introductory level. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Assessment:** Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required industry and statewide training provider moderated standards.

CULLB307C USE MULTIMEDIA

**Locations:** VETiS.
**Prerequisites:** Nil.
**Description:** This unit describes the performance outcomes, skills and knowledge required to use a range of multimedia equipment/programs at a non-specialist level.

**Required Reading:**
**Assessment:** A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate - direct observation of the candidate using multimedia - oral or written questioning to assess knowledge of OHS issues or equipment/program features.

CULLB401C ASSIST CUSTOMERS TO ACCESS INFORMATION

**Locations:** Footscray Nicholson.
**Prerequisites:** Nil.
**Description:** This unit describes the performance outcomes, skills and knowledge required to assist customers in obtaining information relevant to their needs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Assessment:** Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB412C UNDERTAKE CATALOGUING ACTIVITIES

**Locations:** Footscray Nicholson.
**Prerequisites:** CULLB302C - USE CATALOGUING TOOLS. Cataloguing 1 is the beginning cataloguing unit which provides a foundation of study in cataloguing for this more advanced module.

**Description:** This unit describes the performance outcomes, skills and knowledge required to complete original descriptive cataloguing and catalogue maintenance activities. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Assessment:** Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB505C ANALYSE AND DESCRIBE INFORMATION MATERIALS

**Locations:** Footscray Nicholson.
**Prerequisites:** Nil.
**Description:** This unit describes the performance outcomes, skills and knowledge required to analyse and describe material by indexing and abstracting the content and format of materials to ensure the efficient retrieval of information by customers.

**Assessment:** Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB506C CATALOGUE AND CLASSIFY MATERIAL

**Locations:** Footscray Nicholson.
**Prerequisites:** Nil.
**Description:** This unit describes the performance outcomes, skills and knowledge required to catalogue and classify material to facilitate customer access.

**Required Reading:** Library Studies. (2009) Classification. Melb: Vic Uni
**Assessment:** Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB508C MONITOR AND ENHANCE INFORMATION ACCESS

**Locations:** Footscray Nicholson.
**Prerequisites:** Nil.
**Description:** This unit describes the performance outcomes, skills and knowledge required to monitor and enhance the service provider’s information systems and services. It focuses on the monitoring and evaluation of new technological developments and the development of strategies to enhance existing services or introduce new services.

**Assessment:** Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB509C SELECT AND ACQUIRE INFORMATION MATERIALS

**Locations:** Footscray Nicholson.
**Prerequisites:** Nil.
**Description:** This unit describes the performance outcomes, skills and knowledge required to coordinate information selection and acquisition for an information services provider.

**Assessment:** Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB510B DEVELOP AND MAINTAIN COMMUNITY/stakeholder relationships

**Prerequisites:** Nil.
**Description:** This unit describes the skills and knowledge required to develop and maintain community/stakeholder relationships. As such, the unit focuses on the need for regular and ongoing consultation to maintain the quality of service provision.

**Required Reading:**
**Assessment:** Assignments

CULLB510C DEVELOP AND MAINTAIN COMMUNITY/stakeholder relationships

**Locations:** Footscray Nicholson.
**Prerequisites:** Nil.
CULMS009B IMPLEMENT PREVENTIVE CONSERVATION ACTIVITIES

Description: This unit describes the performance outcomes, skills and knowledge required to develop and maintain community/stakeholder relationships. As such, the unit focuses on the need for regular and ongoing consultation to maintain the quality of service provision.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to provide general preventive care for cultural material. The unit focuses only on environmental monitoring, condition assessment and the overall implementation of disaster preparedness measures.


Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB602C USE, EVALUATE AND EXTEND OWN INFORMATION LITERACY SKILLS


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to research and analyse information, ideas and concepts; communicate information, ideas and concepts; evaluate own work and skills; extend own information literacy skills.

Required Reading: Nil.

Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB701C ANALYSE AND DESCRIBE SPECIALIST/COMPLEX MATERIAL


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to apply creative, whole systems thinking to cataloguing, classification, indexing, abstracting or otherwise describing specialist and complex material.

Required Reading: Nil.

Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB708C MANAGE INFORMATION ACCESS


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to research and analyse information, ideas and concepts; apply creative, whole systems thinking to cataloguing, classification, indexing, abstracting or otherwise describing specialist and complex material.


Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULMS008B CONCEIVE, DEVELOP AND REALISE EXHIBITION DESIGNS

Locations: Industry, City Flinders.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to undertake the complete exhibition design process, from initial conception of ideas to the final realisation of the design.

Required Reading: None required.

Assessment: Practical and written assessment

CULMS009B IMPLEMENT PREVENTIVE CONSERVATION ACTIVITIES


Prerequisites: Nil.

Description: Establish need and scope of activities, events and programs; develop concepts for activities, events and programs; plan resource requirements; develop

CULMS201B DEVELOP AND APPLY KNOWLEDGE OF THE MUSEUM INDUSTRY

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop and apply a basic knowledge of the museum industry. As such, the unit underpins performance across all areas of museum practice.


Assessment: Report, A report on visits to different, small, medium or large museums or online Museums to describe their collections and services, Yes/No. Assignment, A task on finding 3 recent trends in Museums, list the trend and its impact on traditional Museum practice., Yes/No. Assignment, An in-depth case study on one museum service to look at its products and services, relations with other museums., Yes/No.

CULMS205B OBSERVE AND REPORT BASIC CONDITION OF COLLECTION

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to observe and monitor the condition of the collection, and to identify possible threats to objects in the collection.


Assessment: Assignment, Workbook, Yes/No. Report, Report on the condition, appearance, issues associated with the process and procedures in preparing exhibits., Yes/No. Report, A report on the processes and procedures used in Museums for damage control and maintenance measures, Yes/No.

CULMS412B RECORD AND MAINTAIN COLLECTION INFORMATION

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to maintain current and accurate collection records.


Assessment: Assignment, Catalogue 4 different kinds of items according to the Museums standards, Yes/No. Report, Report on the cataloguing procedures of 3 different libraries, Yes/No. Project, Workflow diagram for cataloguing in a Museum which incorporates, tools, procedures, personnel and item types using flow diagram., Yes/No.

CULMS506C PLAN AND DEVELOP ACTIVITIES, EVENTS AND PROGRAMS


Prerequisites: Nil.

Description: Establish need and scope of activities, events and programs; develop concepts for activities, events and programs; plan resource requirements; develop
support materials; evaluate activity, event or program.

Required Reading: No required text.

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

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

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

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

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

CUSGEN03A COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT
Prerequisites: Nil.
Description: Cooperate in planning the product and strategy for producing it; Value and respect the skills of others and their contribution to the project; Set up and maintain productive workplace relationships; Use effective strategies for solving problems.
Required Reading: No required text
Assessment: Project based, practical and written tasks

CUSGEN04B PARTICIPATE IN NEGOTIATIONS
Prerequisites: Nil.
Description: Plan the negotiation; Conduct the negotiation; Finalise the outcome.
Required Reading: No required text
Assessment: Project based and practical assessment

CUSGEN05A MAKE PRESENTATIONS
Prerequisites: Nil.
Description: Plan and prepare for the presentations; Make presentations; Evaluate presentations.
Required Reading: Nil.
Assessment: Students may be required to complete projects, assignments, presentations and written tests.

CUSIND301A WORK EFFECTIVELY IN THE MUSIC INDUSTRY
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to work effectively in the music industry. These include relationship building, negotiation techniques, work prioritisation and personal development. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text
Assessment: Assessment methods will include: case studies, direct observation, written or oral questioning and problem-solving activities.

CUSIND302A PLAN A CAREER IN THE CREATIVE ARTS INDUSTRY
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify and evaluate career opportunities in the creative arts industry, including personal skills analysis and portfolio development. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text
Assessment: Assessment methods may include: case studies, direct observation, written or oral questioning and problem-solving activities.

CUSIND501A APPLY MUSIC KNOWLEDGE AND ARTISTIC JUDGEMENT
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to apply in-depth knowledge of the music industry to a range of work situations.
Required Reading: No required text
Assessment: Assessment methods may include: case studies or interviews, direct observation, written or oral questioning and review of portfolios.

CUSLED501A PROVIDE INSTRUMENTAL OR VOCAL TUITION
CUSMCP301A COMPOSE SIMPLE SONGS OR MUSICAL PIECES

**Locations:** Industry, Footscray Nicholson.
**Prerequisites:** Nil.
**Description:** This unit describes the performance outcomes, skills and knowledge required to compose simple songs or musical pieces.
**Required Reading:** No required text
**Assessment:** Assessment methods may include: case studies, direct observation, written or oral questioning, case studies and scenarios.

CUSMCP302A WRITE SONG LYRICS

**Locations:** Industry, St Albans.
**Prerequisites:** Nil.
**Description:** This unit describes the performance outcomes, skills and knowledge required to write song lyrics. An understanding of musical styles and song structures is essential, along with knowledge of how copyright and royalties apply to songwriters.
**Required Reading:** No required text
**Assessment:** Assessment method may include: case studies, direct observation and written or oral questioning.

CUSMCP303A DEVELOP SIMPLE MUSICAL PIECES USING ELECTRONIC MEDIA

**Locations:** Footscray Nicholson.
**Prerequisites:** Nil.
**Description:** This unit describes the performance outcomes, skills and knowledge required to use electronic media to develop simple musical pieces.
**Required Reading:** No required text
**Assessment:** Assessment may include: case studies, direct observation and written or oral questioning.

CUSMCP402A DEVELOP TECHNIQUES FOR COMPOSING MUSIC

**Locations:** Footscray Nicholson.
**Prerequisites:** Nil.
**Description:** This unit describes the performance outcomes, skills and knowledge required to apply aural imagination and perception skills to compose a range of musical pieces.
**Required Reading:** No required text
**Assessment:** Assessment methods may include: evaluation of work plans, direct observation, written or oral questioning and case studies and scenarios.

CUSMCP501A COMPOSE MUSIC USING ELECTRONIC MEDIA

**Locations:** Footscray Nicholson.
**Prerequisites:** Nil.
**Description:** This unit describes the performance outcomes, skills and knowledge required to compose a range of musical pieces using technology-based applications.
**Required Reading:** No required text
**Assessment:** Assessment methods may include: evaluation of work plans, direct observation, written or oral questioning, case studies and scenarios.

CUSMCP502A COMPOSE MUSIC FOR SCREEN

**Locations:** Footscray Nicholson.
**Prerequisites:** Nil.
**Description:** This unit describes the performance outcomes, skills and knowledge required to compose music for screen productions.
**Required Reading:** No required text
**Assessment:** Assessment methods may include: evaluation of work plans, direct observation, written or oral questioning, case studies and scenarios.

CUSMCP601A EXTEND TECHNIQUES FOR COMPOSING MUSIC

**Locations:** Footscray Nicholson.
**Prerequisites:** Nil.
**Description:** This unit describes the performance outcomes, skills and knowledge required to develop high-level music composition skills.
**Required Reading:** No required text
**Assessment:** Assessment methods may include: case studies, direct observation and written or oral questioning.

CUSMLT201A DEVELOP AND APPLY MUSICAL IDEAS AND LISTENING SKILLS

**Locations:** Industry.
**Prerequisites:** Nil.
**Description:** This unit describes the performance outcomes, skills and knowledge required to apply knowledge of music styles to music industry work and learning.
**Required Reading:** No required text
**Assessment:** Assessment methods may include: case studies, direct observation and written or oral questioning.

CUSMLT202A APPLY KNOWLEDGE OF MUSIC CULTURE TO MUSIC MAKING

**Locations:** Footscray Nicholson, Industry.
**Prerequisites:** Nil.
**Description:** This unit describes the performance outcomes, skills and knowledge required to develop music knowledge by listening and responding to music.
**Required Reading:** No required text
**Assessment:** Assessment methods may include: case studies, direct observation and written or oral questioning.

CUSMLT301A APPLY KNOWLEDGE OF GENRE TO MUSIC MAKING

**Locations:** Footscray Nicholson.
**Prerequisites:** Nil.
**Description:** This unit describes the performance outcomes, skills and knowledge required to apply knowledge of music styles to music industry work and learning.
**Required Reading:** No required text
**Assessment:** Assessment methods may include: written or oral questioning, aural/aural test, case studies and scenarios.

CUSMLT302A DEVELOP AND APPLY AURAL-PERCEPTION SKILLS

**Locations:** Footscray Nicholson.
**Prerequisites:** Nil.
**Description:** This unit describes the performance outcomes, skills and knowledge required to aurally recognise simple structures and components of music and to discuss these with peers and other industry personnel.
**Required Reading:** No required text
**Assessment:** Assessment methods may include: direct observation or video recording of the candidate’s ability to aurally recognise simple music structures and written or oral questioning.
CUSMLT303A NOTATE MUSIC
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to set down music in a notated form.
Required Reading: No required text
Assessment: Assessment methods may include: direct observation and written or oral questioning.

CUSMLT403A ANALYSE FUNCTIONAL HARMONY
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to understand and use functional harmony.
Required Reading: No required text
Assessment: Assessment methods may include: evaluation of harmonic analyses, written or oral questioning, case studies and scenarios.

CUSMLT501A REFINE AURAL-PERCEPTION SKILLS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to improve aural-perception skills.
Required Reading: No required text
Assessment: Assessment methods may include: observation, written or oral questioning, case studies, and scenarios.

CUSMLT503A CONTRIBUTE TO BACKUP ACCOMPANIMENT
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to perform and record music using technology-based equipment.
Required Reading: No required text
Assessment: Assessment methods may include: direct observation, testimonial from individual tutors and written or oral questioning.

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

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

CUSMPF206A PREPARE FOR PERFORMANCES
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use practice time to prepare for performances.
Required Reading: No required text
Assessment: Assessment methods will include: case studies, direct observation and written or oral questioning.

CUSMPF202A INCORPORATE MUSIC TECHNOLOGY INTO PERFORMANCE
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to build on basic technical skills in a chosen area of music specialisation and to perform simple repertoire.
Required Reading: No required text
Assessment: Assessment methods may include: direct observation, written or oral questioning and case studies and scenarios.

CUSMPF201A PLAY OR SING SIMPLE MUSICAL PIECES
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to prepare for and perform a simple musical sequence or piece.
Required Reading: No required text
Assessment: Assessment methods may include: direct observation and written or oral questioning.
skills. They must support each other during performances and be willing to work together on improving the overall performance of the group.

**CUSMPF405A DEVELOP INSTRUMENTAL TECHNIQUES**

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

**Prerequisites:** Nil.

**Locations:** Footscray Nicholson.

**Required Reading:** No required text

**Assessment:** Assessment methods may include: observation, written or oral questioning on performance strategies, discussion of planning for group performances and case studies and scenarios.

**CUSMPF502A INCORPORATE INTERACTIVE TECHNOLOGY INTO PERFORMANCE**

**Description:** This unit describes the performance outcomes, skills and knowledge required to perform for audiences as part of a backup group. In this performance context well-developed interpersonal communication skills are essential to ensure effective collaboration.

**Prerequisites:** Nil.

**Locations:** Footscray Nicholson.

**Required Reading:** No required text

**Assessment:** Assessment methods may include: observation, written or oral questioning on performance strategies, discussion of planning for group performances and case studies and scenarios.

**CUSMPF601A PRESENT A MUSIC PERFORMANCE**

**Description:** This unit describes the performance outcomes, skills and knowledge required to present music performances in all musical genres. The unit also describes the well-developed stagecraft skills and high-level technical and musicianship skills required to engage audiences, which will involve a wide range of repertoire in the area of specialisation.

**Prerequisites:** Nil.

**Locations:** Footscray Nicholson.

**Required Reading:** No required text

**Assessment:** Assessment methods may include: observation, written or oral questioning on performance strategies, discussion of planning for performances, relevant samples of artistic work, case studies and scenarios.
CUSMVP602A MANAGE STAGECRAFT ASPECTS OF PERFORMANCES

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

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

**Required Reading:** No required text

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

CUSMVP603A REFINE PERFORMANCE TECHNIQUES AND EXPAND REPERTOIRE

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

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

**Required Reading:** No required text

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

CUSMVP604A EXTEND IMPROVISATION TECHNIQUES

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

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

**Required Reading:** No required text

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

CUSMVP607A LEAD MUSIC REHEARSALS

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

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

**Required Reading:** No required text

**Assessment:** Assessment methods may include: evaluation of rehearsal schedules and plans, observation, written or oral questioning, case studies and scenarios.

CUSOH0301A FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

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

**Prerequisites:** Nil.

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

**Required Reading:** No required text

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

CUSSOU04A RECORD SOUND

**Locations:** TBC.

**Prerequisites:** Nil.

**Description:** Prepare to record sound; Record sound.

**Required Reading:** Nil.

**Assessment:** As per accredited curriculum

CUSSOU05B INSTALL, ALIGN AND TEST AUDIO EQUIPMENT

**Locations:** TBC.

**Prerequisites:** Nil.

**Description:** Determine audio equipment requirements; Prepare for installation of audio equipment; Install audio equipment; Align audio equipment; Test audio equipment; Ensure mechanical safety throughout installation; Ensure electrical safety throughout installation.

**Required Reading:** nil.

**Assessment:** Project based and practical assessment

CUSSOU09A MIX SOUND SOURCES

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

**Prerequisites:** Nil.

**Description:** Evaluate and optimise the sound sources. Mix sound sources. Evaluate and obtain endorsement from relevant personnel.

**Required Reading:** Nil.

**Assessment:** Studio based practical assessments. Log book.

CUSSOU16A DEVELOP SOUND DESIGN

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

**Prerequisites:** Nil.

**Description:** Interpret and confirm sound design brief; Breakdown the components of the sound design brief; Investigate and experiment with sound components for the expression of ideas; Assess creative ideas; Develop the sound design; Evaluate the completed sound design.

**Required Reading:** Nil.

**Assessment:** Project based, practical and written tasks

CUSSOU20A ASSIST WITH SOUND RECORDINGS

**Locations:** Industry.

**Prerequisites:** Nil.

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

**Required Reading:** No required text

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

**CUSSOU202A MIX SOUND IN A BROADCASTING ENVIRONMENT**

**Locations:** Industry.

**Prerequisites:** Nil.

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

**Required Reading:** No required text

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

**CUSSOU222A IMPLEMENT SOUND DESIGN**

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

**Prerequisites:** Nil.

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

**Required Reading:** No required text

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

**CUSSOU301A PROVIDE SOUND REINFORCEMENT**

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

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

**Required Reading:** No required text

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

**CUSSOU302A RECORD AND MIX A BASIC MUSIC DEMO**

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to undertake the technical side of making a basic music demo. There are two stages to the process making a multi-track recording of the music performance and then mixing the recording down to a stereo format. An ability to work collaboratively with musicians is essential, together with an ability to troubleshoot equipment problems.

**Required Reading:** No required text

**Assessment:** Assessment methods may include: observation or video recording of the candidate, evaluation of authenticated audio recordings and written or oral questioning.

**CUSSOU303A SET UP AND DISASSEMBLE AUDIO EQUIPMENT**

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to install and disassemble sound equipment in a range of facilities.

**Required Reading:** No required text

**Assessment:** Assessment methods may include: case studies and questioning to assess candidate’s understanding of OHS requirements, observation and/or video recordings of the candidate installing, testing and disassembling audio equipment and written or oral questioning.

**CUSSOU401A RECORD SOUND**

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to record sound, including the supervision of sound-recording operations.

**Required Reading:** No required text

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

**CUSSOU403A PERFORM ADVANCED SOUND EDITING**

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to perform advanced sound editing. This involves assessing the quality of original recorded sound against production requirements, determining the scope of the sound-editing project, preparing source materials for sound editing, editing sound in line with production requirements, and applying sound effects to enhance the final product.

**Required Reading:** No required text

**Assessment:** Assessment methods may include: observation, direct questioning combined with review of portfolios, case studies and scenarios.

**CUSSOU405A MIX RECORDED MUSIC**

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to mix music that has been recorded live or in a studio. This involves balancing all instrumentals, vocals and recorded/imported sounds, and adding effects. Knowledge of musical styles and mixing conventions is essential, along with highly developed aural-perception skills and the ability to communicate effectively with clients, performers and colleagues.

**Required Reading:** No required text

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

**CUSSOU501A DEVELOP SOUND DESIGNS**

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to develop sound designs from production briefs. Thorough understanding of the physical nature of sound is essential, along with research and creative-thinking skills to develop a range of options in response to design briefs.

**Required Reading:** No required text

**Assessment:** Assessment methods may include: observation and evaluation of sound designs and recordings, written or oral questioning and case studies.

**CUSSOU502A PRODUCE SOUND RECORDINGS**

**Locations:** Footscray Nicholson.
creatively in a leadership role with those who contribute to the production of sound recordings. Well-developed planning and organisational skills are required, along with the ability to work collaboratively and effectively with a range of arts professionals in the context of an arts organisation. It describes the role of the arts administrator or manager in working with a broad range of arts professionals.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to manage the production of sound recordings. Well-developed planning and organisational skills are required, along with an ability to work collaboratively and creatively in a leadership role with those who contribute to the production of sound recordings, e.g. artists, performers, producers and sound specialists.

Required Reading: No required text

Assessment: Assessment methods may include: evaluation of sound recordings, written or oral questioning, case studies and observation or video/audio recordings of production.

CUSWRT501A WRITE ABOUT MUSIC

Locations: Footscray Nicholson, Industry, St Albans.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to write about a range of music-related topics.

Required Reading: No required text

Assessment: Assessment methods may include: evaluation of content written on range of briefs, written or oral questioning, case studies and scenarios. Professional Writing - Graded assessment

CUVADM10A RESEARCH AND UTILISE REVENUE AND FUNDING OPPORTUNITIES

Prerequisites: Nil.

Description: Determine potential revenue opportunities; Evaluate potential revenue sources; Establish and maintain relationships associated with potential revenue sources; Implement strategies to enhance revenue; Evaluate revenue opportunities.

Required Reading: No required text

Assessment: Project based and practical assessment

CUVADM12A WORK WITH ARTS PROFESSIONALS IN AN ARTS ORGANISATION

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to communicate effectively with a range of arts professionals in the context of an arts organisation. It describes the role of the arts administrator or manager in working with a broad range of arts professionals.

Required Reading: No required text

Assessment: Project based and practical assessment

CUVADM13A RESEARCH AND CRITIQUE CULTURAL WORKS

Prerequisites: Nil.

Description: Research context of cultural work(s); Link research to cultural work(s); Present critique; Update and maintain knowledge of trends related to domain of cultural work(s).

Required Reading: No required text

Assessment: Project based and practical assessment

CUCWCON06A DEVELOP CONCEPTS FOR ARTS ORGANISATIONS OR PROJECTS

Prerequisites: Nil.

Description: Clarify context for the concept; Generate concept; Consult on concept; Adjust and refine concept; Develop concept to pre-operational stage.

Required Reading: No required text

Assessment: Project based and practical assessment

CUCWCR04B ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCOURSE

Locations: Industry, St Albans.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to originate the
concept and conduct critical discourse about the concept for own work. The concept
encompasses ideas, form and context for the work. The unit includes the need for
research and analysis of ideas and references, plus the creation of innovative
concepts. It also includes a requirement for critical and informed discourse with
others about one’s own work. This unit both encompasses and goes beyond unit
CUVCOR038 Develop, refine and communicate concept for own work. No licensing,
legislative, regulatory or certification requirements apply to this unit at the time of
endorsement.

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

CUVCOR08B PRODUCE DRAWINGS TO REPRESENT AND COMMUNICATE THE CONCEPT

Locations: Footscray Nicholson, Industry, City Flinders, St Albans, VETIS.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to produce drawings
which represent and communicate the concept. This is a core unit which
complements all the specialisation units. It is different from the drawing
specialisation units which focus on drawing as an art form. This unit goes beyond the
scope of CUVCOR07B Use drawing techniques to represent the object or idea in
terms of the complexity of techniques and representation. This work would usually
be carried out under supervision.

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

CUVCOR09B SELECT AND APPLY DRAWING TECHNIQUES AND MEDIA TO
REPRESENT AND COMMUNICATE THE CONCEPT

Locations: City Flinders.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to develop drawings
which represent and communicate the concept. This is a core unit which
complements all the specialisation units. It is different from the drawing
specialisation units which focus on drawing as an art form. This unit goes beyond the
scope of CUVCOR07B Use drawing techniques to represent the object or idea and
CUVCOR08B Produce drawings to represent and communicate the concept in terms of
the complexity of skill requirement, use of techniques and sophistication of
representation. This work would usually be carried out under supervision. This is a
core unit which underpins many other specialisation units.

Required Reading: No required text
Assessment: Assessment may incorporate a range of methods to assess performance
and the application of essential underpinning knowledge and skills and might
include: - Direct observation of drawings in progress, including exploration of and
experimentation with techniques and materials - Completion of an visual art journal
and/or portfolio which demonstrate observational and conceptual drawing skills
Assessment - Folio of drawings - Visual Diary

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

Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to source
information on history and theory and to apply that information to one’s own area of
work. This unit is introductory in nature and provides underpinning skills and
knowledge for all areas of arts practice.

Required Reading: No required text
Assessment: Projects, case studies, written and verbal reports.

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

Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to research and
analyse history and theory for application to artistic practice. The unit includes the
need for critical analysis of information, and the challenging of different points of
view to inform personal work. As such the unit goes beyond the skills and knowledge
included in CUVCOR11B Source information on history and theory and apply to own
area of work and CUVCOR12B Review history and theory for application to artistic
practice. No licensing, legislative, regulatory or certification requirements apply to this
unit at the time of endorsement.

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

CUVCORS04A PRODUCE TECHNICAL DRAWINGS

Prerequisites: Nil.
Description: The purpose of this unit is to provide students with skills and knowledge
required to develop and refine a range of techniques to produce technical drawings.
It outlines the ways technical drawing can be applied to a range of contexts where
visual representation is required.

Required Reading: As per accredited curriculum

CUVCORS05A USE TYPOGRAPHY TECHNIQUES FOR DESIGN WORK

Prerequisites: Nil.
Description: The purpose of this unit is to provide students with skills and knowledge
required to develop and refine a range of techniques to produce typographic
solutions.

Required Reading: As per accredited curriculum

CUVCRS11A SELECT AND PREPARE WORK FOR EXHIBITION

Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to select and
prepare work for display or exhibition. This is a support unit for specialisations. The
skills and knowledge are not restricted to a particular specialisation but apply across
all specialisations depending on the work context.

Required Reading: As per accredited curriculum

CUVCRS16A PREPARE TEXT AND GRAPHICS FILES FOR PRINT PROCESSING

Prerequisites: Nil.
Description: The purpose of this unit is to provide students with skills and knowledge
required to prepare electronic files for pre-press processing.
CUVDESOSA INTERPRET AND RESPOND TO A BRIEF
Prerequisites: Nil.
Description: The purpose of this unit is to provide the participants with the skills, knowledge required to interpret and respond to a brief through the production of work.
Required Reading: -
Assessment: As per accredited curriculum

CUVDSPO2A DEVELOP SELF AS DESIGNER
Prerequisites: Nil.
Description: This is a professional practice unit which describes development of technical and conceptual skills. This module provides students with skills and knowledge required to work as a practising designer.
Required Reading: -
Assessment: As per accredited curriculum

CUVDSPP1.5A RESEARCH AND APPLY TECHNIQUES FOR APPLICATION TO SPATIAL DESIGN
Prerequisites: Nil.
Description: Interpret the brief for the spatial design; Organise resources for spatial design; Test design approaches for spatial design; Fabricate a model or aspect of the design.
Required Reading: -
Assessment: Project based and practical assessment

CUVSVSP11A APPLY TECHNIQUES TO PRODUCE DIGITAL IMAGES
Locations: City Flinders.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to use techniques, materials and equipment for the production of digital images. As such the unit covers general knowledge and the application of basic techniques, which would generally be nominated by the supervisor. It is a specialisation unit and refers to a specific art form. This work would usually be carried out under supervision.
Required Reading: -
Assessment: As per accredited curriculum

CUVSVSP12A PRODUCE DIGITAL IMAGES
Locations: City Flinders.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to produce digital images through the exploration and application of a range of techniques, equipment and materials. As such the range of techniques could be quite varied and broad in nature. It is a specialisation unit and refers to a specific art form. This work would usually be carried out under limited supervision.
Required Reading: -
Assessment: As per accredited curriculum Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge and skills and might include: - Direct observation of drawings in progress, including exploration of and experimentation with techniques and materials - Completion of an visual art journal and/or portfolio which demonstrate observational and conceptual drawing skills Assessment - Folio of drawings - Visual Diary

CUVSVSP34B APPLY TECHNIQUES TO PRODUCE PRINTS
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to use techniques, materials and equipment for the production of paintings. As such the unit covers general knowledge and the application of basic techniques, which would generally be nominated by the supervisor. It is a specialisation unit and refers to a specific art form. This work would usually be carried out under supervision.
Required Reading: -

CUVSVSP358 PRODUCE PAINTINGS
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to produce paintings through the exploration and application of a range of techniques, tools, equipment and materials. As such the range of techniques could be quite varied and broad in nature. It is a specialisation unit and refers to a specific art form. This work would usually be carried out under limited supervision.
Required Reading: -

CUVSVSP368 RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PAINTINGS
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to research and experiment with various techniques and media for the realisation of paintings. It outlines the way paintings are produced through the use of experimentation and ongoing refinement. It is a specialisation unit and refers to a specific art form. This work would usually be carried out independently, although guidance would be available if required.
Required Reading: -

CUVSVSP458 PRODUCE PRINTS
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to produce prints through the exploration and application of a range of techniques, tools, equipment and materials. As such the range of techniques could be quite varied and broad in nature. It is a specialisation unit and refers to a specific art form. This work would usually be carried out under limited supervision.
Required Reading: -

CUVSVSP468 RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PRINTS
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to research and experiment with various techniques and media for the realisation of prints. It outlines the way prints are produced through the use of experimentation and ongoing refinement. It is a specialisation unit and refers to a specific art form. This work would usually be carried out independently, although guidance would be available if required.
Required Reading: -
ICAA5044B DESIGN PLAN
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to specify the hardware, network, software and infrastructure required to support the system.
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.

ICAA5045B PRODUCE NETWORK ARCHITECTURE DESIGN
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to specify the design of the required network architecture.
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.

ICAA5054C VALIDATE QUALITY AND COMPLETENESS OF SYSTEM DESIGN SPECIFICATIONS
Locations: Werribee, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to check the system specifications against outcomes and quality standards. System quality may refer to the network system, a program or a project.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5056B PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to analyse the impact of the system on the organisation and carry out risk analysis, disaster recovery and contingency planning for the project.
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.

ICAA5141B DESIGN DYNAMIC WEBSITES TO MEET TECHNICAL REQUIREMENTS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to produce a plan that analyses specified technical requirements and then designs, builds and tests a dynamic website so that it meets those technical requirements.
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.

ICAA5145B IDENTIFY BEST-FIT TOPOLOGY FOR A WIDE AREA NETWORK
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to identify the best way computers and local area networks (LANs) can be connected to make a wide area network (WAN).
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.

ICAA5146B DEVELOP WEBSITE INFORMATION ARCHITECTURE
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to develop information architecture for a complex website that meets current and future business requirements.
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.

ICAA5158B TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to identify the needs of a business or business process and quantify those needs into technical requirements that will enable the business or process to meet expectation.
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.

ICAA6052B DESIGN AN IT SECURITY FRAMEWORK
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to evaluate IT security requirements for a new system and to plan for controls and contingencies.
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.

ICAA6053B DESIGN SYSTEM SECURITY AND CONTROLS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to design the controls that ensure the organisational system is secure from both a legal and business perspective.
ICAB5226B APPLY ADVANCED OBJECT-ORIENTED LANGUAGE SKILLS

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

Prerequisites: Nil.

Description: This unit defines the competency required to undertake advanced programming tasks using an object-oriented programming language.

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.

ICAB5227B APPLY ADVANCED PROGRAMMING SKILLS IN ANOTHER LANGUAGE

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

Prerequisites: Nil.

Description: This unit defines the competency required to undertake advanced programming tasks using a selected choice of another programming language. The second language may be an object-oriented language.

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.

ICAB5228B MAINTAIN FUNCTIONALITY OF LEGACY CODE PROGRAMS

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

Prerequisites: Nil.

Description: This unit defines the competency required to maintain the functionality of legacy code programs.

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.

ICAB5230B MAINTAIN CUSTOM SOFTWARE

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

Prerequisites: Nil.

Description: This unit defines the competency required to maintain software so that it continues to meet client user requirements.

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.

ICAB5237B BUILD A HIGH PERFORMANCE SECURITY PERIMETER

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

Prerequisites: Nil.

Description: This unit defines the competency required to build high-level security and network functionality into a network by configuring a firewall appropriately.

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.

**ICAB5238B BUILD A HIGHLY SECURE FIREWALL**

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

**Prerequisites:** Nil.

**Description:** This unit defines the competency required to build high performance failure resistant security perimeters.

**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.

**ICAD4209B WRITE CONTENT FOR WEB PAGES**

**Locations:** Industry, St Albans.

**Prerequisites:** Nil.

**Description:** This unit defines the competency required to write concise, clear and relevant content for web pages on behalf of a client. The following units are linked and form an appropriate cluster: ICAD4124C Design a website to meet technical requirements ICAW4027B Relate to clients on a business level ICAY4198B Ensure website content meets technical protocols and standards ICAY4194B Ensure basic website security ICAY4195B Ensure dynamic website security No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Required Reading:** No required text

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

**ICAD85403A CREATE BASIC DATABASES**

**Locations:** Footscray Nicholson, Werribee, City Flinders, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to design a database to meet a specification.

**Required Reading:**

**Assessment:**
- Evidence of the ability to: research client requirements for a database solution - design a database that meets client requirements - create a database on a web hosting service to meet client requirements by a due date.

**ICAG402A IDENTIFY AND APPLY PRINCIPLES OF GAMES DESIGN AND GAME PLAYING**

**Locations:** Footscray Nicholson, Werribee, City Flinders, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to identify and apply principles of games design and game playing.

**Required Reading:**

**Assessment:**
- Evidence of the ability to: - differentiate game genres - differentiate game design and play principles.

**ICAG404A APPLY ARTIFICIAL INTELLIGENCE IN GAME DEVELOPMENT**

**Locations:** Footscray Nicholson, Werribee, City Flinders, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to incorporate the principles of artificial intelligence (AI) into a game.

**Required Reading:**

**Assessment:**
- Evidence of the ability to: - demonstrate an understanding of a broad knowledge base of AI strategies - design and implement AI strategies in a game.

**ICAI3101A INSTALL AND MANAGE A NETWORK**

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

**Prerequisites:** Nil.

**Description:** This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment. This unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multi media. This unit may be applied to domestic, commercial or industrial installations.

**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.

**ICAI4097A INSTALL AND CONFIGURE A NETWORK**

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

**Prerequisites:** Nil.

**Description:** This unit defines the competency required to plan and carry out the installation or network hardware and software and initial configuration according to organisational guidelines.

**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.

**ICAI5098B INSTALL AND MANAGE COMPLEX NETWORKS**

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

**Prerequisites:** Nil.

**Description:** This unit defines the competency required to plan and carry out the installation or network hardware and software and initial configuration according to organisational guidelines.

**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.

**ICAI5100B BUILD AN INTERNET INFRASTRUCTURE**

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

**Prerequisites:** Nil.

**Description:** This unit defines the competency required to design and implement an infrastructure for internet services.

**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.

**ICAI5152B IMPLEMENT RISK MANAGEMENT PROCESSES**

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

**Prerequisites:** Nil.

**Description:** This unit defines the competency required to implement procedures that identify, analyse, evaluate and monitor risks involving ICT systems and technology. This includes the development and management of contingency plans.

**Required Reading:**
ICAICT102A OPERATE WORD

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

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to operate word processing applications and perform basic operations, including creating and formatting documents, creating tables and printing labels.

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

ICAICT104A USE DIGITAL DEVICES

**Locations:** Footscray Nicholson, Werribee, City Flinders, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to use digital devices in a home or small office environment.

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

ICAICT105A OPERATE SPREADSHEET APPLICATIONS

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

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to use spreadsheet applications and perform basic operations, including creating and formatting spreadsheets, customising and printing spreadsheets.

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

ICAICT106A OPERATE PRESENTATION PACKAGES

**Locations:** Footscray Nicholson, Werribee, City Flinders, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to operate presentation applications and perform basic operations, including creating and formatting presentations for distribution and display, customising basic settings, add slide show effects.

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

ICAICT107A USE PERSONAL PRODUCTIVITY TOOLS

**Locations:** Footscray Nicholson, Werribee, City Flinders, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to use the features and components of a personal productivity tool, including creating and formatting documents, format documents - create tables - add text, objects and images - save and print documents.

**Assessment:** Evidence of the ability to: - follow OHS requirements - create, open and retrieve documents - customise basic settings - format documents - create tables - add text, objects and images - save and print documents.

ICAICT108A USE DIGITAL LITERACY SKILLS TO ACCESS THE INTERNET

**Locations:** Footscray Nicholson, Werribee, City Flinders, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to safely and securely use the internet to undertake basic interactive communication. It involves a working knowledge of current industry standard technologies and the ability to apply these technologies to a number of digital
ICAICT201A USE COMPUTER OPERATING SYSTEMS AND HARDWARE
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to install operating system (OS) software and to make adjustments as a supervisor.
Required Reading: No text required.
Assessment: Evidence of the ability to: - configure and use computer operating systems and basic computer hardware.

ICAICT202A WORK AND COMMUNICATE EFFECTIVELY IN AN IT ENVIRONMENT
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to work and communicate effectively within organisational policies and governance arrangements using information technology (IT) systems, equipment and software.
Required Reading: No text required.
Assessment: Evidence of the ability to: - process internal and external requests according to organisational policies and requirements and - respond promptly to client enquiries and requests from colleagues.

ICAICT204A OPERATE A DIGITAL MEDIA TECHNOLOGY PACKAGE
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify, select and use a digital media package and supporting technologies.
Required Reading: No text required.
Assessment: Evidence of the ability to: - identify basic requirements of a design brief - use digital media package to meet organisational requirements - use OHS principles and responsibilities for ergonomics, such as work periods and breaks - use help manuals and online help when appropriate - use digital media technologies to support design brief requirements.

ICAICT205A DESIGN BASIC ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to produce basic organisational documents using application software within organisational guidelines, procedures and policies.
Required Reading: No text required.
Assessment: Evidence of the ability to: - access and employ a range of features of presentation software applications to produce a workplace document - develop several workplace documents with minimal instruction on their design from end user or supervisor.

ICAICT206A INSTALL SOFTWARE APPLICATIONS
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to install, install or upgrade basic commercial software applications.
Required Reading: No text required.
Assessment: Evidence of the ability to: - install software applications through operating system instructions - configure computer to accept new software or upgrade - carry out testing and acceptance according to corporate guidelines.

ICAICT207A INTEGRATE COMMERCIAL COMPUTING PACKAGES
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manipulate, convert and integrate data between two or more different commercial software applications.
Required Reading: No text required.
Assessment: Evidence of the ability to: - select and use appropriate software and file formats - create mailing list and merge with another document - manipulate, convert and integrate data between commercial application software following organisational procedures.

ICAICT211A IDENTIFY AND USE BASIC CURRENT INDUSTRY-SPECIFIC TECHNOLOGIES
Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use industry-specific technologies to meet identified industry standards.
Required Reading: No text required.
Assessment: Evidence of the ability to: - identify basic new and emerging industry-specific technologies - use basic features and functions of identified industry-specific technologies to an industry standard.

ICAICT301A CREATE USER DOCUMENTATION
Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to create user documentation that is clear to the target audience and easy to navigate.
Required Reading: No text required.
Assessment: Evidence of the ability to create user documentation that: - meets business requirements - caters for a diverse readerhip - is clear to the target audience - is easy to navigate.

ICAICT302A INSTALL AND OPTIMISE OPERATING SYSTEM SOFTWARE
Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit defines the performance outcomes, skills and knowledge required to install operating system (OS) software and to make adjustments as a means of optimising the system to accommodate business and client needs.
ICAICT303A CONNECT INTERNAL HARDWARE COMPONENTS
Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to modify and connect system hardware components according to client and user requirements.
Required Reading: No required text
Assessment: Evidence of the ability to: - identify and categorise the different types of internal hardware components - modify system’s hardware to meet client requirements - plan the modification and connect internal hardware components according to vendor and technical specifications - install components across a variety of situations and account for unexpected contingencies.

ICAICT304A IMPLEMENT SYSTEM SOFTWARE CHANGES
Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to implement system software changes and to hand over the modified system to the client’s operational area.
Required Reading: No required text
Assessment: Evidence of the ability to: - evaluate, document and implement changes to the system with minimum disruption to the system and client users.

ICAICT305A IDENTIFY AND USE CURRENT INDUSTRY-SPECIFIC TECHNOLOGIES
Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use specific industry technologies to meet identified industry standards. The unit emphasises the importance of constantly reviewing and demonstrating work processes, skills and techniques to ensure that the quality of the entire business process is maintained at the highest level possible through the appropriate application of industry-specific technologies.
Required Reading: No required text
Assessment: Evidence of the ability to: - identify new and emerging industry-specific technologies - use features and functions of identified industry-specific technologies to an industry standard level.

ICAICT306A MIGRATE TO NEW TECHNOLOGY
Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use upgraded technology. It includes testing and evaluating new technologies to improve the organisation’s performance.
Required Reading: No required text
Assessment: Evidence of the ability to: - identify new and emerging technology in IT - conduct testing and evaluate new equipment for the benefit of the organisation - use features and functions of new technologies, including software and equipment.

ICAICT307A CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS
Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to analyse, design, implement and review the customisation of packaged software applications, using simple programming constructs.
Required Reading: No required text
Assessment: Evidence of the ability to: - identify and document client requirements to customise software applications - design software applications - analyse, implement and review customised software applications - produce documentation for client.

ICAICT308A USE ADVANCED FEATURES OF COMPUTER APPLICATIONS
Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use computer applications employing advanced features. It involves manipulating data and accessing support resources to solve routine problems.
Required Reading: No required text
Assessment: Evidence of the ability to: - use at least three computer applications employing advanced features and import and export capacities for efficiency and productivity purposes - solve routine problems using support resources.

ICAICT401A DETERMINE AND CONFIRM CLIENT BUSINESS REQUIREMENTS
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to determine client business requirements and verify the accuracy of the information gathered.
Required Reading: No text required.
Assessment: Evidence of the ability to: - use investigative techniques to interview and document - produce a clear statement of business expectations and needs, including critical business requirements.

ICAICT408A CREATE TECHNICAL DOCUMENTATION
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to create technical documentation that is clear to the target audience and easy to navigate.
Required Reading: No text required.
Assessment: Evidence of the ability to: - establish customer needs - design and develop technical documentation, such as system, procedures, training material and user guides, incorporating appropriate standards - update document with client feedback - prepare documentation for publication.

ICAICT409A DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS
Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop macros and templates for clients using industry-recognised software applications.
Required Reading: No required text
Assessment: Evidence of the ability to: - develop a variety of macros and templates using at least two industry-recognised application packages.
ICAICT418A CONTRIBUTE TO COPYRIGHT, ETHICS AND PRIVACY IN AN IT ENVIRONMENT

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain professional and ethical conduct as well as to ensure that personal information of stakeholders is handled in a confidential and professional manner when dealing with stakeholders in an information technology (IT) environment.

Required Reading: No required text.
Assessment: Evidence of the ability to: - analyse legislation and standards relating to professional conduct and privacy in the IT industry - contribute to the development of a code of ethics and monitor the workplace to ensure the policy is being applied and is appropriate.

ICAICT511A MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain professional and ethical conduct as well as to ensure that personal information of stakeholders is handled in a confidential and professional manner when dealing with stakeholders in an information technology (IT) environment.

Required Reading: No text required.
Assessment: Evidence of the ability to: - analyse legislation and standards relating to professional conduct and privacy in the IT industry - contribute to the development of a code of ethics and monitor the workplace to ensure the policy is being applied and is appropriate.

ICAICT514A IDENTIFY AND MANAGE THE IMPLEMENTATION OF CURRENT INDUSTRY-SPECIFIC TECHNOLOGIES

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify and manage the implementation of specific industry technologies to meet identified industry standards.

Required Reading: No required text.
Assessment: Evidence of the ability to: - manage the implementation of new and emerging industry-specific technologies - analyse and critically evaluate features and functions of identified industry-specific technologies to an industry standard.

ICAICT609A LEAD THE EVALUATION AND IMPLEMENTATION OF CURRENT INDUSTRY-SPECIFIC TECHNOLOGIES

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to lead the identification, management and implementation of specific industry technologies to meet identified industry standards.

Required Reading: No text required.
Assessment: Evidence of the ability to: - lead the implementation of new and emerging industry-specific technologies - undertake analysis and critically evaluate features and functions of identified industry specific technologies to an in-depth industry standard.

ICAITU006B OPERATE COMPUTING PACKAGES

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans, Certificate III in Information Technology (Vocational Education and Training) - St Albans only.
Prerequisites: Nil.
Description: This unit defines the competency required to identify, select and correctly operate desktop applications for a range of purposes.

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

ICAITU133A SEND AND RETRIEVE INFORMATION OVER THE INTERNET USING BROWSERS AND EMAIL

Locations: Footscray Nicholson, Werribee, Melton, Sunshine, City Flinders, St Albans, 21793VIC Certificate IV in Liberal Arts / 21794VIC Diploma of Liberal Arts - City Flinders, Footscray Nicholson, Melton and Werribee only.
Prerequisites: Nil.
Description: Access the internet; Search the internet; Send and organise messages; Create an address book.

Required Reading: There is no required reading for this unit. The teacher will provide teaching and learning material as required.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICANWK301A PROVIDE NETWORK SYSTEMS ADMINISTRATION

Locations: Footscray Nicholson, Industry, Sunshine, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to technically manage elements of a network, including contributing to disaster recovery plan.

Required Reading: No required text
Assessment: Evidence of the ability to: - sustain the operation of the network through maintenance of network integrity and perform diagnostic tests - contribute to the formulation of a disaster recovery plan and provide the client with an optimised network that complies with organisational guidelines - improve network and systems efficiency according to organisational guidelines - provide appropriate access to the network for users - maintain, limit or enhance user access according to authorised requests.

ICANWK302A DETERMINE AND ACTION NETWORK PROBLEMS

Locations: Footscray Nicholson, Industry, Sunshine, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to document network-related problems, determine the resources required, solve the client problem or escalate the problem to a new support level.

Required Reading: No required text
Assessment: Evidence of the ability to: - document network-related problems and determine the required resources - solve client problems or escalate the problem
according to organisational guidelines - maintain the network with minimal disruption to clients.

**ICANWK303A CONFIGURE AND ADMINISTER A NETWORK OPERATING SYSTEM**

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

**Prerequisites:** Nil.

**Description:** This unit defines the competency required to create the network configuration required by a client and to set up and use administrative tools to manage the network.

**Required Reading:** No required text

**Assessment:** Evidence of the ability to: use network administrative tools to carry out system administration tasks - manage the network file system - create the network configuration required by the client - provide user services and user accounts - provide backup and service restoration capability.

**ICANWK304A ADMINISTER NETWORK PERIPHERALS**

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

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to manage an environment of networked peripheral devices, in order to provide services to client users.

**Required Reading:** No required text

**Assessment:** Evidence of the ability to: plan and install peripherals, and connect to network and test operation - manage the use of peripheral services with workstations - maintain networked peripherals according to a maintenance schedule - rectify faulty peripheral services or devices.

**ICANWK305A INSTALL AND MANAGE NETWORK PROTOCOLS**

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

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to install and manage network protocols in a networking environment.

**Required Reading:** No required text

**Assessment:** Evidence of the ability to: configure, test and validate network protocols in order to facilitate interconnectivity - install and manage network protocols in a network, and troubleshoot when problems arise.

**ICANWK401A INSTALL AND MANAGE A SERVER**

**Locations:** Footscray Nicholson, Werribee, City Flinders, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to install and manage a server. Server management includes initial configuration and testing as well as ongoing administration and troubleshooting. Server management includes initial configuration and testing, ongoing administration, software distribution and updates, profiling and monitoring servers and troubleshooting.

**Required Reading:** No text required

**Assessment:** Evidence of the ability to: install and configure server - configure network connectivity - manage the server operating system, including user accounts, file, network directory and print services - perform backup and recovery - update operating system and software - monitor and test server - troubleshoot server and network failures. Candidates should demonstrate competency in at least two different network operating systems.

**ICANWK402A INSTALL AND CONFIGURE VIRTUAL MACHINES FOR SUSTAINABLE ICT**

**Locations:** Footscray Nicholson, Werribee, City Flinders, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to develop and implement virtualisation technologies with the goal of providing a more sustainable information and communications technology (ICT) environment.

**Required Reading:** No text required

**Assessment:** Evidence of the ability to: display knowledge of current sustainability practice related to ICT network design - develop, implement and maintain virtual machine environments.

**ICANWK405A BUILD A SMALL WIRELESS LOCAL AREA NETWORK**

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

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to build and arrange connectivity to a basic wireless local area network (WLAN).

**Required Reading:** No required text

**Assessment:** Evidence of the ability to: develop, implement and maintain wireless networks - install, configure and test wireless access points - test security and network to business specifications - develop user training material - monitor and resolve wireless network issues.

**ICANWK501A PLAN, IMPLEMENT AND TEST ENTERPRISE COMMUNICATION SOLUTIONS**

**Locations:** Footscray Nicholson, Werribee, City Flinders, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to manage deployment and administration of an enterprise messaging environment and enterprise-wide content management and collaboration tools.

**Required Reading:** No text required

**Assessment:** Evidence of the ability to: design and implement an enterprise mail system - design and implement an enterprise web portal or content management system - design and implement business collaboration tools - configure network, servers and application software to provide optimal performance, meet security requirements and avoid known conflicts - configure applications to meet customisation requirements - monitor and test the performance of aspects of the solution.

**ICANWK502A IMPLEMENT SECURE ENCRYPTION TECHNOLOGIES**

**Locations:** Footscray Nicholson, Werribee, City Flinders, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to ensure secure encryption is selected, implemented and monitored in an information and communications technology (ICT) network, either locally or both.

**Required Reading:** No text required

**Assessment:** Evidence of the ability to: analyse enterprise data security requirements - create new or review existing security plan to determine the appropriate encryption methods - rank and document appropriate encryption methods - implement encryption systems informing users of any affects - monitor and document encryption issues and compromises notifying appropriate person.
ICANWK504A DESIGN AND IMPLEMENT AN INTEGRATED SERVER SOLUTION

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to carry out the design and implementation of an integrated server solution to enable multiple operating system platforms to co-exist on the same network.

Required Reading: No text required.

Assessment: Evidence of the ability to: produce design documents to integrate multiple server operating systems for authentication, file sharing and security - install and configure the integrated solution, according to the produced design - monitor and test the solution - troubleshoot integration problems.

ICANWK505A DESIGN, BUILD AND TEST A NETWORK SERVER

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to design, install and test a server in a complex network environment.

Required Reading: No text required.

Assessment: Evidence of the ability to: produce design report for a server (or servers) with complex user and network service requirements - install and configure the server according to the produced design - monitor and test the server - troubleshoot server and network failures - configure a wide range of server network and security services, including DNS, DHCP, web and proxy, mail, FTP and firewall.

ICANWK506A CONFIGURE, VERIFY AND TROUBLESHOOT WAN LINKS AND IP SERVICES IN A MEDIUM ENTERPRISE NETWORK

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to use appropriate tools, equipment, software and protocols to install, operate, and troubleshoot medium enterprise switches.

Required Reading: No text required.

Assessment: Evidence of the ability to: plan and prepare for the WAN link installation task - install and configure WAN links - configure and troubleshoot the following IP services: o NAT o DHCP o ACLs - configure and troubleshoot ADSL links - configure and troubleshoot VPNs.

ICANWK507A INSTALL, OPERATE AND TROUBLESHOOT MEDIUM ENTERPRISE ROUTERS

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to use appropriate tools, equipment, software and protocols to install, operate and troubleshoot medium enterprise routers.

Required Reading: No text required.

Assessment: Evidence of the ability to: plan and prepare for the installation of an enterprise router - design a classless IP addressing scheme to suit requirements - install, configure and test the network elements to ensure interoperability within the network - apply network topologies, routing protocols and security issues - apply solutions and troubleshoot defined network problems.

ICANWK508A INSTALL, OPERATE AND TROUBLESHOOT MEDIUM ENTERPRISE SWITCHES

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to install and manage enterprise-wide information and communications security issues.

Required Reading: No text required.

Assessment: Evidence of the ability to: - prepare for the installation of an enterprise switch - install, configure and test the network elements to ensure interoperability within the network - apply network topologies, protocols and security issues - apply solutions and troubleshoot defined network problems.

ICANWK509A DESIGN AND IMPLEMENT A SECURITY PERIMETER FOR ICT NETWORKS

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to build a high performance, high security, failure resistant security perimeter for an enterprise information and communications technology (ICT) network.

Required Reading: No text required.

Assessment: Evidence of the ability to: - identify threats to perimeter security - develop design for a secure perimeter - deploy perimeter to meet security requirements - design and configure advanced features of perimeter devices to provide additional services - design and configure an integratedVPN solution - conduct exhaustive testing of perimeter.

ICANWK516A DETERMINE BEST-FIT TOPOLOGY FOR A LOCAL NETWORK

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to determine the most appropriate way of networking computers to meet user needs and business requirements.

Required Reading: No text required.

Assessment: Evidence of the ability to: - analyse business or organisational needs - identify the most appropriate LAN, VPN or WLAN topology - document the recommendation.

ICANWK525A CONFIGURE AN ENTERPRISE VIRTUAL COMPUTING ENVIRONMENT

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop and implement virtualisation technologies with the goal of providing a more sustainable information and communications technology (ICT) environment.

Required Reading: No text required.

Assessment: Evidence of the ability to: - install, configure and test virtual machines - manage environmental requirements - install and use software tools.

ICANWK529A INSTALL AND MANAGE COMPLEX ICT NETWORKS

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to install and manage enterprise-wide information and communications services.
ICANWK601A DESIGN AND IMPLEMENT A SECURITY SYSTEM
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use software tools, equipment and protocols to implement a security system.
Required Reading: No text required.
Assessment: Evidence of the ability to: design and implement a complex network that involves integrating multiple network services to meet business requirements - design and implement an appropriate security strategy for a complex network - monitor and test the performance of aspects of the solution - provide ongoing management and support of the network.

ICANWK602A PLAN, CONFIGURE AND TEST ADVANCED SERVER BASED SECURITY
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to implement advanced server security using secure authentication and network services on a network server.
Required Reading: No text required.
Assessment: Evidence of the ability to: identify network service security vulnerabilities and appropriate controls - plan, design and configure a secure network authentication service - secure a wide range of network services to ensure server and data security including: DNS, web and proxy, mail, FTP and firewall - implement cryptographic techniques - monitor the server for security breaches.

ICANWK606A IMPLEMENT VOICE APPLICATIONS OVER SECURE WIRELESS NETWORKS
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use network tools, equipment, software and protocols to design and use voice applications over a wireless local area network (WLAN).
Required Reading: No text required.
Assessment: Evidence of the ability to: produce voice over wireless architecture requirements - evaluate, design and implement voice applications over WLAN - use network tools to configure and test wireless infrastructure and applications.

ICANWK609A CONFIGURE AND MANAGE INTRUSION PREVENTION SYSTEM ON NETWORK SENSORS
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use appropriate tools, equipment and software to implement an intrusion prevention system (IPS) on IPS sensors to mitigate network attacks.
Required Reading: No text required.
Assessment: Evidence of the ability to: support the initiation, control and
completion of a simple small-scale IT project - identify and apply requirements and expectations of a project.

ICAPMG501A MANAGE IT PROJECTS
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage information technology (IT) projects within a medium to large organisation.
Required Reading: No text required.
Assessment: Evidence of the ability to: - confirm that the created application meets the original specification and solves the original problem.

ICAPMG609A PLAN AND DIRECT COMPLEX IT PROJECTS
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify, plan, control and finalise complex IT projects.
Required Reading: No text required.
Assessment: Evidence of the ability to: - design, implement, manage and finalise a complex IT project - manage planning processes, scheduling, human resources, reporting and response to contingencies - ensure projects undertaken are aligned with and support organisational strategies and requirements - learn from project outcomes and refine and improve future IT project management processes.

ICAPRG417A APPLY MATHEMATICAL TECHNIQUES FOR SOFTWARE DEVELOPMENT
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use basic mathematical methods and operations with real numbers and their precedence, the evaluation and construction of formulas in standard and computer notation, and the use of Boolean algebra, data types and computer storage.
Required Reading: No text required.
Assessment: Evidence of the ability to: - solve and evaluate various mathematical problems in various computational contexts - demonstrate a knowledge, use and manipulation of: - Boolean algebra - number types - memory storage.

ICAPRG425A USE STRUCTURED QUERY LANGUAGE
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use a structured query language (SQL) to define, create and manipulate database structures and associated data in a relational database.
Required Reading: No text required.
Assessment: Evidence of the ability to: - design a simple relational database - use SQL to create database structures, and store, retrieve and manipulate data in a relational database - create a variety of SQL queries to match client requirements - create and use views and stored procedures.

ICAS3031B PROVIDE ADVICE TO CLIENTS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: Analyse client support issues; Provide advice on software, hardware or network; Obtain client feedback.
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.

ICAS3032B PROVIDE NETWORK SYSTEMS ADMINISTRATION
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: Provide client access and security; Input into and disseminate disaster recovery plan; Monitor network performance
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.

ICASS102B ESTABLISH AND MAINTAIN CLIENT USER LIASON
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: Determine support areas; Develop support procedures; Assign support personnel.
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.

ICAS5192B CONFIGURE AN INTERNET GATEWAY
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: Confirm client requirements and network equipment; Review security issues; Install and configure gateway products and equipment; Configure and test node.
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.

ICAS5199B MANAGE BUSINESS WEBSITES AND SERVERS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: Maintain business website and contents; Maintain business security of the website; Monitor business website performance; Undertake capacity planning.
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.

ICAS5202B ENSURE PRIVACY FOR USERS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: Review privacy policy in relation to legislation; Determine policy shortfalls; Update and review policies.
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.

ICAS5203A CONNECT HARDWARE PERIPHERALS
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to connect hardware peripherals according to instructions.
Required Reading: No text required.
Assessment: Evidence of the ability to: safely connect several different types of hardware peripherals to the system according to vendor instructions with a minimum of downtime using known routines and procedures - locate, interpret and use vendor documentation related to connection and storage of hardware peripherals - test operation of newly installed hardware peripherals and confirm client satisfaction - adhere to OHS regulations when working with electrical equipment.

ICAS5205A MAINTAIN IT SYSTEM INTEGRITY
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to protect and secure stand-alone or client server environments.
Required Reading: No text required.
Assessment: Evidence of the ability to: protect and secure stand-alone or networked client-server environments and operating systems according to system maintenance procedures - undertake system and file backup, recovery delete and archive according to backup and recovery procedures - check computers to ensure software compliance.

ICAS5206A DETECT AND PROTECT FROM SPAM AND DESTRUCTIVE SOFTWARE
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to reduce the risk of a computer's operation being affected by spam or destructive software.
Required Reading: No text required.
Assessment: Evidence of the ability to: install virus protection software and updates - schedule virus protection software to run on a regular basis - identify and remove common destructive software - identify common spam types and take appropriate action.

ICAS5209A CONNECT AND USE A HOME-BASED LOCAL WIRELESS NETWORK
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to install, configure and secure devices to a small home-based local network.
Required Reading: No text required.
Assessment: Evidence of the ability to: determine suitable wi-fi requirements for small home office style settings - safely connect and integrate wi-fi components into a small office system - install and configure wireless routers and adapters as part of a wi-fi system - secure components of a wi-fi system.

ICAS5301A RUN STANDARD DIAGNOSTIC TESTS
Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to troubleshoot problems and conduct diagnostic tests on a range of platforms.
Required Reading: No required text.
Assessment: Evidence of the ability to: troubleshoot hardware and OS problems - conduct diagnostic tests on a range of platforms according to preventative maintenance and diagnostic policy - identify the root causes of the problems - scan systems for computer viruses - remove viruses using software tools and procedures - remove viruses by restoring backups.

ICAS5303A CARE FOR COMPUTER HARDWARE
Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage the maintenance and location of hardware.
Required Reading: No required text.
Assessment: Evidence of the ability to: perform diagnostic functions by replacing components, reloading software and by using operating system and other diagnostic tools - establish siting requirements for system hardware and associated peripheral devices - implement safe work practices - determine maintenance requirements and establish maintenance schedule - apply appropriate quality standards to computer hardware and peripherals.
ICASAS304A PROVIDE BASIC SYSTEM ADMINISTRATION
Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to implement components of systems backup, restore, security and licensing in a stand-alone or client server environment.
Required Reading: No required text
Assessment: Evidence of the ability to: Research, evaluate and recommend systems backup, restore, security and licensing in a stand-alone or client server environment.
Required Reading: No required text
Assessment: Evidence of the ability to: Research, evaluate and recommend systems backup, restore, security and licensing in a stand-alone or client server environment.

ICASAS305A PROVIDE IT ADVICE TO CLIENTS
Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to provide IT advice and support to clients, including the communication of comprehensive technical information.
Required Reading: No required text
Assessment: Evidence of the ability to: Investigate client support requests and provide a documented solution after consultation with client and other technical manuals and "help" documentation.

ICASAS306A MAINTAIN EQUIPMENT AND SOFTWARE
Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to carry out maintenance and fault repair according to organisational procedures, in order to keep equipment and software operating.
Required Reading: No required text
Assessment: Evidence of the ability to: Undertake maintenance according to maintenance procedures - Resolve a defined range of equipment and software problems - Maintain accurate records according to organisational guidelines.

ICASAS307A INSTALL, CONFIGURE AND SECURE A SMALL OFFICE HOME OFFICE NETWORK
Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify available network components relevant to client requirements and to install, configure and secure those components as part of a small office or home office (SOHO) network.
Required Reading: No required text
Assessment: Evidence of the ability to: Install, configure and test the network according to client requirements, and produce appropriate documentation to identify possible security threats and secure the network.

ICASAS405A IDENTIFY AND EVALUATE IT INDUSTRY VENDOR TECHNOLOGIES
Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to research, evaluate and recommend an industry vendor to supply IT components and to negotiate with the vendor for supply of identified components. This unit of competency provides for several approaches, with an emphasis on researching and analysing alternative options in dealing with vendors when acquiring IT components. It covers testing, comparisons and evaluations based on the abovementioned elements, as well as consideration of such other factors as after-sales service and reliability.
Required Reading: No required text
Assessment: Evidence of the ability to: Identify an appropriate vendor to supply components according to organisational requirements - Demonstrate consistency in the acquisition of technical and business requirements.

ICASAS419A SUPPORT SYSTEM SOFTWARE
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to operate and support system software.
Required Reading: No text required.
Assessment: Evidence of the ability to: Operate and support system software - Use a wide range of features and system tools.

ICASAS502A ESTABLISH AND MAINTAIN CLIENT USER LIAISON
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to establish and maintain client user liaison in an information technology (IT) environment, post support implementation. This occurs after the business critical functions have been determined.
Required Reading: No text required.
Assessment: Evidence of the ability to: Establish and maintain client liaison in an IT environment - Establish procedures for providing required support - Identify IT skill requirements and assign appropriate support personnel - Show personal responsibility and autonomy in performing complex technical operations or organising others.

ICASAS512A REVIEW AND MANAGE DELIVERY OF MAINTENANCE SERVICES
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to review and manage the delivery of maintenance services.
Required Reading: No text required.
Assessment: Evidence of the ability to: Analyse and report on faults and restoration performance and compliance with SLA - Analyse and prioritise restoration requests according to business requirements - Review infrastructure and document discrepancies with expected service delivery - Implement cost-effective solutions and evaluate impact.

ICASAS517A USE NETWORK TOOLS
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use tools to assist in managing a network effectively.
Required Reading: No text required.
Assessment: Evidence of the ability to: Use network tools effectively - Understand and apply appropriate tools.
ICASAS601A IMPLEMENT CHANGE-MANAGEMENT PROCESSES
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to apply techniques that facilitate the planning, implementation and monitoring of information technology change.
Required Reading: No required text.
Assessment: Evidence of the ability to: - identify elements that require changing - plan, implement, monitor and review change and apply guidelines and policies to the change-management process - maintain appropriate version control - maintain compliance with existing accessibility and other policies.

ICAT3025A RUN STANDARD DIAGNOSTIC TESTS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: Operate system diagnostics; Scan system for viruses.
Required Reading: No text required.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT5079B PERFORM INTEGRATION TEST
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: Prepare for test; Conduct test; Analyse and classify results.
Required Reading: No required text.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT5081B PERFORM SYSTEMS TEST
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: Prepare for test; Conduct test; Analyse and classify results.
Required Reading: No required text.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU128B OPERATE A PERSONAL COMPUTER
Prerequisites: Nil.
Description: Start the computer; Access basic system information; Navigate and manipulate desktop environment; Organise basic directory/folder structure and files; Organise files for user and/or organisation requirements; Print information; Shut down computer.
Required Reading: No required text.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU129B OPERATE A WORD PROCESSING APPLICATION
Locations: Footscray Nicholson, Werribee, Melton, Sunshine, City Flinders, Off-shore, St Albans, 21939VIC Certificate III in ESL (Further Study) - Liaoaying University in Shenyang, Shandong-Jianzhu University in Jinan, Henan University in Kaifeng, Henan College of Finance & Taxation in Zhengzhou, Central University of Finance and Economics in Beijing, China, City Flinders, Footscray Nicholson, Melton, St Albans, Sunshine and Werribee.
Prerequisites: Nil.
Description: Create documents; Customise basic settings to meet page layout conventions; Format document; Create tables; Add images; Use mail merge; Print documents.
Required Reading: There is no required reading for this unit. The teacher will provide teaching and learning material as required.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments. 21939VIC Certificate III in ESL (Further Study) Assessment may include: records of teacher’s observations of students’ activities; observation checklists; verbal questioning; a portfolio of work and other documents; interview or written test; self-assessment; practical tasks; samples of work and third-party feedback.

ICAU130B OPERATE A SPREADSHEET APPLICATION
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to correctly operate spreadsheet applications and perform basic operations.
Required Reading: No required text.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU131B OPERATE A DATABASE APPLICATION
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to operate database applications and perform basic operations.
Required Reading: No required text.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU132B OPERATE A PRESENTATION PACKAGE
Locations: Footscray Nicholson, Werribee, Sunshine, City Flinders, Off-shore, St Albans, 21940VIC Cert IV in ESL (Further Study) - Liaoaying University, China, City Flinders, Footscray Nicholson, St Albans and Werribee.
Prerequisites: Nil.
Description: This unit defines the competency required to operate presentation applications and perform basic operations.
Required Reading: There is no required reading for this unit. The teacher will provide teaching and learning material as required.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments. 21940VIC Certificate IV in ESL (Further Study) Assessment may include: records of teacher’s observations of students’ activities; observation checklists; verbal questioning; a portfolio of work and other documents; interview or written test; self-assessment; practical tasks; samples of work and third-party feedback.
ICAU1133A SEND AND RETRIEVE INFORMATION USING WEB BROWSERS AND EMAIL

**Locations:** Footscray Nicholson, Werribee, Sunshine, City Flinders, St Albans.

**Prerequisites:** Nil.

**Description:** This unit defines the competency required to conduct basic internet search tasks as well as send and receive emails with attachments.

**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.
- Evidence of the ability to:
  - identify different types of social media tools
  - use OHS
  - undertake website design.

**ICAU3126B USE ADVANCED FEATURES OF COMPUTER APPLICATIONS**

**Locations:** Footscray Nicholson, Werribee, Sunshine, City Flinders, VETiS.

**Prerequisites:** Nil.

**Description:** This unit defines the competency required to operate a personal computer, including starting the PC, logging in, using and understanding desktop icons and their links to underlying program and application files.

**Required Reading:** No required text.

**Assessment:**
- Evidence of the ability to:
  - identify different types of social media tools
  - use OHS
  - undertake website design.

**ICAU1133B SEND AND RETRIEVE INFORMATION USING WEB BROWSERS AND EMAIL**

**Locations:** Footscray Nicholson, Werribee, Sunshine, City Flinders, St Albans.

**Prerequisites:** Nil.

**Description:** This unit defines the competency required to conduct basic internet search tasks as well as send and receive emails with attachments.

**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.

**ICAU2005B OPERATE COMPUTER HARDWARE**

**Locations:** Footscray Nicholson, Werribee, Sunshine, City Flinders, St Albans.

**Prerequisites:** Nil.

**Description:** This unit defines the competency required to determine, select and correctly operate basic computer hardware, generally known as peripherals and which may include input/output devices and secondary memory.

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

**ICAU2013A INTEGRATE COMMERCIAL COMPUTING PACKAGES**

**Locations:** Footscray Nicholson, Werribee, Sunshine, City Flinders, St Albans.

**Prerequisites:** Nil.

**Description:** This unit defines the competency required to manipulate, convert and integrate data between different two or more commercial software 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.

**ICAU2013B INTEGRATE COMMERCIAL COMPUTING PACKAGES**

**Locations:** Footscray Nicholson, Werribee, Sunshine, City Flinders, Werribee, City Flinders, St Albans.

**Prerequisites:** Nil.

**Description:** This unit defines the competency required to manipulate, convert and integrate data between different two or more commercial software 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.

**ICAU128A OPERATE A PERSONAL COMPUTER**

**Locations:** Footscray Nicholson, Werribee, Sunshine, City Flinders, St Albans.

**Prerequisites:** Nil.

**Description:** This unit defines the competency required to operate a personal computer, including starting the PC, logging in, using and understanding desktop icons and their links to underlying program and application files.

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

**ICAWEBS201A USE SOCIAL MEDIA TOOLS FOR COLLABORATION AND ENGAGEMENT**

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

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to establish a social networking presence using social media tools and applications. The unit specifies the requirements for social networking presence and upload and link a wide variety of files - use OHS

**Required Reading:** No required text

**Assessment:**
- Evidence of the ability to:
  - identify different types of social media tools
  - use OHS
  - undertake website design.

**ICAWEBS402A CONFIRM ACCESSIBILITY OF WEBSITES FOR PEOPLE WITH SPECIAL NEEDS**

**Locations:** Footscray Nicholson, Werribee, City Flinders, St Albans.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to establish a social networking presence using social media tools and applications. The unit specifies the requirements for social networking presence and upload and link a wide variety of files - use OHS

**Required Reading:** No required text

**Assessment:**
- Evidence of the ability to:
  - identify different types of social media tools
  - use OHS
  - undertake website design.
This unit describes the performance outcomes, skills and knowledge required to design, create and save a markup language document in order to externally define and control styles to enhance and achieve commonality between web documents.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to design, create and save a markup language document in order to externally define and control styles to enhance and achieve commonality between web documents.

**Required Reading:** No text required.

**Assessment:** Evidence of the ability to: - develop a website styled and formatted using CSS to user requirements - lay out page elements using CSS - test web pages in a variety of browsers - validate the CSS against industry standards.

This unit describes the performance outcomes, skills and knowledge required to design and create simple web page layouts.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to design and create simple web page layouts.

**Required Reading:** No text required.

**Assessment:** Evidence of the ability to: - produce basic client-server-side scripts for dynamic web pages - confirm successful viewing of the active elements or objects across different platforms.

This unit describes the performance outcomes, skills and knowledge required to produce basic client-side script for dynamic web pages.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to produce basic client-side script for dynamic web pages.

**Required Reading:** No text required.

**Assessment:** Evidence of the ability to: - produce basic client-server-side scripts for dynamic web pages - test web pages in a variety of browsers - validate the CSS against industry standards.

This unit describes the performance outcomes, skills and knowledge required to develop and integrate a virtual server in a network to replace multiple physical servers. This is done to reduce power requirements of individual servers.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to install and integrate a virtual server in a network to replace multiple physical servers. This is done to reduce power requirements of individual servers.

**Required Reading:** No text required.

**Assessment:** Evidence of the ability to: - determine and meet client requirements for installation and testing of virtual server - install, integrate and test virtualisation components according to vendor and technical specifications.

This unit describes the performance outcomes, skills and knowledge required to produce basic client-side script for dynamic web pages.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to develop and integrate a virtual server in a network to replace multiple physical servers. This is done to reduce power requirements of individual servers.

**Required Reading:** No text required.

**Assessment:** Evidence of the ability to: - plan and integrate sustainability into ICT projects by devising strategies to conserve resources - analyse energy audit data on enterprise resource consumption - develop and monitor policies for review and improvements, benchmarking against industry best practice and attempting new approaches continuously over time.

This unit describes the performance outcomes, skills and knowledge required to produce basic client-side script for dynamic web pages.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to produce basic client-side script for dynamic web pages.

**Required Reading:** No text required.

**Assessment:** Evidence of the ability to: - produce basic client-server-side scripts for dynamic web pages - test web pages in a variety of browsers - validate the CSS against industry standards.

This unit describes the performance outcomes, skills and knowledge required to design, create and save a markup language document in order to externally define and control styles to enhance and achieve commonality between web documents.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to design, create and save a markup language document in order to externally define and control styles to enhance and achieve commonality between web documents.

**Required Reading:** No text required.

**Assessment:** Evidence of the ability to: - develop a website styled and formatted using CSS to user requirements - lay out page elements using CSS - test web pages in a variety of browsers - validate the CSS against industry standards.
premises equipment. This unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs and multi media. This unit may be applied to domestic, commercial or industrial installations.

**Required Reading:**

- Simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**ICTC006C PLACE AND SECURE CABLE**

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

**Prerequisites:** Nil.

**Description:** This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment. This unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multi media. This unit applies to high-speed data and fibre optic cabling. This unit may be applied to domestic, commercial or industrial installations.

**Required Reading:**

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

**ICTC008C TERMINATE METALLIC CONDUCTOR CABLE**

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

**Prerequisites:** Nil.

**Description:** This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment. This unit applies to all communication applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs and multi media. This unit may be applied to domestic, commercial or industrial installations. This unit applies to all metallic conductor cable types including coaxial and structured (category 5, 6 & 7) cabling. It also applies to the joining of cable in a terminating block (in/out block). Specific units of competency apply to the placing, securing and termination of particular cable types and should be used in association with this unit where applicable.

**Required Reading:**

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

**ICTC011C PLACE, SECURE AND TERMINATE CO-AXIAL CABLE**

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

**Prerequisites:** Nil.

**Description:** This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment. This unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multi media. This unit may be applied to domestic, commercial or industrial installations.

**Required Reading:**

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

**ICTC012C INSTALL FUNCTIONAL AND PROTECTIVE TELECOMMUNICATIONS EARTHING SYSTEMS**

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

**Prerequisites:** Nil.

**Description:** This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment. This unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multi media. This unit may be applied to domestic, SOHO (Small Office Home Office), commercial or industrial installations and covers multi-storey and multi-site locations.

**Required Reading:**

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

**ICTC017C ALTER SERVICES TO EXISTING CABLE SYSTEM**

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

**Prerequisites:** Nil.

**Description:** This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment. This unit applies to all communications applications whether digital or analogue including telephony, data, video and customer premises equipment. This unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multi media. This unit may be applied to domestic, commercial or industrial installations. This unit applies to the joining of copper telecommunications cable that may occur in underground situations, in pits or in joining enclosures or above ground customer premises. It applies to all metallic conductor cable types other than coaxial and certified category 5 installations.

**Required Reading:**

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

**ICTC022C ORGANISE AND MONITOR CABLEING TO ENSURE COMPLIANCE WITH REGULATORY AND INDUSTRY STANDARDS**

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

**Prerequisites:** Nil.

**Description:** This unit applies to the organisation and monitoring or work within a work team. It applies to all metallic conductor cable types other than coaxial and certified category 5 installations. This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment. This unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs and multi media. This unit may be applied to domestic, commercial or industrial installations.

**Required Reading:**

- One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICTTC010C INSTALL CUSTOMER PREMISES SYSTEMS AND EQUIPMENT
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment. This unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multi media. This unit may be applied to domestic, commercial or industrial installations.
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.

ICTTC011C TERMINATE COAXIAL CABLE
Description: This unit applies to switching, transmission and radio (both fixed and mobile) network and the various transmission paths i.e. cable, optic fibre, radio, microwave and satellite. The unit applies to installation of both new, additional and replacement equipment. Termination of cables are covered broadly in this standard and thus it should be read in conjunction with Telecommunications Cabling Competency Standards: UNIT ICTTC008C - Terminate metallic conductor cable; UNIT ICTTC010C - Place, secure and terminate optical fibre cable; UNIT ICTTC011C - Place, terminate coaxial cable
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.

ICTTC015C INSTALL PAY TV SET TOP UNIT
Description: This unit relates to bringing a telecommunications service from the broader network to a customer’s premises. Installation of cabling within a building and installation of telecommunications connections within a building are dealt with in the Telecommunications Cabling National Competency Standards.
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.

ICTTC016C INSTALL TELECOMMUNICATIONS SERVICE TO A BUILDING
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit applies to installation of all types of Customer Pay TV Service and data casting services on customer premises. Fault finding and rectification is covered in ICTTC106 Locate and rectify set top unit faults.
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.

ICTTC017C UNDERTAKE REMOTE REPAIR OF NETWORK FAULTS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit may apply to switching, transmission and radio (both fixed and mobile) network and the various transmission paths i.e. cable, optic fibre, radio, microwave and satellite. This unit applies to computer systems including Local Area Networks (LANs) and Wide Area Networks (WANs).
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.
Prerequisites: Nil.
Description: This unit may apply to switching, transmission and radio (both fixed and mobile) network and the various transmission paths i.e. cable, optic fibre, radio, microwave and satellite.
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.

ICTTC088C LOCATE AND RECTIFY NETWORK FAULTS ON A FIRST IN BASIS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit may apply to switching, transmission and radio (both fixed and mobile) network and the various transmission paths i.e. cable, optic fibre, radio, microwave and satellite. This unit applies to computer systems including Local Area Networks (LANs) and Wide Area Networks (WANs).
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.

ICTTC089C REPAIR AND REPLACE TELECOMMUNICATIONS NETWORK HARDWARE
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit may apply to switching, transmission and radio (both fixed and mobile) network and the various transmission paths i.e. cable, optic fibre, radio, microwave and satellite. All work undertaken on site is under instruction from the network management/control centre. Responsibility for the fault/problem rests with that centre. This unit covers work at escalation tier 1. Units ICTTC088C and ICTTC090C cover similar work at escalation tiers 2 and 3.
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.

ICTTC101C LOCATE AND DIAGNOSE ELECTRONIC FAULTS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit applies to all telecommunications applications including telephony, data, video and multi media. This unit should be applied with units dealing with specific able types and installation environments. This unit applies to computer systems including Local Area Networks (LANs) and Wide Area Networks (WANs).
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.

ICTTC106C LOCATE AND RECTIFY PAY TV SET TOP UNIT FAULTS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit applies to all types of Customer Pay TV service and data casting services on customer premises. Installation is covered in ICTTC071 Install Pay TV set top unit. Cabling aspects of installation are covered in a range of units in the Certificate in Telecommunications (Cabling).
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.

ICTTC140A USE HAND AND POWER TOOLS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit applies to the skills required to safely use hand and power tools in the workshop and on the worksite.
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.

ICTTC147A ADMINISTER A DATA COMMUNICATIONS NETWORK (LAN OR WAN)
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit applies to the management and administration of a local area network or wide area network.
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.

ICTTC153A WORK SAFELY NEAR POWER INFRASTRUCTURE
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the requirements and conditions that must be met when telecommunications workers conduct operations in the vicinity of substantial safety hazards including work: At heights; Near electrical distribution infrastructure, radiation devices or other services; In confined space
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.

ICTTEN6206A PRODUCE AN ICT NETWORK ARCHITECTURE DESIGN
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to compile, and evaluate the business specifications from a client and produce a set of architecture design solutions that will cater for present and future forecast demands.
Required Reading: No text required.
Assessment: Evidence of the ability to: - adapt technologies to specified technical solutions - use site design software and hardware - evaluate client specifications against accepted industry practices - produce technical designs from business specifications - analyse feedback from client and make adjustment to the proposal - produce information that can be shared between businesses - apply design concepts to business solutions - produce technical reports - make recommendations and offer optimum design solutions.
ITD1001 ICT PRACTICE A
Locations: Footscray Nicholson, Werribee, City Queen, City Flinders, Off-shore, St Albans, Interstate delivery with partner institutions.
Prerequisites: Nil.
Description: Develops a set of skills associated with oral, written, technical and online communication focusing on creative ways in which ideas can be presented, critiqued and debated. Students will be involved in locating and assembling reliable sources of information for collection and presentation. Student will deal with issues related to the organisations code of ethics, protection on privacy and information security. Content includes: effective use of internet and search engines for information gathering; development of personal online portfolios; sound academic and technical writing skills; case studies in IT privacy and professional ethics.
Credit Points: 6
Class Contact: This unit will have 60 contact hours per semester.
Required Reading: School of ICT, Participant Resource Guide-ITD1001, VU.
Assessment: Portfolio, Personal Portfolio Assignment, 20%, Assignment, Research Assignment and presentation, 30%. Students must pass assessment task as outlined to obtain a pass in a Unit of Study and be deemed competent.

ITD1002 PROGRAMMING A
Locations: Werribee, City Queen, City Flinders, Off-shore, St Albans, Interstate delivery with partner institutions.
Prerequisites: Nil.
Description: Apply introductory programming skills using an object oriented language to develop, evaluate and modify GUI object oriented software applications. Content includes: introduction to control structures, predefined classes from libraries, application of all GUI controls to interface design, data validation, debugging, testing and documentation. The applications will be able to search and sort a single dimension array and read and write data to external files.
Credit Points: 6
Learning Outcomes: 1. Apply basic language syntax and control structures 2. Apply basic object-oriented principles in the target language 3. Use a modern IDE to create, build and deploy simple GUI applications 4. Use basic algorithms to process single dimensional arrays and access files 5. Test and Debug applications, 6. Create and maintain documentation.
Class Contact: This unit will have 60 contact hours per semester.
Required Reading: School of ICT, Participant Resource Guide-ITD1002, VU.
Assessment: Exercise, Practical tasks, 30%, Test, Programming language theory test, 30%, Examination, Final practical Exam 2, Design, develop and implement a Java Application., 40%. Students must pass each assessment task as outlined to obtain a pass in a Unit of Study and be deemed competent.

ITD1003 NETWORKING
Locations: Footscray Nicholson, Werribee, City Queen, City Flinders, Off-shore, St Albans, Interstate delivery with partner institutions.
Prerequisites: Nil.
Description: Covers fundamentals of modern data communication and internetworking infrastructure. Use network protocol models to explain the layers of communications in data networks. Student will design and build networks using routers and basic switches using classless IP addressing scheme. Mapped to CISCO certification - units Exploration 1 and 2 and progressing towards the CCNA and CCENT certifications.
Credit Points: 12
Learning Outcomes: 1. Explain how communication works in data networks and the Internet also explain the fundamental Ethernet concepts such as media, services and operation 2. Employ basic cabling and network designs to connect devices 3. Describe the importance of addressing and naming schemes at various layers of data networks and compare and contrast classful and classless IP addressing 4. Describe the protocols and services provided by the OSI and TCP/IP models and explain how each layer operates in various networks 5. Describe the purpose, nature and operations of a router, its routing tables and the role of routing protocols in the context of modern network design 6. Configure a router, static and dynamic routing protocols and use commands to troubleshoot errors.
Class Contact: This unit has 120 contact hours in one semester.
Required Reading: Required Reading: School of ICT, Participant Resource Guide-ITD1003, VU.
Assessment: Exercise, Lab activities from CISCO Academy, 20%, Test, Skills Tests compulsory for CISCO Academy, 30%, Examination, Two tests towards Industry Certification & CISCO Academy Exploration 1 & 2, 50%. Students must pass each assessment task as outlined to obtain a pass in a Unit of Study and be deemed competent.

ITD1004 WEB TECHNOLOGIES
Locations: Footscray Nicholson, Werribee, City Queen, City Flinders, Off-shore, St Albans, Interstate delivery with partner institutions.
Prerequisites: Nil.
Description: Plan, design and build an interactive, dynamic commercial website with the latest HTML standards and website development programs. Use JavaScript to provide client-side interactivity including validating forms and controlling browser windows. Create and apply CSS to develop page layouts and templates; Prepare and optimise images for websites and create simple flash animations. Students will research and review the appropriateness and quality of website design; based on a solid understanding of good design principles; user interface considerations; and accessibility issues.
Credit Points: 12
Learning Outcomes: 1. Understand and identify website goals, objectives and target audiences. 2. Analyse website outcomes for successful website planning and proposals. 3. Apply website objectives into creative website design. 4. Develop a live interactive website using HTML/HTML5 and CSS mark up language. 5. Demonstrate user-friendly principles through web interface design and accessibility. 6. Enhance website interactivity through the use of Flash and JavaScript.
Class Contact: This unit has 120 contact hours in one semester.
Required Reading: David, M 2010, HTML5: Designing Rich Internet Applications (Visualizing the Web), Focal Press.
Assessment: Exercise, Practical tasks, 20%, Case Study, Case study: Plan, design, build, enhance and test website, 80%.

ITD1005 WEB DATABASE TECHNOLOGIES
Locations: Footscray Nicholson, Werribee, City Queen, City Flinders, Off-shore, St Albans, Interstate delivery with partner institutions.
Prerequisites: ITD1002 - PROGRAMMING AND ITD1006 - DATABASES AND INFORMATION PROCESSING
Description: Develops dynamic web-based applications using server-side scripting technology including various concepts of multitier architectures. Students implement database connectivity; perform searches; add, update and delete records in web-based applications. Content includes: fundamentals of server-side scripting, server-side object-oriented programming, database connectivity, database query language, web server security.

Credit Points: 12

Learning Outcomes: 1. Describe the differences between client-side and server-side web technologies. 2. Use available resources to set up and maintain web server environment. 3. Describe and use various methods of maintaining the state of a web application. 4. Build server-side pages that connect to database, perform searches, update records, add and delete records. 5. Secure and deploy the web site

Class Contact: This unit has 120 contact hours in one semester

Required Reading: Stobart, S & Parsons, D 2008, Dynamic Web Application Development using PHP and MySQL, Course Technology.

Assessment: Exercise, Practical Lab exercises, 20%. Project, Assignment, 40%. Examination, Final Exam, 40%. Students must pass each assessment task as outlined to obtain a pass in a Unit of Study.

ITD1006 DATABASES AND INFORMATION PROCESSING

Locations: Footscray Nicholson, Werribee, City Queen, City Flinders, Off-shore, St Albans, Interstate delivery with partner institutions.

Prerequisites: Nil.

Description: Introduces fundamental business processing concepts underpinning the analysis and design of information systems. The unit covers the purpose of common business processes, source documents and process modelling. Students will use standard techniques to identify system requirements and design a simple database system. Content includes: systems concepts; common business source documents; systems Development Life Cycle (SDLC), process modelling, Entity-Relationship (ER) modelling; relational database design using ER modelling, SQL (Structured Query Language), normalisation.

Credit Points: 12

Learning Outcomes: 1. Identify common information business processes and the common documents used. 2. Distinguish between several different system development lifecycles. 3. Create SQL (Structured Query Language) queries to extract data and manage data in relational databases. 4. Apply Entity Relationship modelling techniques of create logical designs for relational databases. 5. Apply normalisation techniques 6. Design simple Use Case diagrams to model system requirements.

Class Contact: This unit has 120 contact hours in one semester


Assessment: Case Study, Data Modelling report on Case Study 2. Modelling data requirements using a Use Case and ER diagram, 40%. Examination, Final Exam covering all objectives, 40%. Test, SQL Test, 20%. Students must pass each assessment task as outlined to obtain a pass in a Unit of Study and be deemed competent.

ITD1007 MANAGING IT

Locations: Footscray Nicholson, Werribee, City Queen, City Flinders, Off-shore, St Albans, Interstate delivery with partner institutions.

Prerequisites: Nil.

Description: Covers managing IT services according to best practice processes for the support and delivery of high quality and cost effective IT solutions which underpin business processes. Effective management of Service level agreements to manage IT Services throughout the IT Service Lifecycle is discussed together with emerging technologies relating to Green IT and IT virtualisation. Utilise standard project management techniques and tools to control and successfully delivery IT Projects within scope, time and cost. Uses the software tools to help with planning, organising, monitoring and controlling the lifecycle of a project.

Credit Points: 12

Learning Outcomes: 1. Understand and document service desk functions. 2. Use Service Management best practice methodology to manage Incidents, problems and change. 3. Analyse and use of Service Level Agreements. 4. Describe the project life cycle and understand the fundamentals of managing projects. 5. Understand and explain best practice methodology approach to monitoring the quality of products created during the life of a project. 6. Use Project application to manage project lifecycle.

Class Contact: This unit has 120 contact hours in one semester


Assessment: Exercise, Lab tasks & ITIL Case Study, 20%. Case Study, Project management Assignment and presentation - Case study, 40%. Examination, Final Exam aligned to industry certification, 40%. Students must pass each assessment task as outlined to obtain a pass in a Unit of Study and be deemed competent.

ITD1008 OPERATING SYSTEMS

Locations: Footscray Nicholson, Werribee, City Queen, City Flinders, Off-shore, St Albans, Interstate delivery with partner institutions.

Prerequisites: Nil.

Description: An overview of modern operating system concepts and architecture, process and memory management and file systems. In depth practical case study will involve student in installation and setting up services and securing a Linux desktop based operating system. Students will interact with the operating system using advanced command-line processing and basic shell scripts. Contributes towards Linux professional Institute and/or Red Hat vendor certification.

Credit Points: 12

Learning Outcomes: 1. Identify the fundamentals of operating systems — memory, file systems, processes 2. Plan and Install an operating system in a multi user environment 3. Interact with the operating system using GUI desktop tools 4. Use the command line to interact with the operating system 5. Understand file systems and maintain basic file system security 6. Configure basic network connectivity and file sharing

Class Contact: This unit has 120 contact hours in one semester

Required Reading: School of ICT, Participant Resource Guide-ITD1008, VU.

Assessment: Exercise, Practical Lab Tasks aligned to industry certification, 30%. Assignment, Install and configure operating system, 40%. Examination, Exam aligned to Industry Certification, 30%. Students must pass each assessment task as outlined to obtain a pass in a Unit of Study and be deemed competent.

ITD1009 INTRODUCTION TO OBJECT ORIENTED PROGRAMMING CONCEPTS

Locations: Footscray Nicholson, Werribee, City Queen, City Flinders, Off-shore, St Albans.

Prerequisites: Nil.

Description: This unit provides knowledge of basic object oriented programming concepts and their application to develop, evaluate modify and test GUI based object oriented software applications. It also develops an understanding of the features of
modern IDE based development software development including debugging, profiling, code generation and development of graphical user interfaces. Content includes: programming control structures, array-based algorithms, usage of predefined classes from libraries, problem solving methodology that includes defining the problem, designing a solution and implementing the solution; inheritance and basic polymorphism, developing GUI based applications, data validation, debugging, testing and documentation.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students are expected to be able to:

- Understand and apply basic language syntax and control structures
- Describe basic object-oriented language principles including inheritance and polymorphism
- Use a modern IDE to create, build and deploy GUI applications that use user-defined classes
- Solve problems using algorithms involving arrays and other built-in data structures
- Test and debug and document programming applications Create and maintain documentation

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.

Required Reading: School of ITC, VU (2012) Participant Resource Guide - ITD1009

Assessment: Written Test Laboratory Work, Practical programming tasks, 20%. Assignment, Programming Assignment 2 Design, implement and test a Java-based application, 50%. Test, Written Test, 30%.

ITD1010 COMMUNICATION FOR THE COMPUTER PROFESSIONAL

Locations: Footscray Nicholson, Werribee, City Flinders, Off-shore, St Albans, Interstate delivery with partner institutions.

Prerequisites: Nil.

Description: This unit of study aims to develop a set of skills associated with oral, written, technical and online communication focusing on creative ways in which ideas can be presented, critiqued and debated as well as focussing on academic and technical communication skills. Students will be involved in locating and assembling reliable sources of information for collation and presentation. Students will use their research skills to research, evaluate and report on emerging issues relevant to the IT industry. Content includes: OHS responsibilities, sustainability within IT, career options in IT, job application development and interview skills.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students are expected to be able to:

- Research and report on emerging issues relevant to the IT industry and contribute to the development of a policy document in relation to sustainability in the industry.
- Understand the meaning of code of ethics and privacy issues related to IT industry.
- Develop personal learning pathways and extend and enhance personal portfolios. Prepare job applications and attend interviews.
- Use social networking tools to establish a professional presence.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.


ITD1021 ICT PRACTICE B

Locations: Footscray Nicholson, Werribee, City Queen, City Flinders, Off-shore, St Albans, Interstate delivery with partner institutions.

Prerequisites: ITD1001 - ICT PRACTICE A

Description: Building on the skills obtained in ITD1001 this unit further develops academic and technical communication skills. Students will be involved in analysing and creating policy within the context of a sustainable IT industry and employment in the IT industry. Content includes: OHS responsibilities, sustainability within IT, career options in IT, job application development and interview skills. Students will use their research skills to research, evaluate and report on emerging issues relevant to the IT industry.

Credit Points: 6


Class Contact: This unit will have 60 contact hours per semester

Required Reading: School of ICT, Participant Resource Guide-ITD1021, VU.

Assessment: Assignment, OHS and policy development, 25%. Report, Report and presentation on emerging issues, 25%. Portfolio, Portfolio Presentation, 50%. Students must pass each assessment task as outlined to obtain a pass in a Unit of Study and be deemed competent.

ITD1022 PROGRAMMING B

Locations: Footscray Nicholson, Werribee, City Queen, City Flinders, Off-shore, St Albans, Interstate delivery with partner institutions.

Prerequisites: ITD1002 - PROGRAMMING A

Description: Builds on skills gained from ITD 1002 to further develop skills in object oriented application development. Students will connect applications to databases and develop complex GUI solutions. Content includes: creation of user defined classes, the OO principles of inheritance and polymorphism; data structures; and unit testing. Students will develop an understanding of the features of modern IDE based development software development including debugging, profiling, code generation and development of graphical user Interfaces.

Credit Points: 6

Learning Outcomes: 1. Create and build GUI applications that use user-defined classes 2. Build solutions (applications) that can connect to, query and update a relational database 3. Create and run unit tests 4. Debug and profile Object Oriented Applications 5. Create and maintain documentation

Class Contact: This unit will have 60 contact hours per semester
Required Reading: School of ICT, Participant Resource Guide- ITD1072, VU.
Assessment: Exercise, Practical tasks, 20%. Case Study, Assignment & Design, Develop and Deploy Database Application (Individual), 40%. Examination, Final Exam (theory), 40%. Students must pass each assessment task as outlined to obtain a pass in a Unit of Study and be deemed competent.

PSPM402B MANAGE SIMPLE PROJECTS
Prerequisites: Nil.
Description: This unit covers management of generally low risk projects that may be small scale and managed by one person or a person with a small team. It includes implementing project start-up activities, coordinating project implementation, monitoring the project and arranging follow-up activities. In practice, managing simple projects overlaps with other generalist and specialist work activities such as applying government processes, using resources, gathering information, managing contracts etc.
Required Reading: No required text.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

SISSA1305A PERFORM THE ADVANCED TACTICS OF AUSTRALIAN FOOTBALL
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to perform the advanced tactics of Australian football. This unit focuses on the development and performance of advanced Australian football tactics through the participation in activities, discussions and games.
Required Reading: No required text.
Assessment: - utilises knowledge and interpretation of advanced tactics of Australian football, and relevant rules, regulations and policies to develop and follow game plans, and apply the advanced tactics applicable to different positions - determines strengths and weaknesses of individual player or players and teams and psychologically prepares to apply tactics and strategies accordingly - communicates appropriately with team members, coach, umpires and support staff throughout activities and games, and responds to feedback - reviews own and team's football performance to identify strengths and areas requiring improvement and or modifications.

TUC4019A DRIVE TRAIN TO OPERATIONAL REQUIREMENTS
Locations: Industry.
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to drive a train to operational requirements in accordance with safeworking and regulatory requirements and workplace procedures. This includes applying train management techniques to manage the movement of a train and, as the driver of a motive power unit, to conduct all movements and related activities required to achieve operational requirements. It also includes responding effectively to external factors and emergencies, handing over a train to a relief crew and stabling it at the end of a journey.
Required Reading: VU Produced Workbooks
Assessment: This unit includes LWC and will be assessed by demonstration and observation and/or portfolio of evidence.

VBP551 DEVELOP WRITING AND EDITING SKILLS
Prerequisites: Nil.
Description: This unit covers the knowledge and skills in the use of the English language for the writing and editing tasks.
Assessment: As per accredited curriculum

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

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

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

VBP665 REFINE PERFORMANCE SKILLS
Prerequisites: Nil.
Description: The purpose of this unit is to provide the participants with the skills to refine their performance skills.
Assessment: As per accredited curriculum

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

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

VPAU010 ANALYSE AND IMPLEMENT SUSTAINABLE WORK PRACTICES
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by artists and designers to develop, monitor and maintain economic, social, institutional and environmental work practices.

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

VPAU012 USE ADVANCED DRAWING TECHNIQUES TO REPRESENT AND COMMUNICATE CONCEPTS
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to represent and communicate a concept through the use of advanced drawing techniques.

VPAU013 APPLY THE ELEMENTS AND PRINCIPLES OF DESIGN
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to extend artistic practice to explore and apply the principles of design to an artwork or a design solution. The unit may be applied to 2D or 3D work.

VPAU014 MANAGE CREATIVE AND PROFESSIONAL SELF
Locations: Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to manage self and includes understanding and applying ethical practices to own creative and business activities, setting an d meeting own priorities and developing and maintaining artistic and professional competence.
Required Reading: No required text
Assessment: Assessment may include: projects; presentations; assignments.

VPAU015 PLAN AND IMPLEMENT A PROJECT IN THE WORKPLACE
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to plan and implement a project, work effectively within an organisation and accept responsibility for and monitor own work.

VPAU024 DEVELOP AND REFINE ARTISTIC PRACTICE TO PRODUCE A CONCEPT FOR THEMATICALLY CONNECTED DIGITAL ART WORK
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to develop artistic practice to produce a concept for a thematically connected digital art work incorporating other media through the exploration and application of a range of advanced techniques and media.

VPAU025 REALISE THEMATICALLY CONNECTED DIGITAL ARTWORK
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to develop artistic practice to produce a concept for a thematically connected digital art work incorporating other media through the exploration and application of a range of advanced techniques and media.

VPAU026 DEVELOP AND REFINE ARTISTIC PRACTICE TO PRODUCE A CONCEPT FOR THEMATICALLY CONNECTED PAINTINGS
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to produce and present a thematically connected digital art work which incorporates other media.

VPAU027 REALISE THEMATICALLY CONNECTED PAINTINGS
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to present a thematically connected digital art work which incorporates other media.

VPAU030 DEVELOP AND REFINE ARTISTIC PRACTICE TO PRODUCE A CONCEPT FOR THEMATICALLY CONNECTED PRINTS
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to develop artistic practice to produce a concept for thematically connected prints through the exploration and application of a range of advanced techniques and media.

VPAU031 REALISE THEMATICALLY CONNECTED PRINTS
Locations: City Flinders.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to produce and present a thematically connected prints.
Required Reading: No Required Reading
Assessment: Students develop a folio of thematically connected prints. Assessment will be primarily folio based and may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include: - practical demonstrations - work samples or simulated workplace activities - demonstrated a command of selected advanced techniques and which are consistent with the conceptual vision - demonstrates advanced knowledge of materials and tools and how they are used - portfolios of evidence - eg: artworks, backup work - Third-party reports from experienced practitioners. Assessment - Folio presentation - prints and drawings - Written presentation - Visual Diary and workbook

VPAU050 PRODUCE TYPOGRAPHY IN RESPONSE TO A BRIEF
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to select and compose type to produce typography at an advanced level in response to a brief.

VPAU051 CREATE PAGE LAYOUTS IN RESPONSE TO A BRIEF
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to create and compose pages using layout applications at an advanced level in response to a brief.

VPAU053 PRODUCE AND SCAN COMPLEX DIGITAL IMAGES FOR REPRODUCTION
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to produce and scan complex colour separated images at an advanced level for reproduction.

VPAU054 PRODUCE A CONCEPT FROM A GIVEN BRIEF
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to produce a concept from a given brief through the exploration and application of a range of advanced techniques and media.

VPAU055 PRODUCE ART WORK FROM CONCEPT TO FINISHED ART STAGE
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to produce artwork from a concept to finished art stage through the exploration and application of a range of advanced techniques and media. It is a specialisation unit and refers to a specific art form.
VPAU056 CREATE DESIGN CONCEPTS FROM A BRIEF TO PRODUCE 2 DIMENSIONAL ART WORK TO FINISHED ART STAGE
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to create design concepts to produce a 2-dimensional (2D) artwork to finished art stage through exploration and application of a range of advanced techniques and media. It is a specialisation unit and refers to a specific art form.

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

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

VPAU059 USE COMPLEX DRAWING TECHNIQUES TO REPRESENT AND COMMUNICATE THEMATICALLY CONNECTED CONCEPTS
Prerequisites: Nil.
Description: This unit describes the more complex drawing techniques required to communicate thematically connected concepts through drawing.

VPAU092 APPLY RESEARCH AND CRITICAL ANALYSIS TO EXTEND ARTISTIC AND DESIGN PRACTICE
Prerequisites: Nil.
Description: This unit describes the more complex skills and knowledge required to research and critically analyse concepts for application to artistic or design practice.

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

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

VPAU095 CREATE DESIGN CONCEPTS TO PRODUCE ART WORK TO FINISHED ART STAGE
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to produce artwork that uses a range of advanced techniques and media to finished art stage and to prepare the artwork for production. It is a specialisation unit and refers to a specific art form.

VPAU249 PRODUCE AND CREATE GRAPHICS IN RESPONSE TO A BRIEF
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to develop graphics incorporating a range of features for cross-media publishing in response to a brief using advanced skills and high-end application.

VPAU478 DISMANTLE AND ASSEMBLE ENGINEERING COMPONENTS OR SUBASSEMBLIES
Locations: Footscray Nicholson, St Albans.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to dismantle and reassemble engineering components or subsystems. This includes the use and selection of appropriate tools for the task, identification and replacement of damaged/faulty parts. Requisite or co-requisite skills in the use of portable hand and power tools, reading engineering drawings and performing basic measurements are required
Required Reading: No text is required for this unit
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks

VPAU479 PERFORM PRECISION MEASUREMENTS
Locations: Footscray Nicholson, St Albans.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to make accurate measurements using a wide range of basic engineering and scientific measuring instruments and devices.
Required Reading: No text is required for this unit
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks

VPAU480 USE COMPUTER TECHNOLOGY
Locations: Footscray Nicholson, St Albans.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to use word-processing, spreadsheets, database software applied to engineering problems, computer aided design/drafting (CAD) and engineering simulation software.
Required Reading: No text is required for this unit
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks

VPAU645 INSTALL AND CONFIGURE A HOME OR SMALL OFFICE NETWORK
Locations: Footscray Nicholson, St Albans.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required for entry level networking support to establish a small office or home office internet
VU20832 WRITE FICTION
Locations: St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop works of fiction using a range of formats and approaches suitable for publication.
Required Reading: No required text
Assessment: Detailed knowledge of research techniques. Ability to develop a concept for a particular audience. Knowledge of the current state of the fiction market. Ability to develop a work of fiction from concept to written draft. Ability to experiment with a range of formats and approaches to writing the fiction material. Knowledge of writing and editing techniques. Ability to consult and make use of feedback.

VU20833 COORDINATE EDITING AND PRE-PRODUCTION PROCESSES FOR A PUBLICATION
Locations: St Albans.
Prerequisites: VU20278 - REFINE EDITING SKILLS
Description: This unit describes the performance outcomes, skills and knowledge...
required to manage the processes of editing and refinement of the range of content suitable for publication.

**Required Reading:** No required text

**Assessment:** The demonstrated ability to: Coordinate editing and production processes of a publication from concept to pre-print stage; Liaise with production personnel, publishers, clients and content creators to facilitate production of the final publication; Liaise with industry personnel to achieve professional standards

### WDC1000 THE CREATIVE PROCESS

**Locations:** Footscray Nicholson, Footscray Park, City Flinders, St Albans.

**Prerequisites:** Nil.

**Description:** This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. This unit of study provides an introduction to creative processes and to systems that can be applied to creative thinking and generation of ideas. Students will be presented with a variety of ways to enhance their own creative processes, as well as tools to evaluate the appropriateness and success of their ideas. Students will also be encouraged to explore the notion of risk-taking and to examine how failure can be a driver towards success. This unit aims to introduce students to creative process, develop knowledge and skills in systematic approaches to the creative process, examine the value of risk-taking in the creative process, examine failure as a tool for innovation, engage students’ own creativity as a tool for generating innovative responses to problems, enhance oral communication and presentation skills, and provide students with the skills to critically evaluate their own work.

**Credit Points:** 12

**Learning Outcomes:** On successful completion of this unit students are expected to:

- Demonstrate knowledge of different approaches to the creative process;
- Analyse processes of creative thinking and critical reflection;
- Generate original and creative ideas; and
- Demonstrate an increased awareness of the role of risk-taking and failure in creativity.

**Class Contact:** This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.

**Required Reading:** WDC1000 Book of Readings (current year), available from the University Campus bookshop.

**Assessment:** Assignment, Analyse own creative process, 20%; Portfolio, Portfolio of creative arts ideas, 40%; Project, Design creative industry project, 40%. Total effective word limit 3000 words.

### WDC1001 CRITICAL THINKING

**Locations:** Footscray Nicholson, Footscray Park, City Flinders, St Albans.

**Prerequisites:** Nil.

**Description:** This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. This unit aims to build a solid foundation of core study skills, for use at university and in other professional and community settings. This includes skills related to: note taking, group discussions, research (including library and online database work), essay writing, and formal presentations. This unit introduces critical thinking and examines how we know what we know, what it means to be human, and how academic study might help us to answer these and other ‘big’ questions. A key theme of this unit relates to the way knowledge is a constructed, contested and changing phenomenon in an increasingly globalised context.

**Credit Points:** 12

**Learning Outcomes:** On successful completion of this unit, students are expected to:

- Construct accurate and meaningful notes taken during lectures and workshops, and when reading various ‘secondary sources’, such as textbooks, academic articles, press materials, films/videos, radio, or world wide web/internet;
- Locate relevant texts through advanced library searches, including other catalogues and online services (e-reserve);
- Demonstrate the ability to write in a clear and well argued manner suitable for academic purposes; and
- Use Harvard referencing system appropriately.

**Class Contact:** This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.

**Required Reading:** WDC1001 Book of Readings (current year), available from the University Campus bookshop.

**Assessment:** Essay, Essay reviewing a cultural event to demonstrate analytical and creative thought. Academic summarising and Harvard referencing skills must be included, 60%. Presentation, Using a variety of media in conjunction with verbal presentation to present outcomes of event review, 40%. Total effective word limit 3000 words.

### WDC1002 CREATIVE INDUSTRIES

**Locations:** Footscray Nicholson, Footscray Park, City Flinders, St Albans.

**Prerequisites:** Nil.

**Description:** This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. This unit of study provides an introduction to the creative industries and addresses the role of the creative industries in the commercial and social environment. Students examine the changes that have occurred in the creative industries profile and examine the impact of new technologies on industry practices. The unit gives students the opportunity to investigate a specific creative industry, examining current work practices and identifying emerging skill requirements for that industry. The unit allows for interaction with industry experts. This unit aims to introduce students to the range of creative industries that incorporate arts professionals, address the rise of the creative industries in Australian and international contexts, examine work practices specific to these industries, investigate the role of new technologies within these industries, develop skills to explore and identify opportunities for participation in the creative industries.

**Credit Points:** 12

**Learning Outcomes:** On successful completion of this unit, students are expected to be able to:

- Demonstrate an awareness of the role of arts professionals in the creative industries;
- Understand the history and growth of the creative industries;
- Explore employment opportunities in the creative industries;
- Develop practical skills for participation in the creative industries; and
- Demonstrate awareness of professional practices, behaviour and attitudes.
Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.

Required Reading: Coves, R 2000, Creative industries: contracts between art and commerce, Massachusetts: Harvard University Press

Assessment: Journal, Reflective of individual industry focus, 30%. Assignment, Explore creative industry history and context, 40%. Presentation, Case study of a creative industry practice, 30%. Total effective word limit 3000 words.

WDC1003 CREATIVE TECHNOLOGIES

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

Prerequisites: Nil.

Description: This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. The internet is a primary communication tool for individuals, communities, organisations and corporations. Developments in online technology are changing the way the creative industries and arts organisations operate. This encourages the development of engaging design and new art forms. Understanding how the internet functions and gaining skills needed to create quality online content are essential for all creative arts industry professionals. In this unit, students research and implement a selection of internet systems and frameworks to gain experience in and knowledge of these ubiquitous technologies. Students will develop the necessary basic skills to create an individual website, construct a blog with relevant content related to project development and creative practice, contribute to a wiki about creative online technologies and participate in individual and group activities that simulate a creative industries studio-based environment.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students are expected to be able to:

- Demonstrate a foundational knowledge of relevant computer systems and software;
- Create a website and a blog using a variety of professional tools including industry standard software;
- Apply basic interface design and usability theory in practical work;
- Apply good practice in teamwork and team dynamics in production and research; and
- Demonstrate competency with existing Internet tools and technologies

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.

Required Reading: WDC1003 Book of Readings (current year), available from the University Campus bookshop.

Assessment: Presentation, Group presentation and development of online resources (Wiki), 20%. Project, Design specification for website, 15%. Project, Individual website, 40%. ICT (Wiki, Web sites), Blog for journal reflection, 25%. Total effective word limit 3000 words.

WDC1021 NEW PERSPECTIVES IN PAINTING

Locations: City Flinders.

Prerequisites: Nil.

Description: This unit of study aims to develop practical skills in painting via an intensive series of studio based classes incorporating a range of art materials. Lectures address a range of significant historical artworks from the Renaissance in the twentieth century. Practical studio projects; outline the way paintings are produced and articulate this effectively to others; and

- Produce finished artworks incorporating observational drawing techniques that successfully represent and communicate a concept;
- Work with a variety of drawing materials and art production techniques;
- Respond and engage creatively with a range of practical drawing projects;
- Critically analyse the qualities of works of art produced and articulate this effectively to others; and
- Apply the principles of sustainable, safe professional studio practice for effective collaborative and individual artistic production.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.


Assessment: Portfolio, Preliminary consisting of 4 drawings and written proposal/concept statement, 30%. Practicum, Ongoing assessment of weekly practical studio projects, 20%. Portfolio, Final consisting of presentation of 12 finished drawings, 50%. Total effective word limit 3000 words.

WDC1020 NEW PERSPECTIVES IN DRAWING

Locations: City Flinders.

Prerequisites: Nil.

Description: This unit is a series of contemporary studio-based drawing classes in which students develop skills in observational visual techniques. Practical studio projects include the development of the skills of life drawing, composition, mark-making, colour, texture, tone and contour. Students complete and archive weekly studio projects and visual exercises to create a comprehensive folio of drawings for assessment.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students are expected to:

- Collate, archive and develop ideas, visually and in writing, consistently over time in a visual diary;
- Demonstrate understanding of how to use a variety of painting materials and art production techniques and engage creatively with a range of practical painting projects;
- Produce and present a folio of painting based on the plan of work;
- Critically analyse the qualities of works of art produced and articulate this effectively to others verbally; and
- Apply the principles of sustainable, safe professional studio practice for effective collaborative and individual artistic production.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.


Assessment: Practicum, Ongoing assessment of weekly practical studio projects, 35%. Journal, Reflective visual archive, 25%. Portfolio, Presentation of six finished artworks, 40%. Total effective word limit 3000 words.

WDC1030 CREATIVE WRITING
Locations: City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. The unit of study introduces students to the creative writing strand in the professional writing specialisation. The unit focuses on understanding essential elements of fiction writing and the structures used in longer works and scripts. Students read a variety of writings to highlight techniques and develop cultural awareness of aspects of storytelling forms. Students also read the published work of professional writing students in the literary magazine Offset and the community magazine Platform and are encouraged to contribute to both. The unit also features short film screenings and guest lectures by creative writers.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students will:
- have an understanding of what is required to create a range of fiction works, including novels, short stories and scripts;
- have increased their skills in writing and revision, and developed craft skills in characterisation, plotting, dialog and description;
- be able to read more critically and have developed skills in critiquing and reworking their own writing;
- have an understanding of basic structures in contemporary storytelling, including multi-threaded works; and
- be able to analyse the structure of a given work and use these aspects to better structure their own writing.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.

Required Reading: WDC1031 Book of Readings (current year), available from the University Campus bookshop.

Assessment: Assignment, Analysis of readership, 10%. Assignment, Non-fiction book proposal, 30%. Report, One long feature article, 30%. Portfolio, Folio of interviews and short features, and associated pitches to publishers, 30%. Total effective word limit 3000 words.

WDC1040 PERFORMANCE PRACTICES
Prerequisites: Nil.
Description: This unit of study gives students a practical understanding of ethical and productive practices for dance, drama and performance. Students learn how to work autonomously and collaboratively. Standing, sitting, walking, lying, seeing, listening, smelling, tasting and touching are used as key organising elements to introducing warm-up, compositional and improvisational skills in textual, visual and kinetic performance modes.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students are expected to:
- Identify ethical and productive ways of approaching and interacting with spaces and places, themselves, and others;
- Demonstrate the basic performance elements of standing, sitting, walking, lying, seeing, listening, smelling, touching and tasting;
- Implement basic skills in ‘warming-up’ for composing, improvising and developing work for performance, dance and drama alone and with others; and
- Articulate an introductory understanding of textual, visual and kinetic performance modes.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.

Required Reading: WDC1040 Book of Readings (current year), available from the University Campus Bookshop.

Assessment: Practicum, completion of studio based practical tasks and processes, 50%. Journal, Documentation of process, 20%. Creative Works, Performance presentations, 30%. Total effective word limit 3000 words.

WDC1041 PERFORMANCE IN CONTEXT


Prerequisites: Nil.

Description: This unit of study exposes students to a range of contemporary performance, dance and drama through attending and/or viewing documentation of selected performances. Students construct a performed response to these works either as a solo or group presentation. The unit provides students with an understanding of the cultural context of the performance and how that changes through (re)sitting, (re)presenting and (re)interpretation. It broadens their understanding of what a performance, dance or drama could be.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students are expected to be able to:

- Critically analyse and articulate through performance aspects of composition in dance, drama and performance;
- Demonstrate an introductory understanding of the range and depth of contemporary performance, dance and drama;
- Analyse the internal structure and substance of a number of live contemporary performances, including dance and drama; and
- Demonstrate ways in which performances are constructed and how performances may be re-makings of other performances.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.

Required Reading: WDC1041 Book of Readings (current year), available from the University Campus Bookshop.

Assessment: Practicum, completion of practical tasks and processes within workshop classes, 50%. Journal, Documentation of process, 20%. Creative Works, Performance presentations, 30%. Total effective word limit 3000 words.

WDC1050 INTRODUCTION TO MUSIC TECHNOLOGY

Locations: This unit may also be offered at Kindred Studios in Yarraville.

Prerequisites: Nil.

Description: This unit of study provides an introduction to the essential roles digital technologies perform in modern music composition, production, recording and performance. A brief historical and cultural overview of music technology provides a context for appreciating the techniques commonly used today and in the future. Students learn basic theoretical principles of digital audio and MIDI, with an emphasis on musical applications. Various computer-based techniques are introduced, including MIDI sequencing and control, digital audio editing, mixing and processing, plug-ins and ‘virtual instruments’, and music notation for composition and arranging. Students are asked to consider and discuss the influences of software-based tools, digital media and the Internet on modern music composition, production and distribution, and how these tools influence the practices of professional musicians today.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students are expected to be able to:

- Demonstrate knowledge and understanding of key theoretical concepts and terminology related to music technology;
- Operate a range of industry-standard music software including MIDI sequencers, digital audio workstations and music notation software;
- Apply their skills and knowledge of technology to compositional, recording and performance contexts; and
- Critique the history and culture of technology in music, and how this relates to the modern professional musician.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.


Assessment: Creative Works, MIDI sequencing project, 30%. Creative Works, Score notation exercise, 20%. Creative Works, Digital audio editing and mixing project, 30%. ICT (Wiki, Web sites), Discussion forum participation, 20%. Total effective word limit 3000 words.

WDC1051 MUSIC THEORY AND PRACTICE

Locations: This unit may be offered at Kindred Studios in Yarraville.

Prerequisites: Nil.

Description: This unit of study introduces students to the practice and theory of music. Students develop an understanding of music theory, aural skills and how to develop and perform music in contemporary styles and genres. Students explore the stylistic, harmonic and rhythmic aspects of popular and contemporary music. Students apply theoretical knowledge in practical ensemble workshops where they develop skills in selecting, negotiating, preparing and performing repertoire. Workshop facilitators assist students to develop technical fluency, arrangement skills, interpretation and musical expression on their instrument(s) within an ensemble context.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students are expected to:

- Demonstrate an understanding of major and minor chords, scales and intervals;
- Demonstrate an understanding of basic music notation;
- Demonstrate an understanding of basic rhythmic phrasing, tempo and time signatures;
- Perform repertoire for a short recital program;
- Contribute effectively as part of an ensemble;


- Develop and maintain a written practice journal; and
- Develop and apply interpretative skills and overall musicianship.

**Class Contact:** This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.


**Assessment:** Exercise, Weekly theory and aural exercises, 25%. Examination, Theory exam, 25%. Performance, Recital (15 minutes), 25%. Other, Ensemble participation - including journal entries, 25%. Total effective word limit 3000 words.

**WDC1060 DESIGN FOR DIGITAL MEDIA**

**Locations:** City Flinders.

**Prerequisites:** Nil.

**Description:** This unit of study introduces students to the principles and practical application of electronic design for the screen. It examines the design practices and processes of digital media, including static, temporal and interactive media. The platforms explored are web, interactive and mobile platforms. Topics explored include: processes to create a design concept, branding, trends in design, and effective visual communication. The visual literacy and technical skill sets of students will be developed, including image development, written and oral communication skills required by a visual designer. Students will be given guidance about how to research, design and develop a folio. Assessment tasks combine creativity with theoretical, technical skills and knowledge.

**Credit Points:** 12

**Learning Outcomes:** On successful completion of this unit, students are expected to:

- Demonstrate critical understanding of how design functions in a multimedia production;
- Utilise creative skills to conceptualise and execute design principles in practical contexts;
- Identify the process required to execute a design within a specific context;
- Explain the process required to undertake design research; and
- Evaluate needs of audience/client groups in design process.

**Class Contact:** This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.

**Required Reading:** WDC1060 Book of Readings (current year), available from the University Campus bookshop

**Assessment:** Assignment, Written design brief, 20%. Project, Industry market needs analysis, 20%. Exercise, Two major practical works, 60%. Total effective word limit 3000 words.

**WDC1061 SOUND AND VIDEO FOR DIGITAL MEDIA**

**Locations:** Footscray Park, City Flinders.

**Prerequisites:** Nil.

**Description:** Multimedia professionals need to be experts in producing digital forms of the "old" recorded arts such as video, sound and text, as well as experts in putting these old forms together into new digital forms. This unit of study examines some of the technological developments that have made possible the computer mediated forms of artistic expression and communication. It examines some of the conventions of visual language, techniques for shooting and editing digital video, and the operation of sound with digital video. The unit of study includes a special focus on sound production and editing. Guest lecturers from the multimedia industry will showcase their work and discuss contemporary issues in digital video and sound production.

**Credit Points:** 12

**Learning Outcomes:** On successful completion of this unit, students are expected to:

- Demonstrate an understanding of the principles of visual, aural and media literacy for the development and production of digital video and sound;
- Demonstrate competency in assembly of video and audio content
- Investigate the interconnections between sound and digital video; and
- Analyse and practice the management process required to plan, shoot and edit sound and video projects.

**Class Contact:** This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.


**Assessment:** Project, Soundscape, 20%. Project, Video script and storyboard, 20%. Creative Works, Video project, 40%. Test, Accumulative assessment, 20%. Total effective word limit 3000 words.

**WDC1070 DEVELOP SELF AS ARTIST**

**Locations:** Footscray Nicholson.

**Prerequisites:** Nil.

**Description:** This unit of study aims to invite students to deepen an understanding of themselves as creative agents. Students are encouraged to examine the impetus for their own creativity and to discover ways of developing an integrative, sustainable approach to the creative process. This unit aims to: develop an understanding of sustainable art practice; develop skills to identify meaning and context for artistic work; examine the role of the artist’s self in the creative process; help students discover confidence in and consolidate own voice; encourage students to develop a greater awareness of the role of artist within the context of community.

**Credit Points:** 12

**Learning Outcomes:** On successful completion of this unit, students should be able to:

- Analyse the impetus for creativity
- Evaluate sustainability for on-going artistic practice
- Identify ways of integrating on-going creative practice within the context of a wider community
- Develop an awareness of self as agent in creative process

**Class Contact:** This unit will have 90 contact hours per semester which is broken down into 5 hours per week over an 18 week semester.

**Required Reading:** Book of readings (current year), available from unit coordinator

**Assessment:** Presentation, Evaluate impetus for creativity and sustainable practice, 40%. Portfolio, Creative practice folio: Documentation of on-going practice, 60%. Total effective word limit 3000.
WDC1071 IMMERSION PROJECT


Prerequisites: Nil.

Description: This unit introduces the student to the application of content, practice or skills-based immersion experiences within the artistic process. Students will devise and implement their own immersion project. This unit aims to introduce self-guided proximity for understanding artistic orientation; evaluate the significance of objects, events, the flow of time, the self, and others, as these things arise and are experienced by the student; allow the student to negotiate diverse cultural understandings and difference; develop skills in documentation of practice, such as writing, recording, filming, collecting; and assist in refining artistic aesthetics through imagining, planning and implementing a self-guided immersion project.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students should be able to:

- Plan and implement a self-guided immersion project focusing on an aspect of own artistic process
- Analyse the effect of immersion on creative impetus
- Develop journal & notation skills for own arts practice
- Develop processes of reflecting on and documenting lived experience

Class Contact: This unit will have 90 contact hours per semester which is broken down into 5 hours per week over an 18 week semester

Required Reading: Book of Readings (current year), available from unit coordinator

Assessment: Journal, Folio/Journal - Documentation of immersion project, 50%. Presentation, Formulate effect of immersion on creative impetus, 50%. Total effective word length 3000.
Below are details of courses offered by the School of Sport & Science in 2013.

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

### ADVANCED DIPLOMA OF REMEDIAL MASSAGE (MYOTHERAPY)

**Course Code:** 21920VIC  
**Campus:** Footscray Park, Whitten Oval - Footscray.

**About this course:** The Advanced Diploma of Remedial Massage (Myotherapy) is a hands-on course. You will learn the physical assessment and treatment skills needed for the preventative, corrective and rehabilitation phases of musculoskeletal care. This course builds on the skills taught in the Diploma of Remedial Massage so you can work with more complex cases. You will increase your employability in the industry by gaining skills in: leadership and counselling finance management in small business clinical assessment myotherapy practice myotherapy treatments including dry needling.

**Course Objectives:** This qualification provides the theoretical and practical training in planning, applying and assessment massage treatments to utilise in the preventative and corrective rehabilitation phases of musculoskeletal care. Graduates will be able to job ready and practise as a myotherapist in the health clinic or own practise and have the option to apply for membership to a Professional Association.

**Careers:** Massage Therapist Graduates will be able to apply to register as a recognised accredited professional Myotherapist with the ability to work in private practice and multi-disciplinary medical settings.

**Course Duration:** 9 months

**Admission Requirements Year 12:** VTAC Completion of the Certificate IV/Diploma of Remedial Massage or equivalent.

**Admission Requirements Mature Age:** VTAC Completion of the Diploma of Remedial Massage or equivalent. Applicants are encouraged to apply and may be required to have relevant employment or evidence of experience and/or ability to meet the demands of the program.

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

**COURSE STRUCTURE**

To gain the award of Advanced Diploma of Remedial Massage (Myotherapy) participants must complete all eleven (11) units of competency, made up of six (6) common units and five (5) specialist units. Participants who do not complete the full course will be awarded a Statement of Attainment listing those units they have successfully completed.

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<tr>
<th>Core Units</th>
<th>BSBINM601A</th>
<th>MANAGE KNOWLEDGE AND INFORMATION</th>
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<td>Elective Units</td>
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<tr>
<td>VPAU430</td>
<td>WORK WITHIN A MYOTHERAPY FRAMEWORK</td>
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<tr>
<td>VPAU431</td>
<td>APPLY MYOTHERAPY CLINICAL ASSESSMENT FRAMEWORK</td>
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<tr>
<td>VPAU432</td>
<td>PERFORM MYOTHERAPY CLINICAL ASSESSMENT</td>
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<tr>
<td>VPAU433</td>
<td>PLAN MYOTHERAPY TREATMENT STRATEGY</td>
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<tr>
<td>VPAU434</td>
<td>PROVIDE MYOTHERAPY TREATMENT</td>
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</table>

### CERTIFICATE IV IN MASSAGE THERAPY PRACTICE

**Course Code:** HLT40307  
**Campus:** Industry, City King St.

**About this course:** In this course you will learn the practical skills and theoretical knowledge to perform relaxation, therapeutic and sports massages. Graduates of this course can enter the Diploma of Remedial Massage. While studying this course, you have the opportunity to work alongside the medical team of AFL club the Western Bulldogs, providing sports massages to the players.

**Course Objectives:** The course is designed to develop workplace knowledge and skills in relaxation and therapeutic massage. This incorporates the planning, applying and performing basic health assessment necessary for massage treatments.

**Careers:** This qualification covers work for a massage therapist at a basic level. It provides skills in therapeutic, sports and relaxation massage including basic health assessment and treatment. With this qualification, therapists can work in a clinic, with athletes, aged care facility, health service, health spa facility and in palliative care in a hospital or facility.

**Course Duration:** 0.5 years

**Admission Requirements Year 12:** Successful completion of year 12 or equivalent

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

**Admission Requirements Mature Age:** Relevant industry experience as assessed by the University

**Selection Processes:** Direct Entry, Interview, Written Application, VTAC, Other VTAC for Jan intake only Direct Application for mid year intake only Preference will be given to students who can provide evidence of completion of a short course in Massage.
COURSE STRUCTURE

The course is offered on a full-time basis over 0.5 years. The course is offered on a full-time basis only.

A total of 15 units are required for this qualification, comprising of 10 common units and 5 specialisation units.

Core Units of Study

- BSBWOR203A WORK EFFECTIVELY WITH OTHERS 15
- HLTCOM404C COMMUNICATE EFFECTIVELY WITH CLIENTS 30
- HLTCOM405C ADMINISTER A PRACTICE 30
- HLTCOM406C MAKE REFERRALS TO OTHER HEALTH CARE PROFESSIONALS WHEN 40
- HLTCOM408C USE SPECIFIC HEALTH TERMINOLOGY TO COMMUNICATE EFFECTIVELY 40
- HLFA301C APPLY FIRST AID 18
- HLTHIR301B COMMUNICATE AND WORK EFFECTIVELY IN HEALTH 20
- HLOHS300B CONTRIBUTE TO OHS PROCESSES 20
- HLTHIR302B COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES 20
- HLTAP401B CONFIRM PHYSICAL HEALTH STATUS 90

Specialisation Units

- HLTREM401C WORK WITHIN A MASSAGE FRAMEWORK 20
- HLTREM406C PROVIDE MASSAGE TREATMENT 240
- HLTREM407C PLAN MASSAGE TREATMENT 20
- HLTREM408C APPLY MASSAGE ASSESSMENT FRAMEWORK 20
- HLTREM409C PERFORM MASSAGE HEALTH ASSESSMENT 100

DIPLOMA OF REMEDIAL MASSAGE

Course Code: HLT50307
Campus: Industry, Footscray Park, Whitten Oval, West Footscray.

About this course: The Diploma of Remedial Massage will teach you the hands-on practical skills of remedial massage as well as the theoretical knowledge required to assess your clients’ soft tissue dysfunction. You will learn how to provide remedial treatment to clients with a specific need. Your studies will include injury management and rehabilitation, anatomy and physiology, pathophysiology, pathology and postural assessment. By studying this course you are eligible to apply for a paid Cadetship with AFL club the Western Bulldogs. Successful students are supervised by the club’s medical team with the possibility of ongoing employment. The aim of the Cadetship is to assist in launching a career specialising in Remedial Massage to elite athletes.

Course Objectives: The Diploma in Remedial Massage is designed to develop workplace skills and knowledge in relaxation, therapeutic, sports and remedial massage. This incorporates the planning, applying and performing basic health assessment necessary for massage treatments. It covers the provision of remedial massage to a variety of clients with specific needs such as injury management, rehabilitation and palliative care.

Careers: This qualification provides the skills required for competence in remedial massage practice and practitioners at this level may be self-employed as independent practitioners or may work within a large health service.

Course Duration: 1 year

Admission Requirements Year 12: Successful completion of Certificate IV in Massage Therapy Practice HLT40307

Admission Requirements International: IELTS 5.5 or equivalent and Successful completion of Certificate IV in Massage Therapy Practice HLT40307

Selection Processes: Interview, Written Application, VTAC

COURSE STRUCTURE

In the Diploma of Remedial Massage there are 6 compulsory units, 5 specialisation units and 3 electives required for award of this qualification.

- HLTCOM502C DEVELOP PROFESSIONAL EXPERTISE 40
- HLTCOM503D MANAGE A PRACTICE 50
- CHCORG428A REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE 120
- HLTHIR506C IMPLEMENT AND MONITOR COMPLIANCE WITH LEGAL AND ETHICAL REQUIREMENTS 50
- HLTAP501C ANALYSE HEALTH INFORMATION 30
- HLTHIR501C MAINTAIN AN EFFECTIVE HEALTH WORK ENVIRONMENT 20
- HLTREM502C PROVIDE REMEDIAL MASSAGE TREATMENT 240
- HLTREM503C PLAN REMEDIAL MASSAGE TREATMENT STRATEGY 40
- HLTREM504C APPLY REMEDIAL MASSAGE ASSESSMENT FRAMEWORK 40
- HLTREM505C PERFORM REMEDIAL MASSAGE HEALTH ASSESSMENT 200
- HLTREM510B PROVIDE SPECIALISED REMEDIAL MASSAGE TREATMENTS 40
- HLTHIR404D WORK EFFECTIVELY WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE 20
- HLTHIR403C WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
CERTIFICATE II IN OUTDOOR RECREATION
Course Code: SIS20210
Campus: Industry, Footscray Park, Harvester College.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in performing core skills in outdoor recreation environments and assisting with the conduct of a range of outdoor activities. Work may be undertaken as part of a team and would be performed under supervision. Work would be undertaken in field locations such as camps or in indoor recreation centres or facilities, in differing environments such as water-based, dry land and mountainous terrains, using a diverse range of equipment.

Careers: The following are job roles for this qualification:
- outdoor activity assistant
- outdoor participant

Course Duration: 1 year

Admission Requirements VET: As per VETiS arrangement with the Secondary School

COURSE STRUCTURE
To qualify for the Certificate II in Outdoor Recreation participants must successfully complete a total of 15 units of study, comprising of 5 core units and 10 elective units in accordance with the packaging rules specified in SIS10 Sport, Fitness and Recreation Training Package.

Core Units
- HLTFA301B APPLY FIRST AID
- SISOODR201A ASSIST IN CONDUCTING OUTDOOR RECREATION SESSIONS
- SISOOPS201A MINIMISE ENVIRONMENTAL IMPACT
- SISIND101A WORK EFFECTIVELY IN SPORT AND RECREATION ENVIRONMENTS
- SISOABA201A DEMONSTRATE ABSEILING SKILLS ON ARTIFICIAL SURFACES
- SISOABN202A SAFEGUARD AN ABSEILER USING A SINGLE ROPE BELAY SYSTEM
- SISOBWG201A DEMONSTRATE BUSHWALKING SKILLS IN A CONTROLLED ENVIRONMENT
- SISOCYT201A SELECT, SET UP AND MAINTAIN A BIKE
- SISOCYT202A DEMONSTRATE BASIC CYCLING SKILLS
- SISOCNE201A DEMONSTRATE SIMPLE CANOEING SKILLS
- SISOCNE202A PERFORM DEEP WATER RESCUES
- SISCLA201A DEMONSTRATE TOP ROPE CLIMBING SKILLS ON ARTIFICIAL SURFACES
- SISXOHS101A FOLLOW OCCUPATIONAL HEALTH AND SAFETY POLICIES

CERTIFICATE II IN SPORT AND RECREATION
Course Code: SIS20310
Campus: Industry, Footscray Park, Harvester College.

About this course: Launch your career in the field of sport and recreation. Learn to teach the fundamental skills and tactics of various sports. The Certificate II is offered as VET in schools (VETiS).

Course Objectives: This qualification provides the skills and knowledge for an individual wishing to work in the sport and recreation industry in a generalist capacity. Likely functions for someone with this qualification can include providing support in the provision of sport and recreation programs, grounds and facilities maintenance, routine housekeeping, retail and customer service assistance, administrative assistance or bar and café service in locations such as fitness centre, outdoor sporting grounds or complexes or aquatic centres. All job roles are performed under supervision.

Careers: The following are job roles for this qualification:
- recreation assistant
- administration assistant
- grounds assistant
- retail assistant

Course Duration: 1 year

Admission Requirements VET: As per VETiS arrangement with Secondary School
Selection Processes: Direct Entry

COURSE STRUCTURE

To qualify for the Certificate II in Sport and Recreation participants must successfully complete a total of 11 units of study, comprising of 5 core units and 6 elective units in accordance with the packaging rules specified in SIS10 Sport, Fitness and Recreation Training Package.

Core Units

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<th>Credits</th>
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<tr>
<td>BSBWOR202A</td>
<td>ORGANISE AND COMPLETE DAILY WORK ACTIVITIES</td>
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<tr>
<td>HLTFA301B</td>
<td>APPLY FIRST AID</td>
<td>18</td>
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<tr>
<td>SISXEMR201A</td>
<td>RESPOND TO EMERGENCY SITUATIONS</td>
<td>18</td>
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<tr>
<td>SISXIND101A</td>
<td>WORK EFFECTIVELY IN SPORT AND RECREATION</td>
<td>25</td>
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<tr>
<td>SISXOHS101A</td>
<td>FOLLOW OCCUPATIONAL HEALTH AND SAFETY POLICIES</td>
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</table>

Elective Units (6 required, as per the Training Package rules and the University selection)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tr>
<td>ICAICT203A</td>
<td>OPERATE APPLICATION SOFTWARE PACKAGES</td>
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<td>SIRXCLM001A</td>
<td>ORGANISE AND MAINTAIN WORK AREAS</td>
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<td>SIRXMER001A</td>
<td>MERCHANDISE PRODUCTS</td>
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<td>SIRXSLSO01A</td>
<td>SELL PRODUCTS AND SERVICES</td>
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<tr>
<td>SIRXSLSO02A</td>
<td>ADVISE ON PRODUCTS AND SERVICES</td>
<td>30</td>
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<td>SISCAQU201A</td>
<td>MONITOR POOL WATER QUALITY</td>
<td>5</td>
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<tr>
<td>SISCAQU202A</td>
<td>PERFORM BASIC WATER RESCUES</td>
<td>10</td>
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<td>SISSAFL201A</td>
<td>PERFORM THE INTERMEDIATE SKILLS OF AUSTRALIAN</td>
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<td>SISSAFL202A</td>
<td>PERFORM THE INTERMEDIATE TACTICS OF AUSTRALIAN</td>
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<td>PARTICIPATE IN CONDITIONING FOR AUSTRALIAN</td>
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<td>SISSATH201A</td>
<td>TEACH THE FUNDAMENTAL SKILLS OF ATHLETICS</td>
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<td>TEACH FUNDAMENTAL BASKETBALL SKILLS</td>
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<td>TEACH FUNDAMENTAL BASKETBALL TACTICS AND GAME</td>
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<td>SISSCGP201A</td>
<td>APPLY LEGAL AND ETHICAL COACHING PRACTICES</td>
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<td>REFLECT ON PROFESSIONAL COACHING ROLE AND</td>
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<td>SISSCOP203A</td>
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<td>INTERPRET AND APPLY THE RULES OF GOLF AT THE A</td>
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<td>SISSGYN201A</td>
<td>TEACH FUNDAMENTAL GYMNASTIC SKILLS</td>
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<td>SISSMAR201A</td>
<td>TEACH THE INTERMEDIATE SKILLS OF MARTIAL ARTS</td>
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<td>SISSNTB201A</td>
<td>USE INTERMEDIATE LEVEL NETBALL SKILLS</td>
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<td>USE INTERMEDIATE LEVEL NETBALL TACTICS AND GAME</td>
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<td>SISSNTB203A</td>
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<td>TEACH FOUNDATION NETBALL SKILLS</td>
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<td>SISSRGU205A</td>
<td>OFFICIATE LOCAL OR DISTRICT LEVEL RUGBY UNION</td>
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<td>SISSPPT201A</td>
<td>IMPLEMENT SPORTS INJURY PREVENTION</td>
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<td>SISSSQUT201A</td>
<td>TEACH THE FUNDAMENTAL SKILLS OF SQUASH</td>
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<tr>
<td>SISSSQUT202A</td>
<td>TEACH THE BASIC TACTICS AND STRATEGIES OF SQUASH</td>
<td>15</td>
</tr>
<tr>
<td>SISSSUR201A</td>
<td>TEACH THE BASIC SKILLS OF SURF LIFE SAVING</td>
<td>25</td>
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<tr>
<td>SISSSUR202A</td>
<td>OFFICIATE BEGINNER LEVEL SURF LIFE SAVING</td>
<td>20</td>
</tr>
<tr>
<td>SISSTNS201A</td>
<td>ASSIST IN CONDUCTING TENNIS ACTIVITIES FOR BEGINNER</td>
<td>15</td>
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</tbody>
</table>
PLAYERS
SISSTNS202A INTERPRET AND APPLY THE RULES OF TENNIS 10
SISSTOU201A PERFORM THE INTERMEDIATE SKILLS OF TOUCH 35
SISSTOU202A PERFORM THE INTERMEDIATE TACTICS AND STRATEGIES OF TOUCH 35
SISSTPB201A TEACH FUNDAMENTAL TENPIN BOWLING SKILLS 15
SISXCAI101A PROVIDE EQUIPMENT FOR ACTIVITIES 10
SISXCAI102A ASSIST IN PREPARING AND CONDUCTING SPORT AND RECREATION SESSIONS 15
SISXCCS201A PROVIDE CUSTOMER SERVICE 15
SISX FAC201A MAINTAIN SPORT AND RECREATION EQUIPMENT FOR ACTIVITIES 5
SISX FAC202A MAINTAIN SPORT AND RECREATION FACILITIES 7
SISX IND202A PROCESS ENTRY TRANSACTIONS 15
SITTVAF001A PROVIDE VENUE INFORMATION AND ASSISTANCE 20
SITX OHS002A FOLLOW WORKPLACE HYGIENE PROCEDURES 15
BSBWOR301A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 30
SISDSRF201A DEMONSTRATE SURF SURVIVAL AND SELF RESCUE SKILLS 15
SISDSRF202A DEMONSTRATE BASIC SURFING MANOEUVRES IN CONTROLLED CONDITIONS 15
SISDBWG201A DEMONSTRATE BUSHWALKING SKILLS IN A CONTROLLED ENVIRONMENT 10
SISDNAV201A DEMONSTRATE NAVIGATION SKILLS IN A CONTROLLED ENVIRONMENT 10
SISOMBK201A DEMONSTRATE BASIC OFF-ROAD CYCLING SKILLS 20
SISDSNK201A DEMONSTRATE SNORKELLING ACTIVITIES 10
SISOKYK201A DEMONSTRATE SIMPL E KAYAKING SKILLS 20
SISOOP5202A USE AND MAINTAIN A TEMPORARY OR OVERNIGHT SITE 10

CERTIFICATE III IN SPORT AND RECREATION
Course Code: SIS30510

About this course: Take the next step in your career through a course in the sport and recreation industry. Areas of study include instructing swimming and fitness programs and conducting games, competitions and outdoor recreation activities.

Course Objectives: This qualification provides the skills and knowledge for an individual wishing to work in the sport and recreation industry in areas such as maintaining grounds and playing surfaces, providing customer service, housekeeping and or administrative assistance. This qualification also provides for multi skilled roles which combine a range of activities required to support the operation of facilities such as fitness centres, outdoor sporting grounds or complexes, aquatic centres and community recreation centres. All job roles are performed under supervision with some degree of autonomy. You will gain the skills to deliver a sport and recreation service to clients in a recreation facility, learn about event management and how to deal with conflict and have the ability to put these skills into practice through the on the job practice.

Careers: The following are job roles for this qualification:
- recreation assistant
- administration assistant
- grounds assistant
- retail assistant

Course Duration: 1 year

Admission Requirements VET: As per VETiS arrangement with Secondary School

Selection Processes: Direct Entry

COURSE STRUCTURE
To qualify for the Certificate III in Sport and Recreation participants must successfully complete a total of 14 units of study, comprising of 7 core units and 7 elective units in accordance with the packaging rules specified in SIS10 Sport, Fitness and Recreation Training Package.

Core Units
BSBWOR301A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 30
HLTFA301B APPLY FIRST AID 18
ICAU2006B OPERATE COMPUTING PACKAGES 60
SISXCCS201A PROVIDE CUSTOMER SERVICE 15
SISXEMR201A RESPOND TO EMERGENCY SITUATIONS 18
SIXOHS101A FOLLOW OCCUPATIONAL HEALTH AND SAFETY POLICIES 10
SISXR SK301A UNDERTAKE RISK ANALYSIS OF ACTIVITIES 20
VETiS ICA Unit
ICAICT203A OPERATE APPLICATION SOFTWARE PACKAGES 60

Elective Units (7 required, as per the Schools selection)
SISSSPT303A CONDUCT BASIC WARM-UP AND COOL-DOWN PROGRAMS 30
SISXCAI303A PLAN AND CONDUCT SPORT AND RECREATION SESSIONS 20
SISXCAI306A FACILITATE GROUPS 25
Course Code: SIS50210
Campus: Industry, Footscray Park.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions within the fitness industry, including working collaboratively with medical and allied health professionals in a broad range of settings, such as fitness facilities, aquatic facilities, community facilities and in open spaces. Those with this level of competency will be expected to provide exercise training to individual clients with specific needs, on a one-on-one or group basis, and may include older clients and children with chronic conditions. Persons with this level of competency will have the ability to implement, evaluate and modify the exercise prescription provided by medical or allied health professionals for clients with specific conditions, within an agreed scope for progression as recommended by referring medical or allied health professionals. Specialised exercise trainers will have the ability to monitor client progress and, in collaboration with medical or allied health professionals, utilise an evidence-based approach to deliver solutions by applying knowledge of physiology and anatomy and the pathology of specific medical conditions.
Careers: The following is a job role of this qualification:

- specialised exercise trainer

Course Duration: 1 year

Admission Requirements International: IELTS 5.5, the completion of the specified units of competency (from the Certificate IV in Fitness) and significant vocational experience in the fitness industry

Admission Requirements Mature Age: The completion of the specified units of competency (from the Certificate IV in Fitness) and significant vocational experience in the fitness industry

Selection Processes: Direct Entry, Interview, VTAC

COURSE STRUCTURE

To qualify for the Diploma of Fitness participants must successfully complete a total of 13 units of study, comprising of 9 core units and 4 elective units in accordance with the packaging rules specified in SIS10 Sport, Fitness and Recreation Training Package.

Core Units

- SISFFIT523A DELIVER PRESCRIBED EXERCISE TO CLIENTS WITH CARDIORESPIRATORY CONDITIONS 65
- SISFFIT524A DELIVER PRESCRIBED EXERCISE TO CLIENTS WITH METABOLIC CONDITIONS 80
- SISFFIT525A ADVISE ON INJURY PREVENTION AND MANAGEMENT 70
- SISFFIT526A DELIVER PRESCRIBED EXERCISE TO CLIENTS WITH MUSCULOSKELETAL CONDITIONS 100
- SISFFIT527A UNDERTAKE HEALTH PROMOTION ACTIVITIES TO DECREASE RISK FACTORS AND PREVENT CHRONIC DISEASE 50
- SISFFIT528A APPLY RESEARCH FINDINGS TO EXERCISE MANAGEMENT STRATEGIES 40
- SISXCCS403A DETERMINE NEEDS OF CLIENT POPULATIONS 20
- SISXIND404A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES 30
- SISXOHS402A IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY POLICIES 12
- SISXRSK502A MANAGE ORGANISATIONAL RISKS 40

Elective Units (4 required, as per the Training Package rules and the University’s selection)

- SISFFIT529A DELIVER PRESCRIBED EXERCISE TO CLIENTS WITH A DISABILITY OR NEUROLOGICAL IMPAIRMENT 90
- SISFFIT531A DELIVER PRESCRIBED EXERCISES TO OLDER CLIENTS WITH CHRONIC CONDITIONS 55
- SISSSTC301A INSTRUCT STRENGTH AND CONDITIONING TECHNIQUES 60
- SISSSTC402A DEVELOP STRENGTH AND CONDITIONING PROGRAMS 30
- SISFFIT530A DELIVER PRESCRIBED EXERCISE TO CHILDREN AND YOUNG ADOLESCENTS WITH SPECIFIC CHRONIC CONDITIONS 55
- BSBWOR501A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 60

DIPLOMA OF SPORT DEVELOPMENT

Course Code: SIS50610

Campus: Industry, Footscray Park.

Course Objectives: This qualification provides the skills and knowledge for an individual intending to pursue a career in sport development. Occupational outcomes for this qualification can vary from managing competitions, sports venues and facilities and identifying and developing athletes. Work at this level would be undertaken with a high degree of autonomy.

Careers: The following are job roles for this qualification:

- competition manager
- program developer
- talent development manager

Course Duration: 1 year

Admission Requirements Year 12: Successful completion of VCE or equivalent

Admission Requirements International: IELTS 5.5 or equivalent

Admission Requirements Mature Age: As assessed by the University

Selection Processes: Direct Entry, Interview, VTAC

COURSE STRUCTURE

To qualify for the Diploma of Sport Development participants must successfully complete a total of 20 units of study, comprising of 11 core units and 9 elective units in accordance with the packaging rules specified in SIS10 Sport, Fitness and Recreation Training Package.

Core Units

- BSBADM502B MANAGE MEETINGS 30
- ICAU3126B USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40
- SISXCCS403A DETERMINE NEEDS OF CLIENT POPULATIONS 20
- SISXIND404A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES 15
- SISXIND406A MANAGE PROJECTS 30
- SISXOHS402A IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY POLICIES 12
- SISSFRS502A MANAGE ORGANISATIONAL RISKS 40
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<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>SISSCGP308A</td>
<td>PROVIDE DRUGS IN SPORT INFORMATION</td>
<td>5</td>
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<tr>
<td>SISSCGP309A</td>
<td>DEVELOP NUTRITIONAL STRATEGIES</td>
<td>25</td>
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<tr>
<td>SISSCGP310A</td>
<td>SUPPORT ATHLETES TO ADOPT PRINCIPLES OF SPORTS PSYCHOLOGY</td>
<td>30</td>
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<tr>
<td>SISXCAI306A</td>
<td>FACILITATE GROUPS</td>
<td>25</td>
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**Elective units (9 required, as per the Training Package rules and the University selection)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>SISSCGP307A</td>
<td>IMPLEMENT SELECTION POLICIES</td>
<td>15</td>
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<tr>
<td>SISSCGP412A</td>
<td>IMPLEMENT RECOVERY PROGRAMS</td>
<td>25</td>
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<tr>
<td>SISSSPA505A</td>
<td>COORDINATE TEAM OR GROUP MANAGEMENT</td>
<td>30</td>
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<tr>
<td>SISSSPA506A</td>
<td>COORDINATE TEAM OR GROUP ADMINISTRATION</td>
<td>30</td>
</tr>
<tr>
<td>SISSSPA507A</td>
<td>DEVELOP VOLUNTEER MANAGEMENT POLICIES</td>
<td>25</td>
</tr>
<tr>
<td>SISXCAI305A</td>
<td>CONDUCT INDIVIDUALISED LONG-TERM TRAINING PROGRAMS</td>
<td>60</td>
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<tr>
<td>BSBMKG501B</td>
<td>IDENTIFY AND EVALUATE MARKETING OPPORTUNITIES</td>
<td>70</td>
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<tr>
<td>BSBMKG502B</td>
<td>ESTABLISH AND ADJUST THE MARKETING MIX</td>
<td>60</td>
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<tr>
<td>BSBMKG514A</td>
<td>IMPLEMENT AND MONITOR MARKETING ACTIVITIES</td>
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<tr>
<td>SISXIND507A</td>
<td>MANAGE EDUCATION INITIATIVES</td>
<td>35</td>
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<tr>
<td>BSBWOR501A</td>
<td>MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT</td>
<td>60</td>
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</table>
ACMACR402A ASSESS AND IMPOUND ANIMALS
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of seizing, handling and transporting animals in routine situations according to relevant legislation and organisational policies and procedures in an animal control and regulation environment. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading: No required text
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMACR403A IDENTIFY AND RESPOND TO ANIMAL BEHAVIOUR
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of identifying animals and interpreting their body language and behaviour in the context of an animal control and regulation environment during day-to-day activities. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading: No required text
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMACR404A MANAGE CONFLICT SITUATIONS WITHIN ANIMAL CONTROL AND REGULATIONS ENVIRONMENT
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of handling and resolving disputes and/or conflict situations that may arise in activities undertaken by personnel operating in an animal control and regulation environment. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading: No required text
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMACR406A CARRY OUT POUND PROCEDURES
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of providing appropriate management of impounded and surrendered animals including receiving animals, maintaining pound hygiene, providing the appropriate level of care for animals and discharging animals accordingly. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading: No required text
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMATE301A WORK WITHIN AN ANIMAL TECHNOLOGY FACILITY
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of working effectively within an animal technology facility. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading: No required text
Assessment: Diploma of Animal Technology: Graded - Case Studies, Written tasks. Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMATE302A CARRY OUT INSTITUTION CONTAINMENT AND EXCLUSION PROCEDURES
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of carrying out institution containment and exclusion procedures that are designed to exclude pathogenic organisms from entering an aseptic site and to contain organisms in a particular site. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading: No text required
Assessment: Diploma of Animal Technology: Graded - Projects Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMATE303A PREPARE FOR AND MONITOR ANAESTHESIA IN ANIMALS
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of preparing for and monitoring anaesthesia in animals for non-surgical and tissue collection procedures under supervision and would aim to minimise the pain of an animal during the procedure and/or to minimise the risk to the operator during the procedure. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.
Required Reading: No required text
Assessment: Diploma of Animal Technology: Graded - Practical assessment and observation, written test, assignments, verbal questions. Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMATE304A CONDUCT NONSURGICAL PROCEDURES ON ANIMALS
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of conducting non-surgical procedures required to administer substances and take tissue and fluid samples for clinical trial project research purposes. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.
Required Reading: No required text
Assessment: Diploma of Animal Technology: Graded - Practical assessment, written questions, written tests, case studies Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMATE305A CONDUCT EUTHANASIA OF RESEARCH ANIMALS
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of euthanasing research animals under supervision. It has been developed specifically for animal technicians working with and caring for animals used within an animal technology biomedical research or production environment for scientific purposes and teaching purposes. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

Required Reading: No required text

Assessment: Practical observation, projects, written questions, case studies, third party evidence.

ACMATE501A MANAGE COMPLIANCE IN ANIMAL TECHNOLOGY

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of practising and promoting animal welfare and ethical standards to others in animal technology workplaces and ensuring work practices, documentation and attitudes meet legislative, regulatory and workplace standards. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading: No required text

Assessment: Written questions, case studies, assignments, project.

ACMATE502A MANAGE AND MAINTAIN HEALTH OF RESEARCH ANIMALS

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the processes of managing the health of animals in a research environment according to the institution’s standard operating procedures and relevant codes of practice. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading: No required text

Assessment: Written questions, assignments, practical observation.

ACMATE503A CARRY OUT POST-MORTEM EXAMINATION OF A RESEARCH ANIMAL

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of conducting a post-mortem examination of a research animal for scientific purposes.

Required Reading: No required text

Assessment: Written questions, assignments, practical observation, cases studies.

ACMATE504A ADMINISTER ANAESTHESIA AND PERFORM SURGERY ON ANIMALS FOR SCIENTIFIC PURPOSES

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of preparing personnel, equipment, animals and the facility for anaesthesia and surgical procedures for scientific purposes.

Required Reading: No required text

Assessment: Practical observation, written questions, verbal questions, assignments.

ACMATE505A CARRY OUT ADVANCED BREEDING PROCEDURES

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of establishing breeding programs for multiple generation production lines, selecting and preparing animals for breeding and implementing breeding and post-mating procedures.

Required Reading: No required reading

Assessment: Practical observation, projects, written questions, case studies, third party evidence.

ACMATE507A MANAGE THE PARTURITION OF TRANSGENIC MICE OR RATS

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of stages of natural and caesarean births and management of transgenic mice or rat pups.

Required Reading: No required reading

Assessment: Practical observation, written questions, third party evidence.

ACMCAN308A RELEASE NATIVE ANIMALS TO NATURAL ENVIRONMENT

Locations: Werribee, Weekend workshop at Werribee campus and may include visits to wildlife parks.

Prerequisites: Nil.

Description: This unit of competency covers the process of preparing and successfully releasing native wildlife into their natural environment.

Required Reading: No text required.

Assessment: The evidence required to demonstrate competence in this unit must be relevant to workplace operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit. Assessors should ensure that candidates can: - prepare native animals for release - transport and release animals - monitor success of release program, where possible - maintain accurate records. The skills and knowledge required to release native animals to natural environment must be transferable to a range of work environments and contexts and include the ability to deal with unplanned events.

ACMCAS301A WORK EFFECTIVELY IN THE COMPANION ANIMAL INDUSTRY

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of working effectively on an individual basis and with others within the companion animal industry. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading: No required text

Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks.

ACMCAS302A PROVIDE ADVICE ON COMPANION ANIMAL SELECTION AND GENERAL CARE


Prerequisites: Nil.

Description: This unit of competency covers the process of providing advice to customers on the appropriate selection of companion animals, and on their housing, nutritional and other general care requirements.

Required Reading: No required text

Assessment: The evidence required to demonstrate competence in this unit must be relevant to workplace operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit. Assessors should ensure that candidates can: - provide information.
and advice of the housing, nutrition, environmental and general maintenance requirements of a range of companion animals - comply with relevant legislation, regulations and codes of practice, including animal welfare, OHS, sale and transport of companion animals - build relationships and communicate effectively with clients to advise on the suitability of a particular companion animal breed or species to meet their needs - maintain records and follow-up with customers as required.

ACMCAS306A PROVIDE GROOMING SERVICES FOR COMPANION ANIMAL COMFORT

Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of providing animal grooming services for companion animals to maintain/restore animal comfort within an established grooming environment.
Required Reading: No required text
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks

ACMCAS307A PROVIDE COMPANION ANIMAL HYDRO-BATHING SERVICES

Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of providing hydro-bathing services for companion animals following industry-recognised bathing procedures.
Required Reading: No required text
Assessment: Practical Observation, written questions, oral presentation

ACMCAS401A MANAGE COMPLIANCE IN THE COMPANION ANIMAL INDUSTRY

Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of managing compliance within the companion animal industry, including the provision of high-level advice to clients on companion animal management and housing needs, maintaining external relationships and keeping records. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading: No required text
Assessment: Case studies, Scenario assessment and written questions.

ACMCAS402A MANAGE AND MAINTAIN AVIARIES AND BIRD ROOMS

Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of determining the housing and maintenance needs of specific species and breeds of birds, maintaining enclosures, detecting and controlling pests and reporting notifiable diseases.
Required Reading: No required reading
Assessment: Presentation, written and verbal tasks

ACMCAS407A PROVIDE PROFESSIONAL COMPANION ANIMAL GROOMING SERVICES

Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of providing professional pattern and style grooming services for companion animals.
Required Reading: No required text
Assessment: Practical observation, role plays, written questions, verbal questions.

ACMCAS409A PROVIDE TRAINING ADVICE TO COMPANION ANIMAL OWNERS

Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of developing, conducting and reviewing training classes for companion animals and their owners.
Required Reading: No required text
Assessment: Practical Observation, assessment, portfolio

ACMCAS410A CONDUCT COMPANION ANIMAL TRAINING CLASSES

Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of developing, conducting and reviewing training classes for companion animals and their owners.
Required Reading: No required text
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks

ACMGAS201A WORK IN THE ANIMAL CARE INDUSTRY

Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of preparing, presenting and distributing food and water for animals under supervision and according to workplace requirements.
diet requirements. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading: No required text
Assessment: Practical Observation, written questions, oral presentation

ACMGAS205A ASSIST IN HEALTH CARE OF ANIMALS

Locations: Werribee. 
Prerequisites: Nil.
Description: This unit of competency covers the process of providing basic information to customers on companion animal training, grooming and/or breeding, parturition or hatching and weaning of animals under supervision. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading: No required text
Assessment: Practical Observation, written questions, oral presentation

ACMGAS206A PROVIDE BASIC FIRST AID FOR ANIMALS

Locations: Werribee. 
Prerequisites: Nil.
Description: This unit of competency covers the process of providing essential first aid for animals by recognising and responding to an emergency using basic first aid measures. The first aider is not expected to deal with complex casualties or incidents, but to provide an initial response where first aid is required.

Required Reading: No required text
Assessment: Practical Observation, written questions, oral presentation

ACMGAS207A PROVIDE RECEPTION SERVICES FOR AN ANIMAL CARE FACILITY

Prerequisites: Nil.
Description: This unit of competency covers the process of coordinating client (animal owner) appointments or bookings and undertaking office administration and basic financial tasks for an animal care facility.

Required Reading: No text required

ACMGAS208A SOURCE INFORMATION FOR ANIMAL CARE NEEDS

Locations: Werribee. 
Prerequisites: Nil.
Description: This unit of competency covers the processes required to gather information on medications and services for animals and relate these to individual animal requirements and audience needs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading: No required text
Assessment: Written questions, role play, oral presentation, portfolio

ACMGAS209A PROVIDE INFORMATION ON COMPANION ANIMALS, PRODUCTS AND SERVICES

Locations: Werribee. 
Prerequisites: Nil.
Description: This unit of competency covers the process of providing basic information to customers on companion animal training, grooming and/or breeding establishments, and on products and services in a range of companion animal settings.

Required Reading: No required text

ACMGAS210A PREPARE FOR A TOUR OR PRESENTATION

Locations: Werribee. 
Prerequisites: Nil.
Description: This unit of competency covers the process of preparing for a tour or presentation within an animal care facility and conducting it to meet the needs of a wide range of audiences.

Required Reading: No required text
Assessment: Assessment may include practical assessment; class activities; workplace presentations

ACMGAS301A MAINTAIN AND MONITOR ANIMAL HEALTH AND WELLBEING

Locations: Werribee. 
Prerequisites: Nil.
Description: This unit of competency covers the process of following animal health management practices to monitor animal health via daily observations of behaviour and condition. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading: No required text
Assessment: Diploma of Animal Technology: Graded - Practical assessment, written tests, assignments; Certificate IV: Practical assessment, written tests, assignments
Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMGAS302A PROVIDE ENRICHMENT FOR ANIMALS

Locations: Werribee. 
Prerequisites: Nil.
Description: This unit of competency covers the process of providing enrichment for animals by recognising and responding to the needs of each animal species needs and availability of feedstuffs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading: No required text
Assessment: Diploma of Animal Technology: Graded - written tests, practical observation, case study assignments, worksheets. Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMGAS303A PLAN FOR AND PROVIDE FOR NUTRITION REQUIREMENTS FOR ANIMALS

Locations: Werribee. 
Prerequisites: Nil.
Description: This unit of competency covers the process of calculating rations based on animal species needs and availability of feedstuffs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading: No required text
Assessment: Diploma of Animal Technology: Graded - written tests, practical observation, case study assignments, worksheets. Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMGAS304A CARRY OUT SIMPLE BREEDING PROCEDURES

Locations: Werribee. 
Prerequisites: Nil.
Description: This unit of competency covers the process of planning mating and breeding, parturition or hatching and weaning of animals under supervision. No
A MOHS501A MANAGE OHS PROCESSES
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process required by an employee to contribute to occupational health and safety (OHS) processes where there is responsibility for own work outputs and possibly limited responsibility for the work output of others. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading: No required text
Assessment: Practical Observation, role plays, written tests, workplace and portfolio

A MOHS501A MANAGE OHS PROCESSES
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process required by an employee to contribute to occupational health and safety (OHS) processes where there is responsibility for own work outputs and possibly limited responsibility for the work output of others. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading: No required text
Assessment: Case Studies, scenarios and written questions.

A MSPE301A PROVIDE BASIC CARE OF AMPHIBIANS
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of identifying amphibians and their behavioural and physical needs, providing daily care requirements, assisting with behaviour requirements and basic preventative health measures.
Required Reading: No required text
Assessment: Written questions, case studies, assignments.

A MSPE302A PROVIDE BASIC CARE OF BIRDS
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of identifying birds and their behavioural and physical needs, providing daily care requirements, assisting with behaviour requirements and basic preventative health measures.
Required Reading: No required text
Assessment: Written and verbal tests, case studies, scenarios, and practical observation. Certificate IV in Veterinary Nursing: also has a portfolio component.

A MSPE303A PROVIDE BASIC CARE OF COMMON NATIVE MAMMALS
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of identifying common native

A MSPE303B PROVIDE BASIC CARE OF DOMESTICATED MAMMALS
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of identifying domesticated mammals and their behavioural and physical needs, providing daily care requirements, assisting with behaviour requirements and basic preventative health measures.
Required Reading: No required text
Assessment: Written and verbal tests, case studies, scenarios, and practical observation.

A MSPE304B PROVIDE BASIC CARE OF COMMON DOMESTIC ANIMALS
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of identifying domestic animals and their behavioural and physical needs, providing daily care requirements, assisting with behaviour requirements and basic preventative health measures.
Required Reading: No required text
Assessment: Written and verbal tests, case studies, scenarios, and practical observation.

A MOHS501A MANAGE OHS PROCESSES
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process required by an employee to contribute to occupational health and safety (OHS) processes where there is responsibility for own work outputs and possibly limited responsibility for the work output of others. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading: No required text
Assessment: Practical Observation, role plays, written tests, workplace and portfolio
mammals, their behavioural and physical needs, providing daily care requirements, assisting with behaviour requirements and basic preventative health measures.

**Required Reading:** No required text

**Assessment:** Diploma of Animal Technology: Graded - Practical observation, written tests, assignments, case studies, worksheets. Assessment may include: Practical observation, tests, workplace projects, demonstration, written and verbal tasks

**ACMSPE304A PROVIDE BASIC CARE OF DOMESTIC CATS**

**Locations:** Werribee.

**Prerequisites:** Nil.

**Description:** This unit of competency covers the process required to analyse the workplace in an effective manner in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness.

**Required Reading:** No required text

**Assessment:** Diploma of Animal Technology: Graded - Practical observation, written tests, assignments, case studies, worksheets. Certificate IV in Companion Animal Services: Written and verbal tests, case studies, scenarios, and practical observation. Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks

**ACMSPE317A PROVIDE BASIC CARE OF FRESHWATER FISH**

**Locations:** Werribee.

**Prerequisites:** Nil.

**Description:** This unit of competency covers the process required to analyse the workplace in an effective manner in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness.

**Required Reading:** No required text

**Assessment:** Diploma of Animal Technology: Graded - Practical observation, written tests, assignments, case studies, worksheets. Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks

**ACMSUS301A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES**

**Locations:** Werribee.

**Prerequisites:** Nil.

**Description:** This unit of competency covers the process required to analyse the workplace in an effective manner in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness.

**Required Reading:** No required text

**Assessment:** Diploma of Animal Technology: Graded - Practical observation, written tests, assignments, case studies, worksheets. Certificate IV in Companion Animal Services: Written and verbal tests, case studies, scenarios, and practical observation. Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks

**ACMVET201A CARRY OUT VET NURSING RECEPTION DUTIES**

**Locations:** Werribee.

**Prerequisites:** Nil.

**Description:** This unit of competency covers the process of compiling patient (animal) and client (animal owner) histories, maintaining records and consulting the veterinarian as required. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
ACMVET202A CARRY OUT DAILY CLINIC ROUTINES

**Locations:** Werribee.
**Prerequisites:** Nil.
**Description:** This unit of competency covers the process of treating patients (animals) on a daily basis, maintaining clinic hygiene and assisting with inventory and clinic security. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

**Required Reading:** no required text
**Assessment:** Practical Observation, role plays, written tests, workplacment and portfolio

ACMVET203A ASSIST WITH SURGERY PREPARATION

**Locations:** Werribee.
**Prerequisites:** Nil.
**Description:** This unit of competency covers the process of assisting with the preparation of patients (animals) and the theatre for surgery, providing pre- and post-operative patient care and cleaning surgical and theatre equipment in a veterinary clinic. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

**Required Reading:** no required text
**Assessment:** Practical Observation, Workbook questions, Workplacement, Portfolio.

ACMVET401A COORDINATE PATIENT ADMISSION AND DISCHARGE

**Locations:** Werribee.
**Prerequisites:** Nil.
**Description:** This unit of competency covers the process of coordinating patient admission and discharge. It also includes providing initial veterinary nursing care to patients (animals) and grief support to clients (animal owners). Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

**Required Reading:** no required text
**Assessment:** Practical Observation, role plays, written tests, workplacment and portfolio

ACMVET402A APPLY IMAGING ROUTINES

**Locations:** Werribee.
**Prerequisites:** Nil.
**Description:** This unit of competency covers the process of implementing and completing imaging routines, in accordance with established industry sequences and clinic policies and procedures, and follow specific instructions from the veterinarian. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

**Required Reading:** no required text
**Assessment:** Practical observation, assignments, workplacment.

ACMVET403A PERFORM CLINICAL PATHOLOGY PROCEDURES

**Locations:** Werribee.
**Prerequisites:** Nil.
**Description:** This unit of competency covers the process of collecting biological samples and performing pathology procedures. The integrity of the sample must be maintained in accordance with veterinarian instructions when conducting clinic examinations and in preparing consignments to diagnostic laboratories. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

**Required Reading:** no required text
**Assessment:** Practical observation, assignments, workplacment.

ACMVET404A PERFORM CLINICAL OFFICE PROCEDURES

**Locations:** Werribee.
**Prerequisites:** Nil.
**Description:** This unit of competency covers the process of maintaining veterinary supplies, controlling stock, maintaining clinic accounts and preparing and processing clinic correspondence. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

**Required Reading:** no required text
**Assessment:** Practical observation, role plays, written tests, workplacment and portfolio

ACMVET405A CARRY OUT SURGICAL NURSING ROUTINES

**Locations:** Werribee.
**Prerequisites:** Nil.
**Description:** This unit of competency covers the process of preparing the surgical environment and providing total support for the surgeon. The unit describes the skills and knowledge required to prepare for, and provide support during and after, routine and non-routine surgical procedures, including monitoring patients while they are under anaesthesia. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

**Required Reading:** no required text
**Assessment:** Practical observation, Workbook questions, Workplacement, Portfolio.

ACMVET406A NURSING ANIMALS

**Locations:** Werribee.
**Prerequisites:** Nil.
**Description:** This unit of competency covers the process of providing high quality nursing care for all patients (animals) treated or housed at the clinic. It includes providing advice to clients (owners), monitoring animals and providing animal first aid as required. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

**Required Reading:** no required text
**Assessment:** Practical observation, Workbook questions, Workplacement, Portfolio.

ACMVET407A CARRY OUT MEDICAL NURSING ROUTINES

**Locations:** Werribee.
BSBFLM303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS

Locations: Footscray Nicholson, Industry, Footscray Park, St Albans, Certificate III in Mumgual tyama-tyt - St Albans.

Prerequisites: Nil.

Description: Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.

Required Reading: 21861VIC Certificate III in Mumgual tyama-tyt: Teacher will provide teaching and learning materials where required.

Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork. SRS50506 Diploma of Sport Development: Assessment will include: workbooks, class notes, presentations and structured workplace learning. 21861VIC Certificate III in Mumgual tyama-tyt: Students develop a portfolio of evidence for assessment. This will include teacher observation, student logbooks, written tasks, oral presentations and work/community placements.

BSBMIN601A MANAGE KNOWLEDGE AND INFORMATION

Locations: Footscray Nicholson, Industry, St Albans.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop and maintain information processing systems to support decision making, and to optimise the use of knowledge and learning throughout the organisation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Required Reading: No required text.

Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Portfolio of evidence, Written report, Feedback. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBMGT502A MANAGE PEOPLE PERFORMANCE


Prerequisites: Nil.

Description: This unit covers the ability of managers to manage the performance of the staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.


Assessment: Oral and written questioning; Oral presentation; Practical demonstration; Research assignment; Written report. RPL: Participants will provide evidence of their knowledge, skills and experience.

BSBFSH3038 CONTRIBUTE TO OHS HAZARD IDENTIFICATION AND RISK ASSESSMENT

Locations: Werribee.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to contribute to occupational health and safety (OHS) hazard identification and risk assessment to promote the maintenance of OHS in the workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards.

Required Reading: No required reading.

ACMVET408A COORDINATE AND PERFORM THEATRE ROUTINES

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of preparing, cleaning and maintaining theatre and equipment as well as preparing personnel for the performance of surgical procedures. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

Required Reading: No required text.

Assessment: Practical observation, Workbook questions, Workplace, Portfolio.

ACMVET409A PROVIDE SPECIFIC ANIMAL CARE ADVICE

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of providing advice to clients (owners) about animal care, nutrition, behaviour and products. All advice must be provided in a competent manner and in accordance with clinic policies and procedures. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

Required Reading: No required text.

Assessment: Written questions, role play, oral presentation, portfolio.

ACMVET410A CARRY OUT VET NURSING DENTAL PROCEDURES

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the processes of performing a dental prophylaxis and assisting with simple extractions. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

Required Reading: No required text.

Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks.

BSBPCN402A DEVELOP WORK PRIORITIES


Prerequisites: Nil.

Description: Plan and complete own work schedule; Monitor own work performance; Coordinate professional development.

Required Reading: Assignment, presentation, written and practical tasks, case studies, research.
BSBOSH403A IDENTIFY HAZARDS AND ASSESS OHS RISKS

Prerequisites: Nil.
Description: This unit specifies the outcomes required to identify hazards and assess OHS risks in the workplace.
Assessment: Competency-based assessment

BSBOSH403B IDENTIFY HAZARDS AND ASSESS OHS RISKS

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify hazards and to assess occupational health and safety (OHS) risks in the workplace.
Required Reading: No required text. Safetyline Institute, 2008 Learner Guide - BSB0HS403B Worksafe W.A., Perth WA

BSBOHS404B CONTRIBUTE TO THE IMPLEMENTATION OF STRATEGIES TO CONTROL OHS RISK

Locations: Werribee.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of strategies to control occupational health and safety (OHS) risks.
Required Reading: Safetyline Institute, 2008 Learner Guide - BSB0HS404B Worksafe W.A., Perth W.A.

BSBOHS504B APPLY PRINCIPLES OF OHS RISK MANAGEMENT

Locations: Werribee.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use a generic approach to identify hazards, and to assess and control occupational health and safety (OHS) risks.
Required Reading: Safetyline Institute, 2008 Learner Guide - BSB0HS504B Worksafe W.A., Perth W.A.

BSBOHS601B DEVELOP A SYSTEMATIC APPROACH TO MANAGING OHS

Locations: Werribee.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to effectively design and develop a systematic approach to managing occupational health and safety (OHS), which covers the systems, documentation, strategies and plans necessary to manage OHS and its evaluation in the workplace.
Required Reading: Safetyline Institute, 2008 Learner Guide - BSB0HS601B Worksafe W.A., Perth W.A.

BSBSMB406A MANAGE SMALL BUSINESS FINANCES

Prerequisites: CPPD5M4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK, CPPD5M4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK, CPPD5M4009A - WORK IN THE REAL ESTATE INDUSTRY
Description: This unit describes the performance outcomes, skills and knowledge required to implement, monitor and review strategies for the ongoing management of a small business’s finances. It also includes day-to-day financial management of the small business. Specific legal requirements apply to the management of a small business.

BSB0HS403A IDENTIFY HAZARDS AND ASSESS OHS RISKS

Prerequisites: Nil.
Description: This unit specifies the outcomes required to identify hazards and assess OHS risks in the workplace.
Assessment: Competency-based assessment

BSB0HS403B IDENTIFY HAZARDS AND ASSESS OHS RISKS

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify hazards and to assess occupational health and safety (OHS) risks in the workplace.
Required Reading: No required text. Safetyline Institute, 2008 Learner Guide - BSB0HS403B Worksafe W.A., Perth WA

BSBOHS404B CONTRIBUTE TO THE IMPLEMENTATION OF STRATEGIES TO CONTROL OHS RISK

Locations: Werribee.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of strategies to control occupational health and safety (OHS) risks.
Required Reading: Safetyline Institute, 2008 Learner Guide - BSB0HS404B Worksafe W.A., Perth W.A.

BSBOHS504B APPLY PRINCIPLES OF OHS RISK MANAGEMENT

Locations: Werribee.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use a generic approach to identify hazards, and to assess and control occupational health and safety (OHS) risks.
Required Reading: Safetyline Institute, 2008 Learner Guide - BSB0HS504B Worksafe W.A., Perth W.A.

BSBOHS601B DEVELOP A SYSTEMATIC APPROACH TO MANAGING OHS

Locations: Werribee.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to effectively design and develop a systematic approach to managing occupational health and safety (OHS), which covers the systems, documentation, strategies and plans necessary to manage OHS and its evaluation in the workplace.
Required Reading: Safetyline Institute, 2008 Learner Guide - BSB0HS601B Worksafe W.A., Perth W.A.

BSBSMB406A MANAGE SMALL BUSINESS FINANCES

Prerequisites: CPPD5M4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK, CPPD5M4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK, CPPD5M4009A - WORK IN THE REAL ESTATE INDUSTRY
Description: This unit describes the performance outcomes, skills and knowledge required to implement, monitor and review strategies for the ongoing management of a small business’s finances. It also includes day-to-day financial management of the small business. Specific legal requirements apply to the management of a small business.

Assessment: Assignment and test. For Certificate IV in Celebrancy assessments may include written assessment tasks based on provided reading material.

CHCADMIN4B MANAGE THE ORGANISATION’S FINANCES, ACCOUNTS AND RESOURCES

Locations: Footscray Park, St Albans.
Prerequisites: Nil.
Description: Implement budget processes; Establish and implement systems for financial management and reporting; Manage the use of funds; Develop and recommend funding options; Develop and implement resourcing proposals to meet operational needs; Monitor resource usage and performance; Manage property, equipment and stores.
Required Reading: Nil.
Assessment: Budget, submission

CHCIC301C INTERACT EFFECTIVELY WITH CHILDREN

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: Identify appropriate communication strategies to meet the needs of clients and colleagues and build strong relationships; Conduct effective communication with clients and staff; Contribute to the development of effective communication strategies; Represent the organisation to a range of groups; Apply specific communication techniques to assist in resolving conflict; Implement mechanisms that facilitate group discussions.
Required Reading: Nil.
Assessment: In-class assessment, written assignments, group assessments, presentation

FDFDPC2B OPERATE A CURD PRODUCTION AND CUTTING PROCESS

Prerequisites: Nil.
Description: This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down a curd production and cutting process in cheese making.
Required Reading: Workbooks provided by School of Sport and Science.
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test; workplace assessment; practical/exercises; assignments; verbal assessment.

FDFDPC2B OPERATE A CHEESE PRESSING AND MOULDING PROCESS

Prerequisites: Nil.
Description: This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down a cheese pressing and moulding process in cheese making.
up, operate, adjust and shut down a pressing and moulding process to produce cheese to specifications.

**Required Reading:** Workbooks provided by School of Sport and Science

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test; workplace assessment; practical/exercises; assignments; verbal assessment.

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**FDFOPTMR1A MEASURE AND RECORD WORKPLACE INFORMATION**

**Prerequisites:** Nil.

**Description:** This is an Optional unit. It covers the skills and knowledge required to use basic measuring equipment and devices, read and record results. This unit is appropriate where simple tests involve automated measuring devices.

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**FDFOPTP1P3A PARTICIPATE IN IMPROVEMENT PROCESSES**

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

**Prerequisites:** Nil.

**Description:** It applies where the operator is required to participate in performance improvement processes that involve systematic analysis of performance to identify and propose opportunities for improvement. Where structured analysis and investigation is not required to participate in improvement programs, this unit does not apply.

**Required Reading:** Workbook provided by School of Sport and Science

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test; workplace assessment; practical/exercises; assignments; verbal assessment.

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**FDFOPTBDM3A OPERATE A DOUGH MIXING PROCESS**

**Prerequisites:** Nil.

**Description:** This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down the process used to make up dough. This includes selecting and mixing dough ingredients.

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**FDFRBB3A PRODUCE ARTISAN BREADS**

**Prerequisites:** Nil.

**Description:** This is a Specialist unit developed for the retail baking sector. It covers the skills and knowledge required to plan and produce a range of artisan breads. This includes flat breads, national and regional breads.

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**FDFRBB2B MAKE BREAD**

**Prerequisites:** Nil.

**Description:** This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to make bread in an in-store bakery or retail baking environment.

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**FDFRBDPB3B DIAGNOSE AND RESPOND TO PRODUCT AND PROCESS FAULT (BREAD)**

**Prerequisites:** Nil.

**Description:** This is a Specialist unit. It builds on the problem solving skills developed in operational units and provides technical competencies to support problem solving relating to bread production. Identify causes of unacceptable product quality. Take corrective action according to workplace procedures.

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**FDFRBFM2B CONDUCT FINAL MOULD AND FINAL PROOF**

**Prerequisites:** Nil.

**Description:** This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to produce a range of dough types including white, brown, wholemeal and grain doughs in an in-store bakery or retail baking environment.

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**FDFRBDPB3B PRODUCE BREAD DOUGH**

**Prerequisites:** Nil.

**Description:** This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to produce a range of dough types including white, brown, wholemeal and grain doughs in an in-store bakery or retail baking environment.

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**FDFRBDPB3B RETARD DOUGH**

**Prerequisites:** Nil.

**Description:** This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to retard and recover dough and other yeast-raised products in an in-store bakery or retail baking environment.

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**FDFRBSM2B SCALE AND MOLDED DOUGH FOR INTERMEDIATE PROOF**

**Prerequisites:** Nil.

**Description:** This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to divide and shape dough in an in-store bakery or retail baking environment. It includes an intermediate proof stage.

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**FDFOPTBM2A CLEAN AND SANITIZE EQUIPMENT**

**Prerequisites:** Nil.

**Description:** This is a Specialist unit. It covers the purpose and effect of cleaning and sanitation and related procedures. This unit does not cover CIP (cleaning in place) processes. Where this is a required competency, select FDFZCSCIP2A Clean equipment in place. Basic cleaning and sanitation procedures are covered in operational units. This unit should be selected where the operator is primarily responsible for cleaning and/or where they require a more detailed knowledge of...
This unit of competency describes the skills and knowledge required to analyse available health information in relation to specific services to be provided.

Required Reading: No text required.

Assessment: Candidates must demonstrate their ability to apply Essential Knowledge identified for this competency unit before undertaking independent workplace application. This competency unit should be assessed in conjunction with relevant competency unit(s) in delivery of specific services (e.g. complementary therapies, nursing or dental care). Evidence must demonstrate the individual’s ability to apply their knowledge within the requirements of an identified aspect of delivering health care or health care support services to a specific age group and - Consistency of performance should be demonstrated over the required range of workplace situations relevant to an identified work role.

**HLTCOM404C COMMUNICATE EFFECTIVELY WITH CLIENTS**

Locations: City King St, Industry, Footscray Park, City Flinders, Whitten Oval, Footscray.

Prerequisites: Nil.

Description: This unit covers the skills required by practitioners to establish and maintain effective communication with the client throughout all interactions and provide basic counselling as required and as appropriate to facilitate the treatment or health service being provided.

Required Reading: VU Learning guide

Assessment: HL40307 Cert IV in Massage Therapy Practice: Two assessments for this unit. Each student is required to book a massage with any massage professional of their choice. After the appointment, students must write a report on several areas of the massage treatment including the communication skills of the therapist. In small groups the students will act out a simulated role play of a consultation with a client. This unit will be co-delivered with units HLTEM406B and HLTEM409B. BSB30107 Traineeship: Training record book, observation, customer feedback, written/oral test/worksheets, portfolio/third party evidence. Item Internal Assessment Competency Based Report Written report on the communication skills experienced in a professional massage treatment paid for outside of VU. Yes/No Demonstration

Demonstrate the correct communication skills required during the consultation of a massage treatment with a client.

**HLTCOM405C ADMINISTER A PRACTICE**

Locations: City King St, Industry, Footscray Park, Whitten Oval, Footscray.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to provide administration for a clinical health practice according to the size and scale of the business.

Required Reading: VU Learning guide

Assessment: The Learning Guide (see Required Reading) includes notes for class discussion. The assessment tools used to assess knowledge on the administrative systems needed to run a business include a class presentation on a group investigation into a business plan. In addition, the students present written documents on their investigation into the policy documents required to run a small business. These assessments incorporate the performance criteria as stated in the unit of study.

**HLTCOM406C MAKE Referrals TO OTHER HEALTH CARE PROFESSIONALS WHEN**

Locations: City King St, Industry, Footscray Park, Whitten Oval, Footscray.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to arrange referrals to other health care professionals when required.

Required Reading: VU Learning Guide

Assessment: The assessment for this unit involves written testing of the students' understanding of the need to refer, how to write referrals and the role of other health professionals in the referral process. Students must investigate in an assignment the role of the different health care professionals who they may use as a referral. Students also write a referral letter based on a massage treatment case study. This unit will be co-delivered with unit HLTEM409B. Item Internal Assessment Competency Based Report Identify the role of several allied Health care providers and their role in the referral process. Yes/No Report Write a referral letter based on a hypothetical case study of a client. Yes/No

**HLTCOM408C USE SPECIFIC HEALTH TERMINOLOGY TO COMMUNICATE EFFECTIVELY**

Locations: City King St, Industry, Footscray Park, Whitten Oval, Footscray.

Prerequisites: Nil.

Description: This unit covers the skills required to understand and respond to instructions, carry out routine tasks and communicate with a range of internal and external clients in a health care practice, using appropriate practice-specific health terminology.

Required Reading: VU Learning guide

Assessment: Students have to demonstrate an appropriate use of language appropriate for working in a health environment specific to Massage in both written and verbal forms. Written tests will be used to assess the written language for practice-specific cases. Oral questioning will be used as a tool for students to demonstrate their oral spoken use of the medical language. This unit will be co-delivered with HLTEM406B. Item Internal Assessment Competency Based Oral Questioning Students will be asked to read and pronounce certain medical terminology words Yes/No Report Students will be asked to define several massage terminology relevant abbreviations Yes/No Assignment Demonstrate correct usage of the medical terminology in a consultation card as be used in massage consultation with client Yes/No

**HLTCOM502C DEVELOP PROFESSIONAL EXPERTISE**

Locations: City King St, Industry, Footscray Park, City Flinders, Whitten Oval, Footscray.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to initiate and maintain continual development of professional skills and knowledge in complementary healthcare and contribute to the knowledge base of the specific healthcare practice.

Required Reading: VU Learning guides VU Research skills in Massage Therapy 2009 VU

Assessment: Students learn about research and the valid ways to collect information. They do a mock research outline describing a possible research topic which encourages them to further their professional expertise by looking at emerging trends in massage therapy. Item Internal Assessment Competency Based Assignment Critical Reading assignment and report Yes/No Presentation Mock research experiment Yes/No Report Research evaluation report Yes/No

**HLTCOM503D MANAGE A PRACTICE**

Locations: City King St, Industry, Footscray Park, City Flinders, Whitten Oval, Footscray.
HLTFA201A PROVIDE BASIC EMERGENCY LIFE SUPPORT

Locations: Footscray Nicholson, Werribee, City King St, Industry, Melton, Footscray Park, Sunshine, City Flinders, St Albans, 22012VIC Cert I Vocational Preparation - City King, Footscray Nicholson, Industry, Melton, Newport, St Albans, Sunshine, Harvestor TC, Werribee and Other. Also delivered on-site in Community Organisations and at Industry locations within Victoria. This unit is also delivered at off-site work placement locations based on Industry demand.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to recognise and respond to life threatening emergencies using basic life support measures only.

Required Reading: 22012VIC Certificate I in Vocational Preparation: The teacher will provide teaching and learning material as required.

HLTA301B APPLY FIRST AID

Locations: Footscray Nicholson, Werribee, City King St, Industry, City Flinders, St Albans, Sunbury, Certificate I & III in Mumgu-dhal tyama-tyft - St Albans. Certificate II in Community Services Work - Off campus at Secondary Schools auspiced by Victoria University, Cert IV in Massage Therapy - (Orientation camp (Beaufort). Other location subject to change by school if required. Certificate III in Allied Health Services- VETIS.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.

Required Reading: Certificate I & III in Mumgu-dhal tyama-tyft The teacher will provide teaching and learning material as required. Diploma of Youth Work - CHC50502 Learner’s Guide Applying First Aid School of Health/Sport and Science First Aid emergency handbook by Liz Hopwood. Australian marketing and Distribution. And the VU Learners guide. Certificate II in Community Services Work School of Health supplies the required text which usually encompasses a practical guide to first aid procedures. Hospitality Traineeship: Workbooks will be provided to trainees as part of their training.

Assessment: This unit may be assessed by Scenarios, Workbook, Oral/Written test, Demonstration and Observation. Certificate I & III in Mumgu-dhal tyama-tyft: Students will develop a portfolio of evidence for assessment. This will include direct observation, questioning, completion of a variety of injury forms, workplace documents, project work and third-party reports. Practical demonstrations of First Aid processes through CPR procedures, bandaging safety assessments etc. Theoretical Multiple Choice Test. Diploma of Youth Work & Children’s Services: Graded Assessment School of Health The Unit has two modes of assessment. The first is via simulation in classroom settings with observation from First Aid teacher. The next mode is through either written or oral response to a set of questions which assess further knowledge of First Aid procedures. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.

HLTA402B APPLY ADVANCED FIRST AID

Locations: St Albans, Certificate II & III in Mumgu-dhal tyama-tyft - St Albans only. Prerequisites: Nil.

Description: This unit deals with the provision of advanced first aid response, life support, management of casualty(s), the incident and other first aiders until the arrival of medical support or other assistance, and provision of support to other providers. This unit builds on HLTA301B Apply first aid to include additional skills and use a range of equipment.

Required Reading: Certificate II in Mumgu-dhal tyama-tyft The teacher will provide teaching and learning material as required.

Assessment: This unit may be assessed by Scenarios, Workbook, Written tests Certificate II & III in Mumgu-dhal tyama-tyft: Students will develop a portfolio of evidence for assessment. This will include direct observation, questioning, completion of a variety of injury forms and workplace documents, project work and third-party reports.

HLTHIR301B COMMUNICATE AND WORK EFFECTIVELY IN HEALTH

Locations: St Albans, Off campus at Secondary Schools auspiced by Victoria University.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to work effectively in a health setting with clients, staff, visitors, suppliers and others to meet established work requirements.

Required Reading: Victoria University Staff 08 Student Reader 2008 edition 1 VU
HLTHIR501C MAINTAIN AN EFFECTIVE HEALTH WORK ENVIRONMENT

**Locations:** City King St, Industry, Footscray Park, City Flinders, Whitten Oval, Footscray.

**Prerequisites:** Nil.

**Description:** This unit of competency covers the skills and knowledge required to maintain an effective work environment in a health setting by monitoring, coordinating and promoting the implementation of ethical, safe and effective work practices in line with established work requirements.

**Required Reading:** No text required

**Assessment:** The individual being assessed must provide evidence of specified essential knowledge as well as skills - Consistency of performance should be demonstrated over a range of workplace situations.

HLTHIR506C IMPLEMENT AND MONITOR COMPLIANCE WITH LEGAL AND ETHICAL REQUIREMENTS

**Locations:** City King St, Industry, Footscray Park, City Flinders, Whitten Oval, Footscray.

**Prerequisites:** Nil.

**Description:** This unit describes the skills and knowledge required to implement and monitor compliance with legal and ethical requirements relevant in the work area.

**Required Reading:** VU Learners Guide VU Legal and Ethical Requirements of a Massage Therapist 2009 VU

**Assessment:** Students will show competency in this unit in the simulated student clinics. Teachers will use a checklist and identify skills and knowledge as the student demonstrates that they can implement and monitor legal and ethical work requirements with clients. This unit will be co-delivered in conjunction with HLTREM503B, HLTREM504B, HLTHIR501A. Item Internal Assessment Competency Based Demonstration Checklist used with skills that must be demonstrated in the clinic (min 3 times) Yes/No

HLTHIR501C COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES

**Locations:** Industry, St Albans.

**Prerequisites:** Nil.

**Description:** This unit of competency describes the skills and knowledge required for workers to comply with infection control policies and procedures. All procedures must be carried out in accordance with current infection control guidelines, Australian and New Zealand Standards for maintaining infection control and the policies and procedures of the organisation. This unit acknowledges the importance of complying with an effective infection control strategy that ensures the safety of the client (or end-user of health-related products/services), maintains personal protection and prevents the transmission of infections from person to person.

**Required Reading:** No text required

**Assessment:** This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test, Classroom activities, projects

HLTNUT601C APPLY LITERATURE RESEARCH FINDINGS TO CLINICAL PRACTICE

**Locations:** Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit of competency describes the skills and knowledge required to source and evaluate relevant information and apply findings to clinical practice. This unit requires high level knowledge of the specialised modality and its effect on a wide range of complex health conditions.

**Required Reading:** No text required

**Assessment:** Research Report - mini thesis on integration of Remedial Massage skills into clinic practice. Presentation - Share information with group.

HLTREM401C WORK WITHIN A MASSAGE FRAMEWORK

**Locations:** City King St, Industry, Footscray Park, Whitten Oval, West Footscray.

**Prerequisites:** Nil.

**Description:** This unit of competency describes the skills and knowledge required to work effectively within a massage framework.

**Required Reading:** VU Learning guide

**Assessment:** Students will show competency in this unit by practicing and then demonstrating their required knowledge and skills to the teacher. Teachers will use a checklist and identify skills and knowledge as the student demonstrates the learned massage techniques over the period of the unit. This unit will take place in a simulated work situation such as the student clinic. It will have a strong emphasis on the communication skills necessary for a Massage therapist as outlined in the corequisite HLTHIR501A. This unit will be delivered in conjunction with HLTREM406B and HLTREM409B. Item Internal Assessment Competency Based Demonstration Consistently demonstrate (min 3 times) the massage skills necessary in performing sports massage on a client to meet their needs. Checklist used

HLTREM406C PROVIDE MASSAGE TREATMENT

**Locations:** City King St, Industry, Footscray Park, Whitten Oval, Footscray.

**Prerequisites:** Nil.

**Description:** This unit of competency describes the skills and knowledge required to administer client basic massage treatment according to the philosophy and practices of a massage therapy framework.

**Required Reading:** VU Learning guides VU Relaxation Massage 2009 VU VU Therapeutic Massage 2009 VU VU Musculo-skeletal Massage 2009 VU VU Sports Massage 2009 VU VU Student Clinics 2009 VU VU Learning in the Workplace 2009 VU

**Assessment:** The practical components of this unit will deal with the underpinning knowledge required in muscular nomenclature referred to as Musculoskeletal Anatomy. There will be several oral assessments where students must palpate and explain the locations and actions of muscles. A written test will be conducted. In addition, students will show competency in practical massage units by practicing and then demonstrating their required knowledge and skills to the teacher. Teachers will use a checklist and identify skills and knowledge as the student demonstrates massage therapy techniques over time. Once students are deemed competent in their massage techniques they will practice their skills on clients in a simulated clinic. This unit will strongly emphasise the corequisite HLTCOM404B. Also the corequisite requirements of HLTHIR501A, HLTHIR506A and HLTHIR509B. This unit co-delivered in conjunction with HLTREM409B. Knowledge of HLTHIR509B will be applied in this unit

HLTREM407C PLAN MASSAGE TREATMENT

**Locations:** City King St, Industry, Footscray Park, Whitten Oval, Footscray.

**Prerequisites:** Nil.

**Description:** This unit of competency describes the skills and knowledge required to prepare clients for basic massage and negotiate treatment with them.

**Required Reading:** VU Learning guide VU Student Clinics 2009 VU

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Assessment: Students will show competency in this unit by practicing and then demonstrating their required knowledge and skills to the teacher. The skills and knowledge will be demonstrated in the pre-massage discussion with clients, then during and after the massage treatment. Teachers will use a checklist and identify skills and knowledge as the student demonstrates them consistently over the period of the unit. This unit will take place in a simulated work situation such as the student clinic. It will have a strong emphasis on the communication skills necessary for a Massage therapist as outlined in the co-requisite HLTCOM404B. This unit will be delivered with HLTREM400B and HLTHIR301A (and for mid year enrolled students BSBCMAN204A). Item Internal Assessment Competency Based Demonstration. Massage skills consistently demonstrated (at least 3 times). Checklist used to record evidence Yes/No

HLTREM408C APPLY MASSAGE ASSESSMENT FRAMEWORK
Locations: City King St, Industry, Footscray Park, Whitten Oval, Footscray.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to interpret information gathered in the health assessment and make and review accurate assessment for basic massage treatment.
Required Reading: VU Learning guides VU Student Clinics 2009 VU
Assessment: Students will show competency in this unit by practicing and then demonstrating their required knowledge and skills to the teacher. The skills and knowledge will be demonstrated in the pre-massage discussion with clients, then during and after the massage treatment. Teachers will use a checklist and identify skills and knowledge as the student demonstrates them consistently over the period of the unit. This unit will take place in a simulated work situation such as the student clinic. It will have a strong emphasis on the communication skills necessary for a Massage therapist as outlined in the prerequisite HLTCOM404B. This unit will be delivered with HLTREM407B, HLTHIR301A and mid year enrolled students will also have BSBCMAN204A co-delivered. Item Internal Assessment Competency Based Demonstration. Massage skills consistently demonstrated (at least 3 times). Checklist used to record evidence Yes/No

HLTREM409C PERFORM MASSAGE HEALTH ASSESSMENT
Locations: City King St, Industry, Footscray Park, Whitten Oval, Footscray.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to observe the condition of the client and gather information relevant to the case in order to provide a basic massage.
Required Reading: VU Learning Guides VU Student Clinics 2009 VU
Assessment: Students will show competency in this unit by practicing and then demonstrating their required knowledge and skills to the teacher. The skills and knowledge will be demonstrated in the pre-massage discussion with clients. Teachers will use a checklist and identify skills and knowledge as the student demonstrates them over the period of the unit. This unit will take place in a simulated work situation such as the student clinic. It will have a strong emphasis on the communication skills necessary for a Massage therapist as outlined in the co-requisite HLTHIR301A and HLTREM404B. Knowledge of infection control measures is necessary as per the co-requisite HLTHIR301A. This unit will be co-delivered with HLTREM401B, 406B, 407B and 408B and HLTCOM404B. Knowledge of HLTHIR401A will be applied in this unit.

HLTREM502C PROVIDE REMEDIAL MASSAGE TREATMENT
Locations: City King St, Industry, Footscray Park, City Flinders, Whitten Oval, Footscray.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to administer client remedial massage treatment according to the philosophy and practices of a remedial massage framework.
Required Reading: VU Learning guides VU Remedial Massage Treatments 2009 VU
Assessment: This 240 unit will incorporate the teaching of many of the remedial massage treatments need to work in the industry as per outlined in the “Required skills and knowledge” and “Range statement” of the HLTREM502B competency outline. Item Internal Assessment Competency Based Demonstration Checklists used with skills that must be demonstrated in the clinic (min 3 times) Yes/No

HLTREM503C PLAN REMEDIAL MASSAGE TREATMENT STRATEGY
Locations: City King St, Industry, Footscray Park, City Flinders, Whitten Oval, Footscray.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to prepare for remedial massage treatment of a client and negotiate a treatment management plan with them.
Required Reading: VU Learning Guides VU Remedial Clinics 2009 VU
Assessment: Students will show competency for this unit in the simulated student clinics. Teachers will use a checklist and identify skills and knowledge as the student demonstrates that they can plan and prepare for remedial massage with clients and negotiate a treatment plan with them. This unit will be co-delivered in conjunction with HLTREM504B, HLTHIR501A and HLTHIR506B. Item Internal Assessment Competency Based Demonstration Checklist used with skills that must be demonstrated in the clinic (min 3 times) Yes/No

HLTREM504C APPLY REMEDIAL MASSAGE ASSESSMENT FRAMEWORK
Locations: City King St, Industry, Footscray Park, City Flinders, Whitten Oval, Footscray
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to interpret information gathered in the health assessment and make and review an accurate assessment over the course of remedial massage treatment.
Required Reading: VU Learning guides VU Remedial Clinics 2009 VU
Assessment: Students will show competency in for this unit in the simulated student clinics. Teachers will use a checklist and identify skills and knowledge as the student demonstrates that they can interpret information gathered from clients and make and review an accurate assessment for the remedial massage. This unit will be co-delivered in conjunction with HLTREM503B, HLTHIR501A and HLTHIR506B. Item Internal Assessment Competency Based Demonstration Checklist used with skills that must be demonstrated in the clinic (min 3 times) Yes/No

HLTREM505C PERFORM REMEDIAL MASSAGE HEALTH ASSESSMENT
Locations: City King St, Industry, Footscray Park, City Flinders, Whitten Oval, Footscray.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to observe the condition of the client and gather information relevant to the case to enable correct assessment, planning and provision of a remedial massage.
Required Reading: VU Learning guides VU Musculoskeletal Pathology 2009 VU VU Systemic Pathology 2009 VU VU Musculoskeletal Anatomy 2009 VU VU Exercise
Assessment: This 200 hour unit will incorporate the teaching of many of the remedial massage treatments needed to work in the industry as per outlined in the "Required skills and knowledge" and "Range statement" of the HLTREM505B competency outline. Items Internal Assessment Competency Based Demonstration Skills must be demonstrated min 3 times Yes/No Oral Questioning Palpation skills must be described and use of medical language Yes/No Assignment Case Study Interpretation Yes/No

**HLTREM510B PROVIDE SPECIALISED REMEDIAL MASSAGE TREATMENTS**

**Locations:** City King St, Industry, City Flinders, Whitten Oval, Footscray.

**Prerequisites:** Nil.

**Description:** This unit of competency describes the skills and knowledge required to provide specialised remedial massage treatment for specific client groups and common conditions/disease states in accordance with the age, gender and mental health needs of the client. This unit requires a high level of knowledge of remedial massage treatment.

**Required Reading:** No required text

**Assessment:** This unit will be delivered as a final unit in the Diploma. The students will have completed 3 elective units providing specialised remedial massage to specific client groups. Teachers will role play a particular injury and case description. Students will then deliver appropriate remedial massage for that client. Item Internal Assessment Competency Based Demonstration Remedial massage to specific case study client Yes/No

**HLTREM511B PROVIDE REMEDIAL MASSAGE TREATMENT FOR WOMEN AND CHILDREN**

**Locations:** City King St, Footscray Park, City Flinders.

**Prerequisites:** Nil.

**Description:** This unit of competency describes the skills and knowledge required to administer a remedial massage treatment specific to the needs of women and children.

**Required Reading:** No required text

**Assessment:** Item Internal Assessment Value Demonstration massage skills demonstrated to teachers 100%

**HLTREM512C PROVIDE REMEDIAL MASSAGE TREATMENTS WITHIN A CORPORATE SETTING**

**Locations:** City King St, Industry, Footscray Park, City Flinders, Various corporate events where massage is requested...

**Prerequisites:** Nil.

**Description:** This unit of competency describes the skills and knowledge required to administer remedial massage treatments within a corporate environment.

**Required Reading:** No text required.

**Assessment:** Evidence of specified essential knowledge and skills - Observation of performance in the workplace or a simulated workplace (supervised clinic) - Consistency of performance demonstrated over the required range of situations - Where assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible - Assessment may contain both theoretical and practical components - Assessment of sole practitioners must include: - Range of clinical situations and different client groups covering age, culture and gender - Interaction with others in the broader professional community as part of the sole practitioner's workplace - Scope of practice as detailed in the qualification and component competency units - Holistic/integrated assessment including: - Working within the practice framework - Performing a health assessment - Assessing the client - Planning treatment and - Providing treatment.

**HLTREM513C PROVIDE REMEDIAL MASSAGE TREATMENT TO ATHLETES**

**Locations:** City King St, Industry, Footscray Park, City Flinders, Western Bulldogs AFL team...

**Prerequisites:** Nil.

**Description:** This unit of competency describes the skills and knowledge required to administer remedial massage treatments for athletes. This unit is based upon SRSMAS009A Integrate massage techniques to support athletes.

**Required Reading:** No text required.

**Assessment:** Evidence of specified essential knowledge and skills - Observation of performance in the workplace or a simulated workplace (supervised clinic) - Consistency of performance demonstrated over the required range of situations - Where assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible - Assessment may contain both theoretical and practical components - Assessment of sole practitioners must include: - Range of clinical situations and different client groups covering age, culture and gender - Interaction with others in the broader professional community as part of the sole practitioner's workplace - Scope of practice as detailed in the qualification and component competency units - Holistic/integrated assessment including: - Working within the practice framework - Performing a health assessment - Assessing the client - Planning treatment and - Providing treatment.

**HLTREM514A PROVIDE THE MASSAGE TREATMENT**

**Prerequisites:** Nil.

**Description:** This unit describes the skills required to administer client/patient basic massage treatment according to the philosophy and practices of a massage therapy framework.

**Assessment:** As per accredited curriculum

**HLTREM517A PLAN THE MASSAGE TREATMENT**

**Prerequisites:** Nil.

**Description:** This unit describes the skills required to prepare clients/patients for basic massage and negotiate treatment with them.

**Assessment:** As per accredited curriculum

**ICAICT203A OPERATE APPLICATION SOFTWARE PACKAGES**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to identify, select and operate three commercial software packages, including a word-processing and a spreadsheet application package. The unit identifies the requirement to use a word-processing, spreadsheet and third software application package to ensure that the individual develops the skills required to cover a range of basic office software requirements.

**Required Reading:** No required text

**Assessment:** Evidence of the ability to: - Produce workplace documents using a minimum of three different software application packages - Open, amend and save files and documents according to organisational requirements - Use OHS principles and responsibilities for ergonomics, such as work periods and breaks - Use help manuals and online help.
**IEMU2006B OPERATE COMPUTING PACKAGES**

**Locations:** Footscray Nicholson, Werribee, Sunshine, St Albans, 21934VIC Certificate IV in ESL (Access) - Footscray Nicholson, St Albans and Werribee only.

**Prerequisites:** Nil.

**Description:** Use appropriate software; Access, retrieve, and manipulate data; Access and use help functions within each application; Use keyboard and equipment.

**Required Reading:** No required reading for this unit. The teacher will provide teaching and learning material as required.

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments. 21934VIC Certificate IV in ESL (Access) Assessment may include: records of teacher’s observations of students’ activities; observation checklists; verbal questioning; a portfolio of work and other documents; interview or written test; self-assessment; practical tasks; samples of work and third-party feedback.

**ICPM263C ACCESS AND USE THE INTERNET**

**Locations:** Werribee, Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to access and use the Internet within the printing and graphic arts industries.

**Required Reading:** No required reading text

**Assessment:** Evidence of the following is essential: - Access the Internet and retrieve data using WWW and email and newsgroups - Send emails or newsgroup posting with correctly formatted attachments - Perform a search and save the text of a web page to disk - Extract and virus-scan downloaded files - Demonstrate an ability to find and use information relevant to the task from a variety of information sources.

**MEM23002A APPLY CALCULUS IN ENGINEERING SITUATIONS**

**Prerequisites:** Nil.

**Description:** This unit covers applying concepts of calculus to engineering situations.

**Assessment:** The critical aspects for assessment and evidence required to demonstrate competency in this unit is that the learner has the ability to solve engineering problems using the principles of differentiation; obtain first and second derivatives of algebraic, trigonometric, exponential and logarithmic functions; obtain integrals of algebraic, trigonometric and exponential functions; evaluating definite integrals; solve engineering problems using the principles of integration. The anticipated methods of assessment will be diagrams and models created by the learner; practical demonstration; records of teacher’s observations of learner’s activities, discussions and practical tasks; self-assessment sheets and online responses; written and verbal reports of investigations and problem-solving activities.

**MSL973004A PERFORM ASEPTIC TECHNIQUES**

**Locations:** Footscray Nicholson, Werribee.

**Prerequisites:** Nil.

**Description:** This unit of competency covers the ability to perform aseptic techniques to maintain the integrity of both the sample source and the sample. It applies to sampling techniques in tissue culture and to generic microbiological procedures.

**Required Reading:** No required text

**Assessment:** Diploma of Animal Technology: Graded - Practical observation, written tests, assignments Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks.

**MSL974011A PREPARE TISSUE AND CELL CULTURES**

**Locations:** Werribee, Industry.

**Prerequisites:** MSL973007A - PERFORM MICROSCOPIC EXAMINATION

**Description:** This unit of competency covers the ability to prepare primary tissue cultures for applications, such as maintenance of animal cell lines and propagation of plants by tissue culture and basic subculture procedures. Personnel are required to manipulate equipment and materials and samples to prevent contamination at all preparation stages. They will have ready access to enterprise procedures and will work under direct supervision.

**Required Reading:** No required text

**Assessment:** Diploma of Animal Technology: Graded - Practical observation, written questions, assignments. Assessment may include: Practical assessment; written and verbal tests, workplace projects, demonstration.

**NWP3008 PROVIDE AND PROMOTE CUSTOMER SERVICE**

**Locations:** Footscray Nicholson, Werribee.

**Prerequisites:** Nil.

**Description:** This unit of competency describes the outcomes required to respond effectively to the needs of internal and external customers by applying organisational standards and processes. The ability to solve problems, communicate effectively and seek opportunities to improve service to customers is essential to performance.

**Required Reading:** Nil

**Assessment:** Assessment for this unit will be related to that of NWP3013. With specific parts relating to adequately servicing the customer in the resolution of environmental issues. In addition learners will be expected to undergo reflective journaling via the use of e portfolios relating to external and internal customer issues in other units such as NWP345, NWP346, NWP360 and NWP363. Acceptable recognition evidence may include the learner’s position description validated by the workplace supervisor stating that acceptable customer service is provided by the learner.

**SISCAQU201A MONITOR POOL WATER QUALITY**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to continually monitor the water quality of swimming pools and aquatic facilities, take corrective action and record test results.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - Conducts pool water tests and reports irregularities to aquatic facility or service personnel promptly, according to public health regulatory requirements and organisational policies and procedures - Records pool water test results and updates pool log according to organisational policies and procedures and relevant legislation - Performs routine visual checks for pool water quality and proposes corrective actions in response to contamination incidents.
SISCAQU202A PERFORM BASIC WATER RESCUES
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify and evaluate aquatic emergencies and respond appropriately with basic water rescues that incorporate cardiopulmonary resuscitation (CPR). These situations will usually require an individual response.
Required Reading: No required text
Assessment: Evidence of the following is essential: - identifies the common signs and signals of a person experiencing difficulties in the water and promptly determines possible contributing factors and formulates a suitable rescue plan; - performs all basic water rescue techniques in the water while maintaining own safety; - monitors condition of affected person, applies appropriate treatment; - recognises issues that arise during rescues and makes appropriate adjustments to ensure safety of self and others, according to organisational policies and procedures and relevant legislation; - accurately reports incidents and notifies other relevant personnel according to organisational policies and procedures.

SISCAQU303A OPERATE AQUATIC FACILITY PLANT AND EQUIPMENT
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to safely operate an aquatic facility plant and equipment.
Required Reading: No required text
Assessment: Evidence of the following is essential: - conducts thorough routine inspections of aquatic facility plant, equipment, and electrical and plumbing appliances to ensure safety and health of public; - identifies faults and irregularities of plant and equipment and initiates corrective action according to organisational policies and procedures and manufacturer’s specifications; - monitors and records use and condition of facility and equipment; - documents faults and irregularities to aquatic facility service personnel and documents corrective action initiated. Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: -a suitable first aid qualification.

SISCAQU305A IMPLEMENT AQUATIC FACILITY PLANT AND EQUIPMENT MAINTENANCE PROGRAM
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to safely implement an aquatic facility plant and equipment maintenance program. This involves maintaining plant and equipment, diagnosing faults, responding to unsafe or failed plant and equipment and reviewing the effectiveness of the maintenance program.
Required Reading: No required text
Assessment: Evidence of the following is essential: - conducts regular monitoring of use and condition of aquatic facility plant and equipment and identifies potential problems and faults; - responds to plant and equipment failures and faulty repairs within designated responsibility; - carries arrangements for qualified contractors to carry out repairs as required; - records details of failed or unsafe plant or equipment and corrective actions taken.

SISCAQU306A SUPERVISE CLIENTS AT AN AQUATIC FACILITY OR ENVIRONMENT
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to supervise clients at an aquatic recreation facility or environment to minimise risk.
Required Reading: No required text
Assessment: Evidence of the following is essential: - identifies behaviours and actions that pose a risk to the range of clients commonly encountered in aquatic facilities or environments; - determines and acts on appropriate responses according to the organisation’s risk management plan and own level of responsibility; - monitors and supervises client activity discreetly and takes prompt action within own level of responsibility to maintain a safe aquatic facility or environment at all times; - uses effective communication techniques to monitor and manage the behaviour of clients and to document incidents; - identifies the common signs and signals of a person experiencing difficulties in the water and determines and acts on the most appropriate response.

SISCAQU307A PERFORM ADVANCED WATER RESCUES
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify and evaluate a major aquatic emergency and perform an advanced water rescue. These situations will usually involve a team response.
Required Reading: No required text
Assessment: Evidence of the following is essential: - identifies the signs and signals of a person experiencing difficulties in the water and determines possible contributing factors to enable prompt assessment and formulation of a suitable rescue plan; - determines appropriate rescue types and participates as part of a team in rescues in the water that involve more than one casualty; - demonstrates the use of spine-boards, spinal immobilisation collars, oxygen supplemented resuscitation and oxygen therapy on sufficient occasions to demonstrate competency and consistency of performance; - monitors, accurately assesses and treats casualties and communicates effectively with emergency services; - accurately reports incidents and notifies other relevant personnel according to relevant legislation and organisational policies and procedures.

SISCAQU308A INSTRUCT WATER FAMILIARISATION, BUOYANCY AND MOBILITY SKILLS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to instruct a broad range of clients in water familiarisation, buoyancy and mobility skills using drills, activities and games according to best practice principles of aquatic activities.
Required Reading: No required text
Assessment: Evidence of the following is essential: - delivers concise information, explanations and demonstrations to ensure drills, activities and games are conducted safely; - observes clients and provides feedback and intervention to improve individual skill performance as appropriate; - modifies instructional methods, styles and activities for individual and groups to enhance skill development as appropriate; - applies organisational policies and procedures and relevant legislation to ensure safety of participants and other facility users.

SISCAQU309A INSTRUCT CLIENTS IN WATER SAFETY AND SURVIVAL SKILLS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use drills, activities and games to instruct water safety and survival skills.

Required Reading: No required text

Assessment: Evidence of the following is essential: - delivers concise information, explanations and demonstrations in multiple sessions to ensure drills, activities and games are conducted safely - observes clients and provides feedback and intervention to improve individual skill performance and survival stroke techniques as appropriate - modifies instructional methods, styles and activities for individuals or groups to enhance skill development as appropriate - applies organisational policies and procedures and relevant legislation to ensure safety of participants and other facility users as appropriate.

SISCAQU310A INSTRUCT SWIMMING STROKES


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to use drills, activities and games to instruct swimming strokes to a range of clients including children and adults.

Required Reading: No required text

Assessment: Evidence of the following is essential: - delivers concise information, explanations and demonstrations to ensure drills, activities or games are conducted safely - observes clients and provides feedback and intervention to improve individual skill performance and stroke techniques as appropriate - responds to client progress and modifies instructional methods, styles and activities for individuals or groups, as appropriate, to enhance skill development - applies organisational policies and procedures and relevant legislation to ensure safety of participants and other facility users as appropriate.

SISCCR302A RECRUIT AND MANAGE VOLUNTEERS


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to recruit, induct, manage and retain volunteers according to organisational requirements and policies.

Required Reading: No required text

Assessment: Evidence of the following is essential: - identifies and implements organisational requirements, policies and procedures for recruiting, inducting and managing volunteers - conducts volunteer induction and identifies and arranges any additional training required by volunteers - maintains records of recruitment, induction and management processes for volunteers.

SISCCR301A ASSIST WITH RECREATION GAMES NOT REQUIRING EQUIPMENT


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to assist in the planning and conduct of recreation games not requiring equipment, in a community recreation setting.

Required Reading: No required text

Assessment: Evidence of the following is essential: - identifies, confirms and carries out assigned duties according to own level of responsibility and refers tasks outside own level to appropriate personnel - carries out allocated tasks responsibly and in a non-discriminatory manner according to instructions of responsible person and reports any difficulties to the appropriate personnel - clarifies and conveys information about essential aspects of the games to assist and encourage participants to fully participate in the recreation games - contributes to the evaluation of the recreation games and suggests how they could be improved and reflects on own work performance.

SISCCR302A APPLY LEGAL AND ETHICAL INSTRUCTIONAL SKILLS


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop and apply legal and ethical instructional skills that comply with activity-specific best practice principles.

Required Reading: No required text

Assessment: Evidence of the following is essential: - accesses and interprets legal and ethical information relevant to the activity to anticipate possible legal and ethical issues and develop appropriate management strategies - determines instructional styles appropriate to the needs of clients and the skills - develops session plans for activity-specific skills according to the needs of clients, best practice principles of the activity and the organisation.

SISFFIT301A PROVIDE FITNESS ORIENTATION AND HEALTH SCREENING


Prerequisites: Nil.

Description: This unit applies to front-of-house customer service staff who are exercise instructors and who work in facilities that provide a range of exercise programs such as aqua, group or gym based to general populations including older clients and children who present with no major health conditions. This unit is applicable to those working in fitness venues, gyms or other exercise environments.

Required Reading: No required text

Assessment: Evidence of the following is essential: - accurately identifies client's fitness requirements and provides clear information about appropriate exercise programs and services - interacts with the client in a friendly and courteous manner using appropriate communication strategies and organisational channels to collect, handle and clarify sensitive information and to respond to client queries - works within role and responsibilities to administer, review and process a health screening questionnaire and makes arrangements for clients to follow up appraisal with appropriate personnel as required.

SISFFIT302A PROVIDE QUALITY SERVICE IN THE FITNESS INDUSTRY


Prerequisites: Nil.

Description: This unit describes the performance outcomes, interpersonal, communication and customer service skills and knowledge required to work in the fitness industry. It requires the ability to use appropriate communication techniques, maintain high personal presentation standards, establish rapport with clients, determine and address client needs and expectations and deal with complaints.

Required Reading: No required text

Assessment: Evidence of the following is essential: - understanding of communication and customer service and its importance in a fitness industry context - ability to communicate effectively with a variety of clients including those with special needs and difficult or complaining ones - ability to provide quality customer service on multiple occasions. This should occur over a period of time and cover a range of diverse customer service situations, including the resolution of complaints, to ensure consistency of performance and ability to respond to different circumstances. - completion of service within commercial time constraints so that all clients are served effectively.
SISFFIT303A DEVELOP AND APPLY AN AWARENESS OF SPECIFIC POPULATIONS TO EXERCISE DELIVERY


Prerequisites: Nil.

Description: This unit covers the skills and knowledge to provide appropriate advice to specific population clients on participation in fitness assessments and fitness activities. It covers the pathologies of the more common disease states and conditions encountered within the fitness industry and the limiting effects of the condition on exercise performance and functional capacity.

Required Reading: No required text

Assessment: Evidence of the following is essential: - demonstrates competency in the workplace or a simulated workplace environment in a range of situations which may include client interruptions and involvement in other related activities normally expected in the workplace. For further guidance on the use of an appropriate simulated environment, refer to the Assessment Guidelines in this Training Package. - has access to relevant documentation, such as workplace policy and procedures manuals. - has access to a range of clients with different requirements.

SISFFIT304A INSTRUCT AND MONITOR FITNESS PROGRAMS


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop, instruct, supervise and evaluate fitness programs for a range of fitness clients, including older adults and older adolescents.

Required Reading: No required text

Assessment: Evidence of the following is essential: - consults with a range of clients including older clients and older adolescents to develop fitness programs specific to individual client needs, expectations and limitations. - clearly and safely demonstrates, explains and supervises fitness programs appropriate to local fitness industry and organisation requirements - evaluates and adjusts fitness programs in consultation with clients - monitors and maintains the behaviour of clients according to the requirements and expectations of the facility.

SISFFIT305A APPLY ANATOMY AND PHYSIOLOGY PRINCIPLES IN A FITNESS CONTEXT


Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to apply an understanding of human body structure and systems and terminology as they relate to exercise instruction. It applies to fitness professionals who may operate with some level of autonomy or under limited supervision and incorporates the self-directed application of knowledge and skills.

Required Reading: No required text

Assessment: Assessment must ensure that the candidate: - demonstrates competency in the workplace or a simulated workplace environment in a range of situations which may include client interruptions and involvement in other related activities normally expected in the workplace. For further guidance on the use of an appropriate simulated environment, refer to the Assessment Guidelines in this Training Package. - has access to relevant documentation, such as workplace policy and procedures manuals. - has access to a range of clients with different requirements.

SISFFIT306A PROVIDE HEALTHY EATING INFORMATION TO CLIENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to undertake a risk-management process in relation to an activity and in accordance with an organisation’s risk-management policies and procedures. In this context, the risk-analysis process is conducted using structured analysis methodology according to the current Australian and New Zealand standard.

Required Reading: No required text

Assessment: Evidence of the following is essential: - communicates effectively with clients to ascertain needs and goals - provides current and accurate healthy eating information appropriate to the needs and goals of clients and recognises and refers situations outside own scope of practice - correctly measures body composition for clients using appropriate measures - designs, implements and reviews exercise plans appropriate to the body composition needs and goals of multiple clients - applies all organisational policies and procedures and legislative requirements.

SISFFIT307A UNDERTAKE CLIENT HEALTH ASSESSMENT


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to undertake client health assessment, discuss fitness goals with the client, and conduct a basic fitness appraisal in preparation for a exercise program.

Required Reading: No required text

Assessment: Evidence of the following is essential: - develops a rapport with a range of clients based on gender, age, physical capacity, fitness goals and level of motivation. - treats client information with sensitivity and discretion, displays client empathy and puts clients at ease during the fitness appraisal process. - undertakes fitness assessments based on the fitness goals and physical capacity of the client and makes informed recommendations on appropriate exercise programs or the need to seek medical or allied health assistance. - identifies motivational techniques and strategies appropriate to a range of clients with different needs to support and encourage adherence to an exercise program. - applies effective contingency management techniques to deal with a range of problems and issues that may arise during the appraisal process such as difficult or demanding clients with unrealistic fitness expectations.

SISFFIT308A PLAN AND DELIVER GYM PROGRAMS


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to plan, demonstrate, supervise and monitor a range of gym programs customised for clients with specific fitness requirements and respond appropriately to the changing needs of clients.

Required Reading: No required text

Assessment: Plans, designs and implements safe & effective programmes incorporating safe & effective equipment use & exercise prescription for range of clients, incl older clients to address fitness goals. - commences w a range of clients to explain exercise prog, its expected benefits & safety considerations & provides constructive feedback. - identifies individual client behaviors & applications appropriate motivational techs & strategies to support exercise adherence - plans circuit class w interrelated components, monitors the progress of session & applies effective contingency management techniques to deal w range of problems & issues that may arise during the session. - instructs circuit class that meet client expectations, comply w legislative & organisational reqs. - evaluates & reflects on own work perform to identify ways in which session outcomes & benefits to clients can be improved. - manages the timing & conduct of
gym progs to enable effective & efficient use of facilities, respecting the needs of other facility users.

**SISFFIT309A PLAN AND DELIVER GROUP EXERCISE SESSIONS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge to plan and instruct group exercise session to music. It focuses on the planning, selection, sequencing and progression of exercises and appropriate music, and instructing and monitoring client to ensure safe conduct of activities.

**Required Reading:** no required text

**Assessment:** no required text

- plan, instruct and monitor client performance, and respond appropriately to client behaviour to maintain an effective exercise environment - apply appropriate instructional techniques to motivate group - select & use music effectively within group exercise sessions
- safe and effective cueing - plan circuit sessions with interrelated components, monitor the progress of the session
- apply effective contingency management techniques to deal with a range of problems & issues that may arise during the session, such as equipment failure or client overtraining, and makes adjustments in response to changing situations - instruct sessions that meet client expectations, comply with legislative & organisational requirements, & are of sufficient duration to allow the candidate to demonstrate techniques to instruct and review circuit sessions - evaluate client & own performance & identify improvements for future sessions - use appropriate delivery technique to enhance client learning & performance

**SISFFIT310A PLAN AND DELIVER WATER BASED FITNESS ACTIVITIES**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, knowledge and skills required to plan, deliver and evaluate water based fitness activities for mainstream facility users. It requires the application of effective aquatic instructional techniques and the application of the hydrodynamic principles on muscles, joints and cardiorespiratory system to ensure safe and effective fitness outcomes for clients.

**Required Reading:** no required text

**Assessment:** no required text

- Assessment must ensure planning and conducting activities for multiple participant groups of a size and nature that reflect current local and industry conditions. Assessment must also ensure:
  - demonstration of skills within a facility with access to a suitable aquatic environment with appropriate depth, surfaces, entry, exit, water quality and temperature
  - access to appropriate documentation and resources normally used in the workplace such as equipment checklists and session plan proformas
  - access to equipment for water based fitness activities
  - access to a safe pool deck including instructor and safety resources
  - access to documentation such as manufacturer specifications for equipment use
  - access to a range of clients with a range of fitness needs

**SISFFIT312A PLAN AND DELIVER AN ENDURANCE TRAINING PROGRAM**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to plan and deliver indoor and outdoor endurance training programs for a range of clients utilising a broad range of equipment and motivational and instructional techniques.

**Required Reading:** no required text

**Assessment:**

- planning and conducting endurance training programs that meet the specific needs of individuals, groups or sports
- applying effective communication techniques to instruct, monitor, motivate and evaluate multiple endurance training programs
- selecting, sequencing and monitoring the safe and appropriate use of a range of current equipment in endurance training.

**SISFFIT313A PLAN AND DELIVER EXERCISE TO APPARENTLY HEALTHY CHILDREN AND ADOLESCENTS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to plan and deliver exercise for children and young adolescents. It involves planning, demonstration, instruction, review and modification of activities and instructional techniques to meet participant needs.

**Required Reading:** no required text

**Assessment:** Evidence of the following is essential:

- screens children and young adolescents prior to commencement of exercise sessions and communicates results to relevant caregivers and recommends referral to appropriate medical or allied health professionals where necessary - develops a variety of sessions for exercise that are fun, interactive and safe for a range of client groups of children and young adolescents - provides accurate and current information about healthy eating and healthy eating options in accordance with recommended guidelines - evaluates exercise sessions and modifies exercise plans according to feedback received from participants and own evaluation.

**SISFFIT314A PLAN AND DELIVER EXERCISE TO OLDER CLIENTS WITH MANAGED CONDITIONS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to plan and deliver exercise for clients aged 50 and over. It involves planning, demonstration, instruction, review and modification of activities and instructional techniques to meet client needs.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential:

- screens older clients prior to commencement of exercise sessions and communicates results to family members where appropriate and recommends referral to appropriate medical or allied health professionals where necessary - develops a variety of sessions for a range of older clients that are fun, interactive and safe - provides accurate and current healthy eating information in accordance with recommended guidelines - modifies individual exercises to accommodate the specific needs of the client - evaluates exercise sessions and modifies exercise plans according to feedback received from clients and own evaluation.

**SISFFIT415A WORK COLLABORATIVELY WITH MEDICAL AND ALLIED HEALTH PROFESSIONALS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to identify situations and conditions requiring guidance from medical or allied health professionals where necessary - develops a variety of sessions for a range of older clients that are fun, interactive and safe - provides accurate and current healthy eating information in accordance with recommended guidelines - modifies individual exercises to accommodate the specific needs of the client - evaluates exercise sessions and modifies exercise plans according to feedback received from clients and own evaluation.

**SISFFIT415A WORK COLLABORATIVELY WITH MEDICAL AND ALLIED HEALTH PROFESSIONALS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to identify situations and conditions requiring guidance from medical or allied health professionals, to interpret instructions from medical or allied health professionals and implement appropriate exercise plans.

**Required Reading:** no required text

**Assessment:** Evidence of the following is essential:

- identifies and advises clients requiring referral to medical or allied health professionals - communicates effectively with medical or allied health professionals using appropriate communication techniques to respond to instructions contained in referrals and provides accurate
information to clients advised to seek referral - demonstrates ability to receive referrals in a professional manner in accordance with guidelines of referring medical or allied health professional and own organisation. - maintains confidentiality, security and privacy of information.

**SISFFIT416A APPLY MOTIVATIONAL PSYCHOLOGY TO PROVIDE GUIDANCE ON EXERCISE BEHAVIOUR AND CHANGE TO MEET HEALTH AND FITNESS GOALS**

*Locations:* Industry, Footscray Park.
*Prerequisites:* Nil.
*Description:* This unit describes the performance outcomes, skills and knowledge required to analyse client behaviour and motivate clients to commence and adhere to a long term exercise plan.
*Required Reading:* No required text
*Assessment:* Evidence of the following is essential: - provides individualised strategies to promote a positive exercise behaviour change in clients - implements effectively a range of short and long term motivational strategies suited to the individual client and the exercise situation - utilises appropriate motivational theory in exercise situations when instructing clients - demonstrates effective use of verbal and non-verbal aspects of communication to motivate clients - analyse the physical environment of a fitness venue and how that impacts on client behaviour, then adopt appropriate motivational techniques that meet the needs of the client - demonstrates appropriate manner, empathy and patience when working with clients embarking on a behaviour change.

**SISFFIT417A UNDERTAKE LONG TERM EXERCISE PROGRAMMING**

*Locations:* Industry, Footscray Park.
*Prerequisites:* Nil.
*Description:* This unit describes the performance outcomes, knowledge and skills required to design, plan and program long term exercise for fitness industry clients.
*Required Reading:* No required text
*Assessment:* Evidence of the following is essential: - implement the principles and variables of training that underlie exercise planning - interrelate the components of an exercise plan for specific adaptations - write exercise plans for a variety of training conditions - modify existing exercise plans for clients.

**SISFFIT418A UNDERTAKE APPRAISALS OF FUNCTIONAL MOVEMENT**

*Locations:* Industry, Footscray Park.
*Prerequisites:* Nil.
*Description:* This unit describes the performance outcomes, skills and knowledge required to undertake general postural appraisals to evaluate a client’s posture, functional range of movement and muscle strength and weakness in preparation for the development of an appropriate exercise program.
*Required Reading:* No required text
*Assessment:* Evidence of the following is essential: - treats client information with sensitivity and discretion, displays client empathy, puts clients at ease during the appraisal process and communicates information and results appropriately - carries out postural appraisals according to legal and ethical limitations and refers to appropriate personnel regarding areas outside level of responsibility - utilises a range of postural assessment tools and activities and makes informed recommendations to the client for appropriate exercise programs or recommends external assistance - applies effective contingency management techniques to deal with a range of problems and issues that may arise during the appraisal process such as providing strategies to address poor posture and referring clients with abnormal appraisal outcomes to medical or allied health professionals.

**SISFFIT419A APPLY EXERCISE SCIENCE PRINCIPLES TO PLANNING EXERCISE**

*Locations:* Industry, Footscray Park.
*Prerequisites:* Nil.
*Description:* This unit describes the performance outcomes, knowledge and skills required to utilise a broad knowledge of exercise science principles in fitness training.
*Required Reading:* No required text
*Assessment:* Evidence of the following is essential: - monitors the physiological responses of the body to exercise - explains the adaptations the body makes to exercise - conducts aerobic function assessments - monitors the temperature regulation of the body during exercise.

**SISFFIT420A PLAN AND DELIVER EXERCISE PROGRAMS TO SUPPORT DESIRED BODY COMPOSITION OUTCOMES**

*Locations:* Industry, Footscray Park.
*Prerequisites:* Nil.
*Description:* This unit describes the performance outcomes, knowledge and skills required to design exercise plans and programs to change body composition in clients. It requires the application of healthy eating standards and guidelines to provide accurate healthy eating information to clients and the ability to recognise and work within professional limitations.
*Required Reading:* No required text
*Assessment:* Evidence of the following is essential: - communicates effectively with clients to ascertain needs and goals and applies appropriate motivational techniques to support client success - provides current and accurate general healthy eating advice appropriate to the needs and goals of clients and recognises situations outside own scope of practice - correctly measures body composition for clients using appropriate measures - designs, implements and reviews exercise plans appropriate to the body composition needs and goals of multiple clients - applies all organisational policies and procedures and legislative requirements.

**SISFFIT421A PLAN AND DELIVER PERSONAL TRAINING**

*Locations:* Industry, Footscray Park.
*Prerequisites:* Nil.
*Description:* This unit describes the performance outcomes, skills and knowledge required to be able to plan, deliver monitor and adjust personal training programs for a range of clients including older clients, in both indoor and outdoor settings.
*Required Reading:* No required text
*Assessment:* Evidence of the following is essential: - plans, demonstrates, instructs and adjusts exercises incorporating teaching and learning styles appropriate to needs of different clients - uses appropriate techniques to build rapport with and motivate clients with different needs - performs effective assessment reviews of a range of exercise plans and makes any required adjustments.

**SISFFIT422A IMPLEMENT INCLUSIVE AQUATIC ACTIVITIES FOR SPECIFIC POPULATION GROUPS**

*Locations:* Industry, Footscray Park.
*Prerequisites:* Nil.
*Description:* This unit describes the performance outcomes, skills and knowledge required to utilise a broad knowledge of exercise science principles in fitness training.
*Required Reading:* No required text
*Assessment:* Evidence of the following is essential: - assesses participants’ goals to develop and deliver safe and effective aquatic activities according to the principles of movement in water - uses, monitors and modifies effective teaching strategies
appropriate to specific population group to deliver multiple sessions that are of sufficient duration to demonstrate competency and consistency of goal orientated performance - perform basic non contact water rescue according to best practice principles of aquatic activities - demonstrates appropriate manner, empathy and promotes inclusive participation when working with a group - applies all organisational policies and procedures and legislation and regulatory requirements to ensure safety of participants, self and other facility users as appropriate. - responds to participant feedback and reviews own performance, session outcome and addresses any areas requiring modification or improvement.

**SISFFIT523A DELIVER PRESCRIBED EXERCISE TO CLIENTS WITH CARDIORESPIRATORY CONDITIONS**

**Locations:** Werribee, Melton, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to deliver prescribed exercise programs to stable clients with cardiorespiratory conditions in collaboration with medical or allied health professionals.

**Required Reading:** No required text

**SISFFIT524A DELIVER PRESCRIBED EXERCISE TO CLIENTS WITH METABOLIC CONDITIONS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to deliver prescribed exercise programs to stable clients with metabolic conditions in collaboration with medical or allied health professionals.

**Required Reading:** No required text

**Assessment:** Assessment must ensure demonstration of skills over a period of time within a facility where a variety of exercise modes and equipment are available to support effective exercise for clients with metabolic conditions. Assessment must also ensure access to: - a range of clients with real or simulated metabolic conditions from a range of ages - a range of real or simulated medical or allied health professionals referrals for a range of referred clients with metabolic conditions and risk factors - demonstration of skills on sufficient occasions to determine competence in interpreting relevant information and delivering the prescribed exercise program for a range of clients with a range of metabolic conditions - relevant documentation such as client record forms.

**SISFFIT525A ADVISE ON INJURY PREVENTION AND MANAGEMENT**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to provide information to fitness clients about exercise related injuries, their prevention and management.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - researches cause and prevalence of commonly occurring injuries to develop injury prevention strategies for fitness clients - implements injury prevention strategies and monitors and adjusts the effect of interventions within the parameters of own accepted roles and responsibilities - applies effective contingency management techniques according to own level of responsibility to respond to problems impacting on effective injury prevention and management - evaluates and reflects on own performance in implementing and evaluating injury prevention strategies

**SISFFIT526A DELIVER PRESCRIBED EXERCISE TO CLIENTS WITH MUSCULOSKELETAL CONDITIONS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge to deliver prescribed exercise programs to stable clients with musculoskeletal conditions, in collaboration with medical or allied health professionals.

**Required Reading:** No required text

**Assessment:** Assessment must ensure demonstration of skills over a period of time within a facility where a variety of exercise modes and equipment are available to support effective musculoskeletal exercise. Assessment must also ensure access to: - a range of clients with real or simulated musculoskeletal conditions from a range of ages - a range of real or simulated medical or allied health professionals referrals for a range of clients with musculoskeletal conditions and risk factors - demonstration of skills on sufficient occasions to determine competence in interpreting relevant information and delivering the prescribed exercise program for a range of clients with a range of musculoskeletal conditions - relevant documentation such as client record forms.

**SISFFIT527A UNDERTAKE HEALTH PROMOTION ACTIVITIES TO DECREASE RISK FACTORS AND PREVENT CHRONIC DISEASE**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to plan and deliver exercise to promote general health and well-being, and decrease risk factors and chronic disease. The unit outlines appropriate exercise levels within the context of public health recommendations on physical activity.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - demonstrates understanding and application of current exercise recommendations to promote health, reduce risk factors and prevent chronic lifestyle disease - designs, implements and evaluates health promotion activities to improve the health status of groups or individuals - uses effective communication strategies to lead and instruct physical activity sessions, and to deliver education and training activities to promote good health - monitors and maintains the safety of participants, exercise equipment and the exercise setting when delivering health promotion interventions - provides appropriate motivational strategies to effect a positive behaviour change in participants

**SISFFIT528A APPLY RESEARCH FINDINGS TO EXERCISE MANAGEMENT STRATEGIES**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit of competency describes the skills and knowledge required to source and evaluate evidence based research information and apply findings to the prescription of exercise management strategies to support the long and short term goals of clients with various identified medical conditions or musculoskeletal needs.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - understanding of the research process as it relates to accessing current relevant information to deliver exercise management strategies for clients with identified medical conditions or musculoskeletal needs. - ability to critically review and interpret research literature -
ability to apply research information to the modification of exercise programs to meet the long and short term goals of clients.

**SISFFIT529A DELIVER PRESCRIBED EXERCISE TO CLIENTS WITH A DISABILITY OR NEUROLOGICAL IMPAIRMENT**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to participate in exercise programs for referred clients with a disability or neurological impairment who present with only moderate risk of untoward event or exacerbation of impairment during exercise, in collaboration with the relevant medical or allied health professionals.

**Required Reading:** No required text

**Assessment:** This unit describes the performance outcomes, skills and knowledge required to participate in exercise programs to referred clients with a disability or neurological impairment who present with only moderate risk of untoward event or exacerbation of impairment during exercise, in collaboration with the relevant medical or allied health professionals.

**Required Reading:** No required text

**Assessment:** Assessment must ensure demonstration of skills over a period of time within a facility where a variety of exercise modes and equipment are available to support effective exercise for clients with disabilities and neurological impairment.

**SISFFIT530A DELIVER PRESCRIBED EXERCISE TO CHILDREN AND YOUNG ADOLESCENTS WITH SPECIFIC CHRONIC CONDITIONS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** SISFFIT313A - PLAN AND DELIVER EXERCISE TO APPARENTLY HEALTHY CHILDREN AND ADOLESCENTS

**Description:** This unit describes the performance outcomes, skills and knowledge to deliver exercise programs to children and young adolescents who present with risk of an adverse event or exacerbation of impairment during exercise, in collaboration with relevant medical or allied health professionals.

**Required Reading:** No required text

**Assessment:** Assessment must ensure training of multiple exercise sessions that are of sufficient duration and breadth to allow the demonstration of competency and consistency of performance. Assessment must also ensure access to: - a facility where a variety of exercise modes and equipment are available, such as a weights gym, exercise room or outdoors - relevant resources; for example, nutritional information prepared by dieticians for a range of ages - appropriate documentation normally used in the workplace such as fitness charts, client record forms and assessment questionnaires - a range of participant groups composed of children and young adolescents with specific medical conditions.

**SISFFIT531A DELIVER PRESCRIBED EXERCISES TO OLDER CLIENTS WITH CHRONIC CONDITIONS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** SISFFIT314A - PLAN AND DELIVER EXERCISE TO OLDER CLIENTS WITH MANAGED CONDITIONS

**Description:** This unit describes the performance outcomes, skills and knowledge to deliver exercise programs to referred older clients who present with risk of an adverse event or exacerbation of impairment during exercise, in collaboration with relevant medical or allied health professionals.

**Required Reading:** No required text

**Assessment:** Assessment must ensure training of multiple exercise sessions that are of sufficient duration and breadth to allow the demonstration of competency and consistency of performance. Assessment must also ensure access to: - a facility where a variety of exercise modes and equipment are available, such as a weights gym, pool, exercise room and open air - a range of real or simulated medical or allied health professional referrals for a range of older clients with chronic conditions - relevant documentation such as client record forms - a range of participant groups composed of older adults with a variety of chronic conditions.

**SISOABA201A DEMONSTRATE ABSEILING SKILLS ON ARTIFICIAL SURFACES**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to participate in supervised abseiling activities on artificial surfaces under supervision. This unit focuses on the demonstration of abseiling skills in a controlled artificial environment.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - selects and fits abseiling equipment, and carries out personal safety checks - follows written and verbal instructions to apply knowledge and demonstrate controlled abseiling techniques on an artificial surface - negotiates obstacles and hazards during the abseiling activity, and communicates effectively with the belayer or leader to ensure safety of self and others - receives feedback from leader and evaluates and reflects on own abseiling performance to identify strengths, weaknesses and areas that need improvement.

**SISOABN202A SAFEGUARD AN ABSEILER USING A SINGLE ROPE BELAY SYSTEM**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to safeguard an abseiler using a single rope belay system and a bottom brake system under direct supervision. This unit applies to abseiling on either natural or artificial surfaces.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - correctly fits equipment, such as attachment of belayer to an anchor, and carries out safety checks to ensure effective working order - arranges suitable communication system with abseiler, monitors their progress and responds to abseiler’s calls appropriately - follows instructions to accurately apply knowledge and demonstrate belaying techniques, such as maintaining appropriate rope tension - adapts quickly to problems or issues that may arise during abseiling or belaying, such as movement restriction of the abseiler due to inappropriate rope tension, and makes appropriate adjustments to ensure safety of abseiler - evaluates and reflects on own belaying performance to identify strengths, weaknesses and areas that need improvement.

**SISOBWG201A DEMONSTRATE BUSHWALKING SKILLS IN A CONTROLLED ENVIRONMENT**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to participate in supervised bushwalks. This unit focuses on the demonstration of bushwalking skills through the participation in planned bushwalks and associated activities under the supervision of a suitably qualified leader.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - applies relevant process to plan equipment and supply requirements according to the conditions and duration of the bushwalk - demonstrates bushwalking techniques including ascending and descending techniques - seeks advice and feedback from leader to improve skills and ensure safety of self and group - evaluates and reflects on own bushwalking performance to identify strengths and weaknesses and areas that need improvement.

**SISOCLA201A DEMONSTRATE TOP ROPE CLIMBING SKILLS ON ARTIFICIAL SURFACES**
SISOCLA305A APPLY ROUTE SETTING SKILLS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to independently set climbing routes on artificial surfaces in a variety of contexts such as indoor, outdoor, single and multi pitch.
Required Reading: No required text
Assessment: Evidence of the following is essential: - selects, fits and maintains equipment independently and carries out safety checks to ensure effective working order - negotiates obstacles and hazards while positioning and fastening holds to a desired level of difficulty.

sisocne201a DEMONSTRATE SIMPLE CANOEING SKILLS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to participate in a canoeing activity under supervision. This unit focuses on the demonstration of canoeing skills, such as the ability to control and manoeuvre a canoe in controlled conditions.
Required Reading: No required text
Assessment: Evidence of the following is essential: - applies relevant process to plan equipment and supply requirements according to the conditions and duration of the canoeing activity - demonstrates control and manoeuvring techniques, such as maintaining sufficient blade angle throughout stroke to direct the canoe - applies capsizing technique and follows rescue procedures to prepare for emergency situations - seeks advice and feedback from leader to improve skills and ensure safety of self and others - evaluates and reflects on own canoeing performance to identify strengths and weaknesses and areas that need improvement.

SISOCE202A PERFORM DEEP WATER RESCUES
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to perform deep water rescues. This unit focuses on determining the most appropriate deep water rescue for the situation and applies during canoeing, kayaking and sea kayaking.
Required Reading: No required text
Assessment: Evidence of the following is essential: - identifies hazards and risks associated with deep water rescues and applies knowledge of water systems to select a suitable rescue method - demonstrates suitable craft position and rescue techniques suitable to the conditions - adapts to problems or issues that may arise during deep water rescues, such as change in current and or weather conditions, and makes appropriate adjustments to ensure safety of self and others.

SISOCY201A SELECT, SET UP AND MAINTAIN A BIKE
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to select, set up and maintain a bike under supervision, for cycle touring. Other related competencies such as navigation and trip planning are defined elsewhere.
Required Reading: No required text
Assessment: Evidence of the following is essential: - refers to sources on bike selection to selects a bicycle for personal use that meets the needs, size and proportions of the rider - identifies bicycle features, parts and tools and conducts routine checks and repairs on a bicycle to ensure it is suitably proportioned and in good working order - applies knowledge of bicycle functioning and safety to select and use tools to repair common bicycle deficiencies, such as a broken chain and punctured tyres.

SISOCY202A DEMONSTRATE BASIC CYCLING SKILLS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to participate in an on and off-road cycling activities under supervision. This unit focuses on the demonstration of basic cycling skills over gentle to moderate terrain with some hazards.
Required Reading: No required text
Assessment: Evidence of the following is essential: - conducts routine checks on the bicycle to ensure it is suitably proportioned and in good working order - demonstrates cycling techniques, such as gear and pace change in on and off road conditions - takes measures to guard personal and group safety by identifying and negotiating obstacles and hazards, and using communication during the cycling activity - evaluates and reflects on own cycling performance to identify strengths, weaknesses and areas that need improvement.

SISOKY201A DEMONSTRATE SIMPLE KAYAKING SKILLS
Locations: Industry, Footscray Park, VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to participate in a kayaking activity under supervision. This unit focuses on the demonstration of kayaking skills, such as the ability to control and manoeuvre a kayak in controlled conditions.
Required Reading: Not Applicable
Assessment: Evidence of the following is essential: - applies relevant process to plan equipment and supply requirements according to the conditions and duration of the kayaking activity - demonstrates control and manoeuvring techniques, such as maintaining sufficient blade angle throughout strokes to direct the kayak - applies capsizing technique and follows rescue procedures to prepare for emergency situations - evaluates and reflects on own kayaking performance to identify strengths and weaknesses and areas that need improvement.

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SISOMBK201A DEMONSTRATE BASIC OFF-ROAD CYCLING SKILLS
Locations: Industry, Footscray Park, VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to participate in off-road cycling activities under supervision. This unit focuses on the demonstration of basic off-road cycling skills on gravel roads and single tracks with easy to intermediate terrain.
Required Reading: Nil.
Assessment: Evidence of the following is essential: - plans equipment and supply requirements according to the conditions - applies riding skills to safely negotiate route and identify and negotiate hazards, obstacles and risks while maintaining personal and group safety - uses tools and spare parts to perform routine and non-routine checks and maintenance on the bicycle to ensure it is correctly proportioned and in safe working order - evaluates and reflects on own off-road cycling performance to identify strengths, weaknesses and areas that need improvement.

SISONAY201A DEMONSTRATE NAVIGATION SKILLS IN A CONTROLLED ENVIRONMENT
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to navigate in controlled environments where there are significant landmarks.
Required Reading: Nil.
Assessment: Evidence of the following is essential: - applies relevant process to plan a route in controlled environments and demonstrates navigation techniques to orientate and follow directions - seeks advice and feedback from leader to improve skills and ensure safety of self and group - evaluates and reflects on own navigation performance to identify strengths, weaknesses and areas that need improvement.

SISOOA201A ASSIST IN CONDUCTING OUTDOOR RECREATION SESSIONS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge to assist in the conduct of outdoor recreation sessions under the direct supervision of a responsible person. This unit focuses on the application of skills to contribute to the safe conduct of outdoor recreation sessions and undertake monitoring of personal performance.
Required Reading: Nil.
Assessment: Evidence of the following is essential: - identifies, confirms and carries out assigned duties according to own level of responsibility and refers to appropriate personnel regarding areas outside level of responsibility - carries out allocated tasks according to instructions of responsible person and reports any difficulties in carrying out arrangements for the planned session to the appropriate personnel - interacts with participants positively and conveys necessary information about essential aspects of the session to enable and encourage participants to fully participate and provide feedback on the session - contributes to the evaluation of the session, suggests how it could be improved and reflects on own work performance.

SISOODR303A PLAN OUTDOOR RECREATION ACTIVITIES
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge to independently plan team outdoor activities for an environment where extreme environmental conditions are not likely to occur. This unit focuses on the application of planning skills to plan outdoor recreation activities that take into account participant needs, logistical and resourcing requirements in order to plan safe outdoor activities.
Required Reading: Nil.
Assessment: Evidence of the following is essential: - plans equipment and supply requirements according to the conditions and duration of the activity - applies contingency management techniques to deal with problems and issues that may arise during an outdoor recreation activity - coordinates and allocates activity resources to optimise their availability and use by participants.

SISOODR303A GUIDE OUTDOOR RECREATION SESSIONS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge to attend an instructional outdoor activity session for participants. This unit focuses on the application of skills to lead and monitor sessions in a safe manner. It requires the ability to utilise resources to ensure the welfare and satisfaction of participants and to facilitate and maintain group cooperation and interaction during the session.
Required Reading: Nil.
Assessment: Evidence of the following is essential: - leads outdoor recreation sessions responsibly, using communication strategies and a participant centred approach to encourage participation and interaction - applies negotiation and contingency management techniques to deal with a range of problems and issues that may arise during the session and makes adjustments in response to changing situations - evaluates and reflects on own work performance to identify ways in which session outcomes and benefits to participants can be improved.

SISOOPS201A MINIMISE ENVIRONMENTAL IMPACT
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to implement minimal environmental impact practices while participating in and assisting in outdoor recreation activities under supervision.
Required Reading: Nil.
Assessment: Evidence of the following is essential: - utilises environmental resources responsibly and with minimal impact to participate in outdoor recreation activities - complies with general legislation, land managers requirements, industry codes and activity specific codes of practice to minimise environmental impact - applies contingency management techniques to deal with problems in implementing minimal environmental impact practices.

SISOOPS202A USE AND MAINTAIN A TEMPORARY OR OVERNIGHT SITE
Locations: Industry, Footscray Park, VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to establish, use and maintain a temporary or overnight site. Temporary sites include sites used for rest stops, overnight camping and emergency shelters.
Required Reading: Nil.
Assessment: Evidence of the following is essential: - makes logistical arrangements based on knowledge of the area and selects equipment and supply requirements according to the conditions and duration of the activity -
coping with change of weather - takes precautions to maintain physical well being of self and group, such as hygiene and sanitation procedures to prevent contamination and illnesses - evaluates and reflects on performance to identify strengths, weaknesses and areas that need improvement.

**SISOPS304A PLAN FOR MINIMAL ENVIRONMENTAL IMPACT**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to plan outdoor activities to ensure that minimal environmental impact occurs. The planning requires consideration of the appropriate combination of an activity with a setting. This involves the learner making informed decisions about the selection of settings and the conduct of the activity during the planning phase. For Indigenous contexts, the delivery and assessment against this competency standard must comply with community protocols and guidelines and be supported by elders and custodians of country.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - plans outdoor recreation activities that balance the need to minimise environmental impact of recreational activities with appropriate activities and opportunities - applies contingency management techniques to deal with concerns over the degree of impact following recreational activities - adapts and models a responsible attitude towards the natural environment throughout activities.

**SISOPS306A INTERPRET WEATHER CONDITIONS IN THE FIELD**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to collect information from a weather map, make forecasts, and record and interpret weather and environmental information in the field in order to assess the impact of weather on outdoor recreation activities.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - makes weather predictions for a outdoor area using weather maps and forecasts - assesses the short and long term implications of meteorological data on a specific outdoor activity.

**SISOSNK201A DEMONSTRATE SNORKELLING ACTIVITIES**

**Locations:** Industry, Footscray Park, VETiS.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to participate in snorkelling activities in confined and or open water.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - applies relevant process to plan and select a snorkelling location and equipment for the conditions and duration of the activity - demonstrates snorkelling surface and diving techniques and performs snorkel dive rescues in realistic simulations - seeks advice and feedback from leader and evaluates and reflects on own snorkelling performance to identify strengths, weaknesses and areas that need improvement.

**SISOSRF201A DEMONSTRATE SURF SURVIVAL AND SELF RESCUE SKILLS**

**Locations:** Industry, Footscray Park, VETiS.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to apply surf survival and self rescue skills. This unit focuses on the demonstration of surf awareness and self rescue skills to safely participate in activities in surf environments.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - applies relevant process to plan and select appropriate craft and equipment suitable for the rescue - demonstrates self rescue and survival techniques in prevailing conditions - evaluates and reflects on own surf survival performance to identify strengths, weaknesses and areas that need improvement.

**SISOSRF202A DEMONSTRATE BASIC SURFING MANOEUVRES IN CONTROLLED CONDITIONS**

**Locations:** Industry, Footscray Park, VETiS.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to perform basic surfing manoeuvres in controlled conditions.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - applies relevant process to plan and select appropriate craft and equipment suitable for the activity - applies wipe out procedures, ensuring personal safety and safety of other surfers and swimmers - evaluates and reflects on own surfing performance to identify strengths, weaknesses and areas that need improvement.

**SISSAFL201A PERFORM THE INTERMEDIATE SKILLS OF AUSTRALIAN FOOTBALL**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to perform the intermediate skills applicable to different positions - determines observable body movements for each stage of intermediate skills and links together and practices these during drills, activities, games and competitions - communicates appropriately with team mates, coach, umpires and support staff throughout drills, activities, games and competitions, and responds to feedback - reviews own and team’s football performance to identify strengths and areas requiring improvement and or modifications.

**SISSAFL202A PERFORM THE INTERMEDIATE TACTICS OF AUSTRALIAN FOOTBALL**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to perform the intermediate tactics applicable to different positions - determines observable body movements for each stage of intermediate skills and links together and practices these during drills, activities, games and competitions - communicates appropriately with team mates, coach, umpires and support staff throughout drills, activities, games and competitions, and responds to feedback - reviews own and team’s football performance to identify strengths and areas requiring improvement and or modifications.
weaknesses of individual player or players and teams and psychologically prepares to apply tactics and strategies accordingly. The coach communicates appropriately with team mates, coaches, umpires and support staff throughout activities and games, and responds to feedback. The coach reviews own and team’s football performance to identify strengths and areas requiring improvement and or modifications.

**SISSAFL203A PARTICIPATE IN CONDITIONING FOR AUSTRALIAN FOOTBALL**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to participate in conditioning for Australian Football. This unit focuses on planning, conducting and evaluating drills, activities and games to cater for a range of individual learning styles and demonstrates to ensure all activities are conducted safely, according to participant’s needs and characteristics. Observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop intermediate skills of Australian football. This unit requires the ability to conduct multiple and diverse safe drills, activities and games to cater for a range of individual learning styles. Evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

**SISSAFL407A TEACH THE INTERMEDIATE TACTICS OF AUSTRALIAN FOOTBALL**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to teach and develop the tactics and strategies of intermediate Australian Football. This unit focuses on planning, conducting and evaluating drills, activities and games to develop the tactics and strategies of intermediate Australian football.

**Required Reading:** No required text

**Assessment:** Plans and delivers precise relevant information, explanations and demonstrations to ensure all activities are conducted safely, according to participant’s needs and characteristics. Observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop intermediate skills of Australian football -uses and modifies coaching techniques, drills, activities and or games to cater for a range of individual learning styles -evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

**SISSATH201A TEACH THE FUNDAMENTAL SKILLS OF ATHLETICS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to teach the fundamental skills of athletics. This unit focuses on planning, conducting and evaluating drills, activities and games to develop the fundamental skills of athletics.

**Required Reading:** No required text

**Assessment:** Plans and delivers precise relevant information, explanations and demonstrations for athletics session or sessions to ensure activities are conducted safely, according to participant’s needs and characteristics. Observes and monitors participants to identify the physical preparation required to improve fundamental skills of athletics and to recognise participant’s readiness to progress to the next level -modifies teaching and coaching techniques, drills, activities and games to cater for a range of individual learning styles and provides constructive feedback and intervention to develop the fundamental skills of athletics -evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

**SISSBSB201A TEACH FUNDAMENTAL BASKETBALL SKILLS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to teach players fundamental basketball skills. It requires the ability to plan, conduct and evaluate drills, activities and games which focus on player development of the foundation skills of basketball.

**Required Reading:** No required text

**Assessment:** Conducts multiple and diverse safe drills, activities and games that reflect the needs and characteristics of a diverse range of junior or beginner participants and are of sufficient duration and breadth to demonstrate competency and consistency of performance -plans and delivers information, explanations and demonstrations for basketball sessions to ensure activities are conducted safely and
according to junior or beginner participant's needs and characteristics - observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop the fundamental skills of basketball - uses basketball drills and activities in practice sessions to progress player skills to game situations - uses and modifies teaching and coaching techniques and drills, activities and games to cater for a range of individual learning styles - evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISSBSB302A TEACH FUNDAMENTAL BASKETBALL TACTICS AND GAME STRATEGY


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop and teach fundamental overarching game strategy and player tactics. It requires the ability to plan, conduct and evaluate drills, activities, and games which focus on player development of the fundamental tactics of basketball.

Required Reading: No required text

Assessment: Aims to conduct multiple safe drills, activities and tactical games that reflect the needs and characteristics of a range of participants and are of sufficient duration and breadth to demonstrate competency and consistency of performance. - plans and delivers precise relevant information, explanations and demonstrations to ensure all activities are conducted safely and according to junior or beginner participant’s needs and characteristics - observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop fundamental level attacking and defending tactics and game strategies - uses basketball drills and activities in practice sessions to progress player tactical skills to game situations - uses and modifies coaching techniques, drills, activities and games to cater for a range of individual learning styles - evaluates and reflects on own coaching performance, game strategy and tactics

SISSBSB303A TEACH INTERMEDIATE LEVEL BASKETBALL SKILLS


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to teach players intermediate basketball skills. It requires the ability to plan, conduct and evaluate drills, activities, and games which focus on player development of the intermediate skills of basketball.

Required Reading: No required text

Assessment: Aims to conduct multiple and diverse safe drills, activities and tactical games that reflect the needs and characteristics of a range of participants and are of sufficient duration and breadth to demonstrate competency and consistency of performance. - plans and delivers precise relevant information, explanations and demonstrations to ensure all activities are conducted safely and according to junior or beginner participant’s needs and characteristics - observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop fundamental level attacking and defending tactics and game strategies - uses basketball drills and activities in practice sessions to progress player tactical skills to game situations - uses and modifies coaching techniques, drills, activities and games to cater for a range of individual learning styles - evaluates and reflects on own coaching performance, game strategy and tactics

SISSCGP303A COACH JUNIOR PLAYERS TO DEVELOP FUNDAMENTAL PERCEPTUAL MOTOR SKILLS


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop and teach intermediate level overarching game strategy and player tactics. It requires the ability to plan, conduct and evaluate drills, activities, and games which focus on player development of the intermediate tactics of basketball.

Required Reading: No required text

Assessment: Aims to conduct multiple and diverse safe drills, activities and tactical games that reflect the needs and characteristics of a range of participants and are of sufficient duration and breadth to demonstrate competency and consistency of performance. - plans and delivers precise relevant information, explanations and demonstrations to ensure all activities are conducted safely and according to junior or beginner participant’s needs and characteristics - observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop fundamental level attacking and defending tactics and game strategies - uses basketball drills and activities in practice sessions to progress player tactical skills to game situations - uses and modifies coaching techniques, drills, activities and games to cater for a range of individual learning styles - evaluates and reflects on own coaching performance, game strategy and tactics to identify strengths, weaknesses and areas that need improvement.

SISSCSGP201A APPLY LEGAL AND ETHICAL COACHING PRACTICES


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop and apply legal and ethical coaching practices that comply with specific sport or activity best practice principles.

Required Reading: No required text

Assessment: Aims to evaluate and reflect on personal coaching style and capacity to determine continuing developmental needs and opportunities. - considers the impact of factors such as personal coaching philosophy, values and lifestyle on approach to coaching and reflects on coaching style to identify personal and professional development needs - researches current developments and trends that influence coaching role - sets appropriate developmental goals and designs, and monitors and assesses personal development plan and coaching techniques as required.

SISSCSGP202A REFLECT ON PROFESSIONAL COACHING ROLE AND PRACTICE


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to evaluate personal coaching style and capacity to determine continuing developmental needs and opportunities.

Required Reading: No required text

Assessment: Aims to evaluate and reflect on personal coaching style and capacity to determine continuing developmental needs and opportunities. - considers the impact of factors such as personal coaching philosophy, values and lifestyle on approach to coaching and reflects on coaching style to identify personal and professional development needs - researches current developments and trends that influence coaching role - sets appropriate developmental goals and designs, and monitors and assesses personal development plan and coaching techniques as required.

SISSCSGP303A COACH JUNIOR PLAYERS TO DEVELOP FUNDAMENTAL PERCEPTUAL MOTOR SKILLS


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge...
required to develop fundamental perceptual motor skills of junior sports players as a precursor to sports coaching.

Required Reading: No required text

Assessment: Evidence of the following is essential: - selects and delivers learning activities to develop fundamental perceptual motor skills and applies strategies to maintain engagement and enthusiasm of young players - monitors learning progress of players and modifies activities accordingly - assesses constraints and risks associated with the program and structures sessions to provide appropriate skill progression and regression to suit style of learning - delivers safe coaching according to organisational policies and procedures, relevant legislation and codes of conduct.

SISCGP304A COACH JUNIOR SPORTS PLAYERS


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop coaching session plans and select and apply coaching methods appropriate to the needs of junior sports players.

Required Reading: No required text

Assessment: Evidence of the following is essential: - applies knowledge of junior player development and related learning needs and capacities to select, implement and monitor effective coaching methods that deliver appropriate skills development - structures sessions to provide appropriate skill progression and regression for individuals and groups and monitors learning progress to provide corrective strategies - reviews and adapts the teaching of a skill in response to feedback - delivers coaching according to organisational policies and procedures, OHS and other legal requirements and sport-specific professional codes of conduct.

SISCGP305A PLAN COACHING PROGRAMS FOR JUNIOR SPORTS PLAYERS


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop coaching programs to outline developmental activities and delivery methods suited to junior sports players.

Required Reading: No required text

Assessment: Evidence of the following is essential: - designs and documents multi-session coaching plans to meet the diverse needs of junior sports players - applies knowledge of junior player’s physical and psychological development stage and related learning needs or capacities - assesses constraints and risks associated with developing coaching programs for junior players - plans coaching programs and methods to deliver appropriate sequencing of skills that are consistent with professional codes of conduct.

SISCGP306A CUSTOMISE COACHING FOR SPECIAL NEEDS GROUPS


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to identify the needs of special needs groups such as athletes with a disability or mature aged athletes, customise inclusive teaching and coaching practices to involve special needs groups and review and adapt coaching outcomes.

Required Reading: No required text

Assessment: Evidence of the following is essential: - applies inclusive and non-discriminatory coaching practices and adapts coaching styles and resources to encourage athlete participation and interaction using communication strategies appropriate to the specific needs of the athletes - conducts and monitors coaching sessions for athletes with special needs that take into consideration the readiness of the athlete to develop the required skills and other factors and reviews and adapts the teaching of a skill in response to feedback - maintains group control to ensure the safety and enjoyment of the individual athlete and group, and a satisfactory outcome to the experience - evaluates and reflects on own work performance to identify ways in which coaching outcomes can be improved.

SISCGP307A IMPLEMENT SELECTION POLICIES


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to utilise selection criteria and policies to make selection decisions in consultation with relevant personnel for a team or group in specific sporting areas and or activities. It focuses on conveying selection criteria and policy to potential candidates, compiling selection data for potential candidates and applying organisational selection policies.

Required Reading: No required text

Assessment: Utilises knowledge of selection objectives to implement selection policies and procedures that comply with organisational and specific sport objectives and requirements, relevant legislation and ethical requirements - selects and adapts communication strategies appropriate to the information needs of candidates to convey information about selection policies within relevant timeframes - assesses candidate performance using appropriate methods and researches and compiles data that is current and objectively addresses selection criteria - works effectively with panel members to objectively evaluate data against selection criteria to come to a negotiated agreement and documents agreed outcomes - applies contingency management techniques to deal with a range of problems and issues that may arise during implementation of selection policies and procedures such as ethical issues and dilemmas.

SISCGP308A PROVIDE DRUGS IN SPORT INFORMATION


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to provide information about performance enhancing and prohibited drugs to athletes and implement strategies to assist athletes to effectively address those issues according to legislative and sport-specific regulations.

Required Reading: No required text

Assessment: Evidence of the following is essential: - acquires, selects and adapts information in relation to drugs in sport issues to develop and maintain professional knowledge for own sporting area and to meet coaching obligations - selects and adapts communication strategies appropriate to the information needs of athletes to convey information clearly and accurately regarding drugs in sport issues - consults with athletes to develop, implement and review strategies to support them with these issues in a coaching setting - develops a rapport with athletes and encourages them to clarify information and access supporting resources.

SISCGP309A DEVELOP NUTRITIONAL STRATEGIES


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to enable coaches to develop strategies to support their athletes to apply the principles and practices of nutrition to achieve peak performance in the relevant sporting activity.

Required Reading: No required text

Assessment: Evidence of the following is essential: - acquires, selects and adapts
information on nutritional principles and practices to develop and maintain professional knowledge for own sporting area - works with support personnel to identify nutritional requirements for sport-specific peak performance and selects and communicates information appropriate to the needs of athletes - consults with athletes and support personnel to develop, implement and review strategies to enhance peak performance and to support them in a coaching setting - monitors nutritional practices of athletes and refers issues of nutritional deficiencies to appropriate support personnel.

SISSCGP310A SUPPORT ATHLETES TO ADOPT PRINCIPLES OF SPORTS PSYCHOLOGY

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to enable coaches to support their athletes to apply the principles of sports psychology to their specific sporting activity. It focuses on assisting athletes to implement and evaluate psychological approaches to optimise their sporting performance.

Required Reading: No required text

Assessment: Evidence of the following is essential: acquires, selects and adapts information in relation to sports psychology principles and approaches for optimal performance to develop and maintain professional knowledge for own sporting area - works with support personnel to identify sport-specific psychological approaches for peak performance and selects and adopts communication strategies appropriate to the information needs of athletes - consults with athletes and support personnel to develop, implement and review psychological approaches to support them in a coaching setting - monitors psychological approaches of athletes and refers psychological barriers to appropriate support personnel.

SISSCGP411A WORK WITH OFFICIALS

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to consult with sports officials to develop and maintain an effective working relationship in relation to sporting activities or competition.

Required Reading: No required text

Assessment: Evidence of the following is essential: interacts with relevant sports officials according to knowledge and expectations of roles and responsibilities as well as developing and implementing organisational strategies to facilitate a professional and effective working relationship with officials - uses effective communication techniques to consult with officials and develops trust and confidence in dealings with sports officials - applies a continuous improvement approach to evaluate relationships with sports officials and recommend potential improvements.

SISSCGP412A IMPLEMENT RECOVERY PROGRAMS

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to enable coaches to support their athletes to apply the principles of recovery to the relevant sporting activity. It focuses on assisting athletes to implement and evaluate recovery methods after training or competition to optimise subsequent sporting performance.

Required Reading: No required text

Assessment: Evidence of the following is essential: acquires, selects and adapts information in relation to training recovery principles and techniques to develop and maintain professional knowledge for own sporting area and to meet coaching obligations to athletes - works with support personnel to identify sport-specific recovery methods and selects and adopts communication strategies appropriate to the information needs of athletes to convey information clearly and appropriately - consults with athletes and support personnel to develop, implement and review a recovery program to support them in a coaching setting - monitors training responses of athletes and refers signs of negative adaptation to appropriate support personnel.

SISSCGP413A IMPLEMENT A TALENT IDENTIFICATION PROGRAM

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to perform the intermediate skills of cricket. This unit focuses on the development and performance of intermediate cricket skills during drills, activities, games and competitions.

Assessment: Evidence of the following is essential: identifies observable body movements for each stage of intermediate skills and links together and practices these during drills, activities, games and competitions - communicates appropriately with team members, coach, umpires and support staff throughout drills, activities, games and competitions, and responds to feedback - applies a continuous improvement approach to evaluate relationships with relevant sport in response to the objectives and performance requirements of the sport - develops testing criteria and conducts testing to select suitable athletes according to criteria and adopts communication strategies appropriate to the information needs of candidates to convey information clearly and accurately within relevant timeframes and to counsel unsuccessful athletes - develops, implements, monitors and evaluates talent development programs and applies contingency management techniques to deal with issues that may arise during implementation and review of the program.

SISSCKT201A PERFORM THE INTERMEDIATE SKILLS OF CRICKET

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to perform the intermediate tactics and strategies of cricket. This unit focuses on assisting athletes to apply the principles of tactics and strategies to develop and maintain professional knowledge for own sporting areas and to meet coaching obligations to athletes - works with support personnel to identify sport-specific tactics and strategies for cricket. This unit focuses on assisting athletes to apply the principles of tactics and strategies to develop and maintain professional knowledge for own sporting areas and to meet coaching obligations to athletes - works with support personnel to identify sport-specific tactics and strategies for cricket. This unit focuses on assisting athletes to apply the principles of tactics and strategies to develop and maintain professional knowledge for own sporting areas and to meet coaching obligations to athletes - works with support personnel to identify sport-specific tactics and strategies for cricket.
SISSCKT300A PARTICIPATE IN CONDITIONING FOR CRICKET


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to participate in conditioning for cricket. This unit focuses on the development and understanding of fitness and conditioning programs relating to cricket, including techniques to improve strength, endurance, power and flexibility.

Required Reading: No required text

Assessment: Evidence of the following is essential: Utilises knowledge of energy systems, muscle groups and fitness components to interpret the different conditioning requirements of individual cricket positions and skills -identifies over training symptoms, and communicates appropriately with coaches and specialists to plan and implement a recovery plan and respond to feedback -evaluates conditioning sessions and reviews own performance to identify strengths and areas requiring improvement and or modifications.

SISSCKT3006A TEACH THE INTERMEDIATE SKILLS OF CRICKET


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to teach and develop the intermediate skills of cricket. This unit focuses on planning, conducting and evaluating drills, activities and games to develop the skills of cricket to an intermediate level.

Required Reading: No required text

Assessment: Evidence of the following is essential: -plans and delivers precise relevant information, explanations and demonstrations for cricket sessions to ensure activities are conducted safely according to participant’s needs and characteristics -observes and monitors the progress of participants and provides constructive feedback and or modifications teaching and coaching techniques and or drills, activities and games to cater for a range of individual learning styles -evaluates conditioning sessions and reviews own performance to identify strengths and areas requiring improvement and or modifications.

SISSCKT3007A TEACH THE INTERMEDIATE TACTICS AND STRATEGIES OF CRICKET


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to teach the tactics and strategies of intermediate level cricket. This unit focuses on planning, conducting and evaluating drills, activities and games to develop the tactics and strategies of cricket to an intermediate level.

Required Reading: No required text

Assessment: Evidence of the following is essential: -plans and delivers precise relevant information, explanations and demonstrations to ensure cricket activities are conducted safely, according to participant’s needs and characteristics -observes and monitors the progress of participants and provides constructive feedback and or modifications teaching and coaching techniques, drills, activities and games to cater for a range of individual learning styles -evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISSCNO201A PERFORM THE INTERMEDIATE SKILLS AND TACTICS OF CANOEING


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to perform the intermediate skills and tactics of canoeing relevant to the canoeing discipline -identifies observable body movements for each stage of the intermediate skills and tactics of the relevant canoeing discipline and links together and practices these during drills, activities, games and competitions -communicates appropriately with team members, coach and referees throughout drills, activities, games and competitions, and responds to feedback -reviews own and team’s canoeing performance to identify strengths and areas requiring improvement and or modifications.

SISSCOP201A PREPARE A PRE OR POST EVENT MEAL


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to prepare pre- or post-event meals with the correct nutritional requirements for persons participating in sport.

Required Reading: No required text

Assessment: Evidence of the following is essential: -applies nutritional information to planning pre- or post-event meals -prepares, handles and stores food safely.

SISSCOP202A DEVELOP A PERSONAL MANAGEMENT PLAN


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop and implement a personal management plan. The unit focuses on the application of self-appraisal, planning and prioritising skills to enable the development of personal goals and the effective use of time.

Required Reading: No required text

Assessment: Evidence of the following is essential: -plans, implements and evaluates an effective personal management plan -sets achievable personal career related goals -develops an integrated time management plan that includes all key activities and includes a diary and a weekly or monthly planner -reviews and adjusts the time management plan as required.

SISSCOP203A DEVELOP A TRAVEL AND ACCOMMODATION PLAN


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to make own travel and accommodation bookings.

Required Reading: No required text
SISSCOP204A DEVELP PERSONAL MEDIA SKILLS

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit covers the performance outcomes, knowledge and skills required to develop interpersonal skills to deal with the media. It focuses on communication skills to develop a rapport with the media, preparing for media interviews, conveying an effective personal image and applying appropriate communication techniques to participate in interviews and other media engagements.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: Participates in media interviews to convey information fluently and coherently using appropriate vocabulary, language structures and communication techniques that engender respect between all parties - applies the organisation's protocols in preparing for and handling interview questions appropriately and in providing appropriate information - applies effective self-management techniques to deal with issues that may affect the outcome of the interview and evaluates and reflects on strategies that may enhance performance in future interviews.

SISSCOP306A PREPARE A SPONSORSHIP PROPOSAL

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to develop a sponsorship proposal for a specific sport or activity area. It focuses on identifying and accessing information about potential sponsors, preparing a sponsorship proposal and implementation plan and presenting it.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: Conducts research to identify potential sponsors that meet organisational sponsorship requirements and compliment sporting or activity objectives - consults with appropriate personnel to develop, document and present a sponsorship proposal that incorporates all necessary information about the proposed activity and the organisation's action plan to implement the sponsorship contract within specific timeframes - seeks feedback on presentation from potential sponsors and follows up requests for further clarification or development of the proposal - develops and documents contingency management plans to deal with issues that may arise during the life of the sponsorship contract.

SISSCOP308A MODEL THE RESPONSIBILITIES OF AN ELITE ATHLETE

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to operate according to the legal and ethical responsibilities of an elite athlete. This unit focuses on the non-technical skills required to exhibit the behaviour expected of an elite athlete. It includes developing self-management strategies to address issues that may affect professional and personal performance outcomes in the relevant sport.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: Demonstrates professional practice on and off the playing arena and in relationships with other athletes and sporting personnel - applies relevant international, national and sport specific standards, rules, regulations, codes and policies to practice - evaluates and reflects on strategies that may enhance professional and personal performance - communicates in a way that engenders respect between all parties.

SISSCOP309A DESIGN AN ATHLETE'S DIET

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to design a diet with the correct nutritional requirements for persons participating in sport in order to optimise sporting performance. It focuses on modifying the diet in response to changing sporting requirements such as training, competition and recovery.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: Applies sport-specific nutritional knowledge to assess different dietary strategies for optimising an athlete's body composition and sporting performance - designs a diet that will provide nutritional requirements throughout training and modifies the diet to address changing competition and recovery needs - evaluates the effectiveness of the diet and adapts it to better enhance performance in relevant sport.

SISSGLF201A PERFORM THE A GRADE SKILLS OF GOLF

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to perform the A-Grade skills of golf. A-Grade golf is defined as a handicap of 5 to 12 for males and females and a National Skills Test score in the range of 50 to 60. This unit focuses on the development and performance of A-Grade golf skills during drills, activities, games and competitions.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: Performs the A-Grade skills of golf, and relevant rules, regulations and policies to achieve a handicap of 5 to 12 under competition conditions over a minimum of five rounds on a minimum of three 18 hole golf courses and achieves a score in the range of 50 to 60 on the National skills test - applies relevant international, national and sport specific standards, rules, regulations, codes and policies to practice - communicates with coach, officials and support staff throughout drills, activities, and games and competitions and responds to feedback - communicates in a way that engenders respect between all parties.

SISSGLF202A APPLY THE A GRADE TACTICS AND STRATEGIES OF GOLF

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to apply the A-Grade tactics and strategies of golf in a competitive situation. A-Grade golf is defined as a handicap of 5 to 12 for males and females and a National Skills Test score in the range of 50 to 60. This unit focuses on the development and performance of A-Grade tactics and strategies of golf through participation in activities and competitions.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: Applies relevant international, national and sport specific standards, rules, regulations, codes and policies to practice - communicates with coach, officials and support staff throughout activities and games, and responds
to feedback, he reviews own performance to identify strengths and areas requiring improvement or modifications.

SISSGLF203A INTERPRET AND APPLY THE RULES OF GOLF AT THE A GRADE LEVEL

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to interpret and apply the rules as they apply to golf played at an A-Grade level.
Required Reading: No required text
Assessment: Evidence of the following is essential: he makes decisions in relation to own game based on the rules and etiquette of golf and recognises and reports when breaches of rules and etiquette occur according to appropriate channels and using appropriate communication strategies. he applies knowledge of golf rules, regulations and etiquette to mark playing cards.

SISSGY201A TEACH FUNDAMENTAL GYMNASTIC SKILLS

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to teach fundamental gymnastic skills. This unit focuses on planning, conducting and evaluating drills, activities and games to develop the fundamental skills of gymnastics.
Required Reading: No required text
Assessment: Evidence of the following is essential: he plans and delivers information, explanations and demonstrations for gymnastics lessons to ensure activities are conducted safely, according to participant’s needs and characteristics he uses and modifies teaching and coaching techniques, drills, activities and games to cater for a range of individual learning styles he provides constructive feedback and intervention to improve and develop the fundamental gymnastic skills he evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISSMAR201A TEACH THE INTERMEDIATE SKILLS OF MARTIAL ARTS

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to teach the intermediate skills of martial arts. This unit focuses on planning, conducting and evaluating drills, activities and games to develop the skills of a chosen martial art or discipline to an intermediate level.
Required Reading: No required text
Assessment: Evidence of the following is essential: plans and delivers information, explanations and demonstrations throughout the sessions to ensure activities are conducted safely according to participant’s needs and characteristics observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop the intermediate skills and core movements of the chosen martial art or discipline uses and modifies teaching and coaching techniques, drills, activities and games to cater for a range of individual learning styles evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISSMAR402A TEACH THE ADVANCED SKILLS OF MARTIAL ARTS

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to teach the advanced skills of martial arts. This unit focuses on planning, conducting and evaluating drills, activities and games to develop the skills of a chosen martial art or discipline to an advanced level.
Required Reading: No required text
Assessment: Plans and delivers information, explanations and demonstrations throughout the sessions to ensure activities are conducted safely according to participant’s needs and characteristics observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop the advanced skills and core movements of the chosen martial art or discipline uses and modifies teaching and coaching techniques, drills, activities and games to cater for a range of individual learning styles evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISSNTB201A USE INTERMEDIATE LEVEL NETBALL SKILLS

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required by players to participate in netball activities at an intermediate level. It requires the ability to prepare for and participate in drills, activities, games and competitions using intermediate level skills and to review and evaluate self and team performance.
Required Reading: No required text
Assessment: Evidence of the following is essential: performs intermediate level skills relevant to positional requirements and conditions on sufficient occasions to demonstrate competency and consistency of performance utilises knowledge of intermediate level netball skills and relevant rules, regulations and policies when playing at an intermediate level communicates appropriately with team members, coaches, umpires and support staff throughout drills, activities, games and competitions, and responds to feedback reviews own and team’s performance to identify strengths and areas requiring improvement or modifications.

SISSNTB202A USE INTERMEDIATE LEVEL NETBALL TACTICS AND GAME STRATEGY IN NETBALL PLAY

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required by players to use overarching game strategy and player tactics in netball activities at an intermediate level. It requires the ability to prepare for and participate in drills, activities and games using intermediate level game strategy and tactical skills and to review and evaluate self and team tactical performance.
Required Reading: No required text
Assessment: Evidence of the following is essential: performs intermediate level tactical skills relevant to positional requirements and conditions on sufficient occasions to demonstrate competency and consistency of performance utilises knowledge of intermediate level game strategy, tactical netball skills and relevant rules, regulations and policies when playing at an intermediate level determines strengths and weaknesses of individual players and teams and psychologically prepares to apply tactics and strategies accordingly communicates appropriately with team members, coach, umpires and support staff throughout activities and games, and responds to feedback reviews own and team’s performance to identify strengths and areas requiring improvement or modifications.
SISSNTB203A PARTICIPATE IN CONDITIONING FOR NETBALL


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required for players to participate in conditioning for netball activities. It requires the ability to plan and implement multiple and diverse conditioning sessions to improve speed, agility, endurance, strength, power and flexibility, that are of a sufficient duration to demonstrate competency and consistency of performance. It requires players to participate in conditioning for netball activities at an advanced level. It requires the ability to plan and participate in drills, activities, games and competitions using advanced level skills and to review and evaluate self and team performance.

Required Reading: No required text

Assessment: Evidence of the following is essential: -Participates in multiple and diverse conditioning sessions to improve speed, agility, endurance, strength, power and flexibility, that are of a sufficient duration to demonstrate competency and consistency of performance. -Communicates appropriately with coaches and specialists throughout conditioning, and responds to feedback.

Evidence of the following is essential: -Conducts multiple and diverse safe drills, activities and games that reflect the needs and characteristics of a diverse range of junior or beginner participants and are of sufficient duration and breadth to demonstrate competency and consistency of performance. -Responds to feedback.

Evidence of the following is essential: -Identifies strengths and areas requiring improvement or modifications.

SISSNTB204A TEACH FOUNDATION NETBALL SKILLS


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to teach players fundamental netball skills. It requires the ability to plan, conduct and evaluate drills, activities and games which focus on player development of the foundation skills of netball.

Required Reading: No required text

Assessment: Conducts multiple and diverse safe drills, activities and games that reflect the needs and characteristics of a diverse range of junior or beginner participants and are of sufficient duration and breadth to demonstrate competency and consistency of performance. Plans and delivers precise relevant information, explanations and demonstrations for netball sessions to ensure activities are conducted safely and according to junior or beginner participant’s needs and characteristics.

Evidence of the following is essential: -Conducts multiple and diverse safe drills, activities and games that reflect the needs and characteristics of a diverse range of junior or beginner participants and are of sufficient duration and breadth to demonstrate competency and consistency of performance. -Reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISSNTB305A USE ADVANCED LEVEL TACTICS AND GAME STRATEGY IN NETBALL PLAY


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required by players to use overarching game strategy and player tactics in netball activities at an advanced level. It requires the ability to prepare for and participate in drills, activities, games and competitions using advanced level game strategy and tactical skills and to review and evaluate self and team tactical performance.

Required Reading: No required text

Assessment: Evidence of the following is essential: -Performs advanced level tactical skills relevant to positional requirements and conditions on sufficient occasions to demonstrate competency and consistency of performance. -Communicates appropriately with teammates, coaches, umpires and support staff throughout drills, activities, games and competitions, and responds to feedback.

Evidence of the following is essential: -Conducts multiple and diverse safe drills, activities and games that reflect the needs and characteristics of a diverse range of junior or beginner participants and are of sufficient duration and breadth to demonstrate competency and consistency of performance. -Reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.
required to develop and teach intermediate level overarching game strategy and player tactics. It requires the ability to plan, conduct and evaluate drills, activities, and games which focus on player development of the intermediate tactics of netball.

**Prerequisites:** Nil.

**Assessment:** No required text

**Required Reading:** No required text

**Description:** This unit describes the performance outcomes, skills and knowledge required by players to participate in Rugby League competitions at an intermediate level according to the International Laws of Rugby League. It requires the ability to prepare for and participate in drills, activities and competition games at an intermediate level and to review and evaluate self and team performance.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: 2h performs tactical skills at an intermediate level which are relevant to positional requirements and conditions on sufficient occasions to demonstrate competency and consistency of performance. 2h utilises knowledge of intermediate level Rugby League game skills and relevant rules, regulations and policies when playing at an intermediate level. 2h communicates appropriately with team members, coaches, referees and support staff throughout drills, activities, games and competitions, and responds to feedback. 2h reviews own and team’s performance to identify strengths and areas requiring improvement or modifications.

**SISSRG202A USE INTERMEDIATE LEVEL TACTICS AND GAME STRATEGY IN RUGBY LEAGUE PLAY**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required for players to use overarching game strategy and player tactics in Rugby League activities at an intermediate level. It requires the ability to prepare for and participate in drills, activities and games using intermediate level game strategy and tactical skills and to review and evaluate self and team tactical performance.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: 2h participates in multiple and diverse conditioning sessions to improve speed, agility, endurance, strength, power and flexibility, that are of sufficient duration to demonstrate competency and consistency of performance. 2h recognises over training symptoms, seeks advice from specialists to plan and implement a recovery plan and utilises correct recovery...
methods, communicates appropriately with coaches and specialists throughout conditioning, and responds to feedback. Evaluates conditioning sessions and reviews own performance to identify strengths and areas requiring improvement and or modifications.

**SISSRGU204A TEACH THE SKILLS OF RUGBY LEAGUE FOR MODIFIED GAMES**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to teach junior players fundamental Rugby League skills for modified games. It requires the ability to plan, conduct and evaluate drills, activities and games which focus on junior player development in the fundamental skills of Rugby League.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: Conducts multiple and diverse safe drills, activities and modified games that reflect the needs and characteristics of a diverse range of young participants that are of sufficient duration and breadth to demonstrate competency and consistency of performance. Plans and delivers information, explanations and demonstrations for fundamental Rugby League sessions to ensure activities are conducted safely and according to young participant’s needs and characteristics.

**Evidence of:**
- Performing skills
- Identifies over training symptoms and seeks advice from specialists to plan and implement a recovery plan
- Communicates appropriately with coaches and specialists throughout conditioning and responds to feedback
- Evaluates conditioning sessions and reviews own performance to identify strengths and areas requiring improvement and or modifications.

**SISSRGU205A OFFICIATE LOCAL OR DISTRICT LEVEL RUGBY UNION**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to officiate Rugby Union at a local or district level. This unit focuses on the ability to apply the laws of Rugby Union, use communication strategies, demonstrate correct positioning and develop reports for local or district matches.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential:
- Assesses suitability of players and other officials to participate in the match, and interprets and applies the laws and regulations of Rugby Union for the given situation
- Makes accurate and consistent decisions and communicates decisions to players, other officials, coaches and spectators
- Conveys a confident and friendly manner and maintains optimal position to view play throughout the game
- Completes written and oral formal and informal reports for local or district matches.

**SISSSPA301A COORDINATE REGIONAL TOURING ATHLETES**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to coordinate regional touring athletes. This unit focuses on the ability to plan, coordinate and evaluate inter or intra state tours for athletes.

**Required Reading:** No required text

**Assessment:** Interacts and liaises with relevant stakeholders to plan, conduct and evaluate regional tours for athletes within organisational policies and procedures and timeframes and facilitates a professional and effective working relationship with touring party members - uses effective communication techniques to collect and document athlete information and tour requirements, convey relevant information to
all touring party members and to manage the touring group within identified budgetary constraints - applies a continuous improvement approach to evaluate tour outcomes and recommend potential improvements.

**SISSSPA402A COORDINATE INTERNATIONAL TOURING ATHLETES**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge to plan, coordinate and evaluate international tours for athletes.

**Required Reading:** No required text

**Assessment:** Interacts with relevant stakeholders as required text

**Evidence of the following is essential:** - consults widely to establish, club or organisational needs to achieve team performance objectives and utilises knowledge of these to plan, manage and evaluate human resource and public relations requirements and public relations.

**Required Reading:** No required text

**Assessment:** Consults widely to establish, club or organisational needs to achieve team performance objectives and utilises knowledge of these to plan, manage and evaluate human resource and public relations requirements and public relations.

**Evidence of the following is essential:** - consults widely to establish, club or organisational needs to achieve team performance objectives and utilises knowledge of these to plan, manage and evaluate human resource and public relations requirements and public relations.

**SISSSPA505A COORDINATE TEAM OR GROUP MANAGEMENT**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge to plan and implement the management of teams or groups within a sporting club or organisation, and includes the management of teams or groups, human resources requirements and public relations.

**Required Reading:** No required text

**Assessment:** Consults widely to establish, club or organisational needs to achieve team performance objectives and utilises knowledge of these to plan, manage and evaluate human resource and public relations requirements and public relations.

**Evidence of the following is essential:** - consults widely to establish, club or organisational needs to achieve team performance objectives and utilises knowledge of these to plan, manage and evaluate human resource and public relations requirements and public relations.

**SISSSPA506A COORDINATE TEAM OR GROUP ADMINISTRATION**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge to develop and implement strategies to coordinate the administration of teams or groups within a club or organisation including assessing and securing resources, developing and implementing team or club budgets and determining and communicating the roles and responsibilities of club or organisational personnel.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - consults with all relevant personnel to establish activity, club or organisational administrative requirements and plans, manages and evaluates a resource management plan which also identifies opportunities to generate additional income - develops club systems and processes to lead effective club or organisational administration and monitors and evaluates their implementation to determine their effectiveness - develops a communication system appropriate to the information needs of the club or organisation through which to convey information about group or club activities and commitments - applies contingency management techniques to deal with a range of problems and issues that may impact on club or organisation activities.

**SISSSPA507A DEVELOP VOLUNTEER MANAGEMENT POLICIES**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge to develop an organisational policy for recruiting, inducting, managing and retaining volunteers in sporting clubs and organisations.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - consults with all relevant personnel to establish activity, club or organisational administrative requirements and plans, manages and evaluates a resource management plan which also identifies opportunities to generate additional income - develops club systems and processes to lead effective club or organisational administration and monitors and evaluates their implementation to determine their effectiveness - develops a communication system appropriate to the information needs of the club or organisation through which to convey information about group or club activities and commitments - applies contingency management techniques to deal with a range of problems and issues that may impact on club or organisation activities.

**SISSSP201A IMPLEMENT SPORTS INJURY PREVENTION**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to implement an effective injury prevention program. It focuses on contributing to injury surveillance, implementing intervention measures and evaluating the effectiveness of these measures.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - consults with all relevant personnel to establish activity, club or organisational administrative requirements and plans, manages and evaluates a resource management plan which also identifies opportunities to generate additional income - develops club systems and processes to lead effective club or organisational administration and monitors and evaluates their implementation to determine their effectiveness - develops a communication system appropriate to the information needs of the club or organisation through which to convey information about group or club activities and commitments - applies contingency management techniques to deal with a range of problems and issues that may impact on club or organisation activities.

**SISSSP302A PROVIDE INITIAL MANAGEMENT OF SPORTS INJURIES**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to provide an immediate response to sports injuries in training or competition situations until the arrival of a health care professional or paramedic. It includes carrying out an initial assessment, managing injuries in line with organisational procedures and best practice and completing reporting requirements.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - consults with all relevant personnel to establish activity, club or organisational administrative requirements and plans, manages and evaluates a resource management plan which also identifies opportunities to generate additional income - develops club systems and processes to lead effective club or organisational administration and monitors and evaluates their implementation to determine their effectiveness - develops a communication system appropriate to the information needs of the club or organisation through which to convey information about group or club activities and commitments - applies contingency management techniques to deal with a range of problems and issues that may impact on club or organisation activities.
SISSSP303A CONDUCT BASIC WARM-UP AND COOL-DOWN PROGRAMS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge to implement basic warm-up and cool down programs incorporating stretching to assist athletes to prepare for activity and also aid in post activity recovery.
Required Reading: No required text
Assessment: Evidence of the following is essential: - interacts with athletes to determine contraindications to warm-up and cool-down exercises and refers the athlete to appropriate medical personnel as required; - applies knowledge of biomechanics and human anatomy and physiology to select and safely demonstrate appropriate warm-up and cool-down techniques to athletes and monitors their safe application within organisational safety systems and best practice sports trainer principles - evaluates and reflects on own work performance to identify ways in which warm-up and cool-down programs and benefits to athletes can be improved.

SISSSP304A TAPE ANKLE, THUMB AND FINGERS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to apply taping techniques to the ankle, thumb and fingers to assist athletes in relation to ongoing injury prevention and post-injury support and management.
Required Reading: No required text
Assessment: Evidence of the following is essential: - communicates with athletes using appropriate communication strategies to determine contraindications to taping - clearly conveys information about the purpose and process of taping and refers athlete to medical personnel as appropriate - selects and safely applies appropriate taping techniques to the ankle, thumb and fingers and removes tape effectively with minimum discomfort to the athlete - completes taping activities within organisational safety systems and implements self-care protocols.

SISSSP305A SUPPORT SPORTS INJURY MANAGEMENT
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to assist health care professionals with the ongoing management of injured athletes. It also covers the provision of ongoing monitoring of relatively minor injuries such as cuts and abrasions where a professional diagnosis is not indicated.
Required Reading: No required text
Assessment: Evidence of the following is essential: - works within own area of responsibility to assist in the ongoing management of sports injuries and interacts with health professionals, athletes and other relevant stakeholders to communicate progress as required - works under the direction of health care professionals to implement and monitor ongoing injury management programs - treats minor injuries and makes judgements within area of responsibility to refer athletes to health professionals to obtain a more detailed assessment of their condition - applies effective contingency management techniques to deal with a range of issues that may affect the responses of athletes.

SISSSP306A DEAL WITH MEDICAL CONDITIONS IN A SPORT SETTING
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to deal with known or common medical conditions such as asthma, epilepsy and diabetes in a sport setting.

SISSSP307A CONDUCT ADVANCED TAPING
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge to apply taping and bracing techniques including knee joints, Achilles, shoulders and elbows to assist athletes in relation to ongoing injury prevention and post-injury support.
Required Reading: No required text
Assessment: Evidence of the following is essential: - utilizes knowledge of common medical conditions and their impact on sporting performance to determine contraindications to sporting participation and conveys information about the condition to the athlete and coaching staff - selects and applies appropriate techniques to manage the relevant condition and monitors the response of the athlete within organisational systems and best practice sports trainer principles and assesses the need to refer the athlete to appropriate health professionals where appropriate - evaluates and reflects on own performance in managing the condition to identify ways in which initial management of the condition can be improved to maximise performance.

SISSSSQU201A TEACH THE FUNDAMENTAL SKILLS OF SQUASH
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to teach and develop the fundamental skills of squash. This unit focuses on planning, conducting and evaluating drills, activities and games to develop the skills of squash to a fundamental level.
Required Reading: No required text
Assessment: Evidence of the following is essential: - plans and delivers information, explanations and demonstrations for squash session or sessions to ensure activities are conducted safely according to participant’s needs and characteristics - observes and monitors the progress of participants through skill analysis and provides constructive feedback and intervention to improve and develop the fundamental skills of squash - uses and modifies teaching and coaching techniques and or drills, activities and games to cater for a range of individual learning styles - evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISSSSQU202A TEACH THE BASIC TACTICS AND STRATEGIES OF SQUASH
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to teach and develop the basic tactics and strategies of squash. This unit focuses on planning, conducting and evaluating drills, activities and games to develop the tactics and strategies of squash to a basic level.
Required Reading: No required text
Assessment: Evidence of the following is essential: - plans and delivers information,
explanations and demonstrations to ensure squash activities are conducted safely, according to participant’s needs and characteristics. This unit observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop the basic tactics, rally and game strategies of squash. This unit uses and modifies teaching techniques, drills, activities and games to cater for a range of individual learning styles. This unit evaluates and reflects on one’s coaching performance to identify strengths, weaknesses and areas that need improvement.

**SISSSC301A INSTRUCT STRENGTH AND CONDITIONING TECHNIQUES**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, knowledge and skills required to teach the basic skills of surf life saving. This unit focuses on planning, conducting and evaluating drills, activities and games to cater for a range of individual learning styles. This unit evaluates and reflects on one’s coaching performance to identify strengths, weaknesses and areas that need improvement.

**SISSSUR201A OFFICER BEGINNER LEVEL SURF LIFE SAVING COMPETITIONS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, knowledge and skills required to officiate surf life saving at the beginner level. This unit focuses on the ability to apply the rules of surf life saving, use communication strategies, demonstrate correct positioning and assist in the prevention of emergencies in competitions.

**SISSSC402A DEVELOP STRENGTH AND CONDITIONING PROGRAMS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, knowledge and skills required to develop a program which meets the needs of individual athletes or groups of athletes according to their sport-specific needs or those undertaking fitness programs to achieve personal fitness goals.

**SISSSU202A OFFICER BEGINNER LEVEL SURF LIFE SAVING**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, knowledge and skills required to teach the competitive strokes of swimming. This unit focuses on planning, conducting and evaluating drills, activities and games to develop swimming strokes, starts, turns and finishes.

**SISSSWM201A TEACH THE COMPETITIVE STROKES OF SWIMMING**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to teach the competitive strokes of swimming. This unit focuses on planning, conducting and evaluating drills, activities and games to develop swimming strokes, starts, turns and finishes.

**SISSSWM202A PLAN A PROGRAM FOR A COMPETITIVE SWIMMER**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to plan a training program for a competitive swimmer. It focuses on the skills needed to develop a program which meets the needs of individual or groups of swimmers and involves planning for competitive swimming situations.
identify program requirements and objectives - develops programs for individuals and groups of competitive swimmers that incorporate drills, activities and games that are aimed to improve swimming performance - evaluates and modifies the training program according to swimmer's performance and required improvement.

**SISSTSW303A TEACH THE ADVANCED SKILLS OF COMPETITIVE SWIMMING**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to use drills, activities and games to teach the advanced skills of swimming. This unit focuses on planning, conducting and evaluating drills, activities and games to develop advanced swimming skills of competitive swimming.

**Required Reading:** No required text

**Assessment:** Plans and delivers information, explanations and demonstrations for swimming session to ensure activities are conducted safely according to participant's needs and characteristics - observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop the advanced skills of competitive swimming - uses and modifies teaching and coaching techniques and drills, activities and games to cater for a range of individual learning styles - evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

**SISSTNS201A ASSIST IN CONDUCTING TENNIS ACTIVITIES FOR BEGINNER PLAYERS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to assist in the preparation and conduct of basic tennis activities for beginner players.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - assists in planning processes required for tennis activities and identifies individual roles, responsibilities and activity objectives in consultation with activity leader - interacts effectively with beginner level participants and communicates information about safety aspects - uses a variety teaching and coaching techniques to cater for a range of individual learning styles - evaluates and reflects on own coaching performance to identify areas that need improvement.

**SISSTNS202A INTERPRET AND APPLY THE RULES OF TENNIS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to interpret and apply rules of tennis to support the role of court supervisor of non-umpired games such as local and junior games.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - interprets and applies tennis rules, etiquette and dress and equipment regulations - informs and supports players to observe tennis etiquette and rules in non-umpired games - monitors behaviour of players and spectators and manages issues or disputes appropriately to ensure tennis etiquette is maintained - seeks feedback on opportunities to improve approach and strategies used to support court supervision.

**SISSTP303A COACH STROKE PRODUCTION AND TACTICS FOR JUNIOR TENNIS PLAYERS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to coach junior tennis players in fundamental stroke production and tactical strategies appropriate to singles and doubles.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - demonstrates technical tennis skills to support explanation of aspects of stroke production, major stroke types and tactics - analyses player progress and determines appropriate corrective strategies and improvement plans - structures sessions to provide appropriate skill progression and regression for individuals and groups - structures and delivers coaching activities to support and reinforce positive learning outcomes for junior players.

**SISSTOU201A PERFORM THE INTERMEDIATE SKILLS OF TOUCH**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to perform the intermediate skills of Touch. This unit focuses on the development and performance of Touch skills at an intermediate level during drills, activities, games and or competitions.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - demonstrates knowledge and interpretation of Touch skills, rules, regulations and policies to perform and apply the skills at an intermediate level - determines observable body movements for each stage of intermediate skills and links together and practices these during drills, activities, games and competitions - communicates appropriately with team members, coach, referees and support staff throughout drills, activities, games and competitions, and responds to feedback - reviews own and team's performance to identify strengths and areas requiring improvement or modifications.

**SISSTOU202A PERFORM THE INTERMEDIATE TACTICS AND STRATEGIES OF TOUCH**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to perform the intermediate tactics and strategies of Touch. This unit focuses on the development and performance of Touch tactics and strategies at an intermediate level through the participation in activities, discussions and games.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - demonstrates knowledge and interpretation of tactics and strategies of Touch, and relevant rules, regulations and policies to develop and follow game plans, and apply the tactics and strategies applicable to different positions at an intermediate level - demonstrates strengths and weaknesses of individual player or players and teams and psychologically prepares to apply tactics and strategies accordingly - communicates appropriately with team members, coach, referees and support staff throughout activities and games, and responds to feedback - reviews own and team's Touch performance to identify strengths and areas requiring improvement or modifications.

**SISSTPB201A TEACH FUNDAMENTAL TENPIN BOWLING SKILLS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to teach the fundamental skills of tenpin bowling. This unit focuses on
planning, conducting and evaluating drills, activities and games to develop the skills of tenpin bowling to a fundamental level.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: *h plans and delivers information, explanations and demonstrations for tenpin bowling sessions to ensure activities are conducted safely according to participant’s needs and characteristics, h observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop the fundamental skills of tenpin bowling, h uses and modifies teaching and coaching techniques and drills, activities and games to cater for a range of individual learning styles evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

**SISXCAI101A PROVIDE EQUIPMENT FOR ACTIVITIES**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare, use and store equipment for activities.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: *h identifies, confirms and carries out assigned duties according to own level of responsibility, and refers matters outside level of responsibility to appropriate personnel, h carries out allocated tasks according to instructions of responsible person and reports any difficulties with accessing and providing equipment for the planned sessions to appropriate personnel, h conveys information about essential safety aspects of equipment use for the session to assist and encourage participants to safely participate in the session.

**SISXCAI102A ASSIST IN PREPARING AND CONDUCTING SPORT AND RECREATION SESSIONS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to assist in the preparation and conduct of sessions within the sport and recreation industry. The unit also focuses on assisting the responsible person to monitor and evaluate the sessions.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: *h identifies, confirms and carries out assigned duties according to own level of responsibility, referring to appropriate personnel when outside level of responsibility, h carries out allocated tasks responsibly and in a non-discriminatory manner, according to instructions of responsible personnel and reporting difficulties to appropriate personnel, h clearly conveys necessary information about essential aspects of the session to assist and encourage participants to participate fully, h contributes to the evaluation of the session, suggesting how it could be improved and reflecting on own work performance.

**SISXCAI303A PLAN AND CONDUCT SPORT AND RECREATION SESSIONS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to plan and conduct a non-instructional sport and recreation session for a range of participants. The unit focuses on the ability to identify participant needs, develop a suitable session plan, then conduct and supervise the session in a safe manner. It requires the ability to resource the session, ensure the welfare and satisfaction of participants, and develop and maintain group cooperation and interaction during the session.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: *plans and conducts sport and recreation sessions that reflect the needs of a range of participants, complies with budgetary restraints, and incorporates techniques to build group cohesion and balance individual and group needs, monitors session progress, applies negotiation and contingency-management techniques to deal with a range of problems and issues that may arise during the session, and makes adjustments in response to changing situations, evaluates and reflects on own work performance to identify ways in which session outcomes and benefits to participants can be improved.

**SISXCAI304A PLAN AND CONDUCT SPORT AND RECREATION PROGRAMS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to plan and conduct a range of non-instructional sport and recreation programs in a variety of contexts for a diversity of needs and situations. The unit focuses on the application of planning skills to develop a program to safely conduct and supervise a sport and recreation program for participants that takes into account participant needs and resource requirements.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: *resources and delivers sport and recreation programs within budgetary constraints and demonstrates techniques to build group cohesion and balance individual and group needs, delivers monitors and adjusts sport and recreation programs that meet the needs of participants and responds to problems or issues that arise, provides positive feedback to enhance participant motivation and self-esteem, evaluates and reflects on own work performance to identify ways in which program outcomes and benefits can be improved.

**SISXCAI305A CONDUCT INDIVIDUALISED LONG-TERM TRAINING PROGRAMS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to apply sport or activity-specific knowledge to plan, implement and evaluate long-term training programs designed to develop an individual’s sporting capacity.

**Required Reading:** No required text

**Assessment:** Assesses participant needs, and develops a long-term training program to meet objectives plans and conducts individualised training sessions that meet participant expectations, complies with legislative and organisational requirements, and demonstrate use of a range of training techniques evaluated and modifies the training program according to feedback received and the results of evaluation procedures.

**SISXCAI306A FACILITATE GROUPS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to establish a functional group within the context of a sport and recreation activity. The unit focuses on the ability to facilitate a group of clients participating in a sport and recreation activity or persons within a recreation organisation.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: *identifies and clarifies group and individual goals and interacts effectively with group members who have diverse styles, aspirations, cultures and perspectives, analyses problems and barriers to group
development and participation, and develops appropriate strategies to address and resolve them - communicates clearly and concisely with the group and handles uncertainty and conflict in a positive manner before it adversely affects group performance - encourages group to openly propose, discuss and resolve issues and creates opportunities to celebrate and promote group and individual success by providing positive leadership.

**SISXCAISO07A PLAN AND IMPLEMENT HIGH PERFORMANCE**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to apply sport-specific knowledge to implement a high-performance training program designed to refine the skills and performance of individuals participating at a high level.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - assesses athlete’s needs and develops and implements a training program to meet objectives for high-performance situations - plans training sessions that meet athlete expectations, comply with legislative and organisational requirements, and allow the candidate to demonstrate the use of training techniques used during a high-performance training program - applies knowledge of anatomy, physiology and biomechanics to the development of a high-performance training program - evaluates and modifies the training program according to feedback received and the results of evaluation procedures - monitors and manages competitive and performance situations during a long-term program.

**SISXCCS201A PROVIDE CUSTOMER SERVICE**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to deliver quality customer service to customers. The unit focuses on the application of organisational policies and procedures to identify and effectively respond to customer needs and to promptly receive and respond to customer complaints.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - receives and responds to client requests and complaints according to organisational requirements and develops a rapport with clients by using communication strategies in the provision of customer service - interacts with clients professionally and in a non-discriminatory manner to provide quality customer service and resolve complaints within an appropriate timeframe.

**SISXCCS402A COORDINATE CLIENT SERVICE ACTIVITIES**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to coordinate client service activities. The unit focuses on the application of service standards to maintain and improve the level of service activities provided to clients.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - ensures delivery of client services to industry standards and in an appropriate timeframe - develops improved client service procedures based on analysis of client feedback - identifies staff training needs and arranges appropriate training.

**SISXCCS403A DETERMINE NEEDS OF CLIENT POPULATIONS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to gather, analyse and interpret data to plan and evaluate client service relationships and develop methods of improvement.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - assesses client’s needs and arranges appropriate training.

**SISXCCS404A ADDRESS CLIENT NEEDS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to provide positive leadership. The unit focuses on assessing emergency procedures to build knowledge of client population profiles and needs by using a range of sources to research and analyse client market segments and to identify issues of potential significance that may impact on the organisation’s capacity to plan and deliver appropriate services - uses research knowledge to assess, plan and develop systems to deliver professional and quality service to client populations in an appropriate timeframe - modifies existing service-delivery systems in response to changes in client populations and client feedback within organisational quality improvement systems.

**SISXCMR201A RESPOND TO EMERGENCY SITUATIONS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to recognise and respond appropriately in emergency situations, such as those caused by fire, accident or weather. The unit focuses on the application of organisational policies and procedures to maintain the welfare of participants in an activity in response to emergency situations.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - identifies and follows all organisational emergency procedures in relation to own work role and level of responsibility - responds to emergency situations safely and promptly with consideration for the welfare of all participants - applies contingency-management techniques to respond to emergencies - responds to different types of emergency situations relevant to the candidate’s current or intended work situation.

**SISXCMR202A COORDINATE EMERGENCY RESPONSES**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to coordinate a response to an emergency situation according to an organisation’s policies and procedures. The unit focuses on assessing emergency situations, implementing an emergency action plan, and coordinating a prompt and
effective response.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - identifies and implements organisational policies and procedures to follow and coordinate emergency responses promptly and safely - organises and coordinates partipatory arrangements for the management of the emergency response - completes all relevant documentation - evaluates and reflects on performance to identify ways in which emergency procedures can be improved.

**SISXFAC201A MAINTAIN SPORT AND RECREATION EQUIPMENT FOR ACTIVITIES**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to undertake routine maintenance and minor repairs on sport and recreation equipment.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - works within own role and responsibility to safely and responsibly carry out minor maintenance tasks on sport and recreation equipment - refers equipment repairs and maintenance beyond own level of responsibility to relevant personnel within designated timeframes and monitors storage and condition of maintenance equipment - maintains records of repairs and maintenance.

**SISXFAC202A MAINTAIN SPORT AND RECREATION FACILITIES**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to maintain facilities within a sport and recreation context according to organisational policies and procedures.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - ensures cleaning and service and administrative tasks in facility areas according to organisational requirements and with minimal disruption to clients - works within required timeframes and respects the use and storage of chemicals and the disposal of wastes - reports hazards to appropriate personnel promptly and applies effective contingency-management techniques to respond to problems appropriately - complete records of repairs and maintenance.

**SISXFAC404A COORDINATE FACILITY AND EQUIPMENT ACQUISITION AND MAINTENANCE**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to develop a maintenance plan for a facility and coordinate the implementation and review of maintenance and repair plans. It does not include specialist skills, but focuses on the need for managers to proactively plan for and manage the acquisition and maintenance of physical assets.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - develops, implements and documents maintenance plans to ensure that the condition and performance of equipment and facilities are maintained at optimal level to provide an effective service to users - liaises with and monitors the work of maintenance personnel and contractors to ensure quality outcomes and minimal disruption to service users - seeks feedback on the maintenance plan and modifies as appropriate - uses knowledge of future needs of service provision to provide input into the selection of new equipment and facilities to improve service delivery to users.

**SISXFAC405A PLAN AND PROVIDE SPORT AND RECREATIONAL SERVICES**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to determine the sport and recreation services required by clients and to plan, implement and evaluate the services from a facility management perspective.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - plans and provides services within budgetary constraints that reflect the needs of a range of participants - monitors the provision of services and applies effective contingency-management techniques to deal with a range of new or changing situations that may arise, and makes adjustments in response to these changing situations - evaluates and makes recommendations on services and reflects an own work performance to identify ways in which service outcomes and benefits to participants can be improved.

**SISXFAC506A MANAGE STOCK SUPPLY AND PURCHASE**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to establish and monitor stock control and stock-purchasing systems within a multi-use facility.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - works within organisational systems to develop, implement and document purchasing and stock-control systems, based on assessment of organisational stock requirements - monitors use of stock to identify patterns of demand, responds to changes in demand to adjust stock supply, identifies wastage and ways to minimise it, and documents stock-taking processes and outcomes within required timeframes - selects reputable suppliers based on product specifications, monitors quality and performance, and takes appropriate action as required - applies contingency-management techniques to deal with a range of order and supply issues that may affect the timely supply of required stock.

**SISXIND101A WORK EFFECTIVELY IN SPORT AND RECREATION ENVIRONMENTS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.

**Description:** This unit describes the performance outcomes, skills and knowledge required to work effectively in a sport and recreation environment. The unit focuses on the application of industry knowledge and organisational work practices to support the completion of day-to-day work activities. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Required Reading:** No required text

**Assessment:** Evidence of the following is essential: - accesses information on the sport and recreation industry and applies knowledge of industry and own sector to the performance of own work role - interacts with a range of clients and staff according to industry standards of ethical practice - completes work tasks efficiently, within defined timeframes and responsibilities, and according to organisational policies and procedures - deals with contingencies according to own levels of responsibility.

**SISXIND202A PROCESS ENTRY TRANSACTIONS**

**Locations:** Industry, Footscray Park.

**Prerequisites:** Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to process entry transactions in relation to a range of services provided in a range of facilities.

Required Reading: Nil.

Assessment: Evidence of the following is essential: 2h works within own area of responsibility to process client entry transactions in a professional and timely manner according to organisational policies and procedures. 2h applies security procedures to the conduct of all entry transactions and refers transactions outside area of responsibility to supervisor.

SISXIND403A ANALYSE PARTICIPATION PATTERNS

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to analyse current participation patterns in sport, recreation or fitness activities. The unit focuses on reviewing and evaluating market penetration and identifying potential directions for future marketing to targeted specific market segments in order to increase participation levels.

Required Reading: No required text.

Assessment: Evidence of the following is essential: - works within organisational guidelines and systems and applies marketing principles to build organisational knowledge - uses a range of sources to research and analyse participation patterns in key market segments of the sport and recreation industry and identify trends of potential significance to the organisation - analyses comparative importance of the variety of influences on participation levels and patterns for differing market segments and communicates observations and interpretations to colleagues and management. - applies research knowledge to scope potential opportunities to increase participation and makes logical recommendations to colleagues and management.

SISXIND404A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to apply legislation relevant to organisational operations. The unit focuses on analysis and interpretation of relevant legislation to inform the review of current organisational systems to determine compliance with legal obligations and promote the modification or development and implementation of systems to promote business compliance.

Required Reading: No required text.

Assessment: Evidence of the following is essential: - identifies and clarifies the implications of laws, legal requirements and organisational contracts on operating systems and services and seeks legal advice where appropriate - reviews current organisational systems to determine areas of operation that do not comply with laws and legal requirements, and documents and reports findings to appropriate personnel in a timely manner - makes recommendations to better promote compliance and supports staff in implementing policies and procedures that promote compliance with laws and legal requirements - anticipates problems or constraints that may affect the organisation’s ability to comply with legal and contractual obligations and incorporates them into a contingency plan.

SISXIND405A CONDUCT PROJECTS

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to prepare for and conduct projects in specific activity areas, according to a project-management plan. It also involves undertaking contingency planning to enable the achievement of project outcomes.

Required Reading: No required text.

Assessment: Evidence of the following is essential: - implements, monitors and reviews a project-management plan according to organisational recording and reporting systems - liaises with relevant personnel and allocates and coordinates project tasks and resources to maximise timely project outcomes - uses communication strategies and systems to encourage and maintain information flow and exchange between project team personnel - applies contingency-management techniques to deal with a range of problems and issues that may arise during the project and reports those outside own level of responsibility to relevant personnel.

SISXIND406A MANAGE PROJECTS

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to scope, implement, monitor and evaluate project-management plans and outcomes in specific activity areas, ensuring all resources are available to achieve project goals and that the project complies with legislative and organisational requirements.

Required Reading: No required text.

Assessment: Evidence of the following is essential: - applies critical elements of project management in order to scope, develop, implement, monitor and review a project-management plan - develops a resource strategy and coordinates project tasks and resources to maximise timely outcomes for the project - uses communication strategies and systems to convey project responsibilities, encourage and maintain information flow and exchange, and build trust and respect within the project team - applies contingency-management techniques to deal with a range of problems and issues that may arise during the project and takes action to address these.

SISXIND507A MANAGE EDUCATION INITIATIVES

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to apply strategic management skills to expand participation in a sport, recreation or fitness service by using information compiled about the market for current sport and recreation service delivery, and to develop educational strategies to act on recommendations to attract non-participants.

Required Reading: No required text.

Assessment: Evidence of the following is essential: - uses organisational knowledge of key market segments and trends to implement, monitor and review education initiatives that expand participation in the relevant sport and recreation service - analyses comparative importance of the variety of influences on participation levels and patterns for differing market segments and uses observations and interpretations to respond to recommendations to expand participation.

SISXOHS101A FOLLOW OCCUPATIONAL HEALTH AND SAFETY POLICIES

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to apply general occupational health and safety (OHS) requirements in the workplace. It describes generic OHS responsibilities applicable to employees without managerial or supervisory responsibilities.

Required Reading: No required text

Assessment: Evidence of the following is essential: accesses and interprets relevant workplace safety information to carry out all work tasks safely and responsibly - addresses safety issues within the limits of own role and responsibility and identifies, clarifies and reports safety issues outside area of responsibility to appropriate personnel, including actual and potential hazards - contributes to participative arrangements for the management of the organisation’s OHS program.

SISXOHS402A IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY POLICIES


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to implement occupational health and safety (OHS) policies, procedures and programs within the context of an established organisational OHS system.

Required Reading: No required text

Assessment: Evidence of the following is essential: works effectively within organisational management systems to implement and monitor OHS policies and apply and review risk-management procedures - conveys health and safety information to user groups using appropriate media and creates opportunities for group members to contribute to and participate in training - identifies the interrelationship between all aspects of organisational safety systems and implements and monitors all components to achieve a safe working environment - proposes recommendations to address inadequacies in health and safety management systems and applies contingency-management techniques to deal with a range of problems and issues.

SISXOHS503A ESTABLISH AND MAINTAIN OCCUPATIONAL HEALTH AND SAFETY SYSTEMS


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop, implement and sustain effective, professional and contemporary occupational health and safety (OHS) management practices. It focuses on the establishment and review of systems, policies and procedures designed to ensure a safe workplace. The unit specifically addresses, at an organisational level, the establishment of procedures applicable to risks that affect the health and safety of people, including staff, clients and spectators. Other risks that may impact upon an organisation, such as financial, professional and product liability, are addressed in the unit SISXRSK502A Manage organisational risks.

Required Reading: No required text

Assessment: Evidence of the following is essential: establishes, implements, evaluates and makes ongoing improvements to a complete OHS system for a given industry operation according to regulatory requirements - develops comprehensive OHS system documents inclusive of policies, procedures, hazard identification and risk-assessment documents and undertakes extensive consultation - applies contingency-management techniques to respond to problems arising from OHS systems.

SISXRSK301A PROVIDE PUBLIC EDUCATION ON THE USE OF RESOURCES


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to identify and address problems in relation to use of activity resources, and to contribute to developing and conveying information to the public on the use of the resources.

Required Reading: No required text

Assessment: Evidence of the following is essential: delivers educational programs to target user groups that encourage audience participation and interaction - evaluates educational programs to identify improvements and develop contingency plans - maintains and updates records of information and programs.

SISXRSK403A USE RESOURCES EFFICIENTLY


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to plan and use resources effectively. The unit includes assessing current use of resources; and planning, implementing and monitoring strategies to maximise the efficiency of resource usage.

Required Reading: No required text

Assessment: Evidence of the following is essential: works within organisational systems to research and recommend options for efficient and viable use of resources that are congruent with the organisation’s business and policy directions - develops and implements strategies to promote the efficient use of resources, and monitors and reviews changes in resource usage to modify strategies as required - applies effective contingency-management techniques according to own level of responsibility to respond to problems affecting implementation of resource usage.

SISXRSK301A UNDERTAKE RISK ANALYSIS OF ACTIVITIES


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to undertake a risk-management process in relation to an activity and in accordance with an organisation’s risk-management policies and procedures. In this context, the risk-analysis process is conducted using structured analysis methodology according to the current Australian and New Zealand standard.

Required Reading: No required text

Assessment: Due to issues such as differences in risk associated with different client groups, different equipment, different locations and different environmental conditions, this unit of competency must be assessed through the analysis of risk associated with more than one activity (or one activity with different client groups and in different locations) in order to ensure consistency of performance over the range statement and contexts applicable to risk analysis of activities.

SISXRSK502A MANAGE ORGANISATIONAL RISKS


Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop, implement and evaluate a risk-management program for an organisation. It incorporates an assessment of potential risks facing the organisation and the development of strategies and procedures to mitigate risk situations according to the current Australian and New Zealand standard.

Required Reading: No required text

Assessment: Evidence of the following is essential: works within organisational risk-management systems and objectives and complies with legislative requirements to undertake risk assessments that align with organisational risk-management policy.
and operational requirements - accesses and clarifies information to: - identify and document organisational risk in each of the relevant classifications - develop an organisational management plan - assess, select and implement viable risk-treatment options - monitors the effectiveness of the plan and applies contingency-management techniques to deal with a range of changing circumstances that may alter the management of organisational risk.

SITHCC0218 HANDLE AND SERVE CHEESE

Prerequisites: SITHHY002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
Description: This unit describes the performance outcomes, skills and knowledge required to identify, handle and present cheese. Cheeses may include milk-based products from cows, sheep, goats or buffalo, or alternatives such as soy. They may be traditional, contemporary or specialist and may be locally produced or imported. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Assessment: Direct observation, sampling, test and portfolio

SITHENV002A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to analyse environmentally sustainable work practices effectively. It requires the ability to analyse current work practices, seek information from key stakeholders and specialists, set improvement targets, implement improvements and monitor their effectiveness. The unit is the second of three hierarchical service industry units that describe varying levels of participation in work practices that contribute to environmental sustainability. It is equivalent to GCSSUS02A from the Generic Guideline units for Sustainability.
Required Reading: No required text
Assessment: project or work activities that show candidate’s ability to analyse environmentally sustainable work practices, set improvement targets, implement improvements and monitor their effectiveness - knowledge of external benchmarks and how these can be applied to the workplace to improve environmental sustainability - knowledge of how to access information on the current range of legislation, regulations and industry codes and ability to interpret the requirements clearly as they relate to the business operation - knowledge of general environmental impacts and issues associated with service industry operations, minimal impact techniques and procedures and their application within the workplace - project or work activities conducted over a commercially realistic period of time so that the analysis, implementation and monitoring aspects of this unit can be assessed.

VPAU073 USE A RANGE OF TECHNIQUES TO SOLVE MATHEMATICAL PROBLEMS

Prerequisites: Nil.
Description: The purpose of this unit is to provide learners with the knowledge and skills to use a range of specialist techniques and concepts to solve mathematical problems.
Required Reading: Nil.
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to apply a wide range of strategies and techniques to solve mathematical problems, demonstrate estimating skills to check calculations and reasonableness of outcomes and use mathematical symbolism, charts, diagrams and graphs as appropriate to convey mathematical thinking and processing. The anticipated methods of assessment will be, diagrams and models created by the learner, practical demonstration, records of teacher observations of learner’s activities, discussions and practical tasks, self-assessment sheets and online responses, written and verbal reports of investigations and problem-solving activities.

VPAU430 WORK WITHIN A MYOTHERAPY FRAMEWORK

Locations: Footscray Park, Whitten Oval - Footscray.
Prerequisites: Nil.
Description: This unit is designed to provide the skills and knowledge to enable the participant to work effectively within a myotherapy framework. It assumes that the participant already has the competency to work within a massage framework. There are no licensing requirements related to this unit, but there are a range of State and Federal laws and regulations that relate to its practice by a myotherapist.
Required Reading: No required text

VPAU431 APPLY MYOTHERAPY CLINICAL ASSESSMENT FRAMEWORK

Locations: Footscray Park, Whitten Oval - Footscray.
Prerequisites: Nil.
Description: This unit is designed to interpret information gathered during an examination and make an accurate assessment for myotherapy treatment. It assumes that the participant already has the competency to apply a remedial massage assessment framework. There are no licensing requirements related to this unit, but there are a range of State and Federal laws and regulations that relate to its practice by a myotherapist.
Required Reading: No required text

VPAU432 PERFORM MYOTHERAPY CLINICAL ASSESSMENT

Locations: Footscray Park, Whitten Oval - Footscray.
Prerequisites: Nil.
Description: This unit is designed to provide the knowledge and skills required to observe the condition of the client and gather information in order to provide myotherapy treatment. It assumes that the participant already has the competency to perform remedial massage health assessment. There are no licensing requirements related to this unit, but there are a range of State and Federal laws and regulations that relate to its practice by a myotherapist.
Required Reading: No required text

VPAU433 PLAN MYOTHERAPY TREATMENT STRATEGY

Locations: Footscray Park, Whitten Oval - Footscray.
Prerequisites: Nil.
Description: This unit is designed to provide the knowledge and skills required to enable the participant to prepare for myotherapy treatment and to negotiate with client the planning of myotherapy treatment. It assumes that the participant already has the competency to plan remedial massage treatment strategies. There are no licensing requirements related to this unit, but there are a range of State and Federal laws and regulations that relate to its practice by a myotherapist.
Required Reading: No required text

VPAU434 PROVIDE MYOTHERAPY TREATMENT

Prerequisites: Nil.

Description: This unit is designed to provide the knowledge and skills required to administer myotherapy treatment according to the techniques and practices of a myotherapy framework. It assumes that the participant already has the competency to provide remedial massage treatment. There are no licensing requirements related to this unit, but there are a range of State and Federal laws and regulations that relate to its practice by a myotherapist.

Required Reading: Nil