IMPORTANT INFORMATION

The information contained in the Victoria University 2007 TAFE Handbook was current as of December 2006.

NOTE: Because the University regularly adds new TAFE courses to its offering, 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 can be downloaded as a PDF file from the Victoria University website at www.vu.edu.au/courses/handbooks
## CONTENTS

How to use this handbook
2007 courses

**Note:** Courses available to International students include the symbol (I).

### SCHOOL OF BUSINESS AND SERVICES INDUSTRIES

<table>
<thead>
<tr>
<th>Department of Administrative and Legal Studies</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Diploma of Business (Legal Practice) (I)</td>
<td>10</td>
</tr>
<tr>
<td>Certificate III in Business (Legal Administration)</td>
<td>11</td>
</tr>
<tr>
<td>Certificate IV in Business (Legal Services)</td>
<td>11</td>
</tr>
<tr>
<td>Certificate II in Business</td>
<td>12</td>
</tr>
<tr>
<td>Certificate III in Business (I)</td>
<td>12</td>
</tr>
<tr>
<td>Certificate IV in Business Administration (I)</td>
<td>13</td>
</tr>
<tr>
<td>Diploma of Business Administration (I)</td>
<td>14</td>
</tr>
<tr>
<td>Diploma of Financial Services (Conveyancing)</td>
<td>14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department of Financial Services</th>
<th>21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma of Financial Services (I)</td>
<td>21</td>
</tr>
<tr>
<td>Diploma of Accounting (I)</td>
<td>21</td>
</tr>
<tr>
<td>Advanced Diploma of Financial Services</td>
<td>22</td>
</tr>
<tr>
<td>Certificate IV in Training and Assessment</td>
<td>23</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subjects</th>
<th>25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Hospitality and Tourism</td>
<td>28</td>
</tr>
<tr>
<td>Certificate II in Hospitality (Operations)</td>
<td>28</td>
</tr>
<tr>
<td>Certificate II in Hospitality (Kitchen Operations) (I)</td>
<td>29</td>
</tr>
<tr>
<td>Certificate III in Hospitality (Commercial Cookery)</td>
<td>29</td>
</tr>
<tr>
<td>Certificate III in Hospitality (Catering Operations) (I)</td>
<td>30</td>
</tr>
<tr>
<td>Certificate III in Hospitality (Operations)</td>
<td>30</td>
</tr>
<tr>
<td>Certificate IV in Hospitality (Supervision) (I)</td>
<td>31</td>
</tr>
<tr>
<td>Diploma of Hospitality Management</td>
<td>32</td>
</tr>
<tr>
<td>Advanced Diploma of Hospitality Management (I)</td>
<td>33</td>
</tr>
<tr>
<td>Certificate II in Tourism (Operations)</td>
<td>34</td>
</tr>
<tr>
<td>Certificate III in Tourism (International Retail Travel Sales)</td>
<td>34</td>
</tr>
<tr>
<td>Certificate III in Tourism (Guiding)</td>
<td>35</td>
</tr>
<tr>
<td>Certificate III in Tourism (Operations)</td>
<td>36</td>
</tr>
<tr>
<td>Certificate IV in Tourism (Operations) (I)</td>
<td>36</td>
</tr>
<tr>
<td>Diploma of Event Management (I)</td>
<td>38</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subjects</th>
<th>39</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Leadership and Small Business</td>
<td>44</td>
</tr>
<tr>
<td>Course in Property ( Agents’ Representative)</td>
<td>44</td>
</tr>
<tr>
<td>Certificate IV in Property (Real Estate Agency Practice)</td>
<td>44</td>
</tr>
<tr>
<td>Certificate III in Business (Frontline Management)</td>
<td>45</td>
</tr>
<tr>
<td>Certificate IV in Business (Small Business Management)</td>
<td>46</td>
</tr>
<tr>
<td>Certificate IV in Business (Frontline Management)</td>
<td>46</td>
</tr>
<tr>
<td>Diploma of Business (Frontline Management)</td>
<td>47</td>
</tr>
<tr>
<td>Certificate II in Retail Operations</td>
<td>47</td>
</tr>
<tr>
<td>Certificate III in Retail Supervision</td>
<td>48</td>
</tr>
<tr>
<td>Certificate III in Retail Operations</td>
<td>49</td>
</tr>
<tr>
<td>Certificate IV in Retail Management</td>
<td>50</td>
</tr>
<tr>
<td>Diploma of Retail Management</td>
<td>51</td>
</tr>
<tr>
<td>Certificate II in Wholesale Operations</td>
<td>52</td>
</tr>
<tr>
<td>Certificate III in Wholesale Operations</td>
<td>52</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subjects</th>
<th>54</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Management and Marketing</td>
<td>61</td>
</tr>
<tr>
<td>Advanced Diploma of Business (International Business) (I)</td>
<td>61</td>
</tr>
<tr>
<td>Certificate IV in Business (Public Relations)</td>
<td>61</td>
</tr>
<tr>
<td>Advanced Diploma of Business (Public Relations) (I)</td>
<td>61</td>
</tr>
<tr>
<td>Certificate IV in Business (Operations Management)</td>
<td>62</td>
</tr>
<tr>
<td>Diploma of Business (Operations Management)</td>
<td>62</td>
</tr>
<tr>
<td>Certificate IV in Business (Advertising)</td>
<td>63</td>
</tr>
<tr>
<td>Certificate IV in Business (Marketing)</td>
<td>64</td>
</tr>
<tr>
<td>Certificate IV in Business (Human Resources)</td>
<td>65</td>
</tr>
<tr>
<td>Certificate IV in Business Management</td>
<td>66</td>
</tr>
<tr>
<td>Certificate IV in Business (International Trade)</td>
<td>67</td>
</tr>
<tr>
<td>Diploma of Business (I)</td>
<td>68</td>
</tr>
<tr>
<td>Diploma of Business Management</td>
<td>68</td>
</tr>
<tr>
<td>Diploma of Business (Advertising)</td>
<td>69</td>
</tr>
<tr>
<td>Diploma of Business (Marketing)</td>
<td>69</td>
</tr>
<tr>
<td>Diploma of Business (Human Resources) (I)</td>
<td>70</td>
</tr>
<tr>
<td>Diploma of International Business</td>
<td>70</td>
</tr>
<tr>
<td>Advanced Diploma of Business (Advertising) (I)</td>
<td>71</td>
</tr>
<tr>
<td>Advanced Diploma of Business (Marketing) (I)</td>
<td>71</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subjects</th>
<th>72</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Personal Services</td>
<td>79</td>
</tr>
<tr>
<td>Certificate II in Modelling (I)</td>
<td>79</td>
</tr>
<tr>
<td>Diploma of Make-up (I)</td>
<td>79</td>
</tr>
</tbody>
</table>
Subjects

SCHOOL OF ENGINEERING, CONSTRUCTION AND INDUSTRIAL SKILLS

Department of Automotive Technology

Certificate II in Make-up Services
Certificate III in Beauty Services
Certificate IV in Beauty Therapy
Diploma of Beauty Therapy
Certificate II in Hairdressing [Pre-Apprenticeship]
Certificate III in Hairdressing
Certificate IV in Hairdressing
Diploma of Hairdressing, Salon Management

Subjects

Department of Building and Construction

Certificate III in Plumbing and Gasfitting Re-Enrolling Students Only
Certificate III in Building and Construction [Painting & Decorating Pre-Apprenticeship]
Certificate II in Sign Writing
Certificate IV in Sign Technology
Certificate II in Plumbing (Prevocational)
Certificate III in Off-Site Construction (Sign Writing/Computer Operations)
Certificate III in General Construction (Painting & Decorating)[Apprenticeship]
Certificate II in Drainage
Certificate III in Plumbing

Subjects

Department of Electrotechnology and Computer Systems

Certificate II in Electrician
Certificate I in Electrotechnology [Engineering] [Pre Apprenticeship]
Certificate II in Electrotechnology Data Communications
Certificate II in Electrotechnology Servicing [Computer Assembly]
Certificate III in Electrotechnology Communications [Broadcast]
Certificate III in Civil Construction (Plant Operations) .......................................................... 206
Certificate III in Civil Construction (Road Construction and Maintenance) .......................... 207

Install Primary Ground Support .............................................. 207
Certificate I in Transport and Distribution (Warehousing & Storage) ................................. 208
Certificate I in Transport and Distribution (Road Transport) ............................................. 208
Certificate I in Transport and Distribution (Stevedoring) .................................................. 209
Certificate I in Transport and Distribution (Rail Operations) ............................................ 209
Certificate II in Transport and Distribution (Warehousing & Storage) ............................ 210
Certificate II in Transport and Distribution (Road Transport) ........................................... 211
Certificate II in Transport and Distribution (Stevedoring) ................................................ 212
Certificate II in Transport and Distribution (Rail Operations) .......................................... 212
Certificate II in Transport and Distribution (Administration) .......................................... 213
Certificate III in Transport and Distribution (Warehousing & Storage) ........................... 214
Certificate III in Transport and Distribution (Road Transport) ......................................... 215
Certificate III in Transport and Distribution (Stevedoring) .............................................. 217
Certificate III in Transport and Distribution (Rail Operations) ........................................ 217
Certificate III in Transport and Distribution (Mobile Cranes Operations) ......................... 218
Certificate III in Transport and Distribution (Administration) ......................................... 219
Certificate IV in Transport and Distribution (Warehousing & Storage) .......................... 219
Certificate IV in Transport and Distribution (Road Transport) ......................................... 221
Certificate IV in Transport and Distribution (Stevedoring) ............................................. 222
Certificate IV in Transport and Distribution (Rail Operations) ........................................ 222
Certificate IV in Transport and Distribution (Administration) ........................................ 223
Diploma of Logistics Management ............................................. 224
Advanced Diploma of Logistics Management ..................................................... 224
Certificate II in Funeral Services (Gravedigging, Grounds and Maintenance) .................. 225

Subjects ............................................................... 227
# SCHOL OF FURTHER EDUCATION, ARTS AND EMPLOYMENT SERVICES

## Department of Access Education Programs

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate I in General Education for Adults (Introductory)</td>
<td>247</td>
</tr>
<tr>
<td>Certificate I in General Education for Adults</td>
<td>247</td>
</tr>
<tr>
<td>Certificate II in General Education for Adults</td>
<td>248</td>
</tr>
<tr>
<td>Certificate II in General Education for Adults</td>
<td>249</td>
</tr>
<tr>
<td>Certificate III in General Education for Adults</td>
<td>250</td>
</tr>
<tr>
<td>Certificate III in General Education for Adults</td>
<td>251</td>
</tr>
<tr>
<td>Certificate III in General Education for Adults</td>
<td>252</td>
</tr>
<tr>
<td>Certificate IV in ESL (Access)</td>
<td>253</td>
</tr>
<tr>
<td>Certificate IV in ESL (Access)</td>
<td>254</td>
</tr>
<tr>
<td>Certificate IV in ESL (Access)</td>
<td>255</td>
</tr>
<tr>
<td>Certificate IV in ESL (Access)</td>
<td>256</td>
</tr>
<tr>
<td>Certificate IV in ESL (Access)</td>
<td>257</td>
</tr>
<tr>
<td>Certificate IV in ESL (Access)</td>
<td>258</td>
</tr>
<tr>
<td>Certificate IV in ESL (Access)</td>
<td>259</td>
</tr>
<tr>
<td>Course in Preliminary Spoken and Written English</td>
<td>260</td>
</tr>
<tr>
<td>Certificate III in Spoken and Written English</td>
<td>261</td>
</tr>
<tr>
<td>Certificate II in Spoken and Written English</td>
<td>262</td>
</tr>
<tr>
<td>Certificate I in Spoken and Written English</td>
<td>263</td>
</tr>
<tr>
<td>Certificate I in Information Technology</td>
<td>263</td>
</tr>
</tbody>
</table>

## Department of Employment and Training Services

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victorian Certificate of Applied Learning (Foundation)</td>
<td>274</td>
</tr>
<tr>
<td>Victorian Certificate of Applied Learning (Intermediate)</td>
<td>274</td>
</tr>
<tr>
<td>Victorian Certificate of Applied Learning (Intermediate)</td>
<td>274</td>
</tr>
<tr>
<td>Certificate I in ESL (Access)</td>
<td>275</td>
</tr>
<tr>
<td>Certificate IV in ESL (Access)</td>
<td>276</td>
</tr>
<tr>
<td>Certificate IV in ESL (Access)</td>
<td>276</td>
</tr>
<tr>
<td>Certificate I in Vocational Preparation</td>
<td>277</td>
</tr>
<tr>
<td>Certificate I in Transitional Education</td>
<td>277</td>
</tr>
<tr>
<td>Certificate I in Work Education</td>
<td>278</td>
</tr>
</tbody>
</table>

## Department of Further Education Programs

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate IV in Liberal Arts</td>
<td>283</td>
</tr>
<tr>
<td>Diploma of Liberal Arts</td>
<td>283</td>
</tr>
<tr>
<td>Course in Preparation for Tertiary Studies (Arts)</td>
<td>284</td>
</tr>
<tr>
<td>Certificate IV in ESL (Further Study)</td>
<td>285</td>
</tr>
<tr>
<td>Certificate IV in Further Education</td>
<td>285</td>
</tr>
<tr>
<td>Diploma of Further Education</td>
<td>285</td>
</tr>
<tr>
<td>Victorian Certificate of Education</td>
<td>287</td>
</tr>
<tr>
<td>Certificate IV in Music Industry (Technical Production)</td>
<td>288</td>
</tr>
<tr>
<td>Certificate IV in Music Industry (Business)</td>
<td>289</td>
</tr>
<tr>
<td>Diploma of Music</td>
<td>289</td>
</tr>
<tr>
<td>Diploma of Music</td>
<td>290</td>
</tr>
</tbody>
</table>

## Department of Visual Arts, Design and Multimedia

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma of Arts (Visual Art) (I)</td>
<td>305</td>
</tr>
<tr>
<td>Diploma of Arts (Graphic Arts)</td>
<td>305</td>
</tr>
<tr>
<td>Advanced Diploma of Arts (Graphic Design)</td>
<td>306</td>
</tr>
<tr>
<td>Certificate I in Multimedia</td>
<td>307</td>
</tr>
<tr>
<td>Certificate II in Multimedia</td>
<td>307</td>
</tr>
<tr>
<td>Certificate IV in Multimedia</td>
<td>308</td>
</tr>
<tr>
<td>Diploma of Multimedia</td>
<td>309</td>
</tr>
<tr>
<td>Advanced Diploma of Multimedia (Streams in Interactive Media &amp; Games Development) (I)</td>
<td>310</td>
</tr>
</tbody>
</table>

## Subjects

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate III in General Education for Adults</td>
<td>311</td>
</tr>
<tr>
<td>Course in Gateway to Nursing and Health Sciences</td>
<td>311</td>
</tr>
<tr>
<td>Certificate IV in ESL (Further Study)[Health]</td>
<td>311</td>
</tr>
<tr>
<td>Certificate IV in ESL (Further Study)</td>
<td>312</td>
</tr>
<tr>
<td>English as a Second Language (Employment)</td>
<td>312</td>
</tr>
<tr>
<td>Certificate IV in Professional Writing and Editing</td>
<td>312</td>
</tr>
<tr>
<td>Diploma of Professional Writing and Editing</td>
<td>312</td>
</tr>
</tbody>
</table>
Certificate II Library/Information Services ................................................................. 322
Certificate III in Library/Information Services ......................................................... 323
Certificate IV in Library/Information Services ......................................................... 323
Diploma of Library/Information Services ................................................................. 324
Advanced Diploma of Library/Information Services .................................................. 325

Subjects .................................................................................................................. 326

SCHOOL OF HUMAN SERVICES, SCIENCE AND TECHNOLOGY

Department of Child Studies ......................................................................................... 333
Certificate III in Children's Services (I) ................................................................. 333
Certificate IV in Out of School Hours Care ............................................................. 333
Diploma of Out of School Hours Care ................................................................. 334
Diploma of Children's Services (I) ................................................................. 335
Diploma of Community Services Management .................................................... 337
Advanced Diploma of Children's Services .............................................................. 338
Advanced Diploma of Community Services Work. .................................................... 339
Advanced Diploma of Community Services Management ....................................... 341

Subjects .................................................................................................................. 343

Department of Health Services ................................................................................. 348
Certificate IV in Health (Nursing) (I) ....................................................................... 348
Course in Medication Administration for Division 2 Registered Nurses in Victoria ................................................................. 349
Course in First Aid Level 1 – Emergency Life Support ............................................. 349
Course in First Aid Level 2 – Provide First Aid ....................................................... 350
Certificate IV in Training and Assessment ............................................................ 350

Subjects .................................................................................................................. 352

Department of Science and Biotechnology ............................................................... 354
Diploma in Information Technology (Multimedia) (I) ............................................. 360
Diploma in Information Technology (Software Development) (I) ........................................ 369
Diploma in Information Technology (General) ..................................................... 364
Certificate IV in Information Technology (Support) .......................................... 365
Certificate IV in Information Technology (Network Management) ..................... 366
Diploma of Information Technology (Network and Internet technologies) ...... 367
Certificate IV in Information Technology (Network Administration) ................. 368
Diploma in Information Technology (General) ..................................................... 369
Diploma of Information Technology (Software Development) ......................... 370
Diploma of Information Technology (Multimedia) (I) ............................................ 371
Advanced Diploma in Information Technology (Network Security) (I) ................. 372

Subjects .................................................................................................................. 373

Department of Science and Biotechnology ............................................................... 374
Certificate III in Science ......................................................................................... 374
Certificate IV in Science ......................................................................................... 375
Certificate IV in Food Science Technology .......................................................... 379
Diploma of Food Science Technology .................................................................. 382
Certificate IV in Occupational Health and Safety ................................................. 383
Diploma in Occupational Health and Safety ......................................................... 384
Advanced Diploma of Occupational Health and Safety ......................................... 385
Certificate IV in Food Processing ......................................................................... 386
Diploma of Food Processing .................................................................................. 387
Certificate III in Health Service Assistance (Hospital/Community Health Pharmacy Assistance) ................................................................. 388
Certificate IV in Health Service Assistance (Hospital and Community Health Pharmacy Technician) ................................................................. 389
Certificate III in Laboratory Skills ....................................................................... 390
Certificate IV in Laboratory Techniques .............................................................. 391
Diploma of Laboratory Technology (I) .................................................................... 392
Certificate II in Animal Studies ............................................................................. 393
Certificate III in Animal Technology ..................................................................... 394
Certificate II in Captive Animals .......................................................................... 395
Certificate III in Companion Animal Services ...................................................... 396
Certificate IV in Veterinary Nursing ...................................................................... 397
Diploma of Animal Technology ............................................................................ 398

Subjects .................................................................................................................. 402

Department of Social and Community Studies ......................................................... 416
Certificate IV in Justice ........................................................................................... 417
Certificate II in Justice ............................................................................................ 418
Foundations of Counselling .................................................................................. 419
Certificate III in Aged Care Work ......................................................................... 419
Certificate II in Home and Community Care ......................................................... 420
Certificate III in Disability Work – Teachers AidE .................................................. 421
Certificate III in Youth Work .................................................................................. 421
Certificate III in Community Services Work ................................................................. 422
Certificate IV in Aged Care Work .................................................................................. 423
Certificate IV in Service Co-ordination (Ageing and Disability) .................................. 424
Certificate IV in Disability Work .................................................................................... 425
Certificate IV in Youth Work ........................................................................................ 426
Certificate IV in Marriage Celebrancy ......................................................................... 426
Certificate IV in Alcohol and Other Drugs Work .......................................................... 427
Diploma of Youth Work .................................................................................................. 428
Diploma of Community Welfare Work ........................................................................... 428
Diploma of Community Services Lifestyle and Leisure .................................................. 429
Diploma of Alcohol and Other Drugs Work .................................................................... 430
Advanced Diploma of Disability Work ......................................................................... 431
Certificate III in Non-emergency Patient Transport ....................................................... 432
Certificate III in Health Service Assistance (Allied Health Assistance) ...................... 432
Certificate III in Health Service Assistance (Allied Health Assistance) ...................... 433
Diploma of Paramedical Science (Ambulance) ............................................................... 433
Diploma of Community Services Management .......................................................... 434
Advanced Diploma of Community Services Management ............................................ 435

Subjects .......................................................................................................................... 438

**Department of Sport, Recreation and Performance** .................................................. 449
Graduate Certificate in Career Counselling for Elite Performers (Dance, Music, Sport) (I)........................................................................................................... 449
Certificate IV in Theatre Arts .......................................................................................... 449
Diploma of Theatre Arts (I) ............................................................................................ 450
Certificate III in Visual Arts & Contemporary Craft ..................................................... 450
Certificate III in Arts Administration ............................................................................ 451
Certificate IV in Arts Administration ............................................................................ 451
Certificate II in Community Recreation ......................................................................... 452
Certificate III in Fitness (I) ........................................................................................... 453
Certificate IV in Fitness (I) ........................................................................................... 453
Diploma of Fitness ......................................................................................................... 454
Certificate II in Sport and Recreation ............................................................................ 455

Subjects .......................................................................................................................... 456

**TEACHING AND LEARNING SUPPORT CENTRES** ................................................. 466

Department of Staff Learning and Education Development ........................................ 466
Diploma of Vocational Education and Training PRACTICE ....................................... 467
Graduate Certificate in Vocational Education and Training ......................................... 468

Subjects .......................................................................................................................... 469
HOW TO USE THIS HANDBOOK

The 2007 TAFE Handbook is designed to provide students with detailed information on course structures and subject details for TAFE courses offered by Victoria University in 2007.

The courses and subject details are listed according to the individual departments within each of the University’s four TAFE schools.

NOTE: Courses available to International students are marked with the (I) symbol.

PLEASE NOTE

This handbook provides a guide to courses available within Victoria University’s TAFE sector in 2007. Although all attempts have been made to make the information as accurate as possible, students should check with the relevant school or department 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 and subjects that may later be altered or not offered due to unforeseen circumstances, such as insufficient enrolments or changes in teaching personnel. The fact that details of a course or subject 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 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.
Below are details of courses offered by the Department of Administrative and Legal Studies in 2007. The most up-to-date course information is available online on the University’s searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to International students are marked with the (I) symbol.

ADVANCED DIPLOMA OF BUSINESS (LEGAL PRACTICE) (I)

Course Code: 21618VIC

Campus: Melton (Full Time) and City King (Flexible Delivery)

Career Opportunities
A career with a diverse range of career paths in the legal industry including law clerk, litigation officer, trainee court registrar and legal assistant.

Scope of Delivery
Full time, Flexible delivery.

Course Objective
The course caters for the training needs of para-professionals in the legal industry. The legal knowledge gained in the course equips graduates to fulfil an industry need for legally informed support staff.

Entry Requirements
To qualify for admission to this course students must generally have successfully completed Year 12 or equivalent, or be mature age and be assessed by the department as being capable of completing the course. The entry requirement for the course is National Reporting System Level 4. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Procedures/Selection Criteria
VTAC ENTER Scores.

Course Duration
This course is two years full time.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM894</td>
<td>51</td>
</tr>
<tr>
<td>VBM895</td>
<td>51</td>
</tr>
<tr>
<td>VBM896</td>
<td>51</td>
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<td>VBM897</td>
<td>51</td>
</tr>
<tr>
<td>VBM898</td>
<td>51</td>
</tr>
<tr>
<td>VBM899</td>
<td>51</td>
</tr>
<tr>
<td>VBJ207</td>
<td>68</td>
</tr>
<tr>
<td>VBM900</td>
<td>51</td>
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<tr>
<td>VBM901</td>
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<td>VBM906</td>
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<td>VBM907</td>
<td>51</td>
</tr>
<tr>
<td>VBM908</td>
<td>51</td>
</tr>
<tr>
<td>VBM909</td>
<td>51</td>
</tr>
</tbody>
</table>

Elective Units of Study

(a) Students must complete a minimum four electives units of study from the following list:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM903</td>
<td>51</td>
</tr>
<tr>
<td>VBM904</td>
<td>51</td>
</tr>
<tr>
<td>VBM905</td>
<td>51</td>
</tr>
<tr>
<td>VBM908</td>
<td>51</td>
</tr>
<tr>
<td>VBM912</td>
<td>51</td>
</tr>
<tr>
<td>VBM913</td>
<td>51</td>
</tr>
<tr>
<td>VBM910</td>
<td>51</td>
</tr>
<tr>
<td>VBP160</td>
<td>51</td>
</tr>
</tbody>
</table>

(b) a minimum of 200 to a maximum of 400 Nominal Hours from the following list: Communication, customer service, team work & problem solving

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN305A</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN310A</td>
<td>35</td>
</tr>
<tr>
<td>BSBEBUS301A</td>
<td>20</td>
</tr>
<tr>
<td>BSBMKG407A</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN420A</td>
<td>50</td>
</tr>
<tr>
<td>BSBEEMS401A</td>
<td>50</td>
</tr>
<tr>
<td>LGADM421A</td>
<td>25</td>
</tr>
<tr>
<td>BSBFLM503B</td>
<td>60</td>
</tr>
<tr>
<td>BSFLM512A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMGT614A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMGT602A</td>
<td>60</td>
</tr>
</tbody>
</table>

Technology and E-Business

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN168A</td>
<td>40</td>
</tr>
<tr>
<td>BSBCMN205A</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN214A</td>
<td>20</td>
</tr>
<tr>
<td>BSBCMN306A</td>
<td>80</td>
</tr>
<tr>
<td>BSBDADM303A</td>
<td>30</td>
</tr>
<tr>
<td>BSBDADM304A</td>
<td>120</td>
</tr>
<tr>
<td>BSBDADM305A</td>
<td>20</td>
</tr>
<tr>
<td>BSBDADM402A</td>
<td>100</td>
</tr>
<tr>
<td>BSALPP401A</td>
<td>80</td>
</tr>
<tr>
<td>BSBDADM506A</td>
<td>60</td>
</tr>
<tr>
<td>BSFLM501B</td>
<td>60</td>
</tr>
</tbody>
</table>
CERTIFICATE III IN BUSINESS (LEGAL ADMINISTRATION)

Course Code: BSA30200

Campus: Footscray Nicholson, St Albans.

Career Opportunities
Legal support staff.

Scope of Delivery
This course is offered on a full time basis and flexible delivery.

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

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

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

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

Course Duration
6 months full time.

Course Structure
The course requires the completion of 12 units as follows:

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSACS301A</td>
<td>10</td>
</tr>
<tr>
<td>BSALC301A</td>
<td>40</td>
</tr>
<tr>
<td>BSALF301A</td>
<td>40</td>
</tr>
<tr>
<td>BSALO301A</td>
<td>10</td>
</tr>
<tr>
<td>BSALPP301A</td>
<td>80</td>
</tr>
<tr>
<td>BSALPP302A</td>
<td>25</td>
</tr>
<tr>
<td>BSALR301A</td>
<td>20</td>
</tr>
<tr>
<td>BSSCMN201A</td>
<td>20</td>
</tr>
<tr>
<td>BSSCMN306A</td>
<td>80</td>
</tr>
<tr>
<td>BSBBFM303A</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units of Study

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

CERTIFICATE IV IN BUSINESS (LEGAL SERVICES)

Course Code: BSA40200

Campus: Footscray Nicholson, St Albans.

Career Opportunities
Legal administration officer.

Scope of Delivery
This course is offered on a full time basis and via flexible delivery.

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

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

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

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

Course Duration
Full time over 18 weeks.

Course Structure

Pre-requisite Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSALPP301A</td>
<td>80</td>
</tr>
<tr>
<td>BSALPP302A</td>
<td>25</td>
</tr>
<tr>
<td>BSACS301A</td>
<td>10</td>
</tr>
<tr>
<td>BSALC301A</td>
<td>10</td>
</tr>
<tr>
<td>BSALF301A</td>
<td>40</td>
</tr>
<tr>
<td>BSSCMN201A</td>
<td>20</td>
</tr>
</tbody>
</table>
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Unit</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAC401A</td>
<td>PROVIDE NON-LEGAL ADVICE</td>
<td>50</td>
</tr>
<tr>
<td>BSALC401A</td>
<td>INTERACT WITH OTHER PARTIES</td>
<td>30</td>
</tr>
<tr>
<td>BSALC402A</td>
<td>RESEARCH, LOCATE AND PROVIDE LEGAL AND OTHER INFORMATION IN RESPONSE TO REQUESTS</td>
<td>60</td>
</tr>
<tr>
<td>BSALF401A</td>
<td>MAINTAIN TRUST ACCOUNTS</td>
<td>50</td>
</tr>
<tr>
<td>BSALPP401A</td>
<td>PREPARE AND PRODUCE COMPLEX LEGAL DOCUMENTS</td>
<td>80</td>
</tr>
</tbody>
</table>

Elective Units of Study

Four units must be selected. In the case of full time students, the Department of Administrative Studies will determine the Unit of Study to be offered. Workplace students (trainees) may select other electives in consultation with their employer, and with approval of the Head of Department, having regard to the list of relevant units in:

Two Units of Study from:

Paralegal Functional Stream

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSALPL401A</td>
<td>PROVIDE SUPPORT IN PROPERTY LAW MATTERS</td>
</tr>
<tr>
<td>BSALPL402A</td>
<td>PROVIDE SUPPORT IN FAMILY LAW MATTERS</td>
</tr>
</tbody>
</table>

Other Elective Units of Study

Plus 2 units from the SB01 Business Services Training Package, Australian National Training Authority (ANTA) 2001, of which a minimum of 2 units must be from a qualification at AQF level IV; 1 unit may be included from a lower or higher level in this qualification, providing it has not previously been included in a qualification at a lower level.

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

CERTIFICATE II IN BUSINESS

Course Code: BSB20101

Campus: Footscray Nicholson and St Albans Campuses.

Career Opportunities

When you graduate, you will be qualified to be a Receptionist or Administrative Officer.

Scope of Delivery

Full time

Course Objective

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

Entry Requirements

You must be assessed by the Head of Department 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.

Course Duration

Full time over 235–550 hours or Part time equivalent.

Course Structure

Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN201A</td>
<td>WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT</td>
</tr>
<tr>
<td>BSBCMN202A</td>
<td>ORGANISE AND COMPLETE DAILY WORK ACTIVITIES</td>
</tr>
<tr>
<td>BSBCMN203A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
</tr>
<tr>
<td>BSBCMN204A</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
</tr>
<tr>
<td>BSBCMN205A</td>
<td>USE BUSINESS TECHNOLOGY</td>
</tr>
<tr>
<td>BSBCMN206A</td>
<td>PROCESS AND MAINTAIN WORKPLACE INFORMATION</td>
</tr>
<tr>
<td>BSBCMN207A</td>
<td>PREPARE AND PROCESS FINANCIAL/BUSINESS DOCUMENTS</td>
</tr>
<tr>
<td>BSBCMN208A</td>
<td>DELIVER A SERVICE TO CUSTOMERS</td>
</tr>
<tr>
<td>BSBCMN209A</td>
<td>PROVIDE INFORMATION TO CLIENTS</td>
</tr>
<tr>
<td>BSBCMN210A</td>
<td>IMPLEMENT IMPROVED WORK PRACTICES</td>
</tr>
<tr>
<td>BSBCMN211A</td>
<td>PARTICIPATE IN WORKPLACE SAFETY PROCEDURES</td>
</tr>
<tr>
<td>BSBCMN212A</td>
<td>HANDLE MAIL</td>
</tr>
<tr>
<td>BSBCMN213A</td>
<td>PRODUCE SIMPLE WORDPROCESSED DOCUMENTS</td>
</tr>
<tr>
<td>BSBCMN214A</td>
<td>CREATE AND USE SIMPLE SPREADSHEETS</td>
</tr>
<tr>
<td>BSBCMN215A</td>
<td>PARTICIPATE IN ENVIRONMENTAL WORK PRACTICES</td>
</tr>
</tbody>
</table>

Requiring 12 units for the qualification, a minimum of 8 units from the Common Business units listed above, including “BSBCMN211A Participate in workplace safety procedures” and 4 units from the Business Services Training Package or any other endorsed Training Package, of which 2 units must be from AQF 2 level, and maximum of 2 may be included from lower or higher levels.

CERTIFICATE III IN BUSINESS (I)

Course Code: BSB30101

Campus: Footscray Nicholson and St Albans Campuses.

Career Opportunities

When you graduate, you will be qualified to be a Receptionist or Administrative Officer.

Scope of Delivery

Full time or Part time.

Course Objective

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

Entry Requirements

You must be assessed by the Head of Department 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.
**Course Duration**
Full time over 345–635 hours or Part time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Core Units of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Code</strong></td>
</tr>
<tr>
<td>BSBCMN301A</td>
</tr>
<tr>
<td>BSBCMN302A</td>
</tr>
<tr>
<td>BSBCFLM303A</td>
</tr>
<tr>
<td>BSBCMN304A</td>
</tr>
<tr>
<td>BSBCMN305A</td>
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<tr>
<td>BSBCMN306A</td>
</tr>
<tr>
<td>BSBCMN307A</td>
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<tr>
<td>BSBCMN308A</td>
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<tr>
<td>BSBCMN309A</td>
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<td>BSBCMN310A</td>
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<tr>
<td>BSBCMN311A</td>
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<tr>
<td>BSBCMN312A</td>
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<td>BSBCMN313A</td>
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<tr>
<td>BSBCMN314A</td>
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<tr>
<td>BSBCMN315A</td>
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<td>BSBCMN316A</td>
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<tr>
<td>BSBCMN317A</td>
</tr>
<tr>
<td>BSBCMN318A</td>
</tr>
<tr>
<td>BSBCMN319A</td>
</tr>
<tr>
<td>BSBCMN320A</td>
</tr>
<tr>
<td>Plus 4 units from the Business Services Training Package or any other endorsed Training Package, of which 2 units must be from AQF 3 level, and maximum of 2 may be included from lower or higher levels.</td>
</tr>
</tbody>
</table>
and three units from the Business Services Training Package or any other endorsed training package, of which a minimum of two units must be from a qualification at AQF level IV; 1 unit may be included from lower or higher levels in this qualification. Units from other Training Packages must not duplicate units selected from the Business Services Training Package. All units selected must contribute to and combine to form a work outcome.

**DIPLOMA OF BUSINESS ADMINISTRATION (I)**

**Course Code:** BSB50201

**Campus:** Footscray Nicholson, St Albans, Flexible Education

**Career Opportunities**

Executive Secretary, Administration Officer, Computer Operations, Clerical Assistant, and Receptionist.

**Scope of Delivery**

Diploma of Business Administration is offered full time, or part time and flexible learning arrangements which may include off-campus study, workshops or workplace facilitation.

**Course Objective**

The course provides participants with administrative skills and technical ability for administrative work in a broad range of Business organisations. The Diploma of Business Administration is a three-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.

**Entry Requirements**

To qualify for admission to the Diploma of Business Administration/Certificate IV in Business Administration applicants must be assessed by the Head of Department as being capable of completing the course.

**Selection Procedures/Selection Criteria**

Educational qualifications, employment history (voluntary work) and life experience etc. are taken into account in selecting direct application students.

**Course Duration**

The Diploma of Business Administration is offered on a full time basis over 18 months or Part time equivalent. Part time programs are normally conducted in the evenings or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation. Traineeships are usually delivered both on and off- the-job or in a mixture of these delivery modes over a twelve month period.

Stage 1 Certificate III in Business 15–20 weeks

Stage 2 Certificate IV in Business Administration 15–20 weeks

Stage 3 Diploma of Business Administration 15–20 weeks

**Course Structure**

**Core Units of Study**

The course requires the completion of 8 units as follows -

(a) A minimum of 5 units from the Specialist Administration Domain listed below:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM501A</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM502A</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM503A</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM504A</td>
<td>50</td>
</tr>
<tr>
<td>BSBADM505A</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM506A</td>
<td>60</td>
</tr>
</tbody>
</table>

(b) And 3 units of study from the Business Services Training Package or any other endorsed Training Package, of which a minimum of 2 units must be from a qualification at Diploma level; 1 unit may be included from a lower or higher level in this qualification. Units from other Training Packages must not duplicate units selected from the Business Services Training Package. All units of study selected must contribute to and combine to form a work outcome.

**DIPLOMA OF FINANCIAL SERVICES (CONVEYANCING)**

**Course Code:** FNS50604

**Campus:** Footscray Nicholson

**Career Opportunities**

Conveyancers

**Scope of Delivery**

This is a full fee course. Part time and online delivery.

**Course Objectives**

The course provides the knowledge and skills required of those employed as conveyancers at the managerial level.

**Entry Requirements**

Applicants must be able to demonstrate to the satisfaction of the Department that they are capable of successfully completing the course having regard to previous industry and educational experience.

**Selection Procedures**

A direct entry application form must be completed and forwarded to the Administrative and Legal Studies Department. Applicants may be required to attend an interview.

**Course Duration**

The course is delivered Part time over three years.

**Course Structure**

**Core Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSICGEN301A</td>
<td>30</td>
</tr>
<tr>
<td>FNSICGEN302A</td>
<td>50</td>
</tr>
<tr>
<td>FNSICGEN304A</td>
<td>25</td>
</tr>
<tr>
<td>FNSICIND401A</td>
<td>30</td>
</tr>
</tbody>
</table>
## Sectoral Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSCONV501A</td>
<td>TAKE INSTRUCTIONS IN RELATION TO A TRANSACTION</td>
<td>120</td>
</tr>
<tr>
<td>FNSCONV502A</td>
<td>PREPARE AND/OR ANALYSE AND EXECUTE DOCUMENTS</td>
<td>100</td>
</tr>
<tr>
<td>FNSCONV503A</td>
<td>ESTABLISH, MANAGE AND ADMINISTER TRUST ACCOUNTS</td>
<td>50</td>
</tr>
<tr>
<td>FNSCONV504A</td>
<td>FINALISE CONVEYANCING TRANSACTIONS</td>
<td>30</td>
</tr>
<tr>
<td>FNSICORG510A</td>
<td>MANAGE OWN PROFESSIONAL DEVELOPMENT</td>
<td>40</td>
</tr>
<tr>
<td>FNSICCUS501A</td>
<td>DEVELOP AND NURTURE RELATIONSHIPS WITH CLIENTS, OTHER PROFESSIONALS AND THIRD PARTY REFERRERS</td>
<td>50</td>
</tr>
</tbody>
</table>

## Elective Units of Study

A minimum of two elective units. They may be selected as follows:

- All 2 elective units may be selected from the Financial Services Training Package (FNS04) at the Certificate IV, Diploma and Advanced Diploma level.
- A maximum of 1 elective unit may be selected from other endorsed Training Packages in accordance with other packaging guidelines for this qualification.
- The choice of electives from other Training Packages or at lower or higher levels should be appropriate to the level and integrity of the qualification and to the workplace outcomes it is designed to meet.
- The units listed below are suggested as electives.

See Levels Chart for full list of units available in the Financial Services Training Package FNS04.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSICORG505A</td>
<td>MANAGE STAFF PERFORMANCE TO ACHIEVE STRATEGIC TARGETS</td>
<td>50</td>
</tr>
<tr>
<td>FNSICORG511A</td>
<td>MANAGE THE STAFF TRAINING FUNCTION</td>
<td>50</td>
</tr>
<tr>
<td>FNSICORG602A</td>
<td>RECRUIT, SELECT AND INDUCT STAFF</td>
<td>40</td>
</tr>
<tr>
<td>FNSICORG604A</td>
<td>PROVIDE LEADERSHIP AND MOTIVATION IN A WORKPLACE TEAM</td>
<td>30</td>
</tr>
<tr>
<td>FNSICORG606A</td>
<td>MANAGE FLOW OF INFORMATION</td>
<td>60</td>
</tr>
</tbody>
</table>
Subjects

Below are subject details for courses offered by the Department of Administrative and Legal Studies in 2007.

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

BSACS301A APPLY THE PRINCIPLES OF CONFIDENTIALITY AND SECURITY WITHIN THE LEGAL ENVIRONMENT
Content: Work within accepted codes of conduct; Follow confidentiality procedures; Follow security procedures.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

BSAC401A PROVIDE NON-LEGAL ADVICE
Content: Receive enquiry; Provide non-legal information; Consult legal practitioner to resolve legal enquiries.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

BSALC301A USE LEGAL TERMINOLOGY IN ORDER TO CARRY OUT TASKS
Content: Use appropriate legal terminology in written and oral communication with internal and external parties; Extend understanding of legal terminology.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSALC401A INTERACT WITH OTHER PARTIES
Content: Prepare for liaison; Organise self or other to arrange appointment; Undertake liaison.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSALC402A RESEARCH, LOCATE AND PROVIDE LEGAL AND OTHER INFORMATION IN RESPONSE TO REQUESTS
Content: Receive and process a request for information; Identify information source/s; Organise self or other/s to extract information; Ensure information meets request; Compose report/correspondence; Organise self or other to format report/correspondence; Finalise report/correspondence.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSALF301A MAINTAIN RECORDS FOR TIME AND DISBURSEMENTS IN A LEGAL PRACTICE
Content: Record fee-earner time; Enter disbursements incurred.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSALF401A MAINTAIN TRUST ACCOUNTS
Content: Check that trust funds are adequate; Draw cheque/s against the trust account; Prepare documentation upon completion of legal matter.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

BSALO301A ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE
Content: Record file-related critical dates and times; Make and record appointments on behalf of designated person; Assist designated person/s to prepare for critical dates; Follow up outcomes of meetings or other activities.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

BSALP401A PROVIDE SUPPORT IN PROPERTY LAW MATTERS
Content: Augment substantive knowledge of property law; Assist with preparation of prescribed documents to support sale of land; Prepare pre-settlement documents for vendor; Prepare and process pre-settlement documents for purchaser; Attend settlement meeting; Prepare and process post settlement documents for purchaser.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSALP402A PROVIDE SUPPORT IN FAMILY LAW MATTERS
Content: Property settlement; Maintenance; Contact and residence; Counselling and mediation; Assist with appeals process.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSALP301A APPLY KNOWLEDGE TO THE LEGAL SYSTEM TO COMPLETE TASKS
Content: Identify the main roles and responsibilities of key bodies in the legal system; Identify key personnel/sections within a legal firm and their functions, to complete routine administrative tasks; Produce and despatch legal documentation; Organise self or other to apply for certificates; Use court etiquette appropriate to the various courts.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSALP302A CARRY OUT SEARCH OF PUBLIC RECORD
Content: Plan search; Conduct search; Receive outcome of search; Deliver information.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

BSALP401A PREPARE AND PRODUCE COMPLEX LEGAL DOCUMENTS
Content: Establish document design and structure; Develop precedents and macros for document design; Organise self or others to produce documents; Organise self or others to print documents; Save file and exit system.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

BSALR301A HANDLE RECEIPT AND DESPATCH OF INFORMATION
Content: Receive and distribute incoming mail; Receive and despatch outgoing mail; Collate and despatch documents for bulk mailing; Organise urgent and same day deliveries.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BSBADM303A PRODUCE TEXTS FROM AUDIO TRANSCRIPTION
Content: Prepare for audio transcription; Transcribe audiotape; Edit and revise text.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBADM304A DESIGN AND DEVELOP TEXT DOCUMENTS
Content: Use safe work practices; Establish parameters for text document design and structure; Design text documents; Produce text documents.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum
BSBADM305A CREATE AND USE DATABASES
Content: Use safe work practices; Create simple databases; Create simple database queries; Use simple databases.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BSBADM401A PRODUCE COMPLEX TEXTS FROM SHORTHAND NOTES
Content: Take dictation using shorthand; Produce complex texts; Edit and revise texts.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

BSBADM402A PRODUCE COMPLEX BUSINESS DOCUMENTS
Content: Use safe work practices; Analyse document requirements; Design complex documents; Produce documents.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

BSBADM403A DEVELOP AND USE COMPLEX DATABASES
Content: Use safe work practices; Develop a linked database solution; Develop database record forms and reports; Automate and standardise database operation; Use databases.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BSBADM404A DEVELOP AND USE COMPLEX SPREADSHEETS
Content: Advanced functions and formulae; Importing and exporting data; Macros; Templates; Creating graphs and charts.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BSBADM405A ORGANISE MEETINGS
Content: Make meeting arrangements; Prepare documentation for meetings; Record and produce minutes of meeting.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BSBADM406A ORGANISE BUSINESS TRAVEL
Content: Organise business itinerary for domestic and overseas travel; Make travel arrangements; Arrange credit facilities.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BSBADM407A ADMINISTER PROJECTS
Content: Plan project administration; Coordinate project administration; Finalise and review project administration.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBADM408A PREPARE FINANCIAL REPORTS
Content: Maintaining an asset register; Recording general journal entries for balance day adjustments; Preparing final general ledger accounts; Preparing end of period financial reports.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBADM501A MANAGE THE ESTABLISHMENT AND MAINTENANCE OF A WORKGROUP NETWORK
Content: Manage the establishment of a workgroup network; Manage the maintenance of a workgroup network; Assist and train network users.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBADM503A PLAN AND MANAGE CONFERENCES
Content: Plan conference; Promote conference; Organise conference; Coordinate conference proceedings; Follow up conference proceedings.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBADM504A PLAN OR REVIEW ADMINISTRATION SYSTEMS
Content: Plan or review administration systems; Implement new or modified administration system; Monitor administration system.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

BSBADM505A MANAGE PAYROLL
Content: Establish procedures for the management of payroll; Prepare payroll data; Authorise payment of salaries; Administer salary records.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBCMN108A DEVELOP KEYBOARD SKILLS
Content: Use safe work practices; Identify and develop keyboard skills; Check accuracy.
Nominal Hours: 10-40 Hours
Assessment: As per accredited curriculum

BSBCMN211A PARTICIPATE IN WORKPLACE SAFETY PROCEDURES
Content: Follow workplace procedures for hazard identification and risk control; Contribute to Occupational Health and Safety in the workplace.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BSBCMN212A HANDLE MAIL
Content: The unit covers receiving and distributing incoming mail, collecting and despatching outgoing mail, and organising and sending electronic mail.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

BSBCMN214A CREATE AND USE SIMPLE SPREADSHEETS
Content: Create simple spreadsheets; Produce spreadsheets; Produce simple charts.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BSBCMN215A PARTICIPATE IN ENVIRONMENTAL WORK PRACTICES
Content: Follow workplace procedures for environmental work practices; Participate in the improvement of environmental work practices; Maintain environmental records
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BSBCMN306A PRODUCE BUSINESS DOCUMENTS
Content: Select and prepare resources; Design document; Produce document.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

BSBCMN307A MAINTAIN BUSINESS RESOURCES
Content: Advise on resource requirements; Monitor equipment/resource usage and maintenance; acquire resources.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BSBCMN308A MAINTAIN FINANCIAL RECORDS
Content: Maintain daily financial records; Maintain the general ledger; Process cash.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBCMN309A RECOMMEND PRODUCTS AND SERVICES
Content: Develop and maintain knowledge of products and services; Recommend products and services; Advise on promotional products.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
SCHOOL OF BUSINESS AND SERVICE INDUSTRIES

**BSBCMN310A DELIVER AND MONITOR A SERVICE TO CUSTOMERS**
Content: Identify customers’ needs; Deliver a service to customers; Monitor and report on service delivery.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

**BSBCMN311A MAINTAIN WORKPLACE SAFETY**
Content: Assist incorporation of Occupational Health and Safety policy and procedures into the work team; Support participative arrangements for the management of occupational health and safety; Support he organisation’s procedures for providing Occupational Health and Safety training; Participate in identifying hazards and assessing and controlling risks for the work area.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**BSBCMN314A UTILISE A KNOWLEDGE MANAGEMENT SYSTEM**
Content: Maintain workplace procedures; Support continuous improvement; Maintain recording procedures
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**BSBCMN315A WORK EFFECTIVELY WITH DIVERSITY**
Content: Recognise individual differences and respond appropriately; Work effectively with individual differences.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

**BSBCMN316A PROCESS CUSTOMER COMPLAINTS**
Content: Respond to complaints; Refer complaints; Exercise judgment to resolve customer service issues.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

**BSBCMN317A MEET CUSTOMER NEEDS AND EXPECTATIONS**
Content: Identify customer needs and expectations; Provide the identified customer needs and expectations; Develop knowledge for a specific range of products and services.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

**BSBCMN318A WRITE SIMPLE DOCUMENTS**
Content: Plan document; Draft document; Review document.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

**BSBCMN319A APPLY ADVANCED FIRST AID**
Content: Assess the situation; Manage the casualty(s); Coordinate first aid activities until arrival of medical assistance; Communicate essential incident details; Manage casualty in a remote and/or isolated area; Evaluate the incident.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

**BSBCMN320A MAINTAIN FIRST AID EQUIPMENT AND RESOURCES**
Content: Maintain resources; Record and manage records.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**BSBCMN407A COORDINATE BUSINESS RESOURCES**
Content: Determine resource requirements; Acquire and allocate resources; Monitor and report on resource usage.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

**BSBCMN408A REPORT ON FINANCIAL ACTIVITY**
Content: Compile financial information and data; Prepare statutory requirement reports; Provide financial business recommendations.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

**BSBCMN409A PROMOTE PRODUCTS AND SERVICES**
Content: Plan promotional activities; Coordinate promotional activities; Review and report on promotional activities.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**BSBCMN410A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES**
Content: Advise on customer service needs; Support implementation of customer service strategies; Evaluate and report on customer service.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**BSBCMN411A MONITOR A SAFE WORKPLACE**
Content: Provide information to the work group about the Occupational Health and Safety policies and procedures; Implement and monitor participative arrangements for the management of occupational health and safety; Implement and monitor the organisation’s procedures for providing Occupational Health and Safety training; Implement and monitor procedures for identifying hazards and assessing risks; Implement and monitor the organisation’s procedures for controlling risks; Implement and monitor the organisation’s procedures for maintaining Occupational Health and Safety records for the team.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**BSBBEMS401A DEVELOP AND IMPLEMENT BUSINESS DEVELOPMENT STRATEGIES TO EXPAND CLIENT BASE**
Content: 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).
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**BSBFLM303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS**
Content: Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**BSBFLM503B MANAGE EFFECTIVE WORKPLACE RELATIONS**
Content: This unit specifies the outcomes required to manage effective workplace relationships with particular regard to communication and representation. This involves analysing and communicating information, establishing systems to develop and maintain effective working relationships and networks, and implementing strategies to overcome difficulties.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBMGT614A DEVELOP AND IMPLEMENT DIVERSITY POLICY**
Content: This unit specifies the outcomes required to research diversity, draft policy, plan for implementation, and implement diversity policy.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum
**FNSCONV501A TAKE INSTRUCTIONS IN RELATION TO A TRANSACTION**

Content: This unit describes the function associated with taking instructions from clients in regard to dealings with real or personal property.

Nominal Hours: 120 Hours

Assessment: As per accredited curriculum

**FNSCONV502A PREPARE AND/OR ANALYSE AND EXECUTE DOCUMENTS**

Content: This unit describes the function associated with the analysis and/or preparation and execution of conveyancing documentation.

Nominal Hours: 100 Hours

Assessment: As per accredited curriculum

**FNSCONV503A ESTABLISH, MANAGE AND ADMINISTER TRUST ACCOUNTS**

Content: This unit describes the function of establishing, managing and administering trust and/or controlled money accounts.

Nominal Hours: 50 Hours

Assessment: As per accredited curriculum

**FNSCONV504A FINALISE CONVEYANCING TRANSACTIONS**

Content: This unit describes the function associated with completing transactions and ensuring that all matters relating to the transaction are completed.

Nominal Hours: 30 Hours

Assessment: As per accredited curriculum

**FNSICORG604A PROVIDE LEADERSHIP AND MOTIVATION IN A WORKPLACE TEAM**

Content: This unit describes the function associated with leading a staff team to achieve work tasks and goals.

Nominal Hours: 30 Hours

Assessment: As per accredited curriculum

**FNSICORG606A MANAGE FLOW OF INFORMATION**

Content: This unit describes the function associated with leading a staff team to achieve work tasks and goals.

Nominal Hours: 30 Hours

Assessment: As per accredited curriculum

**FNSICORG607A PROVIDE LEADERSHIP AND MOTIVATION IN A WORKPLACE TEAM**

Content: This unit describes the function associated with leading a staff team to achieve work tasks and goals.

Nominal Hours: 30 Hours

Assessment: As per accredited curriculum

**FNSICORG608A MANAGE FLOW OF INFORMATION**

Content: This unit describes the function associated with leading a staff team to achieve work tasks and goals.

Nominal Hours: 30 Hours

Assessment: As per accredited curriculum

**FNSICORG501A TAKE INSTRUCTIONS IN RELATION TO A TRANSACTION**

Content: This unit describes the function associated with taking instructions from clients in regard to dealings with real or personal property.

Nominal Hours: 120 Hours

Assessment: As per accredited curriculum

**FNSICORG502A PREPARE AND/OR ANALYSE AND EXECUTE DOCUMENTS**

Content: This unit describes the function associated with the analysis and/or preparation and execution of conveyancing documentation.

Nominal Hours: 100 Hours

Assessment: As per accredited curriculum

**FNSICORG503A ESTABLISH, MANAGE AND ADMINISTER TRUST ACCOUNTS**

Content: This unit describes the function of establishing, managing and administering trust and/or controlled money accounts.

Nominal Hours: 50 Hours

Assessment: As per accredited curriculum

**FNSICORG504A FINALISE CONVEYANCING TRANSACTIONS**

Content: This unit describes the function associated with completing transactions and ensuring that all matters relating to the transaction are completed.

Nominal Hours: 30 Hours

Assessment: As per accredited curriculum

**FNSICORG505A MANAGE STAFF PERFORMANCE TO ACHIEVE STRATEGIC TARGETS**

Content: This unit describes the function associated with managing the work of others to bring about an improvement in individual and organisational performance.

Nominal Hours: 50 Hours

Assessment: As per accredited curriculum

**FNSICORG506A MANAGE OWN PROFESSIONAL DEVELOPMENT**

Content: This competency standard covers the skills and knowledge required for financial market participants to effectively manage their own performance and take responsibility for their professional development.

Nominal Hours: 40 Hours

Assessment: As per accredited curriculum

**FNSICORG507A MANAGE THE STAFF TRAINING FUNCTION**

Content: This unit describes the function associated with identifying training needs for employees, planning and implementing training that develops individuals and improves business performance.

Nominal Hours: 50 Hours

Assessment: As per accredited curriculum

**FNSICUSR501A DEVELOP AND NURTURE RELATIONSHIPS WITH CLIENTS, OTHER PROFESSIONALS AND THIRD PARTY REFERREES**

Content: 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.

Nominal Hours: 50 Hours

Assessment: As per accredited curriculum

**FNSICUSR502A RECRUIT, SELECT AND INDUCT STAFF**

Content: This unit describes the function associated with recruiting, selecting and inducting suitable staff into an organisation.

Nominal Hours: 40 Hours

Assessment: As per accredited curriculum

**FNSICUSR503A ESTABLISH, MANAGE AND ADMINISTER TRUST ACCOUNTS**

Content: This unit describes the function of establishing, managing and administering trust and/or controlled money accounts.

Nominal Hours: 50 Hours

Assessment: As per accredited curriculum

**FNSICUSR504A FINALISE CONVEYANCING TRANSACTIONS**

Content: This unit describes the function associated with completing transactions and ensuring that all matters relating to the transaction are completed.

Nominal Hours: 30 Hours

Assessment: As per accredited curriculum

**FNSICUSR505A MANAGE STAFF PERFORMANCE TO ACHIEVE STRATEGIC TARGETS**

Content: This unit describes the function associated with managing the work of others to bring about an improvement in individual and organisational performance.

Nominal Hours: 50 Hours

Assessment: As per accredited curriculum

**FNSICUSR506A MANAGE OWN PROFESSIONAL DEVELOPMENT**

Content: This competency standard covers the skills and knowledge required for financial market participants to effectively manage their own performance and take responsibility for their professional development.

Nominal Hours: 40 Hours

Assessment: As per accredited curriculum

**FNSICUSR507A MANAGE THE STAFF TRAINING FUNCTION**

Content: This unit describes the function associated with identifying training needs for employees, planning and implementing training that develops individuals and improves business performance.

Nominal Hours: 50 Hours

Assessment: As per accredited curriculum

**FNSICUSR508A RECRUIT, SELECT AND INDUCT STAFF**

Content: This unit describes the function associated with recruiting, selecting and inducting suitable staff into an organisation.

Nominal Hours: 40 Hours

Assessment: As per accredited curriculum

**FNSICUSR509A PROVIDE LEADERSHIP AND MOTIVATION IN A WORKPLACE TEAM**

Content: This unit describes the function associated with leading a staff team to achieve work tasks and goals.

Nominal Hours: 30 Hours

Assessment: As per accredited curriculum

**FNSICUSR510A MANAGE FLOW OF INFORMATION**

Content: This unit describes the function associated with leading a staff team to achieve work tasks and goals.

Nominal Hours: 30 Hours

Assessment: As per accredited curriculum

**FNSICUSR511A PROVIDE LEADERSHIP AND MOTIVATION IN A WORKPLACE TEAM**

Content: This unit describes the function associated with leading a staff team to achieve work tasks and goals.

Nominal Hours: 30 Hours

Assessment: As per accredited curriculum

**FNSICUSR512A MANAGE FLOW OF INFORMATION**

Content: This unit describes the function associated with leading a staff team to achieve work tasks and goals.

Nominal Hours: 30 Hours

Assessment: As per accredited curriculum
VBM899 COMMERCIAL LAW
Content: Partnerships; Bankruptcy; Business and association names and trademarks; The authority of representatives of companies, partnerships, trusts and associations; Franchises.
Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM900 THE CONVEYANCING PROCESS
Content: Revision of the law of Contract; Formality required to achieve a binding contract for the sale of land; Terms commonly implied or expressed in a contract for the sale of land; Statutory intervention in contracts for the sale of land; The Sale of Land Act 1962; Estate Agents Act 1980; Secret Commissions by Agents; Domestic Building Contracts and Tribunal Act 1995; Trade Practices Act (Commonwealth) 1974; Fair Trading Act 1985; Investigation of title and quality of the land.
Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM901 FAMILY LAW
Content: Legal definition of marriage; Family Law Act and Family Court; Matrimonial Causes Act; Dissolving of a marriage; Custody and guardianship; Spousal maintenance; Child maintenance; Property Law Act in relation to de facto relationships; Family Law Act and Crimes Act in relation to orders; Adoption Act; Organisations which help parties in a relationship under stress; Appeals against judges decisions.
Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM902 LAND CONTRACTS
Content: Duties of Care owed by the conveyancer; Appropriate contracts for the sale of different land interests; Investigating the vendors title; Land titles office, stamper office and council procedures; Dealing with specific parties to contracts for the sale of land; Competing equitable interests in land.
Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM903 MORTGAGES, LEASES AND BUILDING CONTRACTS
Content: The nature of a mortgage as a security; Mortgagees and Mortgagors rights and obligations; Priorities amongst mortgagees; Commercial Mortgage transactions; Leases for commercial premises; Contracts for the sale of small businesses; Typical building contracts for premises on land.
Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM904 CONSUMER PROTECTION LAW
Content: Need for consumer protection; Obligations of suppliers of goods and services; Liabilities of manufacturers for faulty products; Liabilities of manufacturers for unsafe products; Product safety and product information; Occupational licensing; Consumer credit; Redress for consumer complaints.
Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM905 PROBATE AND ADMINISTRATION
Content: The law relating to wills; Caveats and contesting the validity of a will; The testators Family Maintenance Provisions; The administration and Probate Act and Intestate estates; The duties of executors, trustees and bankers; Obtaining a grant of probate and letter of administration.
Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM906 CIVIL PROCEDURE
Content: Court structure in Victoria; Rules of procedure; Conduct of a Supreme Court action; Conduct of a County Court action; Pleadings; Interlocutory proceeding.
Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM907 ADMINISTRATIVE LAW
Content: Development of the Administrative arm of government; Supervision of subordinate legislation; Judicial review and review on the merits; Judicial review of administrative decisions; Scope of, and grounds for, judicial review; Merits review and the Administrative Appeals Tribunal; The ombudsman as an alternative avenue of review; Access to reasons for administrative decisions.
Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM908 CRIMINAL LAW
Content: The concept of crime; Criminal procedure in Victoria; Homicide; Murder and Manslaughter; Assault and sexual offences; Defences; Participation in crime and attempts; Property offences; Strict liability offences.
Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM909 CORPORATION LAW
Content: This unit is designed to provide the skills and knowledge in the field of company and associations law as might be relevant to a person working in a legal office, financial institution, accounting office, government department or authority, or in the corporate section, who requires a thorough knowledge of company and associations law.
Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM910 ADMINISTRATIVE LAW
Content: Identifying legal questions and legal categories; Sources of legal information; Computer searching techniques; Citing legal information; Legislation and delegated legislation.
Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM911 CORPORATIONS LAW
Content: The concept of crime; Criminal procedure in Victoria; Homicide; Murder and Manslaughter; Assault and sexual offences; Defences; Participation in crime and attempts; Property offences; Strict liability offences.
Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM912 LAW OF MARKETING
Content: Insurance law; Negotiable instruments; Misleading and deceptive conduct and false or misleading representations; The Law of Agency; Law relating to Copyright; Industrial and intellectual property rights and the common law; Trademarks and designs; Passing off and confidential information; Law of Patents and Inventions; Raffles, market games and competitions; Gift promotions.
Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM913 LEGAL RESEARCH METHOD
Content: This unit is designed to provide the skills and knowledge in the field of company and associations law as might be relevant to a person working in a legal office, financial institution, accounting office, government department or authority, or in the corporate section, who requires a thorough knowledge of company and associations law.
Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VB160 EMPLOYMENT LAW
Content: Identify the legal rights and obligations in the employment relationship, analyse the main provisions in the Workplace Relations Act, 1996 and workplace regulations; examine the legal implications of the dispute resolution process; analyse the legal provisions relating to the termination of employment; examine the laws relating to anti-discrimination, equal opportunity and human rights in the workplace; analyse the legislation relating to accident compensation and occupational health and safety in the workplace; examine the implications of privacy law in the workplace.
Nominal Hours: 51 Hours
Assessment: As per accredited curriculum
DEPARTMENT OF FINANCIAL SERVICES

Below are details of courses offered by the Department Of Financial Services in 2007. The most up-to-date course information is available online on the University’s searchable courses database at www.vu.edu.au/courses.

NOTE: Courses available to International students are marked with the (I) symbol.

DIPLOMA OF FINANCIAL SERVICES (I)
Course Code: FNS50104
Campus: Footscray Nicholson Campus
Career Opportunities
When you graduate with the Diploma, you will be qualified to work as Customer Service Personnel, Financial Services Officer, Team Leader (Retail Financial Services).

Scope of Delivery
Full time, Part time

Course Objectives
Designed to develop workplace knowledge and skills in managing customer/client service, managing financial and business processes, managing a branch or section within retail financial services, and managing advisory or distribution services within the financial services sector.

Entry Requirements
You need to have completed Year 12 or equivalent; or be of mature age and assessed by the Department as being capable of successfully completing the course; or have a combination of educational and life experience.

Selection Procedures/Selection Criteria
Applicants must have successfully completed VCE or equivalent. Where the number of applicants exceeds the number of offers to be made, students will be ranked on ENTER score until the selection quota has been filled.

Course Duration
One year full time or equivalent. Part time program usually conducted in the evening.

Course Structure
Core Units of Study
Unit Code   Hours
FNSICGEN301A COMMUNICATE IN THE WORKPLACE 30
FNSICGEN302A USE TECHNOLOGY IN THE WORKPLACE 50
FNSICGEN303A APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE 25
FNSICIND401A APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY 30

Elective Units of Study
FNSACCT404A MAKE DECISIONS WITHIN A LEGAL CONTEXT 60
FNSICSAM401A SELL FINANCIAL PRODUCTS AND SERVICES 30
FNSCOMP401A CONDUCT INDIVIDUAL WORK IN A COMPLIANCE FRAMEWORK 40
FNSCRDT401A EVALUATE CREDIT APPLICATIONS 20
FNSCRDT402A SETTLE APPLICATION AND ARRANGEMENTS FOR DEBT FINANCE 20
FNSCOMP402A FACILITATE COMPLIANCE WITH STATUTORY, LEGISLATIVE AND REGULATORY REQUIREMENTS VIA STAFF EDUCATION 25
FNSASIC301A ESTABLISH CLIENT RELATIONSHIP AND ANALYSE NEEDS 50
FNSASIC302A DEVELOP, PRESENT AND NEGOTIATE CLIENT SOLUTIONS 50
FNSACCT405A PREPARE FINANCIAL STATEMENTS 60
FNSICORGS419A ANALYSE AND COMMENT ON MANAGEMENT REPORTS 40
BSBADM404A DEVELOP AND USE COMPLEX SPREADSHEETS 20
FNSICGEN502A SOLVE WORKPLACE PROBLEMS 30
FNSFMKTE501A ANALYSE FINANCIAL MARKETS AND INFORMATION 60
FNSBANK503A PROVIDE BUSINESS ADVISORY SERVICES WITHIN A FINANCIAL SERVICES CONTEXT 50
FNSRISK501A UNDERTAKE RISK IDENTIFICATION 40
FNSCOMP501A COMPLY WITH FINANCIAL SERVICES LEGISLATION, INDUSTRY AND PROFESSIONAL CODES OF PRACTICE 80
FNSACCT505A ESTABLISH & MAINTAIN ACCOUNTING INFORMATION SYSTEMS 60

For further information regarding these courses, contact the Department of Financial Services at financialservices@vu.edu.au.

DIPLOMA OF ACCOUNTING (I)
Course Code: FNS50204
Campus: Footscray Nicholson, St Albans, Werribee.
Career Opportunities
Assistant Accountant, Book Keeper, Office Manager, Administration Manager or Budget Officer.

Scope of Delivery
Full time and part time.

Course Objectives
Aims to provide participants with off-the-job training in service to customers, bank receipts, journal entries, financial records for reporting purposes, cash flow and accounting records, daily financial records, reports for management, statutory returns, budgets and forecasts, financial systems and records, and financial policy statements and operating procedures. This course aims to provide participants with the skills required for employment as bookkeepers, office managers, administration managers and budget officers.

Entry Requirements
There are no formal entry requirements for entry to this course. Applicants must be able to demonstrate to the satisfaction of the Department that they are capable of successfully completing the course having regard to relevant competency levels in Australian Qualifications Framework Level 4 or equivalent.

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

Course Duration
The Diploma of Accounting may be offered on a full time basis over one year or part time equivalent. Part time programs are normally conducted in the evenings.
### Course Structure

#### Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM408A</td>
<td>40</td>
<td>PREPARE FINANCIAL REPORTS</td>
</tr>
<tr>
<td>BSBCM308A</td>
<td>60</td>
<td>MAINTAIN FINANCIAL RECORDS</td>
</tr>
<tr>
<td>FNSICACC304A</td>
<td>10</td>
<td>PREPARE AND BANK RECEIPTS</td>
</tr>
<tr>
<td>FNSICACC306A</td>
<td>10</td>
<td>PROCESS JOURNAL ENTRIES</td>
</tr>
<tr>
<td>FNSACCT407A</td>
<td>80</td>
<td>SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM</td>
</tr>
<tr>
<td>FNSICGEN301A</td>
<td>30</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
</tr>
<tr>
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<td>50</td>
<td>USE TECHNOLOGY IN THE WORKPLACE</td>
</tr>
<tr>
<td>FNSICGEN304A</td>
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<td>APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE</td>
</tr>
<tr>
<td>FNSICND401A</td>
<td>30</td>
<td>APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES</td>
</tr>
</tbody>
</table>

#### Sectoral Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSACCT502A</td>
<td>60</td>
<td>PREPARE INCOME TAX RETURNS</td>
</tr>
<tr>
<td>FNSACCT503A</td>
<td>50</td>
<td>MANAGE BUDGETS AND FORECASTS</td>
</tr>
<tr>
<td>FNSACCT504A</td>
<td>60</td>
<td>PREPARE FINANCIAL REPORTS FOR A REPORTING ENTITY</td>
</tr>
<tr>
<td>FNSACCT506A</td>
<td>40</td>
<td>IMPLEMENT AND MAINTAIN INTERNAL CONTROL PROCEDURES</td>
</tr>
<tr>
<td>FNSACCT507A</td>
<td>60</td>
<td>PROVIDE MANAGEMENT ACCOUNTING INFORMATION</td>
</tr>
</tbody>
</table>

#### Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSACCT501A</td>
<td>60</td>
<td>PROVIDE FINANCIAL AND BUSINESS PERFORMANCE INFORMATION</td>
</tr>
<tr>
<td>FNSACCT401A</td>
<td>50</td>
<td>PROCESS BUSINESS TAX REQUIREMENTS</td>
</tr>
<tr>
<td>BSBADM404A</td>
<td>20</td>
<td>DEVELOP AND USE COMPLEX SPREADSHEETS</td>
</tr>
<tr>
<td>FNSACCT404A</td>
<td>60</td>
<td>MAKE DECISIONS WITHIN A LEGAL CONTEXT</td>
</tr>
<tr>
<td>BSBMKG408A</td>
<td>80</td>
<td>CONDUCT MARKET RESEARCH</td>
</tr>
</tbody>
</table>

Upon successful completion of the Diploma of Accounting, or equivalent, students are eligible to apply for entry into Stage 2 – Advanced Diploma of Accounting FNS60204.

### ADVANCED DIPLOMA OF FINANCIAL SERVICES

**Course Code:** FNS60104

**Campus:** Footscray Nicholson

**Career Opportunities**

- Financial Services Professional/Manager

**Scope of Delivery**

- Full time, Part time

**Course Objectives**

Aims to develop skills and knowledge for employees who work across the entire financial services spectrum with substantial business unit responsibility or professional expertise. This may include managing financial businesses or being a retail financial services professional.

**Entry Requirements**

Successful completion of the Diploma of Financial Services (FNS50104) or equivalent.

**Selection Procedures/Selection Criteria**

Applicants will be assessed by Department as being capable of successfully completing the course OR have a combination of relevant educational and life experiences.

**Course Duration**

One year full time or part time equivalent.

#### Course Structure

#### Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSICGEN301A</td>
<td>30</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
</tr>
<tr>
<td>FNSICGEN302A</td>
<td>50</td>
<td>USE TECHNOLOGY IN THE WORKPLACE</td>
</tr>
<tr>
<td>FNSICGEN304A</td>
<td>25</td>
<td>APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE</td>
</tr>
<tr>
<td>FNSICND401A</td>
<td>30</td>
<td>APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES</td>
</tr>
</tbody>
</table>

#### Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSICORG609A</td>
<td>60</td>
<td>DEVELOP &amp; MANAGE FINANCIAL SYSTEMS</td>
</tr>
<tr>
<td>FNSICPRO603A</td>
<td>25</td>
<td>DEVELOP A BUSINESS PLAN FOR A FINANCIAL PRODUCT</td>
</tr>
<tr>
<td>FNSICCUS601A</td>
<td>50</td>
<td>ESTABLISH, SUPERVISE &amp; MONITOR KEY RELATIONSHIPS</td>
</tr>
<tr>
<td>FNSACCT604A</td>
<td>60</td>
<td>MONITOR CORPORATE GOVERNANCE ACTIVITIES</td>
</tr>
<tr>
<td>FNSRISK601A</td>
<td>50</td>
<td>DEVELOP &amp; IMPLEMENT RISK MITIGATION PLAN</td>
</tr>
<tr>
<td>FNSACCT607A</td>
<td>60</td>
<td>EVALUATE BUSINESS PERFORMANCE</td>
</tr>
<tr>
<td>FNSACCT610A</td>
<td>60</td>
<td>DEVELOP &amp; IMPLEMENT FINANCIAL STRATEGIES</td>
</tr>
<tr>
<td>FNSICORG604A</td>
<td>30</td>
<td>PROVIDE LEADERSHIP AND MOTIVATION IN A WORKPLACE TEAM</td>
</tr>
<tr>
<td>FNSICORG606A</td>
<td>60</td>
<td>MANAGE FLOW OF INFORMATION</td>
</tr>
<tr>
<td>FNSACCT506A</td>
<td>40</td>
<td>INTERNAL CONTROL</td>
</tr>
<tr>
<td>FNSACCT401A</td>
<td>50</td>
<td>PROCESS BUSINESS TAX REQUIREMENT</td>
</tr>
<tr>
<td>FNSICORG501A</td>
<td>60</td>
<td>DEVELOP A BUDGET</td>
</tr>
<tr>
<td>FNSFLIT503A</td>
<td>30</td>
<td>PROMOTE BASIC FINANCIAL LITERACY SKILLS</td>
</tr>
<tr>
<td>FNSICORG502A</td>
<td>60</td>
<td>MANAGE A BUDGET</td>
</tr>
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</table>
ADVANCED DIPLOMA OF ACCOUNTING (I)
Course Code: FNS60204

Campus: Footscray Nicholson, St Albans, Werribee.

Career Opportunities
Assistant accountant.

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

Course Objectives
Aims to provide participants with off-the-job training in organisational processes, compliance activities, business performance, financial performance, financial systems and records, tax plans, organisational improvement programs, and financial plans. The course aims to provide the skills required for persons wishing to practice as assistant accountant.

Entry Requirements
Successful completion of the Diploma of Accounting (FNS50204) or equivalent.

Selection Procedures/Selection Criteria
Applicants will be assessed by Department as being capable of successfully completing the course OR have a combination of relevant educational and life experiences.

Course Duration
The Advanced Diploma of Accounting is offered on a full time basis over one year or part time equivalent. Part time programs are normally conducted in the evenings.

Course Structure
Upon successful completion of Stage 1, Diploma of Accounting FNS50204 or equivalent, students are eligible to apply for entry into Stage 2 – Advanced Diploma of Accounting FNS60204.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>FNSACCT604A</td>
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</tr>
<tr>
<td>FNSICGEN301A</td>
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</tr>
<tr>
<td>FNSICGEN302A</td>
<td>50</td>
</tr>
<tr>
<td>FNSICGEN304A</td>
<td>25</td>
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<td>FNSICIND401A</td>
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Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>FNSACCT601A</td>
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<tr>
<td>FNSACCT602A</td>
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<tr>
<td>FNSACCT603A</td>
<td>60</td>
</tr>
<tr>
<td>FNSACCT608A</td>
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<tr>
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<td>BSBFLM503B</td>
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<td>BSBFLM512A</td>
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<td>FNSACCT613A</td>
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<tr>
<td>FNSACCT614A</td>
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</table>

CERTIFICATE IV IN TRAINING AND ASSESSMENT
Course Code: TAA40104

Course Location: City King Campus and Industry sites.

Career Opportunities
For people who are currently working in or wish to work in the area of training/teaching development, delivery and assessment.

Scope of Delivery
Part time.

Course Objectives
To provide skills and knowledge to enter into a career as a trainer and/or assessor.

Entry Requirements
There are no formal entry requirements for entry to this course. Basic English literacy and numeracy will be required as several units within this course require an ability to read, examine and interpret written material. It is preferable if applicants have access to a practice environment.

Selection Procedures/Selection Criteria
Not applicable.

Course Duration
Training Package: 255 – 305 nominal hours.
Average duration is 6 days.

Delivery Structure
The Department offers 2 options/courses of study from the Training and Assessment Training Package to meet individual needs. Participants have the option of choosing one of the following 2 courses.

Option One: Certificate IV in Training and Assessment
The Department offers the course delivered over 6 days over 3 weeks. In addition to attending training, students will be required to undertake research and project work. The course is structured to meet the needs of new entrants into training as well as those of established trainers with industry, corporations or registered training organisations.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>TAAASS401A</td>
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<tr>
<td>TAAASS402A</td>
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<tr>
<td>TAAASS403A</td>
<td>30</td>
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<tr>
<td>TAAASS404A</td>
<td>20</td>
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<tr>
<td>TAADES401A</td>
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<tr>
<td>TAADES402A</td>
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<tr>
<td>TAADEL401A</td>
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## Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAADEL403A</td>
<td>15</td>
<td>FACILITATE INDIVIDUAL LEARNING</td>
</tr>
<tr>
<td>TAADEL404A</td>
<td>15</td>
<td>FACILITATE WORK-BASED LEARNING</td>
</tr>
<tr>
<td>TAAENV401A</td>
<td>10</td>
<td>WORK EFFECTIVELY IN VOCATIONAL EDUCATION AND TRAINING</td>
</tr>
<tr>
<td>TAAENV402A</td>
<td>10</td>
<td>FOSTER AND PROMOTE AN INCLUSIVE LEARNING CULTURE</td>
</tr>
<tr>
<td>TAAENV403A</td>
<td>10</td>
<td>ENSURE A HEALTHY AND SAFE LEARNING ENVIRONMENT</td>
</tr>
<tr>
<td>BSBAUD402A</td>
<td>40</td>
<td>PARTICIPATE IN A QUALITY AUDIT</td>
</tr>
<tr>
<td>BSBCM404A</td>
<td>30</td>
<td>DEVELOP TEAMS AND INDIVIDUALS</td>
</tr>
<tr>
<td>BSBCM405A</td>
<td>40</td>
<td>ANALYSE AND PRESENT RESEARCH INFORMATION</td>
</tr>
<tr>
<td>BSBCM409A</td>
<td>20</td>
<td>PROMOTE PRODUCTS AND SERVICES</td>
</tr>
<tr>
<td>BSBMKG406A</td>
<td>50</td>
<td>BUILD CLIENT RELATIONSHIPS</td>
</tr>
<tr>
<td>TAAASS301A</td>
<td>10</td>
<td>PROVIDE TRAINING THROUGH INSTRUCTION AND DEMONSTRATION OF WORK SKILLS</td>
</tr>
<tr>
<td>TAADEL402A</td>
<td>20</td>
<td>FACILITATE GROUP-BASED LEARNING</td>
</tr>
<tr>
<td>TAADEL405A</td>
<td>30</td>
<td>COORDINATE AND FACILITATE DISTANCE-BASED LEARNING</td>
</tr>
<tr>
<td>TAAENV404A</td>
<td>35</td>
<td>DEVELOP INNOVATIVE IDEAS AT WORK</td>
</tr>
<tr>
<td>TAALLN401A</td>
<td>30</td>
<td>ADDRESS LANGUAGE, LITERACY AND NUMERACY ISSUES WITHIN LEARNING AND ASSESSMENT</td>
</tr>
<tr>
<td>TAATAS401A</td>
<td>40</td>
<td>MAINTAIN INFORMATION REQUIREMENTS OF TRAINING AND/OR ASSESSMENT ORGANIZATIONS</td>
</tr>
</tbody>
</table>

### Option Two: Upgrade to the Certificate IV in Training and Assessment

This program is aimed at applicants who hold the BSZ40198 Certificate IV in Assessment and Workplace Training and would like to upgrade to TAA40104 Certificate IV in Training and Assessment. The program will be tailored to suit the individual.

Contact Diane Mahoney on 9919 7888 for more details of this course.
Below are subject details for courses offered by the Department of Financial Services in 2007.

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

BSBFLM512 ENSURE TEAM EFFICIENCY
Content: This unit specifies the outcomes required by frontline managers to facilitate all aspects of team work within the organisation. It involves taking a leadership role in the development of team plans, leading and facilitating team work and actively engaging with the management of the organisation.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBMKG406A BUILD CLIENT RELATIONSHIPS
Content: Initiate interpersonal communication with clients; Establish client relationship management strategies; Maintain and improve ongoing relationships with clients.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

BSBMKG408A CONDUCT MARKET RESEARCH
Content: This unit specifies the outcomes required to implement all aspects of a market research plan (with the exception of specialist statistical design and analysis). It involves conducting research, developing survey tools, recruiting respondents, gathering data and information from respondents, analysing research information, and preparing research reports.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

BSBPBM507A MANAGE PROJECT COMMUNICATIONS
Content: This unit specifies the outcomes required to link people, ideas and information at all stages in the project life cycle. Project communications management ensures the timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes. It aids in decision making and the control of informal communication networks to facilitate the achievement of project objectives.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

FNSACCT401A PROCESS BUSINESS TAX REQUIREMENTS
Content: This unit covers the competency to maintain the taxation accounting records and process lodgements and returns in accordance with Australian Taxation Office (ATO) requirements, excluding income tax.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

FNSACCT404A MAKE DECISIONS WITHIN A LEGAL CONTEXT
Content: This unit covers the competency to work and make appropriate decisions within a legal context.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

FNSACCT405A PREPARE FINANCIAL STATEMENTS
Content: This unit covers the competency to identify skills and outcomes associated with the development of financial reports.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

FNSACCT407A SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM
Content: This unit covers the competency to establish and operate a computerised accounting system.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

FNSACCT501A PROVIDE FINANCIAL AND BUSINESS PERFORMANCE INFORMATION
Content: The unit covers the competency to analyse and report a broad range of financial and business performance information.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

FNSACCT502A PREPARE INCOME TAX RETURNS
Content: This unit covers the preparation of income tax returns for individuals in accordance with statutory requirements.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

FNSACCT503A MANAGE BUDGETS AND FORECASTS
Content: This unit covers the competency to prepare and manage budgets and forecasts.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

FNSACCT504A PREPARE FINANCIAL REPORTS FOR A REPORTING ENTITY
Content: This unit covers the development and preparation of financial reports for a reporting entity.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

FNSACCT505A ESTABLISH & MAINTAIN ACCOUNTING INFORMATION SYSTEMS
Content: This unit covers the competency to establish and maintain accounting information systems.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

FNSACCT506A IMPLEMENT AND MAINTAIN INTERNAL CONTROL PROCEDURES
Content: This unit covers the implementation and maintenance of internal control procedures for corporate governance.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

FNSACCT507A PROVIDE MANAGEMENT ACCOUNTING INFORMATION
Content: This unit covers the competency to calculate and record the costs of products and services.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

FNSACCT601A PREPARE COMPLEX TAX RETURNS AND LODGEMENTS
Content: This unit covers the competency to analyse taxation related data and prepare complex taxation returns and lodgements.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

FNSACCT602A AUDIT AND REPORT ON FINANCIAL SYSTEMS AND RECORDS
Content: This unit covers the competency to supervise an audit of financial systems and prepare the appropriate reports.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
FNSACCT603A IMPLEMENT TAX PLANS AND EVALUATE TAX COMPLIANCE
Content: This unit covers the competency to implement tax plans and evaluate tax compliance.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

FNSACCT604A MONITOR CORPORATE GOVERNANCE ACTIVITIES
Content: This unit covers the competency to develop and implement processes and procedures for meeting corporate governance obligations.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

FNSACCT607A EVALUATE BUSINESS PERFORMANCE
Content: This unit covers the competency to determine the performance of an organisation's business operations.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

FNSACCT608A EVALUATE ORGANISATION'S FINANCIAL PERFORMANCE
Content: This unit covers the analysis and estimation process required to determine an organisation's financial position and performance. This unit replaces FNBACC15B.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

FNSACCT609A EVALUATE FINANCIAL RISK
Content: This unit covers the competency to identify, assess and manage the risks associated with an organisation's cash flow or assets and securities.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

FNSACCT610A DEVELOP & IMPLEMENT FINANCIAL STRATEGIES
Content: This unit covers the competency to develop and implement long term plans for the optimisation of financial outcomes for an organisation.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

FNSACCT613A PREPARE AND ANALYSE MANAGEMENT ACCOUNTING INFORMATION
Content: This unit covers the competency to calculate, record and analyse the costs of products, services and other organisational activities.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

FNSACCT614A PREPARE COMPLEX CORPORATE FINANCIAL REPORTS
Content: This unit covers the competency to develop and prepare financial reports for complex reporting entities.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

FNSASIC302A DEVELOP, PRESENT AND NEGOTIATE CLIENT SOLUTIONS
Content: This unit has been designed to, when combined with FNSASIC301A, satisfy the skills requirements of current Australian Securities and Investment Commission (ASIC) regulation (Financial Services Reform Act) at Tier 2 level. The unit will be changed in accordance with relevant changes to the legislation. It specifically relates to those staff advising on financial services products as identified by ASIC as being at Tier 2 level.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

FNSBANK503A PROVIDE BUSINESS ADVISORY SERVICES WITHIN A FINANCIAL SERVICES CONTEXT
Content: 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. The unit has particular application in remote and aboriginal communities where aboriginal banking, credit union and Rural Transaction Centres (RTCs) offer diverse and wide ranging community support.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

FNSCOMP401A CONDUCT INDIVIDUAL WORK IN A COMPLIANCE FRAMEWORK
Content: This unit examines the issues involved in assisting in maintaining organisational and individual compliance while carrying out occupational duties.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

FNSCOMP402A FACILITATE COMPLIANCE WITH STATUTORY, LEGISLATIVE AND REGULATORY REQUIREMENTS VIA STAFF EDUCATION
Content: This unit examines meeting appropriate educational needs of staff and providing support systems required to facilitate compliance within the financial services industry.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

FNSCOMP501A COMPLY WITH FINANCIAL SERVICES LEGISLATION, INDUSTRY AND PROFESSIONAL CODES OF PRACTICE
Content: This unit describes the functions involved with ensuring compliance with financial laws, regulations, ethics and industry codes of practice on an organisational level.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

FNSCRDT401A EVALUATE CREDIT APPLICATIONS
Content: This unit deals with the verification and communication of information collected and the resultant establishing of credit terms and limits.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

FNSCRDT402A SETTLE APPLICATION AND ARRANGEMENTS FOR DEBT FINANCE
Content: This unit covers the steps involved in settling applications for debt finance and undertaking the final arrangements to secure and complete the lending transaction.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

FNSFMKT501A ANALYSE FINANCIAL MARKETS AND INFORMATION
Content: This competency standard covers the skills and knowledge required to access, interpret and report on financial markets.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum
FNSICACC304A PREPARE AND BANK RECEIPTS
Content: This unit describes the functions involved in preparing and banking financial receipts.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

FNSICACC306A PROCESS JOURNAL ENTRIES
Content: This unit describes the functions involved in processing financial journal entries.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

FNSICCUS601A ESTABLISH, SUPERVISE & MONITOR KEY RELATIONSHIPS
Content: This unit describes the skill involved in establishing and managing key relationships in the organisation.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

FNSICGEN301A COMMUNICATE IN THE WORKPLACE
Content: This unit covers the fundamental communication skills needed to work in any sector of the finance industry. It includes the skills needed for interacting with customers, internal and external, and for giving, receiving and recording information.
Nominal Hours: 30 hours
Assessment: As per accredited curriculum

FNSICGEN302A USE TECHNOLOGY IN THE WORKPLACE
Content: This unit covers using computers and associated devices and office technology to achieve outcomes required in the workplace.
Nominal Hours: 50 hours
Assessment: As per accredited curriculum

FNSICGEN304A APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE
Content: This unit covers the competency to work safely in the financial services industry and follow sound occupational health practices at work
Nominal Hours: 25 hours
Assessment: As per accredited curriculum

FNSICGEN502A SOLVE WORKPLACE PROBLEMS
Content: This unit covers the skills and knowledge needed to solve workplace problems using a structured approach.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

FNSICIND401A APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY
Content: This unit covers the fundamental skills needed for employment and the application of industry and company procedures, guidelines, policies and standards in a daily work context within the financial services industry.
Nominal Hours: 30 hours
Assessment: As per accredited curriculum

FNSICOR650A DEVELOP & MANAGE FINANCIAL SYSTEMS
Content: This unit covers strategic management of finances in a small organisation or part of a large organisation. It includes systems design to accommodate accounting, budgeting, cash flow analysis and financial planning. It is not concerned with day-to-day bookkeeping or clerical administration of financial records. Performance outcomes in this area are directly linked to organisation performance as defined in the strategic plan.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

FNSICPRO603A DEVELOP A BUSINESS PLAN FOR A FINANCIAL PRODUCT
Content: This unit covers the development of a plan for a financial product from the initial concept to the presentation of the plan for approval.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

FNSICSAM401A SELL FINANCIAL PRODUCTS AND SERVICES
Content: This unit covers the skills and knowledge required to present a sales solution and close a sale in response to a customer enquiry.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

FNSRISK501A UNDERTAKE RISK IDENTIFICATION
Content: This unit covers identifying the risks faced by an organisation, or a subsection of it, and assessing the adequacy of existing controls which mitigate the impact of those risks.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

FNSRISK601A DEVELOP & IMPLEMENT RISK MITIGATION PLAN
Content: This unit covers the development and implementation of a plan/strategy for the treatment of the organisation’s risks. It is applicable to managers, specialists, identified risk owners and personnel with risk management responsibilities.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
Below are details of courses offered by the Department of Hospitality and Tourism in 2007. The most up-to-date course information is available online on the University’s searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to International students are marked with the (I) symbol.

CERTIFICATE II IN HOSPITALITY (OPERATIONS)
Course Code: THH21802
Campus: Footscray Nicholson Campus.
Career Opportunities
Entry level employment across areas of hospitality.

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

Course Objectives
The course provides training and knowledge for hospitality employees who perform a range of activities and functions requiring basic operational knowledge and limited practical skills in a defined context. Employees may be multi-skilled across more than one functional area of hospitality. This course has a strong emphasis in Food and Beverage.

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

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

Complete an application for admission through a TAFE Direct Admission form. Applicants are advised to attend an information session.

Course Duration
The course may be offered on a full time basis over 5 months.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
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<tr>
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<td>15</td>
</tr>
<tr>
<td>THHCO01B</td>
<td>25</td>
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</tbody>
</table>

Elective Units of Study
Six units are required, of which a minimum of four units must be selected from one or more of the following functional areas of the Hospitality and Tourism Training Package (THH02/THT02).

- Food and Beverage;
- Housekeeping;
- Gaming;
- Front Office;
- Commercial Catering;
- Commercial Cookery;
- Patisserie;
- Asian Cookery.

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

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Where the competencies involve the service of alcohol, the unit THHBF009B Provide responsible service of alcohol must be selected.

CERTIFICATE II IN HOSPITALITY (KITCHEN OPERATIONS) (I)
Course Code: THH22002
Campus: Footscray Nicholson.
Career Opportunities
Entry level employment in a range of Kitchen functions.

Scope of Delivery
The normal delivery mode for this program is on a full time basis only.

Course Objectives
The course provides training and knowledge for employees who undertake a range of kitchen functions and activities, which require the application of a limited range of practical skills in a defined context. This is an intensive practical and theoretical course which will equip students to work as assistant cooks in all areas of catering.

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

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

Selection Procedures
Admission for full time study is through a TAFE Direct Admission form. Applicants are advised to attend an information session.

Course Duration
The course is offered on a full time basis over 5 months.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
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<tr>
<td>THHCOR02B</td>
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<td>THHCOR03B</td>
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<td>THHCO01B</td>
<td>25</td>
</tr>
<tr>
<td>THHGHS01B</td>
<td>15</td>
</tr>
</tbody>
</table>
DEPARTMENT OF HOSPITALITY AND TOURISM

Unit Code                  Hours
THHBKA01B  ORGANISE AND PREPARE FOOD  20
THHBKA02B  PRESENT FOOD               6
THHBKA03B  RECEIVE AND STORE KITCHEN SUPPLIES  10
THHBKA04B  CLEAN AND MAINTAIN KITCHEN PREMISES  10
THHBC01B  USE BASIC METHODS OF COOKERY  45
THHCH01A  PREPARE, COOK AND SERVE FOOD (HOLISTIC UNIT)  50

Elective Units of Study

Five units are required of which a minimum of three units must be selected from one or more of the cookery related areas in the Hospitality and Tourism Training Package (THH02/THT02):

- Commercial Cookery (THHBC02-10B);
- Commercial Catering (THHBCAT02-06B).

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

Only one language unit may be counted as an elective within this qualification. Selection of all electives must be guided by the job outcome sought.

CERTIFICATE III IN HOSPITALITY (COMMERCIAL COOKERY)

Course Code: THH31502

Campus: Footscray Nicholson and Sunbury Campus.

Career Opportunities
Assistant cook.

Scope of Delivery
This course is offered as full time study at Sunbury campus and as an Industry based Apprenticeship at Footscray Nicholson Campus.

Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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

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

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience. Admission for full time study is through a TAFE direct admission form. Industry based apprenticeship are to be enrolled under the New Apprenticeship Scheme and will do part of their traineeship at Footscray Nicholson campus.

Course Duration
The course may be offered on a 12 month full time basis or industry based traineeship over 910 nominal hours.

Course Structure
Core Units of Study

Unit Code                  Hours
THHCR01B  WORK WITH COLLEAGUES AND CUSTOMERS  20
THHCR02B  WORK IN A SOCIALLY DIVERSE ENVIRONMENT  20
THHCR03B  FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES  5
THHCO01B  DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE  25
THHGS01B  FOLLOW WORKPLACE HYGIENE PROCEDURES  15
THHKA01B  ORGANISE AND PREPARE FOOD               20
THHKA02B  PRESENT FOOD                            6
THHKA03B  RECEIVE AND STORE KITCHEN SUPPLIES      10
THHKA04B  CLEAN AND MAINTAIN KITCHEN PREMISES     10
THHCC01B  USE BASIC METHODS OF COOKERY             45
THHCC02B  PREPARE APPETISERS AND SALADS           25
THHCC03B  PREPARE STOCKS, SAUCES AND SOUPS        35
THHCC04B  PREPARE VEGETABLES, EGGS AND FARINACEOUS DISHES  45
THHCC05B  PREPARE AND COOK POULTRY AND GAME       25
THHCC06B  PREPARE AND COOK SEAFOOD               30
THHCC07B  SELECT, PREPARE AND COOK MEAT           50
THHCC08B  PREPARE HOT AND COLD DESSERTS          50
THHCC09B  PREPARE PASTRY, CAKES AND YEAST GOODS  40
THHCC10B  PLAN AND PREPARE FOOD FOR BUFFETS      25
THHCC11B  IMPLEMENT FOOD SAFETY PROCEDURES        25
THHCC12B  PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS  70
THHCC13B  PLAN AND CONTROL MENU-BASED CATERING    30
THHGA01B  COMMUNICATE ON THE TELEPHONE            10
THHGS02B  PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS  45
THHGS03B  DEAL WITH CONFLICT SITUATIONS           20
THHGR01B  COACH OTHERS IN JOB SKILLS             20
THHCH02A  PREPARE, COOK AND SERVE FOOD FOR MENUS (HOLISTIC UNIT)  80

Elective Units of Study
Three units are required of which a minimum of two units must be selected from one or more of the cookery related areas within the following functional areas in the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002:

- Commercial Cookery;
- Commercial Catering;
- Asian Cookery.

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

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.
CERTIFICATE III IN HOSPITALITY (CATERING OPERATIONS) (I)

Course Code: THH32902

Campus: Sunbury

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

Scope of Delivery
The normal delivery mode for this program is on a full time basis only.

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

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

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

Selection Procedures
Admission is through a TAFE Direct Admission form. Applicants are advised to attend an information session.

Course Duration
The course is 6 months on a full time basis.

Course Structure

Core Units of Study

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

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

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Where the competencies involve the service of alcohol, the unit TTHBF09B Provide responsible service of alcohol must be selected.

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

CERTIFICATE III IN HOSPITALITY (OPERATIONS)

Course Code: THH33002

Campus: Industry

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

Scope of Delivery
This course is offered as a Traineeship only.

Course Objectives
The course provides training and knowledge required for hospitality employees who perform a range of skilled operations with the need to apply discretion and judgement. The course allows for the multi skilling requirements of many hospitality businesses.

Entry Requirements
Students are to be enrolled under the New Apprenticeship Scheme as a trainee. There are no formal entry requirements for this course. Applicants may be required to demonstrate to the satisfaction of the Head of Department that they have achieved competency in the following units or equivalent.

Course Duration
Industry based traineeship over 568 nominal hours.
Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
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<tbody>
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</table>

Elective Units of Study

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

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

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

CERTIFICATE IV IN HOSPITALITY (SUPERVISION) (I)

Course Code: THH42602

Campus: Footscray Nicholson, Sunbury.

Career Opportunities

Supervisor in restaurant or food and beverage operation.

Scope of Delivery

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

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

Course Objectives

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

Entry Requirements

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

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

Selection Procedures

Application for admission is either through a TAFE Direct Admission form or VTAC depending on the intake (check with the Department for the most appropriate method for the intake and time of year).

Applicants are advised to attend an information session. Contact the Department to find the date relevant for the intake that you are applying for.

At this session you will be asked to complete a Department pre-selection form which will be used to determine suitability for entry to the course.

Course Duration

The course is 12 months full time or part time equivalent

Course Structure

Core Units of Study

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<th>Unit Code</th>
<th>Hours</th>
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<td>THHGA07B</td>
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<tr>
<td>THHGA06A</td>
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</table>
 Elective Units of Study
Thirteen units are required of which a minimum of seven units must be selected from one or more of the following functional areas of the Hospitality and Tourism Training Package (THH02/THT02),

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

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

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Where the competencies involve the service of alcohol, the unit THHBFB09B Provide responsible service of alcohol must be selected.

DIPLOMA OF HOSPITALITY MANAGEMENT
Course Code: THH51202

Campus: Footscray Nicholson Campus.

Career Opportunities
When you graduate you will be qualified to work in mid level management in hospitality.

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

Course Objective
The course provides training and knowledge for managers employed in any hospitality functional area.

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures
Application for admission is either through a TAFE Direct Admission form or VTAC depending on the intake (check with the Department for the most appropriate method for the intake and time of year).
Applicants are advised to attend an information session for the course. Contact the Department to find the date relevant for the intake that you are applying for. At this session, you will be asked to complete a Department pre-selection form which will be used to determine suitability for entry to the course.

Course Duration
This course on-campus is 18 months full time.

Course Structure
Core Units of Study

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<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
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<td>TTHC001B</td>
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<td>PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS</td>
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<td>DEAL WITH CONFICT SITUATIONS</td>
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<td>TTHG04B</td>
<td>COACH OTHERS IN JOB SKILLS</td>
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<tr>
<td>TTHG05B</td>
<td>RECEIVE AND STORE STOCK</td>
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<td>TTHG06B</td>
<td>CONTROL AND ORDER STOCK</td>
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<tr>
<td>TTHG07B</td>
<td>MONITOR WORK OPERATIONS</td>
<td>30</td>
</tr>
<tr>
<td>TTHG08B</td>
<td>IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES</td>
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<tr>
<td>TTHG09B</td>
<td>LEAD AND MANAGE PEOPLE</td>
<td>60</td>
</tr>
<tr>
<td>TTHG10A</td>
<td>INTERPRET FINANCIAL INFORMATION</td>
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<td>TTHG01B</td>
<td>DEVELOP AND IMPLEMENT OPERATIONAL PLANS</td>
<td>50</td>
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<tr>
<td>TTHG02B</td>
<td>ESTABLISH AND MAINTAIN A SAFE AND SECURE WORKPLACE</td>
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<tr>
<td>TTHG03B</td>
<td>ROSTER STAFF</td>
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<tr>
<td>TTHG04B</td>
<td>MANAGE QUALITY CUSTOMER SERVICE</td>
<td>30</td>
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<tr>
<td>TTHG05B</td>
<td>MANAGE FINANCES WITHIN A BUDGET</td>
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<tr>
<td>TTHG06B</td>
<td>PREPARE AND MONITOR BUDGETS</td>
<td>30</td>
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<tr>
<td>TTHG07B</td>
<td>DEVELOP AND UPDATE THE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE</td>
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<td>TTHG08B</td>
<td>ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS</td>
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<tr>
<td>TTHG09B</td>
<td>MANAGE WORKPLACE DIVERSITY</td>
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</tbody>
</table>
Elective Units of Study
Eighteen units are required of which a minimum of ten units must be selected from one or more of the following functional areas of the Hospitality and Tourism Training Package (THH02/THT02)

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

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

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT (I)

Course Code: THH60202

Campus: Footscray Nicholson.

Career Opportunities
Hospitality management.

Scope of Delivery
The normal delivery mode for this program is on a full time basis only.

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

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

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

Selection Procedures
Application for admission is either through a TAFE Direct Admission form or VTAC depending on the intake (check with the Department for the most appropriate method for the intake and time of the year). Applicants are advised to attend an information session for the course. Contact the Department to find the date relevant for the intake that you are applying for. At this session, you will be asked to complete a Department pre-selection form, which will be used to determine suitability for entry to the course.

Course Duration
The course is offered over 24 months on a full time basis or part time equivalent.

Course Structure
Core Units of Study

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<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
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<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
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<td>THHCOR02B</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
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<td>THHCOR03B</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
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<td>THHCOC01B</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
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<td>THHGHS01B</td>
<td>FOLLOW WORKPLACE HYGIENE PROCEDURES</td>
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<td>COMMUNICATE ON THE TELEPHONE</td>
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<td>THHGCS02B</td>
<td>PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS</td>
<td>45</td>
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<tr>
<td>THHGCS03B</td>
<td>DEAL WITH CONFLICT SITUATIONS</td>
<td>20</td>
</tr>
<tr>
<td>THHGR01B</td>
<td>COACH OTHERS IN JOB SKILLS</td>
<td>20</td>
</tr>
<tr>
<td>THHGGA06B</td>
<td>RECEIVE AND STORE STOCK</td>
<td>10</td>
</tr>
<tr>
<td>THHGGA07B</td>
<td>CONTROL AND ORDER STOCK</td>
<td>25</td>
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<tr>
<td>THHGLE01B</td>
<td>MONITOR WORK OPERATIONS</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE02B</td>
<td>IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>30</td>
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<td>THHGLE08B</td>
<td>LEAD AND MANAGE PEOPLE</td>
<td>60</td>
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<td>THHFA006A</td>
<td>INTERPRET FINANCIAL INFORMATION</td>
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<td>THHGLE03B</td>
<td>DEVELOP AND IMPLEMENT OPERATIONAL PLANS</td>
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<td>THHGLE04B</td>
<td>ESTABLISH AND MAINTAIN A SAFE AND SECURE WORKPLACE</td>
<td>30</td>
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<tr>
<td>THHGLE05B</td>
<td>ROSTER STAFF</td>
<td>30</td>
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<tr>
<td>THHGLE11B</td>
<td>MANAGE QUALITY CUSTOMER SERVICE</td>
<td>30</td>
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<td>THHGLE13B</td>
<td>MANAGE FINANCES WITHIN A BUDGET</td>
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<td>THHGLE14B</td>
<td>PREPARE AND MONITOR BUDGETS</td>
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<tr>
<td>THHGLE20B</td>
<td>DEVELOP AND UPDATE THE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE</td>
<td>80</td>
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<tr>
<td>THHGCS06B</td>
<td>ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS</td>
<td>60</td>
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<td>THHGLE09B</td>
<td>MANAGE WORKPLACE DIVERSITY</td>
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<td>THHGLE15B</td>
<td>MANAGE FINANCIAL OPERATIONS</td>
<td>75</td>
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<td>THHGLE16B</td>
<td>MANAGE PHYSICAL ASSETS</td>
<td>40</td>
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<tr>
<td>THHGLE19B</td>
<td>DEVELOP AND IMPLEMENT A BUSINESS PLAN</td>
<td>40</td>
</tr>
<tr>
<td>THHGLE21B</td>
<td>DEVELOP AND MANAGE MARKETING STRATEGIES</td>
<td>80</td>
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<tr>
<td>THHGLE06B</td>
<td>MONITOR STAFF PERFORMANCE</td>
<td>50</td>
</tr>
<tr>
<td>THHGLE07B</td>
<td>RECRUIT AND SELECT STAFF</td>
<td>60</td>
</tr>
</tbody>
</table>
Elective Units of Study
Twenty units are required of which a minimum of ten units must be selected from one or more of the following functional areas of the Hospitality and Tourism Training Package (THH02/THT02)

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

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

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

CERTIFICATE II IN TOURISM (OPERATIONS)
Course Code: THT20502
Campus: Traineeship – Industry.

Career Opportunities
Junior position in one of the industry sectors, e.g. Tour Guide, Theme Park Attendant.

Scope of Delivery
This course is offered as a Traineeship only.

Course Objective
The course provides training and knowledge for entry-level tourism industry employees who perform a range of mainly routine tasks under direct supervision.

Entry Requirements
Students are to be enrolled under the New Apprenticeship Scheme as a trainee. There are no formal entry requirements for this course. Applicants may be required to demonstrate to the satisfaction of the Head of Department that they have achieved competency in the following units or equivalent.

Course Duration
The course is an industry based traineeship over 245 nominal hours.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Code Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR03B</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>5</td>
</tr>
<tr>
<td>THHGCS01B</td>
<td>DEVELOP AND UPDATE LOCAL KNOWLEDGE</td>
<td>10</td>
</tr>
<tr>
<td>THTTCO01B</td>
<td>DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
</tbody>
</table>

Elective Units of Study
Six units are required of which a minimum of two units must be selected from the following areas of the Tourism Training Package (THT02).

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

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

CERTIFICATE III IN TOURISM (INTERNATIONAL RETAIL TRAVEL SALES)
Course Code: THT30302
Campus: Werribee.

Career Opportunities
International Travel Consultant.

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

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

Course Objective
The course aims to provide training and knowledge for an International Travel Consultant.
DEPARTMENT OF HOSPITALITY AND TOURISM

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

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

Selection Procedures
Applicants must complete an application for admission through a TAFE Direct Admission form. Applicants are advised to attend an information session for the course. Contact the Department to find the date relevant for the intake that you are applying for. At this session, you will be asked to complete a Department pre-selection form, which will be used to determine suitability for entry to the course.

Course Duration
The course may be offered on a full time basis over 27 weeks or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR03B</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>5</td>
</tr>
<tr>
<td>THTTCO01B</td>
<td>DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
<tr>
<td>THHGGA01B</td>
<td>COMMUNICATE ON THE TELEPHONE</td>
<td>10</td>
</tr>
<tr>
<td>THHGGA02B</td>
<td>PERFORM OFFICE PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>BBBCM205A</td>
<td>USE BUSINESS TECHNOLOGY</td>
<td>30</td>
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<tr>
<td>BBBCM213A</td>
<td>PRODUCE SIMPLE WORDPROCESSED DOCUMENTS</td>
<td>60</td>
</tr>
<tr>
<td>THHGA01B</td>
<td>PROCESS FINANCIAL TRANSACTIONS</td>
<td>25</td>
</tr>
<tr>
<td>THHGCS02B</td>
<td>DEAL WITH CONFLICT SITUATIONS</td>
<td>20</td>
</tr>
<tr>
<td>THTSPO02B</td>
<td>SOURCE AND PROVIDE DESTINATION INFORMATION AND ADVICE</td>
<td>85</td>
</tr>
<tr>
<td>THTSPO03B</td>
<td>ACCESS AND INTERPRET PRODUCT INFORMATION</td>
<td>65</td>
</tr>
<tr>
<td>THTSPO04B</td>
<td>SELL TOURISM PRODUCTS AND SERVICES</td>
<td>35</td>
</tr>
<tr>
<td>THTSPO05B</td>
<td>PREPARE QUOTATIONS</td>
<td>30</td>
</tr>
<tr>
<td>THTSPO07B</td>
<td>BOOK AND CO-ORDINATE SUPPLIER SERVICES</td>
<td>20</td>
</tr>
<tr>
<td>THTSPO08B</td>
<td>OPERATE A COMPUTERISED RESERVATIONS SYSTEM</td>
<td>120</td>
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<tr>
<td>THTSPO09B</td>
<td>PROCESS NON AIR DOCUMENTATION</td>
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<td>THTSPO18A</td>
<td>PROCESS AIR DOCUMENTATION</td>
<td>40</td>
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<tr>
<td>THTSPO19A</td>
<td>CONSTRUCT DOMESTIC AIRFARES</td>
<td>35</td>
</tr>
<tr>
<td>THTSPO20A</td>
<td>CONSTRUCT NORMAL INTERNATIONAL AIRFARES</td>
<td>40</td>
</tr>
<tr>
<td>THTSPO21A</td>
<td>CONSTRUCT PROMOTIONAL INTERNATIONAL AIRFARES</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units of Study
One unit (totalling 20 nominal hours) selected from the Tourism or Hospitality Training Package (THT02/THH02) or any relevant training packaged endorsed by the Australian National Training Authority. All units are selected by the student with the approval of the Head of Department. Only one language unit may be counted as an elective within this qualification. Selection of electives must be guided by the job outcome sought, local industry requirements and the level of the qualification.

CERTIFICATE III IN TOURISM (GUIDING)
Course Code: THT30902

Campus: Traineeship Industry.

Career Opportunities
Local guide, driver guide, coach captain.

Scope of Delivery
This course is offered as a traineeship only.

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

Entry Requirements
Students are to be enrolled under the New Apprenticeship Scheme as a trainee. There are no formal entry requirements for this course. Applicants may be required to demonstrate to the satisfaction of the Head of Department that they have achieved competency in the following units or equivalent.

Course Duration
This is an industry based traineeship over 549 nominal hours.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR03B</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>5</td>
</tr>
<tr>
<td>THHGHS03B</td>
<td>PROVIDE FIRST AID</td>
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</tr>
<tr>
<td>THTFTG01B</td>
<td>WORK AS A GUIDE</td>
<td>90</td>
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<td>THTFTG03B</td>
<td>DEVELOP AND MAINTAIN THE GENERAL KNOWLEDGE REQUIRED BY GUIDES</td>
<td>100</td>
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<tr>
<td>THTFTG05B</td>
<td>LEAD TOUR GROUPS</td>
<td>30</td>
</tr>
<tr>
<td>THTFTG06B</td>
<td>PREPARE AND PRESENT TOUR COMMENTARIES OR ACTIVITIES</td>
<td>70</td>
</tr>
<tr>
<td>THTTCO01B</td>
<td>DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
</tbody>
</table>

Elective Units of Study
Four units are required, of which a minimum of two units must be selected from one or more of the following areas in the Tourism Training Package (THT02/THT02):

- Guiding;
- Tour Operations.

The remaining units are to be selected from any relevant training packaged endorsed by the Australian National Training Authority. Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.
CERTIFICATE III IN TOURISM (OPERATIONS)
Course Code: THT31002

Campus: Traineeship – Industry.

Career Opportunities
Tour consultant, operations co-ordinator, tour co-ordinator.

Scope of Delivery
This course is offered as a traineeship only.

Course Objective
The course aims to provide training and knowledge for tourism industry employees who perform a range of skilled tasks using discretion and judgement, and who are required to select, adapt and transfer skills to different situations.

Entry Requirements
Students are to be enrolled under the New Apprenticeship Scheme as a trainee. There are no formal entry requirements for this course. Applicants may be required to demonstrate to the satisfaction of the Head of Department that they have achieved competency in the following units or equivalent.

Course Duration
This is an industry based traineeship over 485 nominal hours.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
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</tr>
<tr>
<td>THHCOR02B</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR03B</td>
<td>5</td>
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<td>10</td>
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<td>THHGCS03B</td>
<td>20</td>
</tr>
<tr>
<td>THHGGA01B</td>
<td>10</td>
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</tbody>
</table>

Elective Units of Study
Nine units are required of which a minimum of four units must be selected from one or more of the following areas of the Tourism Training Package (THT02).

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

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

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

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

CERTIFICATE IV IN TOURISM (OPERATIONS) (I)
Course Code: THT40202

Campus: Werribee.

Career Opportunities
Supervisor in tourism operations role.

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

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

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

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

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

Selection Procedures
Applicants must complete an application for admission through TAFE Direct Admission form. Applicants are advised to attend an information session for the course. Contact the Department to find the date relevant for the intake that you are applying for. At this session you will be asked to complete a Department pre-selection form which will be used to determine suitability for entry to the course.

Course Duration
The course is 12 months full time or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN205A</td>
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<tr>
<td>BSBCMN213A</td>
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<tr>
<td>THHCOR01B</td>
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<td>THHCOR02B</td>
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<td>THHTCO01B</td>
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<td>THHGGA01B</td>
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<td>Unit Code</td>
<td>Description</td>
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<tr>
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<tr>
<td>THHGCS03B</td>
<td>DEAL WITH CONFLICT SITUATIONS</td>
</tr>
<tr>
<td>THHGTR01B</td>
<td>COACH OTHERS IN JOB SKILLS</td>
</tr>
<tr>
<td>THHGLE01B</td>
<td>MONITOR WORK OPERATIONS</td>
</tr>
<tr>
<td>THHGLE02B</td>
<td>IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES</td>
</tr>
<tr>
<td>THHGLE08B</td>
<td>LEAD AND MANAGE PEOPLE</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

Sixteen units are required of which a minimum of five units must be selected from one or more of the following areas of the Tourism and Hospitality Training Package (THT02/THH02):

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

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

Course Code: THT50202

Campus: Sunbury

Career Opportunities
Conference, Events or Meetings Manager.

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

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 54 weeks over 18 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objective
The course aims to provide training and knowledge required of those in the role of event or meeting managers who are responsible for the overall organisation and management of events.

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 5. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures
Admission will either be through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year). Applicants are advised to attend an informal session. Contact Department to find the date relevant for the intake that you are applying for. At this session you will be asked to complete a Department pre-selection form which will be used to determine suitability for the course.

Course Duration
The on-campus program is 18 months full time. If you are admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode you should discuss the program duration with your selection officer.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Code/Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM205A</td>
<td>USE BUSINESS TECHNOLOGY</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM213A</td>
<td>PRODUCE SIMPLE WORDPROCESSED DOCUMENTS</td>
<td>60</td>
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<tr>
<td>TTHCOR01B</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>20</td>
</tr>
<tr>
<td>TTHCOR02B</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
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<tr>
<td>TTHCOR03B</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
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<td>DEAL WITH CONFLICT SITUATIONS</td>
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<td>TTHGC08B</td>
<td>ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS</td>
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<td>INTERPRET FINANCIAL INFORMATION</td>
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<td>THHGGA01B</td>
<td>COMMUNICATE ON THE TELEPHONE</td>
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<td>PERFORM OFFICE PROCEDURES</td>
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<td>THHGGA09B</td>
<td>MANAGE PROJECTS</td>
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<td>MONITOR WORK OPERATIONS</td>
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<td>IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES</td>
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<td>TTHGLE03B</td>
<td>DEVELOP AND IMPLEMENT OPERATIONAL PLANS</td>
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<td>TTHGLE04B</td>
<td>ESTABLISH AND MAINTAIN A SAFE AND SECURE WORKPLACE</td>
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<td>TTHGLE08B</td>
<td>LEAD AND MANAGE PEOPLE</td>
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<td>TTHGLE11B</td>
<td>MANAGE QUALITY CUSTOMER SERVICE</td>
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<td>TTHGLE13B</td>
<td>MANAGE FINANCES WITHIN A BUDGET</td>
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<td>TTHGLE14B</td>
<td>PREPARE AND MONITOR BUDGETS</td>
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<td>TTHGLE20B</td>
<td>DEVELOP AND UPDATE THE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE</td>
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<td>THGHTR01B</td>
<td>COACH OTHERS IN JOB SKILLS</td>
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Stream Units of Study

<table>
<thead>
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<th>Code/Title</th>
<th>Hours</th>
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<tr>
<td>TTHGLE22A</td>
<td>MANAGE RISK</td>
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<tr>
<td>THTFME02B</td>
<td>PROVIDE ON SITE EVENT MANAGEMENT SERVICES</td>
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<tr>
<td>THTFME03A</td>
<td>DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
<tr>
<td>THTFME04A</td>
<td>DEVELOP AN EVENT CONCEPT</td>
<td>30</td>
</tr>
<tr>
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<td>SELECT EVENT VENUES AND SITES</td>
<td>35</td>
</tr>
<tr>
<td>THTFME06A</td>
<td>MANAGE EVENT CONTRACTORS</td>
<td>40</td>
</tr>
<tr>
<td>THTFME07A</td>
<td>ORGANISE AND MONITOR INFRASTRUCTURE FOR OUTDOOR EVENTS</td>
<td>40</td>
</tr>
<tr>
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<td>60</td>
</tr>
<tr>
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<td>PLAN AND DEVELOP EVENT PROPOSALS AND BIDS</td>
<td>40</td>
</tr>
<tr>
<td>THTFPP09B</td>
<td>DEVELOP CONFERENCE PROGRAMS</td>
<td>30</td>
</tr>
<tr>
<td>THTFPP10B</td>
<td>DEVELOP AND IMPLEMENT SPONSORSHIP PLANS</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective Units of Study
At least seven units selected by the student, with the approval of the Head of Department from any relevant nationally endorsed Training Package.
SUBJECTS

Below are subject details for courses offered by the Department of Hospitality and Tourism in 2007.

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

BSBCMN205A USE BUSINESS TECHNOLOGY
Content: Select and use technology; Process and organise data; Maintain technology.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBCMN213A PRODUCE SIMPLE WORDPROCESSED DOCUMENTS
Content: This unit covers preparation and production of short routine letters, notes, memos and records using word processing software.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

THHBCAT01B PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS
Content: Prepare and present foods to meet basic nutritional needs; Prepare and present foods to meet special dietary requirements; Prepare foods to satisfy specific cultural or religious needs.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

THHBCAT02B PACKAGE PREPARED FOODSTUFFS
Content: Ensure food is suitable for packaging, storage and transportation; Select packaging appropriate to specific food; Package food according to needs.
Nominal Hours: 6 Hours
Assessment: As per accredited curriculum

THHBCAT03B TRANSPORT AND STORE FOOD IN A SAFE AND HYGIENIC MANNER
Content: Identify appropriate food transportation; Transport food safely and hygienically; Store food safely and hygienically.
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

THHBCAT06B APPLY CATERING CONTROL PRINCIPLES
Content: Identify procedures to reduce wastage; Carry out catering control procedures; Minimise waste.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

THHBCCO1B USE BASIC METHODS OF COOKERY
Content: Select and use cooking equipment and technology; Use methods of cookery.
Nominal Hours: 45 Hours
Assessment: As per accredited curriculum

THHBCCO2B PREPARE APPETISERS AND SALADS
Content: Prepare and present a variety of salads and dressings; Prepare and present a range of hot and cold appetisers; Store appetisers and salads.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

THHBCCO3B PREPARE STOCKS, SAUCES AND SOUPS
Content: Prepare stocks, glazes and essences required for menu items; Prepare sauces required for menu items; Store and reconstitute stocks, sauces and soups.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

THHBCCO4B PREPARE VEGETABLES, EGGS AND FARINACEOUS DISHES
Content: Prepare vegetable and fruit dishes; Prepare farinaceous dishes; Prepare and cook egg-based dishes; Store vegetables, egg and farinaceous foodstuffs.
Nominal Hours: 45 Hours
Assessment: As per accredited curriculum

THHBCCO5B PREPARE AND COOK POULTRY AND GAME
Content: Select and purchase poultry and game; Handle and store poultry and game; Prepare, cook and present poultry and game.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

THHBCCO6B PREPARE AND COOK SEAFOOD
Content: Select and store seafood; Prepare and cook fish and shellfish; Prepare and store seafood.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

THHBCCO7B SELECT, PREPARE AND COOK MEAT
Content: Select meats; Prepare and portion meats; Cook and present meat cuts for service; Store meat.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

THHBCCO8B PREPARE HOT AND COLD DESSERTS
Content: Prepare and produce desserts; Decorate, portion and present desserts; Prepare sweet sauces; Prepare accompaniments, garnishes and decorations; Store desserts.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

THHBCCO9B PREPARE PASTRY, CAKES AND YEAST GOODS
Content: Prepare, decorate and present pastries; Prepare and produce cakes and yeast goods; Decorate pastry, pastry products, cakes and yeast goods; Portion and store pastry, cakes and yeast goods.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

THHBCCO10B PLAN AND PREPARE FOOD FOR BUFFETS
Content: Plan the buffet; Prepare, produce and present foods for buffets; Prepare and produce desserts for buffets; Store buffet items.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

THHBCCO11B IMPLEMENT FOOD SAFETY PROCEDURES
Content: Identify food safety critical control points and hazards; Implement procedures for food safety.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

THHBCCO13B PLAN AND CONTROL MENU-BASED CATERING
Content: Plan and prepare menus; Control menu-based catering.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

THHBKA01B ORGANISE AND PREPARE FOOD
Content: Prepare equipment for use; Assemble and prepare ingredients for menu items; Prepare dairy, dry goods, fruits and vegetables; Prepare meat, seafood and poultry.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
THHBKA02B PRESENT FOOD
Content: Prepare food for service; Portion and plate food; Work in a team.
Nominal Hours: 6 Hours
Assessment: As per accredited curriculum

THHBKA03B RECEIVE AND STORE KITCHEN SUPPLIES
Content: Take delivery of supplies; Store supplies; Rotate and maintain supplies.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

THHBKA04B CLEAN AND MAINTAIN KITCHEN PREMISES
Content: Clean, sanitise and store equipment; Clean and sanitise premises; Handle waste and linen.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

THHCC01A PREPARE, COOK AND SERVE FOOD (HOLISTIC UNIT)
Content: Organise and prepare for food service; Cook and serve menu items for food service; Complete end of service requirements.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

THHCC02A PREPARE, COOK AND SERVE FOOD FOR MENUS (HOLISTIC UNIT)
Content: Coordinate, organise and prepare for food service; Cook and serve menu items for food service; Coordinate and complete end of service requirements.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

THHCOR01B WORK WITH COLLEAGUES AND CUSTOMERS
Content: Communicate in the workplace; Maintain personal presentation standards; Provide service to colleagues and customers; Work in a team.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

THHCOR02B WORK IN A SOCIALLY DIVERSE ENVIRONMENT
Content: Communicate with customers and colleagues from diverse backgrounds; Deal with cross cultural misunderstandings.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

THHCOR03B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES
Content: Follow workplace procedures for health, safety and security; Deal with emergency situations; Maintain safe personal presentation standards; Provide feedback on health, safety and security.
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum

THHGC01B DEVELOP AND UPDATE LOCAL KNOWLEDGE
Content: Develop local knowledge; Update local knowledge.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

THHGC02B PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS
Content: This unit deals with the skills and knowledge required to promote products and services to customers. It relates to situations where the sales function is not the primary focus of work activity. It applies to those employees who deal with customers and whose job provides the opportunity to promote products and services and to ascertain changes in customer preferences eg. waiters, housekeepers, attraction attendants, receptionists.
Nominal Hours: 45 Hours
Assessment: As per accredited curriculum

THHGC03B DEAL WITH CONFLICT SITUATIONS
Content: Identify conflict situations; Resolve conflict situations; Respond to customer complaints.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

THHGC04B ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS
Content: Establish and conduct business relationships; Conduct negotiations; Make formal business agreements; Foster and maintain business relationships.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

THHFA01B PROCESS FINANCIAL TRANSACTIONS
Content: Process receipts and payments; Reconcile takings.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

THHFA02B INTERPRET FINANCIAL INFORMATION
Content: Access and interpret financial information; Apply financial information to management activities.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

THHGA01B COMMUNICATE ON THE TELEPHONE
Content: Respond to incoming telephone calls; Make telephone calls.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

THHGA02B PERFORM OFFICE PROCEDURES
Content: Process office documents; Draft written communication; Maintain document systems.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

THHGA03B RECEIVE AND STORE STOCK
Content: Take delivery of stock; Store stock; Rotate and maintain stock.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

THHGA07B CONTROL AND ORDER STOCK
Content: Maintain stock levels and records; Process stock orders; Minimise stock losses; Follow up orders; Organise and administer stocktakes.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

THHGA09B MANAGE PROJECTS
Content: This unit deals with the skills and knowledge required to manage major projects within a tourism or hospitality industry environment. Managers and team leaders would generally undertake this role. This unit does not reflect the skills required by operational staff.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum
THHGHS01B FOLLOW WORKPLACE HYGIENE PROCEDURES
Content: Follow hygiene procedures; Identify and prevent hygiene risks.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

THHGHS03B PROVIDE FIRST AID
Content: Assess the situation; Apply basic first aid techniques; Monitor the situation; Prepare required documentation.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

THHGLE01B MONITOR WORK OPERATIONS
Content: Monitor and improve workplace operations; Plan and organise workflow; Maintain workplace records; Solve problems and make decisions.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

THHGLE02B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES
Content: Provide information on health, safety and security; Coordinate staff participation in health, safety and security issues; Implement and monitor procedures for controlling hazards and risks; Implement and monitor health, safety and security training; Maintain health, safety and security records.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

THHGLE03B DEVELOP AND IMPLEMENT OPERATIONAL PLANS
Content: Develop operational plans; Administer and monitor operational plans; Conduct ongoing evaluation.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

THHGLE04B ESTABLISH AND MAINTAIN A SAFE AND SECURE WORKPLACE
Content: Establish and maintain a framework for health, safety and security; Establish and maintain participative arrangements for the management of health, safety and security; Establish and maintain procedures for identifying, assessing and controlling hazards and risks; Evaluate the organisation's health, safety and security system.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

THHGLE05B ROSTER STAFF
Content: Develop and implement staff rosters; Maintain staff records.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

THHGLE06B MONITOR STAFF PERFORMANCE
Content: Monitor performance and provide feedback to staff; Recognise and resolve performance problems; Implement performance management systems.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

THHGLE07B RECRUIT AND SELECT STAFF
Content: Identify recruitment needs; Administer recruitment; Select staff; Plan and organise induction programs.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

THHGLE08B LEAD AND MANAGE PEOPLE
Content: Model high standards of performance and behaviour; Develop team commitment and cooperation; Manage team performance.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

THHGLE09B MANAGE WORKPLACE DIVERSITY
Content: Encourage respect for diversity in the workplace; Use diversity as an asset; Deal with problems arising from diversity issues.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

THHGLE11B MANAGE QUALITY CUSTOMER SERVICE
Content: Develop approaches to enhance customer service quality; Manage the delivery of quality service; Monitor and adjust customer service.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

THHGLE12B DEVELOP AND MANAGE MARKETING STRATEGIES
Content: Collect and analyse information on the internal business environment; Collect and analyse information on the external business environment; Prepare marketing strategies or plans; Implement and monitor marketing activities; Conduct ongoing evaluation.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

THHGLE13B MANAGE FINANCES WITHIN A BUDGET
Content: Allocate budget resources; Monitor financial activities against budget; Identify and evaluate options for improved budget performance; Complete financial/statistical reports.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

THHGLE14B PREPARE AND MONITOR BUDGETS
Content: Prepare budget information; Prepare budget; Monitor and review budget.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

THHGLE15B MANAGE FINANCIAL OPERATIONS
Content: Develop approaches to financial management; Develop and monitor financial procedures and systems; Make pricing decisions; Monitor financial performance; Prepare financial reports.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

THHGLE16B MANAGE PHYSICAL ASSETS
Content: Develop strategies for systematic maintenance, repair and purchase of physical assets; Monitor the condition and performance of physical assets in the workplace; Coordinate financing of physical assets.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

THHGLE17B DEVELOP AND IMPLEMENT A BUSINESS PLAN
Content: Analyse the internal and external business environment; Formulate business plans and strategies; Implement the business plan; Monitor the business plan.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

THHGLE18B DEVELOP AND UPDATE THE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE
Content: Research the legal information required for business compliance; Ensure compliance with legal requirements; Update legal knowledge.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

THHGLE19B MANAGE RISK
Content: Develop risk management strategies; Implement risk management strategies; Monitor risk management strategies.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum
THTPPD08B PLAN AND DEVELOP EVENT PROPOSALS AND BIDS
Content: This unit deals with the skills and knowledge required to plan and develop proposals and bids for the staging of meetings and events. Depending on the context, this role could be performed by a wide range of individuals including event managers, local or regional tourism managers, venue managers and marketing managers.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

THTFME07A ORGANISE AND MONITOR INFRASTRUCTURE FOR OUTDOOR EVENTS
Content: This unit describes the skills and knowledge required to co-ordinate the infrastructure and facilities that must be present at an outdoor event. It focuses solely on the additional elements of outdoor event organisation and therefore builds on other event management units such as unit THTFME06A Manage event contractors.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

THTFME08A INTEGRATE TECHNOLOGY INTO THE EVENT MANAGEMENT PROCESS
Content: This unit describes the skills and knowledge required to integrate key technology of specific relevance to event management. The unit builds on the introductory knowledge of technology found in the unit THTFME03A Develop and update events industry knowledge.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

THTFFG01B WORK AS A GUIDE
Content: Apply knowledge of the guiding sector; Guide tours according to legal, ethical and safety requirements; Develop guiding skills and knowledge; Communicate with tourism industry operators in English.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

THTFFG03B DEVELOP AND MAINTAIN THE GENERAL KNOWLEDGE REQUIRED BY GUIDES
Content: Research information on Australia and the local region; Prepare information for guiding activities; Update general knowledge of Australia and the local region.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

THTFFG05B LEAD TOUR GROUPS
Content: Co-ordinate group movements; Encourage group morale and goodwill; Deal with conflicts and difficulties.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

THTFFG06B PREPARE AND PRESENT TOUR COMMENTARIES OR ACTIVITIES
Content: Prepare commentaries or activities for presentation to customers; Present commentaries or activities to customers; Interact with customers.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

THTPPD02B RESEARCH TOURISM DATA
Content: This unit deals with the skills and knowledge required to conduct formal research in a tourism context. It applies to all tourism industry sectors. This unit has very strong links to other marketing-related units such as THHGLE12B Develop and manage marketing strategies.
Nominal Hours: TBA
Assessment: As per accredited curriculum

THTFME04A DEVELOP AND EVENT CONCEPT
Content: This unit describes the skills and knowledge required to develop the overall concept, theme and format for a major event comprising multiple components. An event manager would generally undertake this process at the commencement of the event management cycle in consultation with key stakeholders. Sometimes the concept development phase is undertaken as part of the event bidding process. Event bids and proposals are covered in unit THTPPD08B Plan and develop event proposals and bids.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

THTFME05A SELECT EVENT VENUES AND SITES
Content: This unit describes the skills and knowledge required to undertake the venue/site selection process for a major event comprising multiple components. It requires the application of significant analytical and research skills to complete the process of matching an event to a particular site or venue.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

THTFME06A MANAGE EVENT CONTRACTORS
Content: This unit describes the skills and knowledge required to manage the staging and operation of a major indoor event comprising multiple components. It does not cover the high levels of technical expertise required to actually provide these services, but focuses on the key knowledge and skills required to oversee the process from an organisational and contractor management perspective. This role may be undertaken by a manager working within an event venue, by an external event manager or a combination.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

THTFME02B PROVIDE ON SITE EVEN MANAGEMENT SERVICES
Content: This unit deals with the skills and knowledge required to co-ordinate the final preparation and set-up of a major event comprising multiple components and to manage all aspects of the on-site operation. On site management requires considerable communication, negotiation and problem solving skills and would normally be undertaken by senior meeting or events personnel.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

THTFME03A DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE
Content: This unit describes the skills and knowledge required to develop and update general knowledge of the meetings and events industry including industry structure, legal issues and current technology. This knowledge underpins effective performance in all meeting and event organisation and management roles.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

THTFME07A ORGANISE AND MONITOR INFRASTRUCTURE FOR OUTDOOR EVENTS
Content: This unit describes the skills and knowledge required to co-ordinate the infrastructure and facilities that must be present at an outdoor event. It focuses solely on the additional elements of outdoor event organisation and therefore builds on other event management units such as unit THTFME06A Manage event contractors.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

THTFME08A INTEGRATE TECHNOLOGY INTO THE EVENT MANAGEMENT PROCESS
Content: This unit describes the skills and knowledge required to integrate key technology of specific relevance to event management. The unit builds on the introductory knowledge of technology found in the unit THTFME03A Develop and update events industry knowledge.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

THTFFG01B WORK AS A GUIDE
Content: Apply knowledge of the guiding sector; Guide tours according to legal, ethical and safety requirements; Develop guiding skills and knowledge; Communicate with tourism industry operators in English.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

THTFFG03B DEVELOP AND MAINTAIN THE GENERAL KNOWLEDGE REQUIRED BY GUIDES
Content: Research information on Australia and the local region; Prepare information for guiding activities; Update general knowledge of Australia and the local region.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

THTFFG05B LEAD TOUR GROUPS
Content: Co-ordinate group movements; Encourage group morale and goodwill; Deal with conflicts and difficulties.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

THTFFG06B PREPARE AND PRESENT TOUR COMMENTARIES OR ACTIVITIES
Content: Prepare commentaries or activities for presentation to customers; Present commentaries or activities to customers; Interact with customers.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

THTPPD02B RESEARCH TOURISM DATA
Content: This unit deals with the skills and knowledge required to conduct formal research in a tourism context. It applies to all tourism industry sectors. This unit has very strong links to other marketing-related units such as THHGLE12B Develop and manage marketing strategies.
Nominal Hours: TBA
Assessment: As per accredited curriculum

THTPPD05B PLAN AND DEVELOP INTERPRETIVE ACTIVITIES
Content: Skills and knowledge required to plan and develop interpretive activities for different customer groups. Developing activities within tour operations, attractions/theme parks and national parks.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

THTPPD08B PLAN AND DEVELOP EVENT PROPOSALS AND BIDS
Content: This unit deals with the skills and knowledge required to plan and develop proposals and bids for the staging of meetings and events. Depending on the context, this role could be performed by a wide range of individuals including event managers, local or regional tourism managers, venue managers and marketing managers.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
THTPPD09B DEVELOP CONFERENCE PROGRAMS
Content: This unit deals with the skills and knowledge required to
design a conference program. Meetings managers, either internal or
external to the sponsoring organisation, would generally undertake this
role.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

THTPPD10B DEVELOP AND IMPLEMENT
SPONSORSHIP PLANS
Content: This unit deals with the skills and knowledge required to
manage sponsorship activities. It has particular relevance for the
meeting and events sector and for the visitor information services
sector where extensive involvement in event management and
sponsorship activity occurs. It may also relate to ongoing sponsorship
planning within an organisation.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

THTSOP02B SOURCE AND PROVIDE DESTINATION
INFORMATION AND ADVICE
Content: Develop destination knowledge; Update destination
knowledge; Provide destination information and advice.
Nominal Hours: 85 Hours
Assessment: As per accredited curriculum

THTSOP03B ACCESS AND INTERPRET PRODUCT
INFORMATION
Content: Identify and access product information; Interpret product
information.
Nominal Hours: 65 Hours
Assessment: As per accredited curriculum

THTSOP04B SELL TOURISM PRODUCTS AND
SERVICES
Content: Identify customer needs; Suggest products to meet customer
needs; Provide product information and advice; Follow up sales
opportunities.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

THTSOP05B PREPARE QUOTATIONS
Content: Calculate costs of products and services; Provide quotations
to customer; Update and amend quotations.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

THTSOP07B BOOK AND CO-ORDINATE SUPPLIER
SERVICES
Content: Administer customer file and identify booking requirements;
Request services; Record request and confirmation; Update and
finalise bookings.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

THTSOP08B OPERATE A COMPUTERISED
RESERVATIONS SYSTEM
Content: Access and manipulate reservation system information;
Create and process reservations; Send and receive reservation
communications.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

THTSOP09B PROCESS NON AIR DOCUMENTATION
Content: Interpret information required for processing of
documentation; Process documentation.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

THTSOP18A PROCESS AIR DOCUMENTATION
Content: Interpret the information required to process air tickets;
Process air travel documentation.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

THTSOP19A CONSTRUCT DOMESTIC AIRFARES
Content: Interpret domestic airfare information; Construct and cost
domestic airfares and itineraries; Record customer quotations and
administer customer file.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

THTSOP20A CONSTRUCT NORMAL
INTERNATIONAL AIRFARES
Content: Interpret international airfare information; Construct and cost
international airfares and itineraries; Record customer quotations and
administer customer file.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

THTSOP21A CONSTRUCT PROMOTIONAL
INTERNATIONAL AIRFARES
Content: Interpret promotional airfare information; Construct and cost
promotional airfares and itineraries; Record customer quotations and
administer customer file.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

THTTC01B DEVELOP AND UPDATE TOURISM
INDUSTRY KNOWLEDGE
Content: Seek information on the tourism industry; Source and apply
information on legal and ethical issues which impact on the tourism
industry; Update tourism industry knowledge.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

TTHGLE04B ESTABLISH AND MAINTAIN A SAFE
AND SECURE WORKPLACE
Content: This unit deals with the skills and knowledge required to
manage health, safety and security issues within a tourism or
hospitality context. It focuses on the establishment and monitoring of
frameworks, systems and procedures.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TTHGLE11B MANAGE QUALITY CUSTOMER
SERVICE
Content: This unit deals with the skills and knowledge required to
manage customer service quality in the workplace within a tourism or
hospitality context. It focuses on the need to develop pro-active
approaches to service quality issues with some strategic focus.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum
Below are details of courses offered by the Department of Leadership and Small Business in 2007. The most up-to-date course information is available online on the University’s searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to International students are marked with the (I) symbol.

COURSE IN PROPERTY (AGENTS’ REPRESENTATIVE)
Course Code: 21524VIC

Campus: Footscray Nicholson, Sunbury, Werribee campuses and by Flex Ed.

Career Opportunities
Agents’ Representative.

Scope of Delivery
Part time evening course run over 6 weeks and flexible education. This is a full-fee-for-service course.

Course Objectives
The course provides participants with the knowledge and skills required for employment as an Agent’s Representative. The aim of the course is to provide participants with training in how the Property Industry operates, including the legal principles relating to property sales and management and the skills to complete documents required for sale and leasing of property.

Entry Requirements
Applicants will be required to have basic literacy and numeracy skills and be assessed by the School as being capable of completing the course. This course is suitable for persons employed in the Real Estate or Property Services industry. Mature aged applicants are encouraged to apply.

Selection Procedures/Selection Criteria
Applicants apply by completing forms sent to them following phone, letter or email enquiry. Preference is given to those employed or about to be employed in the Real Estate Industry.

Course Duration
The course is offered on a part time basis over six weeks. Part time programs are normally conducted in the evening or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure
The Course in Property (Agents’ Representative) consists of the following three compulsory units of study:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VBN723</td>
<td>16</td>
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<tr>
<td>VBN724</td>
<td>30</td>
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<td>VBN725</td>
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Assessment
A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

CERTIFICATE IV IN PROPERTY (REAL ESTATE AGENCY PRACTICE)
Course Code: 21525VIC

Campus: St Albans Campus and by Flex Ed.

Career Opportunities
When you graduate, you will be qualified to operate as an Estate Agent or run your own Real Estate business.

Scope of Delivery
The Certificate IV in Property (Real Estate Agency Practice) is designed to be completed on a part time basis over one or two years. Part time programs are normally conducted in the evenings, or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops, or structured classroom activities. This is a full-fee-for-service course.

Course Objectives
The course provides participants with the knowledge and skills required to operate as a licensed Estate Agent. The course provides participants with training in areas related to the legal liability and responsibility of estate agents, real estate accounting requirements, the management of client and agency relationships, the listing and sale of properties, property leasing, the conduct of auctions, property management, property appraisals and risk management.

Course Duration
The Certificate IV in Property (Real Estate Agency Practice) is designed to be completed on a part time basis. This course can be completed over a 1–2 year time frame depending on current industry experience prior qualifications and individual time commitment.

Entry Requirements
To qualify for admission, you must have estate agency work experience, English language, literacy and numeracy skills and be assessed as being capable of completing the course.

To be able to obtain registration as a licenced estate agent, applicants need to meet the requirements of the Office of Fair Trading and Business Affairs, within the Department of Justice, Victoria.

Selection Procedures/Selection Criteria
Application is via direct entry following contact with the university by phone, (03) 9919 6213 or email realestate@vu.edu.au. Preference is given to those in the Real Estate Industry.

Course Structure
Perquisite Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN723</td>
<td>16</td>
</tr>
<tr>
<td>VBN724</td>
<td>30</td>
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<tr>
<td>VBN725</td>
<td>24</td>
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</table>

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>PRDRE08A</td>
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<tr>
<td>PRDRE09A</td>
<td>50</td>
</tr>
<tr>
<td>PRDRE10A</td>
<td>30</td>
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<tr>
<td>PRDRE11A</td>
<td>35</td>
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<tr>
<td>PRDRE13A</td>
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<td>PRDRE14A</td>
<td>20</td>
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<tr>
<td>PRDRE15A</td>
<td>50</td>
</tr>
<tr>
<td>Unit Code</td>
<td>Hours</td>
</tr>
<tr>
<td>-----------</td>
<td>-------</td>
</tr>
<tr>
<td>PRDRE16A</td>
<td>15</td>
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<td>PRDRE18A</td>
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<td>PRDRE22A</td>
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<td>PRDRE23A</td>
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<td>PRDRE26A</td>
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<tr>
<td>PRDRE28A</td>
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</tbody>
</table>

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

**GRADUATE CERTIFICATE IN MANAGEMENT**

**Course Code:** 21365VIC

**Campus:** Industry Based / Flexible Delivery.

**Career Opportunities**
Middle to senior-level managers.

**Scope of Delivery**
This course is Industry based with a flexible delivery basis.

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

**Entry Requirements**
To qualify for admission to the course, applicants must have:
- obtained an Advanced Diploma, bachelor or higher education qualification, or
- five years relevant work experience in a related industry area

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

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

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

**Course Structure**

- **Core Units of Study**
  - Unit Code: VBN091 MANAGEMENT INDUSTRY PROJECT 100

- **Stream Units of Study**
  - A minimum of 2 units from the following:
    - VBN092 LEADERSHIP AND ORGANISATION 60
    - VBN093 STRATEGIC BUSINESS PLANNING 60
    - VBN094 BUSINESS ETHICS AND CORPORATE GOVERNANCE 50
    - VBN095 PEOPLE MANAGEMENT 60
  - A minimum of 100 nominal hours of Units of Study selected by the student, with the approval of the Head of Department not previously undertaken from the stream units or from the following:
    - PSPPM601A DIRECT PROJECT ACTIVITIES 50
    - VBM669 MARKETING- A STRATEGIC APPROACH. 50
    - VBN096 HUMAN RESOURCE MANAGEMENT 50
    - VBN532 E-BUSINESS 50

**CERTIFICATE III IN BUSINESS (FRONTLINE MANAGEMENT)**

**Course Code:** BSB30504

**Campus:** To be advised. Contact the department on (03) 9919 7939.

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

**Scope of Delivery**
Industry based; Flexible delivery.

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

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

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

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

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

**Course Structure**

- **Core Units of Study**
  - Unit Code: BSBCMN311A MAINTAIN WORKPLACE SAFETY 40
  - **Specialist Units**
    - A minimum of three units selected by the student with the approval of the Head of Department.
    - Unit Code: BSBFLM303B CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
    - BSBFLM305B SUPPORT OPERATIONAL PLAN 40
    - BSBFLM312A CONTRIBUTE TO TEAM EFFECTIVENESS 40
    - BSBFLM306B PROVIDE WORKPLACE INFORMATION AND RESOURCES PLANS 40

45
CERTIFICATE IV IN BUSINESS (SMALL BUSINESS MANAGEMENT)
Course Code: BSB40401
Campus: Footscray Nicholson, Melton, Werribee.
Career Opportunities
Participants undertaking this course are currently operating a business or are planning to operate their own business. This course also prepares participants for independent business units within a larger organization.
Scope of Delivery
Part time
Course Objective
The course aims to provide participants with the practical and theoretical knowledge required to operate and manage a small business.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/Selection Criteria
Application is made directly to the Department by completing a Small Business Management Application Form available from the Department. On receipt of the Application Form you will be notified of the next enrolment date. To be eligible for this course, you must have basic computer skills and be able to process basic verbal and printed information.
Course Duration
The course is offered on a Part time basis over 355-550 nominal hours.
Course Structure
Students must complete a minimum of 10 units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB40402A</td>
<td>RESEARCH BUSINESS OPPORTUNITIES</td>
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</tr>
<tr>
<td>BSB40401A</td>
<td>ESTABLISH BUSINESS AND LEGAL REQUIREMENTS</td>
<td>50</td>
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<tr>
<td>BSB40402A</td>
<td>UNDERTAKE FINANCIAL PLANNING</td>
<td>40</td>
</tr>
<tr>
<td>BSB40403A</td>
<td>PROMOTE THE BUSINESS</td>
<td>50</td>
</tr>
<tr>
<td>BSB40404A</td>
<td>UNDERTAKE BUSINESS PLANNING</td>
<td>60</td>
</tr>
<tr>
<td>BSB40406A</td>
<td>MANAGE FINANCES</td>
<td>50</td>
</tr>
<tr>
<td>BSB40407A</td>
<td>MANAGE A SMALL TEAM</td>
<td>40</td>
</tr>
<tr>
<td>BSB4100403A</td>
<td>ESTABLISH BUSINESS NETWORKS</td>
<td>50</td>
</tr>
<tr>
<td>BSB4100403A</td>
<td>SEARCH AND ASSESS ONLINE BUSINESS INFORMATION</td>
<td>20</td>
</tr>
<tr>
<td>BSB4100411A</td>
<td>MONITOR A SAFE WORKPLACE</td>
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CERTIFICATE IV IN BUSINESS (FRONTLINE MANAGEMENT)
Course Code: BSB41004
Campus: To be advised. Contact the department on (03) 9919 7939.
Career Opportunities
Co-ordinator, team leader, supervisor, foreperson, leading hand, project manager, office manager.
Scope of Delivery
Industry based; Flexible delivery.
Course Objective
This course aims to develop the management competencies required of a person working as a team leader or supervisor responsible for a large workgroup.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the department.
Course Duration
Nominal course hours are between 350 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full time students complete approximately 750 hours of study per year.
Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BSB4100402A</td>
<td>DEVELOP WORK PRIORITIES</td>
<td>30</td>
</tr>
<tr>
<td>BSB4100411A</td>
<td>MONITOR A SAFE WORKPLACE</td>
<td>50</td>
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<tr>
<td>BSB4100403B</td>
<td>IMPLEMENT EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>50</td>
</tr>
<tr>
<td>BSB4100405B</td>
<td>IMPLEMENT OPERATIONAL PLAN</td>
<td>50</td>
</tr>
<tr>
<td>BSB4100412A</td>
<td>PROMOTE TEAM EFFECTIVENESS</td>
<td>50</td>
</tr>
</tbody>
</table>
DEPARTMENT OF LEADERSHIP AND SMALL BUSINESS

Specialist Units of Study

Unit Code: Hours

BSBFLM406B: IMPLEMENT WORKPLACE INFORMATION SYSTEM 50
BSBFLM409B: IMPLEMENT CONTINUOUS IMPROVEMENT 50

Units of Study

A minimum of one unit selected by the student with the approval of the Head of Department.

Unit of Study Code Hours

BSBCMN404A: DEVELOP TEAMS AND INDIVIDUALS 30
BSBCMN410A: COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 40
BSBCMN412A: PROMOTE INNOVATION AND CHANGE 50
BSBCMN413A: IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES 40
BSBCMN416A: IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES 50
BSBCMN419A: MANAGE PROJECTS 60
BSBEBUS403A: COMMUNICATE ELECTRONICALLY 30
BSBEBUS409A: LEAD AND FACILITATE E-STAFF 40

DIPLOMA OF BUSINESS (FRONTLINE MANAGEMENT)

Course Code: BSB51004

Campus: To be advised. Contact the department on (03) 9919 7939.

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

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

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

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

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

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

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

Course Structure
Core Units of Study

Unit Code: Hours

BSBMGT505A: ENSURE A SAFE WORKPLACE 60
Specialist Units: A minimum of seven units selected by the student with the approval of the Head of Department.

BSBFLM501B: MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 60
BSBFLM503B: MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS 60
BSBFLM505B: MANAGE OPERATIONAL PLAN 60
BSBFLM506B: MANAGE WORKPLACE INFORMATION SYSTEMS 60
BSBFLM507B: MANAGE QUALITY CUSTOMER SERVICE 60
BSBFLM509B: FACILITATE CONTINUOUS IMPROVEMENT 60
BSBFLM510B: FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION 60
BSBFLM511B: DEVELOP A WORKPLACE LEARNING ENVIRONMENT 60
BSBFLM512A: ENSURE WORK TEAM EFFECTIVENESS 60

A minimum of 3 units (which can include the remaining units above) selected by the students with the approval of the Head of Department.

BSBFLM513A: MANAGE BUDGETS AND FINANCIAL PLANS WITHIN THE WORK TEAM 70
BSBFLM514A: MANAGE PEOPLE 60
BSBFLM419A: MANAGE PROJECTS 60
BSBCMN416A: IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES 50

CERTIFICATE II IN RETAIL OPERATIONS

Course Code: WRR20102

Campus: City King, Footscray Nicholson & Melton Campus

Career Objective
This course has been designed as the standard entry level qualification for the retail industry. It applies to those wishing to develop the skills and knowledge to begin a career in the retail industry.

Scope of Delivery
The Wholesale/Retail Unit offers a range of study options including on or off campus, traineeships and workplace delivery.

Entry Requirements
Applicants must have reasonable English language, literacy and numeracy skills and be able to demonstrate, to the satisfaction of the Program Manager that they are capable of successfully completing the course.

To undertake a traineeship, you must already be employed in the retail industry and have permission from your employer to undertake the course.

Recognition of Prior Learning may be available based on skills and knowledge acquired by the applicant through previous study and/or informal or formal learning through work and/or life experience.

Course Duration
For classroom based delivery at our City King, Footscray Nicholson & Melton Campus, there are on-going intakes throughout the year. The courses are full time over a 5 week period, including 3 weeks of work placement in a retail enterprise

Traineeships are fully on-the-job over a 12 month period.

47
Course Structure

To successfully complete this qualification, students need to complete the 10 Core units and four Elective units from one of the three elective streams (General Selling, General Food Selling or Clerical/Admin Stream)

Core Units of Study

Unit Code | Code Name | Hours
--- | --- | ---
WRRCS1B | COMMUNICATE IN THE WORKPLACE | 50
WRRE1B | WORK EFFECTIVELY IN A RETAIL ENVIRONMENT | 40
WRRP1B | APPLY SAFE WORKING PRACTICES | 18
WRRM2B | PERFORM ROUTINE HOUSEKEEPING DUTIES | 18
WRRCA1B | OPERATE RETAIL EQUIPMENT | 21
WRRP2B | MINIMISE THEFT | 21
WRRCS2B | APPLY POINT OF SALE HANDLING PROCEDURES | 21
WRRCS3B | INTERACT WITH CUSTOMERS | 36
WRR11B | PERFORM STOCK CONTROL PROCEDURES | 36
WRRF1B | BALANCE REGISTER/Terminal | 18

Elective Units of Study

These three units plus one unit from the elective only units from Certificate III Retail Operations or Retail Supervision (some exemptions apply, refer to Training Package) OR, a product specific unit from Certificate II or III in another Training Package

General selling stream

WRRS1B | SELL PRODUCTS AND SERVICES | 18
WRRS2B | ADVISE ON PRODUCTS AND SERVICES | 27
WRRM1B | MERCHANDISE PRODUCTS | 36

General food selling stream

WRRS1B | SELL PRODUCTS AND SERVICES | 18
WRRP6C | APPLY RETAIL FOOD SAFETY PRACTICES | 36
WRRFS1B | ADVISE ON FOOD PRODUCTS AND SERVICES | 24
WRRFS2B | ADVISE ON MEAT PRODUCTS | 21
WRRFS2 | PACK AND DISPLAY MEAT PRODUCTS | 24
WRRFS3B | ADVISE ON FAST FOOD PRODUCTS | 21
WRRFS3 | PREPARE AND DISPLAY FAST FOOD ITEMS | 24
WRRFS5B | ADVISE ON BAKERY PRODUCTS | 21
WRRFM5B | PREPARE AND DISPLAY BAKERY PRODUCTS | 21
WRRFS6B | ADVISE ON SEAFOOD PRODUCTS | 24
WRRFM6B | PREPARE AND DISPLAY FRESH, FROZEN AND LIVE SEAFOOD PRODUCTS | 24

Clerical/administration stream

WRRCA2B | APPLY RETAIL OFFICE PROCEDURES | 18
WRRCA3B | APPLY RETAIL OFFICE KEYBOARD SKILLS | 36
WRRF2B | PERFORM RETAIL FINANCE DUTIES | 27

CERTIFICATE III IN RETAIL SUPERVISION

Course Code: WRR30102

Campus: City King and Industry [traineeship].

Course Objective

This course has been designed to develop the skills and knowledge of those employees who wish to enter into a supervisory role and would be responsible for co-ordinating/supervising other staff.

Scope of Delivery

The Wholesale/Retail Unit offers this course as a traineeship only with workplace delivery.

Entry Requirements

To undertake a traineeship, you must already be employed in the retail industry and have permission from your employer to undertake the course. Applicants should have completed WRR20102 Certificate II in Retail Operations or have sufficient and relevant retail employment experience to indicate likely success at this level and to the satisfaction of the Program Manager.

Recognition of Prior Learning may be available based on skills and knowledge acquired by the applicant through previous study and/or formal learning through work and/or life experience.

Course Duration

A workplace based traineeship at this level typically would be run over a 1-2 year period.

Course Structure

To successfully complete this qualification, students need to complete the five core units and four elective units.

Core Units of Study

Unit Code | Code Name | Hours
--- | --- | ---
WRRCS4B | CO-ORDINATE INTERACTION WITH CUSTOMERS | 36
WRRE2B | CO-ORDINATE WORK TEAMS | 36
WRRER3B | MAINTAIN EMPLOYEE RELATIONS | 36
WRRP3B | MAINTAIN STORE SAFETY | 36
WRRP4B | MAINTAIN STORE SECURITY | 18

Elective Units of Study

A total of four units must be chosen. Up to two units may be taken from Recommend Products and Services in Cert III or, one product or service related unit from Cert III or IV in another Training Package. Note: the units marked * must be taken together and equate to one retail unit.

Unit Code | Code Name | Hours
--- | --- | ---
WRRS3B | CO-ORDINATE SALES PERFORMANCE | 36
WRRCA4B | CO-ORDINATE RETAIL OFFICE | 36
WRRCA5B | OPERATE RETAIL INFORMATION TECHNOLOGY SYSTEMS | 36
WRR15A | MAINTAIN AND ORDER STOCK | 36
WRRF3B | PRODUCE FINANCIAL REPORTS | 36
*BSZ401A | PLAN ASSESSMENT | 15
*BSZ402A | CONDUCT ASSESSMENT | 15
### Unit Code | Hours
---|---
*BSZ403A | REVIEW ASSESSMENT 5
BSZ404A | TRAIN SMALL GROUPS 30
WRRM3B | CO-ORDINATE MERCHANDISE PRESENTATION 36
WRR07A | PROFILE A RETAIL MARKET 36
WRR08A | DEVELOP INNOVATIVE IDEAS AT WORK 36
WRRP1A | HANDLE CUSTOMER INTERVIEWS AND APPLICATION 36
WRRP2A | HANDLE MAIL WHICH IS RECEIVED IN A RETAIL ENVIRONMENT 18
WRRP4A | DELIVER MAIL IN A RETAIL ENVIRONMENT 18
WRRP4A | PROCESS POSTAL OUTLET BUSINESS TRANSACTIONS 36

#### Recommend Products and Services (up to two units may be completed)

| Unit Code | Hours |
---|---|
WRRS20A | RECOMMEND SPECIALISED PRODUCTS AND SERVICES 36
WRRFS5B | RECOMMEND LIQUOR PRODUCTS 36
WRRSS16B | RECOMMEND HEALTH AND NUTRITIONAL PRODUCTS AND SERVICES 36
WRRLP7C | MONITOR FOOD SAFETY PLAN/PROGRAM 36
WRRS11B | RECOMMEND AND FIT CLOTHING AND ACCESSORIES 36
WRRS2B | RECOMMEND AND FIT FOOTWEAR PRODUCTS AND SERVICES 36
WRRS3B | RECOMMEND JEWELLERY PRODUCTS AND SERVICES 36
WRRS15B | RECOMMEND HAIR/BEAUTY/COSETICS PRODUCTS 36
WRRS8B | RECOMMEND CAMERAS, PHOTOGRAPHIC EQUIPMENT AND SERVICES 36
WRRS9B | RECOMMEND COMPUTER PRODUCTS AND SERVICES 36
WRRS10B | RECOMMEND SPORTING PRODUCTS AND SERVICES 36
WRRS11B | RECOMMEND TOY PRODUCTS 36
WRRS12B | RECOMMEND AND SELL BOOKS AND ADVISE ON READER SERVICES 36
WRRS13B | RECOMMEND NEWSAGENCY PRODUCTS AND SERVICES 36
WRRS14B | HIRE AND SELL VIDEO PRODUCTS AND SERVICES 36
WRRS19B | RECOMMEND MUSIC/AUDIO PRODUCTS AND SERVICES 36
WRRS4B | RECOMMEND ELECTRICAL PRODUCTS AND SERVICES 36
WRRS5B | RECOMMEND FURNITURE PRODUCTS 36
WRRS6B | RECOMMEND FLOOR COVERING PRODUCTS AND SERVICES 36
WRRS7B | RECOMMEND HARDWARE PRODUCTS AND SERVICES 36
WRRS17B | RECOMMEND TODDLER/BABY PRODUCTS 36
WRRS18B | RECOMMEND SOFT FURNISHINGS/MANCHESTER/HABERDASHERY PRODUCTS AND SERVICES 36
WRRS19B | RECOMMEND MUSIC/AUDIO PRODUCTS AND SERVICES 36

### CERTIFICATE III IN RETAIL OPERATIONS

**Course Code:** WRR30202

**Campus:** Industry only [traineeship];

**Course Objective:**
This course has been designed to develop the skills and knowledge of those employees who wishing to enter a more specialised role being responsible for advance selling and/or merchandising.

**Scope of Delivery:**
The Wholesale/Retail Unit offers this course as a traineeship only with workplace delivery.

**Entry Requirements:**
To undertake a traineeship, you must already be employed in the retail industry and have permission from your employer to undertake the course.

**Applicants should have completed WRR20102 Certificate II in Retail Operations or have sufficient and relevant retail employment experience to indicate likely success at this level and to the satisfaction of the Program Manager.**

Recognition of Prior Learning may be available based on skills and knowledge acquired by the applicant through previous study and/or informal or formal learning through work and/or life experience.

Applications must be made directly to the Wholesale/Retail Unit by phoning Administration on (03) 9919 6207.

**Course Duration:**
A workplace based traineeship at this level typically would be run over a 1-2 year period.

**Course Structure:**
To successfully complete this qualification, students need to complete five of the six core units and four elective units.

#### Core Units of Study

| Unit Code | Hours |
---|---|
WRRS4B | BUILD RELATIONSHIPS WITH CUSTOMERS 36
WRR07A | PROFILE A RETAIL MARKET 36
WRRLP5B | APPLY STORE SECURITY SYSTEMS AND PROCEDURES 36
WRRi5A | MAINTAIN AND ORDER STOCK 36
*WRRM5A | MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY 36
*WRRM6A | CREATE A DISPLAY FOR A SMALL BUSINESS 36

* choose one only

#### Elective Units of Study

A total of four units must be chosen. Up to two units may be taken from Recommend Products and Services in Certificate 3 OR, one product or service related unit from Certificate 3 or 4 in another Training Package. Note: the units marked * must be taken together and to one retail unit. One of the units marked # may be taken if not already completed as a core unit.

| Unit Code | Hours |
---|---|
WRRCA4B | CO-ORDINATE RETAIL OFFICE 36
WRRCA5B | Operate Retail Information Technology Systems 36
WRRF3B | Produce Financial Reports 36
*BSZ401A | PLAN ASSESSMENT 15
*BSZ402A | CONDUCT ASSESSMENT 15
*BSZ403A | REVIEW ASSESSMENT 5
BSZ404A | TRAIN SMALL GROUPS 30
WRRM3B | CO-ORDINATE MERCHANDISE PRESENTATION 36
WRRM5A | MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY 36
WRRM6A | CREATE A DISPLAY FOR A SMALL BUSINESS 36
WRRLP3B | MAINTAIN STORE SAFETY 36
SCHOOL OF BUSINESS AND SERVICE INDUSTRIES

CERTIFICATE IV IN RETAIL MANAGEMENT

Course Code: WRR40102

Scope of Delivery
The course is imbedded into the delivery of WRR50102 Diploma of Retail Management.

Course Objectives
The course aims to develop the first line management skills of retail industry staff who manage a small outlet or a department within a larger retail outlet.

Entry Requirements
To qualify for admission to the course, applicants must
have successfully completed the core units of either the Certificate III in Retail Supervision (WRR30102) or Certificate III in Retail Operations (WRR30202); and
have successfully completed either WRRM5A Monitor In-store Visual Merchandising Display or WRRM6A Create a Display For a Small Business; or
have competencies equivalent to (i) and (ii); or
have sufficient relevant retail employment experience to equate to (i) and (ii); or
demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

Course Duration
The course may be offered on a full time basis over 389-566 nominal hours or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRR02B</td>
<td>36</td>
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<tr>
<td>WRRPM1B</td>
<td>36</td>
</tr>
<tr>
<td>WRRP1B</td>
<td>36</td>
</tr>
<tr>
<td>WRRP3B</td>
<td>36</td>
</tr>
</tbody>
</table>

Elective Units of Study

Six units (totalling 173-350 nominal hours) selected by the student, with the approval of the Head of Department, having regard to the relevant units detailed on pages 46-47 of the Retail Training Package: WRR02 (V2), Australian National Training Authority, 2002.
DIPLOMA OF RETAIL MANAGEMENT

Course Code: WRR50102

Campus: City King and Footscray Nicholson Campus

Course Objective
This course has been designed for those who hold, or wish to hold, higher management positions. These roles would involve providing support to senior management in a larger retail outlet or being responsible for the management of a retail store.

Scope of Delivery
The Wholesale/Retail Unit offers this course via classroom based, on-campus delivery and includes units from the WRR40102 Certificate IV in Retail Management.

Entry Requirements
Potential students need to have had previous experience in a retail environment possibly as a first line manager or as a manager of a small retail outlet, or a section/department within a larger retail store. Their job role would have involved the application of skill and knowledge in a wide range of contexts and included responsibility for their own outputs and some responsibility for the quality and output of others.

Recognition of Prior Learning may be available based on skills and knowledge acquired by the applicant through previous study and/or informal or formal learning through work and/or life experience.

Course Duration
This course is typically delivered via workshops and seminars after hours on a monthly basis throughout the year.

Course Structure
To successfully complete this qualification, students need to complete the 10 Core units of study and 6 Elective units of study.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRR02B</td>
<td>MANAGE SALES AND SERVICE DELIVERY</td>
<td>36</td>
</tr>
<tr>
<td>WRRPM1B</td>
<td>ADMINISTER HUMAN RESOURCES POLICY</td>
<td>36</td>
</tr>
<tr>
<td>WRRPL1B</td>
<td>MANAGE FINANCIAL RESOURCES</td>
<td>36</td>
</tr>
<tr>
<td>WRRP3B</td>
<td>LEAD AND MANAGE PEOPLE</td>
<td>36</td>
</tr>
<tr>
<td>WRR01B</td>
<td>MANAGE MERCHANDISE AND STORE PRESENTATION</td>
<td>36</td>
</tr>
<tr>
<td>WRR03B</td>
<td>PROVIDE A SAFE WORKING ENVIRONMENT</td>
<td>36</td>
</tr>
<tr>
<td>WRRP2B</td>
<td>ANALYSE AND COMMUNICATE INFORMATION</td>
<td>80</td>
</tr>
<tr>
<td>WRRPL2B</td>
<td>SET STRATEGIC PLANS</td>
<td>80</td>
</tr>
<tr>
<td>WRRPL3B</td>
<td>INITIATE AND IMPLEMENT CHANGE</td>
<td>150</td>
</tr>
<tr>
<td>WRR06B</td>
<td>MANAGE STORE FACILITIES</td>
<td>27</td>
</tr>
</tbody>
</table>

Elective Units of Study
A maximum of 3 units can be chosen from another Training Package (but these must be units which first appear at a Diploma level qualification) and must relate to the core function or role of the candidate’s current or intended work environment.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRR4B</td>
<td>BUY MERCHANDISE</td>
<td>50</td>
</tr>
<tr>
<td>WRRP2B</td>
<td>RECRUIT AND SELECT PERSONNEL</td>
<td>36</td>
</tr>
<tr>
<td>WRRF4B</td>
<td>PREPARE PAYROLL</td>
<td>36</td>
</tr>
<tr>
<td>WRR04B</td>
<td>CONTROL STORE SECURITY/LOSS</td>
<td>36</td>
</tr>
<tr>
<td>WRR05B</td>
<td>CONTROL INVENTORY</td>
<td>36</td>
</tr>
<tr>
<td>WRR09A</td>
<td>LEAD A TEAM TO FOSTER INNOVATION</td>
<td>36</td>
</tr>
<tr>
<td>WRR10A</td>
<td>CREATE AN INNOVATIVE WORK ENVIRONMENT</td>
<td>36</td>
</tr>
<tr>
<td>WRR11A</td>
<td>SET UP SYSTEMS TO SUPPORT INNOVATION</td>
<td>36</td>
</tr>
<tr>
<td>WRR12A</td>
<td>SELECT AN E-BUSINESS MODEL</td>
<td>50</td>
</tr>
<tr>
<td>WRR13A</td>
<td>ADOPT MOBILE COMMERCE APPLICATIONS TO IMPROVE SALES AND SERVICE</td>
<td>50</td>
</tr>
<tr>
<td>WRR14A</td>
<td>MANAGE RETAIL BRANDS ONLINE</td>
<td>50</td>
</tr>
<tr>
<td>WRR15A</td>
<td>ACQUIRE AND RETAIN ONLINE CUSTOMERS</td>
<td>50</td>
</tr>
<tr>
<td>WRRWPS99A</td>
<td>DEVELOP PURCHASING STRATEGIES</td>
<td>40</td>
</tr>
<tr>
<td>WRRWPL50A</td>
<td>REVIEW PRODUCT/SERVICE PERFORMANCE</td>
<td>50</td>
</tr>
<tr>
<td>WRRWPL50A</td>
<td>MAXIMISE PRODUCT SALES AND MARKET SHARE</td>
<td>50</td>
</tr>
<tr>
<td>WRRWPL50A</td>
<td>FORECAST PRODUCT PERFORMANCE</td>
<td>30</td>
</tr>
<tr>
<td>WRRWPMK506</td>
<td>MANAGE PROMOTIONAL ACTIVITIES</td>
<td>50</td>
</tr>
<tr>
<td>BSBMMGT502</td>
<td>MANAGE PEOPLE PERFORMANCE</td>
<td>60</td>
</tr>
<tr>
<td>BSBFLM506</td>
<td>MANAGE OPERATIONAL PLAN</td>
<td>60</td>
</tr>
<tr>
<td>BSBFLM506</td>
<td>MANAGE A WORKPLACE INFORMATION SYSTEM</td>
<td>60</td>
</tr>
<tr>
<td>BSBFLM506</td>
<td>PROMOTE CONTINUOUS IMPROVEMENT</td>
<td>60</td>
</tr>
<tr>
<td>BSBFLM511</td>
<td>DEVELOP A WORKPLACE LEARNING ENVIRONMENT</td>
<td>60</td>
</tr>
<tr>
<td>BSBHR502A</td>
<td>MANAGE HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>BSBHR502A</td>
<td>MANAGE RECRUITMENT, SELECTION AND INDUCTION PROCESSES</td>
<td>60</td>
</tr>
<tr>
<td>BSZ501A</td>
<td>ANALYSE COMPETENCY REQUIREMENTS</td>
<td>50</td>
</tr>
<tr>
<td>BSZ502A</td>
<td>DESIGN AND ESTABLISH THE TRAINING SYSTEM</td>
<td>40</td>
</tr>
<tr>
<td>BSZ503A</td>
<td>DESIGN AND ESTABLISH THE ASSESSMENT SYSTEM</td>
<td>40</td>
</tr>
<tr>
<td>BSZ504A</td>
<td>MANAGE THE TRAINING AND ASSESSMENT SYSTEM</td>
<td>40</td>
</tr>
<tr>
<td>BSZ505A</td>
<td>EVALUATE THE TRAINING AND ASSESSMENT SYSTEM</td>
<td>45</td>
</tr>
<tr>
<td>BSZ506A</td>
<td>DEVELOP ASSESSMENT PROCEDURES</td>
<td>25</td>
</tr>
<tr>
<td>BSZ507A</td>
<td>DEVELOP ASSESSMENT TOOLS</td>
<td>25</td>
</tr>
<tr>
<td>BSZ508A</td>
<td>DESIGN TRAINING COURSES</td>
<td>40</td>
</tr>
<tr>
<td>BSBMKG501</td>
<td>EVALUATE MARKETING OPPORTUNITIES</td>
<td>80</td>
</tr>
<tr>
<td>BSBMKG503</td>
<td>DEVELOP A MARKETING COMMUNICATIONS PLAN</td>
<td>50</td>
</tr>
<tr>
<td>BSBMKG505</td>
<td>REVIEW MARKETING PERFORMANCE</td>
<td>40</td>
</tr>
</tbody>
</table>
CERTIFICATE II IN WHOLESALE OPERATIONS

Course Code: WRW20101

Campus: Industry [traineeship].

Course Objective

This course is considered by the industry to be the pre-vocational level qualification required by employees to function effectively in a wholesaling business. It may also apply to those working in related fields such as retail, call centres, business administration and transport and distribution.

Scope of Delivery

The Wholesale/Retail Unit offers this course as a traineeship only with workplace delivery.

Entry Requirements

Applicants must have reasonable English language, literacy and numeracy skills and be able to demonstrate, to the satisfaction of the Program Manager that they are capable of successfully completing the course.

To undertake a traineeship, you must already be employed in the wholesale industry and have permission from your employer to undertake the course.

Recognition of Prior Learning may be available based on skills and knowledge acquired by the applicant through previous study and/or informal or formal learning through work and/or life experience.

Course Duration

Traineeships at this level are completed fully on-the-job over a 12 month period.

Course Structure

To successfully complete this qualification, students need to complete the nine core units of study and two elective units of study.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRWPL201A</td>
<td>30</td>
</tr>
<tr>
<td>WRWSL201A</td>
<td>20</td>
</tr>
<tr>
<td>WRWSL203A</td>
<td>36</td>
</tr>
<tr>
<td>WRWWS201A</td>
<td>21</td>
</tr>
<tr>
<td>WRWOP201A</td>
<td>30</td>
</tr>
<tr>
<td>WRRC1B</td>
<td>50</td>
</tr>
<tr>
<td>WRRM2B</td>
<td>18</td>
</tr>
<tr>
<td>WRRL1B</td>
<td>21</td>
</tr>
<tr>
<td>WRRER1B</td>
<td>40</td>
</tr>
</tbody>
</table>

Total number of hours for Core Units: 278

Elective Units of Study

Students must select two elective competencies. At least one must come from the list below, however students may choose to select another competency from any other Training package at Certificate II level.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRWPS201A</td>
<td>30</td>
</tr>
<tr>
<td>WRWMK201A</td>
<td>30</td>
</tr>
<tr>
<td>WRWMK202A</td>
<td>36</td>
</tr>
<tr>
<td>WRWFN201A</td>
<td>40</td>
</tr>
<tr>
<td>WRRC3B</td>
<td>36</td>
</tr>
<tr>
<td>WRRLP2B</td>
<td>21</td>
</tr>
<tr>
<td>WRR11B</td>
<td>36</td>
</tr>
<tr>
<td>WRRM1B</td>
<td>36</td>
</tr>
<tr>
<td>ICTTC202A</td>
<td>40</td>
</tr>
<tr>
<td>ICTTC210A</td>
<td>30</td>
</tr>
</tbody>
</table>

Upon successful completion of Certificate II in Wholesale Operations, students are eligible to apply for entry into Certificate III.

CERTIFICATE III IN WHOLESALE OPERATIONS

Course Code: WRW30101

Campus: Industry only [traineeship].

Course Objective

This course allows learners to develop broader knowledge and skill for application to the Wholesale industry.

Scope of Delivery

The Wholesale/Retail Unit offers this course as a traineeship only with workplace delivery.

Entry Requirements

Applicants must have reasonable English language, literacy and numeracy skills and be able to demonstrate, to the satisfaction of the Program Manager that they are capable of successfully completing the course.

To undertake a traineeship, you must already be employed in the wholesale industry and have permission from your employer to undertake the course.

Recognition of Prior Learning may be available based on skills and knowledge acquired by the applicant through previous study and/or informal or formal learning through work and/or life experience.

Applications must be made directly to the Wholesale/Retail Unit by phoning Administration on (03) 9919 6207.

Course Duration

Traineeships at this level are completed fully on-the-job over a 1–2 year period.

Course Structure

To successfully complete this qualification, students need to complete 11 core units of study and seven elective units of study.

Students who have completed the Certificate II in Wholesale Operations are eligible to receive credit for nine of these 11 core units of study.(*)

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRWPL201A</td>
<td>30</td>
</tr>
<tr>
<td>WRWSL201A</td>
<td>20</td>
</tr>
<tr>
<td>WRWSL202A</td>
<td>30</td>
</tr>
<tr>
<td>WRWSL203A</td>
<td>36</td>
</tr>
<tr>
<td>WRWWS201A</td>
<td>21</td>
</tr>
<tr>
<td>WRWWS302A</td>
<td>36</td>
</tr>
<tr>
<td>WRWOP201A</td>
<td>30</td>
</tr>
<tr>
<td>WRRC1B</td>
<td>50</td>
</tr>
</tbody>
</table>

52
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRM2B</td>
<td>18</td>
<td>PERFORM ROUTINE HOUSEKEEPING DUTIES</td>
</tr>
<tr>
<td>WRRLP1B</td>
<td>18</td>
<td>APPLY SAFE WORKING PRACTICES</td>
</tr>
<tr>
<td>WRRER1B</td>
<td>40</td>
<td>WORK EFFECTIVELY IN A RETAIL ENVIRONMENT</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total number of hours for Core Units:</strong> 344</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

Students must select 7 elective competencies. At least three must come from the list below, however students may choose to select another two competency units from the Wholesale Training package at Certificate II level and two units from any other Training package at Certificate III level.

Students who have completed Certificate II are eligible to receive credit for two elective units of study but the remaining five units of study must be chosen from this level.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRWPS302A</td>
<td>40</td>
<td>ADMINISTER SUPPLY INTO A BUSINESS</td>
</tr>
<tr>
<td>WRRW1301A</td>
<td>22</td>
<td>MONITOR INVENTORY CAPACITY TO MEET DEMAND</td>
</tr>
<tr>
<td>WRRPL302A</td>
<td>40</td>
<td>PROCESS PRODUCT AND SERVICE DATA</td>
</tr>
<tr>
<td>WRWMK303A</td>
<td>42</td>
<td>IMPLEMENT ADVERTISING AND PROMOTIONAL ACTIVITIES</td>
</tr>
<tr>
<td>WRWSL304A</td>
<td>36</td>
<td>OPTIMISE CUSTOMER AND TERRITORY COVERAGE</td>
</tr>
<tr>
<td>WRWSL305A</td>
<td>36</td>
<td>ANALYSE AND ACHIEVE SALES TARGETS</td>
</tr>
<tr>
<td>WRWSL306A</td>
<td>36</td>
<td>BUILD SALES OF BRANDED PRODUCTS</td>
</tr>
<tr>
<td>WRWFN302A</td>
<td>36</td>
<td>MANAGE DEBTOR PROCESSES</td>
</tr>
<tr>
<td>WRRM3B</td>
<td>36</td>
<td>CO-ORDINATE MERCHANDISE PRESENTATION</td>
</tr>
<tr>
<td>WRRM4A</td>
<td>9</td>
<td>CO-ORDINATE HOUSEKEEPING</td>
</tr>
<tr>
<td>WRRS3B</td>
<td>36</td>
<td>CO-ORDINATE SALES PERFORMANCE</td>
</tr>
<tr>
<td>WRRCS4B</td>
<td>36</td>
<td>CO-ORDINATE INTERACTION WITH CUSTOMERS</td>
</tr>
<tr>
<td>WRRPL3B</td>
<td>36</td>
<td>MAINTAIN STORE SAFETY</td>
</tr>
<tr>
<td>WRRLP5B</td>
<td>36</td>
<td>APPLY STORE SECURITY SYSTEMS AND PROCEDURES</td>
</tr>
<tr>
<td>WRRLP4B</td>
<td>18</td>
<td>MAINTAIN STORE SECURITY</td>
</tr>
<tr>
<td>WRRER2B</td>
<td>36</td>
<td>CO-ORDINATE WORK TEAMS</td>
</tr>
<tr>
<td>WRRER3B</td>
<td>36</td>
<td>MAINTAIN EMPLOYEE RELATIONS</td>
</tr>
<tr>
<td>ICTTC203A</td>
<td>40</td>
<td>NAVIGATE AND INTERROGATE SPECIFIC ENTERPRISE SYSTEMS TO SATISFY CUSTOMER</td>
</tr>
<tr>
<td>ICTTC211A</td>
<td>40</td>
<td>PROCESS SALES OF COMPLEX PRODUCT/SERVICE AND WHERE CUSTOMER IS UNSURE OF</td>
</tr>
<tr>
<td>ICTTC212A</td>
<td>40</td>
<td>PROCESS SALES WHICH COMMIT BOTH CUSTOMER AND ENTERPRISE TO CONSIDERABLE</td>
</tr>
<tr>
<td>PSPPROC301A</td>
<td>60</td>
<td>PRODUCE GOODS OR SERVICES</td>
</tr>
</tbody>
</table>
Below are subject details for courses offered by the Department of Leadership and Small Business in 2007.

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

**BSBEBUS403A COMMUNICATE ELECTRONICALLY**
Content: Communicate online; Collaborate online; Implement electronic conferencing procedures.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

**BSBEBUS409A LEAD AND FACILITATE E-STAFF**
Content: Facilitate e-work outcomes; Support e-staff; Manage e-staff performance.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**BSBFLM303B CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS**
Content: Seek, receive and communicate information and ideas; Encourage trust and confidence; Identify and use networks and relationships; Contribute to positive outcomes.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**BSBFLM305B SUPPORT OPERATIONAL PLAN**
Content: Contribute to implementation of operational plan; Assist in recruiting employees and acquiring resources; Support operations.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**BSBFLM306B PROVIDE WORKPLACE INFORMATION AND RESOURCING PLANS**
Content: This unit specifies the outcomes required to support the information management system. It involves the identification, acquisition, analysis and analysis of appropriate workplace information.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**BSBFLM309B SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES**
Content: Contribute to continuous improvement systems and processes; Monitor and report on specified outcomes; Support opportunities for further improvement.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**BSBFLM311B SUPPORT A WORKPLACE LEARNING ENVIRONMENT**
Content: Encourage a learning environment; Encourage and promote learning of team and individuals; Identify opportunities for improvement.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**BSBFLM312A CONTRIBUTE TO TEAM EFFECTIVENESS**
Content: This specifies the outcomes required to by frontline managers to contribute to the effectiveness of the work team. It involves planning with the team to meet expected outcomes, developing team cohesion, participating in and facilitating the work team, and communicating with the management of the organisation.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**BSBFLM403B IMPLEMENT EFFECTIVE WORKPLACE RELATIONSHIPS**
Content: Collect, analyse and communicate information and ideas; Develop trust and confidence; Develop and maintain networks and relationships; Manage difficulties into positive outcomes.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**BSBFLM405A IMPLEMENT OPERATIONAL PLAN**
Content: Plan resource use; Acquire resources; Monitor operational performance.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**BSBFLM405B IMPLEMENT OPERATIONAL PLAN**
Content: This unit specifies the outcomes required to implement the operational plan by monitoring and adjusting operational performance, producing short-term plans for the department/section, planning and acquiring resources and providing reports on performance as required.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**BSBFLM406B IMPLEMENT WORKPLACE INFORMATION SYSTEM**
Content: Identify and source information needs; Collect, analyse and report information; Implement information systems; Prepare business plan/budgets; Prepare resource proposals.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**BSBFLM409B IMPLEMENT CONTINUOUS IMPROVEMENT**
Content: Implement continuous improvement systems and processes; Monitor and review performance; Implement opportunities for further improvement.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**BSBFLM412A PROMOTE TEAM EFFECTIVENESS**
Content: Plan to achieve team outcomes; Develop team cohesion; Participate in and facilitate work team; Liaise with management.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**BSBFLM501B MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT**
Content: Establish personal work goals; Set and meet own work priorities; Develop and maintain professional competence.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBFLM503A MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS**
Content: Rights and responsibilities of employers and employees, industrial relations; employer organizations; work readiness including application and interview processes in relation to the accounting and finance industry.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBFLM505B MANAGE OPERATIONAL PLAN**
Content: This unit specifies the outcomes required to develop and monitor the implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans. Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation's operational plan.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBFLM506A MANAGE A WORKPLACE INFORMATION SYSTEM**
Content: Manage workplace information systems.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum
BSBFLM506B MANAGE WORKPLACE INFORMATION SYSTEMS  
Content: This unit specifies the outcomes required to manage the identification, acquisition, analysis and use of appropriate information which plays a significant part in the organisation’s effectiveness. Particular emphasis is on the development of systems and the analysis of information.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBFLM507B MANAGE QUALITY CUSTOMER SERVICE  
Content: This unit specifies the outcomes required to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation and the customer.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBFLM509B FACILITATE CONTINUOUS IMPROVEMENT  
Content: This unit specifies the outcomes required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies and to manage opportunities for further improvements.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBFLM511A DEVELOP A WORKPLACE LEARNING ENVIRONMENT  
Content: Develop a workplace learning environment.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBFLM511B DEVELOP A WORKPLACE LEARNING ENVIRONMENT  
Content: This unit specifies the outcomes required to encourage and support the development of a learning environment in which work and learning come together. Particular emphasis is on the development of strategies to facilitate and promote learning and to monitor and improve learning performance.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBFLM512A ENSURE WORK TEAM EFFECTIVENESS  
Content: This unit specifies the outcomes required by frontline managers to facilitate all aspects of team work within the organisation. It involves taking a leadership role in the development of team plans, leading and facilitating team work and actively engaging with the management of the organisation.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBFLM513A MANAGE BUDGETS AND FINANCIAL PLANS WITHIN THE WORK TEAM  
Content: This unit specifies the outcomes required for financial management within a work team in an organisation. This includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances, and reviewing and evaluating effectiveness of financial management processes in line with the financial objectives of the work team and the organisation.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

BSBFLM514A MANAGE PEOPLE  
Content: This unit specifies the outcomes required to manage and lead team members within an organisation. This includes determining work allocations; implementing performance management processes; addressing issues related to own personal leadership style and performance within the work team; demonstrating leadership; building commitment within the team; and analysing, reviewing and evaluating the effectiveness of human resource management processes in line with the objectives of the work team and the organisation.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBSBM301A RESEARCH BUSINESS OPPORTUNITIES  
Content: Identify business opportunities; Identify personal business skills.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBSBM401A ESTABLISH BUSINESS AND LEGAL REQUIREMENTS  
Content: Identify and implement business legal requirements; Comply with legislation, codes and regulatory requirements; Negotiate and arrange contracts.
Nominal Hours: 30-50 Hours
Assessment: As per accredited curriculum

BSBSBM402A UNDERTAKE FINANCIAL PLANNING  
Content: Analyse the financial requirements of the business; Develop a financial plan; Acquire finance.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBSBM403A PROMOTE THE BUSINESS  
Content: This unit covers the development and implementation of marketing strategies and the monitoring and improvement of market performance. It is suitable for setting up or existing micro and small businesses or a department in a larger organisation.
Nominal Hours: 40-50 Hours
Assessment: As per accredited curriculum

BSBSBM404A UNDERTAKE BUSINESS PLANNING  
Content: Identify elements of a business plan; Develop a business plan; Develop strategies for minimising risks.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBSBM406A MANAGE FINANCES  
Content: Maintain financial records; Implement financial plan; Monitor financial performance.
Nominal Hours: 40-50 Hours
Assessment: As per accredited curriculum

BSBSBM407A MANAGE A SMALL TEAM  
Content: Develop staffing plan; Recruit, induct and train the team; Address industrial relations issues; Maintain staff records; Manage staffing issues; Review team performance.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
ICTTC203A NAVIGATE AND INTERROGATE SPECIFIC ENTERPRISE SYSTEMS TO SATISFY CUSTOMER REQUIREMENTS
Content: This unit establishes competency relating to the application and use of the various enterprise business systems developed to maintain up to date customer information.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICTTC211A PROCESS SALES OF COMPLEX PRODUCT/SERVICE AND WHERE CUSTOMER IS UNSURE OF AVAILABLE SOLUTIONS
Content: This unit applies to processing of sales inquiries from customers with a large range of variables available to meet customer need and that commit both the enterprise and the customer to considerable financial outlay.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PRDRE08A MANAGE EFFICIENT FINANCIAL SYSTEMS
Content: Establish system requirements; Design financial management systems; Prepare and review financial plans; Monitor and review financial reporting systems.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

PRDRE09A IMPLEMENT AND MONITOR FINANCIAL MANAGEMENT SYSTEMS
Content: Establish and maintain financial records; Prepare format for presentation and delivery of financial reports; Monitor financial transactions.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

PRDRE10A MANAGE AGENCY RISK
Content: Analyse potential risks to agency and clients; Implement agency policies and procedures to minimise risk; Establish ongoing monitoring and reporting systems to minimise risk to agency and clients; Ensure security of managed properties.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

PRDRE11A PROVIDE PROPERTY APPRAISAL
Content: Obtain and analyse market information; Research and record property factors and rental price indicators; Formulate accurate advice to assist clients in making informed decisions; Maintain relevant property records to assist appraisals and listings.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

PRDRE13A OBTAIN PROPERTY LISTINGS
Content: Establish and monitor client motivation and expectations of the agency; Deliver property listing presentations; Provide advice on available options; Provide property appraisals; Secure property marketing listing; Negotiate fees and conditions with lessors; Record and act on instructions.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PRDRE14A MARKET PROPERTY
Content: Develop marketing plan for subject property; Promote and advertise property.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

PRDRE15A UNDERTAKE PROPERTY SALE BY PRIVATE TREATY
Content: Screen buyer enquiries; Undertake property inspection; Apply effective sales presentation techniques; Decide on future contacts with prospects; Maintain communication with vendor; Submit offers and negotiate property sales; Maintain client relationships.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

PRDRE16A MONITOR SALES PROCESS
Content: Plan for property settlement; Prepare documentation for agency disbursements.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

PRDRE18A LEASE PROPERTY
Content: Screen tenant enquiries; Undertake property inspection; Obtain and review tenancy applications; Prepare and complete tenancy documentation; Record tenancy arrangements and prepare instructions for future records of transactions in the agency database.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PRDRE19A PROVIDE PROPERTY MANAGEMENT SERVICES
Content: Operate trust accounts for managed property clients; Undertake risk management for managed properties; Ensure security of managed properties; Maintain and protect condition of managed property; Plan for tenancy renewals; Ensure landlord's legal rights are protected; Obtain vacant possession of managed properties.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PRDRE22A PRESENT AND EXPLAIN PROPERTY REPORTS
Content: Undertake property inspection; Define the main features of building styles in the market as they affect the subject property; Prepare a property condition report; Analyse cost benefits of property improvements; Present and discuss condition report; Take instructions.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

PRDRE23A MAINTAIN AGENCY/CLIENT RELATIONSHIP
Content: Take and act on instructions; Maintain a diary system; Delegate responsibility where appropriate; Maintain quality of transactions; Resolve outstanding matters; Maintain agency/client records.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

PRDRE26A CONDUCT PROPERTY SALE BY AUCTION
Content: Prepare for auction sale; Conduct auction; Complete auction sale.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

PRDRE28A MAINTAIN TRUST ACCOUNT
Content: Establish trust account record-keeping systems; Secure cash disbursements; Establish, supervise and control staff activities in relation to trust account transactions; Maintain records of trust account transactions.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

PSPPROC301A PROCURE GOODS OR SERVICES
Content: This unit covers the expenditure of public monies on goods or services in accordance with government policy, public accountability requirements and organisational procedures.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PSPPM601A DIRECT PROJECT ACTIVITIES
Content: This unit covers the direction of project activities in situations where a person has strategic responsibility, accountability and decision making for the overall management of complex project(s).
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
VBM669 MARKETING- A STRATEGIC APPROACH.
Content: The purpose of this module is to develop and apply skills and knowledge to develop a considered and strategic approach to planning the developments of markets.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBN091 MANAGEMENT INDUSTRY PROJECT
Content: On completion of this module, participants should be able to use a holistic approach to apply the knowledge and skills developed through the learning outcomes included in this course. Key concepts to be demonstrated include leadership, management of teams and people management.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN092 LEADERSHIP AND ORGANISATION
Content: This module covers the knowledge and skills required to provide leadership in a modern organisation. Includes managing in complex and changing work situations.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBN093 STRATEGIC BUSINESS PLANNING
Content: The module covers the development and communication of business strategies, business plans, continuous improvement and knowledge management.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBN094 BUSINESS ETCIS AND CORPORATE GOVERNANCE
Content: This module covers the knowledge and skills required to comply with relevant regulatory legal framework and promote best practice and ethical business conduct.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBN095 PEOPLE MANAGEMENT
Content: This module covers the knowledge and skills required to manage, motivate and empower employees of an organisation, and manage their own personal development.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBN096 HUMAN RESOURCE MANAGEMENT
Content: This module covers the knowledge and skills required to establish and manage appropriate human resource practices to positively contribute to the effectiveness and efficiency of the organisation. This module is designed for people without a human resource background.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBN723 WORK EFFECTIVELY IN THE REAL ESTATE INDUSTRY
Content: This unit of competency covers the skills and knowledge required to work ethically and effectively in the real estate agency. This includes applying knowledge of ethical and conduct standards, the core functions of real estate agency operations, the legislative framework within which the industry operates in Victoria and industry employment requirements.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

VBN724 ADDRESS LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES
Content: This unit of competency covers the skills and knowledge required to meet the core legal and ethical requirements associated with property sales in Victoria. This includes applying knowledge of legislation related to property sales, the role and responsibility of agency personnel in property sales, the administration of sales transactions and the completion of sales documentation.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBN725 ADDRESS LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT
Content: This unit of competency covers the skills and knowledge required to meet the core legal and ethical requirements associated with property management in Victoria. This includes applying knowledge of 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 documents.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

WRRA1B OPERATE RETAIL EQUIPMENT
Content: Maintain retail equipment; Apply keyboard skills; Operate data entry equipment.
Nominal Hours: 21 Hours
Assessment: As per accredited curriculum

WRRA2B APPLY RETAIL OFFICE PROCEDURES
Content: Process incoming and outgoing mail; Process bulk mail; Operate office equipment; File and retrieve documents; Establish contact with internal and external customers; Prepare simple correspondence.
Nominal Hours: 18 Hours
Assessment: As per accredited curriculum

WRRA3B APPLY RETAIL OFFICE KEYBOARD SKILLS
Content: Open file; Edit information; Exit file; Procedure document from written text.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRA4B CO-ORDINATE RETAIL OFFICE
Content: Maintain office procedures; Process data in response to information requests; Compose reports/correspondence; Maintain existing recording and filing systems; Maintain computer storage media; Maintain computer filing system.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRC2B APPLY POINT OF SALE HANDLING PROCEDURES
Content: Operate point of sale equipment; Perform point of sale transactions; Complete sales; Wrap and pack goods.
Nominal Hours: 21 Hours
Assessment: As per accredited curriculum

WRRF1B BALANCE REGISTER/TERMINAL
Content: Remove takings from register/terminal; Reconcile takings.
Nominal Hours: 18 Hours
Assessment: As per accredited curriculum

WRRF4B PREPARE PAYROLL
Content: Prepare payroll data; Process payments of wages and salaries; Administrator salary and wages records.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum
SCHOOL OF BUSINESS AND SERVICE INDUSTRIES

WRRFM1B MERCHANDISE FOOD PRODUCTS
Content: Prepare food stock; Place and arrange food stock; Prepare display labels and tickets; Maintain food display; Protect food stock.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

WRRFMS5B PREPARE AND DISPLAY BAKERY PRODUCTS
Content: Prepare bakery products; Place and arrange bakery products; Prepare display labels/tickets; Place, arrange and display price tickets/labels; Maintain bakery product displays; Protect bakery products.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

WRRFS1B ADVISE ON FOOD PRODUCTS AND SERVICES
Content: Identify product range and develop product knowledge; Recommend fresh food products; Advise on fresh food services.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

WRRFS5B ADVISE ON BAKERY PRODUCTS
Content: Develop product knowledge; Identify bakery products; Recommend bakery products; Advise on bakery services.
Nominal Hours: 21 Hours
Assessment: As per accredited curriculum

WRR11B PERFORM STOCK CONTROL PROCEDURES
Content: This unit encompasses the skills, knowledge and attitudes required to handle stock in a retail environment. It involves receiving and processing incoming goods, rotating stock, participating in stocktakes, reordering stock and dispatching goods.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRR4B BUY MERCHANDISE
Content: Analyse market; Plan product range; Establish supplier relations; Negotiate supply of goods; Introduce product range; Maximise profit; Rationalise stock.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

WRRINF1B ANALYSE AND COMMUNICATE INFORMATION
Content: Review external operating environment; Identify and evaluate competitors; Assess internal strengths; Forecast trends and developments; Recommend and implement improvements; Respond to change; Communicate internally and externally.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

WRRP2B MINIMISE THEFT
Content: Apply routine store security; Minimise theft.
Nominal Hours: 21 Hours
Assessment: As per accredited curriculum

WRRP3B MAINTAIN STORE SAFETY
Content: Inform team members; Involve team members; Monitor and maintain a safe working environment; Implement emergency procedures; Identify need for occupational health and safety training; Maintain occupational health and safety records.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRP4B MAINTAIN STORE SECURITY
Content: Monitor and maintain store security.
Nominal Hours: 18 Hours
Assessment: As per accredited curriculum

WRRP5B APPLY STORE SECURITY SYSTEMS AND PROCEDURES
Content: Maintain store security systems; Deal with potentially unsecured situations; Detect and apprehend thieves; Apply post apprehension procedures.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRP6C APPLY RETAIL FOOD SAFETY PRACTICES
Content: Apply personal hygiene and sanitation; Identify food safety plan/program; Handle product hygienically; Clean work area and equipment; Monitor food safety; Contribute to continuous improvement.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRP7C MONITOR FOOD SAFETY PLAN/PROGRAM
Content: Monitor implementation of the food safety plan/program; Respond to occurrences of non-compliance; Contribute to continuous improvement.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRM1B MERCHANDISE PRODUCTS
Content: This unit encompasses the skills, knowledge and attitudes required to merchandise products within a retail store. It involves the arrangement and presentation of merchandise, setting up and maintaining displays and labelling or pricing stock.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRM3B CO-ORDINATE MERCHANDISE PRESENTATION
Content: Co-ordinate merchandise presentation and display; Implement merchandise pricing.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRM4A CO-ORDINATE HOUSEKEEPING
Content: This unit covers the responsibility of ensuring staff members maintain housekeeping.
Nominal Hours: 9 Hours
Assessment: As per accredited curriculum

WRRM5A MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY
Content: Interpret a visual merchandising plan; Monitor display requirements; Maintain displays to organization requirements and plan; Contribute to the visual merchandising standards of the organization.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRM6A CREATE A DISPLAY FOR A SMALL BUSINESS
Content: Identify the requirements of the display; Develop display ideas; Develop and implement display plan; Maintain display.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRO10A CREATE AN INNOVATIVE WORK ENVIRONMENT
Content: Implement work practices and procedures to support innovation; Implement management practices to support innovation; Promote innovation in the workplace; Create a physical environment which supports innovation; Provide information and learning opportunities to foster innovation.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum
WRRO1B MANAGE MERCHANDISE AND STORE PRESENTATION
Content: Manage store merchandising; Plan and manage store advertising promotions; Manage store pricing policies; Manage housekeeping.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRO2B MANAGE SALES AND SERVICE DELIVERY
Content: This unit encompasses the competencies required to monitor, maintain and improve sales and service delivery. It involves market research, developing new markets and marketing products and services within the culture of the overall store policy.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRO3B PROVIDE A SAFE WORKING ENVIRONMENT
Content: This unit is based on the National Occupational Health and Safety Commission (NOHSC) guidelines for occupational health and safety. It encompasses the competencies involved in developing and implementing policies and procedures relating to occupational health and safety issues. It involves consulting with staff, assessing and controlling risks, establishing and maintaining record systems and evaluating policies and procedures.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRO5B CONTROL INVENTORY
Content: Manage, receipt, dispatch and storage of merchandise; Manage stock control.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRO6B MANAGE STORE FACILITIES
Content: Manage store maintenance program; Manage retail equipment maintenance; Negotiate maintenance contracts; Identify facilities/space requirements.
Nominal Hours: 27 Hours
Assessment: As per accredited curriculum

WRRO7A PROFILE A RETAIL MARKET
Content: Review the image of the store; Research market demands for the store; Profile the store’s customer; Implement methods to attract customers to store.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRO9A LEAD A TEAM TO FOSTER INNOVATION
Content: 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.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRPL1B MANAGE FINANCIAL RESOURCES
Content: Control cost; Control budget; Propose expenditure; Maintain store accounting system; Prepare store sales budgets; Negotiate budgets.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRP1M1B ADMINISTER HUMAN RESOURCES POLICY
Content: Implement staffing levels; Monitor staff performance; Identify and minimise potential industrial relations problems; Develop and implement training plans.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRP2M2B RECRUIT AND SELECT PERSONNEL
Content: Define future personnel requirements; Determine job specifications; Recruit staff; Assess and select applicants.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRP1A HANDLE CUSTOMER INTERVIEWS AND APPLICATION
Content: This unit encompasses the skills, knowledge and attitudes required for conducting interviews with customers associated with documentation required by third party agencies. It involves assisting customers to organise required documentation, conducting interviews with customers and finalising documentation in line with agency requirements.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRS20A RECOMMEND SPECIALISED PRODUCTS AND SERVICES
Content: This unit builds on unit WRRS2B Advise on products and services. It includes the application of specialised product knowledge to provide advice to customers and other sales staff, with regard to specific product features, technical characteristics, warranties and prices. It also includes the provision of information on company/enterprise services and repairs.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRS2B ADVISE ON PRODUCTS AND SERVICES
Content: Develop product/service knowledge; Recommend specialised products/services.
Nominal Hours: 27 Hours
Assessment: As per accredited curriculum

WRRS4B BUILD RELATIONSHIPS WITH CUSTOMERS
Content: Establish rapport with customers; Apply expert knowledge; Provide post-sales support; Plan sales presentations; Implement sales presentation; Maintain and utilise a customer database; Deal with difficult customers.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRS13B RECOMMEND NEWSAGENCY PRODUCTS AND SERVICES
Content: Research newsagency products; Recommend newsagency products; Advise on and arrange newsagency services; Process returns to publishers.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRS1B RECOMMEND AND FIT CLOTHING AND ACCESSORIES
Content: Research store clothing range; Recommend customer wardrobeing; Measure and fit clothes; Advise on and arrange clothing alteration service.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRS3B RECOMMEND JEWELLERY PRODUCTS AND SERVICES
Content: Research store product range; Recommend specialist jewellery products; Advise on jewellery product warranties; Protect stock; Advise on and arrange product services and repairs.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum
WRWFN302A MANAGE DEBTOR PROCESSES
Content: Control consumer debt from direct sale of products or services; Remove financial risk; Implement debt recovery strategy.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRWI301A MONITOR INVENTORY CAPACITY TO MEET DEMAND
Content: Monitor receipt and dispatch of goods; Maintain stock records; Ensure inventory is on hand; Co-ordinate stocktake/cyclical count; Identify stock losses.
Nominal Hours: 22 Hours
Assessment: As per accredited curriculum

WRWMK303A IMPLEMENT ADVERTISING AND PROMOTIONAL ACTIVITIES
Content: Analyse previous promotional activities; Organise advertising and promotions; Co-ordinate implementation of advertising campaigns; Co-ordinate joint promotional programs; Evaluate success of advertising and joint promotional activities.
Nominal Hours: 42 Hours
Assessment: As per accredited curriculum

WRWPL302A PROCESS PRODUCT AND SERVICE DATA
Content: Process product and service data; Monitor customer sales; Maintain product database; Determine customer preferences.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

WRWSL304A OPTIMISE CUSTOMER AND TERRITORY COVERAGE
Content: Establish coverage plan for a territory; Report on business visits; Improve customer/territory coverage.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRWSL305A ANALYSE AND ACHIEVE SALES TARGETS
Content: Analyse sales targets; Determine factors impacting attainment of sales targets; Attain sales targets.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRWSL306A BUILD SALES OF BRANDED PRODUCTS
Content: Maximise sale of branded products in a territory; Secure effective product positioning in business outlets; Report on sale of branded products within a territory.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum
Below are details of courses offered by the Department of Management and Marketing in 2007. The most up-to-date course information is available online on the University’s searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to International students are marked with the (I) symbol.

**ADVANCED DIPLOMA OF BUSINESS (INTERNATIONAL BUSINESS) (I)**

**Course Code:** 21613VIC

**Campus** Footscray Nicholson Campus

**Career Opportunities**
Operational and management roles in International Trade businesses.

**Scope of Delivery**
Full time

**Course Objective**
The course aims to provide an accredited program at AQF level 6 for students wishing to pursue a career in an area of International Business and/or articulate into the relevant area of higher education.

**Entry Requirements**
To qualify for admission to this course, students must have completed all the Training Package qualifications in the Diploma of International Business BSB52004 and/or their equivalent.

Applicants are required to have a minimum English level of 5.0 IELTS to enter the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

**Course Duration**
This course is one year full time.

**Selection Procedures**
To be advised by department.

**Core Units of Study**
Pre-requisite Units of Study
Successful completion of:
BSB52004 Diploma of International Business

**Core Units of Study**
Unit Code Hours
VBP162 PLAN AND IMPLEMENT A TRANSPORT AND LOGISTICS SYSTEM FOR AN INTERNATIONAL TRADE ORGANISATION 60
VBP163 APPLY CONTRACT LAW TO INTERNATIONAL BUSINESS ACTIVITIES 80
VBP164 MANAGE BUSINESS ACTIVITIES IN AN INTERNATIONAL ENVIRONMENT 80
VBP165 RESEARCH AND REPORT ON AN IMPORT AND EXPORT VENTURE 80
VBP166 REVIEW THE FINANCIAL STRUCTURES AND PROCESSES IN INTERNATIONAL BUSINESS 80

**Elective Units of Study**
VBP167 ESTABLISH AND MAINTAIN AN EFFECTIVE TRADING RELATIONSHIP 90
OR
VBP168 REVIEW THE BUSINESS CULTURE AND ENVIRONMENT OF A SELECTED COUNTRY OR REGION 15
PLUS Language for a selected country or region* 100–120

*Providers are to choose appropriate accredited language modules.

For further information regarding this course, contact the Department of Management and Marketing on (03) 9919 8686.

**CERTIFICATE IV IN BUSINESS (PUBLIC RELATIONS)**

**Course Code:** 21639VIC

This course provides for students wishing to pursue a career in Public Relations, Marketing Communications or a related field. It also provides the basis for the Advanced Diploma of Business (Public Relations) 21613VIC, which could lead out into industry and/or on to higher study.

**Campus:** Footscray Nicholson.

**Career Opportunities**
When you graduate you will be a trainee/clerk in a Public Relations or Marketing agency.

**Entry Requirements**
You will need to have a minimum English level of 5.0 IELTS and to have satisfactorily completed VCE or its equivalent. You may also be accepted on the basis of your experience in a relevant industry. You will be asked to attend an interview.

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

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

**Course Duration**
This course is 1 year full time.

**Core Units of Study**
Unit Code Hours
VBP335 DEVELOP AND APPLY KNOWLEDGE OF PUBLIC RELATIONS INDUSTRY 100
BSBADV502A WRITE PERSUASIVE COPY 40
BSBMKG402A ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS 60
CUFWR04A WRITE PRESENTATION MATERIAL 20
CUSGEN05B MAKE PRESENTATIONS 35
BSBMKG408A CONDUCT MARKET RESEARCH 80
ICAUU3126A USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40
ICPM05DA CREATE WEB PAGES WITH MULTIMEDIA 50
THHGA09B MANAGE PROJECTS 60
CUFWR05A WRITE CONTENT AND/OR COPY 50
BSBSSBM403A PROMOTE THE BUSINESS 50

**Elective Units of Study**
One unit of study from the following:
ADVANCED DIPLOMA OF BUSINESS (PUBLIC RELATIONS) (II)

Course Code: 21640VIC

This course will provide the knowledge and skills for students wishing to enter the field of Public Relations and/or Integrated Marketing, or students currently working in such an area, and for students wishing toarticulate into the Bachelor of Communications (Public Relations) or its equivalent.

Career Opportunities

When you graduate you will be qualified to work as a PR consultant, Marketing Communications Officer or Public Relations Account Manager.

Entry Requirements

You will need to have satisfactorily completed the Certificate IV in Business (Public Relations) or its equivalent.

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

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

Course Duration

One year full time

Course Structure

Pre-requisite Units of Study

Successful completion of 21639VIC Certificate IV in Business (Public Relations).

Core Units of Study

Unit Code Hours
PUACOM004A MANAGE ORGANISATIONAL COMMUNICATION STRATEGIES 25
VBP336 DEVELOP STRATEGIC PR WRITING 50
BSBCM420A WRITE COMPLEX DOCUMENTS 50
CHCPOL5A MANAGE RESEARCH ACTIVITIES 75
OR
PSPGOV504B COORDINATE RESEARCH AND ANALYSIS 40
CUSADM09A ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS 50
CUFMEM07A APPLY PRINCIPLES OF VISUAL DESIGN AND COMMUNICATION TO THE DEVELOPMENT OF A MULTIMEDIA PRODUCT 40
BSBFLM512A ENSURE WORK TEAM EFFECTIVENESS 60
BSBMGT504A MANAGE BUDGETS AND FINANCIAL PLANS 60
BSBMGT611A DEVELOP RISK MANAGEMENT STRATEGY 60
PSPGOV600B APPLY KNOWLEDGE OF GOVERNMENT SYSTEMS 60
SRXFNM008A SECURE FINANCIAL RESOURCES TO SUPPORT THE ORGANISATION 20
CUEFIN03B OBTAIN SPONSORSHIP 80
CUFSAF01A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 15
CUGFIN01A DEVELOP AND APPLY INDUSTRY KNOWLEDGE 15

Elective Units of Study

Select two competencies from the following: (or relevant endorsed competencies at Diploma or Advanced Diploma level)

BSBMKG604A DEVELOP AND MANAGE DIRECT MARKETING CAMPAIGNS 50
BSBADV600A DEVELOP AN ADVERTISING CAMPAIGN 100
CULLBS10B DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS 50
BSBADV506A EVALUATE AND RECOMMEND 'BELOW THE LINE' MEDIA OPTIONS 60
BSBMKG503A DEVELOP A MARKETING COMMUNICATIONS PLAN 50
CUSADM01A PREPARE A PROPOSAL 50
OR
BSBPM607A DIRECT COMMUNICATIONS MANAGEMENT OF MULTIPLE PROJECTS/PROGRAMS 40
CUSADM05A DEVELOP & IMPLEMENT A BUSINESS/STRATEGIC PLAN 70

For further information regarding this course, contact the Department of Management and Marketing on (03) 9919 8686.
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSBFLM403B</td>
<td>IMPLEMENT EFFECTIVE WORKPLACE RELATIONSHIPS</td>
</tr>
<tr>
<td>BSBCMN410A</td>
<td>COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES</td>
</tr>
<tr>
<td>TDTF397B</td>
<td>IMPLEMENT AND MONITOR OHS PROCEDURES</td>
</tr>
<tr>
<td>BSBCMN406A</td>
<td>MAINTAIN BUSINESS TECHNOLOGY</td>
</tr>
<tr>
<td>MEM12.24A</td>
<td>PERFORM COMPUTATIONS</td>
</tr>
<tr>
<td>VBP115</td>
<td>INTRODUCTION TO WAREHOUSE OPERATIONS</td>
</tr>
<tr>
<td>FDFPLSCP4A</td>
<td>SCHEDULE AND MANAGE PRODUCTION</td>
</tr>
<tr>
<td>TDT1398B</td>
<td>APPLY WORKPLACE STATISTICS</td>
</tr>
<tr>
<td>BBSHR405A</td>
<td>IMPLEMENT INDUSTRIAL RELATIONS PROCEDURES</td>
</tr>
<tr>
<td>MCMS400A</td>
<td>IMPLEMENT A COMPETITIVE MANUFACTURING SYSTEM</td>
</tr>
<tr>
<td>MCM260A</td>
<td>USE PLANNING SOFTWARE SYSTEMS IN MANUFACTURING</td>
</tr>
<tr>
<td>MCM460A</td>
<td>FACILITATE THE USE OF PLANNING SOFTWARE SYSTEMS IN MANUFACTURING</td>
</tr>
</tbody>
</table>

Elective Units of Study

A minimum of 2 units from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN420A</td>
<td>WRITE COMPLEX DOCUMENTS</td>
</tr>
<tr>
<td>BSBMK407A</td>
<td>MAKE A PRESENTATION</td>
</tr>
<tr>
<td>LGADMIN421A</td>
<td>PARTICIPATE IN NEGOTIATIONS</td>
</tr>
<tr>
<td>TAADEL404A</td>
<td>FACILITATE WORK-BASED LEARNING</td>
</tr>
<tr>
<td>TDTF797B</td>
<td>IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY PROCEDURES</td>
</tr>
<tr>
<td>TDTJ197B</td>
<td>APPLY QUALITY PROCEDURES</td>
</tr>
<tr>
<td>BSBFLM409B</td>
<td>IMPLEMENT CONTINUOUS IMPROVEMENT</td>
</tr>
</tbody>
</table>

DIPLOMA OF BUSINESS (OPERATIONS MANAGEMENT)

Course Code: 21700VIC

Campus: Footscray Nicholson Campus

Career Opportunities

When you graduate you will be qualified to be an Operations Manager in industries including: manufacturing, service, logistics and transport.

Scope of Delivery

Time required to complete the course will vary according to the delivery and assessment mode offered. NB- students progress through Certificate IV in Business (Operations Management) levels prior to commencing this Diploma program. Please contact the Department for advice.

Course Objective

These courses provide students with an understanding of the operations management functions within an organisation and the techniques, skills and knowledge, which are required. Operations Managers perform duties and tasks in the following areas; Planning; Materials Management; Purchasing; Work study, Industrial Engineering; Occupational Health and Safety.

Entry Requirements

All applicants are by direct application through an interview process. As this qualification is a nested program, all applicants must have successfully completed the Certificate IV in Business (Operations Management). You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures / Selection Criteria

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

Course Duration

18 months part time.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBPUR501A</td>
<td>DEVELOP IMPLEMENT AND REVIEW PURCHASING STRATEGIES</td>
</tr>
<tr>
<td>BSBPUR502A</td>
<td>MANAGE SUPPLIER RELATIONSHIPS</td>
</tr>
<tr>
<td>BSBPUR504A</td>
<td>MANAGE A SUPPLY CHAIN</td>
</tr>
<tr>
<td>BSBCMN419A</td>
<td>MANAGE PROJECTS</td>
</tr>
<tr>
<td>BSSBM406A</td>
<td>MANAGE FINANCES</td>
</tr>
<tr>
<td>BSBMG505A</td>
<td>ENSURE A SAFE WORKPLACE</td>
</tr>
<tr>
<td>BSBFLM514A</td>
<td>MANAGE PEOPLE</td>
</tr>
</tbody>
</table>

Elective Units of Study

A minimum of 2 units from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSPGOV518A</td>
<td>BENCHMARK PERFORMANCE</td>
</tr>
<tr>
<td>BSBMKG405A</td>
<td>IMPLEMENT AND MONITOR MARKETING ACTIVITIES</td>
</tr>
<tr>
<td>BSBMG506A</td>
<td>RECRUIT, SELECT AND INDUCT STAFF</td>
</tr>
<tr>
<td>TDT1998B</td>
<td>IMPLEMENT AND MONITOR TRANSPORT LOGISTICS</td>
</tr>
<tr>
<td>BSSFLM505B</td>
<td>MANAGE OPERATIONAL PLAN</td>
</tr>
<tr>
<td>TDT1998B</td>
<td>PLAN AND MAINTAIN WAREHOUSE LAYOUTS AND INVENTORY LOCATIONS</td>
</tr>
<tr>
<td>MCM481A</td>
<td>UNDERTAKE PROACTIVE MAINTENANCE ANALYSES</td>
</tr>
<tr>
<td>BSBFLM510B</td>
<td>FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION</td>
</tr>
<tr>
<td>BSBMG503A</td>
<td>PREPARE BUDGETS AND FINANCIAL PLANS</td>
</tr>
</tbody>
</table>
ADVANCED DIPLOMA OF BUSINESS (OPERATIONS MANAGEMENT)
Course Code: 21701VIC
Campus: Footscray Nicholson Campus
Career Opportunities
When you graduate you will be qualified to be an Operations Manager in industries including manufacturing, service, logistics and transport.
Scope of Delivery
Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full time students complete the course in one year. NB- students progress through Certificate IV in Business (Management) and Diploma in Business (Management) levels prior to commencing this Advanced Diploma program. Please contact the Department for advice.
Course Objective
These courses provide students with an understanding of the operations management functions within an organisation and the techniques, skills and knowledge, which are required. Operations Managers perform duties and tasks in the following areas; Planning; Materials Management; Purchasing; Work study, Industrial Engineering; Occupational Health and Safety.
Entry Requirements
This qualification is a nested program, all applicants must have successfully completed the Diploma of Business(Operations Management). You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures / Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the department. All prospective applicants go through an interview process.
Course Duration
12 months part time.
Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSMBGT609A</td>
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</tr>
<tr>
<td>BSBFILM509B</td>
<td>60</td>
</tr>
<tr>
<td>VBP720</td>
<td>60</td>
</tr>
<tr>
<td>BSMBGT605A</td>
<td>60</td>
</tr>
<tr>
<td>CUSADM10A</td>
<td>70</td>
</tr>
</tbody>
</table>

Elective Units of Study
Students are to select a minimum of 1 unit from the following elective units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSMBGT602A</td>
<td>60</td>
</tr>
<tr>
<td>BSMBGT601A</td>
<td>60</td>
</tr>
<tr>
<td>BSBEBUS605A</td>
<td>40</td>
</tr>
<tr>
<td>BSBEBUS601A</td>
<td>30</td>
</tr>
<tr>
<td>BSMBGT507A</td>
<td>40</td>
</tr>
</tbody>
</table>

CERTIFICATE IV IN BUSINESS (ADVERTISING)
Course Code: BSB40601
Campus: Footscray Nicholson.
Career Opportunities
Advertising administration and media and production support officer.
Scope of Delivery
This course is offered on a full time basis.
Course Objective
The course aims to provide the knowledge and skills required for a person working as an assistant across a range of functions in and advertising or media department.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/Selection Criteria
Course applicants are required to attend an interview.
Course Duration
The course is approximately 6 months full time.
Course Structure
All units selected are subject to the approval of the Head of Department. All units selected must contribute to and combine to form a work outcome.

Units from the Advertising domain

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV401A</td>
<td>50</td>
</tr>
<tr>
<td>BSADV402A</td>
<td>80</td>
</tr>
<tr>
<td>BSADV403A</td>
<td>80</td>
</tr>
<tr>
<td>BSADV404A</td>
<td>40</td>
</tr>
<tr>
<td>BSBCM402A</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM403A</td>
<td>50</td>
</tr>
<tr>
<td>BSBCM404A</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM405A</td>
<td>40</td>
</tr>
<tr>
<td>BSBCM406A</td>
<td>40</td>
</tr>
<tr>
<td>BSBCM407A</td>
<td>30</td>
</tr>
</tbody>
</table>
DEPARTMENT OF MANAGEMENT AND MARKETING

UNIT CODE   HOURS
BSBCMN408A REPORT ON FINANCIAL ACTIVITY  30
BSBCMN410A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES  40
BSBCMN411A MONITOR A SAFE WORKPLACE  50
BSBCMN412A PROMOTE INNOVATION AND CHANGE  50
BSBCMN413A IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES  40
BSBFM404A LEAD WORK TEAMS  50

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

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

Units Of Study (Assessment)
BSZ401A PLAN ASSESSMENT  15
BSZ402A CONDUCT ASSESSMENT  15
BSZ403A REVIEW ASSESSMENT  5

CERTIFICATE IV IN BUSINESS (MARKETING)

Course Code: BSB40701

Campus: St Albans.

Career Opportunities
Marketing officer, market research.

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

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

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

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

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

Course Duration
This course is approximately 1 year full time or equivalent. Time required to complete the course will vary according to the delivery and assessment mode offered. NB- This course includes BSB41201 Certificate IV in E-Business for full time students.

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

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

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

A minimum of four units to be undertaken from the following Marketing units:

Unit Code   Hours
BSBMKG301A RESEARCH THE MARKET  60
BSBMKG302A IDENTIFY MARKETING OPPORTUNITIES  60
BSBMKG303A DRAFT AN ELEMENTARY MARKETING AUDIT REPORT  40
BSBMKG304A ASSIST WITH MARKET RESEARCH  50
BSBMKG401A PROFILE THE MARKET  60
BSBMKG402A ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS  60
BSBMKG403A ANALYSE MARKET DATA  60
BSBMKG404A FORECAST MARKET AND BUSINESS NEEDS  60
BSBMKG405A IMPLEMENT AND MONITOR MARKETING ACTIVITIES  40
BSBMKG406A BUILD CLIENT RELATIONSHIPS  50
BSBMKG407A MAKE A PRESENTATION  30
BSBMKG408A CONDUCT MARKET RESEARCH  80

A minimum of three units to be undertaken from the following Common Business units -

BSBCMN402A DEVELOP WORK PRIORITIES  30
BSBCMN403A ESTABLISH BUSINESS NETWORKS  50
BSBCMN404A DEVELOP TEAMS AND INDIVIDUALS  30
BSBCMN405A ANALYSE AND PRESENT RESEARCH INFORMATION  40
BSBCMN406A MAINTAIN BUSINESS TECHNOLOGY  40
BSBCMN407A COORDINATE BUSINESS RESOURCES  30
BSBCMN408A REPORT ON FINANCIAL ACTIVITY  30
BSBCMN409A PROMOTE PRODUCTS AND SERVICES  20
BSBCMN410A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES  40
BSBCMN411A MONITOR A SAFE WORKPLACE  50
BSBCMN412A PROMOTE INNOVATION AND CHANGE  50
BSBCMN413A IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES  40

Plus three units from the (BSB01) Business Services Training Package or any endorsed Training Package of which a minimum of two must be from a Certificate IV level and 1 unit may be included from a Certificate III or Diploma qualification.

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

BSZ401A PLAN ASSESSMENT  15
BSZ402A CONDUCT ASSESSMENT  15
BSZ403A REVIEW ASSESSMENT  5

65
CERTIFICATE IV IN BUSINESS (HUMAN RESOURCES)

Course Code: BSB40801
Campus: Footscray Nicholson.
Career Opportunities
Human Resource Administrator.

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

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

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

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

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

Course Duration
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 Business (Human Resources)(BSB40801), to Diploma in Business (Human Resources)(BSB50801) and Advanced Diploma(BSB60301) level. Please contact the Department for advice. Recognition of Prior Learning may apply.

Course Structure
All units selected are subject to the approval of the Head of Department.
Units from other Training Packages must not duplicate units selected from the Business Training Package.
All units selected must contribute to and combine to form a work outcome.
A maximum of four units may be included from the Assessment and Workplace Training domain.

Units from Human Resources domain

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBHR401A</td>
<td>100</td>
</tr>
<tr>
<td>BSBHR402A</td>
<td>40</td>
</tr>
<tr>
<td>BSBHR403A</td>
<td>20</td>
</tr>
<tr>
<td>BSBHR404A</td>
<td>30</td>
</tr>
</tbody>
</table>

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

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

Plus three units from the (BSB01) Business Services Training Package or any endorsed Training Package of which a minimum of two must be from a Certificate IV level and 1 unit may be included from a Certificate III or Diploma qualification.

CERTIFICATE IV IN BUSINESS MANAGEMENT

Course Code: BSB41101
Campus: Footscray Nicholson.
Career Opportunities
Supervisor, team leader.

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

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

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

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

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

Course Duration
18 months part time. Time required to complete the course will vary according to the delivery and assessment mode offered. Note: Students can progress from Certificate IV in Business Management to Diploma in Business Management and Advanced Diploma level. Please contact the Department for advice. Recognition of Prior Learning may apply.

Course Structure
All units selected are subject to the approval of the Head of Department.
Units from other Training Packages must not duplicate units selected from the Business Training Package.
All units selected must contribute to and combine to form a work outcome.
The following pair of units should not be undertaken within a single qualification:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB42004</td>
<td>50</td>
</tr>
<tr>
<td>BSB42003</td>
<td>50</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB5403A</td>
<td>50</td>
</tr>
<tr>
<td>BSB5404A</td>
<td>30</td>
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<tr>
<td>BSB5407A</td>
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<tr>
<td>BSB5410A</td>
<td>40</td>
</tr>
<tr>
<td>BSB5412A</td>
<td>50</td>
</tr>
<tr>
<td>BSB5413A</td>
<td>40</td>
</tr>
<tr>
<td>BSB5414A</td>
<td>40</td>
</tr>
</tbody>
</table>

Plus three units from the (BSB01) Business Services Training Package or any endorsed Training Package of which a minimum of two must be from a Certificate IV level and 1 unit may be included from a Certificate III or Diploma qualification.

CERTIFICATE IV IN BUSINESS (INTERNATIONAL TRADE)

Course Code: BSB42004

Campus: Footscray Nicholson campus.

Career Opportunities
Clerical Officer in the importing/exporting/warehousing/freight forwarding industry.

Scope of Delivery
Full time and part time.

Course Objective
The course aims to provide knowledge and skills for students wishing to pursue a career in one of the aspects of International Trade and/or proceed to study in the same field at a higher level.

Entry Requirements
In order to undertake this course, applicants will have to have a minimum English level of 5.0 IELTS.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration
Duration of the qualification when offered on a full time basis – one semester.

Selection Procedures
To be advised by the Department.

Course Structure

a) International Trade Domain Units of Study
Minimum of Four units from the following list:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB5401A</td>
<td>20</td>
</tr>
<tr>
<td>BSB5402A</td>
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<tr>
<td>BSB5406A</td>
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<tr>
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<tr>
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<td>BSB5411A</td>
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<td>BSB5414A</td>
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<tr>
<td>BSB5415A</td>
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<tr>
<td>BSB5416A</td>
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<td>BSB5418A</td>
<td>50</td>
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<tr>
<td>BSB5419A</td>
<td>60</td>
</tr>
<tr>
<td>BSB5420A</td>
<td>50</td>
</tr>
<tr>
<td>BSB5412A</td>
<td>50</td>
</tr>
<tr>
<td>BSB5421A</td>
<td>40</td>
</tr>
</tbody>
</table>

b) Common Business Units of Study
Three units from the following list:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB5402A</td>
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</tr>
<tr>
<td>BSB5403A</td>
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<tr>
<td>BSB5404A</td>
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<td>BSB5406A</td>
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<td>BSB5408A</td>
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<td>BSB5409A</td>
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<td>BSB5417A</td>
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<td>BSB5419A</td>
<td>60</td>
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<tr>
<td>BSB5420A</td>
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<tr>
<td>BSB5412A</td>
<td>50</td>
</tr>
<tr>
<td>BSB5421A</td>
<td>40</td>
</tr>
</tbody>
</table>

(c) Other Business Units
And three units from the Business Services Training Package or any other endorsed Training Package, of which a minimum of two units must be from a Certificate IV level and one unit may be included from a Certificate III or Diploma qualification.
Units from other Training Packages must not duplicate units selected from the Business Services Training Package.
All units selected must contribute to and combine to form a work outcome.

For further information regarding this course, contact the Department of Management and Marketing on (03) 9919 8686.
DIPLOMA OF BUSINESS (I)
Course Code: BSB50101
Campus: Footscray Nicholson and City King.
Career Opportunities
Management.
Scope of Delivery
This course is offered to international students on a full-time basis.
Course Objective
The course is a generic business program which aims to provide the knowledge and skills required for a person wishing to pursue a management role.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the department.
Course Duration
The course is offered on a full time basis over 280-610 nominal hours.
Course Structure
All units selected are subject to the approval of the Head of Department.
Units from other Training Packages must not duplicate units selected from the Business Training Package.
A maximum of four units may be selected from the Assessment and Workplace Training domain.
A minimum of five units from any field or domain of the Business Services Training Package (BSB01) from a Diploma qualification; Three units from the (BSB01) Business Services Training Package, or any other endorsed Training Package, of which a minimum of 2 units must be from a Diploma qualification and 1 unit may be included from a Certificate IV or Advanced Diploma qualification.
Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF BUSINESS MANAGEMENT
Course Code: BSB50401
Campus: Footscray Nicholson.
Career Opportunities
Middle-level Manager.
Scope of Delivery
This course is offered on a part time basis.
Course Objective
The course aims to provide students with the knowledge and skills required to manage and provide leadership to administrative workers across all industries.
Entry Requirements
To qualify for admission to the course, applicants must be assessed by the Head of Department as being capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the department.
Course Duration
18 months part time. Time required to complete the course will vary according to the delivery and assessment mode offered. NB: students must complete the Certificate IV in Business Management, prior to commencing the Diploma program. Please contact the Department for advice.
Course Structure
The course consists of eight units.
A minimum of five units to be undertaken from the following Strategic Management domain:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMGT501A</td>
<td>MARKET SERVICES AND CONCEPTS TO INTERNAL CUSTOMERS</td>
<td>60</td>
</tr>
<tr>
<td>BSBMGT502A</td>
<td>MANAGE PEOPLE PERFORMANCE</td>
<td>60</td>
</tr>
<tr>
<td>BSBMGT503A</td>
<td>PREPARE BUDGETS AND FINANCIAL PLANS</td>
<td>60</td>
</tr>
<tr>
<td>BSBMGT504A</td>
<td>MANAGE BUDGETS AND FINANCIAL PLANS</td>
<td>60</td>
</tr>
<tr>
<td>BSBMGT505A</td>
<td>ENSURE A SAFE WORKPLACE</td>
<td>60</td>
</tr>
<tr>
<td>BSBMGT506A</td>
<td>RECRUIT, SELECT AND INDUCT STAFF</td>
<td>60</td>
</tr>
<tr>
<td>BSBMGT507A</td>
<td>MANAGE ENVIRONMENTAL PERFORMANCE</td>
<td>40</td>
</tr>
</tbody>
</table>

Plus three units from the SB01 Business Services Training Package, of which a minimum of 2 units must be from a qualification at Diploma level; 1 unit may be included from a lower or higher level in this qualification, providing it has not previously been included in a qualification at a lower level. All units selected must contribute to and combine to form a work outcome.
DIPLOMA OF BUSINESS (ADVERTISING)
Course Code: BSB50601

Campus: Footscray Nicholson.

Career Opportunities
Account Management, Media Planning and Production.

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

Course Objective
The course aims to provide the knowledge and skills required for a person working as a media planning assistant in an advertising agency or the media department in a medium to large organisation.

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

Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria.

Course Duration
Full time approximately 1 year of study.

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

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

Course Duration
This course is approximately 6 months full time or equivalent. Time required to complete the course will vary according to the delivery and assessment mode offered. Note: Students progress through Certificate IV in Business (Marketing) levels prior to commencing this Diploma program.

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

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

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV501A</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV502A</td>
<td>40</td>
</tr>
<tr>
<td>BSBADV503A</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV504A</td>
<td>60</td>
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<td>BSBADV505A</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV506A</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV507A</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV508A</td>
<td>120</td>
</tr>
</tbody>
</table>

Plus three units from the (BSB01) Business Services Training Package or any endorsed Training Package of which a minimum of two must be from a Diploma level and the remaining unit may be from a lower or higher level qualification.

DIPLOMA OF BUSINESS (MARKETING)
Course Code: BSB50701

Campus: Footscray Nicholson, St Albans.

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

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

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

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

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

Course Duration
This course is approximately 6 months full time or equivalent. Time required to complete the course will vary according to the delivery and assessment mode offered. Note: Students progress through Certificate IV in Business (Marketing) levels prior to commencing this Diploma program.

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

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

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMKG501A</td>
<td>80</td>
</tr>
<tr>
<td>BSBMKG502A</td>
<td>80</td>
</tr>
<tr>
<td>BSBMKG503A</td>
<td>50</td>
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<tr>
<td>BSBMKG504A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG505A</td>
<td>40</td>
</tr>
</tbody>
</table>

Plus three units from the (BSB01) Business Services Training Package or any endorsed Training Package of which a minimum of two must be from a Diploma level and the remaining unit may be from a lower or higher level qualification.
DIPLOMA OF BUSINESS (HUMAN RESOURCES) (I)
Course Code: BSB50801
Campus: Footscray Nicholson.
Career Opportunities
Human Resource Officer.
Scope of Delivery
The course is offered on a full time or part time basis.
Course Objective
The course aims to provide the knowledge and skills required for a person working as a Human Resources officer with responsibility for all HR functions or a middle level HR manager in a large organisation.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the department.
Course Duration
1 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 Department for advice. Recognition of Prior Learning may apply.
Course Structure
All units selected are subject to the approval of the Head of Department.
Units from other Training Packages must not duplicate units selected from the Business Training Package.
All units selected must contribute to and combine to form a work outcome.
A minimum of five units (together totalling a minimum of 240 nominal hours) to be undertaken from the following Human Resources units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BSBHR501A</td>
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<tr>
<td>BSBHR502A</td>
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<td>BSBHR503A</td>
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<td>BSBHR505A</td>
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<td>BSBHR506A</td>
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<td>BSBHR507A</td>
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<tr>
<td>BSBHR508A</td>
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<tr>
<td>BSBHR509A</td>
<td></td>
</tr>
</tbody>
</table>

Plus three units from the (BSB01) Business Services Training Package or any endorsed Training Package of which a minimum of two must be from a Diploma level and the remaining unit may be from a lower or higher level qualification.

DIPLOMA OF INTERNATIONAL BUSINESS
Course Code: BSB50204
Campus: Footscray Nicholson campus.
Career Opportunities
Operational and management roles in International Trade businesses.
Scope of Delivery
Full time and part time.
Course Objective
The aims of the qualification are to provide training opportunities in the area of international business/ international trade at AQF level 5. Students completing this qualification may proceed to the Advanced Diploma level which in turn could lead on to articulation into the undergraduate degree course.
Entry Requirements
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Course Duration
one year - Full time
Selection Procedures
To be advised by department.
Course Structure
A minimum of five units from the International Business domain listed below.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSBINT501A</td>
<td></td>
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<tr>
<td>BSBINT502A</td>
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<td>BSBINT503A</td>
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<td>BSBINT505A</td>
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<td>BSBINT506A</td>
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<td>BSBINT507A</td>
<td></td>
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<tr>
<td>BSBINT508A</td>
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</tbody>
</table>

Elective Units of Study
Plus three units from the (BSB01) Business Services Training Package or any endorsed Training Package of which a minimum of two must be from a Diploma level and the remaining unit may be from a lower or higher level qualification.
All units selected must contribute to and combine to form a work outcome.
For further information regarding this course, contact the Department of Management and Marketing on (03) 9919 8686.
ADVANCED DIPLOMA OF BUSINESS (ADVERTISING) (I)

Course Code: BSB60501

Campus: Footscray Nicholson.

Career Opportunities
Account Management, Promotions Consultant.

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

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

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

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

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

Course Duration
2 years full time study.

Course Structure
5 Units from the Advertising domain

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BS.BADV601A</td>
<td>120</td>
</tr>
<tr>
<td>BS.BADV602A</td>
<td>100</td>
</tr>
<tr>
<td>BS.BADV603A</td>
<td>80</td>
</tr>
<tr>
<td>BS.BADV604A</td>
<td>60</td>
</tr>
<tr>
<td>BS.BADV605A</td>
<td>60</td>
</tr>
</tbody>
</table>

Plus three units from the (BSB01) Business Services Training Package or any endorsed Training Package of which a minimum of two must be from an Advanced Diploma level and 1 unit may be included from a Diploma qualification.

ADVANCED DIPLOMA OF BUSINESS (MARKETING) (I)

Course Code: BSB60601

Campus: St Albans.

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

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

Course Objective
The course provides the knowledge and skills required for a person with a planning and management role in business functions which include product management, research and sales.

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

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

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

Course Duration
This course is approximately 6 months full time or equivalent. Time required to complete the course will vary according to the delivery and assessment mode offered. NB- students progress through Certificate IV and Diploma in Business (Marketing) levels prior to commencing this Advanced Diploma program.

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

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

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

A minimum of five units to be undertaken from the following Marketing units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB.MKG601A</td>
<td>60</td>
</tr>
<tr>
<td>BSB.MKG602A</td>
<td>60</td>
</tr>
<tr>
<td>BSB.MKG603A</td>
<td>50</td>
</tr>
<tr>
<td>BSB.MKG604A</td>
<td>50</td>
</tr>
<tr>
<td>BSB.MKG605A</td>
<td>60</td>
</tr>
<tr>
<td>BSB.MKG606A</td>
<td>60</td>
</tr>
<tr>
<td>BSB.MKG607A</td>
<td>50</td>
</tr>
</tbody>
</table>

Plus three units from the (BSB01 Business Services Training Package or any endorsed Training Package of which a minimum of two must be from an Advanced Diploma level and 1 unit may be included from a Diploma qualification.
SCHOOL OF BUSINESS AND SERVICE INDUSTRIES

SUBJECTS

Below are subject details for courses offered by the Department of Management and Marketing in 2007.

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

**BSBADV401A PROFILE A TARGET AUDIENCE**
Content: Identify the target market; Segment the market; Profile target audience.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**BSBADV402A CONDUCT PRE-CAMPAIGN TESTING**
Content: Plan for pre-campaign testing; Pilot the advertisement; Utilise pre-campaign test results.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

**BSBADV403A MONITOR ADVERTISING PRODUCTION**
Content: Oversee pre-production work; Oversee production processes; Monitor post-production processes; Produce monitoring reports.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

**BSBADV404A SCHEDULE ADVERTISEMENTS**
Content: Confirm advertising and media requirements; Prepare and cost the media schedule; Book advertising time/space and lodge advertisements.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**BSBADV501A DEVELOP A CREATIVE CONCEPT**
Content: Read and absorb background information; Develop a creative concept; Evaluate a creative concept.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBADV502A WRITE PERSUASIVE COPY**
Content: Interpret a creative brief; Evaluate creative options; Prepare persuasive copy.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**BSBADV503A COORDINATE ADVERTISING RESEARCH**
Content: Assess advertising research requirements; Select research method/s; Utilise advertising research findings.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBADV504A CREATE ADVERTISEMENTS**
Content: Interpret a creative brief; Create a print advertisement; Create a radio advertisement; Create a television or cinema advertisement; Create a website or e-commerce advertisement.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBADV505A EVALUATE AND RECOMMEND ABOVE THE LINE MEDIA OPTIONS**
Content: Evaluate the use of broadcast media for advertising; Evaluate the use of print media for advertising; Evaluate the use of cinema and video as advertising media; Evaluate the use of sponsorship as an advertising medium; Evaluate the use of the Internet as an advertising medium; Recommend ‘above the line’ media for a target audience.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBADV506A EVALUATE AND RECOMMEND BELOW THE LINE MEDIA OPTIONS**
Content: Evaluate the use of direct mail as an advertising medium; Evaluate the use of point-of-sale, sales literature and promotion advertising media; Evaluate the use of other ‘below the line’ advertising media; Recommend ‘below the line’ media for a target audience.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBADV507A DEVELOP A MEDIA PLAN**
Content: Define media requirements; Select the media; Select media vehicle/s; Determine the media schedule; Produce a media plan.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBADV508A PRESENT AN ADVERTISING CAMPAIGN**
Content: Plan an advertising campaign presentation; Prepare for an advertising campaign presentation; Deliver an advertising campaign presentation; Act on feedback from advertising campaign presentation.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

**BSBADV601A CREATE AN ADVERTISING BRIEF**
Content: Determine advertiser requirements; Develop an advertising brief; Develop the creative brief.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

**BSBADV602A DEVELOP AN ADVERTISING CAMPAIGN**
Content: Determine campaign objectives; Prepare an advertising budget; Develop a schedule for proposed advertising activities.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

**BSBADV603A MANAGE ADVERTISING PRODUCTION**
Content: Plan the production process for advertisements; Segment the market; Profile target audience.
Nominal Hours: 80-120 Hours
Assessment: As per accredited curriculum

**BSBADV604A EXECUTE AN ADVERTISING CAMPAIGN**
Content: Develop an implementation strategy; Negotiate media contracts; Monitor the advertising campaign.
Nominal Hours: 60-80 Hours
Assessment: As per accredited curriculum

**BSBADV605A EVALUATE CAMPAIGN EFFECTIVENESS**
Content: Develop a campaign evaluation strategy; Implement campaign evaluation strategy; Utilise advertising effectiveness data.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBCM412A PROMOTE INNOVATION AND CHANGE**
Content: Identify and develop opportunities for improved work practices; Lead team to foster innovative work practices; Facilitate commitment to workplace change; Monitor and evaluate change.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM416A</td>
<td>IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES</td>
<td>This unit specifies the outcomes required to identify risks and apply established risk management processes to a subset of the organisation’s operations that are within the person’s own work responsibilities and area of operation.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBCM419A</td>
<td>MANAGE PROJECTS</td>
<td>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.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBCM416A</td>
<td>IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES</td>
<td>This unit specifies the outcomes required to identify risks and apply established risk management processes to a subset of the organisation’s operations that are within the person’s own work responsibilities and area of operation.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBCM421A</td>
<td>ASSIST WITH COMPLIANCE WITH OHS AND OTHER RELEVANT LAWS</td>
<td>This unit specifies the outcomes required to apply an understanding of the legal and regulatory framework of OHS in order to provide advice regarding the OHS legislative responsibilities of an OHS practitioner, company director, manager, supervisor and employee.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBEUS601A</td>
<td>DEVELOP AN E-BUSINESS STRATEGY</td>
<td>This unit covers environmental analysis and strategic planning for e-business that supports the organisation’s overall business strategy.</td>
<td>TBA</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBEUS605A</td>
<td>IDENTIFY AND IMPLEMENT E-BUSINESS INNOVATION</td>
<td>This unit covers analysis of traditional business processes to identify and implement e-business opportunities for innovation and reform.</td>
<td>TBA</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBEUS606A</td>
<td>MANAGE E-BUSINESS RISK</td>
<td>This unit covers identification and management of risks associated with e-business including objectives failure, technology failure, security, and fraud. It focuses on the development of risk management strategies to provide a secure environment for business transactions.</td>
<td>TBA</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBFLM403A</td>
<td>MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
</tbody>
</table>
BSBHR504A MANAGE INDUSTRIAL RELATIONS POLICIES AND PROCESSES
Content: Develop industrial relations (IR) strategies/policies; Industrial relations strategies/policies and plans are implemented; Manage conflict.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

BSBHR505A MANAGE REMUNERATION AND EMPLOYEE BENEFITS
Content: Develop the organisation's remuneration strategy; Implement the remuneration strategy; Review and update the remuneration strategy.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBHR506A MANAGE RECRUITMENT, SELECTION AND INDUCTION PROCESSES
Content: Develop recruitment selection and induction processes; Recruitment and selection of staff; Manage induction of staff.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBHR507A MANAGE SEPARATION/TERMINATION
Content: Develop processes for separation/termination of employment; Manage separation/termination processes; Conduct exit interviews.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBHR508A MANAGE WORK/LIFE SKILLS
Content: Research and analyse work/life needs; Plan work/life skills project; Implement, administer and monitor project; Evaluate projects.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBHR509A MANAGE REHABILITATION/RETURN TO WORK PROGRAMS
Content: Analyse claims; Establish rehabilitation/return-to-work program; Monitor/evaluate rehabilitation/return-to-work program.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBINT401A RESEARCH INTERNATIONAL BUSINESS OPPORTUNITIES
Content: This unit specifies the outcomes required to ascertain the opportunities available and the feasibility of a particular international business opportunity.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BSBINT402A MARKET GOODS AND SERVICES INTERNATIONALLY
Content: This unit specifies the outcomes required to market goods and service internationally.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

BSBINT403A RESEARCH INTERNATIONAL MARKETS
Content: This unit specifies the outcomes required to undertake market research to select markets to pursue.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

BSBINT404A IMPLEMENT INTERNATIONAL CLIENT RELATIONSHIP STRATEGIES
Content: This unit specifies the outcomes required to implement international client relationships in line with a defined organisational strategy for international client relationships.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBINT405A APPLY KNOWLEDGE OF IMPORT AND EXPORT INTERNATIONAL CONVENTIONS, LAWS AND FINANCE
Content: This unit specifies the outcomes required to maintain currency of knowledge and skills of international conventions, laws and finance in order to apply these to import and export responsibilities.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBINT406A PROMOTE COMPLIANCE WITH LEGISLATION
Content: This unit specifies the outcomes required to promote compliance with legislation, both by self and others in the workplace.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBINT407A PREPARE BUSINESS ADVICE ON EXPORT FREE ON BOARD VALUE
Content: This unit specifies the outcomes required to accurately determine and prepare business advice on the export entry or declaration Free on Board (FOB) Value on goods exported from Australia.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBINT408A PREPARE BUSINESS ADVICE ON THE TAXES AND DUTIES FOR INTERNATIONAL TRADE TRANSACTIONS
Content: This unit specifies the outcomes required to assess the applicability of GST, other relevant taxes and duty to international trade transactions, and to prepare business advice based on the assessments and calculations undertaken.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBINT409A PLAN FOR INTERNATIONAL TRADE
Content: This unit specifies the outcomes required to effectively plan for the international trade of goods.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

BSBINT501A PROFILE INTERNATIONAL MARKETS
Content: This unit specifies the outcomes required to select and confirm an appropriate international market.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBINT502A ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC INTERNATIONAL MARKETS
Content: This unit specifies the outcomes required to analyse consumer behaviour for specific international markets.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBINT503A ANALYSE DATA FROM INTERNATIONAL MARKETS
Content: This unit specifies the outcomes required to analyse data from international markets.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBINT504A FORECAST INTERNATIONAL MARKET AND BUSINESS NEEDS
Content: This unit specifies the outcomes required to gather intelligence about the target international market and use that information in the business.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum
**BSBINT505A BUILD INTERNATIONAL CLIENT RELATIONSHIPS**

Content: This unit specifies the outcomes required to build effective international client relationships.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**BSBINT506A BUILD INTERNATIONAL BUSINESS NETWORKS**

Content: This unit specifies the outcomes required to build international business networks.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**BSBINT507A REPORT ON FINANCES RELATED TO INTERNATIONAL BUSINESS**

Content: This unit specifies the outcomes required to report on finances related to international business activity.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

**BSBINT508A PROMOTE PRODUCTS AND SERVICES TO INTERNATIONAL MARKETS**

Content: This unit specifies the outcomes required to promote products and services of the business within specified international markets.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

**BSBMGT501A MARKET SERVICES AND CONCEPTS TO INTERNAL CUSTOMERS**

Content: Interpret strategic and operational plans; Manage research activities; Prepare internal marketing plans; Evaluate internal marketing plans.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBMGT502A MANAGE PEOPLE PERFORMANCE**

Content: Allocate work; Assess performance; Provide feedback; Manage follow-up.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBMGT503A PREPARE BUDGETS AND FINANCIAL PLANS**

Content: Analyse strategic and operational plans; Develop revenue, expenditure and capital investment proposals; Build agreement for budgets and financial plans.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBMGT504A MANAGE BUDGETS AND FINANCIAL PLANS**

Content: Communicate budget and financial plans; Monitor and control activities against plans; Report outcomes of financial plans.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBMGT505A ENSURE A SAFE WORKPLACE**

Content: Establish and maintain an Occupational Health and Safety system; Establish and maintain participative arrangements for the management of Occupational Health and Safety; Establish and maintain procedures for identifying hazards, and assessing and controlling risks; Establish and maintain a quality Occupational Health and Safety management system.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBMGT506A RECRUIT, SELECT AND INDUCT STAFF**

Content: Determine future people needs; Select appropriate people; Confirm employment arrangements.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBMGT507A MANAGE ENVIRONMENTAL PERFORMANCE**

Content: Develop a business plan to enhance environmental performance; Manage environmental impact and opportunity; Promote innovation and opportunity; Manage system to record and report environmental impacts and opportunities; Evaluate environmental performance.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**BSBMGT601A CONTRIBUTE TO STRATEGIC DIRECTION**

Content: Contribute to the creation and/or review of the organisational mission statement; Analyse the external environment; Undertake competitive analysis; Analyse and review organisation’s capabilities.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBMGT602A CONTRIBUTE TO THE DEVELOPMENT AND IMPLEMENTATION OF STRATEGIC PLANS**

Content: Confirm organisational mission, vision and purpose; Formulate strategic objectives and strategies; Evaluate and improve strategic performance.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBMGT605A PROVIDE LEADERSHIP ACROSS THE ORGANISATION**

Content: Communicate organisational mission and goals; Influence groups and individuals; Build and support teams; Demonstrate personal and professional competence.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBMGT609A MANAGE RISK**

Content: Develop risk management plan; Implement risk management plan; Evaluate risk management plan.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBMGT611A DEVELOP RISK MANAGEMENT STRATEGY**

Content: This unit specifies the outcomes required to develop a risk management strategy for an organisation, business unit or complex project or program, and plan for the implementation of the strategy.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBMKG301A RESEARCH THE MARKET**

Content: Collect and present information on the internal business environment; Collect and present information on the external business environment; Investigate new or emerging factors in the market; Record market data.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBMKG304A ASSIST WITH MARKET RESEARCH**

Content: Assist with market research
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**BSBMKG401A PROFILE THE MARKET**

Content: Segment the market; Identify the target market; Profile target audience; Develop a positioning strategy.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBMGT606A PROMOTE PRODUCTS AND SERVICES TO INTERNATIONAL MARKETS**

Content: This unit specifies the outcomes required to promote products and services of the business within specified international markets.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

**BSBMGT607A MANAGE ENVIRONMENTAL PERFORMANCE**

Content: This unit specifies the outcomes required to report on finances related to international business activity.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

**BSBMGT608A PROMOTE PRODUCTS AND SERVICES TO INTERNATIONAL MARKETS**

Content: This unit specifies the outcomes required to promote products and services of the business within specified international markets.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

**BSBMGT609A MANAGE RISK**

Content: Develop risk management plan; Implement risk management plan; Evaluate risk management plan.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBMGT611A DEVELOP RISK MANAGEMENT STRATEGY**

Content: This unit specifies the outcomes required to develop a risk management strategy for an organisation, business unit or complex project or program, and plan for the implementation of the strategy.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBMKG301A RESEARCH THE MARKET**

Content: Collect and present information on the internal business environment; Collect and present information on the external business environment; Investigate new or emerging factors in the market; Record market data.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBMKG304A ASSIST WITH MARKET RESEARCH**

Content: Assist with market research
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**BSBMKG401A PROFILE THE MARKET**

Content: Segment the market; Identify the target market; Profile target audience; Develop a positioning strategy.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum
BSBMKG402A ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS
Content: This unit covers analysis of consumer behaviour to enable marketing to be targeted to specific markets and specific needs.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBMKG403A ANALYSE MARKET DATA
Content: Interpret trends and market developments; Interpret competitor market performance; Report on market data.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBMKG404A FORECAST MARKET AND BUSINESS NEEDS
Content: Build and maintain networks; Review current business performance and capability; Evaluate the market; Articulate the needs of the market and the business.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBMKG405A IMPLEMENT AND MONITOR MARKETING ACTIVITIES
Content: Review the marketing mix for the business; Implement marketing activities; Monitor and review marketing performance.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBMKG407A MAKE A PRESENTATION
Content: Prepare the presentation; Deliver a presentation; Review the presentation.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBMKG501A EVALUATE MARKETING OPPORTUNITIES
Content: Identify marketing opportunities; Investigate marketing opportunities; Evaluate required changes to current operations.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

BSBMKG502A ESTABLISH AND ADJUST THE MARKETING MIX
Content: Evaluate the significance of each component of the marketing mix and their inter-relationships; Determine the marketing mix for the specific markets; Monitor and adjust marketing mix.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

BSBMKG503A DEVELOP A MARKETING COMMUNICATIONS PLAN
Content: Develop marketing communication objectives; Determine the marketing communications mix; Set a promotional budget; Prepare an integrated marketing communications plan.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

BSBMKG504A IMPLEMENT A MARKETING SOLUTION
Content: Implement marketing strategies; Monitor marketing strategies; Evaluate and improve marketing performance.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBMKG505A REVIEW MARKETING PERFORMANCE
Content: Review customer requirements; Confirm market demand; Review product/service features; Monitor and improve marketing performance.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBMKG601A DEVELOP MARKETING STRATEGIES
Content: Scope marketing opportunities; Develop marketing strategies.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBMKG602A DEVELOP A MARKETING PLAN
Content: Identify strategic direction; Review marketing performance; Formulate marketing objectives; Devise marketing strategies; Plan marketing tactics; Prepare and present a marketing plan.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBMKG603A MANAGE THE MARKETING PROCESS
Content: Formulate strategic marketing objectives; Manage marketing performance; Manage marketing personnel; Evaluate and improve strategic marketing performance.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

BSBMKG604A DEVELOP AND MANAGE DIRECT MARKETING CAMPAIGNS
Content: Develop direct marketing strategies; Develop a marketing plan for a direct marketing campaign; Manage direct marketing campaign production processes; Direct campaign implementation; Evaluate direct marketing campaign effectiveness.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

BSBMKG605A EVALUATE INTERNATIONAL MARKETING OPPORTUNITIES
Content: Review the global market environment; Assess international business and e-commerce market factors; Identify risk factors for international marketing opportunities; Investigate international business and e-commerce marketing opportunities.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBMKG606A MANAGE INTERNATIONAL MARKETING PROGRAMS
Content: Formulate international marketing objectives; Determine international marketing approach; Determine operational structures; Manage international marketing performance; Evaluate and improve international marketing performance.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBPM607A DIRECT COMMUNICATIONS MANAGEMENT OF MULTIPLE PROJECTS/PROGRAMS
Content: This unit specifies the outcomes required to provide the critical link between people, ideas and information at all stages in the life-cycles of multiple projects across a program. It covers directing project communications and information management, managing program communications and analysing communications management outcomes for projects and programs.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBPUR501A DEVELOP IMPLEMENT AND REVIEW PURCHASING STRATEGIES
Content: This unit specifies the outcomes required to develop, implement and evaluate an organisation's purchasing strategies, and implement improvements to those strategies.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum
BSBPUR502A MANAGE SUPPLIER RELATIONSHIPS
Content: This unit specifies the outcomes required to manage relationships with suppliers of larger purchases or multiple smaller purchases, where the relationship is of some significance to the organisation. It covers managing purchasing agreements, resolving disagreements with suppliers, finalising agreements, and reviewing the performance of suppliers.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBPUR504A MANAGE A SUPPLY CHAIN
Content: This unit specifies the outcomes required to manage a supply chain, including the relationships between an organisation and its supply and demand partners along the chain. It covers implementing a demand driven supply chain management strategy, managing the supply chain, and evaluating and improving supply chain effectiveness.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CUEFIN03B OBTAIN SPONSORSHIP
Content: This unit describes the skills and knowledge required to obtain and manage sponsorship for an activity, event or organisation. As such the unit may focus on ‘one-off’ sponsorship arrangements or ongoing activities within an organisation. The unit requires a sound knowledge of sponsorship opportunities and protocols in a given industry context plus a range of communication, negotiation and management skills.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

CUFWRTO4A WRITE PRESENTATION MATERIAL
Content: This unit describes the skills and knowledge required to write a range of presentation material that contributes to the continuity of an audio program, including links, “intros”, “outros”, and back announcements.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CUSADM05A DEVELOP & IMPLEMENT A BUSINESS/STRATEGIC PLAN
Content: This unit describes the skills and knowledge required to develop a strategic plan and to monitor and manage its implementation. It may be applied to a small independent operation or to a section of a large organisation.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CUSGEN05B MAKE PRESENTATIONS
Content: This unit describes the skills and knowledge required to prepare for and make effective presentations to a group of people. Senior operational staff, sales and marketing personnel or managers would generally undertake this role.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

FDFPLSCP4A SCHEDULE AND MANAGE PRODUCTION
Content: This unit covers the skills and knowledge required to plan, monitor and adjust schedules to meet operational requirements. This competency is appropriate for production personnel with some responsibility for planning.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ICAU3126A USE ADVANCED FEATURES OF COMPUTER APPLICATIONS
Content: This unit defines the competency required to use computer applications employing advanced features.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICPMNM65DA CREATE WEB PAGES WITH MULTIMEDIA
Content: Identify the tools and parameters of web page design; Produce Web pages; Validate and prepare for distribution.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

PSPGOV504B COORDINATE RESEARCH AND ANALYSIS
Content: This unit covers research and analysis to develop advice and recommendations. It includes identifying and undertaking research, analysing information and applying the results of analysis, maintaining information systems, and compiling reports from information.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PSPGOV518A BENCHMARK PERFORMANCE
Content: This unit covers benchmarking performance of a functional area or business unit of an organisation. It includes designing a benchmarking approach, establishing benchmarks, establishing and managing a benchmarking exercise, gathering and analysing information and reporting on/acting on benchmarking outcomes.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

PSPGOV601B APPLY KNOWLEDGE OF GOVERNMENT SYSTEMS
Content: This unit covers the effective application of government systems to work in the public sector. It includes applying knowledge of linkages between government/other organisations and between governments, and applying knowledge of the broader political context.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PUACOM004A MANAGE ORGANISATIONAL COMMUNICATION STRATEGIES
Content: This unit covers competency in developing, implementing, reviewing and evaluating communication strategies and promoting effective communication techniques in the workplace.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

SRXFIN008A SECURE FINANCIAL RESOURCES TO SUPPORT THE ORGANISATION
Content: This unit covers the knowledge and skills required to seek and secure additional funding through sponsorship and/or income generation avenues and to manage these activities in a professional manner.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTF397A IMPLEMENT AND MONITOR OHS
Content: Requirements for workers with some supervisory responsibility for implementation and monitoring of Occupational Health and Safety policies, procedures and systems
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTF797A IMPLEMENT ACCIDENT/EMERGENCY PROCEDURES
Content: The implementation of emergency/accident procedures by designated personnel
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTJ197A APPLY QUALITY PROCEDURES
Content: Basic knowledge and skills to apply quality procedures to workplace tasks.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
**TDTL1998A IMPLEMENT AND MONITOR TRANSPORT LOGISTICS**

**Content:** Skills and knowledge required to implement, monitor and maintain effective and efficient transport logistics systems

**Nominal Hours:** 40 Hours

**Assessment:** As per accredited curriculum

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**TDTL1998B IMPLEMENT AND MONITOR TRANSPORT LOGISTICS**

**Content:** Mobilise resources; Coordinate multi-modal transport activities; Monitor consignment(s) tracking; Implement contingency management strategy

**Nominal Hours:** 40 Hours

**Assessment:** As per accredited curriculum

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**TDP9988 PLAN AND MAINTAIN WAREHOUSE LAYOUTS AND INVENTORY LOCATIONS**

**Content:** This unit involves the skills and knowledge required to plan and maintain warehouse layouts and inventory locations in accordance with relevant regulatory requirements and workplace procedures. This includes identifying space requirements, identifying safety and security needs, developing the required documentation system, designing storage zones, and evaluating warehouse utilisation.

**Nominal Hours:** 60 Hours

**Assessment:** As per accredited curriculum

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**VBP162 PLAN AND IMPLEMENT A TRANSPORT AND LOGISTICS SYSTEM FOR AN INTERNATIONAL TRADE ORGANISATION**

**Content:** This unit covers the knowledge and skills required to develop and implement a transport and logistics system within an international trade organisation or relevant workplace environment. It also includes the skills and knowledge required to monitor and evaluate the effectiveness of the transport and logistics system.

**Nominal Hours:** 60 Hours

**Assessment:** As per accredited curriculum

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**VBP163 APPLY CONTRACT LAW TO INTERNATIONAL BUSINESS ACTIVITIES**

**Content:** This unit covers the skills and underpinning knowledge required to apply contract law relevant to international business activities.

**Nominal Hours:** 80 Hours

**Assessment:** As per accredited curriculum

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**VBP164 MANAGE BUSINESS ACTIVITIES IN AN INTERNATIONAL ENVIRONMENT**

**Content:** This unit covers the knowledge and skills required to manage business in a global market. It also covers the knowledge and skills required to Analyse global and national variables and factors that impact on the markets, Evaluate effective leadership styles, theories and practices for organizational effectiveness and efficiency, Analyse the legal, regulatory and compliance requirements together with risk control strategies, Investigate strategic planning and implementation strategies to achieve organizational goals in an international market.

**Nominal Hours:** 80 Hours

**Assessment:** As per accredited curriculum

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**VBP165 RESEARCH AND REPORT ON AN IMPORT AND EXPORT VENTURE**

**Content:** This unit covers the knowledge and skills required to research and report on identifying, selecting and targeting a product or service for import or export to a country or region of choice.

**Nominal Hours:** 80 Hours

**Assessment:** As per accredited curriculum

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**VBP166 REVIEW THE FINANCIAL STRUCTURES AND PROCESSES IN INTERNATIONAL BUSINESS**

**Content:** This unit covers the knowledge and skills required to analyse international trade finance variables within Australia and in a global context. It includes examining the structures and processes of financing international import and export transactions in the banking system, including optional finance models and practices that are available to international businesses.

**Nominal Hours:** 80 Hours

**Assessment:** As per accredited curriculum

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**VBP168 REVIEW THE BUSINESS CULTURE AND ENVIRONMENT OF A SELECTED COUNTRY OR REGION**

**Content:** This unit covers the knowledge and skills required to review the business culture and behaviour norms and practices of selected country or region to enhance trade capabilities and complement language studies.

**Nominal Hours:** 15 Hours

**Assessment:** As per accredited curriculum

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**VBP167 ESTABLISH AND MAINTAIN AN EFFECTIVE TRADING RELATIONSHIP**

**Content:** This unit covers the knowledge and skills required to establish and maintain an effective international trading relationship with a selected country or region. It includes investigating the socio-economic, cultural and political factors of a selected country or region, and analyzing their impact on business infrastructure, trading characteristics and investment opportunities. This unit also covers the knowledge and skills required to apply culturally appropriate communication styles to an international trading relationship.

**Nominal Hours:** 90 Hours

**Assessment:** As per accredited curriculum

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**VBP335 DEVELOP AND APPLY KNOWLEDGE OF PUBLIC RELATIONS INDUSTRY**

**Content:** This unit covers the knowledge and skills required to research and analyse components of the public relations industry that contribute to problem solving, situational analysis, strategic planning and setting objectives. It includes the knowledge and skills required to understand industry ethical/legal issues and processes of management communications in that context.

**Nominal Hours:** 100 Hours

**Assessment:** As per accredited curriculum

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**VBP336 DEVELOP STRATEGIC PR WRITING**

**Content:** This unit describes the skills and knowledge required to develop strategic PR writing material for targeted external and internal publics.

**Nominal Hours:** 50 Hours

**Assessment:** As per accredited curriculum

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**VBP720 REVIEW IMPORT AND EXPORT BUSINESS PROCEDURES IN AN OPERATION MANAGEMENT ENVIRONMENT**

**Content:** This unit covers the knowledge and skills required to analyse and apply the import and export business concepts, procedures and regulations in an operations management environment.

**Nominal Hours:** 60 Hours

**Assessment:** As per accredited curriculum

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78
Below are details of courses offered by the Department of Personal Services in 2007. The most up-to-date course information is available online on the University’s searchable courses database at www.vu.edu.au/courses.

**CERTIFICATE II IN MODELLING (I)**

**Course Code:** 21456VIC

**Campus:** City King.

**Career Opportunities:** Modelling.

**Scope of Delivery:**
This course is offered on a full-time basis [Monday-Friday].

**Course Objective:**
The Certificate II in Modelling course is the only Government accredited modelling course in Australia. It provides initial vocational training in the three main branches of modelling. These are:
- fashion parades;
- photographic work; and
- media productions.

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

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

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

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

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VBN179</td>
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<td>VBN180</td>
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<td>VBN181</td>
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<td>VBN188</td>
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<td>WRRLP1B</td>
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Plus two elective units of study.

**Elective Units of Study**

- VBN190 PARTICIPATE IN A PHOTO SHOOT 30
- VBN191 APPLY PROMOTIONAL TECHNIQUES 20

**DIPLOMA OF MAKE-UP (I)**

**Course Code:** CUF50203

The Diploma in Make-Up is a must for those who are serious about pursuing a career in make-up. You will learn and experience what it's really like to work and network with people in the industry. This course is designed to bring out the best in your creative talents. You will learn to develop your technical skills and professional attitude, leading you to the highest levels in the make-up industry in areas such as fashion, catwalk, multimedia, bridal, photography, stage, film and TV.

**Campus:** City King

**Career Opportunities:**
When you graduate you will be qualified to work in the film, video, television, theatre, photographic and fashion industries.

**Entry Requirements:**
You will need to have completed an appropriate Victorian Year 12 or its equivalent. Mature age and those already working in the industry are invited to apply. Interviews take place via an expression of interest and selection process.

Applicants are required to submit an application form and attend an interview.

**Course Duration:**
Full-time for 12 months.

**Course Structure**

**Compulsory Units Of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tr>
<td>CUFGEN01A</td>
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<td>CUEOHS1A</td>
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</tbody>
</table>

**Specialist Units Of Study A**

Select one specialist unit from the following:

- CUFMUP01A DESIGN, APPLY AND REMOVE PERIOD AND SPECIALISED MAKE-UP 65
- CUEMUP4A DESIGN, APPLY AND REMOVE SPECIAL EFFECTS MAKE-UP 160
## Unit Code

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CUFMUP02A</td>
<td>DESIGN, APPLY AND REMOVE MAKE-UP</td>
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<tr>
<td>CUEMUP6A</td>
<td>DRESS HAIR FOR A PERFORMANCE OR PRODUCTION</td>
</tr>
<tr>
<td>WRHHD407A</td>
<td>APPLY &amp; MAINTAIN WIGS AND HAIRPIECES</td>
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<tr>
<td>WRHHD408A</td>
<td>MAKE WIGS AND HAIRPIECES</td>
</tr>
<tr>
<td>CUEMUP03A</td>
<td>MAINTAIN MAKE-UP CONTINUITY</td>
</tr>
<tr>
<td>CUEWRH20A</td>
<td>MAKE WIGS</td>
</tr>
</tbody>
</table>

## Specialist Units Of Study B
Select four elective units from the following:

- CUFMUP02A DESIGN, APPLY AND REMOVE MAKE-UP 160
- CUEMUP6A DRESS HAIR FOR A PERFORMANCE OR PRODUCTION 60
- WRHHD407A APPLY & MAINTAIN WIGS AND HAIRPIECES 40
- WRHHD408A MAKE WIGS AND HAIRPIECES 120
- CUEMUP03A MAINTAIN MAKE-UP CONTINUITY 160
- CUEWRH20A MAKE WIGS 140

## Specialist Units Of Study C
Select seven elective units from the following:

- CUSADM09A ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS 50
- ICAITAD058A APPLY SKILLS IN OBJECT ORIENTED DESIGN 40
- CUFPOP09A CONDUCT A BRIEFING 30
- CUEFIN1A DEVELOP A BUDGET 30
- CUEFIN2A MANAGE A BUDGET 30
- CUSADM03A MANAGE A PROJECT 39
- THHGLE16A MANAGE PHYSICAL ASSETS 35
- CUSGEN05A MAKE PRESENTATIONS 35
- CUSRAD02A CONDUCT RESEARCH 35
- CUSADM02A CO-ORDINATE THE PURCHASE OR HIRE OF EQUIPMENT/SUPPLIES 33
- CUSADM06A DEVELOP AND IMPLEMENT AN OPERATIONAL PLAN 69
- CUSADM10A ESTABLISH AND MANAGE CONTRACTS 70
- CUFPRP05A OPERATE AN OFFSITE PROPS DEPARTMENT 15
- THHGLE07A RECRUIT AND SELECT STAFF 60
- CUFCOS03A REALISE COSTUMES 60
- CUFCOS07A MAKE CHARACTER AND PERIOD COSTUMES 60
- CUSRAD02A CONDUCT RESEARCH 35

## Elective Units Of Study
Select three elective units, at least one of which must be selected from the Diploma unit bank. Two units may be selected from other industry training packages at Diploma level.

- CUFPOP09A CONDUCT A BRIEFING 30
- CUEFIN1A DEVELOP A BUDGET 30
- CUEFIN2A MANAGE A BUDGET 30
- CUSADM03A MANAGE A PROJECT 35
- WRHHD408A MAKE WIGS AND HAIRPIECES 120
- WRHHD407A APPLY & MAINTAIN WIGS AND HAIRPIECES 40
- CUSRAD02A CONDUCT RESEARCH 35

For further information regarding this course, contact the Department of Personal Services on (03) 9919 7877.

### DIPLOMA OF REMEDIAL MASSAGE (I)

**Course Code:** HLT50302

**Campus:** City King.

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

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

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

The areas covered in the Diploma of Remedial Massage HLT50302 are:

- Anatomy and Physiology;
- Musculoskeletal Anatomy I and II;
- Massage 1–Relaxation;
- Massage 2–Therapeutic;
- Massage 3–Sports Massage;
- Massage 4–Relaxation Clinic;
- Communications;
- Professional Skills/Ethics;
- Infection Control;
- Therapeutic Clinic;
- Biomechanics;
- Musculoskeletal Pathology;
- Physical Assessment 1 and 2;
- Lymphatic Drainage;
- Myofascial Tension Techniques;
- Trigger Point Therapy;
- Therapeutic and Sports Clinic;
- Exercise Physiology;
- Business Skills;
- Systemic Pathology;
- Acupressure;
- Research Project;
- Integrated Therapies;
- Remedial Clinic;
- Occupational Health & Safety.
Pre Requisites
Successful completion of an introductory course in massage at Victoria University (Short Course Centre, telephone: (03) 9919 7920) or equivalent.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of a program team member that they are capable of successfully completing the course.

Selection Procedure/Selection Criteria
Applicants are required to attend an interview.

Course Duration
The course is offered on a full time basis over 18 months.

Course Structure

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

CERTIFICATE II IN MAKE-UP SERVICES

Course Code: WRB20204

Campus: City King.

Career Opportunities
Pathway to future career in beauty.

Scope of Delivery
Delivered as part of VET in School only.

Course Objectives
The course provides participants with an entry-level qualification to begin a career in the Beauty industry. It involves workplace communications, routine salon/store functions, demonstrating skin care products, designing and applying make-up in general and specialist situations.

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

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

Selection Procedures
Apply through Secondary College only.

Course Duration
The course is offered on a full time basis over a minimum of 404 nominal hours or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<td>WRBF5201B</td>
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<td>WRBF5202B</td>
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<tr>
<td>WRBF5203B</td>
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</tr>
<tr>
<td>WRRCS1B</td>
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<td>WRRP1B</td>
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<td>WRRM2B</td>
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<tr>
<td>WRRS1B</td>
<td>18</td>
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</table>

Elective Units of Study
A minimum of two elective selected by the student, with the approval of the Head of Department from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>WBRS201B</td>
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<td>15</td>
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<tr>
<td>WRBS201B</td>
<td>15</td>
</tr>
<tr>
<td>WRRC20B</td>
<td>36</td>
</tr>
<tr>
<td>WRCLP2B</td>
<td>36</td>
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<tr>
<td>WRRL2B</td>
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<tr>
<td>WRRC5A</td>
<td>36</td>
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<td>36</td>
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<td>BSBEUS301A</td>
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</tbody>
</table>

81
**CERTIFICATE III IN BEAUTY SERVICES**

Course Code: WRB30104

Campus: City King

**Career Opportunities**
Beauty practitioner in a salon

**Scope of Delivery**
This course is delivered on a full time basis during the day. Traineeships are also available.

**Course Objective**
The Certificate III in Beauty Services is designed to develop the skills and knowledge for those who wish to be employed as a beauty practitioner in a salon with limited supervision, ensuring a safe working environment, providing treatments, including lash and brow treatment and temporary epilation.

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

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

**Selection Procedures/Selection Criteria**
Applicants are required to submit an application form, sit a selection test and attend an interview.

**Course Duration**
This course is 6 months full time.

**Course Structure**

**Core Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>WRBBS201B</td>
<td>PROVIDE MANICURE AND PEDICARE SERVICES</td>
</tr>
<tr>
<td>WRBCS201B</td>
<td>CONDUCT FINANCIAL TRANSACTIONS</td>
</tr>
<tr>
<td>WRBCS202A</td>
<td>APPLY TECHNIQUES TO UPDATE BEAUTY INDUSTRY KNOWLEDGE</td>
</tr>
<tr>
<td>WRBCS203B</td>
<td>PROVIDE SERVICES TO CLIENTS</td>
</tr>
<tr>
<td>WRBCS204A</td>
<td>APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES</td>
</tr>
<tr>
<td>WRBCS305A</td>
<td>APPLY KNOWLEDGE OF SKIN BIOLOGY TO BEAUTY TREATMENTS</td>
</tr>
<tr>
<td>WRBCS306B</td>
<td>ADVISE ON BEAUTY SERVICES</td>
</tr>
<tr>
<td>WRBF8305B</td>
<td>PROVIDE LASH AND BROW TREATMENTS</td>
</tr>
<tr>
<td>WRBSS302B</td>
<td>PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS</td>
</tr>
<tr>
<td>WRRCS1B</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
</tr>
<tr>
<td>WRRER1B</td>
<td>WORK EFFECTIVELY IN A RETAIL ENVIRONMENT</td>
</tr>
<tr>
<td>WRRCL1B</td>
<td>APPLY SAFE WORKING PRACTICES</td>
</tr>
<tr>
<td>WRRM1B</td>
<td>MERCHANDISE PRODUCTS</td>
</tr>
<tr>
<td>WRRM2B</td>
<td>PERFORM ROUTINE HOUSEKEEPING DUTIES</td>
</tr>
<tr>
<td>WRRS1B</td>
<td>SELL PRODUCTS AND SERVICES</td>
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**Elective Units of Study**

Six elective units of study from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
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<td>APPLY GEL NAIL ENHANCEMENT</td>
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<td>WRBBS203A</td>
<td>APPLY ACRYLIC NAIL ENHANCEMENT</td>
</tr>
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<td>WRBBS204B</td>
<td>APPLY NAIL ART</td>
</tr>
<tr>
<td>WRBBS305B</td>
<td>USE ELECTRICAL EQUIPMENT FOR NAILS</td>
</tr>
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<td>WRBBS306A</td>
<td>APPLY AIRBRUSHED NAIL ART</td>
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<tr>
<td>WRBF8301B</td>
<td>DEMONSTRATE RETAIL SKIN CARE PRODUCTS</td>
</tr>
<tr>
<td>WRBF8302B</td>
<td>DESIGN AND APPLY MAKE-UP</td>
</tr>
<tr>
<td>WRBF8303B</td>
<td>DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY</td>
</tr>
<tr>
<td>WRBF8304B</td>
<td>DESIGN AND APPLY REMEDIAL CAMOUFLAGE</td>
</tr>
<tr>
<td>WRRBS201B</td>
<td>PIERCE EARS</td>
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<tr>
<td>WRRCA1B</td>
<td>OPERATE RETAIL EQUIPMENT</td>
</tr>
<tr>
<td>WRRER2B</td>
<td>CO-ORDINATE WORK TEAMS</td>
</tr>
<tr>
<td>WRR11B</td>
<td>PERFORM STOCK CONTROL PROCEDURES</td>
</tr>
<tr>
<td>WRLPL2B</td>
<td>MINIMISE THEFT</td>
</tr>
<tr>
<td>WRRSA5A</td>
<td>MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY</td>
</tr>
<tr>
<td>WRRRA6A</td>
<td>CREATE A DISPLAY FOR A SMALL BUSINESS</td>
</tr>
<tr>
<td>WRR03B</td>
<td>PROVIDE A SAFE WORKING ENVIRONMENT</td>
</tr>
<tr>
<td>WRR07A</td>
<td>PROFILE A RETAIL MARKET</td>
</tr>
<tr>
<td>WRR08A</td>
<td>DEVELOP INNOVATIVE IDEAS AT WORK</td>
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<tr>
<td>BSBEBS3030A</td>
<td>SEARCH AND ASSESS ONLINE BUSINESS INFORMATION</td>
</tr>
<tr>
<td>BSBEBS3040A</td>
<td>FORECAST MARKET AND BUSINESS NEEDS</td>
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<tr>
<td>BSBSBM301A</td>
<td>RESEARCH BUSINESS OPPORTUNITIES</td>
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<tr>
<td>BSBSBM401A</td>
<td>ESTABLISH BUSINESS AND LEGAL REQUIREMENTS</td>
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<tr>
<td>BSBSBM402A</td>
<td>PROMOTE THE BUSINESS</td>
</tr>
<tr>
<td>BSBSBM404A</td>
<td>UNDERTAKE BUSINESS PLANNING</td>
</tr>
<tr>
<td>BSBSBM405A</td>
<td>MONITOR AND MANAGE BUSINESS OPERATIONS</td>
</tr>
<tr>
<td>BSBSBM406A</td>
<td>MANAGE FINANCES</td>
</tr>
<tr>
<td>BSBSBM407A</td>
<td>MANAGE A SMALL TEAM</td>
</tr>
<tr>
<td>BS2404A</td>
<td>TRAIN SMALL GROUPS</td>
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</table>

One elective may be chosen from another relevant Training Package, for example Retail and Business Services. The unit chosen may be selected from units packaged within a Certificate II, III or IV qualification.
CERTIFICATE IV IN BEAUTY THERAPY

Course Code: WRB40105

Campus: City King

Career Opportunities
Beauty therapist.

Scope of Delivery
Part time and Flexible Delivery.

Course Objectives
Certificate IV in Beauty Therapy has been designed to develop the first line management skills of those working in the beauty Industry. It applies to those who are co-ordinating or managing the services within a small beauty salon, or a section or department within a larger store.

Entry Requirements
Selection is via aptitude and literacy tests (at the level 2 competency as defined in the Certificate of General Education for Adults) followed by an interview.

This Course is only delivered as a traineeship.

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

Selection Procedures
On-going enrolments.

Course Duration
3 years part time Traineeship.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
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<tr>
<td>WRRS1B</td>
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</table>

Elective Units of Study

Six units from the following list:
One elective may be chosen from another relevant training package. The unit chosen may be selected from units packaged within a Certificate II, III, IV or Diploma qualification.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
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<td>WRBBS408B</td>
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</table>
DIPLOMA OF BEAUTY THERAPY (I)
Course Code: WRBS50105

Campus: City King.
Career Opportunities
Beauty Therapist.

Scope of Delivery
This course is delivered on a full time basis during the day and part time evening.

Course Objective
The Diploma has been designed for those wishing to operate as a beauty therapist employing staff and managing a beauty salon.

Entry Requirements
To qualify for admission participants will need to have achieved year 12 or equivalent and have literacy and numeracy skills at the level 3/4 of the National Reporting System. Mature age applicants who have not completed year 12 will also be considered for admission. Selection is via aptitude and literacy tests followed by an interview.

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

Selection Procedures/ Selection Criteria
Applicants are required to submit an application form and sit a selection test. Applicants may also be required to attend an interview.

Course Duration
This course is 18 months full time or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRBBS201B</td>
<td>PROVIDE MANICURE AND PEDICARE SERVICES</td>
<td>30</td>
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<tr>
<td>WRBBS407B</td>
<td>PROVIDE BODY TREATMENTS</td>
<td>100</td>
</tr>
<tr>
<td>WRBCS201B</td>
<td>CONDUCT FINANCIAL TRANSACTIONS</td>
<td>25</td>
</tr>
<tr>
<td>WRBCS203B</td>
<td>PROVIDE SERVICES TO CLIENTS</td>
<td>30</td>
</tr>
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<td>WRBCS204A</td>
<td>APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES</td>
<td>15</td>
</tr>
<tr>
<td>WRBCS305A</td>
<td>APPLY KNOWLEDGE OF SKIN BIOLOGY TO BEAUTY TREATMENTS</td>
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<td>WRBCS306B</td>
<td>ADVISE ON BEAUTY SERVICES</td>
<td>30</td>
</tr>
<tr>
<td>WRBCS407A</td>
<td>DEVELOP A TREATMENT PLAN FOR BEAUTY THERAPY TREATMENTS</td>
<td>30</td>
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<tr>
<td>WRBCS409A</td>
<td>APPLY KNOWLEDGE OF ANATOMY AND PHYSIOLOGY TO BEAUTY THERAPY</td>
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<tr>
<td>WRBCS409A</td>
<td>APPLY KNOWLEDGE OF SKIN SCIENCE TO BEAUTY TREATMENTS</td>
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<tr>
<td>WRBCS410A</td>
<td>APPLY KNOWLEDGE OF ELECTRICITY TO BEAUTY THERAPY TREATMENTS</td>
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<tr>
<td>WRBCS411A</td>
<td>APPLY KNOWLEDGE OF NUTRITION TO BEAUTY THERAPY TREATMENTS</td>
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<tr>
<td>WRBCS513B</td>
<td>INVESTIGATE NEW PRODUCTS AND SERVICES</td>
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<tr>
<td>WRBF5202B</td>
<td>DESIGN AND APPLY MAKE-UP</td>
<td>40</td>
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<td>WRBF5305B</td>
<td>PROVIDE LASH AND BROW TREATMENTS</td>
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<td>WRBF5406B</td>
<td>PROVIDE FACIAL TREATMENTS</td>
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<td>WRBF5407B</td>
<td>PROVIDE ADVANCED FACIAL TREATMENTS</td>
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<tr>
<td>WRBS302B</td>
<td>PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS</td>
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<td>WRRCS1B</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
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<td>WRRER1B</td>
<td>WORK EFFECTIVELY IN A RETAIL ENVIRONMENT</td>
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<td>WRRLP1B</td>
<td>APPLY SAFE WORKING PRACTICES</td>
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<tr>
<td>WRRES1B</td>
<td>SELL PRODUCTS AND SERVICES</td>
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</table>

Elective Units of Study
Select a minimum of 8 units from the following:

**The following units of study each will count as three units, due to the depth and complexity of knowledge and skills required relative to other specialist elective units.**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
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<td>PROVIDE PERMANENT EPILATION</td>
<td>145</td>
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<tr>
<td>WRBS505B</td>
<td>DESIGN AND PERFORM COSMETIC TATTOOING/ MICROPIGMENTATION PROCEDURES</td>
<td>110</td>
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<tr>
<td>CUEP2P3A</td>
<td>DESIGN, APPLY AND REMOVE PERIOD MAKE-UP</td>
<td>160</td>
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<tr>
<td>CUEUP2P3A</td>
<td>DESIGN, APPLY AND REMOVE SPECIALISED MAKE UP</td>
<td>160</td>
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<td>HLTEM5A</td>
<td>PLAN THE MASSAGE TREATMENT</td>
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<td>HLTEM6A</td>
<td>PROVIDE THE MASSAGE TREATMENT</td>
<td>340</td>
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</table>

Select a minimum of two elective units of study from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRBS510A</td>
<td>PROVIDE THE SPA PROGRAM</td>
<td>100</td>
</tr>
<tr>
<td>WRBS201B</td>
<td>PIERCE EARS</td>
<td>15</td>
</tr>
<tr>
<td>WRBF5203B</td>
<td>DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPH</td>
<td>30</td>
</tr>
</tbody>
</table>
CERTIFICATE II IN HAIRDRESSING [PRE-APPRENTICESHIP]

Course Code: WRH20106

Campus: City King and Melton

Career Opportunities

Hairdresser.

Scope of Delivery

Full time or VETIS Program in secondary schools

Course Objectives

The course aims to provide pre-vocational training for individuals wishing to work in the hairdressing industry.

Entry Requirements

To qualify for admission to the course, applicants must generally have acquired literacy and numeracy skills at the level two competency as defined of the National Reporting System.

Selection Procedures/Selection Criteria

Aptitude test and interview. Application through Schools in VETIS Program.

Course Duration

The course is full time 12 weeks, 1 day a week over 10 months for secondary schools. Call 9919 7854 for commencement dates.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRC5201A</td>
<td>20</td>
</tr>
<tr>
<td>WRHCS202A</td>
<td>10</td>
</tr>
<tr>
<td>WRHCS203A</td>
<td>10</td>
</tr>
<tr>
<td>WRHCS205A</td>
<td>15</td>
</tr>
<tr>
<td>WRHCS206A</td>
<td>20</td>
</tr>
<tr>
<td>WRHCS207A</td>
<td>15</td>
</tr>
<tr>
<td>WRHDD201A</td>
<td>35</td>
</tr>
<tr>
<td>WRRC51B</td>
<td>50</td>
</tr>
<tr>
<td>WRER21B</td>
<td>40</td>
</tr>
<tr>
<td>WRRLP21B</td>
<td>30</td>
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</tbody>
</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRHCL201A</td>
<td>25</td>
</tr>
<tr>
<td>WRHCR201A</td>
<td>25</td>
</tr>
<tr>
<td>WRHCS203A</td>
<td>10</td>
</tr>
<tr>
<td>WRHDD202A</td>
<td>30</td>
</tr>
<tr>
<td>WRHP201A</td>
<td>0</td>
</tr>
<tr>
<td>WRRM1B</td>
<td>30</td>
</tr>
<tr>
<td>WRPS1B</td>
<td>18</td>
</tr>
<tr>
<td>THGHS03B</td>
<td>24</td>
</tr>
</tbody>
</table>
CERTIFICATE III IN HAIRDRESSING (I)
Course Code: WRH30106

Campus: City King.

Career Opportunities
Hairdresser.

Scope of Delivery
Full time – fee for service, part time – employed apprentices only. All modes of attendance include day release, block release and on-the-job training. Offers training as:
- apprenticeship;
- full time training – full fee paying;
- reskilling;
- Australian Qualification/Trade Recognition Australia Skills Test;
- hairdressers with overseas qualifications who wish to gain Australian Qualification Certificate III in Hairdressing.

Course Objectives
The course provides training for individuals wishing to work in the Hairdressing Industry as a Hairdresser.

Entry Requirements
To qualify for admission to the course, applicants must generally have acquired literacy and numeracy skills equivalent to Level 2/3 of the National Reporting System.

Applicants enrolling as an apprentice must be over 15 years of age and be employed in the industry and indentured to a tradesperson.

Applicants enrolling on a full time basis must be over 17 years of age to ensure a standard entry age for qualified hairdressing as required by industry.

Selection Procedures/Selection Criteria
Apprenticeship–student selection through employer.
Full time Training–application forms, interview.
Reskilling–application forms, interview, qualified hairdresser.

Course Duration
Apprentice: 2 years
Full time, full fee: 18 months
Reskilling: 18 weeks full time

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRBCS201B</td>
<td>25</td>
<td>CONDUCT FINANCIAL TRANSACTIONS</td>
</tr>
<tr>
<td>WRBCS203B</td>
<td>30</td>
<td>PROVIDE SERVICES TO CLIENTS</td>
</tr>
<tr>
<td>WRHCL302A</td>
<td>25</td>
<td>COLOUR AND LIGHTEN HAIR</td>
</tr>
<tr>
<td>WRHCL303A</td>
<td>35</td>
<td>DESIGN AND PERFORM FULL AND PARTIAL HIGHLIGHTING TECHNIQUES</td>
</tr>
<tr>
<td>WRHCL304A</td>
<td>35</td>
<td>PERFORM COLOUR CORRECTION</td>
</tr>
<tr>
<td>WRHCR302A</td>
<td>50</td>
<td>PERFORM CHEMICAL CURLING AND VOLUMISING SERVICES</td>
</tr>
<tr>
<td>WRHCR303A</td>
<td>50</td>
<td>PERFORM CHEMICAL STRAIGHTENING AND RELAXING SERVICES</td>
</tr>
<tr>
<td>WRHCS201A</td>
<td>20</td>
<td>PREPARE CLIENTS FOR SALON SERVICES</td>
</tr>
<tr>
<td>WRHCS202A</td>
<td>10</td>
<td>MAINTAIN TOOLS AND EQUIPMENT</td>
</tr>
<tr>
<td>WRHCS204A</td>
<td>10</td>
<td>MAINTAIN AND ORGANISE WORK AREAS</td>
</tr>
<tr>
<td>WRHCS205A</td>
<td>15</td>
<td>FOLLOW PERSONAL HEALTH AND SAFETY ROUTINES AT WORK</td>
</tr>
<tr>
<td>WRHHC301A</td>
<td>20</td>
<td>DESIGN HAIRCUT STRUCTURES</td>
</tr>
<tr>
<td>WRHHC302A</td>
<td>25</td>
<td>APPLY ONE LENGTH/SOLID HAIRCUT STRUCTURES</td>
</tr>
<tr>
<td>WRHHC303A</td>
<td>30</td>
<td>APPLY GRADUATED HAIRCUT STRUCTURES</td>
</tr>
<tr>
<td>WRHHC304A</td>
<td>30</td>
<td>APPLY LAYERED HAIRCUT STRUCTURES</td>
</tr>
<tr>
<td>WRHHC305A</td>
<td>25</td>
<td>APPLY OVER-COMB TECHNIQUES</td>
</tr>
<tr>
<td>WRHHD303A</td>
<td>40</td>
<td>DESIGN AND APPLY SHORT TO MEDIUM-LENGTH HAIR DESIGN FINISHES</td>
</tr>
<tr>
<td>WRHHS301A</td>
<td>25</td>
<td>APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCE</td>
</tr>
<tr>
<td>WRHHS302A</td>
<td>15</td>
<td>CONSULT WITH CLIENTS AND TREAT HAIR AND SCALP CONDITIONS</td>
</tr>
<tr>
<td>WRRCS1B</td>
<td>10</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
</tr>
<tr>
<td>WRRER1B</td>
<td>40</td>
<td>WORK EFFECTIVELY IN A RETAIL ENVIRONMENT</td>
</tr>
<tr>
<td>WRRLP1B</td>
<td>18</td>
<td>APPLY SAFE WORKING PRACTICES</td>
</tr>
<tr>
<td>WRRS1B</td>
<td>18</td>
<td>SELL PRODUCTS AND SERVICES</td>
</tr>
</tbody>
</table>

Elective Units of Study
Compulsory elective units- complete 1 of the following:

WRHHC306A COMBINE HAIRCUT STRUCTURES ON WOMEN 25
WRHHC307A COMBINE HAIRCUT STRUCTURES FOR TRADITIONAL AND CLASSIC DESIGNS ON MEN 20

Plus complete 5 of the following units of study:

WRHCS203A HONE AND STROP STRAIGHT RAZORS 10
WRHCL305A PERFORM ON SCALP FULL HEAD AND RE-TOUCH BLEACH SERVICES 30
WRHCL308A PLAN SERVICES FOR SPECIAL EVENTS 20
WRHHC306A COMBINE HAIRCUT STRUCTURES ON WOMEN 25
WRHHC307A COMBINE HAIRCUT STRUCTURES FOR TRADITIONAL AND CLASSIC DESIGNS ON MEN 20
WRHHC308A DESIGN AND MAINTAIN BEARDS AND MOUSTACHES 10
WRHHC309A PERFORM FACE AND HEAD SHAVES 25
WRHHD202A APPLY SINGLE, TWO AND THREE STRAND BRAIDING TECHNIQUES 30
WRHHD304A DESIGN AND APPLY LONG HAIR FINISHES 30
*WRHPW302A OPERATE EFFECTIVELY AS A HAIRDRESSER IN A SALON WORK TEAM 0
WRRM1B MERCHANDISE PRODUCTS 36
WRRM6A CREATE A DISPLAY FOR A SMALL BUSINESS 36
WRRS2B ADVISE ON PRODUCTS AND SERVICES 27
WRSS15B RECOMMEND HAIR/BEAUTY/COSMETICS PRODUCTS 36

* This unit is compulsory and only applicable for learners undertaking this qualification via an institutional pathway
CERTIFICATE IV IN HAIRDRESSING
Course Code: WRH40106

Campus: City King.
Career Opportunities
Hairdresser.
Scope of Delivery
Full time or part time basis.
Course Objectives
The course provides training to hairdressers requiring a post-trade qualification.
Entry Requirements
To qualify for admission to the course, applicants must have acquired the Certificate III in Hairdressing or equivalent, and must be able to demonstrate to the satisfaction of the head of Department appropriate literacy and numeracy skills.
Selection Procedures/Selection Criteria
Application form and interview process.
Course Duration
The course is 6 months full time or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRHCL305A</td>
<td>30</td>
</tr>
<tr>
<td>WRHCL406A</td>
<td>40</td>
</tr>
<tr>
<td>WRHHC410A</td>
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<tr>
<td>WRHHD304A</td>
<td>30</td>
</tr>
<tr>
<td>WRHGD406A</td>
<td>40</td>
</tr>
<tr>
<td>WRRER2B</td>
<td>36</td>
</tr>
<tr>
<td>WRRLP3B</td>
<td>36</td>
</tr>
</tbody>
</table>

Course Structure
Elective Units of Study
Complete 4 of the following units of competency. Two of these four units may be substituted by units from the following endorsed Training Packages, must relate to the core function or role of the candidate's current or intended work environment, and must be from a Certificate IV or Diploma qualification:
- WRB04 Beauty Training Package
- BSB01 Business Services Training Package
- CUE03 Entertainment Training Package
- WRR02 Retail Training Package

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>WRHCR404A</td>
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<tr>
<td>WRHDD405A</td>
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<td>WRHDD407A</td>
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<td>WRHSF403A</td>
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<td>WRHSF404A</td>
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<td>WRHSF405A</td>
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<tr>
<td>WRHSF406A</td>
<td>30</td>
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<tr>
<td>BSBSBM301A</td>
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<td>BSBSBM301A</td>
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<td>BSBSBM301A</td>
<td>15</td>
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<tr>
<td>CUVPHI05A</td>
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</tr>
<tr>
<td>TAAASS301A</td>
<td>36</td>
</tr>
</tbody>
</table>
DIPLOMA OF HAIRDRESSING SALON MANAGEMENT (I)

Course Code: WRH50106

Campus: City King.

Career Opportunities
Hairdressing Salon Manager.

Scope of Delivery
Full time or part time basis.

Course Objective
The course provides the skills and knowledge required to manage a hairdressing salon.

Entry Requirements
To qualify for admission to the course, applicants must have acquired the Certificate III and IV in Hairdressing and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Must be over 17 years of age.

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

Selection Procedures/Selection Criteria
Application form, interview process.

Course Duration
This course is 1 semester full time or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRHSM501A</td>
<td>MANAGE HAIRDRESSING SERVICES AND SALES DELIVERY</td>
<td>35</td>
</tr>
<tr>
<td>WRHAM502A</td>
<td>PROMOTE A HAIRDRESSING BUSINESS</td>
<td>40</td>
</tr>
<tr>
<td>BSBSBM406A</td>
<td>MANAGE FINANCES</td>
<td>50</td>
</tr>
<tr>
<td>WRRO3B</td>
<td>PROVIDE A SAFE WORKING ENVIRONMENT</td>
<td>36</td>
</tr>
<tr>
<td>WRRPM2B</td>
<td>RECRUIT AND SELECT PERSONNEL</td>
<td>36</td>
</tr>
<tr>
<td>WRRPM3B</td>
<td>LEAD AND MANAGE PEOPLE</td>
<td>36</td>
</tr>
</tbody>
</table>

Elective Units of Study

Complete 4 of the following units of competency. Two of these four units may be substituted by units from the following endorsed Training Packages, must relate to the core function or role of the candidate's current or intended work environment, and must be from a Certificate IV or Diploma qualification:

- WRB04 Beauty Training Package
- BSB01 Business Service Training Package
- CUE03 Entertainment Training Package
- WRR02 Retail Training Package

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBEBUS501A</td>
<td>EVALUATE E-BUSINESS OPPORTUNITIES</td>
<td>60</td>
</tr>
<tr>
<td>BSBFLM412A</td>
<td>PROMOTE TEAM EFFECTIVENESS</td>
<td>50</td>
</tr>
<tr>
<td>BSBFLM507A</td>
<td>MANAGE QUALITY CUSTOMER SERVICES</td>
<td>60</td>
</tr>
<tr>
<td>BSBFLM509A</td>
<td>PROMOTE CONTINUOUS IMPROVEMENT</td>
<td>60</td>
</tr>
<tr>
<td>BSBFRA501A</td>
<td>ESTABLISH A FRANCHISE OPERATION</td>
<td>120</td>
</tr>
<tr>
<td>BSBRFA502A</td>
<td>MANAGE A FRANCHISE OPERATION</td>
<td>50</td>
</tr>
<tr>
<td>BSBMKG404A</td>
<td>FORECAST MARKET AND BUSINESS NEEDS</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG502A</td>
<td>ESTABLISH AND ADJUST THE MARKETING MIX</td>
<td>80</td>
</tr>
<tr>
<td>BSBSBM404A</td>
<td>UNDERTAKE BUSINESS PLANNING</td>
<td>60</td>
</tr>
<tr>
<td>WRCSCS13B</td>
<td>INVESTIGATE NEW PRODUCTS AND SERVICES</td>
<td>50</td>
</tr>
<tr>
<td>WRRPM1B</td>
<td>ADMINISTER HUMAN RESOURCES POLICY</td>
<td>36</td>
</tr>
<tr>
<td>WRR09A</td>
<td>LEAD A TEAM TO FOSTER INNOVATION</td>
<td>36</td>
</tr>
<tr>
<td>WRR012A</td>
<td>SELECT AN E-BUSINESS MODEL</td>
<td>50</td>
</tr>
</tbody>
</table>
### SUBJECTS

Below are subject details for courses offered by the Department of Personal Services in 2007.

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBEBUS301A</td>
<td>SEARCH AND ASSESS ONLINE BUSINESS INFORMATION</td>
<td>Determine and assess information requirements; locate online information, retrieve, evaluate and report on information.</td>
</tr>
<tr>
<td></td>
<td>Nominal Hours: 20 Hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assessment: As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBEBUS501A</td>
<td>EVALUATE E-BUSINESS OPPORTUNITIES</td>
<td>This unit covers evaluation of the impact of e-business for an industry sector, new opportunities or capabilities provided by the Internet, threats and opportunities related to e-business, and risks / obstacles to be overcome to take advantage of e-business opportunities.</td>
</tr>
<tr>
<td></td>
<td>Nominal Hours: TBA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assessment: As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBFLM505A</td>
<td>MANAGE OPERATIONAL PLAN</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Nominal Hours: 60 Hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assessment: As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBFLM507A</td>
<td>MANAGE QUALITY CUSTOMER SERVICES</td>
<td>Plan to meet internal and external customer requirements; Ensure delivery of quality products/services; Monitor, adjust and report customer service.</td>
</tr>
<tr>
<td></td>
<td>Nominal Hours: 60 Hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assessment: As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBFLM509A</td>
<td>PROMOTE CONTINUOUS IMPROVEMENT</td>
<td>Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.</td>
</tr>
<tr>
<td></td>
<td>Nominal Hours: 60 Hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assessment: As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBFRA501A</td>
<td>ESTABLISH A FRANCHISE OPERATION</td>
<td>This unit specifies the outcomes required for franchisors to establish a franchising operation from an existing business, chain of businesses or from a planned concept.</td>
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<tr>
<td></td>
<td>Nominal Hours: 120 Hours</td>
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<td></td>
<td>Assessment: As per accredited curriculum</td>
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<tr>
<td>BSBFRA502A</td>
<td>MANAGE A FRANCHISE OPERATION</td>
<td>This unit specifies the outcomes required for franchisors to manage a franchise operation.</td>
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<tr>
<td></td>
<td>Nominal Hours: 50 Hours</td>
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<td>Assessment: As per accredited curriculum</td>
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<tr>
<td>BSBSBM405A</td>
<td>MONITOR AND MANAGE BUSINESS OPERATIONS</td>
<td>Develop operational strategies; Implement operational strategies; Monitor business performance; Maintain networks; Review business operations.</td>
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<tr>
<td></td>
<td>Nominal Hours: 40-50 Hours</td>
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<td>Assessment: As per accredited curriculum</td>
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<tr>
<td>CUEMUP2A</td>
<td>DESIGN, APPLY AND REMOVE PERIOD MAKE-UP</td>
<td>Determine period make-up requirements; Prepare to apply period make-up; Apply period make-up; Maintain period make-up; Remove period make-up.</td>
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<tr>
<td></td>
<td>Nominal Hours: 160 Hours</td>
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<td>Assessment: As per accredited curriculum</td>
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<tr>
<td>CUEMUP3A</td>
<td>DESIGN, APPLY AND REMOVE SPECIALISED MAKE UP</td>
<td>Developing creative specialised make-up designs in accordance with the requirements of the production; Applying State and local health and hygiene requirements and regulations; Applying safe work practices in regard to the provision of make-up services and safe use of product according to occupational health and safety requirements; Consistently using effective questioning and active listening techniques.</td>
</tr>
<tr>
<td></td>
<td>Nominal Hours: 160 Hours</td>
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<td>Assessment: As per accredited curriculum</td>
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<tr>
<td>CUEOH51A</td>
<td>IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES.</td>
<td>Provide information to the work group about occupational health and safety policies, procedures and programs; Implement and monitor the organisation's procedures for identifying hazards and assessing risks; Implement and monitor the organisation's procedures for controlling risks; Implement the organisation's procedures for dealing with hazardous events; Implement and monitor the organisation's procedures for providing occupational health and safety training; Implement and monitor the organisation's procedure for maintaining occupational health and safety records.</td>
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<td>Nominal Hours: 9-10 Hours</td>
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<td>Assessment: As per accredited curriculum</td>
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</tr>
<tr>
<td>CUFCONS03A</td>
<td>REALISE COSTUMES</td>
<td>This unit describes the skills and knowledge required to interpret costume production schedules and specifications, and to produce costumes for any production within the cultural industries.</td>
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<tr>
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<td>Nominal Hours: 60 Hours</td>
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<td>Assessment: As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>CUFCONS07A</td>
<td>MAKE CHARACTER AND PERIOD COSTUMES</td>
<td>This unit describes the skills and knowledge required to interpret costume specifications and production schedules, and to produce character and period costumes for any production within the cultural industries.</td>
</tr>
<tr>
<td></td>
<td>Nominal Hours: 60 Hours</td>
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<td></td>
<td>Assessment: As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>CUFGEN01A</td>
<td>DEVELOP AND APPLY INDUSTRY KNOWLEDGE</td>
<td>Seek information on the structure and operation of the industry; Seek information on industry employment obligations and opportunities; Seek information on new technology; Update industry knowledge.</td>
</tr>
<tr>
<td></td>
<td>Nominal Hours: 15 Hours</td>
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<td></td>
<td>Assessment: As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>CUFPPR05A</td>
<td>OPERATE AN OFFSITE PROPS DEPARTMENT</td>
<td>This unit describes the skills and knowledge required to establish and operate an off site props department for productions within the cultural industries.</td>
</tr>
<tr>
<td></td>
<td>Nominal Hours: 15 Hours</td>
<td></td>
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<td></td>
<td>Assessment: As per accredited curriculum</td>
<td></td>
</tr>
</tbody>
</table>
CUSADM02A CO-ORDINATE THE PURCHASE OR HIRE OF EQUIPMENT/SUPPLIES
Content: Identify resources required. Investigate sources for purchase or hire of specialist supplies. Select and acquire materials/items. Coordinate the availability of materials/items.
Nominal Hours: 33 Hours
Assessment: As per accredited curriculum

CUSRAD02A CONDUCT RESEARCH
Content: Clarify and confirm purpose of research, Identify and access sources of information; Analyse research findings; Provide information in appropriate format.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUVPHI05A USE A 35MM SLR CAMERA OR DIGITAL EQUIVALENT
Content: This unit describes the skills and knowledge required to apply a range of techniques to the use of a 35mm SLR camera or digital equivalent. It is a specialisation unit and refers to specific techniques for photoimaging.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

HLTCOM2A DEVELOP PROFESSIONAL EXPERTISE
Content: Seek out and apply traditional, alternative and scientific information; Implement reflective learning practices; Contribute to the development of professional practices; Critically evaluate specific research.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

HLTCOM4A COMMUNICATE EFFECTIVELY WITH CLIENTS/PATIENTS
Content: This unit covers the skills required by practitioners to establish and maintain effective communication with the client/patient throughout all interactions and provide basic counselling as required and as appropriate to facilitate the treatment.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

HLTCOM5A ADMINISTER A PRACTICE
Content: Establish and maintain administrative systems; Conduct financial administration; Follow practice management strategies; Administer personnel management strategies.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

HLTCOM6A MAKE REFERRALS TO OTHER HEALTH CARE PROFESSIONALS WHEN APPROPRIATE
Content: Formulate a referral plan for client/patients requiring further treatment; Interact with other health care professionals; Arrange a referral to an appropriate source for clients/patients with specific needs.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

HLTFA2A APPLY ADVANCED FIRST AID
Content: Assess the situation; Manage the casualty(s); Coordinate First Aid activities until arrival of medical assistance; Communicate essential incident details; Manage casualty in a remote and/or isolated area; Evaluate the incident.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

HLTHIR1A WORK EFFECTIVELY IN THE HEALTH INDUSTRY
Content: Work ethically; Demonstrate the importance of hygiene and infection control in the health industry; Participate in quality improvement activities; Take responsibility for personal skill development; Communicate effectively with colleagues and clients.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLTHSE1A FOLLOW THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES
Content: Follow organisational procedures for hazard identification and risk control; Contribute to OHS in the workplace; Utilise and implement strategies as directed to prevent infection in the workplace; Utilise strategies to prevent work overload; Work in a safe manner; Utilise and implement strategies to prevent manual handling injuries.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLTIN1A COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES
Content: Collect, handle, store and manage clinical and other waste in accordance with organisational guidelines and waste management plans; Clean and disinfect equipment and surfaces; Maintain hygiene; Identify and respond to infection risks.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLTREM1A WORK WITHIN A MASSAGE FRAMEWORK
Content: This unit describes the skills required to work effectively within a massage framework.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLTREM2A PROVIDE REMEDIAL MASSAGE TREATMENT
Content: This unit describes the skills required to administer client/patient remedial massage treatment according to the philosophy and practices of a remedial massage framework.
Nominal Hours: 380 Hours
Assessment: As per accredited curriculum

HLTREM3A PLAN THE REMEDIAL MASSAGE TREATMENT STRATEGY
Content: Select the remedial massage principles to determine treatment strategy; Discuss the treatment strategy with the client/patient.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

HLTREM4A APPLY REMEDIAL MASSAGE ASSESSMENT FRAMEWORK
Content: This unit covers the skills required to interpret information gathered in the health assessment and make and review an accurate assessment over the course of remedial massage treatment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

HLTREM5A PERFORM REMEDIAL MASSAGE HEALTH ASSESSMENT
Content: This unit covers the skills required to observe the condition of the client/patient and gather information relevant to the case to enable correct assessment, planning and provision of a remedial massage.
Nominal Hours: 280 Hours
Assessment: As per accredited curriculum

HLTREM6A PROVIDE THE MASSAGE TREATMENT
Content: This unit describes the skills required to administer client/patient basic massage treatment according to the philosophy and practices of a massage therapy framework.
Nominal Hours: 340 Hours
Assessment: As per accredited curriculum

HLTREM7A PLAN THE MASSAGE TREATMENT
Content: This unit describes the skills required to prepare clients/patients for basic massage and negotiate treatment with them.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
VBN179 ORIENTATION TO MODELLING AS A CAREER
Content: This unit deals with the skills and knowledge required to access, increase and update knowledge of modelling as a career, including different work contexts for models, relevant legislation and professional standards. Models include men and women of varying body types, ages and ethnicity.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBN180 COMMUNICATE EFFECTIVELY IN THE MODELLING INDUSTRY
Content: This unit deals with the skills and knowledge required to communicate effectively in a range of modelling work environments. It includes the knowledge and skills required to communicate effectively with clients and colleagues and to respond appropriately to a range of different and sometimes difficult client/colleague/assignment situations.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBN181 DESIGN, APPLY AND REMOVE OWN BASIC MAKE-UP
Content: This unit deals with the skills and knowledge required to design and apply one’s own basic make-up to meet the requirements of a range of modelling assignments. It covers health and hygiene, make-up products and equipment, and the skills to analyse the requirements of a range of assignments to design and apply make-up to a plan.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBN182 CARE FOR AND STYLE OWN HAIR
Content: This unit deals with the skills and knowledge required to care for own hair and to create a range of classic and current hair looks, using a combination of tools, styling aids and appropriate techniques, consistent with assignment requirements and relevant health and hygiene requirements and regulations in the use of hair care products and equipment. It includes the skills required to consistently use appropriate communication techniques to consult with relevant personnel about the look of the hairstyle.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

VBN183 PERFORM OWN NAIL GROOMING
Content: This unit deals with the skills and knowledge required to groom own nails in accordance with a range of assignments in the modelling industry. It includes the skills to analyse nails and skin taking into account areas requiring special treatment and to perform nail grooming techniques in accordance with health and hygiene requirements.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

VBN184 PERFORM TECHNIQUES FOR CATWALK MODELLING
Content: This unit deals with the skills and knowledge required to analyse the context of the modelling assignment, and use postural and attitudinal techniques to convey an image, including movement to music.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBN185 MAINTAIN HEALTH FOR PERSONAL AND PROFESSIONAL EFFECTIVENESS
Content: This unit deals with the skills and knowledge required to inform choices on nutrition, exercise, self image and lifestyle to enhance the personal and professional health and well being of persons working as models.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

VBN186 SEEK INFORMATION ON EMPLOYMENT ARRANGEMENT FOR MODELS
Content: This unit deals with the skills and knowledge required to source industry information on legal, contractual, taxation and financial planning requirements for the business of a model.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBN187 PERFORM BACKSTAGE DUTIES
Content: This unit deals with the skills and knowledge required to ensure the quality of a fashion look for a modelling assignment by performing backstage duties including selecting accessories, caring for and repairing garments and dressing the model in accordance with the concept of the assignment.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

VBN188 PERFORM TECHNIQUES FOR PHOTOGRAPHIC MODELLING
Content: This unit deals with the skills and knowledge required to analyse the context of the photographic modelling assignment and use postural and attitudinal techniques to create an appropriate image.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBN190 PARTICIPATE IN A PHOTO SHOOT
Content: This unit deals with the skills and knowledge required to participate in a fashion or advertising photo shoot as a model.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBN191 APPLY PROMOTIONAL TECHNIQUES
Content: This unit deals with the skills and knowledge required to promote a range of products and events as well as compare modelling events including promotions, parades, functions and occasions. It includes the skills and knowledge required to determine the requirements of the event, prepare the promotion, promote and compare.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

WRBBS201B PROVIDE MANICURE AND PEDICURE SERVICES
Content: Prepare client for manicure/ pedicure service; prepare a basic manicure/ pedicure service; provide aftercare advice.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

WRBBS202A APPLY GEL NAIL ENHANCEMENT
Content: Prepare client; remove artificial nails; apply/ refill artificial nails; provide aftercare advice.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

WRBBS203A APPLY ACRYLIC NAIL ENHANCEMENT
Content: Prepare client; remove artificial nails; apply/ refill artificial nails; provide aftercare advice.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

WRBBS204B APPLY NAIL ART
Content: Prepare client; apply nail art; provide aftercare advice.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

WRBBS305B USE ELECTRICAL EQUIPMENT FOR NAILS
Content: Identify client need; use electrical equipment.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum
SCHOOL OF BUSINESS AND SERVICE INDUSTRIES

WRBBSS306A APPLY AIRBRUSHED NAIL ART
Content: Prepare client; apply airbrushed nail art; provide aftercare advice.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

WRBBSS407B PROVIDE BODY TREATMENTS
Content: Confirm client treatment plan; prepare client and service area for body treatments; apply body treatment products; perform body massage; provide electrical body massage; provide aftercare advice.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

WRBBSS408B PROVIDE AESTHETIC AROMATIC MASSAGE
Content: Confirm treatment plan; prepare client for aesthetic aromatic treatments; select products; perform massage techniques; apply aesthetic aromatic products; provide aftercare advice.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

WRBBSS509A PLAN THE SPA PROGRAM
Content: Demonstrate knowledge of spa principles; consult with client; determine the spa program.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

WRBBSS510A PROVIDE THE SPA PROGRAM
Content: Confirm spa program plan; prepare client for spa treatment/s; perform spa treatment/s perform aftercare treatment; advise on further treatments.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

WRBBSS511A APPLY AROMATIC PLANT OIL CHEMISTRY TO BEAUTY THERAPY TREATMENTS
Content: Identify properties of a range of aromatic oils; apply organic chemistry to aromatic oil properties; evaluate properties of carrier oils; apply chemical information to beauty treatments.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

WRBBSS512A BLEND A RANGE OF AROMATIC PLANT OILS FOR BEAUTY TREATMENTS
Content: Confirm treatment plan; blend aromatic plant oils; apply aromatic plant oil blends; provide aftercare advice.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

WRBBSS513A USE REFLEXOLOGY RELAXATION TECHNIQUES IN BEAUTY TREATMENTS
Content: Confirm treatment plan; prepare client; apply reflexology relaxation techniques; provide aftercare advice.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

WRBBSS514A PROVIDE SUPERFICIAL LYMPH DRAINAGE MASSAGE
Content: Confirm treatment plan; perform superficial lymph drainage massage for the face; perform superficial lymph drainage massage for the body; provide aftercare advice.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

WRBCS201B CONDUCT FINANCIAL TRANSACTIONS
Content: Operate point of sale equipment; perform point of sale transactions; complete sales; remove takings from register/terminal; reconcile takings.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

WRBCS202A APPLY TECHNIQUES TO UPDATE BEAUTY INDUSTRY KNOWLEDGE
Content: Source information on the beauty industry; source and apply information on legal and ethical issues for the beauty industry; update beauty industry knowledge.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

WRBCS203B PROVIDE SERVICES TO CLIENTS
Content: Receive clients; deliver customer service to clients; schedule clients; respond to client complaints; identify clients' special customer service needs/ equipment.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

WRBCS204A APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES
Content: Apply nail knowledge of nail science to beauty treatments; apply knowledge of the structure and function of nails to beauty treatments; provide skin health and care.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

WRBCS305A APPLY KNOWLEDGE OF SKIN BIOLOGY TO BEAUTY TREATMENTS
Content: Apply knowledge of skin structure and function to beauty treatments; apply knowledge of the structure and function of hair to beauty treatments; promote skin health and care.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

WRBCS306B ADVISE ON BEAUTY SERVICES
Content: Develop product knowledge; identify beauty products and services; recommend specialised products and services.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

WRBCS307A APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES
Content: Determine client requirements; analyse client characteristics; identify contra-indications; develop treatment plan.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

WRBCS407A DEVELOP A TREATMENT PLAN FOR BEAUTY THERAPY TREATMENTS
Content: Apply knowledge of anatomical and physiological terminology to beauty therapy treatments; apply knowledge of anatomy and physiology to beauty therapy treatments; apply knowledge of the body's systems to beauty therapy treatments.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

WRBCS408A APPLY KNOWLEDGE OF ANATOMY AND PHYSIOLOGY TO BEAUTY THERAPY
Content: Apply knowledge of anatomical and physiological terminology to beauty therapy treatments; apply knowledge of anatomy and physiology to beauty therapy treatments; apply knowledge of the body's systems to beauty therapy treatments.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

WRBCS409A APPLY KNOWLEDGE OF SKIN SCIENCE TO BEAUTY THERAPY TREATMENTS
Content: Apply knowledge of skin science to beauty therapy treatments; apply knowledge of skin disorders to beauty therapy treatments; promote skin health and care.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

WRBCS410A APPLY KNOWLEDGE OF ELECTRICITY TO BEAUTY THERAPY TREATMENTS
Content: Apply knowledge of electricity to beauty therapy treatments; perform beauty therapy treatments using direct and alternating current appliances; perform beauty therapy treatments using electrical muscle stimulation micro current equipment; promote electrical safety.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
WRBCS411A APPLY KNOWLEDGE OF NUTRITION TO BEAUTY THERAPY TREATMENTS
Content: Apply knowledge of the importance of nutrition in the performance of beauty therapy treatments; apply knowledge of the body’s systems to beauty therapy treatments; provide advice on dietary guidelines.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

WRBCS412A APPLY KNOWLEDGE OF COSMETIC CHEMISTRY TO BEAUTY THERAPY TREATMENTS
Content: Apply knowledge of cosmetic chemistry to beauty therapy treatments; apply knowledge of cosmetic products to beauty therapy treatments; sell products to complement beauty therapy treatments.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

WRBCS513B INVESTIGATE NEW PRODUCTS AND SERVICES
Content: Analyse market; plan product and service range; maintain supplier relations; negotiate supply of goods; monitor quality control; introduce product range; maximize profit; rationalize stock.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

WRBFS201B DEMONSTRATE RETAIL SKIN CARE PRODUCTS
Content: Prepare client for skin cleansing; cleanse face; apply skin care products; advise on further product use.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

WRBFS202B DESIGN AND APPLY MAKE-UP
Content: Prepare client; cleanse face; analyse face and design make-up plan; select products and equipment; apply make-up; apply false eyelashes; advise on further product use.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

WRBFS203B DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY
Content: Prepare client; cleanse face; analyse face; analyse context; apply make-up.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

WRBFS204B DESIGN AND APPLY REMEDIAL CAMOUFLAGE
Content: Prepare client; cleanse skin; analyse treatment area; select products and equipment; apply remedial camouflage; advise on further product use.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

WRBFS305B PROVIDE LASH AND BROW TREATMENTS
Content: Prepare client for service; chemically treat eyelash and eyebrows; shape eyebrows; provide aftercare advice.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

WRBFS406B PROVIDE FACIAL TREATMENTS
Content: Confirm treatment plan; prepare client for facial treatment; prepare treatment area; perform massage; apply skin care products; advise on further treatments.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

WRBFS407B PROVIDE ADVANCED FACIAL TREATMENTS
Content: Confirm treatment plan; prepare client and work area for facial treatment; prepare treatment area; treat prematurely aged skin; treat red, flushed skin (erythema); treat mature seborrhoea and/or acne; advise on further treatments.
Nominal Hours: 110 Hours
Assessment: As per accredited curriculum

WRBSS201B PIERCE EARS
Content: Prepare client for service; perform ear piercing; provide aftercare advice.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

WRBSS302B PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS
Content: Prepare the client for service; perform waxing treatments; perform bleaching treatments; provide aftercare advice.
Nominal Hours: 95 Hours
Assessment: As per accredited curriculum

WRBSS503B PROVIDE PERMANENT EPILATION
Content: Confirm treatment plan; prepare client for permanent epilation service; perform permanent hair removal patch test; perform permanent hair removal; provide aftercare advice.
Nominal Hours: 145 Hours
Assessment: As per accredited curriculum

WRHAM502A PROMOTE A HAIRDRESSING BUSINESS
Content: This unit describes the skills and knowledge required to develop and implement marketing strategies, and monitor the improvement of the market performance of a hairdressing business, to expand both the client base and business turnover.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

WRHCL201A APPLY TEMPORARY HAIR COLOUR AND REMOVE RESIDUAL COLOUR PRODUCTS
Content: This unit describes the skills and knowledge required to apply temporary colour products and remove residual product under the direction of a senior operator. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

WRHCL302A COLOUR AND LIGHTEN HAIR
Content: This unit describes the skills and knowledge required to select products and perform hair colour and lightening services. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

WRHCL303A DESIGN AND PERFORM FULL AND PARTIAL HIGHLIGHTING TECHNIQUES
Content: This unit describes the skills and knowledge required to design and apply foiling and quick colour full and partial highlighting applications for current commercial colour and lightening effects. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

WRHCL304A PEFORM COLOUR CORRECTION
Content: This unit describes the skills and knowledge required to select and apply techniques to change unwanted hair colour and tones to achieve the desired base colour and tone. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Content</th>
<th>Assessment</th>
<th>Nominal Hours</th>
<th>Assessment Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRHCL305A</td>
<td>PERFORM ON SCALP FULL HEAD AND RE-TOUCH BLEACH SERVICES</td>
<td>This unit describes the skills and knowledge required to select products and perform on scalp and re-touch bleach services. This unit of competency will apply to a range of hairdressing services and roles in the workplace.</td>
<td>As per accredited curriculum</td>
<td>25 Hours</td>
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</tr>
<tr>
<td>WRHCL308A</td>
<td>PLAN SERVICES FOR SPECIAL EVENTS</td>
<td>This unit describes the skills and knowledge required to consult with clients to plan for the provision of a complete hair and beauty service for special events. This unit may apply to a range of roles in the workplace.</td>
<td>As per accredited curriculum</td>
<td>20 Hours</td>
<td>20 Hours</td>
</tr>
<tr>
<td>WRHCL406A</td>
<td>SOLVE COMPLEX COLOUR PROBLEMS</td>
<td>This unit describes the skills and knowledge required to design and perform corrective hair colour services, and/or provide advice to other operators performing those services, to resolve complex colour problems. This unit of competency will apply to experienced hairdressers playing a technical leadership and/or support role in the workplace.</td>
<td>As per accredited curriculum</td>
<td>25 Hours</td>
<td>25 Hours</td>
</tr>
<tr>
<td>WRHCR201A</td>
<td>RINSE AND NEUTRALISE CHEMICALLY CURLED OR VOLUMISED HAIR</td>
<td>This unit describes the skills and knowledge required to apply the rinsing and neutralising process to chemically curled or volumised hair under the direction of a senior operator. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.</td>
<td>As per accredited curriculum</td>
<td>25 Hours</td>
<td>25 Hours</td>
</tr>
<tr>
<td>WRHCR302A</td>
<td>PERFORM CHEMICAL CURLING AND VOLUMISING SERVICES</td>
<td>This unit describes the skills and knowledge required to design and perform chemical curling and volumising services to add curl or body to short or medium length hair. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.</td>
<td>As per accredited curriculum</td>
<td>50 Hours</td>
<td>50 Hours</td>
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<tr>
<td>WRHCR303A</td>
<td>PERFORM CHEMICAL STRAIGHTENING AND RELAXING SERVICES</td>
<td>This unit describes the skills and knowledge required to design and perform chemical straightening and relaxing services to reform natural curl or wave in the hair. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.</td>
<td>As per accredited curriculum</td>
<td>50 Hours</td>
<td>50 Hours</td>
</tr>
<tr>
<td>WRHCR404A</td>
<td>APPLY CHEMICAL REFORMATION TECHNIQUES TO ENHANCE HAIR DESIGNS</td>
<td>This unit describes the skills and knowledge required to design and apply creative chemical reformation techniques to a range of haircut structures and long hair. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.</td>
<td>As per accredited curriculum</td>
<td>40 Hours</td>
<td>40 Hours</td>
</tr>
<tr>
<td>WRHCS204A</td>
<td>MAINTAIN AND ORGANISE WORK AREAS</td>
<td>This unit describes the skills and knowledge required to maintain and organise work areas in service environments.</td>
<td>As per accredited curriculum</td>
<td>20 Hours</td>
<td>20 Hours</td>
</tr>
<tr>
<td>WRHCS206A</td>
<td>PERFORM HEAD, NECK, AND SHOULDER MASSAGE</td>
<td>This unit describes the skills and knowledge required to provide a head, neck and shoulder massage as an enhancement prior to the salon shampoo service.</td>
<td>As per accredited curriculum</td>
<td>20 Hours</td>
<td>20 Hours</td>
</tr>
<tr>
<td>WRHCS208A</td>
<td>SOLVE COMPLEX COLOUR PROBLEMS</td>
<td>This unit describes the skills and knowledge required to solve complex colour problems. This unit of competency will apply to experienced hairdressers playing a technical leadership and/or support role in the workplace.</td>
<td>As per accredited curriculum</td>
<td>15 Hours</td>
<td>15 Hours</td>
</tr>
<tr>
<td>WRHCS210A</td>
<td>FOLLOW PERSONAL HEALTH AND SAFETY ROUTINES AT WORK</td>
<td>This unit describes the self-care skills and knowledge involved in developing and integrating personal health and safety measures as part of routine work practices in a hairdressing salon environment.</td>
<td>As per accredited curriculum</td>
<td>15 Hours</td>
<td>15 Hours</td>
</tr>
<tr>
<td>WRHCS212A</td>
<td>DEVELOP HAIRDRESSING INDUSTRY</td>
<td>This unit describes the skills and knowledge required to access information on the hairdressing industry and relevant industry legislation. The unit may apply to a range of roles in the workplace.</td>
<td>As per accredited curriculum</td>
<td>15 Hours</td>
<td>15 Hours</td>
</tr>
<tr>
<td>WRHCS214A</td>
<td>DESIGN HAIRCUT STRUCTURES</td>
<td>This unit describes the skills and knowledge required in the two-dimensional application of interior and exterior lines and angles to develop visual representations and plans for haircut structures.</td>
<td>As per accredited curriculum</td>
<td>20 Hours</td>
<td>20 Hours</td>
</tr>
<tr>
<td>WRHCS216A</td>
<td>APPLY ONE LENGTH/SOLID HAIRCUT STRUCTURES</td>
<td>This unit describes the skills and knowledge required to design and apply one length/solid haircut structures.</td>
<td>As per accredited curriculum</td>
<td>25 Hours</td>
<td>25 Hours</td>
</tr>
<tr>
<td>WRHCS218A</td>
<td>APPLY GRADUATED HAIRCUT STRUCTURES</td>
<td>This unit describes the skills and knowledge required to design and apply graduated haircut structures.</td>
<td>As per accredited curriculum</td>
<td>30 Hours</td>
<td>30 Hours</td>
</tr>
<tr>
<td>WRHCS220A</td>
<td>APPLY LAYERED HAIRCUT STRUCTURES</td>
<td>This unit describes the skills and knowledge required to design and apply layered haircut structures.</td>
<td>As per accredited curriculum</td>
<td>30 Hours</td>
<td>30 Hours</td>
</tr>
</tbody>
</table>
WRHHC305A APPLY OVER-COMB TECHNIQUES  
Content: This unit describes the skills and knowledge required to apply over-comb techniques.  
Nominal Hours: 25 Hours  
Assessment: As per accredited curriculum

WRHHC306A COMBINE HAIRCUT STRUCTURES ON WOMEN  
Content: This unit describes the skills and knowledge required to combine haircut structures for finished haircut designs on women.  
Nominal Hours: 25 Hours  
Assessment: As per accredited curriculum

WRHHC307A COMBINE HAIRCUT STRUCTURES FOR TRADITIONAL AND CLASSIC DESIGNS ON MEN  
Content: This unit describes the skills and knowledge required to combine haircut structures for traditional and classic finished haircut designs on men.  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

WRHHC308A DESIGN AND MAINTAIN BEARDS AND MOUSTACHES  
Content: This unit describes the skills and knowledge required to design and apply a range of beard and moustache styles and also to maintain existing beards and/or moustaches.  
Nominal Hours: 10 Hours  
Assessment: As per accredited curriculum

WRHHC309A PERFORM FACE AND HEAD SHAVES  
Content: This unit describes the skills and knowledge required to perform face shaves and head shaves.  
Nominal Hours: 25 Hours  
Assessment: As per accredited curriculum

WRHHC410A DESIGN AND PERFORM CREATIVE HAIRCUTS  
Content: This unit describes the skills and knowledge required to combine haircut structures in the performance of creative haircuts on a range of clients.  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

WRHHD201A DRY HAIR TO SHAPE  
Content: This unit describes the skills and knowledge required to dry hair to shape, as directed by a senior operator.  
Nominal Hours: 35 Hours  
Assessment: As per accredited curriculum

WRHHD202A APPLY SINGLE, TWO AND THREE STRAND BRAIDING TECHNIQUES  
Content: This unit describes the skills and knowledge required to apply single, two and three strand braiding techniques to achieve quick service designs.  
Nominal Hours: 30 Hours  
Assessment: As per accredited curriculum

WRHHD303A DESIGN AND APPLY SHORT TO MEDIUM-LENGTH HAIR DESIGN FINISHES  
Content: This unit describes the skills and knowledge required to apply short to medium-length hair design finishes on a range of clients. This unit of competency will apply to a range of hairdressing services and roles in the workplace.  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

WRHHD304A DESIGN AND APPLY LONG HAIR FINISHES  
Content: This unit describes the skills and knowledge required to apply long hair finishes on a range of clients. The unit will apply to a range of hairdressing services and roles in the workplace.  
Nominal Hours: 30 Hours  
Assessment: As per accredited curriculum

WRHHD405A SELECT AND APPLY HAIR EXTENSIONS  
Content: This unit describes the skills and knowledge required to select and apply hairpieces and appropriate hair extensions. This unit of competency will apply to a range of hairdressing services and roles in the workplace.  
Nominal Hours: 30 Hours  
Assessment: As per accredited curriculum

WRHHD406A WORK AS A SESSION STYLIST  
Content: This unit describes the skills and knowledge required to create finished hair designs especially applicable to events, film sets, photographic studios or platform work. This unit will apply to hairdressers who work in fashion parades, hair shows, hairdressing technical seminars, demonstrations, training sessions and on fashion shoots.  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

WRHHD407A APPLY AND MAINTAIN WIGS AND HAIRPIECES  
Content: This unit describes the skills and knowledge required to select and apply hairpieces to complement a hair design, and to carry out the cleaning and maintenance of wigs and hairpieces. This unit of competency will apply to hairdressers who work as session stylists, use hairpieces to enhance hair designs, and provide a service to clients who regularly wear wigs or hairpieces.  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

WRHHD408A MAKE WIGS AND HAIRPIECES  
Content: This unit describes the skills and knowledge required to select hair type and hand make wigs and hairpieces. This unit of competency will apply to a range of hairdressing services and roles in the workplace.  
Nominal Hours: 120 Hours  
Assessment: As per accredited curriculum

WRHHS301A APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCE  
Content: This unit describes the skills and knowledge required to apply the principles of skin and hair biology and cosmetic chemistry to hairdressing services. This unit of competency will apply to a range of hairdressing services and roles in the workplace.  
Nominal Hours: 25 Hours  
Assessment: As per accredited curriculum

WRHHS302A CONSULT WITH CLIENTS AND TREAT HAIR AND SCALP CONDITIONS  
Content: This unit describes the skills and knowledge required to apply and interpret skin test reactions prior to colour and lightening services, to recognise a range of normal and abnormal conditions of the hair and scalp, and to propose and perform treatments from the salon range.  
Nominal Hours: 15 Hours  
Assessment: As per accredited curriculum

WRHHS403A APPLY KNOWLEDGE OF HAIR AND SCALP PROBLEMS TO TRICHOCLOGICAL CONSULTATIONS  
Content: This unit describes the skills and knowledge required to apply the principles of hair and scalp science to trichological consultations. The unit of competency will apply to a range of trichological consultations and roles in the workplace.  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum
WRHHS404A PERFORM TRICHOLOGICAL ASSESSMENTS
Content: This unit describes the skills and knowledge required to establish a rapport with the patient, and interact with and examine the patient to determine the scope of the assessment and the patient's needs. This unit of competency may apply to a number of roles in the workplace.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

WRHHS405A APPLY THE PRINCIPLES OF NUTRITION
Content: This unit describes the principles of nutrition in trichological clinical practice.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

WRHHS406A DEVELOP AND APPLY SCALP TREATMENT THERAPIES
Content: This unit describes the principles of nutrition in trichological clinical practice.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

WRHSM501A MANAGE HAIRDRESSING SERVICES AND SALES DELIVERY
Content: This unit describes the skills and knowledge required to develop and integrate a range of operational management strategies to resource, monitor, maintain and improve the delivery of hairdressing services and associated sales.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

WRHPW201A ASSIST COLLEAGUES PROVIDING MULTIPLE SALON SERVICES AS TEAM MEMBER
Content: This unit describes the skills and knowledge required to assist colleagues who are involved in the provision of multiple services in a hairdressing services environment.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

WRHPW302A OPERATE EFFECTIVELY AS A HAIRDRESSER IN A SALON WORK TEAM
Content: This unit describes the skills and knowledge required to effectively integrate and perform a full range of tasks and hairdressing services when working as part of a team in a hairdressing workplace environment.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

WRRO3B PROVIDE A SAFE WORKING ENVIRONMENT
Content: This unit is based on the National Occupational Health and Safety Commission (NOHSC) guidelines for occupational health and safety. It encompasses the competencies involved in developing and implementing policies and procedures relating to occupational health and safety issues. It involves consulting with staff, assessing and controlling risks, establishing and maintaining record systems and evaluating policies and procedures.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRO7A PROFILE A RETAIL MARKET
Content: This unit encompasses the skills and knowledge required to profile a retail market. It involves reviewing the image of the store, researching market demands, profiling store customers and implementing methods to attract customers to the store.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRO8A DEVELOP INNOVATIVE IDEAS AT WORK
Content: This unit covers the skills required to systematically generate and develop ideas for workplace improvement. It involves interpreting or observing the need for improvement and developing a detailed idea. This requires the creative generation and discussion of a number of ideas or solutions and accepting positive and negative feedback. Ideas should be tested in order to establish and present a workable outcome which meets the needs of the end user.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRO9A LEAD A TEAM TO FOSTER INNOVATION
Content: 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.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRC51B COMMUNICATE IN THE WORKPLACE
Content: Establish contact with customers; Process information; Work in a team; Maintain personal presentation; Follow routine instructions; Read and interpret retail documents; Use numbers in the workplace.
Nominal Hours: 50-63 Hours
Assessment: As per accredited curriculum

WRRE1B WORK EFFECTIVELY IN A RETAIL ENVIRONMENT
Content: Act responsibly; Act in a non-discriminatory manner; Identify the Awards/Agreement.
Nominal Hours: 40-42 Hours
Assessment: As per accredited curriculum

WRRE2B CO-ORDINATE WORK TEAMS
Content: Monitor and organise staffing levels; Inform team members; Coach on the job; Motivate the team; Maintain staffing records.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRS1B SELL PRODUCTS AND SERVICES
Content: Apply product knowledge; Approach customer; Gather information; Sell benefits; Overcome objections; Close sale; Maximise sales opportunities.
Nominal Hours: 18 Hours
Assessment: As per accredited curriculum

This unit also covers the skills 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.
DEPARTMENT OF AUTOMOTIVE TECHNOLOGY

Below are details of courses offered by the Department of Automotive Technology in 2007. The most up-to-date course information is available online on the University’s searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to International students are marked with the (I) symbol.

CERTIFICATE II IN AUTOMOTIVE TECHNOLOGY STUDIES
Course Code: 21560VIC

Campus: Melton, Newport.
Career Opportunities
Automotive industry.
Scope of Delivery
Full time 400 nominal hours or part time equivalent.
Course Objectives
This course provides pre vocational skills, knowledge and practical experience in Automotive studies to school leavers, unemployed youth and persons looking for a career in the Automotive arena.
Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they can successfully complete the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Course Duration
The course may be offered on a full time basis over 400 nominal hours or part time equivalent.
Student Work Placement or Simulated Workplace
Student work placement is recommended to compliment workplace assessment in accordance with competency evidence requirements.
Course Structure
Core Unit of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN644</td>
<td>40</td>
</tr>
<tr>
<td>AURC270103A</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units of Study
A minimum of 340 nominal hours of elective Units of Study selected from across the following specialisations:
- General;
- Automotive Mechanical;
- Vehicle Body;
- Maintenance;
- Electrical and Electronics;
- Vehicle Engine Reconditioning.

Elective Units of Study are selected with the approval of the Head of Department, having regard to the specialisation Units of Study listed in the Certificate II in Automotive Technology Studies 21560VIC, Accreditation Submission, Automotive Training Victoria, July 2004.

CERTIFICATE II IN AUTOMOTIVE MANUFACTURING
Course Code: AUM20100

Campus: On-site
Career Opportunities
Vehicle Manufacturing Industry.
Scope of Delivery
Full time.
Course Objectives
The course provides students with training in the vehicle manufacturing industry and to enable employment/progression in respective manufacturing areas.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.
Course Duration
The course may be offered on a full time basis over 410 nominal hours or part time equivalent.
Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUM9001A</td>
<td>50</td>
</tr>
<tr>
<td>AUM9002A</td>
<td>50</td>
</tr>
<tr>
<td>AUM9003A</td>
<td>60</td>
</tr>
<tr>
<td>AUM9004A</td>
<td>60</td>
</tr>
<tr>
<td>AUM9005A</td>
<td>60</td>
</tr>
<tr>
<td>AUM9006A</td>
<td>40</td>
</tr>
<tr>
<td>AUM9007A</td>
<td>10</td>
</tr>
<tr>
<td>AUM9008A</td>
<td>50</td>
</tr>
<tr>
<td>AUM9009A</td>
<td>30</td>
</tr>
</tbody>
</table>

97
CERTIFICATE I IN AUTOMOTIVE
Course Code: AUR10199
Re-Enrolling students Only
Campus: TBC
Career Opportunities
Entry-level training in Automotive
Scope of Delivery
Full time and part time
Course Objective
Provide training for persons working in the automotive industry.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Students enrolled as trainees must be employed under the Apprentice Training Scheme.
Course Duration
180 nominal hours full time or part time equivalent.
Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR70125A</td>
<td>FOLLOW WORKPLACE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
</tr>
<tr>
<td>AUR70278A</td>
<td>USE AND MAINTAIN WORKPLACE TOOLS AND EQUIPMENT</td>
</tr>
<tr>
<td>AUR70314A</td>
<td>CONTRIBUTE TO WORKPLACE COMMUNICATION</td>
</tr>
<tr>
<td>AUR70421A</td>
<td>ESTABLISH RELATIONS WITH CUSTOMERS</td>
</tr>
</tbody>
</table>

Elective Units of Study
3 units, selected by the student in consultation with their employer, from a relevant Industry Training package with approval from Head of Department.

CERTIFICATE II IN AUTOMOTIVE MECHANICAL
Course Code: AUR20705
Campus: Newport Campus
Career Opportunities
A specialist in Automotive Mechanical and further study.
Scope of Delivery
Part time
Course Objective
Provides skills and knowledge in Automotive Mechanics.
Entry Requirements
Students need to be employed under the Apprenticeship/Traineeship scheme.
Course Duration
2 years – 1 day per week
Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AURC270103A</td>
<td>APPLY SAFE WORKING PRACTICES</td>
</tr>
<tr>
<td>AURC272003A</td>
<td>APPLY ENVIRONMENTAL REGULATIONS AND BEST PRACTICE IN A WORKPLACE OR BUSINESS</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>AURT271781A</td>
<td>IMPLEMENT AND MONITOR ENVIRONMENTAL REGULATIONS IN THE AUTOMOTIVE MECHANICAL INDUSTRY</td>
</tr>
</tbody>
</table>

Elective Units of Study
Eight units of study from the Certificate II Technical Inventory list in the AUR05 Training Package AND Three units from the Retail, Service and Repair or any endorsed training package that meet the needs of the enterprise. When students have achieved units as individual units or as part of Certificate I that are consistent with the requirement of this qualification then credit should be given for these units.

CERTIFICATE II IN AUTOMOTIVE (ADMINISTRATIVE)
Course Code: AUR21099
Re-Enrolling Students Only
Campus: TBC
Career Opportunities
Automotive Specialist
Scope of Delivery
Full time or part time
Course Objective
Provide skills, knowledge and practical experience for employment in the automotive industry.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Students enrolled as trainees must be employed under the Apprenticeship Training Scheme.
Course Duration
330-530 nominal hours full time or part time equivalent.
 Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR70125A</td>
<td>FOLLOW WORKPLACE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>AUR70278A</td>
<td>USE AND MAINTAIN WORKPLACE TOOLS AND EQUIPMENT</td>
<td>20</td>
</tr>
<tr>
<td>AUR70314A</td>
<td>CONTRIBUTE TO WORKPLACE COMMUNICATION</td>
<td>20</td>
</tr>
<tr>
<td>AUR70421A</td>
<td>ESTABLISH RELATIONS WITH CUSTOMERS</td>
<td>20</td>
</tr>
</tbody>
</table>

Compulsory Stream Units

From one of the following streams-
- Clerical
- Service Reception
- Vehicle Financing and Insuring
- Vehicle Insuring- Loss Assessing
- Vehicle Valuating/Purchasing

Elective Units of Study

Three units selected by the student in consultation with their employer, with the approval of the head of department from relevant industry training packages.

CERTIFICATE II IN AUTOMOTIVE

Course Code: AUR21399

Re-Enrolling Students Only

Career Opportunities
Automotive Specialist

Scope of Delivery
Full time or part time

Course Objective
Provide skills, knowledge and practical experience for employment in the automotive industry.

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

Course Duration
280-605 nominal hours full time or part time equivalent.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR70125A</td>
<td>FOLLOW WORKPLACE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>20</td>
</tr>
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<td>20</td>
</tr>
<tr>
<td>AUR70421A</td>
<td>ESTABLISH RELATIONS WITH CUSTOMERS</td>
<td>20</td>
</tr>
</tbody>
</table>

Compulsory Stream Units

From one of the following streams-
- Air Conditioning
- Cylinder head Reconditioning
- Driveline
- Exhaust fitting and repair
- Natural Gas Vehicle Services
- Radiator Repairs
- Steering and Suspension
- Tyre fitting and Repair Heavy
- Tyre fitting and Repair Light
- Underbody
- Vehicle Servicing
- Wheel Aligning

Elective Units of Study

Three units selected by the student in consultation with their employer, with the approval of the head of department from relevant industry training packages.

CERTIFICATE II IN AUTOMOTIVE (VEHICLE BODY)

Course Code: AUR22599

Re-Enrolling students Only

Career Opportunities
Vehicle Body repair specialist

Scope of Delivery
Full time and part time

Course Objective
Provide training for persons working in the vehicle body sector of the automotive industry.

Entry Requirements
Applicants must be employed under the Apprentice Training Scheme. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
310-375 nominal hours full time or part time equivalent.
Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR70125A</td>
<td>FOLLOW WORKPLACE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
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<tr>
<td>AUR70278A</td>
<td>USE AND MAINTAIN WORKPLACE TOOLS AND EQUIPMENT</td>
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</tr>
<tr>
<td>AUR70314A</td>
<td>CONTRIBUTE TO WORKPLACE COMMUNICATION</td>
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</tr>
<tr>
<td>AUR70421A</td>
<td>ESTABLISH RELATIONS WITH CUSTOMERS</td>
<td>20</td>
</tr>
</tbody>
</table>

Compulsory Units of Study
From one of the following streams: Accessory Fitting-Mechanical
- Detailing
- Dismantling
- Glazing
- Paint/Panel Preparation
- Window Tinting

Elective Units of Study
3 units, selected by the student in consultation with their employer, from a relevant Industry Training package with approval from Head of Department.

CERTIFICATE III IN AUTOMOTIVE MECHANICAL TECHNOLOGY

Course Code: AUR30405

Campus: Newport Campus

Career Opportunities
Automotive Mechanic

Scope of Delivery
Part time

Course Objective
Provides the skills and knowledge for those wanting to work in the Automotive Mechanical Technology industry.

Entry Requirements
Students need to be employed under the Apprenticeship/Traineeship scheme.

Course Duration
3 years – 1 day per week / Training Package – Normal hours: 1100

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AURC270103A</td>
<td>APPLY SAFE WORKING PRACTICES</td>
<td>20</td>
</tr>
<tr>
<td>AURT366108A</td>
<td>CARRY OUT DIAGNOSTIC PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>AURT271781A</td>
<td>IMPLEMENT AND MONITOR ENVIRONMENTAL REGULATIONS IN THE AUTOMOTIVE MECHANICAL INDUSTRY</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units of Study
Twenty seven units of study from the Certificate III Technical Inventory list in the AUR05 Training Package AND Six units of competence from the Retail, Service and Repair or any endorsed training package that meet the needs of the enterprise.

For further information regarding this course, contact the Automotive Technology Unit on (03) 9919 8437.

CERTIFICATE III IN AUTOMOTIVE VEHICLE BODY

Course Code: AUR30805

Campus: Newport Campus.

Career Opportunities
When you graduate, you will be qualified to apply for Apprenticeships in panel and paint specialisation.

Scope of Delivery
Part time.

Course Objective
This course provides training for persons working in the vehicle body sectors of the automotive industry.

Entry Requirements
Students enrolled as trainees must be employed under the Apprenticeship/Traineeship Scheme.

Selection Procedures / Selection Criteria
As above.

Course Duration
Part time

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AURC270103A</td>
<td>APPLY SAFE WORKING PRACTICES</td>
<td>20</td>
</tr>
</tbody>
</table>
| (a) Elective Units of Study

A minimum of one of the following units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AURC272003A</td>
<td>APPLY ENVIRONMENTAL REGULATIONS AND BEST PRACTICE IN A WORKPLACE OR BUSINESS</td>
<td>20</td>
</tr>
<tr>
<td>AURT271781A</td>
<td>IMPLEMENT AND MONITOR ENVIRONMENTAL REGULATIONS IN THE AUTOMOTIVE MECHANICAL INDUSTRY</td>
<td>20</td>
</tr>
<tr>
<td>AURV371481A</td>
<td>IMPLEMENT AND MONITOR ENVIRONMENTAL REGULATIONS IN THE AUTOMOTIVE MECHANICAL INDUSTRY</td>
<td>20</td>
</tr>
</tbody>
</table>

(b) Elective Units of Study
Twenty units of study from the Certificate III Technical Inventory list in the AUR05 Training Package. (c) Elective Units of Study Six units of competence from the Retail, Service and Repair or any endorsed training package that meet the needs of the enterprise.
CERTIFICATE III IN AUTOMOTIVE (MECHANICAL)
Course Code: AUR31099
Re-Enrolling Students Only
Campus: TBC
Career Opportunities
Auto Mechanic
Scope of Delivery
Full time and part time.
Course Objective
Skills and Knowledge for working in the Mechanical sector of the Auto Industry.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience. Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.
Course Duration
Full time 520-1237 nominal hours or part time equivalent.
Course Structure
Core Units of Study
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR70125A</td>
<td>20</td>
</tr>
<tr>
<td>AUR70278A</td>
<td>20</td>
</tr>
<tr>
<td>AUR70314A</td>
<td>20</td>
</tr>
<tr>
<td>AUR70421A</td>
<td>20</td>
</tr>
</tbody>
</table>
Compulsory Units of Study
From one of the following streams- Automatic Transmission
- Brakes
- Driveline
- Engine Reconditioning
- Diesel Fitter
- Diesel Fuel Specialist
- Heavy Vehicle Road Transport
- Heavy Vehicle Mobile Equipment Plant/Earth Moving/Agricultural
- Light Vehicle
- Motor Cycle
- Natural Gas Vehicle (NGV) Installer
Elective Units of Study
Units, selected by the student in consultation with their employer, from a relevant Industry Training package with approval from Head of Department.

CERTIFICATE III IN AUTOMOTIVE (VEHICLE BODY – PANEL BEATING)
Course Code: AUR31699
Re-Enrolling Students Only
Campus: TBC
Career Opportunities
Panel beater
Scope of Delivery
Part time.
Course Objective
Skills and Knowledge to become qualified panel beater.
Entry Requirements
Apprenticeship course Students must be registered Apprentice in the appropriate trade.
Course Duration
3 years part time / Curriculum document nominal hours: 930
Course Structure
Core Units of Study
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR70125A</td>
<td>20</td>
</tr>
<tr>
<td>AUR70278A</td>
<td>20</td>
</tr>
<tr>
<td>AUR70314A</td>
<td>20</td>
</tr>
<tr>
<td>AUR70421A</td>
<td>20</td>
</tr>
<tr>
<td>AUR18676A</td>
<td>15</td>
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<tr>
<td>AUR18708A</td>
<td>40</td>
</tr>
<tr>
<td>AUR26108A</td>
<td>20</td>
</tr>
<tr>
<td>AUR26266A</td>
<td>20</td>
</tr>
<tr>
<td>AUR26366A</td>
<td>60</td>
</tr>
<tr>
<td>AUR26367A</td>
<td>50</td>
</tr>
<tr>
<td>AUR26508A</td>
<td>50</td>
</tr>
<tr>
<td>AUR26608A</td>
<td>50</td>
</tr>
<tr>
<td>AUR26708A</td>
<td>40</td>
</tr>
<tr>
<td>AUR26864A</td>
<td>50</td>
</tr>
<tr>
<td>AUR26965A</td>
<td>15</td>
</tr>
<tr>
<td>AUR27064A</td>
<td>20</td>
</tr>
<tr>
<td>AUR27164A</td>
<td>20</td>
</tr>
<tr>
<td>AUR30203A</td>
<td>20</td>
</tr>
</tbody>
</table>
SCHOOL OF ENGINEERING, CONSTRUCTION AND INDUSTRIAL SKILLS

Unit Code   Hours
AUR31649A   PREPARE VEHICLE/COMPONENT/EQUIPMENT FOR CUSTOMER USE 20
AUR65116A   DETERMINE VEHICLE DAMAGE AND RECOMMENDED REPAIR PROCEDURE 40
AURT3813A   CARRY OUT GAS METAL ARC (MIG) WELDING PROCEDURES 30
AURT3814A   CARRY OUT TUNGSTEN ARE WELDING PROCEDURES 30

Elective Units of Study
3 units, selected by the student in consultation with their employer, from a relevant Industry Training package with approval from Head of Department.

CERTIFICATE III IN AUTOMOTIVE (VEHICLE BODY)
Course Code: AUR31899
Re-Enrolling Students Only
Campus: TBC
Career Opportunities
Automotive industry worker
Scope of Delivery
Full time and part time.
Course Objective
Provides training for persons working in the vehicle body sectors of the automotive industry.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.
Course Duration
Full time over 765-990 nominal hours or part time equivalent.
Course Structure
Core Units of Study
Unit Code   Hours
AUR70125A   FOLLOW WORKPLACE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 20
AUR70278A   USE AND MAINTAIN WORKPLACE TOOLS AND EQUIPMENT 20
AUR70314A   CONTRIBUTE TO WORKPLACE COMMUNICATION 20
AURT70421A   ESTABLISH RELATIONS WITH CUSTOMERS 20
Compulsory Units of Study
From one of the following streams- Building
  • Panel Beating
  • Trimming
  • Vehicle Painting
Elective Units of Study
3 units, selected by the student in consultation with their employer, from a relevant Industry Training package with approval from Head of Department.

CERTIFICATE IV IN AUTOMOTIVE
Course Code: AUR40199
Re-Enrolling Students Only
Campus: TBC
Career Opportunities
Auto Mechanic
Scope of Delivery
Full time and part time.
Course Objective
Skills and Knowledge for working in the technical level or in the business/management area of the Auto Industry.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Applicants who have obtained the award of Certificate III in Automotive or equivalent may be granted entry to the course with advanced standing.
Applicants who want to specialise in automotive technical streams in the course must have previously achieved automotive technical or equivalent competency at AQF III level.
Course Duration
Full time 432-1135 nominal hours or part time equivalent.
Course Structure
Core Units of Study
Eight units from any of the following streams
  • Customer Service
  • Staff Development
  • Technical Application
  • Quality Control
  • Work Organisation
  • Business Operations
  • Compulsory Units of Study
8 Units, selected by the student in consultation with their employer, from a relevant Industry Training package with approval from Head of Department.
CERTIFICATE IV IN AUTOMOTIVE TECHNOLOGY
Course Code: AUR40205

Career Opportunities
Automotive Technician

Scope of Delivery
Part time

Course Objective
Develops skills and knowledge in Automotive Technology.

Entry Requirements
Successful completion of the Certificate III in Automotive Technology AUR30405

Course Duration
1 year part time / Training Package – Nominal hours 590

Course Structure
Pre-Requisite: Successful completion of the Certificate III in Automotive Technology AUR30405.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AURT466208A</td>
<td>80</td>
</tr>
</tbody>
</table>

CARRY OUT DIAGNOSIS OF COMPLEX SYSTEM FAULTS

PLUS

One unit of competence from the Environmental cluster;

PLUS

Eight units of competence that must be different from any achieved in a previous Certificate III qualification.

For further information regarding this course, contact the Automotive Technology Unit on (03) 9919 8437.
Below are subject details for courses offered by the Department of Automotive Technology in 2007.

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

**AUR18676A TEST, SERVICE AND REPLACE BATTERY**
Content: This unit identifies the competence required to service, remove, replace, test and charge automotive batteries. The competency is applicable to batteries fitted to vehicles, plant and equipment and marine applications. It may also be applied to the service, replacement and charging of batteries in electric vehicles such as golf buggies and electric forklifts.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

**AUR18708A CARRY OUT MINOR REPAIRS TO ELECTRICAL CIRCUITS/SYSTEMS**
Content: This unit identifies the competence required to correctly test electrical circuits/systems and carry out minor repairs. Minor repairs include replacement of fuses, bulbs and terminals, wiring repairs ie. open circuits/short circuits/earthing.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**AUR26108A CARRY OUT PRE-REPAIR OPERATIONS**
Content: This unit identifies the competence required to carry out minor structural repairs and carry out preparation for either storage or repair.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**AUR26366A REPAIR MINOR STRUCTURAL DAMAGE**
Content: This unit identifies the competence required to carry out minor structural repairs using re-forming, welded panel replacement and body panel manual measuring procedures.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**AUR26367A REPLACE MAJOR WELDED PANELS**
Content: This unit identifies the competence required to carry out major welded panel replacement.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**AUR26608A CARRY OUT VEHICLE MEASUREMENT**
Content: This unit identifies the competence required to carry out relevant operations to measure vehicle using specialised equipment.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**AUR27064A REMOVE AND REPLACE MECHANICAL UNITS/ASSEMBLIES**
Content: This unit identifies the competence required to carry out relevant operations to measure vehicle using specialised equipment.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**AUR27164A REMOVE AND REPLACE ELECTRICAL/ELECTRONIC UNITS/ASSEMBLIES**
Content: This unit identifies the competence required to remove and replace units/assemblies such as head lights, tail lights, electrical components, computer control units to facilitate body repair activities. The appropriate assistance is to be sought in relation to air conditioning and LPG/NGV system/components and in the re-commissioning of all systems.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**AUR30203A APPLY RUST PREVENTION AND SOUND DEADENING MATERIALS**
Content: This unit identifies the competence required to apply special treatment materials to vehicle body component parts.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**AUR31649A PREPARE VEHICLE/COMPONENT/EQUIPMENT FOR CUSTOMER USE**
Content: This unit identifies the competence required to clean, and perform a final inspection of repaired/modified vehicle/component/equipment before delivery to a customer.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**AUR65116A DETERMINE VEHICLE DAMAGE AND RECOMMENDED REPAIR PROCEDURE**
Content: This unit identifies the competence required to inspect a vehicle for damage and recommend a repair action for the RS&R Body stream.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**AUR70125A FOLLOW WORKPLACE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES**
Content: This unit identifies the competence required to: Avoid workplace hazards, Maintain cleanliness of equipment and work areas, Identify types of fire fighting equipment and their application, Carry out emergency procedures, Follow basic security procedures, Carry out basic first aid and CPR procedures.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**AUR70278A USE AND MAINTAIN WORKPLACE TOOLS AND EQUIPMENT**
Content: This unit identifies the competence required to select, safely use and maintain workplace tools and equipment.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**AUR70314A CONTRIBUTE TO WORKPLACE COMMUNICATION**
Content: This unit identifies the competence required to convey information in the workplace and maintain customer/enterprise/Government records.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**AUR70421A ESTABLISH RELATIONS WITH CUSTOMERS**
Content: This unit identifies the competence required to develop and maintain communication with customers.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**AURC270103A APPLY SAFE WORKING PRACTICES**
Content: This unit incorporates the Worksafe Australia Guidelines and encompasses competencies necessary to apply basic safety and emergency procedures to maintain a safe workplace for staff, customers and others.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
DEPARTMENT OF AUTOMOTIVE TECHNOLOGY

AURC272003A APPLY ENVIRONMENTAL REGULATIONS AND BEST PRACTICE IN A WORKPLACE OR BUSINESS
Content: This unit covers the competence to identify and apply environmental regulations and avoid potential hazards in a workplace or business.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

AURT271781A IMPLEMENT AND MONITOR ENVIRONMENTAL REGULATIONS IN THE AUTOMOTIVE MECHANICAL INDUSTRY
Content: This unit covers the competence to undertake service or repair of light or heavy vehicles, motorcycles, outdoor power equipment or their components in a manner that ensures the protection of the environment.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

AURT366108A CARRY OUT DIAGNOSTIC PROCEDURES
Content: This unit covers the competence required to diagnose component/equipment faults from different symptoms and to nominate repair action.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

AURT3813A CARRY OUT GAS METAL ARC (MIG) WELDING PROCEDURES
Content: This unit covers the competency to carry out gas metal arc (MIG) welding procedures appropriate to the repairs conducted in the retail, service and repair streams.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

AURT3814A CARRY OUT TUNGSTEN ARC WELDING PROCEDURES
Content: This unit covers the competency to carry out Gas Tungsten Arc (TIG) welding procedures appropriate to the repairs conducted in the retail, service and repair streams.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

AURT466208A CARRY OUT DIAGNOSIS OF COMPLEX SYSTEM FAULTS
Content: This unit covers the competence required to diagnose faults in systems integrating two or more automotive systems or incorporating three or more of mechanical, hydraulic, pneumatic, electrical or electronic media. The unit includes identification and confirmation of the work requirement, preparation for work, diagnosis and identification of the cause(s) of faults, establishment of the repair requirements and completion of work finalisation processes, including clean-up and documentation.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

AURV371481A IMPLEMENT AND MONITOR ENVIRONMENTAL REGULATIONS IN THE AUTOMOTIVE MECHANICAL INDUSTRY
Content: This unit covers the competence to undertake repair of vehicle bodies in a manner that ensures protection of the environment.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBN644 CARRY OUT INDUSTRY RESEARCH
DEPARTMENT OF BUILDING AND CONSTRUCTION

Below are details of courses offered by the Department of Building and Construction in 2007. The most up-to-date course information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to International students are marked with the (I) symbol.

CERTIFICATE III IN FURNISHING (WOOD MACHINING, CABINET MAKING)

Course Code: 1323

Campus: Re-enrolling Students only

Career Opportunities
Wood Machining, Cabinet Making, Polishing, Chair and Couch Making.

Scope of Delivery
Full time or part time

Course Objective
Provides training for people wishing to work as qualified tradespersons in the areas of wood machining or cabinet making.

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

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

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Course Duration
The course may be offered on a full time basis over 960 nominal hours or part time equivalent.

Course Structure

Core Units of Study
The structure of the course is:

Generic Core Modules (270 nominal hours)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC501</td>
<td>INTRODUCTION TO FURNISHING INDUSTRY</td>
<td>8</td>
</tr>
<tr>
<td>ABC502</td>
<td>OCCUPATIONAL HEALTH AND SAFETY (1)</td>
<td>0</td>
</tr>
<tr>
<td>ABC503</td>
<td>WORKPLACE ENVIRONMENT</td>
<td>0</td>
</tr>
<tr>
<td>ABC504</td>
<td>CALCULATIONS</td>
<td>20</td>
</tr>
<tr>
<td>ABC505</td>
<td>COMMUNICATIONS</td>
<td>20</td>
</tr>
<tr>
<td>ABC506</td>
<td>INTRODUCTION TO MATERIALS</td>
<td>0</td>
</tr>
<tr>
<td>ABC507</td>
<td>INFORMATION TECHNOLOGY</td>
<td>0</td>
</tr>
<tr>
<td>ABC508</td>
<td>HAND TOOLS AND EQUIPMENT</td>
<td>0</td>
</tr>
<tr>
<td>ABC509</td>
<td>POWER TOOLS AND EQUIPMENT</td>
<td>0</td>
</tr>
<tr>
<td>ABC510</td>
<td>MATERIALS HANDLING</td>
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</tr>
<tr>
<td>ABC511</td>
<td>CONSTRUCTION – BASIC</td>
<td>0</td>
</tr>
<tr>
<td>ABC512</td>
<td>DRAWING/SKETCHING</td>
<td>0</td>
</tr>
<tr>
<td>ABC513</td>
<td>WORKING WITH OTHERS</td>
<td>0</td>
</tr>
</tbody>
</table>

Specialist Core Modules

Wood Machining Stream
Students must complete at least six modules (totalling a minimum of 134 nominal hours) from –

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC541</td>
<td>OCCUPATIONAL HEALTH AND SAFETY (2)</td>
<td>20</td>
</tr>
<tr>
<td>ABC542</td>
<td>SURFACE PREPARATION</td>
<td>16</td>
</tr>
<tr>
<td>ABC543</td>
<td>ERGONOMICS</td>
<td>8</td>
</tr>
<tr>
<td>ABC544</td>
<td>BASIC STATIC MACHINES &amp; EQUIPMENT</td>
<td>32</td>
</tr>
<tr>
<td>ABC545</td>
<td>PLAN READING &amp; DOCUMENTATION</td>
<td>12</td>
</tr>
<tr>
<td>ABC548</td>
<td>QUALITY PRINCIPLES</td>
<td>10</td>
</tr>
<tr>
<td>ABC546</td>
<td>CUSTOMER RELATIONS &amp; SERVICES</td>
<td>20</td>
</tr>
<tr>
<td>ABC547</td>
<td>DECORATIVE ACCESSORIES</td>
<td>20</td>
</tr>
<tr>
<td>ABC549</td>
<td>INSTALLATION TECHNIQUES (1)</td>
<td>24</td>
</tr>
<tr>
<td>ABC550</td>
<td>INTRODUCTION TO C.A.D.</td>
<td>40</td>
</tr>
</tbody>
</table>

Cabinet Making Stream
Students must complete at least eight modules (totalling a minimum of 158 nominal hours) from the following –

All modules are to be selected by the student, with the approval of the Head of Department.

Industry Specific Elective Modules

Wood Machining Stream
Students must complete at least sixteen modules (totalling a minimum of 396 nominal hours) from –

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC572</td>
<td>RIP SAWS</td>
<td>12</td>
</tr>
<tr>
<td>ABC571</td>
<td>CROSS CUT SAW S</td>
<td>12</td>
</tr>
<tr>
<td>ABC573</td>
<td>BAND SAW S</td>
<td>20</td>
</tr>
<tr>
<td>ABC574</td>
<td>PANEL SAW S</td>
<td>16</td>
</tr>
<tr>
<td>ABC575</td>
<td>SANDERS</td>
<td>20</td>
</tr>
<tr>
<td>ABC576</td>
<td>PANEL PLANNERS</td>
<td>12</td>
</tr>
<tr>
<td>ABC577</td>
<td>SPINDLE Moulder</td>
<td>40</td>
</tr>
<tr>
<td>ABC578</td>
<td>SURFACE PLANERS/BUZZERS</td>
<td>20</td>
</tr>
<tr>
<td>ABC579</td>
<td>NC BEAM SAW</td>
<td>20</td>
</tr>
<tr>
<td>ABC580</td>
<td>VERTICAL &amp; HORIZONTAL DRILLS</td>
<td>20</td>
</tr>
<tr>
<td>ABC581</td>
<td>CNC ROUTERS</td>
<td>40</td>
</tr>
<tr>
<td>ABC582</td>
<td>JIG MAKING</td>
<td>32</td>
</tr>
<tr>
<td>ABC583</td>
<td>TENONERS – SLOT, ROUND EDGE</td>
<td>40</td>
</tr>
<tr>
<td>ABC584</td>
<td>CNC BORERS MULTI</td>
<td>32</td>
</tr>
<tr>
<td>ABC585</td>
<td>EDGE BANDER</td>
<td>40</td>
</tr>
<tr>
<td>ABC586</td>
<td>OVERHEAD ROUTERS</td>
<td>24</td>
</tr>
<tr>
<td>ABC587</td>
<td>MORTISERS</td>
<td>24</td>
</tr>
</tbody>
</table>
Unit Code | Hours  
ABC588 | TOOL & CUTTER GRINDERS | 20  
ABC589 | MOULDER PUSHPULL | 40  
ABC590 | MAINTENANCE – HYDRAULIC, PNEUMATIC | 16  
ABC591 | MORTISERS & TENONERS | 60  
ABC592 | DOVETAILERS | 16  
ABC593 | CNC MACHINES POINT TO POINT BORERS | 32  

Cabinet Making Stream
Students must complete at least seven modules (totalling a minimum of 368 nominal hours) from –

ABC601 | FRAME CONSTRUCTION | 80  
ABC603 | MODULAR CONSTRUCTION | 40  
ABC602 | PANEL CONSTRUCTION | 40  
ABC604 | LEG AND RAIL CONSTRUCTION | 40  
ABC605 | DRAWER CONSTRUCTION | 40  
ABC606 | PATTERN & TEMPLATE MAKING | 20  
ABC607 | VENEER PROCESSING | 20  
ABC608 | PRE-PRODUCTION PLANNING | 20  
ABC609 | DOOR CONSTRUCTION | 48  
ABC610 | CURVED CONSTRUCTION | 80  
ABC612 | TABLE CONSTRUCTION | 40  
ABC611 | ANGULAR CONSTRUCTION | 40  
ABC613 | INSTALLATION TECHNIQUES | 20  
ABC614 | MANUFACTURED BOARD CONSTRUCTION | 40  
ABC616 | BUILT-IN FURNITURE | 20  
ABC615 | SOLID TIMBER CONSTRUCTION | 40  
ABC617 | POST FORMER MACHINE | 8  

All modules are to be selected by the student, with the approval of the Head of Department. 

Wood Machining Stream
Students must complete a minimum of 160 nominal hours of electives modules; 

Or

Cabinet Making Stream
Students must complete a minimum of 164 nominal hours of electives modules. 

Generic electives modules will be selected by the student, with the approval of the Head of Department, having regard to the relevant modules listed on pages 27 and 28 of the Certificate III in Furnishing (Wood Machining, Cabinet Making, Polishing, Chair & Couch Making) (2302AB) accreditation document (published 1999).

CERTIFICATE III IN BOATBUILDING
Course Code: 15564VIC
Campus: Re-enrolling Students only
Career Opportunities
Boatbuilding Construction
Scope of Delivery
Part time
Course Objective
Provides the boatbuilder and shipwright apprentices with training in the construction and repair of all types of vessels from small pleasure craft and work boats, to large commercial and naval ships. These vessels may be constructed from wood, fibreglass, aluminium or steel.

Entry Requirements
To qualify for admission to the course, applicants are required to be employed as a boatbuilder or shipwright apprentice.

Course Duration
The course may be offered on a part time basis over a period of 3 years to a total of 960 nominal hours.

Course Structure
Core Units of Study

- Work Environment
- Workplace Occupational Health and Safety
- Boatbuilding Terminology
- Workplace Communication
- Boatbuilding Calculations
- Hand and Power Tools 1
- Boatbuilding Drafting
- Craft Construction (General)
- Construction Materials
- Introduction to Static Machines

Elective Units of Study

- Craft Development
- Boatbuilding Materials
- Marine Drafting I
- Marine Drafting II
- Planking
- Craft Construction – Timber
- Introduction to Fibreglass
- Slipping and Docking
- Small Craft Construction I
- Computers and Technology
- Problem Solving
- Masts and Rigging
- Docking
CERTIFICATE III IN CARPENTRY AND JOINERY (JOINERY/STAIRBUILDING/SHOPFITTING)

Course Code: 20083VIC

Campus: Re-enrolling students only

Career Opportunities
Certificate III in Carpentry and Joinery

Scope of Delivery
Full time or Part time

Course Objective
Provides students with basic hand tool and site skills and a useable building vocabulary necessary in the industry in which he/she works. It also provides students with knowledge and skills in the safe usage and maintenance of static woodworking machines and portable power tools.

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

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

Course Duration
Full time basis over a minimum of 960 nominal hours or part time equivalent

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>VAG349</td>
<td>4</td>
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<tr>
<td>VAE039</td>
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<tr>
<td>VAA461</td>
<td>ASSESSMENT UNIT/SAW TOOL</td>
</tr>
<tr>
<td>VAG618</td>
<td>WALL FRAME SET OUT</td>
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<tr>
<td>VAG619</td>
<td>WALL FRAMING</td>
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<tr>
<td>VAC304</td>
<td>ERECT WALL FRAMES</td>
</tr>
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<td>VAB931</td>
<td>DOOR FRAMES 2</td>
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<tr>
<td>VAF633</td>
<td>SERVERY WINDOW</td>
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<tr>
<td>VAA283</td>
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<tr>
<td>VAB018</td>
<td>CEILING/FLOOR FRAME</td>
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<tr>
<td>VAD762</td>
<td>LININGS &amp; TOP DECKING</td>
</tr>
<tr>
<td>VAC286</td>
<td>ENTRANCE DOOR</td>
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<td>VAF632</td>
<td>SERVERY SHELF</td>
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<td>VAC505</td>
<td>FINISHING</td>
</tr>
<tr>
<td>VAA046</td>
<td>ACCESS LADDER</td>
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<td>VAB952</td>
<td>DRAFTING 3</td>
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<td>VAE365</td>
<td>OCCUPATIONAL HEALTH &amp; SAFETY 3</td>
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<tr>
<td>VAG622</td>
<td>WARDROBE/CUPBOARD</td>
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<tr>
<td>VAA570</td>
<td>BASE CUPBOARD</td>
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<td>VAA280</td>
<td>ALUMINIUM FLY SCREEN</td>
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<td>VAA466</td>
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<tr>
<td>VAF884</td>
<td>STATIC WOODWORKING MACHINES</td>
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<td>VAE869</td>
<td>PORTABLE POWER TOOLS</td>
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<td>VAE872</td>
<td>PORTABLE POWER TOOLS – PNEUMATIC</td>
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<td>VAE370</td>
<td>OCCUPATIONAL HEALTH &amp; SAFETY 4</td>
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<td>VAD798</td>
<td>LOUVRE WINDOW</td>
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<tr>
<td>VAA016</td>
<td>3 DRAW UNIT</td>
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<td>VAC616</td>
<td>FLYWIRE DOOR</td>
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<tr>
<td>VAB004</td>
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<td>VAA662</td>
<td>BASIC STAIR</td>
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<tr>
<td>VAA279</td>
<td>ALUMINIUM FABRICATION</td>
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<tr>
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<td>ASSESSMENT UNIT/ALUMINIUM FABRICATION</td>
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**Elective Units of Study**

Elective units, together totalling a minimum of 320 nominal hours, selected by the student with the approval of the Head of Department, from the following

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VAE717</td>
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<td>BAY WINDOW</td>
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<td>VAA761</td>
<td>BOX FRAME WINDOW</td>
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<td>VAB665</td>
<td>CURVED WINDOW</td>
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<td>GEOMETRIC STAIR</td>
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<td>VAB904</td>
<td>DISPLAY CASE TIMBER</td>
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<td>VAF704</td>
<td>SHOWCASES</td>
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<td>ADVANCED ALUMINIUM SHOP FRONT</td>
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<td>VAC714</td>
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<td>VAC897</td>
<td>HALF GLASS DEMOUNTABLE PARTITION</td>
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<td>FULL HEIGHT SINGLE PANEL PARTITION</td>
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<td>VAC898</td>
<td>HALF GLASS PARTITIONING</td>
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<td>VAA278</td>
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<td>TIMER DOOR &amp; FRAME</td>
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<td>VAB932</td>
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<td>VAC680</td>
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<td>VAG621</td>
<td>WALL UNIT</td>
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<tr>
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<td>VAH253</td>
<td>PORTABLE POWER TOOLS – EXPLOSIVE</td>
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</table>

**CERTIFICATE II IN FURNISHING (PRE-APPRENTICESHIPS IN CABINET MAKING/WOOD MACHINING/FURNITURE POLISHING)**

**Course Code:** 21276VIC

**Campus:** Newport.

**Career Opportunities**

Cabinet Maker or Furniture Polisher.

**Scope of Delivery**

Full time.

**Course Objective**

This course leads into the apprenticeship qualification as well as basic skills and knowledge for employment in the furniture industry.

**Entry Requirements**

Basic literacy and numeracy skills.

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

**Selection Procedures/ Selection Criteria**

To be advised.

**Course Duration**

This course is 16 weeks full time and 3 weeks practical placement.
**Course Structure**

**Core Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ABC501</td>
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<tr>
<td>LMFCR0001A</td>
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<tr>
<td>LMFCR0002A</td>
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</tr>
<tr>
<td>LMFCR0003A</td>
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<td>LMFF2004A</td>
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<td>LMFFM2006A</td>
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<td>LMFFM2010A</td>
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<tr>
<td>LMFFM2003A</td>
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<td>LMFFM2004A</td>
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<td>LMFFM2012A</td>
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<td>LMFM3002A</td>
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<td>LMFM3003A</td>
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<td>LMFGN2002A</td>
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<td>TDTD397C</td>
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<tr>
<td>ABC999</td>
<td>114</td>
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</table>

**Elective Units of Study**

The remaining units may be chosen from the electives bank listed below or any other FM and FF 2000 Series unit contained in this course. The total is 630 hours, plus the core industry placement (ABC999) of 114 hours.

- LMFFM2003A  | 16
- LMFFM2004A  | 8
- LMFFM2007A  | 16
- LMFFM2011A  | 16
- LMFFM2012A  | 20
- LMFM3002A   | 20
- LMFM3003A   | 40
- LMFGN2002A  | 16
- TDTD397C    | 16
- ABC999      | 114

**CERTIFICATE III IN FURNISHING (WOOD MACHINING, CABINET MAKING, AND FURNITURE POLISHING)**

**Course Code:** 21279VIC

**Campus:** Re-enrolling Students only

**Career Opportunities**

Cabinet Making, Wood Machining, Polishing, Chair and Couch Making.

**Scope of Delivery**

Full time or part time

**Course Objective**

Provides participants with the skills and knowledge required to display competence in one of the following industry sectors: Cabinet Making; Wood Machining; Polishing; Chair and Couch Making.

**Entry Requirements**

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

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

**Course Duration**

The course may be offered on a full time basis over 960 nominal hours or part time equivalent.

**Course Structure**

**Core Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<td>VBM076</td>
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**Generic Core Units (196 nominal hours)**

<table>
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<th>Hours</th>
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<tbody>
<tr>
<td>VBM121</td>
<td>16</td>
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<tr>
<td>VBM210</td>
<td>60</td>
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<tr>
<td>VBM211</td>
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<td>VBM215</td>
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<tr>
<td>VBM226</td>
<td>244</td>
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<tr>
<td>VBM228</td>
<td>40</td>
</tr>
<tr>
<td>VBM231</td>
<td>40</td>
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</tbody>
</table>

**Specialist Core Units**

**Wood Machining Stream**

Students must complete the following 7 units (totaling 456 nominal hours) –

- VBM121: 16
- VBM210: 60
- VBM211: 44
- VBM215: 12
- VBM226: 244
- VBM228: 40
- VBM231: 40

Plus one unit from the following –

- VBM226: 100
- VBM216: 32
- VBM212: 40

Or
Furniture Polishing Stream
Students must complete the following 4 units (totalling 236 nominal hours) –

<table>
<thead>
<tr>
<th>Unit Code</th>
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<tbody>
<tr>
<td>VBM213</td>
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<tr>
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<td>VBM264</td>
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<td>VBM121</td>
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Plus two units from the following –

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<thead>
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<tbody>
<tr>
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<td>VBM217</td>
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<td>VBM227</td>
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<td>VBM212</td>
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<td>VBM219</td>
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<tr>
<td>VBM263</td>
<td>80</td>
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</table>

Or
Cabinet Making Stream
Students must complete the following 6 units (totalling 228 nominal hours) –

<table>
<thead>
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<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
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<tr>
<td>VBM222</td>
<td>40</td>
</tr>
<tr>
<td>VBM215</td>
<td>12</td>
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<tr>
<td>VBM121</td>
<td>16</td>
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</table>

Plus two units from the following –

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VBM213</td>
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<tr>
<td>VBM223</td>
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And
Elective Units of Study
Students must complete elective units (to a total course duration of 960 nominal hours) from the following

<table>
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<th>Hours</th>
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<tbody>
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CERTIFICATE II IN BUILDING AND CONSTRUCTION (BRICKLAYING, CARPENTRY PAINTING AND DECORATING)
Course Code: 21393VIC
Campus: Newport
Career Opportunities
Bricklayer, Carpenter, Painter and Decorator.
Scope of Delivery
Full time and part time.
Course Objective
The course aims to provide participants with the skills, knowledge and ability required to gain an apprenticeship in the Building and Construction industry.
Entry Requirements
To qualify for admission to the course, applicants must basic English language, literacy and numeracy skills. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Criteria
You will be required to demonstrate to the satisfaction of the Head of Department that you are capable of successfully completing the course.
Course Duration
The course may be offered on a full time basis over 640-642 nominal hours or part time equivalent.
Course Structure
Core Units of Study
Unit of Study Code Hours
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
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<tr>
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SCHOOL OF ENGINEERING, CONSTRUCTION AND INDUSTRIAL SKILLS

Unit Code   Hours
VBM987  CAREER STUDIES  16
VBN111  BASIC FIRST AID  8
VBM985  BUILDING AND CONSTRUCTION INDUSTRY INDUCTIONS  16
VBM986  WORKPLACE DOCUMENTS AND PLANS  20
VBM988  WORKPLACE SAFETY  40
VBM989  BUILDING STRUCTURES  8
VBM990  LEVELLING  8
VBM991  SAFE HANDLING OF POWER TOOLS  16
VBM992  INTRODUCTION TO SCAFFOLDING  24

Specialist Stream Modules

Bricklaying Stream
VBN097  BRICKLAYING BASIC SKILLS  86
VBM993  BRICKLAYING HAND TOOLS  20
VBM994  BRICKLAYING SET OUT, BASE AND VENEER CONSTRUCTION  100
VBM995  MASONRY BLOCKWORK  50
VBM996  BRICKLAYING CAVITY, PIERS AND WALL CONSTRUCTION  100
VBM997  CONCRETE TECHNOLOGY  20
VBM998  MULTITHICKNESS WALLS AND OBTUSE ANGLES CONSTRUCTION  60

Carpentry Stream
VBM999  CARPENTRY HAND TOOLS  80
VBN001  CARPENTRY POWER TOOLS  64
VBN002  EXCAVATION AND INSTALLING SUPPORTS LESS THAN 1.5M DEPTH  12
VBN003  FLOOR AND WALL FRAMING  74
VBN004  ROOF FRAMING  40
VBN005  INSTALLATION OF WINDOWS AND DOOR FRAMES  24
VBN006  INTERIOR FIXING  40
VBN007  BASIC SETTING OUT  16
VBN008  FORMWORK FOR CONCRETING  40
VBN009  EXTERNAL CLADDING  24
VBN010  INTRODUCTION TO EXPLOSIVE POWER TOOLS  8
VBN034  OH&S ASPECTS OF DEMOLITION  16

Painting and Decorating Stream
VBN035  PAINTING AND DECORATING HAND TOOLS  40
VBN036  SURFACE PREPARATION  80
VBN037  PAINT PRINCIPLES  12
VBN038  PAINT APPLICATION – BRUSH AND ROLLER SKILLS  40
VBN039  COLOUR MIXING PRINCIPLES  32
VBN040  TIMBER FINISHING, STAINING AND PRESERVATION PRINCIPLES  40
VBN041  PAPER HANGING PRINCIPLES  20
VBN042  SPRAY PAINTING  32
VBN043  PROTECTIVE METAL COATINGS  40
VBN098  APPLICATION OF WATER BASED PAINTS  70
VBN099  APPLICATION OF OIL BASED PAINTS  30

CERTIFICATE II IN BUILDING & CONSTRUCTION (BRICKLAYING STREAM)

Course Code: 21393VIC

Campus: Newport.

Career Opportunities
Building construction worker.

Scope of Delivery
Part time

Course Objective
To provide secondary students with basic skills and introduction to the construction industry (bricklaying).

Entry Requirements
There are no formal entry requirements but applicants must possess basic English language, literacy and numeracy skills.

Selection Procedures/Selection Criteria
Recommendation from secondary school

Course Duration
The course consists of 254 hours of part time study for units 1 & 2, 176 hours of part time study for units 3 & 4 at a Victoria University facility.

16 units must be achieved for students to receive 10% increment on top of their enter score.

Course Structure

VCE VET Units 1 & 2

Unit of Study Code Hours
Unit Code   Hours
VBM987  Career studies  16
VBM985  Building and construction Industry Induction  16
VBN235  Communication for the building Industry  20
VBM988  Workplace safety & environmental procedures  40
VBN111  Basic first aid  8
VBM999  Levelling  8
VBM991  Safe handling of plant and power tools  16
VBM992  Introduction to scaffolding  24
VBM993  Bricklaying hand tools  20
VBM997  Bricklaying basic skills  86
DEPARTMENT OF BUILDING AND CONSTRUCTION

VCE VET Units 3 & 4
Unit of Study Code Hours
VBN236 Quality principles for the building Industry 8
VBM986 Workplace documents and plans 20
VBM989 Building structures 8
VBN234 Calculations for the building Industry 20
VBM997 Concrete technology 20
VBM994 Bricklaying, site out, base and veneer construction principles 100

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

DIPLOMA OF DESIGN TECHNOLOGY (MARINE VESSELS)
Course Code: 21465VIC
Campus: Newport
Career Opportunities
Employment in the boat building/shipbuilding industry.
Scope of Delivery
Full time or part time.
Course Objective
The course provides participants with the skills and knowledge for employment where the duties may include preparation of boat designs and ship working and detail drawings.
Entry Requirements
To qualify for admission applicants must: •demonstrate competence in reading, writing, speaking and listening to English;
• demonstrate competency in performing basic computations; and
• be employed in the boat building/shipbuilding industry or be able to access a significant work placement within the industry.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Course Duration
Full time basis over a minimum of 720 hours or part time equivalent.
Course Structure
Core Units of Study
Unit Code Hours
BSBSBM405A MONITOR AND MANAGE BUSINESS OPERATIONS 50
MEM9.10B CREATE 3D MODELS USING COMPUTER AIDED DESIGN SYSTEMS 40
MEM18.30A DIAGNOSE AND REPAIR LOW VOLTAGE ELECTRICAL SYSTEMS 80
VBN224 PREPARE A BASIC GENERAL ARRANGEMENT PLAN TO MEET OWNER’S REQUIREMENTS 120
VBN225 DESIGN A HULL STRUCTURE 80
VBN227 DERIVE STABILITY CURVES USING MANUAL AND COMPUTER-BASED PROCESSES 100
VBN293 IDENTIFY MATERIAL STRENGTHS 40
VBN294 APPLY STATICS TO ENGINEERING APPLICATIONS 60
VBN302 IDENTIFY FLUID SYSTEMS 40

Elective Units of Study
Select a minimum of three units:
MEM18.22 MAINTAIN, REPAIR, REPLACE FLUID POWER CONTROLS 80
VBN223 DESIGN FOR ECONOMIC MANUFACTURE 80
VBN226 ORDER SUPPLY MATERIALS FOR BUILDING VESSELS 30
VBN228 DESIGN VESSEL SYSTEMS 80
VBN295 ANALYSE ENGINEERING MATERIALS 40
VBN303 EVALUATE ENGINEERING MATERIALS 40
VBN374 PLAN THE DESIGN OPERATION OF THE VESSELS’ MACHINERY AND EQUIPMENT 80

DIPLOMA OF CONSTRUCTION & REPAIR TECHNOLOGY (MARINE VESSELS)
Course Code: 21466VIC
Campus: Newport
Career Opportunities
Employment in the boat building/shipbuilding industry.
Scope of Delivery
Full time basis or part time.
Course Objective
The course provides participants with the skills and knowledge for employment where the duties may include but are not restricted to procurement, purchasing, planning and estimating.
Entry Requirements
• demonstrate competence in reading, writing, speaking and listening to English; AND
• demonstrate competency in performing basic computations; AND
• be employed in the boat building/shipbuilding industry or be able to access a significant work placement within the industry.
Course Duration
Full time basis over 680 hours or part time equivalent.
Course Structure
Core Units of Study
Unit Code Hours
BSBSBM405A MONITOR AND MANAGE BUSINESS OPERATIONS 50
MEM9.10B CREATE 3D MODELS USING COMPUTER AIDED DESIGN SYSTEMS 40
MEM18.30A DIAGNOSE AND REPAIR LOW VOLTAGE ELECTRICAL SYSTEMS 80
VBN224 PREPARE A BASIC GENERAL ARRANGEMENT PLAN TO MEET OWNER’S REQUIREMENTS 120
Unit Code | Hours
--- | ---
VBN225 | DESIGN A HULL STRUCTURE
VBN227 | DERIVE STABILITY CURVES USING MANUAL AND COMPUTER-BASED PROCESSES
VBN293 | IDENTIFY MATERIAL STRENGTHS
VBN294 | APPLY STATICS TO ENGINEERING APPLICATIONS

**Elective Units of Study**
A minimum of three units:
MEM5.20A | PERFORM ADVANCED WELDING USING GAS TUNGSTEN ARC WELDING PROCESS
MEM18.19A | MAINTAIN PNEUMATIC SYSTEM COMPONENTS
MEM18.55A | DISMANTLE, REPLACE AND ASSEMBLE ENGINEERING COMPONENTS
MEM25.11A | INSTALL MARINE SYSTEMS
VBN251 | PERFORM CAM 5 – 3D PROGRAMMING
VBN290 | APPLY MARINE SURFACE COATING
VBN301 | USE INDUSTRIAL ROBOTS

**CERTIFICATE IV IN DESIGN TECHNOLOGY (MARINE VESSELS)**

**Course Code:** 21467VIC

**Campus:** Newport.

**Career Opportunities**
Employment in the boat building/shipbuilding industry

**Scope of Delivery**
Full time and Part time.

**Course Objective**
The course provides participants with the skills and knowledge for employment where the duties may include but are not restricted to undertaking responsibility for machinery selection from catalogues and for incorporating off-the-shelf items in boat and ship design and to make decisions on how off-the-shelf items can be incorporated into the overall design.

**Entry Requirements**
- demonstrate competence in reading, writing, speaking and listening to English
- demonstrate competency in performing basic computations;
- be employed in the boat building/shipbuilding industry or be able to access a significant work placement within the industry.

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

**Course Duration**
340 hours full time or part time equivalent.

**Course Structure**

**Core Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM9.9B</td>
<td>CREATE 2D DRAWINGS USING CAD SYSTEMS</td>
</tr>
<tr>
<td>MEM13.3A</td>
<td>WORK SAFELY WITH INDUSTRIAL CHEMICALS AND MATERIALS</td>
</tr>
<tr>
<td>VBN295</td>
<td>ANALYSE ENGINEERING MATERIALS</td>
</tr>
<tr>
<td>VBN372</td>
<td>ANALYSE THE MARINE ENVIRONMENT</td>
</tr>
</tbody>
</table>

**Elective Units of Study**
A minimum of five units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM9.10B</td>
<td>CREATE 3D MODELS USING COMPUTER AIDED DESIGN SYSTEMS</td>
</tr>
<tr>
<td>MEM9.21A</td>
<td>INTERPRET AND PRODUCE CURVED 3D SHAPES</td>
</tr>
<tr>
<td>MEM18.30A</td>
<td>DIAGNOSE AND REPAIR LOW VOLTAGE ELECTRICAL SYSTEMS</td>
</tr>
<tr>
<td>MEM18.55A</td>
<td>DISMANTLE, REPLACE AND ASSEMBLE ENGINEERING COMPONENTS</td>
</tr>
<tr>
<td>MEM25.2A</td>
<td>FORM AND INTEGRATE FIBRE-REINFORCED STRUCTURES</td>
</tr>
<tr>
<td>MEM25.11A</td>
<td>INSTALL MARINE SYSTEMS</td>
</tr>
<tr>
<td>VBN226</td>
<td>ORDER SUPPLY MATERIALS FOR BUILDING VESSELS</td>
</tr>
<tr>
<td>VBN228</td>
<td>DESIGN VESSEL SYSTEMS</td>
</tr>
<tr>
<td>VBN288</td>
<td>DRAFT BOATBUILDING PLANS</td>
</tr>
<tr>
<td>VBN296</td>
<td>SUPPORT QUALITY CONTROL SYSTEMS</td>
</tr>
<tr>
<td>VBN302</td>
<td>IDENTIFY FLUID SYSTEMS</td>
</tr>
<tr>
<td>VBN371</td>
<td>PLAN THE MACHINERY ARRANGEMENTS FOR VESSELS</td>
</tr>
</tbody>
</table>

**CERTIFICATE IV IN CONSTRUCTION AND REPAIR TECHNOLOGY (MARINE VESSELS)**

**Course Code:** 21468VIC

**Campus:** Newport.

**Career Opportunities**
Employment in the boat building/shipbuilding industry.

**Scope of Delivery**
Full time or part time.

**Course Objective**
The course provides participants with the skills and knowledge for employment where duties may include undertaking responsibility for marine manufacturing processes such as welding, fabrication and automated responses using robotics.

**Entry Requirements**
- demonstrate competence in reading, writing, speaking and listening to at least International English Language Testing System (IELTS) profile of 5.5 – 6;
- demonstrate competency in performing basic computations;
- be employed in the boat building/shipbuilding industry or be able to access a significant work placement within the industry.

**Course Duration**
Full time over 310 hours or part time equivalent.
Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN372</td>
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</tr>
<tr>
<td>VBN295</td>
<td>40</td>
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<tr>
<td>TD TA3801A</td>
<td>40</td>
</tr>
<tr>
<td>MEM13.3A</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units of Study
A minimum of five units:

- MEM5.10A  UNDERTAKE FABRICATION, FORMING, BENDING AND SHAPING 80
- MEM5.11A  ASSEMBLE FABRICATED COMPONENTS 80
- MEM18.3A  USE TOOLS FOR PRECISION WORK 40
- MEM18.6A  DISMANTLE, REPAIR, REPLACE, ASSEMBLE AND FIT ENGINEERING COMPONENTS 60
- MEM18.18A MAINTAIN PNEUMATIC SYSTEM COMPONENTS 40
- MEM18.20A MAINTAIN HYDRAULIC SYSTEM COMPONENTS 40
- MEM18.30A DIAGNOSE AND REPAIR LOW VOLTAGE ELECTRICAL SYSTEMS 80
- MEM18.55A DISMANTLE, REPLACE AND ASSEMBLE ENGINEERING COMPONENTS 30
- MEM25.7A  MAINTAIN MARINE VESSELS SURFACES 40
- MEM25.11A INSTALL MARINE SYSTEMS 80
- VBN289    20
- VBN302    40

CERTIFICATE IV IN APPLIED DESIGN (FURNISHING)
Course Code: 21528VIC

Campus: Newport.
Career Opportunities
Furniture Design
Scope of Delivery
Full time or part time delivery.

Course Objective
The course provides employees in the metal fabrication and furniture industry with complementary trades skills and knowledge which will enable them to pursue design interests as an integral part of their current employment.

Entry Requirements
To qualify for admission to the course applicants must hold the competencies contained in a trade qualification relevant to the metal fabrication and furniture industry areas.

Selection Procedures/Selection Criteria
Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

Course Duration
This course is approximately 6 months full time or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>VBN517</td>
<td>60</td>
</tr>
<tr>
<td>VBN518</td>
<td>60</td>
</tr>
</tbody>
</table>

Elective Units of Study
Seven elective Units of Study, selected by the student with the approval of the Head of Department, comprising:

(i) Two Units of Study selected from the following:

- LMF DN4001A PRODUCE DRAWINGS FROM DESIGN CONCEPTS 36
- LMF DN4002A PRODUCE LINE AND COMPONENT PRODUCTION DRAWINGS 64
- LMF DN5001A GENERATE AND TRANSFER COMPLEX COMPUTER-AIDED DRAWINGS AND SPECIFICATIONS 72
- MEM9.1AA DRAW AND INTERPRET SKETCH 20
- MEM9.2AA INTERPRET TECHNICAL DRAWING 40
- MEM9.11AA APPLY BASIC ENGINEERING DESIGN CONCEPTS 60

(ii) Two Units of Study selected from the following:

- BSBFLM405A IMPLEMENT OPERATIONAL PLAN 50
- BSBFLM409A IMPLEMENT CONTINUOUS IMPROVEMENT 50
- BSBFLM510A FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION 50
- BSBMKG406A BUILD CLIENT RELATIONSHIPS 50
- BSBMKG407A MAKE A PRESENTATION 30
- BSB M403A PROMOTE THE BUSINESS 50
- LMF DN4005A WORK WITHIN A FURNITURE DESIGN TEAM 54
- LF MFT4010A IDENTIFY AND CALCULATE PRODUCTION COSTS 36

(iii) Three Units of Study selected from the following list of Units of Study, of which one unit may be selected from any other relevant endorsed training package or accredited course at Australian Qualifications Framework level III, IV or V.

- LMF DN4003A PRODUCE PATTERNS AND/OR TEMPLATES 36
- **LMFDN4004A DESIGN, CONSTRUCT AND TEST JIGS 80
- LMF FM2001A USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS 40
- LMF FM2006A HAND MAKE TIMBER JOINTS 40
- *MEM5.5AA CARRY OUT MECHANICAL CUTTING 20
- *MEM5.50AA PERFORM ROUTINE GAS METAL ARC WELDING 20
- *MEM5.12AB PERFORM ROUTINE MANUAL METAL ARC WELDING 20
- *MEM18.1AB USE HAND TOOLS 20
- *MEM18.2A USE POWER TOOLS/HANDELD OPERATIONS 20

*These Units of Study are to be counted as equivalent to half a unit
**This unit to be counted as equivalent to two Units of Study
CERTIFICATE II IN JOINERY/SHOPFITTING/STAIRBUILDING – PRE-APPRENTICESHIP

Course Code: 21533VIC

Campus: Newport

Career Opportunities
Apprentice Joiner

Scope of Delivery
Full time and part time.

Course Objective
The course aims to provide students with the underpinning knowledge and skills in the following areas:

- industry terminology
- the characteristics of construction materials and processes
- construction techniques to achieve certain outcomes
- application of a range of construction techniques

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

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

Course Duration
The course is 16 weeks full time or part time equivalent.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VBM985</td>
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<td>VBM987</td>
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<td>VBN111</td>
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<td>VBN234</td>
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<td>VBN703</td>
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<td>VBN704</td>
<td>48</td>
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</tbody>
</table>

CERTIFICATE II IN APPLIED DESIGN IN INDUSTRY

Course Code: 21633VIC

Campus: Newport

Career Opportunities
Provides an introduction to furniture design.

Scope of Delivery
Full time, Part time, Flexible delivery.

Course Objective
To provide students with a basic comprehension of processes involved in design.

Entry Requirements
Students must be at least fifteen years of age, with a basic comprehension of Mathematics and English.

Course Duration
23 weeks.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>VBP201</td>
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<tr>
<td>VBP202</td>
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<td>VBP203</td>
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<td>CUFSAF01B</td>
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<tr>
<td>BSBCMN204A</td>
<td>15</td>
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<tr>
<td>LMFCRO002A</td>
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<tr>
<td>BSBCMN202A</td>
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<tr>
<td>BSBCMN206A</td>
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<tr>
<td>BSBCMN208A</td>
<td>20</td>
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<td>BSBCMN209A</td>
<td>20</td>
</tr>
<tr>
<td>BSBCMN210A</td>
<td>30</td>
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</tbody>
</table>
**CERTIFICATE IV IN BUILDING DRAFTING**

**Course Code:** 3476

**Campus:** Re-enrolment Students only

**Career Opportunities**
Architectural Technician and Building Designer

**Scope of Delivery**
Full time or part time

**Course Objective**
Provides students with building theory and drafting related to residential, industrial and commercial buildings. Graduates will have acquired specialist skills and knowledge in design, problem solving, construction technology, full project documentation, CAD, project administration and office practice – including quality assurance.

**Entry Requirements**
To qualify for admission to the course, applicants must have successfully completed Year 12 or equivalent, and possess sufficient literacy, numeracy and visual interpretation skills to allow for successful completion of the course.
Or
Possess relevant experience and maturity necessary to succeed in the course. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

**Course Duration**
Full time basis over a period of one year or part time equivalent

**Course Structure**

**Core Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>ABC001</td>
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<tr>
<td>ABC002</td>
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<td>ABC033</td>
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</tbody>
</table>

**Elective Units of Study**
One module selected by the student, with the approval of the Head of Department, from -

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ABC120</td>
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<td>ABC086</td>
<td>36</td>
</tr>
<tr>
<td>ABC105</td>
<td>36</td>
</tr>
</tbody>
</table>

**ADVANCED DIPLOMA OF BUILDING DESIGN AND PROJECT ADMINISTRATION**

**Course Code:** 40355SA

**Campus:** Newport.

**Career Opportunities**
Architectural technician, Building designer, Project team leader.

**Scope of Delivery**
Part time, block release.

**Course Objective**
This course aims to assist graduates in assuming the role of Project Administrator of large jobs or in the running of their own drafting office as a Building Designer after gaining appropriate levels of work.

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

**Selection Procedures/Selection Criteria**
VTAC/Direct applicants are selected via an interview process.
DIPLOMA OF BUILDING DESIGN AND TECHNOLOGY (I)

Course Code: 40356SA

Campus: Newport.

Career Opportunities
Architectural technician, Building designer.

Scope of Delivery
Part time, block release.

Course Objective
This course aims to provide paraprofessional technicians with the skills to assist the current and near future needs of architects, Building Contractors and Building Designers in preparing documentation for residential and commercial building projects.

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

Selection Procedures/Selection Criteria
VTAC/Direct applicants are selected via an interview process.

Course Duration
The course may be offered on a full time basis over 1580 nominal hours or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCTA</td>
<td>APPLY DRAFTING OFFICE ADMINISTRATION PROCESSES</td>
<td>50</td>
</tr>
<tr>
<td>LCTB</td>
<td>APPLY PRINCIPLES OF CONSTRUCTION TECHNOLOGY TO PRIVATE RESIDENTIAL DWELLINGS</td>
<td>120</td>
</tr>
<tr>
<td>LCTC</td>
<td>CARRY OUT A SITE SURVEY OF AN EXISTING BUILDING</td>
<td>40</td>
</tr>
<tr>
<td>LCTD</td>
<td>CREATE TECHNICALLY PROJECTED PRESENTATION VIEWS OF ARCHITECTURAL DESIGN CONCEPTS</td>
<td>40</td>
</tr>
<tr>
<td>LCTE</td>
<td>EVALUATE MATERIALS FOR CONSTRUCTION OF RESIDENTIAL DWELLINGS</td>
<td>40</td>
</tr>
<tr>
<td>LCTF</td>
<td>PRODUCE 2D ARCHITECTURAL DRAWINGS USING CAD SOFTWARE</td>
<td>100</td>
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<tr>
<td>LCTG</td>
<td>PRODUCE DRAWING DOCUMENTATION FOR PRIVATE RESIDENTIAL DWELLINGS</td>
<td>40</td>
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<tr>
<td>LCTH</td>
<td>PRODUCE WORKING DRAWINGS FOR A SINGLE STOREY PRIVATE RESIDENCE</td>
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<td>LCTK</td>
<td>PRODUCE WORKING DRAWINGS FOR A TWO STOREY PRIVATE RESIDENCE</td>
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<tr>
<td>LCTL</td>
<td>PROVIDE DESIGN SOLUTIONS FOR PRIVATE RESIDENTIAL DWELLINGS</td>
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<tr>
<td>LCTM</td>
<td>PROVIDE DESIGN SOLUTIONS FOR SMALL RESIDENTIAL LIVING UNITS</td>
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<tr>
<td>LCTN</td>
<td>USING SKETCHING PRESENTATION TECHNIQUES TO COMMUNICATE DESIGN CONCEPTS</td>
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<tr>
<td>LCTP</td>
<td>APPLY DRAFTING OFFICE PROJECT ADMINISTRATION PROCESSES</td>
<td>40</td>
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<tr>
<td>LCTR</td>
<td>APPLY PRINCIPLES OF ENVIRONMENTAL SUSTAINABILITY TO BUILDING DESIGN</td>
<td>40</td>
</tr>
<tr>
<td>LCTT</td>
<td>DETERMINE REQUIRED SERVICES, LAYOUT AND CONNECTION METHODS TO COMMERCIAL BUILDINGS</td>
<td>40</td>
</tr>
<tr>
<td>LCTW</td>
<td>EVALUATE MATERIALS FOR CONSTRUCTION OF COMMERCIAL BUILDINGS</td>
<td>40</td>
</tr>
<tr>
<td>LCTX</td>
<td>PRODUCE 3D ARCHITECTURAL DRAWINGS USING CAD SOFTWARE</td>
<td>50</td>
</tr>
<tr>
<td>LCTY</td>
<td>PRODUCE COMMERCIAL WORKING DRAWINGS FOR TYPE 'B' BUILDING PROJECTS</td>
<td>90</td>
</tr>
<tr>
<td>LCTZ</td>
<td>PRODUCE COMMERCIAL WORKING DRAWINGS FOR TYPE 'C' BUILDING PROJECTS</td>
<td>90</td>
</tr>
<tr>
<td>LCWA</td>
<td>PRODUCE DIGITAL RENDERINGS OF ARCHITECTURAL 3D CAD DRAWINGS</td>
<td>50</td>
</tr>
<tr>
<td>LCWB</td>
<td>PRODUCE DRAWING DOCUMENTATION FOR A COMMERCIAL BUILDING</td>
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<tr>
<td>LCWC</td>
<td>PROVIDE DESIGN SOLUTIONS FOR TYPE 'C' BUILDINGS</td>
<td>40</td>
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<tr>
<td>LCWD</td>
<td>PROVIDE DESIGN SOLUTIONS FOR TYPE 'B' BUILDINGS</td>
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<tr>
<td>LCWE</td>
<td>APPLY PRINCIPLES OF DESIGN, DOCUMENTATION AND PROJECT ADMINISTRATION TO BUILDINGS</td>
<td>120</td>
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<td>LCWF</td>
<td>UNDERTAKE RESEARCH FOR A BUILDING DESIGN RELATED PROJECT</td>
<td>80</td>
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<tr>
<td>LCWN</td>
<td>APPLY PRINCIPLES OF TIMBER FRAMING DESIGN TO ONE OR TWO STOREY BUILDINGS</td>
<td>50</td>
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</tbody>
</table>

Elective Units of Study
Two units (together totalling at least 110 nominal hours), not previously studied, selected by the student with the approval of the Head of Department, having regard to the relevant units detailed in the Residential Drafting Curriculum, Department of Education, Training and Employment (SA), 2002.
## CERTIFICATE IV IN RESIDENTIAL DRAFTING

**Course Code:** 40357SA

**Campus:** Newport.

**Career Opportunities**
Architectural technician, Building designer.

**Scope of Delivery**
Part time, block release.

**Course Objective**
This course aims to provide paraprofessional technicians with the skills to assist the current and near future needs of architects, Building Contractors and Building Designers in preparing documentation for residential and commercial building projects.

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

**Selection Procedures/Selection Criteria**
VTAC/Direct applicants are selected via an interview process.

**Course Duration**
Full time over 780 nominal hours or part time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCTA</td>
<td>APPLY DRAFTING OFFICE ADMINISTRATION PROCESSES</td>
<td>50</td>
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<tr>
<td>LCTB</td>
<td>APPLY PRINCIPLES OF CONSTRUCTION TECHNOLOGY TO PRIVATE RESIDENTIAL DWELLINGS</td>
<td>120</td>
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<tr>
<td>LCTC</td>
<td>CARRY OUT A SITE SURVEY OF AN EXISTING BUILDING</td>
<td>40</td>
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<tr>
<td>LCTD</td>
<td>CREATE TECHNICALLY PROJECTED PRESENTATION VIEWS OF ARCHITECTURAL DESIGN CONCEPTS</td>
<td>40</td>
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<tr>
<td>LCTE</td>
<td>EVALUATE MATERIALS FOR CONSTRUCTION OF RESIDENTIAL DWELLINGS</td>
<td>40</td>
</tr>
<tr>
<td>LCTF</td>
<td>PRODUCE 2D ARCHITECTURAL DRAWINGS USING CAD SOFTWARE</td>
<td>100</td>
</tr>
<tr>
<td>LCTG</td>
<td>PRODUCE DRAWING DOCUMENTATION FOR PRIVATE RESIDENTIAL BUILDINGS</td>
<td>40</td>
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<tr>
<td>LCTH</td>
<td>PRODUCE WORKING DRAWINGS FOR A SINGLE STOREY PRIVATE RESIDENCE</td>
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<tr>
<td>LCTK</td>
<td>PRODUCE WORKING DRAWINGS FOR A TWO STOREY PRIVATE RESIDENCE</td>
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<tr>
<td>LCTL</td>
<td>PROVIDE DESIGN SOLUTIONS FOR PRIVATE RESIDENTIAL DWELLINGS</td>
<td>40</td>
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<tr>
<td>LCTM</td>
<td>PROVIDE DESIGN SOLUTIONS FOR SMALL RESIDENTIAL LIVING UNITS</td>
<td>40</td>
</tr>
<tr>
<td>LCTN</td>
<td>USING SKETCHING PRESENTATION TECHNIQUES TO COMMUNICATE DESIGN CONCEPTS</td>
<td>40</td>
</tr>
<tr>
<td>LCWN</td>
<td>APPLY PRINCIPLES OF TIMBER FRAMING DESIGN TO ONE OR TWO STOREY BUILDINGS</td>
<td>50</td>
</tr>
</tbody>
</table>

## CERTIFICATE III IN OFF-SITE CONSTRUCTION (JOINERY-TIMBER/ALUMINIUM/GLASS)

**Course Code:** BCF30200

**Campus:** Newport.

**Career Opportunities**
Joinery.

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

**Course Objective**
The course aims to provide apprentices with work related practical skills and knowledge in the Joinery -Timber/Aluminium/Glass industry. During this course apprentices will also acquire the skills necessary for the safe use and maintenance of a wide range of tools and equipment generally used on-the-job such as power tools, automatic and laser levels, nailing guns, compressors, and generators.

**Entry Requirements**
To qualify for admission to the course, applicants must be employed as an apprentice in the Joinery trade.

**Selection Procedures/Selection Criteria**
Selection is conducted by employer.

**Course Duration**
The course may be offered on a full time basis over three years (960 nominal hours) or part time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BCG1000A</td>
<td>CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION</td>
<td>20</td>
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<tr>
<td>BCG1001A</td>
<td>CARRY OUT OH&amp;S REQUIREMENTS</td>
<td>40</td>
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<tr>
<td>BCG1002A</td>
<td>PLAN AND ORGANISE WORK</td>
<td>20</td>
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<tr>
<td>BCG1003A</td>
<td>READ AND INTERPRET PLANS</td>
<td>36</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
</tr>
<tr>
<td>BCG1005A</td>
<td>USE HAND AND POWER TOOLS</td>
<td>80</td>
</tr>
<tr>
<td>BCG1006A</td>
<td>USE SMALL PLANT AND EQUIPMENT</td>
<td>16</td>
</tr>
<tr>
<td>BCG1008A</td>
<td>USE SIMPLE LEVELLING DEVICES</td>
<td>8</td>
</tr>
<tr>
<td>BCG1011A</td>
<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE</td>
<td>16</td>
</tr>
<tr>
<td>BCF2001A</td>
<td>USE STATIC MACHINES</td>
<td>32</td>
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<tr>
<td>BCF2010A</td>
<td>MAINTAIN INVENTORY AND CONTROL, STOCK</td>
<td>8</td>
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<tr>
<td>BCF2011A</td>
<td>USE COMPUTERS</td>
<td>24</td>
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<tr>
<td>BCF2012A</td>
<td>PACKAGE MANUFACTURED PRODUCTS FOR TRANSPORT</td>
<td>10</td>
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</table>
**SCHOOL OF ENGINEERING, CONSTRUCTION AND INDUSTRIAL SKILLS**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BCF2013A</td>
<td>ASSEMBLE COMPONENTS</td>
</tr>
<tr>
<td>BCF2014A</td>
<td>MANUALLY CUT GLASS TO SIMPLE SHAPES</td>
</tr>
<tr>
<td>BCF2016A</td>
<td>PREPARE FOR OFF-SITE MANUFACTURING PROCESS</td>
</tr>
<tr>
<td>BCF2018A</td>
<td>APPLY AND INSTALL SEALANT AND SEALANT DEVICES</td>
</tr>
<tr>
<td>BCF3000A</td>
<td>MAINTAIN STATIC MACHINERY</td>
</tr>
<tr>
<td>BCF3001A</td>
<td>SETUP STATIC MACHINERY</td>
</tr>
<tr>
<td>BCF3008A</td>
<td>IDENTIFY WINDOW AND DOOR CONSTRUCTION</td>
</tr>
<tr>
<td>BCF3009A</td>
<td>SETTING OUT OF WINDOWS AND DOORS</td>
</tr>
<tr>
<td>BCF3010A</td>
<td>MANUFACTURE COMPONENTS FOR DOOR AND WINDOW FRAMES, DOORS AND SASHES</td>
</tr>
<tr>
<td>BCF3011A</td>
<td>ASSEMBLE (DOOR/WINDOWS)</td>
</tr>
<tr>
<td>BCF3024A</td>
<td>INSTALL INTERNAL LINING</td>
</tr>
<tr>
<td>BCF3036A</td>
<td>SHIFT MATERIALS MANUALLY</td>
</tr>
<tr>
<td>BCF3037A</td>
<td>SET OUT AND LEVEL</td>
</tr>
<tr>
<td>BCF3038A</td>
<td>APPLY AND TRIM DECORATIVE FINISHES</td>
</tr>
<tr>
<td>BCF3041A</td>
<td>CUT AND INSTALL GLASS</td>
</tr>
<tr>
<td>BCF3042A</td>
<td>MARK OFF/OUT</td>
</tr>
<tr>
<td>BCF3045A</td>
<td>MANUFACTURE JOINERY UNIT COMPONENTS</td>
</tr>
<tr>
<td>BCG2000A</td>
<td>ASSEMBLE SIMPLE PARTITION FRAMES</td>
</tr>
<tr>
<td>BCG2001A</td>
<td>PREPARE SURFACES</td>
</tr>
<tr>
<td>BCG2004A</td>
<td>CARRY OUT LEVELLING</td>
</tr>
<tr>
<td>BCG2010A</td>
<td>REMOVE/REPLACE DOOR AND WINDOW FURNITURE</td>
</tr>
<tr>
<td>BCG2012A</td>
<td>MAKE SET-OUTS</td>
</tr>
<tr>
<td>MEM2.5C11A</td>
<td>MEASURE WITH GRADUATED DEVICES</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

Eight units (totaling 162 nominal hours, including at least one 1000 series and two 2000 series units pursuant to paragraph 4(b)(i)) selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in:

(i) Off-site Construction Training Package BCF00, Australian National Training Authority, 2000;
(ii) Metal & Engineering Training Package MEM98, Australian National Training Authority, November, 1998;

**CERTIFICATE III IN GENERAL CONSTRUCTION (BRICKLAYING/BLOCKLAYING)**

**Course Code:** BCG30698

**Campus:** Newport.

**Career Opportunities**

Bricklayer.

**Scope of Delivery**

Block release, part time.

**Course Objective**

This course aims to provide Apprentices with training in both the housing and industrial areas of the Bricklaying trade. During the course, Apprentices will also acquire the skills necessary for the safe use and maintenance of a wide range of tools and equipment generally use on-the-job such as power tools, automatic and laser levels, nailing guns, compressors, generators, etc.

**Entry Requirements**

To qualify for admission to this course, students must be employed as Apprentices in the Bricklaying trade.

**Selection Procedures / Selection Criteria**

Selection is conducted by employer.

**Course Duration**

This course may be offered on part time block basis of 960 hours over three years.

**Course Structure**

The course structure consists of basic competency standards in the 1000 series, 2000 and 3000 series all core competency standards must be achieved. To complete the course, electives must be selected to aggregate course total of 960 hours minimum. Each area covers a specific area of work and is directed towards the acquisition of practical work place skills with theory, calculations and drawing integrated when delivery the competencies.

**To obtain this qualification all core competencies plus a minimum of two electives from the 3000 series must be achieved.**

**Core Units of Study**

**Unit of Study Code Hours**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1000A</td>
<td>CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION</td>
</tr>
<tr>
<td>BCG1001A</td>
<td>CARRY OUT OH&amp;S REQUIREMENTS</td>
</tr>
<tr>
<td>BCG1002A</td>
<td>PLAN AND ORGANISE WORK</td>
</tr>
<tr>
<td>BCG1003A</td>
<td>READ AND INTERPRET PLANS</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
</tr>
<tr>
<td>BCG1005A</td>
<td>USE HAND AND POWER TOOLS</td>
</tr>
<tr>
<td>BCG1006A</td>
<td>USE SMALL PLANT AND EQUIPMENT</td>
</tr>
<tr>
<td>BCG1007A</td>
<td>ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING</td>
</tr>
<tr>
<td>BCG1008A</td>
<td>USE SIMPLE LEVELLING DEVICES</td>
</tr>
<tr>
<td>BCG1010A</td>
<td>CARRY OUT CONCRETING TO SIMPLE FORMS</td>
</tr>
<tr>
<td>BCG1011A</td>
<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE</td>
</tr>
<tr>
<td>BCG1015A</td>
<td>PREPARE FOR CONSTRUCTION PROCESS (BRICK/BLOCK LAYING)</td>
</tr>
<tr>
<td>BCG2001A</td>
<td>PREPARE SURFACES</td>
</tr>
<tr>
<td>BCG2003A</td>
<td>CARRY OUT GENERAL DEMOLITION</td>
</tr>
<tr>
<td>BCG2004A</td>
<td>CARRY OUT LEVELLING</td>
</tr>
<tr>
<td>BCG2007A</td>
<td>OPERATE ELEVATED WORK PLATFORMS (EWP)</td>
</tr>
<tr>
<td>BCG2008A</td>
<td>USE EXPLOSIVE POWER TOOLS (EPT)</td>
</tr>
<tr>
<td>BCG3011A</td>
<td>CARRY OUT BASIC SETTING OUT</td>
</tr>
<tr>
<td>BCG3021A</td>
<td>INSTALL DOOR FRAMES</td>
</tr>
<tr>
<td>BCG3107A</td>
<td>CARRY OUT VENEER CONSTRUCTION</td>
</tr>
<tr>
<td>BCG3108A</td>
<td>CARRY OUT SOLID BRICK CONSTRUCTION</td>
</tr>
</tbody>
</table>
## Unit Code

**BCG3109A**  CONSTRUCT MASONRY STEPS AND STAIRS  
**BCG3110A**  LAY BRICKS AND BLOCKS (WALL AND CORNER)  
**BCG3111A**  LAY MULTI-THICKNESS WALLS AND PIERS  
**BCG3112A**  CONSTRUCT MASONRY ARCH – SEMI-CIRCULAR AND SEGMENTAL  
**BCG3113A**  CONSTRUCT CURVED WALL  
**BCG3114A**  CONSTRUCT MASONRY BLOCKWORK  

### Elective Units of Study

**Unit Code**

**BCG3048A**  INSTALL GLASS BLOCKWORK  
**BCG3047A**  ERECT CEILING FRAMING (PITCHED ROOF)  
**BCG3068A**  CONSTRUCT BATTERED MASONRY SURFACES  
**BCG3069A**  CONSTRUCT FIREPLACE AND CHIMNEY  
**BCG3115A**  LAY SEGMENTAL/UNIT PAVING  

### Hours

36  
76  
40  
56  
16  
32  
24  
32  
32  
48  
24

**Note:** Electives offered will be selected by the School and dependant upon the availability of suitable teaching resources.
CERTIFICATE III IN GENERAL CONSTRUCTION (CARPENTRY – FRAMEWORK/FORMWORK/FINISHING) [APPRENTICESHIP]

Course Code: BCG30798

Campus: Newport.

Career Opportunities
Carpenter.

Scope of Delivery
Part time (Block release).

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

Entry Requirements
To qualify for admission to this course, students must be employed as Apprentices in the Carpentry trade.

Selection Procedures/Selection Criteria
No selection is required, user choice applies.

Course Duration
This course may be offered on part-time block basis of 960 hours over three years.

Course Structure
The course structure consists of basic competency standards in the 1000 series, 2000 and 3000 series all core competency standards must be achieved. To complete the course, electives must be selected to aggregate course total of 960 hours minimum. Each area covers a specific area of work and is directed towards the acquisition of practical workplace skills with theory, calculations and drawing integrated when delivery the competencies.

To obtain this qualification all core competencies plus a minimum of two electives from the 3000 series must be achieved.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1000A</td>
<td>CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION</td>
<td>20</td>
</tr>
<tr>
<td>BCG1001A</td>
<td>CARRY OUT OH&amp;S REQUIREMENTS</td>
<td>40</td>
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<tr>
<td>BCG1002A</td>
<td>PLAN AND ORGANISE WORK</td>
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</tr>
<tr>
<td>BCG1003A</td>
<td>READ AND INTERPRET PLANS</td>
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<tr>
<td>BCG1004A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
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<tr>
<td>BCG1005A</td>
<td>USE HAND AND POWER TOOLS</td>
<td>80</td>
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<td>BCG1006A</td>
<td>USE SMALL PLANT AND EQUIPMENT</td>
<td>16</td>
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<tr>
<td>BCG1007A</td>
<td>ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING</td>
<td>40</td>
</tr>
<tr>
<td>BCG1008A</td>
<td>USE SIMPLE LEVELLING DEVICES</td>
<td>8</td>
</tr>
<tr>
<td>BCG1009A</td>
<td>CARRY OUT EXCAVATION AND INSTALL SUPPORT</td>
<td>16</td>
</tr>
<tr>
<td>BCG1010A</td>
<td>CARRY OUT CONCRETING TO SIMPLE FORMS</td>
<td>40</td>
</tr>
<tr>
<td>BCG1011A</td>
<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE</td>
<td>16</td>
</tr>
<tr>
<td>BCG1016A</td>
<td>PREPARE FOR CONSTRUCTION PROCESS (CARPENTRY)</td>
<td>40</td>
</tr>
<tr>
<td>BCG2001A</td>
<td>PREPARE SURFACES</td>
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</tr>
<tr>
<td>BCG2003A</td>
<td>CARRY OUT GENERAL DEMOLITION</td>
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<tr>
<td>BCG2004A</td>
<td>CARRY OUT LEVELLING</td>
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<tr>
<td>BCG2005A</td>
<td>ERECT AND STRIP FORMWORK FOR CONCRETE WORK</td>
<td>24</td>
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<tr>
<td>BCG2007A</td>
<td>OPERATE ELEVATED WORK PLATFORMS (EWP)</td>
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<td>BCG2008A</td>
<td>USE EXPLOSIVE POWER TOOLS (EPT)</td>
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<tr>
<td>BCG2010A</td>
<td>REMOVE/REPLACE DOOR AND WINDOW FURNITURE</td>
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<td>BCG3009A</td>
<td>CONSTRUCT AND INSTALL NON-LOAD BEARING INTERNAL PARTITION WALL</td>
<td>16</td>
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<tr>
<td>BCG3010A</td>
<td>INSTALL WINDOWS TO WALL FRAMING</td>
<td>12</td>
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<td>BCG3011A</td>
<td>CARRY OUT BASIC SETTING OUT</td>
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<tr>
<td>BCG3012A</td>
<td>CONSTRUCT AND ERECT TIMBER WALL FRAMING</td>
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<td>BCG3014A</td>
<td>ERECT TIMBER PITCHED ROOF FRAMING</td>
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<td>BCG3016A</td>
<td>INSTALL SUB FLOOR FRAMING</td>
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<td>BCG3017A</td>
<td>INSTALL TIMBER AND SHEET FLOORING</td>
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<td>BCG3021A</td>
<td>INSTALL DOOR FRAMES</td>
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<td>BCG3022A</td>
<td>FINISH EAVES</td>
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<tr>
<td>BCG3023A</td>
<td>INSTALL EXTERIOR CLADDING</td>
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<td>CONSTRUCT TIMBER EXTERNAL STAIRS</td>
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<td>BCG3025A</td>
<td>INSTALL EXTERNAL OR INTERNAL DOORS</td>
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<tr>
<td>BCG3027A</td>
<td>CONSTRUCT WET AREA/CONSTRUCTION/INSTALLATION</td>
<td>24</td>
</tr>
<tr>
<td>BCG3029A</td>
<td>FIX TIMBER MOULDINGS</td>
<td>16</td>
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<tr>
<td>BCG3031A</td>
<td>ERECT DOOR JAMB/FRAME (BUILT-IN UNIT)</td>
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<tr>
<td>BCG3120A</td>
<td>FIX LININGS AND PANELLING</td>
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Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BCG3015A</td>
<td>ERECT TIMBER ROOF TRUSSES</td>
<td>32</td>
</tr>
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<td>BCG3018A</td>
<td>ERECT STEEL ROOF TRUSSES</td>
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</tr>
<tr>
<td>BCG3019A</td>
<td>CONSTRUCT AND ERECT STEEL WALL FRAMING</td>
<td>40</td>
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<tr>
<td>BCG3020A</td>
<td>CONSTRUCT TIMBER ROOF STRUCTURES – IRREGULAR ROOFS</td>
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<td>BCG3026A</td>
<td>INSTALL FITMENTS</td>
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</tr>
<tr>
<td>BCG3032A</td>
<td>FIX TIMBER RAKING MOULDS</td>
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<tr>
<td>BCG3033A</td>
<td>RESTORE/RENOVATE WINDOWS AND FRAMES</td>
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<tr>
<td>BCG3034A</td>
<td>ERECT/DISMANTLE FORMWORK</td>
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<tr>
<td>BCG3035A</td>
<td>ERECT/DISMANTLE JUMP FORM FORMWORK</td>
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<tr>
<td>BCG3047A</td>
<td>ERECT CEILING FRAMING (PITCHED ROOF)</td>
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</tr>
<tr>
<td>BCG3122A</td>
<td>ERECT/DISMANTLE SLIP FORM FORMWORK</td>
<td>80</td>
</tr>
</tbody>
</table>

Note: Electives offered will be selected by the School and dependant upon the availability of suitable teaching resources.
DIPLOMA OF BUILDING SURVEYING
Course Code: BCG50103

Campus: Newport.
Career Opportunities
Building surveying assistant, building inspector.
Scope of Delivery
This course is offered on a full time or part time.
Course Objective
The course provides training for building and surveying related to residential, industrial and commercial buildings. Graduates will have developed specialist skills and knowledge in plan preparation, drafting quantities, estimating scheduling, construction technology OH&S, site supervision, surveying, cost control, business management, development control, surveying procedures and practices.
Entry Requirements
You must have completed year 12 or equivalent, or be of mature age entry. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
Direct entrants will be required to undertake an interview process in relation to selection.
Course Duration
The course is 2 years full time or part time equivalent.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCGSV5001A</td>
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<tr>
<td>BCGSV5002A</td>
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Elective Unit of Study

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<tr>
<td>ICAITU133A</td>
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</table>

ADVANCED DIPLOMA OF BUILDING SURVEYING (I)
Course Code: BCG60103

Campus: Newport.
Career Opportunities
Building surveying assistant.
Scope of Delivery
This course is offered on a full time or part time.
Course Objective
The course provides training for building theory and surveying related to residential, industrial and commercial buildings. Graduates will have developed specialist skills and knowledge in plan preparation, drafting quantities, estimating scheduling, construction technology OH&S, site supervision, surveying, cost control, business management, development control, surveying procedures and practices.
Entry Requirements
To qualify for admission to the course, applicants must have completed the Diploma of Building Surveying BCG50103. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
Direct entrants will be required to undertake an interview process in relation to selection.
Course Duration
The course is 2.5 years full time basis or part time equivalent.

Core Units of Study

<table>
<thead>
<tr>
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<td>BCGSV6005A</td>
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### SCHOOL OF ENGINEERING, CONSTRUCTION AND INDUSTRIAL SKILLS

#### Elective Units of Study

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<td>BCGSV6006A</td>
<td>EVALUATE THE USE OF CONCRETE FOR RESIDENTIAL AND COMMERCIAL BUILDINGS UP TO 3 STOREYS</td>
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<tr>
<td>BCGSV6007A</td>
<td>ASSESS STRUCTURAL REQUIREMENTS FOR BUILDINGS UP TO 3 STOREYS</td>
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<tr>
<td>BCGSV6008A</td>
<td>APPLY BUILDING CODES AND STANDARDS TO BUILDINGS UP TO 3 STOREYS</td>
<td>72</td>
</tr>
<tr>
<td>BCGSV6009A</td>
<td>IMPLEMENT PERFORMANCE BASED CODES AND RISK MANAGEMENT PRINCIPLES FOR BUILDINGS UP TO 3 STOREYS</td>
<td>72</td>
</tr>
<tr>
<td>BCGSV6010A</td>
<td>APPLY FIRE TECHNOLOGY TO BUILDINGS UP TO 3 STOREYS</td>
<td>40</td>
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<tr>
<td>BCGSV6011A</td>
<td>APPLY LEGAL PROCEDURES TO BUILDING SURVEYING</td>
<td>40</td>
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<tr>
<td>BCGSV6012A</td>
<td>FACILITATE COMMUNITY DEVELOPMENT CONSULTATION</td>
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<td>CO-ORDINATE ASSET REFURBISHMENT</td>
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<tr>
<td>BCGSV6014A</td>
<td>MANAGE AND PLAN LAND USE</td>
<td>40</td>
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<tr>
<td>BCGSV6015A</td>
<td>ANALYSE AND PRESENT BUILDING SURVEYING RESEARCH INFORMATION</td>
<td>90</td>
</tr>
<tr>
<td>BCGSV6016A</td>
<td>APPLY BUILDING SURVEYING PROCEDURES TO BUILDINGS UP TO 3 STOREYS</td>
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</table>

#### Certificate III in Furniture Making

**Course Code:** LMF30302  
**Campus:** Newport  
**Career Opportunities**  
Furniture Making  
**Scope of Delivery**  
Full time or part time delivery.  
**Course Objective**  
The course provides the knowledge and skills required for those wishing to specialise in furniture making.  
**Entry Requirements**  
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.  
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.  
**Selection Procedures**  
Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.  
**Course Duration**  
This course is 3 years part time.  
**Course Structure**  
**Core Units of Study**  

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LMFRCR0001A</td>
<td>FOLLOW SAFE WORKING POLICIES AND PRACTICES</td>
<td>40</td>
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<tr>
<td>LMFRCR0002A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>20</td>
</tr>
<tr>
<td>LMFRCR0003A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
</tr>
<tr>
<td>LMFRCR0004A</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
<td>15</td>
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<tr>
<td>LMFF2004A</td>
<td>PREPARE SURFACES FOR FINISHING</td>
<td>24</td>
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<td>LMFF2001A</td>
<td>USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS</td>
<td>40</td>
</tr>
<tr>
<td>LMFM2002A</td>
<td>ASSEMBLE FURNISHING COMPONENTS</td>
<td>20</td>
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<tr>
<td>LMFM2006A</td>
<td>HAND MAKE TIMBER JOINTS</td>
<td>40</td>
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<tr>
<td>LMFM2010A</td>
<td>SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES</td>
<td>56</td>
</tr>
<tr>
<td>LMFM2011A</td>
<td>APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES</td>
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</tr>
<tr>
<td>LMFM3011A</td>
<td>PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS</td>
<td>60</td>
</tr>
<tr>
<td>LMFGN3001A</td>
<td>READ AND INTERPRET WORK DOCUMENTS</td>
<td>24</td>
</tr>
<tr>
<td>LMFGN3002A</td>
<td>ESTIMATE AND COST JOB</td>
<td>16</td>
</tr>
<tr>
<td>TTD397C</td>
<td>HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES</td>
<td>40</td>
</tr>
</tbody>
</table>

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

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

**Course Code:** LMF30402  
**Campus:** Newport  
**Career Opportunities**  
Cabinet Making  
**Scope of Delivery**  
Full time or part time delivery.  
**Course Objective**  
The course provides the knowledge and skills for those wishing to specialise in furniture making with a particular emphasis on cabinet making.  
**Entry Requirements**  
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.  
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.  
**Selection Procedures**  
Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.
Course Duration
This course is 3 years part time.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LMF0001A</td>
<td>FOLLOW SAFE WORKING POLICIES AND PRACTICES</td>
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</tr>
<tr>
<td>LMF0002A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>20</td>
</tr>
<tr>
<td>LMF0003A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
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<tr>
<td>LMF0004A</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
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<tr>
<td>LMF0005A</td>
<td>PREPARE SURFACES FOR FINISHING</td>
<td>24</td>
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<tr>
<td>LMF0006A</td>
<td>USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS</td>
<td>40</td>
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<tr>
<td>LMF0007A</td>
<td>ASSEMBLE FURNISHING COMPONENTS</td>
<td>20</td>
</tr>
<tr>
<td>LMF0008A</td>
<td>SELECT AND APPLY HARDWARE</td>
<td>16</td>
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<tr>
<td>LMF0009A</td>
<td>APPLY SHEET LAMINATES BY HAND</td>
<td>24</td>
</tr>
<tr>
<td>LMF0010A</td>
<td>JOIN SOLID TIMBER</td>
<td>8</td>
</tr>
<tr>
<td>LMF0011A</td>
<td>HAND MAKE TIMBER JOINTS</td>
<td>40</td>
</tr>
<tr>
<td>LMF0012A</td>
<td>SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES</td>
<td>56</td>
</tr>
<tr>
<td>LMF0013A</td>
<td>APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES</td>
<td>16</td>
</tr>
<tr>
<td>LMF0014A</td>
<td>CONSTRUCT FURNITURE USING LEG AND RAIL METHOD</td>
<td>64</td>
</tr>
<tr>
<td>LMF0015A</td>
<td>PRODUCE ANGLED AND CURVED FURNITURE USING MANUFACTURED BOARD</td>
<td>64</td>
</tr>
<tr>
<td>LMF0016A</td>
<td>PRODUCE ANGLED AND CURVED FURNITURE USING SOLID TIMBER</td>
<td>64</td>
</tr>
<tr>
<td>LMF0017A</td>
<td>FABRICATE CUSTOM FURNITURE</td>
<td>64</td>
</tr>
<tr>
<td>LMF0018A</td>
<td>INSTALL FURNISHING PRODUCTS</td>
<td>24</td>
</tr>
<tr>
<td>LMF0019A</td>
<td>PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS</td>
<td>60</td>
</tr>
<tr>
<td>LMF0020A</td>
<td>PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION</td>
<td>16</td>
</tr>
<tr>
<td>LMF0021A</td>
<td>READ AND INTERPRET WORK DOCUMENTS</td>
<td>24</td>
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<td>LMF0022A</td>
<td>ESTIMATE AND COST JOB</td>
<td>16</td>
</tr>
<tr>
<td>TDTD397C</td>
<td>HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES</td>
<td>40</td>
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</table>

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

CERTIFICATE III IN FURNITURE MAKING (WOOD MACHINING)
Course Code: LMF30502

Campus: Newport.

Career Opportunities
Wood Machinists

Scope of Delivery
Full time or part time delivery.

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

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

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

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

Course Duration
This course is 3 years part time.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>LMF0001A</td>
<td>FOLLOW SAFE WORKING POLICIES AND PRACTICES</td>
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<tr>
<td>LMF0002A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
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<tr>
<td>LMF0003A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
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<tr>
<td>LMF0004A</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
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<tr>
<td>LMF0005A</td>
<td>PREPARE SURFACES FOR FINISHING</td>
<td>24</td>
</tr>
<tr>
<td>LMF0006A</td>
<td>USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS</td>
<td>40</td>
</tr>
<tr>
<td>LMF0007A</td>
<td>ASSEMBLE FURNISHING COMPONENTS</td>
<td>20</td>
</tr>
<tr>
<td>LMF0008A</td>
<td>SELECT AND APPLY HARDWARE</td>
<td>16</td>
</tr>
<tr>
<td>LMF0009A</td>
<td>APPLY SHEET LAMINATES BY HAND</td>
<td>24</td>
</tr>
<tr>
<td>LMF0010A</td>
<td>JOIN SOLID TIMBER</td>
<td>8</td>
</tr>
<tr>
<td>LMF0011A</td>
<td>HAND MAKE TIMBER JOINTS</td>
<td>40</td>
</tr>
<tr>
<td>LMF0012A</td>
<td>SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES</td>
<td>56</td>
</tr>
<tr>
<td>LMF0013A</td>
<td>APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES</td>
<td>16</td>
</tr>
<tr>
<td>LMF0014A</td>
<td>CONSTRUCT FURNITURE USING LEG AND RAIL METHOD</td>
<td>64</td>
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<td>LMF0015A</td>
<td>PRODUCE ANGLED AND CURVED FURNITURE USING MANUFACTURED BOARD</td>
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<tr>
<td>LMF0016A</td>
<td>PRODUCE ANGLED AND CURVED FURNITURE USING SOLID TIMBER</td>
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<td>FABRICATE CUSTOM FURNITURE</td>
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<tr>
<td>LMF0018A</td>
<td>INSTALL FURNISHING PRODUCTS</td>
<td>24</td>
</tr>
<tr>
<td>LMF0019A</td>
<td>PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS</td>
<td>60</td>
</tr>
<tr>
<td>LMF0020A</td>
<td>PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION</td>
<td>16</td>
</tr>
<tr>
<td>LMF0021A</td>
<td>READ AND INTERPRET WORK DOCUMENTS</td>
<td>24</td>
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<tr>
<td>LMF0022A</td>
<td>ESTIMATE AND COST JOB</td>
<td>16</td>
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<tr>
<td>LMF0023A</td>
<td>CONSTRUCT JIGS AND FIXTURES</td>
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<td>HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES</td>
<td>40</td>
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</tbody>
</table>
Elective Units of Study
A minimum of five elective Units of Study, selected by the student with the approval of the Head of Department, from the list of relevant Units of Study as detailed in the Furnishing Training Package LMF02 v.1 Australian National Training Authority 2002. Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

**CERTIFICATE III IN MARINE CRAFT CONSTRUCTION**

**Course Code:** MEM30603

**Campus:** Re-enrolling Students only

**Career Opportunities**
Marine Craft Construction

**Scope of Delivery**
Full time or part time

**Course Objective**
Appropriate for a person working as a tradesperson in boat and small marine craft construction, repair and maintenance.

**Entry Requirements**
To qualify for admission students must be employed as an apprentice.

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

**Course Duration**
The course may be offered on a full time basis over a minimum of 960 nominal hours or part time equivalent.

**Course Structure**

**Core Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM1.1FA</td>
<td>20</td>
<td>UNDERTAKE INTERACTIVE WORKPLACE COMMUNICATION</td>
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<tr>
<td>MEM1.2FA</td>
<td>20</td>
<td>APPLY PRINCIPLES OF OH&amp;S IN A WORK ENVIRONMENT</td>
</tr>
<tr>
<td>MEM1.3FA</td>
<td>20</td>
<td>APPLY QUALITY PROCEDURES</td>
</tr>
<tr>
<td>MEM1.4FA</td>
<td>20</td>
<td>PLAN TO UNDERTAKE A ROUTINE TASK</td>
</tr>
<tr>
<td>MEM2.1C1A</td>
<td>20</td>
<td>APPLY QUALITY SYSTEMS</td>
</tr>
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<td>MEM2.2C11A</td>
<td>20</td>
<td>ORGANISE AND ANALYSE INFORMATION</td>
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<tr>
<td>MEM2.3C11A</td>
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<td>OPERATE IN A WORK BASED TEAM ENVIRONMENT</td>
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<td>MEM2.4C11A</td>
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<tr>
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<td>MEASURE WITH GRADUATED DEVICES</td>
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<td>MEM2.6C10A</td>
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<td>PLAN A COMPLETE ACTIVITY</td>
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<td>MEM2.7C10A</td>
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<td>PERFORM COMPUTATIONS – BASIC</td>
</tr>
<tr>
<td>MEM2.8C10A</td>
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**Elective Units of Study**
Units together totalling 760 hours from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
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<tbody>
<tr>
<td>MEM4.1AB</td>
<td>40</td>
<td>GENERAL WOODWORKING MACHINE OPERATIONS</td>
</tr>
<tr>
<td>MEM4.2FA</td>
<td>40</td>
<td>APPLY PROTECTIVE COATINGS (BASIC)</td>
</tr>
<tr>
<td>MEM9.21A</td>
<td>40</td>
<td>INTERPRET AND PRODUCE 3-DIMENSIONAL CURVES</td>
</tr>
<tr>
<td>MEM12.7A</td>
<td>40</td>
<td>MARK OFF/OUT STRUCTURAL FABRICATIONS AND SHAPES</td>
</tr>
<tr>
<td>MEM25.2A</td>
<td>40</td>
<td>FORM AND INTEGRATE FIBRE RE-INFORCED STRUCTURES</td>
</tr>
<tr>
<td>MEM25.3A</td>
<td>40</td>
<td>SET UP MARINE STRUCTURES</td>
</tr>
<tr>
<td>MEM25.4A</td>
<td>20</td>
<td>FAIR AND SHAPE SURFACES</td>
</tr>
<tr>
<td>MEM25.5A</td>
<td>80</td>
<td>CONSTRUCT AND ASSEMBLE MARINE VESSEL TIMBER STRUCTURES</td>
</tr>
<tr>
<td>MEM25.7A</td>
<td>40</td>
<td>MAINTAIN MARINE SURFACES</td>
</tr>
<tr>
<td>MEM25.9A</td>
<td>20</td>
<td>FORM TIMBER USING HOT PROCESSES</td>
</tr>
<tr>
<td>MEM25.8A</td>
<td>40</td>
<td>REPAIR MARINE SURFACES AND STRUCTURES</td>
</tr>
<tr>
<td>MEM25.10A</td>
<td>40</td>
<td>PERFORM FITOUT PROCEDURES</td>
</tr>
<tr>
<td>MEM25.13A</td>
<td>120</td>
<td>PRODUCE 3-DIMENSIONAL PLUGS/MOULDS</td>
</tr>
<tr>
<td>MEM25.14A</td>
<td>20</td>
<td>PERFORM MARINE SLIPPING OPERATIONS</td>
</tr>
<tr>
<td>MEM50.3A</td>
<td>10</td>
<td>FOLLOW WORK PROCEDURES TO MAINTAIN MARINE ENVIRONMENT</td>
</tr>
<tr>
<td>MEM50.4A</td>
<td>10</td>
<td>MAINTAIN QUALITY OF ENVIRONMENT BY FOLLOWING MARINE CODES</td>
</tr>
<tr>
<td>MEM8.14A</td>
<td>20</td>
<td>DRAW AND INTERPRET SKETCH</td>
</tr>
<tr>
<td>MEM9.2AA</td>
<td>40</td>
<td>INTERPRET TECHNICAL DRAWING</td>
</tr>
<tr>
<td>MEM18.1AB</td>
<td>20</td>
<td>USE HAND TOOLS</td>
</tr>
<tr>
<td>MEM18.2AA</td>
<td>20</td>
<td>USE HAND TOOLS/HAND HELD OPERATIONS</td>
</tr>
<tr>
<td>MEM13.3AA</td>
<td>20</td>
<td>WORK SAFELY WITH INDUSTRIAL CHEMICALS AND MATERIALS</td>
</tr>
</tbody>
</table>

Equivalent units from the Metal and Engineering Training Package (MEM98), with the approval of the Head of Department, having regard to the relevant units detailed in the Metal and Engineering Training Package V4, ANTA, 2003.

**CERTIFICATE III IN MARINE CRAFT CONSTRUCTION**

**Course Code:** MEM30705

**Campus:** Newport.

**Career Opportunities**
Construction, repair and maintenance of vessels.

**Scope of Delivery**
Weekly block release (8 weeks per year for three years).

**Course Objective**
The course is appropriate for a person working as a tradesperson in boat and small marine craft (usually up to 16 metres) construction, repair and maintenance.

**Entry Requirements**
Students must be employed as boatbuilder or shipwright apprentices.

**Selection Procedures/Selection Criteria**
Selection is conducted by the employer.
DIPLOMA OF BUILDING DESIGN AND DRAFTING

Course Code: 3474

Campus: Newport.

Career Opportunities
Architectural Technician, Building Designer.

Scope of Delivery
Full time or part time

Course Objective
The course provides students with building theory and drafting related to residential, industrial and commercial buildings.

Entry Requirements
To qualify for admission to the course, applicants are required to have successfully completed Year 12 or equivalent, and possess sufficient literacy, numeracy and visual interpretation skills to allow for successful completion of the course.

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

Course Duration
Two years full time or part time equivalent.

Course Structure
Core Units of Study

Unit Code | Hours
----------|--------
ABC001    | CONSTRUCTION 1 54
ABC002    | CONSTRUCTION 2 36
ABC005    | MATERIALS 1 36
ABC009    | COMPUTER AIDED DRAFTING 1 0
ABC010    | COMPUTER AIDED DRAFTING 2 0
ABC020    | DESIGN 1 0
ABC021    | DESIGN 2 0
ABC036    | DRAWING OFFICE PRACTICE 1 0
ABC041    | PRESENTATION DRAWINGS 1 0
ABC042    | PRESENTATION DRAWINGS 2 0
ABC047    | SURVEYING AND MEASURED DRAWING 1 0
ABC049    | DRAFTING TECHNOLOGY 1 0
ABC050    | DRAFTING TECHNOLOGY 2 0
ABC055    | WORKING DRAWINGS 1 0
ABC056    | WORKING DRAWINGS 2 0
ABC112    | DRAFTING STUDIO 1 50
ABC113    | DRAFTING STUDIO 2 50
ABC114    | DRAFTING STUDIO 3 50
ABC033    | DRAFTING PRACTICAL EXPERIENCE 1 0
ABC004    | CONSTRUCTION 4 36
ABC006    | MATERIALS 2 36
ABC007    | SERVICES 1 36
ABC011    | COMPUTER AIDED DRAFTING 3 3D MODELS 0
ABC012    | COMPUTER AIDED DRAFTING 4 – SURFACE RENDERING 0
ABC022    | DESIGN 3 0
ABC023    | DESIGN 4 0
ABC038    | DRAWING OFFICE PRACTICE 2 0
ABC051    | DRAFTING TECHNOLOGY 3 0
ABC052    | DRAFTING TECHNOLOGY 4 0
ABC057    | WORKING DRAWINGS 3 0
ABC058    | WORKING DRAWINGS 4 0
ABC125    | DRAFTING STUDIO 4 0
ABC126    | DRAFTING STUDIO 4 0
ABC034    | DRAFTING PRACTICAL EXPERIENCE 2; 0

Elective Units of Study
One of the following:

ABC120 APPLIED MATHEMATICS FOR BUILDING 0
ABC086 STRUCTURES 1 36
ABC105 TIMBER FRAME DESIGN 36
SCHOOL OF ENGINEERING, CONSTRUCTION AND INDUSTRIAL SKILLS

Four of the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC027</td>
<td>ARCHITECTURAL HISTORY 1</td>
</tr>
<tr>
<td>ABC028</td>
<td>ARCHITECTURAL HISTORY 2</td>
</tr>
<tr>
<td>ABC032</td>
<td>ARCHITECTURAL PHOTOGRAPHY</td>
</tr>
<tr>
<td>ABC013</td>
<td>COMPUTER AIDED DRAFTING 5 – ANIMATION</td>
</tr>
<tr>
<td>ABC014</td>
<td>COMPUTER AIDED DRAFTING 6 – CUSTOMISATION</td>
</tr>
<tr>
<td>ABC030</td>
<td>MODEL MAKING 1</td>
</tr>
<tr>
<td>ABC043</td>
<td>PRESENTATION DRAWINGS 3</td>
</tr>
<tr>
<td>ABC044</td>
<td>PRESENTATION DRAWINGS 4</td>
</tr>
<tr>
<td>ABC007</td>
<td>SERVICES 1</td>
</tr>
<tr>
<td>ABC087</td>
<td>STRUCTURES 2</td>
</tr>
<tr>
<td>ABC048</td>
<td>SURVEYING AND MEASURED DRAWINGS 2</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

To be selected by student with the approval of the Head of Department.

**DIPLOMA OF BUILDING (I)**

**Course Code:** SA3475

**Campus:** Newport.

**Career Opportunities**

Builder, building works supervisor, estimator, contract administrator.

**Scope of Delivery**

Full time/part time.

**Course Objectives**

This course provides students with building theory and practice related to residential, industrial and commercial buildings. Graduates will have acquired specialist skills and knowledge in quantity surveying, tendering, planning and scheduling, construction technology and management, construction detailing, personal management, contract administration, cost control and quality management. Relevant occupations include Building Works Supervisor, Estimator, Contract Administrator and Builder.

**Entry Requirements**

Have successfully completed Year 11 or equivalent, and possess sufficient literacy, numeracy and visual interpretation skills to allow for successful completion of the course.

or

Possess relevant experience and maturity necessary to succeed in the course.

**Selection Procedures/Selection Criteria**

Direct entrants will be required to undertake an interview process in relation to selection.

**Course Duration**

2 years full time or part time equivalent.

**Course Structure**

**Year 1 Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC001</td>
<td>CONSTRUCTION 1</td>
</tr>
<tr>
<td>ABC002</td>
<td>CONSTRUCTION 2</td>
</tr>
<tr>
<td>ABC005</td>
<td>MATERIALS 1</td>
</tr>
<tr>
<td>ABC061</td>
<td>BUILDERS WORKING DRAWINGS 1A</td>
</tr>
<tr>
<td>ABC062</td>
<td>BUILDERS WORKING DRAWINGS 1B</td>
</tr>
<tr>
<td>ABC064</td>
<td>BUILDING COMPUTING APPLICATIONS 1</td>
</tr>
<tr>
<td>ABC069</td>
<td>COST CONTROL AND PLANNING 1</td>
</tr>
<tr>
<td>ABC076</td>
<td>BUILDING QUANTITIES AND ESTIMATING 1</td>
</tr>
<tr>
<td>ABC077</td>
<td>BUILDING QUANTITIES AND ESTIMATING 2</td>
</tr>
<tr>
<td>ABC082</td>
<td>BUILDING SITE SUPERVISION</td>
</tr>
<tr>
<td>ABC083</td>
<td>BUILDING SITE SURVEYING AND SET OUT 1</td>
</tr>
<tr>
<td>ABC086</td>
<td>STRUCTURES 1</td>
</tr>
<tr>
<td>ABC088</td>
<td>BUILDING TECHNOLOGY 1</td>
</tr>
<tr>
<td>ABC091</td>
<td>BUSINESS MANAGEMENT FOR BUILDING INDUSTRY 1</td>
</tr>
<tr>
<td>ABC092</td>
<td>BUSINESS MANAGEMENT FOR BUILDING INDUSTRY 2</td>
</tr>
<tr>
<td>ABC102</td>
<td>RESIDENTIAL SITE SAFETY</td>
</tr>
<tr>
<td>ABC105</td>
<td>TIMBER FRAME DESIGN</td>
</tr>
<tr>
<td>ABC115</td>
<td>BUILDING STUDIO 1</td>
</tr>
<tr>
<td>ABC116</td>
<td>BUILDING STUDIO 2</td>
</tr>
<tr>
<td>ABC117</td>
<td>BUILDING STUDIO 3</td>
</tr>
</tbody>
</table>

Exit Level for Certificate IV in Building SA3477.

Students who have successfully passed Year 1, Certificate IV in Building SA3477 may continue on their study in Year 2 for the Diploma of Building.

**Year 2 Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC003</td>
<td>CONSTRUCTION 3</td>
</tr>
<tr>
<td>ABC004</td>
<td>CONSTRUCTION 4</td>
</tr>
<tr>
<td>ABC006</td>
<td>MATERIALS 2</td>
</tr>
<tr>
<td>ABC007</td>
<td>SERVICES 1</td>
</tr>
<tr>
<td>ABC059</td>
<td>BUILDING QUALITY CONCEPTS 1</td>
</tr>
<tr>
<td>ABC063</td>
<td>BUILDERS WORKING DRAWINGS 2</td>
</tr>
<tr>
<td>ABC067</td>
<td>BUILDING CONTRACT LAW 1</td>
</tr>
<tr>
<td>ABC070</td>
<td>COST CONTROL AND PLANNING 2</td>
</tr>
<tr>
<td>ABC074</td>
<td>BUILDING DRAFTING EXPERIENCE 2</td>
</tr>
<tr>
<td>ABC078</td>
<td>BUILDING QUANTITIES AND ESTIMATING 3</td>
</tr>
<tr>
<td>ABC079</td>
<td>BUILDING QUANTITIES AND ESTIMATING 4</td>
</tr>
<tr>
<td>ABC084</td>
<td>BUILDING SITE SURVEYING AND SET OUT 2</td>
</tr>
</tbody>
</table>
DEPARTMENT OF BUILDING AND CONSTRUCTION

Unit Code                  Hours
ABC085  BUILDING STAFF MANAGEMENT        36
ABC087  STRUCTURES 2                      36
ABC089  BUILDING TECHNOLOGY 2             36
ABC095  CONSTRUCTION PLANNING 1           36
ABC096  CONSTRUCTION SAFETY               36
ABC107  BUILDING COMPUTER APPLICATIONS 2  36
ABC128  BUILDING STUDIO 4                  0
ABC129  BUILDING STUDIO 5                  0

CERTIFICATE IV IN BUILDING
Course Code: SA3477

Campus: Newport.

Career Opportunities
Builder, building works supervisor, estimator, contract administrator.

Scope of Delivery
Full time/part time.

Course Objectives
This course provides students with building theory and practice related to residential, industrial and commercial buildings.
Graduates will have acquired specialist skills and knowledge in quantity surveying, tendering, planning and scheduling, construction technology and management, construction detailing, personal management, contract administration, cost control and quality management. Relevant occupations include Building Works Supervisor, Estimator, Contract Administrator and Builder.

Entry Requirements
Have successfully completed Year 12 or equivalent, and possess sufficient literacy, numeracy and visual interpretation skills to allow for successful completion of the course.

or
Possess relevant experience and maturity necessary to succeed in the course.

Selection Procedures/Selection Criteria
Direct entrants will be required to undertake an interview process in relation to selection.

Course Duration
1 year full time or part time equivalent.

Course Structure
Unit Code                  Hours
ABC001  CONSTRUCTION 1                   54
ABC002  CONSTRUCTION 2                   36
ABC005  MATERIALS 1                     36
ABC061  BUILDERS WORKING DRAWINGS 1A     36
ABC062  BUILDERS WORKING DRAWINGS 1B     36
ABC064  BUILDING COMPUTING APPLICATIONS 1 36
ABC069  COST CONTROL AND PLANNING 1      36
ABC076  BUILDING QUANTITIES AND ESTIMATING 1  54
ABC077  BUILDING QUANTITIES AND ESTIMATING 2  54
ABC082  BUILDING SITE SUPERVISION        36
ABC083  BUILDING SITE SURVEYING AND SET OUT 1  54
ABC088  BUILDING TECHNOLOGY 1            36
ABC091  BUSINESS MANAGEMENT FOR BUILDING INDUSTRY 1  36
ABC092  BUSINESS MANAGEMENT FOR BUILDING INDUSTRY 2  36
ABC102  RESIDENTIAL SITE SAFETY           36
ABC105  TIMBER FRAME DESIGN               36
ABC115  BUILDING STUDIO 1                 50
ABC116  BUILDING STUDIO 2                 50
ABC117  BUILDING STUDIO 3                 50
ABC073  BUILDING PRACTICAL EXPERIENCE 1    0

Elective Units of Study
Select 1 unit with approval from Head of Department from:
ABC086  STRUCTURES 1                     36
ABC120  APPLIED MATHEMATICS FOR BUILDING   0

Students who have successfully passed Year 1, Certificate IV in Building SA3477 may continue on their study in Year 2 for the Diploma of Building.
SUBJECTS

Below are subject details for courses offered by the Department of Building and Construction in 2007.

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

LMFDN4004A DESIGN, CONSTRUCT AND TEST JIGS
Content: This unit addresses the competencies to design, construct and test jigs to accommodate production requirements within the furnishing industry.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

ABC001 CONSTRUCTION 1
Content: Construction principles, standards and services commonly used in single storey residential scale buildings.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

ABC002 CONSTRUCTION 2
Prerequisite(s) ABC001 Construction 1.
Content: Construction principles, practices and services commonly used in low rise residential scale buildings up to three storeys.
Nominal Hours: 36-54 Hours
Assessment: As per accredited curriculum

ABC003 CONSTRUCTION 3
Content: To provide the students with knowledge of construction principles, standards and services commonly used in wide span buildings.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

ABC004 CONSTRUCTION 4
Content: To provide students with a knowledge of construction principles, standards and services commonly used in commercial and residential buildings up to an effective height of 25m.
Nominal Hours: 36-54 Hours
Assessment: As per accredited curriculum

ABC005 MATERIALS 1
Content: Characteristics and quality standards of building materials commonly used in residential scale buildings; Make informed selections of these materials.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

ABC006 MATERIALS 2
Prerequisite(s) ABC005 Materials 1.
Content: Characteristics and quality standards of building materials commonly used in commercial and industrial buildings (past and present); Make informed selections of these materials.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

ABC007 SERVICES 1
Prerequisite(s) ABC001 Construction 1, ABC002 Construction 2.
Content: Services and requirements provided in all building types of construction and classifications; Principles involved to communicate technically with consultants and builders when reading, discussing or producing service drawings, details and specifications.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

ABC009 COMPUTER AIDED DRAFTING 1

ABC010 COMPUTER AIDED DRAFTING 3D MODELS

ABC012 COMPUTER AIDED DRAFTING 4 – SURFACE RENDERING

ABC013 COMPUTER AIDED DRAFTING 5 – ANIMATION

ABC014 COMPUTER AIDED DRAFTING 6 – CUSTOMISATION

ABC020 DESIGN 1

ABC021 DESIGN 2

ABC022 DESIGN 3

ABC023 DESIGN 4

ABC027 ARCHITECTURAL HISTORY 1

ABC028 ARCHITECTURAL HISTORY 2

ABC030 MODEL MAKING 1

ABC031 ARCHITECTURAL PHOTOGRAPHY

ABC033 DRAFTING PRACTICAL EXPERIENCE 1

ABC034 DRAFTING PRACTICAL EXPERIENCE 2;

ABC036 DRAWING OFFICE PRACTICE 1;

ABC038 DRAWING OFFICE PRACTICE 2

ABC041 PRESENTATION DRAWINGS 1

ABC042 PRESENTATION DRAWINGS 2

ABC043 PRESENTATION DRAWINGS 3

ABC044 PRESENTATION DRAWINGS 4

ABC047 SURVEYING AND MEASURED DRAWING 1

ABC048 SURVEYING AND MEASURED DRAWINGS 2

ABC049 DRAFTING TECHNOLOGY 1

ABC050 DRAFTING TECHNOLOGY 2

ABC051 DRAFTING TECHNOLOGY 3

ABC052 DRAFTING TECHNOLOGY 4

ABC055 WORKING DRAWINGS 1

ABC056 WORKING DRAWINGS 2

ABC057 WORKING DRAWINGS 3

ABC058 WORKING DRAWINGS 4
ABC059 BUILDING QUALITY CONCEPTS 1
Content: Theoretical knowledge necessary of implementing a Quality Assurance System in a small or medium sized firm in the building and construction industry.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

ABC061 BUILDERS WORKING DRAWINGS 1A
Content: Read and interpret plans and specifications and undertake basic architectural drafting.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

ABC062 BUILDERS WORKING DRAWINGS 1B
Prerequisite(s) ABC001 Construction 1.
Content: Reading and interpreting plan and specifications; Drafting and sketching skills for low rise residential buildings.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

ABC063 BUILDERS WORKING DRAWINGS 2
Prerequisite(s) ABC062 Builders Working Drawings 1, ABC105 Timber Framing Code, ABC003 Construction 3, ABC089 Building Technology 2.
Content: Sketching for commercial buildings up to an effective height of 25m.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

ABC064 BUILDING COMPUTING APPLICATIONS 1
Content: To provide and develop student skills in a range of computing software applications that will compliment experience gained in modules.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

ABC067 BUILDING CONTRACT LAW 1
Content: Provides the student with the knowledge to administer a medium size building contract with due care.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

ABC069 COST CONTROL AND PLANNING 1
Prerequisite(s) ABC001 Construction 1, ABC076 Building Quantities and Estimating 1.
Content: Basic principles and introduction to planning, scheduling, and cost control for residential construction.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

ABC070 COST CONTROL AND PLANNING 2
Prerequisite(s) ABC002 Construction 2, ABC076 Building Quantities and Estimating.
Content: Basic principles and introduction to planning, scheduling, and cost control for commercial buildings up to an effective height of 25m.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

ABC073 BUILDING PRACTICAL EXPERIENCE 1
Prerequisite(s) Registered student. Building Practical Experience 1
Content: To provide students with exposure to as many relevant facets of the industry as possible in a given number of days, preferably, spread over the duration of their course.
Nominal Hours: 600 Hours/75 days
Assessment: As per accredited curriculum

ABC074 BUILDING DRAFTING EXPERIENCE 2
Prerequisite(s) Registered student. Building Practical Experience 1
Content: To provide students with exposure to as many relevant facets of the industry as possible in a given number of days, preferably, spread over the duration of their course.
Nominal Hours: 600 Hours/75 days
Assessment: As per accredited curriculum

ABC076 BUILDING QUANTITIES AND ESTIMATING 1
Prerequisite(s) ABC001 Construction 1.
Content: Procedures and skills necessary to take-off the material required to construct low rise residential projects.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

ABC077 BUILDING QUANTITIES AND ESTIMATING 2
Prerequisite(s) ABC076 Building quantities and estimating 1.
Content: Procedures and skills necessary to predict the cost of construction (Estimating) and to prepare and submit a bid (tendering) for low rise residential projects.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

ABC078 BUILDING QUANTITIES AND ESTIMATING 3

ABC079 BUILDING QUANTITIES AND ESTIMATING 4

ABC128 BUILDING STUDIO 4

ABC129 BUILDING STUDIO 5

ABC501 INTRODUCTION TO FURNISHING INDUSTRY

ABC999 INDUSTRY PLACEMENT

ABC082 BUILDING SITE SUPERVISION
Content: Knowledge of supervision techniques as they apply to building sites.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

ABC083 BUILDING SITE SURVEYING AND SET OUT 1
Content: Knowledge, skills and practical experience necessary to set out residential projects using basic measuring and levelling equipment.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

ABC084 BUILDING SITE SURVEYING AND SET OUT 2
Prerequisite(s) Building Site Surveying and Set Out 1
Content: Basic components of a theodolite and how it should be tested for good adjustment; Use a theodolite to determine horizontal and vertical angles; Identify specialised equipment available for use on high rise and/or large building projects and illustrate how it can be used for various set out and checking procedures; Compute co-ordinates and bearings and distances as related to grids and general set out work on large building sites; Identify and discuss the various documents and plans incorporated in land titles.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

ABC085 BUILDING STAFF MANAGEMENT
Prerequisite(s) ABC091/ABC092 Business Management for Builders 1 & 2.
Content: Theoretical knowledge and practical experience required at middle management level for the effective management of office and on site staff.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum
ABC086 STRUCTURES 1
Content: To recognise potentially dangerous situations during the design and construction of domestic scale buildings; To communicate effectively with structural engineers; To proceed with more advanced studies of structure.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

ABC087 STRUCTURES 2
Prerequisite(s) ABC086 Structures 1.
Content: Knowledge of structural principles as they apply in the building process in order to communicate effectively with building design professionals; Develop sound and safe practices in relation to structural procedures on site.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

ABC088 BUILDING TECHNOLOGY 1
Prerequisite(s) ABC005 Materials 1, ABC001 Construction 1, ABC002 Construction 2, ABC006 Builder's Working Drawings 1.
Content: Resolve construction problems for single storey and low rise residential buildings.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ABC089 BUILDING TECHNOLOGY 2
Prerequisite(s) ABC088 Building Technology 1.
Content: Resolve construction problems for commercial buildings up to an effective height of 25m and industrial buildings.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ABC091 BUSINESS MANAGEMENT FOR BUILDING INDUSTRY 1
Content: Staff and contractual management for small to medium sized projects.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

ABC092 BUSINESS MANAGEMENT FOR BUILDING INDUSTRY 2
Content: Theoretical knowledge and practical experience in financial management of a building firm engaging in residential scale projects.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

ABC095 CONSTRUCTION PLANNING 1
Content: Provides the participant with the knowledge of the tasks and responsibilities required to manage a medium size building project.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

ABC096 CONSTRUCTION SAFETY
Content: Apply safety principles on medium rise and wide span building sites.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

ABC102 RESIDENTIAL SITE SAFETY
Content: Provides the participants with the knowledge to apply safety.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

ABC105 TIMBER FRAME DESIGN
Prerequisite(s) ABC001 Construction 1.
Content: Selection, placement and fixing requirement of structural timber members used in single and two storey timber framed domestic building.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

ABC107 BUILDING COMPUTER APPLICATIONS 2
Prerequisite(s) ABC064 Building Computer Applications 1.
Content: Range of computing software applications that will complement skills gained in modules.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

ABC112 DRAFTING STUDIO 1
Content: Aims to assist full time students in further problem solving aspects of their study through tutorial support, integrating and developing the student's practical understanding of the theoretical content covered in the modules of this course, to obtain work experience related skills; successful completion of this module counts as 5 days towards the Practical Experience module.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ABC115 BUILDING STUDIO 1
Prerequisite(s) Students who have previously participated in relevant areas in the work force maybe given exemption from this module.
Content: To assist full time students in further problem solving aspects of their study through tutorial support. Integrate and develop the student's practical understanding of the theoretical content covered in the modules of this course. To obtain work experience related skills.
Successful completion of this module counts as 5 days towards the Practical Experience module.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ABC116 BUILDING STUDIO 2
Prerequisite(s) Students who have previously participated in relevant areas in the work force maybe given exemption from this module.
Content: To assist full time students in further problem solving aspects of their study through tutorial support. Integrating and developing the student's practical understanding of the theoretical content covered in the modules of this course. To obtain work experience related skills.
Successful completion of this module counts as 5 days towards the Practical Experience module.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ABC117 BUILDING STUDIO 3
Prerequisite(s) Students who have previously participated in relevant areas in the work force maybe given exemption from this module.
Content: To assist full time students in further problem solving aspects of their study through tutorial support. Integrating and developing the student's practical understanding of the theoretical content covered in the modules of this course. To obtain work experience related skills.
Successful completion of this module counts as 5 days towards the Practical Experience module.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ABC120 APPLIED MATHEMATICS FOR BUILDING

ABC125 DRAFTING STUDIO 4

ABC126 DRAFTING STUDIO 4

ABC502 OCCUPATIONAL HEALTH AND SAFETY (1)
Content: Basic Occupational Health and Safety practices in the workplace.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

ABC503 WORKPLACE ENVIRONMENT
Content: Identifies the roles of management, employer associations, unions, and the function of work organisation and time management in workplace structures.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum
ABC504 CALCULATIONS
Content: Practically apply the mathematical skills required in the workplace.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ABC505 COMMUNICATIONS
Content: Training for effective communication in the workplace at a simple, routine and predictable level.
Nominal Hours: 20-40 Hours
Assessment: As per accredited curriculum

ABC506 INTRODUCTION TO MATERIALS
Content: Introduction to timbers, fasteners, adhesives, surface coatings, hardware, glass and aluminum used in the furniture industry.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

ABC507 INFORMATION TECHNOLOGY
Content: Identify a range of computer applications and develop basic skills in the use of computers.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

ABC508 HAND TOOLS AND EQUIPMENT
Content: Develop the skills and knowledge required for selecting, using and maintaining specified furnishings industry hand tools and equipment.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

ABC509 POWER TOOLS AND EQUIPMENT
Content: Safe operation and maintenance of portable power tools.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

ABC510 MATERIALS HANDLING
Content: Materials handling within the work environment.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

ABC511 CONSTRUCTION – BASIC
Content: Identify, manufacture and assemble basic furniture construction joints.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

ABC512 DRAWING/SKETCHING
Content: Develop drawing techniques used in the furnishings industry by means of conventional and/or Computer Aided Drawing.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

ABC513 WORKING WITH OTHERS
Content: Develop skills to deal with conflict in the workplace.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

ABC543 ERGONOMICS
Content: Apply ergonomics and basic design principles to the design and construction of furniture generally.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

ABC544 BASIC STATIC MACHINES & EQUIPMENT
Content: Develop fundamental skills and knowledge of basic machines and equipment.
Nominal Hours: 32 Hours
Assessment: As per accredited curriculum

ABC545 PLAN READING & DOCUMENTATION
Content: Develop the knowledge and skills required for reading basic plans and interpreting documentation.
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

ABC546 CUSTOMER RELATIONS & SERVICES
Content: Develop effective communication skills for interacting with customers.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ABC547 DECORATIVE ACCESSORIES

ABC548 QUALITY PRINCIPLES
Content: Implementation of quality principles and practices.
Nominal Hours: 8-12 Hours
Assessment: As per accredited curriculum

ABC549 INSTALLATION TECHNIQUES (1)

ABC550 INTRODUCTION TO C.A.D.
Content: Develop knowledge and skills required to use CAD including computer requirements, elementary DOS commands, 2d CAD drawing and printing/plotting.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ABC551 CROSS CUT SAWS

ABC552 RIP SAWS

ABC553 BAND SAWS

ABC554 PANEL SAWS

ABC555 SANDERS

ABC556 PANEL PLANERS

ABC557 SPINDLE MOULDERS

ABC558 SURFACE PLANERS/BUZZERS

ABC559 NC BEAM SAW

ABC560 VERTICAL & HORIZONTAL DRILLS

ABC561 CNC ROUTERS

ABC562 JIG MAKING

ABC563 TENONERS – SLOT, ROUND EDGE

ABC564 CNC BORERS MULTI

ABC565 EDGE BANDER
ABC586 OVERHEAD ROUTERS
ABC587 MORTISERS
ABC588 TOOL & CUTTER GRINDERS
ABC589 MOULDERS PUSH-PULL
ABC590 MAINTENANCE – HYDRAULIC, PNEUMATIC
ABC591 MORTISERS & TENONERS
ABC592 DOVETAILERS
ABC593 CNC MACHINES POINT TO POINT BORERS
ABC601 FRAME CONSTRUCTION
Content: Manufacture a project of framed and panelled construction.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

ABC602 PANEL CONSTRUCTION

ABC603 MODULAR CONSTRUCTION
Content: Construct modular construction including types of modular furniture components and construction and fitting methods used in the furniture industry.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ABC604 LEG AND RAIL CONSTRUCTION
Content: Plan reading, working drawings, joint construction, clamping and finishing techniques.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ABC605 DRAWER CONSTRUCTION
Content: Constructing drawers including: Drawer types and components; Construction and fitting methods used in the furniture industry.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ABC606 PATTERN & TEMPLATE MAKING
Content: Produce patterns and templates as used in the furniture industry.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ABC607 VENEER PROCESSING
Content: Apply wood veneers and plastic laminates.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ABC608 PRE-PRODUCTION PLANNING

ABC609 DOOR CONSTRUCTION
Content: Produce doors suitable for the furniture industry.
Nominal Hours: 48 Hours
Assessment: As per accredited curriculum

ABC610 CURVED CONSTRUCTION

ABC611 ANGULAR CONSTRUCTION

ABC612 TABLE CONSTRUCTION
Content: Construct leg and rail framed tables
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ABC613 INSTALLATION TECHNIQUES

ABC614 MANUFACTURED BOARD CONSTRUCTION

ABC615 SOLID TIMBER CONSTRUCTION
Content: Identify timber for constructing furniture using solid timber.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ABC616 BUILT-IN FURNITURE
Content: Planning and constructing domestic and commercial built-in furniture.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ABC617 POST FORMER MACHINE

BCF2001A USE STATIC MACHINES
Content: Identify static machines, their operation and safety requirements; Prepare machine for use; Operate machine; Maintain machine and attachments; Clean up.
Nominal Hours: 32 Hours
Assessment: As per accredited curriculum

BCF2010A MAINTAIN INVENTORY AND CONTROL, STOCK
Content: Identify stock materials and equipment; Maintain inventory/stock lists; Store and record stocks; Control stock.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

BCF2011A USE COMPUTERS
Content: Identify computer operation and application uses in the workplace: Use system and provide data entry; verify/confirm data input
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

BCF2012A PACKAGE MANUFACTURED PRODUCTS FOR TRANSPORT
Content: Plan and prepare packaging and transport of manufactured products; Identify and select appropriate packaging for manufactured products; Prepare for handling and transporting of manufactured products; Undertake appropriate handling and transporting techniques of manufactured products; Clean up.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

BCF2013A ASSEMBLE COMPONENTS
Content: Plan and prepare for assembly; Assemble and hold components in place; Secure assembled components; Clean up.
Nominal Hours: 32 Hours
Assessment: As per accredited curriculum

BCF2014A MANUALLY CUT GLASS TO SIMPLE SHAPES
Content: Plan and prepare work; Cut glass to a straight line; Circle and hole cutting; Cutting glass to simple shapes; Maintain safe working area; Clean up.
Nominal Hours: 4 Hours
Assessment: As per accredited curriculum

BCF2016A PREPARE FOR OFF-SITE MANUFACTURING PROCESS
Content: Plan and prepare for the manufacturing process; Identify, select and prepare materials for use in off-site production process; Identify fabricated components and method of assembly; Process for manufacture, assembly and fabrication and sequencing is monitored; Clean up.
Nominal Hours: 32 Hours
Assessment: As per accredited curriculum
BCF2018A APPLY AND INSTALL SEALANT AND SEALANT DEVICES
Content: Select and prepare materials and equipment; Prepare surface to receive sealants; Apply sealant; Install sealant devices; Clean up.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

BCF3000A MAINTAIN STATIC MACHINERY
Content: Plan and prepare work; Identify and check safety switches of machine; Maintain machine; Install cutters/blades to machine; Lubricate machine; Test and adjust machine; Clean up.
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

BCF3001A SETUP STATIC MACHINERY
Content: Plan and prepare work; Install cutters/blades; Adjust machine speed; Test machine set up; Clean up.
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

BCF3008A IDENTIFY WINDOW AND DOOR CONSTRUCTION
Content: Plan and prepare work; Identify structural features of doors/windows; Determine materials for timber windows and doors; Clean up.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

BCF3009A SETTING OUT OF WINDOWS AND DOORS
Content: Plan and prepare work; Develop height set out; Develop width set out; Mark out material; Clean up.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

BCF3010A MANUFACTURE COMPONENTS FOR DOOR AND WINDOW FRAMES, DOORS AND SASHES
Content: Plan and prepare work; Set up machine; Machine components; Clean up.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCF3011A ASSEMBLE (DOOR/WINDOWS)
Content: Plan and prepare work; Check components to be assembled; Assemble frame; Assemble door/sash; Prepare door/sash for fitting; Fit door/sash; Clean up.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

BCF3024A INSTALL INTERNAL LINING
Content: Identify internal lining materials and methods of fixing; Plan and prepare work; Prepare material and surface for fixing; Fit and install lining material to surfaces; Clean up.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCF3036A SHIFT MATERIALS MANUALLY
Content: Plan and prepare work; Manually handle material; Shift material using tools and equipment; Clean up.
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

BCF3037A SET OUT AND LEVEL
Content: Plan and prepare work; Use automatic/spirit level to identify/determine levels; Set up alignment to given co-ordinates; Set up vertical levels; Clean up.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

BCF3038A APPLY AND TRIM DECORATIVE FINISHES
Content: Identify types of decorative finishes; Identify preparation requirements and prepare for fixing; Carry out fixing processes and finishing techniques; Clean up.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCF3041A CUT AND INSTALL GLASS
Content: Plan and prepare work; Select and install glass; Maintain safe working area; Clean up.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

BCF3042A MARK OFF/OUT
Content: Plan and prepare work; Transfer dimensions from engineering drawing to work; Make templates for plate, sheet, pipe and section; Develop pattern for sheet, plate or hollow sections; Estimate quantities of materials for engineering drawings; Mark out patterns to sheet, plate or hollow sections.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BCF3045A MANUFACTURE JOINERY UNIT COMPONENTS
Content: Plan and prepare work; Select, prepare materials for use in joinery production process; Manufacture components; Secure and hold components in place; Fabricate assembled components; Process for manufacture and fabrication sequencing is monitored; Clean up.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCG1009A CARRY OUT EXCAVATION AND INSTALL SUPPORT
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content: Plan and prepare work; Locate excavation and erect safety equipment; Select tools and equipment; Dig excavations by hand; Assist machine excavation operations; Install excavation support; Clean up.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

BCG1015A PREPARE FOR CONSTRUCTION PROCESS (BRICK/BLOCK LAYING)
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding.
Content: Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools, plant and equipment appropriate for construction process; Mortar mix; Assist with brick/block work; Clean up.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCG1016A PREPARE FOR CONSTRUCTION PROCESS (CARPENTRY)
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content: Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools, plant and equipment appropriate for construction process; Select materials and cut components; Distribute components; Clean up.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCG2000A ASSEMBLE SIMPLE PARTITION FRAMES
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1016A Prepare for construction process (carpentry).
Content: Plan and prepare work; Select materials and cut components; Assemble frames/partitions; Clean up.
Nominal Hours: 32 Hours
Assessment: As per accredited curriculum
SCHOOL OF ENGINEERING, CONSTRUCTION AND INDUSTRIAL SKILLS

BCG2003A CARRY OUT GENERAL DEMOLITION
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007 Erect and dismantle restricted height scaffolding, BCG1017A Prepare for construction process (demolition).
Content: Plan and prepare work; Clean up.
Nominal Hours: 32 Hours
Assessment: As per accredited curriculum

BCG2004A CARRY OUT LEVELLING
Prerequisite(s) BCG1004A Carry out measurements and calculations, BCG1006A Use small plant and equipment, BCG1008A Use simple levelling devices.
Content: Plan and prepare work; Maintain given level or specified slope with boring rods; Set up and use levelling devices; Clean up.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

BCG2005A ERECT AND STRIP FORMWORK FOR CONCRETE WORK
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1010A Carry out concreting to simple forms.
Content: Plan and prepare work; Assist with the erection of formwork; Strip formwork; Clean up.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

BCG2008A USE EXPLOSIVE POWER TOOLS (EPT)
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content: Plan and prepare work; Set out for fasteners; Use explosive power tools; Clean up; Maintain explosive power tool and kit.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

BCG2010A REMOVE/REPLACE DOOR AND WINDOW FURNITURE
Prerequisite(s) BCG1005A Use hand and power tools.
Content: Plan and prepare work; Remove doors, shutters and furniture; Replace doors, shutters and furniture; Clean up.
Nominal Hours: 4 Hours
Assessment: As per accredited curriculum

BCG2012A MAKE SET-OUTS
Prerequisite(s) BCG1003A Read and interpret plans, BCG1004A Carry out measurements and calculations.
Content: Plan and prepare for set-out; Make set-out for unit; Store set-out.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

BCG3009A CONSTRUCT AND INSTALL NON-LOAD BEARING INTERNAL PARTITION WALL
Prerequisite(s) BCG1016A Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames.
Content: Plan and prepare work; Construct non-load bearing partition timber wall frames; Erect and mantle a full height demountable partition; Erect a half-panel glass partition; Clean up.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

BCG3010A INSTALL WINDOWS TO WALL FRAMING
Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use small levelling devices, BCG2004A Carry out levelling.
Content: Plan and prepare work; Install timber or aluminium window frame; Clean up.
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

BCG3011A CARRY OUT BASIC SETTING OUT
Prerequisite(s) BCG1003A Read and interpret plans, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling.
Content: Plan and prepare work; Identify and indicate site boundaries; Set out first line for building; Set out right angled corner; Install other building lines; Check for square; Clean up.
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

BCG3012A CONSTRUCT AND ERECT TIMBER WALL FRAMING
Prerequisite(s) BCG1002A Plan and organise work, BCG1003A Read and interpret plans, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames.
Content: Plan and prepare work; Set out wall plates; Set out and prepare studs and trimmers; Construct walls; Erect walls; Clean up.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BCG3014A ERECT TIMBER PITCHED ROOF FRAMING
Prerequisite(s) BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing, BCG3047A Erect ceiling framing (pitched roof).
Content: Plan and prepare work; Set out and prepare for erection; Erect roof; Install under purlins; Install roof strutting; Install collar ties; Install wind bracing; Construct eaves; Clean up.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

BCG3015A ERECT TIMBER ROOF TRUSSES
Prerequisite(s) BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber framing.
Content: Plan and prepare work; Erect timber roof trusses; Construct gable and eaves structure; Clean up.
Nominal Hours: 32 Hours
Assessment: As per accredited curriculum

BCG3016A INSTALL SUB FLOOR FRAMING
Prerequisite(s) BCG1003A Read and interpret plans, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1011A Handle construction materials and safely use of waste, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.
Content: Plan and prepare work; Install timber bearers; Install timber floor joists; Install steel bearers and joists/ladder frames; Install bearers and ‘drop-in’ joists; Install site assembled bearers and joists (long span); Clean up.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

BCG3017A INSTALL TIMBER AND SHEET FLOORING
Prerequisite(s) BCG1003A Read and interpret plans, BCG1004A Carry out measurements and calculations, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1016A Prepare for construction process (carpentry), BCG3016A Install sub floor framing.
Content: Plan and prepare work; Straighten and prepare floor joists; Set out and fix first board; Laying floor boards; Lay sheet flooring; Clean up.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

Content: Plan and prepare work; Set out wall plates; Set out and prepare studs and trimmers; Construct walls; Erect walls; Clean up.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BCG3012A CONSTRUCT AND ERECT TIMBER WALL FRAMING
Prerequisite(s) BCG1002A Plan and organise work, BCG1003A Read and interpret plans, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames.
Content: Plan and prepare work; Set out wall plates; Set out and prepare studs and trimmers; Construct walls; Erect walls; Clean up.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BCG3014A ERECT TIMBER PITCHED ROOF FRAMING
Prerequisite(s) BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing, BCG3047A Erect ceiling framing (pitched roof).
Content: Plan and prepare work; Set out and prepare for erection; Erect roof; Install under purlins; Install roof strutting; Install collar ties; Install wind bracing; Construct eaves; Clean up.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

BCG3015A ERECT TIMBER ROOF TRUSSES
Prerequisite(s) BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber framing.
Content: Plan and prepare work; Erect timber roof trusses; Construct gable and eaves structure; Clean up.
Nominal Hours: 32 Hours
Assessment: As per accredited curriculum

BCG3016A INSTALL SUB FLOOR FRAMING
Prerequisite(s) BCG1003A Read and interpret plans, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1011A Handle construction materials and safely use of waste, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.
Content: Plan and prepare work; Install timber bearers; Install timber floor joists; Install steel bearers and joists/ladder frames; Install bearers and ‘drop-in’ joists; Install site assembled bearers and joists (long span); Clean up.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

BCG3017A INSTALL TIMBER AND SHEET FLOORING
Prerequisite(s) BCG1003A Read and interpret plans, BCG1004A Carry out measurements and calculations, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1016A Prepare for construction process (carpentry), BCG3016A Install sub floor framing.
Content: Plan and prepare work; Straighten and prepare floor joists; Set out and fix first board; Laying floor boards; Lay sheet flooring; Clean up.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum
BCG3020A CONSTRUCT TIMBER ROOF STRUCTURES – IRREGULAR ROOFS
Prerequisite(s) BCG3012A Construct and erect timber wall framing, BCG30047A Erect ceiling framing (pitched roof), BCG3014A Erect timber pitched roof framing.
Content: Plan and prepare work; Set out and prepare members for roof erection; Erect pyramidal or conical roof; Erect roof to spayed plan end; Construct dormers in roof surfaces; Complete eaves and barge ends; Clean up.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCG3021A INSTALL DOOR FRAMES
Prerequisite(s) BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.
Content: Plan and prepare work; Prepare floor joists for timber door frame; Prepare door frame for floor slab; Install door frame; Clean up.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

BCG3022A FINISH EAVES
Prerequisite(s) BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.
Content: Plan and prepare work; Erect scaffold; Construct framework and line eaves; Clean up.
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

BCG3023A INSTALL EXTERIOR CLADDING
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prefor construction process (carpentry).
Content: Plan and prepare work; Straighten and prepare exterior walls; Fix timber plinth, flashing and insulation; Set out and prepare for horizontal panelling/weatherboards; Fix horizontal panelling/weatherboards; Fix vertical panelling/boards; Clean up.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCG3024A CONSTRUCT TIMBER EXTERNAL STAIRS
Prerequisite(s) BCG1003A Read and interpret plans, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling, BCG3016A Install sub floor framing.
Content: Plan and prepare work; Set out and prepare material; Assemble and erect stair; Fit and fix handrail and balustrade; Finish stairs; Clean up.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCG3025A INSTALL EXTERNAL OR INTERNAL DOORS
Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG3009A Construct and install non-lead bearing internal partition wall, BCG3021A all door frames.
Content: Plan and prepare work; Prepare door opening for jamb unit; Install hinged door unit; Install door to fixed door frame; Install split jamb, pre-hung door unit; Install bi-fold or internal sliding door; Install flywire door; Install cavity sliding door; Fix pelmet and architraves; Hang sliding door; Fix trim and door hardware; Clean up.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCG3026A INSTALL FITMENTS
Prerequisite(s) BCG1005A Use hand and power tools, BCG1016A Prepare for construction process (carpentry), BCG2001A Prepare surfaces, BCG2004A Carry out levelling, BCG2008A Use explosive power tools (EPT).
Content: Plan and prepare work; Select and prepare materials for installing fitments; Install fitments; Clean up.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

BCG3027A CONSTRUCT WET AREA CONSTRUCTION/INSTALLATION
Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG1014A Prepare for construction process (dry wall plastering), BCG2001A Prepare sues, BCG2008A Use explosive power tools (EPT).
Content: Plan and prepare work; Set out; Prepare for bath installation; Prepare for shower base installation; Install vanity unit; Install sink unit; Install bath; Clean up.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

BCG3029A FIX TIMBER MOULDINGS
Prerequisite(s) BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1006A Use plant and equipment, BCG1016A Prepare for construction process (carpentry).
Content: Plan and prepare work; Fit and fix nosing to windows; Cut and fix architraves to window and door frames/jamb; Cut and fit scotia mould to windows; Construct and install pelmets; Fix and fix skirting; Clean up.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

BCG3031A ERECT DOOR JAMB/FRAME (BUILT-IN UNIT)
Prerequisite(s) BCG1005A Use hand and power tools, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling, BCG2008A Use explosive power tools (EPT), BCG3021A Install door frames.
Content: Plan and prepare work; Set out and prepare door jamb/frame, Install door jamb/frame; Clean up.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

BCG3032A FIX TIMBER RAKING MOULDS
Prerequisite(s) BCG3028A Fix linings and panelling, BCG3029A Fix timber mouldings.
Content: Plan and prepare work; Set out and develop bevel cuts and moulds; Run moulds to designed shapes and required lengths; Cut and fix moulding into place; Clean up.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BCG3034A ERECT/DISMANTLE FORMWORK
Prerequisite(s) BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2004A Erect and strip formwork for concrete work.
Content: Select system, plan and prepare for work; Prepare for formwork erection; Erect formwork; Install metal decking as slab soffit; Inspect formwork; Stripping of formwork; Back prop formwork; Clean up.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

BCG3047A ERECT CEILING FRAMING (PITCHED ROOF)
Prerequisite(s) BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing.
Content: Plan and prepare work; Install plates on masonry walls; Install ceiling joists; Install hanging beams; Install ceiling battens; Clean up.
Nominal Hours: 32 Hours
Assessment: As per accredited curriculum

BCG3048A INSTALL GLASS BLOCKWORK
Prerequisite(s) BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1015A Prepare for conston process (brick/block laying), BCG2001A Prepare surfaces, BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner).
Content: Plan and prepare work; Set out and prepare base; Install glass blocks; Clean up.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum
BCG3068A CONSTRUCT BATTERED MASONRY SURFACES

BCG3069A CONSTRUCT FIREPLACE AND CHIMNEY
Prerequisite(s) BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3011A Carry out basic setting out. Erect and dismantle restricted height scaffolding, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG2004A Carry out levelling, BCG3011A Lay bricks and blocks (wall and corner). Content: Plan and prepare work; Set out and prepare base; Construct base; Construct hearth and fireplace; Construct firebox and face brickwork; Form throat and chimney shaft; Complete chimney; Rake/rule joints; Clean up.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCG3107A CARRY OUT VENEER CONSTRUCTION
Prerequisite(s) BCG1006A Use simple levelling devices, BCG1007A Erect and dismantle restricted height scaffolding, BCG2004A Carry out levelling. BCG3011A Lay bricks and blocks (wall and corner). Content: Plan and prepare work; Set out brickwork/blockwork; Construct base brickwork/blockwork; Construct veneer walls; Rake/rule joints; Clean up.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BCG3108A CARRY OUT SOLID BRICK CONSTRUCTION
Prerequisite(s) BCG1006A Use simple levelling devices, BCG1007A Erect and dismantle restricted height scaffolding, BCG2004A Carry out levelling, BCG3011A Lay bricks and blocks (wall and corner). Content: Plan and prepare work; Set out brickwork/blockwork; Construct base brickwork/blockwork; Construct veneer walls; Rake/rule joints; Clean up.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BCG3109A CONSTRUCT MASONRY STEPS AND STAIRS
Prerequisite(s) BCG1007A Erect and dismantle restricted height scaffolding, BCG2004A Carry out levelling, BCG3011A Lay bricks and blocks (wall and corner). Content: Plan and prepare work; Set out steps; Lay bricks/blocks and form steps; Clean up.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCG3110A LAY BRICKS AND BLOCKS (WALL AND CORNER)
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use simple levelling devices, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG2004A Carry out levelling, BCG3011A Lay bricks and blocks (wall and corner). Content: Plan and prepare work; Select bricks/blocks and mortar materials; Prepare location and materials; Lay bricks/blocks; Clean up.
Nominal Hours: 76 Hours
Assessment: As per accredited curriculum

BCG3111A LAY MULTI-THICKNESS WALLS AND PIERS
Prerequisite(s) BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG2004A Carry out levelling, BCG3011A Lay bricks and blocks (wall and corner). Content: Plan and prepare work; Set out brickwork; Construct walls and attached piers; Construct isolated piers; Rake/rule joints; Clean up.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCG3112A CONSTRUCT MASONRY ARCH – SEMI-CIRCULAR AND SEGMENTAL
Prerequisite(s) BCG2004A Carry out levelling, BCG3011A Lay bricks and blocks (wall and corner). Content: Plan and prepare work; Set out first course; Construct wall to arch level; Set up arch centre; Cut and lay bricks/blocks to form arch; Clean up.
Nominal Hours: 56 Hours
Assessment: As per accredited curriculum

BCG3113A CONSTRUCT CURVED WALL
Prerequisite(s) BCG2004A Carry out levelling, BCG3011A Lay bricks and blocks (wall and corner). Content: Plan and prepare work; Set out first course; Lay subsequent courses and complete wall; Clean up.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

BCG3114A CONSTRUCT MASONRY BLOCKWORK
Prerequisite(s) BCG1005A Use small plant and equipment, BCG1006A Use small plant and equipment, BCG2004A Carry out levelling. Content: Plan and prepare work; Set out blockwork; Construct masonry blockwork; Place reinforcement and concrete; Install bond beam; Clean up.
Nominal Hours: 38 Hours
Assessment: As per accredited curriculum

BCG3115A LAY SEGMENTAL/UNIT PAVING
Prerequisite(s) BCG2004A Use small plant and equipment, BCG2004A Carry out levelling. Content: Define soil type and determine paving material; Prepare to lay paving; Construct paving; Clean up.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

BCG3120A FIX LININGS AND PANELLING
Prerequisite(s) BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1016 Prepare for construction process (carpentery). Content: Plan and prepare work; Locate and prepare frame/surface; Install lining to frame/surface; Clean up.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

BCGSV5001A ASSESS THE CONSTRUCTION OF DOMESTIC SCALE BUILDINGS
Content: Research for compliance with building and planning legislation; Record all relevant planning and construction information; Investigate and evaluate a site for establishment, preparation and excavation requirements; Determine trade sequencing; Evaluate and apply cyclone resistant construction to buildings; Evaluate construction standards and practices.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

BCGSV5002A EVALUATE MATERIALS FOR CONSTRUCTION OF DOMESTIC SCALE BUILDINGS
Content: Analyse building materials; Investigate suitability of materials for typical domestic scale buildings.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum
BCGSV5003A PRODUCE WORKING DRAWINGS FOR RESIDENTIAL BUILDINGS
Content: Use drawing instruments, equipment and materials to set out drawings; Produce drawings at varying scales using architectural conventions for linework, lettering and symbols; Read and interpret plans and specifications for a single storey dwelling; Draw three-dimensional sketches; Produce building permit approval drawings.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

BCGSV5004A APPLY LEGISLATION TO URBAN DEVELOPMENT AND BUILDING CONTROLS
Content: Promote sustainable building and conservation practices in the community; Identify the legal requirements relating to building developments; Determine individual and community responsibilities relating to approval applications for building and land-use developments; Interpret and apply building, land-use and related legislation; Determine the legal responsibilities of builders and owners relative to building projects; Apply special provisions of building and land-use legislation; Establish the system for dispute resolution.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCGSV5005A APPLY FOOTING AND GEOMECHANICAL DESIGN PRINCIPLES FOR DOMESTIC SCALE BUILDINGS
Content: Evaluate geological formation of rocks and their subsequent weathering to form various soil types; Read and evaluate both topographical and geological maps; Identify soil types and their behaviour; Determine suitability of foundation soils to support various types of structures; Identify and apply the various methods and applications of soil testing; Determine footing systems for the site conditions and building type; Site maintenance requirements necessary to minimise long-term damage to the structure.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCGSV5006A ASSESS CONSTRUCTION FAULTS IN RESIDENTIAL BUILDINGS
Content: Identify and analyse the construction faults arising on residential building sites; Identify construction techniques/methods and materials; Resolve construction faults using alternative construction methods; Resolve common on-site faults with building materials.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCGSV5007A UNDERTAKE SITE SURVEYS AND SET OUT PROCEDURES TO BUILDING PROJECTS
Content: Measure linear distances on site using building and basic surveying equipment; Carry out a closed level transverse procedure using the Rise and Fall recording method; Perform grid surveys for contour purposes; Set out T-shaped or L-shaped buildings on a selected site with minimal profiles; Set up and use levelling devices to determine horizontal and vertical angles; Identify levelling/ surveying equipment suitability for large building projects; Compute coordinates, bearings and distances related to grids and general set out work on large building sites; Evaluate documents and plans incorporated in land titles.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

BCGSV5008A APPLY BUILDING CONTROL LEGISLATION TO BUILDING SURVEYING
Content: Analyse the Australian administrative legal system; Evaluate administrative law applicable to building control activities; Describe the procedures and benefits of enforcing the law; Analyse the impact of other legislation on State and Territory building/control legislation; Analyse the professional code of conduct and ethics applicable to building control; Analyse the concepts of liability and responsibility of building practitioners as detailed in legislation.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCGSV5009A ASSESS THE IMPACT OF FIRE ON BUILDING MATERIALS
Content: Research combustion process as it relates to different materials; Analyse the flammability on the different states of matter; Identify conditions of burning at the fire point; Record mechanisms of heat transfer during fire growth, development and spread; Record the behaviour of building materials subjected to extreme levels of heat; Devise the fire load of a building and describe the effect on the Building Code of Australia (BCA) classification and compartmentation; Report the requirements of fire resistance of materials, building elements and forms of construction.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCGSV5010A INTERACT WITH CLIENTS IN A REGULATED ENVIRONMENT
Content: Devise interaction strategies; Assess demographic, cultural, social and psychological considerations; Communicate legislative requirements to individuals and/or groups; Record, analyse and report results.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCGSV5011A APPLY BUILDING CODES AND STANDARDS TO RESIDENTIAL BUILDINGS
Content: Analyse the purpose and basic intent of the BCA; Locate and interpret code/ standard requirements that are applicable to particular projects; Classify buildings; Apply solutions to construction problems for compliance with the BCA.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCGSV5012A ASSESS TIMBER FRAMED DESIGNS FOR ONE AND TWO STOREY BUILDINGS
Content: Assess plans and specifications for size, span and spacing of structural members required in ceiling and roof framing; Assess plans and specifications for permanent wind bracing requirements for nominated design gust wind speeds; Assess plans and specifications for size, span and spacings of structural members for timber wall frames/s; Assess plans and specifications for size, span and spacing of structural members for timber stumps, floor bearers and joists.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCGSV5013A APPLY PRINCIPLES OF ENERGY EFFICIENT DESIGN TO BUILDINGS
Content: Identify the significance of the Macro and Micro climates in the construction process; Assess design criteria for energy efficient construction; Assess building designs; Identify that energy consumption practices are incorporated into design briefs.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCGSV5014A APPLY BUILDING SURVEYING PROCEDURES TO RESIDENTIAL BUILDINGS
Content: Evaluate documents submitted with an application for building approval; Carry out inspections at various stages of building work; Prepare reports on various building types; Determine the compliance of building services with respect to building legislation.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCGSV5015A ASSESS STRUCTURAL REQUIREMENTS FOR DOMESTIC SCALE BUILDINGS
Content: Identify structural requirements and loads commonly used in structural design; Analyse the effects of force and moments on structural elements; Analyse properties and behaviour of structural materials; Identify section properties of structural elements and their effect on structural performance; Compare the performance and properties of spanning elements; Determine performance criteria for columns; Identify factors affecting design of connections between structural elements; Outline how loads of various types occur and impinge on a building structure.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum
BCGSV6001A ASSESS THE CONSTRUCTION OF BUILDINGS UP TO 3 STOREYS
Content: Prepare comprehensive checklist schedule to investigate, plan and set up sites; Research and comply with relevant State/Territory legislation and Local Government requirements; Investigate and evaluate building site establishment; Determine stages and sequencing practices for structural systems; Determine requirements for scaffolding systems; Select suitable methods for rubbish removal from building sites; Select suitable cranes and other modes of material handling; Identify and apply of earthquake resistant construction to building; Evaluate construction standards and practices; Plan for continuing maintenance on a construction project.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

BCGSV6002A PRODUCE WORKING DRAWINGS FOR BUILDINGS UP TO 3 STOREYS
Content: Read and interpret plans and specifications; Produce draft working drawings; Produce a set of working drawings for a factory and office complex.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCGSV6003A ASSESS CONSTRUCTION FAULTS IN BUILDINGS UP TO 3 STOREYS
Content: Identify and analyse the construction faults on building sites up to 3 stories; Identify construction techniques/methods and materials nominated relevant legislation in the BCA and Australian Standard; solve construction faults in construction techniques/ methods; Resolve construction faults using alternative construction methods; Resolve common on-site faults with building materials.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCGSV6004A APPLY FOOTINGS AND GEOMECHANICAL DESIGN PRINCIPLES TO BUILDINGS UP TO 3 STOREYS
Content: Evaluation of slope instability; Analyse retaining wall requirements according to the structure; Determine footing design requirements according to situation; Determine requirements for compaction of soil fill.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCGSV6005A EVALUATE SERVICES LAYOUT AND CONNECTION METHODS FOR RESIDENTIAL AND COMMERCIAL BUILDINGS UP TO 3 STOREYS
Content: Evaluate layouts of water supply for general and fire fighting use; Evaluate sewerage and drainage disposal methods and their layouts; Evaluate commonly used methods for smoke hazard management, mechanical ventilation and air-conditioning and methods of air filtration and its layout; Evaluate hot water systems and factors affecting selection; Identify natural lighting for varying situations and evaluate suitable lighting fixtures for a range of operations; Evaluate fire fighting and fire detection services; Determine the requirements for general electrical and electronic service installation; Evaluate methods for vertical transportation and layout.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCGSV6006A EVALUATE THE USE OF CONCRETE FOR RESIDENTIAL AND COMMERCIAL BUILDINGS UP TO 3 STOREYS
Content: Analyse the properties, characteristics, constituents and mix design of concrete; Assess the requirements for concrete handling, placement, compaction, finishing and curing methods; Identify concrete faults and repair methods; Assess the effect of fire on concrete; Identify the environmental issues and new technologies which affect concrete; Determine the cost effectiveness and environmental issues when dealing with recycled materials.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCGSV6007A ASSESS STRUCTURAL REQUIREMENTS FOR BUILDINGS UP TO 3 STOREYS
Content: Identify structural requirements and loads commonly used in structural design; Analyse the effects of force and moments on structural elements; Analyse properties and behaviour of structural materials; Identify section properties of structural elements and their effect on structural performance; Compare the performance and properties of spanning elements; Compare performance criteria for columns; Compare methods of stress distribution in connections between structural elements; Determine how loads of various types occur and impinge on a building structure; Evaluate the design of high performance structural elements.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

BCGSV6008A APPLY BUILDING CODES AND STANDARDS TO BUILDINGS UP TO 3 STOREYS
Content: Analyse the purpose and basic intent of the BCA; Locate and interpret code/ standard requirements that are applicable to particular projects; Classify buildings; Apply solutions to construction problems for compliance with the BCA.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

BCGSV6009A IMPLEMENT PERFORMANCE BASED CODES AND RISK MANAGEMENT PRINCIPLES FOR BUILDINGS UP TO 3 STOREYS
Content: Evaluate performance based designs; Apply the performance-based Building Code of Australia (BCA); Evaluate risk assessment; Evaluate fire safety engineering.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

BCGSV6010A APPLY FIRE TECHNOLOGY TO BUILDINGS UP TO 3 STOREYS
Content: Evaluate smoke control in buildings; Analyse passive five protection systems for buildings; Determine suitability of fire detection systems for buildings; Determine the requirements for various fire fighting equipment in buildings; Check and identify fire alarms; Determine the requirements for sprinklers and drenchers in buildings; Integrated active fire protection systems with passive fire protection are evaluated to ensure a safe and economical building.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCGSV6011A APPLY LEGAL PROCEDURES TO BUILDING SURVEYING
Content: Distinguish between common law, judicial precedent and legislation; Identify and interpret the court hierarchy and the civil/criminal jurisdictions of each court; Identify and interpret court room procedures; Identify the types of offences and defences within criminal law; Detail types of evidence admissible in a civil and criminal trial; Identify the rules of statutory interpretation.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCGSV6012A FACILITATE COMMUNITY DEVELOPMENT CONSULTATION
Content: Devise strategies and models of consultation; Facilitate community consultations; Record analyse and report on outcome of consultations.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCGSV6013A CO-ORDINATE ASSET REFURBISHMENT
Content: Establish refurbishment and/or inspection requirements; Evaluate and report inspection outcomes; Implement services contracts.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum
BSGSV6014A MANAGE AND PLAN LAND USE
Content: Evaluate legislation pertaining to land use planning; Plan land development and control processes; Determine strategies for the use of land.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSGSV6015A ANALYSE AND PRESENT BUILDING SURVEYING RESEARCH INFORMATION
Content: Prepare a research plan; Implement research strategies; Organise and analyse information; Report the findings.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

BSGSV6016A APPLY BUILDING SURVEYING PROCEDURES TO BUILDINGS UP TO 3 STOREYS
Content: Evaluate documents submitted with an application for building and land use; Determine the compliance of a new building with the approved plans, relevant legislation and standards during its construction; Compile a report on an existing building of not more than 3 storeys and with a floor area not exceeding 2000 m² for compliance with relevant legislation.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

BCS3258A APPLY FIRST AID IN THE WORKPLACE

BSBADM506A MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT
Content: Establish documentation standards; Manage template design and development; Develop standard text for documents; Develop and implement strategies to ensure the use of standard documentation; Develop and implement strategies for maintenance and continuous improvement of standard documentation.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBCMN206A PROCESS AND MAINTAIN WORKPLACE INFORMATION

BSBCMN208A DELIVER A SERVICE TO CUSTOMERS

BSBCMN209A PROVIDE INFORMATION TO CLIENTS

BSBCMN406A MAINTAIN BUSINESS TECHNOLOGY
Content: Maintain performance of hardware and software; Provide basic system administration; Identify future technology requirements.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBFLM409A IMPLEMENT CONTINUOUS IMPROVEMENT
Content: Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

BSX154L606 MANAGE HUMAN RESOURCES
Content: Manage project organisation and staffing; Manage staff performance; Lead the project team.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSXFMI307A MANAGE QUALITY CUSTOMER SERVICE
Content: Frontline management is involved in ensuring that products and services are delivered and maintained to standards agreed by the organisation and the customer. This will be carried out in the context of the organisation's policies and practices as well as legislation, conventions and codes of practice.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

CHCCOM4A DEVELOP, IMPLEMENT & PROMOTE EFFECTIVE COMMUNICATION TECHNIQUES
Content: Contribute to the development of effective communication strategies; Represent the organisation to a range of groups; Facilitate group discussions; Produce quality written materials; Conduct interviews.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

LCTA APPLY DRAFTING OFFICE ADMINISTRATION PROCESSES
Content: This unit relates to the basic office administration duties and precautions, which are expected to be performed by a draftsperson in an office, working under limited supervision.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

LCTB APPLY PRINCIPLES OF CONSTRUCTION TECHNOLOGY TO PRIVATE RESIDENTIAL DWELLINGS
Content: This unit relates to the application of construction principles conforming to Local Government regulations and complying with the provisions of Volume 2, Class 1 and 10, including relevant State variations, of the Building Code of Australia (BCA) as it applies to Private Residential Dwelling.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

LCTC CARRY OUT A SITE SURVEY OF AN EXISTING BUILDING
Prerequisite(s) LCTH Produce Working drawings for a Single Storey Private Residence
Content: This unit relates to site surveying skills and practices to measure, record and interpret data from an existing building using measuring and levelling equipment and producing a measured drawing.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

LCTD CREATE TECHNICALLY PROJECTED PRESENTATION VIEWS OF ARCHITECTURAL DESIGN CONCEPTS
Prerequisite(s) LCTN Using Sketching Presentation Techniques to Communicate Design Concepts
Content: This unit deals with the knowledge and hand skills required to produce three dimensional (3D) projected presentation views of Architectural/Interior design concepts for private residential.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

LCTE EVALUATE MATERIALS FOR CONSTRUCTION OF RESIDENTIAL DWELLINGS
Content: This unit relates to the characteristics and quality standards of building materials giving particular emphasis to those commonly selected and used in residential buildings (past and present).
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

LCTF PRODUCE 2D ARCHITECTURAL DRAWINGS USING CAD SOFTWARE
Content: This unit relates to producing 2D architectural drawings utilising Computer Aided Drafting software under limited supervision.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum
LCTG PRODUCE DRAWING DOCUMENTATION FOR PRIVATE RESIDENTIAL BUILDINGS
Content: This unit relates to demonstrating holistically the skills and knowledge required to produce a set of drawings for Class 1 and 10 private residential buildings, that will meet the requirements of the local authority for planning and construction approval, for a nominated site. 
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

LCTH PRODUCE WORKING DRAWINGS FOR A SINGLE STOREY PRIVATE RESIDENCE
Content: This unit covers the skills required to read and interpret codes, plans/specifications, and to undertake the production of architectural working drawings for new or additions to single storey residential dwellings Classes 1 and 10, complying with the Building Code of Australia (BCA), under limited supervision. 
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

LCTK PRODUCE WORKING DRAWINGS FOR A TWO STOREY PRIVATE RESIDENCE
Prerequisite(s) LCTH Produce Working drawings for a Single Storey Private Residence
Content: This unit relates to the application of environmental sustainability to building design principles and material selection. 
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

LCTL PROVIDE DESIGN SOLUTIONS FOR SMALL RESIDENTIAL DWELLINGS
Prerequisite(s) LCTN Using Sketching Presentation Techniques to communicate design concepts; LCTM Provide Design Solutions for Small Residential Living Units. 
Content: This unit relates to creating design solutions for Class 1 and 10 private residential dwellings, under limited supervision, and presenting them as design drawings from which construction documentation can be derived 
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

LCTM PROVIDE DESIGN SOLUTIONS FOR SMALL RESIDENTIAL LIVING UNITS
Content: This unit relates to creating design solutions, under supervision, for small residential living units restricted to Class 1 and 10 and a maximum area of 120m², and presenting them as design drawings from which other construction documentation can be commenced. 
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum.

LCTN USING SKETCHING PRESENTATION TECHNIQUES TO COMMUNICATE DESIGN CONCEPTS
Content: This unit deals with the knowledge and hand skills required to produce, under supervision, sketches and selected renderings of architectural/interior design elements and concepts for private residential dwellings. 
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

LCTP APPLY DRAFTING OFFICE PROJECT ADMINISTRATION PROCESSES
Prerequisite(s) LCTA Apply Drafting Office Administration Processes
Content: This unit relates to the Project responsibilities, administration duties and precautions, which are expected to be performed by an architectural para-professional draftsperson, working under minimal supervision. 
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

LCTR APPLY PRINCIPLES OF CONSTRUCTION TECHNOLOGY TO TYPE 'B' AND 'C' COMMERCIAL BUILDINGS
Prerequisite(s) LCTB Apply Principles of Construction Technology to Private Residential Dwellings; LCTE Evaluate materials for construction of Residential Dwellings
Content: This unit relates to the application of construction principles, methods and standards complying with the provisions of Volume 1, Class 2 to Class 9 of the Building Code of Australia (BCA) commonly used in Residential, Industrial and Commercial Type "B" and "C" buildings. 
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

LCTS APPLY PRINCIPLES OF ENVIRONMENTAL SUSTAINABILITY TO BUILDING DESIGN
Content: This unit relates to the application of environmental sustainability to building design principles and material selection. 
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

LCTT DETERMINE REQUIRED SERVICES, LAYOUT AND CONNECTION METHODS TO COMMERCIAL BUILDINGS
Prerequisite(s) LCTB Apply Principles of Construction Technology to Private Residential Dwellings; LCTE Evaluate materials for construction of Residential Dwellings
Content: This unit relates to identifying services, drawings and specifications and determining service requirements for residential, industrial and commercial building projects complying with the provisions of the Building Code of Australia (BCA) and relevant Australian Standards. 
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

LCTW EVALUATE MATERIALS FOR CONSTRUCTION OF COMMERCIAL BUILDINGS
Prerequisite(s) LCTE Evaluate materials for construction of Residential Dwellings
Content: This unit relates to the characteristics and quality standards of building materials giving particular emphasis to those commonly selected and used in Type "B" and "C" commercial buildings (past and present). 
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

LCTX PRODUCE 3D ARCHITECTURAL DRAWINGS USING CAD SOFTWARE
Prerequisite(s) LCTF Produce 2D Architectural Drawings using CAD Software
Content: This unit relates to producing 3D architectural models utilising Computer Aided Drafting software for a range of presentation or construction drawings. 
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

LCTY PRODUCE COMMERCIAL WORKING DRAWINGS FOR TYPE 'B' BUILDING PROJECTS
Prerequisite(s) LCTZ Produce commercial working drawings for Type 'C' Building Projects
Content: This unit covers the skills required to read and interpret codes, plans/specifications, and to undertake the production of architectural working drawings of Class 2 to Class 9 complying with the Building Code of Australia (BCA) for residential, commercial and industrial Type "B" buildings. 
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum
DEPARTMENT OF BUILDING AND CONSTRUCTION

LCTZ PRODUCE COMMERCIAL WORKING DRAWINGS FOR TYPE ‘C’ BUILDING PROJECTS
Prerequisite(s) ALL core units in the Certificate IV in Residential Drafting, except LCTG Produce drawing documentation for Private Residential Buildings
Content: This unit covers the skills required to read and interpret codes, plans/specifications and to undertake the production of architectural working drawings of Class 2 to Class 9 complying with the Building Code of Australia (BCA) for residential, commercial and industrial Type ‘C’ buildings.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

LCWA PRODUCE DIGITAL RENDERINGS OF ARCHITECTURAL 3D CAD DRAWINGS
Prerequisite(s): LCTX Produce 3D Architectural Drawings using CAD Software
Content: This unit relates to the production of a range of digitally rendered presentation drawings of 3D architectural CAD models utilising specialist rendering software.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

LCWB PRODUCE DRAWING DOCUMENTATION FOR A COMMERCIAL BUILDING
Content: This unit relates to demonstrating holistically the skills and knowledge required to produce a set of drawings for a Type "B", class 2 to 9 commercial, industrial or residential building, that will meet the requirements of the local authority for planning and construction approval, for a nominated site.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

LCWD PROVIDE DESIGN SOLUTIONS FOR TYPE ‘B’ BUILDINGS
Prerequisite(s): LCWC Provide Design Solutions for Type ‘C’ Buildings
Content: This unit relates to creating design solutions for Type "B" Classification 2 to 9 commercial, industrial or residential buildings, and presenting them as design drawings from which construction documentation can be derived.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

LCWN APPLY PRINCIPLES OF TIMBER FRAMING DESIGN TO ONE OR TWO STOREY BUILDINGS
Prerequisite(s) Where related units form an integral part of workplace responsibilities and roles, these units should be co-assessed.
Content: Determine from plans and specifications, size, span and spacing of structural members for ceiling and roof framing; Determine from plans and specifications the permanent wind bracing requirements for nominated design gust wind speeds; Determine from plans and specifications the size, span and spacings of structural members for timber wall frames; Determine from plans and specifications the size, span and spacing of structural members for time stumps, floor bearers and joists.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

LGAPLEM502A APPLY ECOLOGICALLY SUSTAINABLE DEVELOPMENT PRINCIPLES TO THE BUILT ENVIRONMENT
Content: Identify and gather data on the application of ecologically sustainable development principles to the built environment; Develop strategies for the application of ecologically sustainable development principles to the built environment; Develop plan to apply ecologically sustainable development principles to the built environment.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

LMFCR0002A COMMUNICATE IN THE WORKPLACE
Content: Gather, convey and receive information and ideas; Draft routine correspondence.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

LMFCR0003A CARRY OUT MEASUREMENTS AND CALCULATIONS
Content: Obtain measurements; Perform simple calculations; Estimate approximate quantities.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

LMFCR0004A WORK EFFECTIVELY WITH OTHERS
Content: Develop effective workplace relationships; Contribute to workgroup activities.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

LMFCR0005A JOIN SOLID TIMBER
Content: Prepare the work; Layout and prepare materials; Join timber; Finalise operation and maintain equipment.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

LMFFM2006A HAND MAKE TIMBER JOINTS
Content: Plan and prepare for work; Make joint; Complete housekeeping.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

LMFFM2002A ASSEMBLE FURNISHING COMPONENTS
Content: Prepare for assembly; Assemble components; Clean work area and maintain equipment.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

LMFFM2003A SELECT AND APPLY HARDWARE
Content: Plan and prepare work; Apply and/or fit and finish; Finalise operation and maintain equipment.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

LMFFM2004A APPLY SHEET LAMINATES BY HAND
Content: This unit covers the competency to apply laminates by hand, including the preparation, layout, application and finalisation processes.
Nominal Hours: 24 hours
Assessment: As per accredited curriculum

LMFFM2005A JOIN SOLID TIMBER
Content: Prepare the work; Layout and prepare materials; Join timber; Finalise operation and maintain equipment.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

LMFFM2006A HAND MAKE TIMBER JOINTS
Content: Plan and prepare for work; Make joint; Complete housekeeping.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
**SCHOOL OF ENGINEERING, CONSTRUCTION AND INDUSTRIAL SKILLS**

**LMFFM2010A SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES**
Content: Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.
Nominal Hours: 56 Hours
Assessment: As per accredited curriculum

**LMFFM2011A APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES**
Content: Prepare for work; Set up machines; Apply conversion techniques; Clean up work area and maintain equipment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**LMFFM3002A CONSTRUCT FURNITURE USING LEG AND RAIL METHOD**
Content: Prepare for work; Complete construction; Finalise operation.
Nominal Hours: 64 Hours
Assessment: As per accredited curriculum

**LMFFM3003A PRODUCE ANGLED AND CURVED FURNITURE USING MANUFACTURED BOARD**
Content: Prepare for work; Complete construction; Finalise operation.
Nominal Hours: 64 Hours
Assessment: As per accredited curriculum

**LMFFM3004A PRODUCE ANGLED AND CURVED FURNITURE USING SOLID TIMBER**
Content: This unit covers the competency to construct and assemble furniture using angular construction methods.
Nominal Hours: 64 Hours
Assessment: As per accredited curriculum

**LMFFM3005A FABRICATE CUSTOM FURNITURE**
Content: Prepare for work; Complete construction; Assemble custom furniture; Clean work area and maintain equipment.
Nominal Hours: 64 Hours
Assessment: As per accredited curriculum

**LMFFM3011A PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS**
Content: Identify object to be drawn; Establish drawing criteria and limitations; Quantify and draft initial drawing; Complete drawing.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**LMFFM3012A PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION**
Content: Read plans and job specifications; Prepare cutting lists; Read and interpret cutting lists.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

**LMFFM3020A SET UP, OPERATE AND MAINTAIN SAWING MACHINES**
Content: Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**LMFFM3021A SET UP, OPERATE AND MAINTAIN DRILLING MACHINES**
Content: Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**LMFFM3022A SET UP, OPERATE AND MAINTAIN JOINING MACHINES**
Content: Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.
Nominal Hours: 52 Hours
Assessment: As per accredited curriculum

**LMFFM3023A SET UP, OPERATE AND MAINTAIN PLANING AND FINISHING MACHINES**
Content: Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**LMFFM3033A CONSTRUCT JIGS AND FIXTURES**
Content: Identify the purpose of the jig or fixture; Plan jig or fixture construction; Collect materials and equipment; Construct the jig or fixture; Clean up work area and maintain equipment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**LMFT4010A IDENTIFY AND CALCULATE PRODUCTION COSTS**
Content: Gather information; Estimate materials and labour; Determine/calculate overheads; Calculate costs; Document details and verify where necessary.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

**MEM12.1AA USE COMPARISON & BASIC MEASURING DEVICES**
Content: Select and use comparison and/or basic measuring devices; Maintain comparison and/or basic measuring devices. Unit Weight Points 2 Points
Assessment: As per endorsed training package

**MEM12.23A PERFORM ENGINEERING MEASUREMENTS**
Content: This unit covers performing measurement skills requiring straightforward use of mechanical measuring devices and associated calculations.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

**MEM12.24A PERFORM COMPUTATIONS**
Content: This unit covers estimating approximate answers to arithmetical problems, carrying out basic calculations involving percentages and proportions, and determining simple ratios and averages. The unit includes producing and interpreting simple charts and graphs.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

**MEM13.14B APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT**
Content: This unit covers following occupational health and safety procedures in an engineering or similar work environment.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

**MEM13.3A WORK SAFELY WITH INDUSTRIAL CHEMICALS AND MATERIALS**
Content: This unit covers using personal protective equipment (PPEs), identifying the particular hazards and emergency procedures, and observing safe working practices in that environment.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**MEM14.4A PLAN TO UNDERTAKE A ROUTINE TASK**
Content: This unit covers a person planning their own work where tasks involve one or more steps or functions and are carried out routinely on a regular basis. It includes the concepts of following routine instructions, specifications and requirements.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum
MEM14.5A PLAN A COMPLETE ACTIVITY
Content: This unit covers planning activities which, whilst following established procedures, may require a response and modification of procedures or choice of different procedures to deal with unforeseen developments.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

MEM15.24A APPLY QUALITY PROCEDURES
Content: This unit covers applying established quality procedures to an employee's own work within a manufacturing, engineering or related environment.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

MEM15.2A APPLY QUALITY SYSTEMS
Content: This unit covers working within a quality improvement system, either individually or in a team situation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

MEM16.6A ORGANISE AND COMMUNICATE INFORMATION
Content: This unit covers accessing, organising and communicating information related to processes or tasks.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

MEM16.7A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT
Content: This unit covers operating in an interactive work environment. It covers contribution to a group effort in order to plan and carry out work. This includes identification of work roles, communication and cooperation with others.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

MEM16.8A INTERACT WITH COMPUTING TECHNOLOGY
Content: This unit covers accessing, inputting and storing information used in manufacturing, engineering or related environments, using computing technology.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

MEM17.3A ASSIST IN THE PROVISION OF ON THE JOB TRAINING
Content: This unit covers assisting in the provision of on the job training to others while undertaking normal duties.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

MEM18.18A MAINTAIN PNEUMATIC SYSTEM COMPONENTS
Content: This unit covers maintaining and repairing commercial air conditioning systems and components. It includes interpreting drawings and diagrams of commercial air conditioning systems; utilising fault finding procedures, service manifolds and test equipment to identify and diagnose faults; rectifying common faults; returning to service; testing systems; and completing service reports.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

MEM18.20A MAINTAIN HYDRAULIC SYSTEM COMPONENTS
Content: This unit covers checking hydraulic system components, and identifying and repairing or replacing faulty components
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

MEM18.2AA USE HAND TOOLS/HAND HELD OPERATIONS
Content: Use power tools.
Nominal Hours: 20 Hours
Assessment: As per endorsed training package

MEM18.3A USE TOOLS FOR PRECISION WORK
Content: This unit covers using tools to manually produce work to precise dimensions and or finishes.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

MEM18.55A DISMANTLE, REPLACE AND ASSEMBLE ENGINEERING COMPONENTS
Content: This unit covers dismantling and identifying faulty components, selecting replacements, and assembling engineering components into assemblies or sub-assemblies in accordance with standard operating procedures.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

MEM18.6A DISMANTLE, REPAIR, REPLACE, ASSEMBLE AND FIT ENGINEERING COMPONENTS
Content: This unit covers dismantling and identifying faulty components, selecting replacements, and assembling engineering components into assemblies or sub-assemblies in accordance with standard operating procedures.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

MEM2.2C11A ORGANISE AND ANALYSE INFORMATION
Content: Access information and/or records; Give verbal and/or written reports.
Nominal Hours: 20 Hours
Assessment: As per endorsed training package

MEM2.3C11A OPERATE IN A WORK BASED TEAM ENVIRONMENT
Content: Determine team role and scope; Identify own role and responsibility within a team; Plan team activities; Operate as a team member.
Nominal Hours: 20 Hours
Assessment: As per endorsed training package

MEM25.11A INSTALL MARINE SYSTEMS
Content: This unit covers the installing and testing engine/plant and ancillary equipment relevant to propulsion, stability, steering and fuel systems for mechanically powered marine vessels.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

MEM25.2A FORM AND INTEGRATE FIBRE-REINFORCED STRUCTURES
Content: This unit covers applying, forming and integrating fibre-reinforced components. It covers the use of manual and mechanical methods using a variety of glass reinforcements and other fibres. Typical applications include marine vessel and aircraft construction.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
MEM25.7A MAINTAIN MARINE VESSELS SURFACES
Content: This unit covers performing cosmetic maintenance/repair of surfaces, including fibre reinforced plastics, timber and metal surfaces.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

MEM4.18AB GENERAL WOODWORKING MACHINE OPERATIONS
Content: Determine job requirements; Set up woodworking machinery; operate woodworking machines; Check finished component.
Nominal Hours: 40 hours
Assessment: As per accredited curriculum

MEM5.10A UNDERTAKE FABRICATION, FORMING, BENDING AND SHAPING
Content: Select and set up forming/shaping equipment for a specific operation; Operate forming/shaping equipment; Forming and shaping material.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

MEM5.11A ASSEMBLE FABRICATED COMPONENTS
Content: Identify assembly method and construct jigs if required; Ensure all components for assembly are available; Select tools and fixtures for fabrication assembly; Assemble fabricated components.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

MEM5.20A PERFORM ADVANCED WELDING USING GAS TUNGSTEN ARC WELDING PROCESS
Content: Select welding settings and consumables; Assemble welding equipment; Weld joints to meet Australian Standard 1554 Structural Purpose; Inspect welds; Correct faults; Maintain weld records.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

MEM9.10B CREATE 3D MODELS USING COMPUTER AIDED DESIGN SYSTEMS
Content: This unit covers the competencies required to prepare the 3D CAD environment, create and modify 3D models, and produce output from the 3D model. The unit applies to the fields of mechanical, electrical/electronic, fabrication and fluid power.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

MEM9.11A APPLY BASIC ENGINEERING DESIGN CONCEPTS
Content: Determine design requirements; Create design.
Unit Weight Points 6 Points
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

MEM9.21A INTERPRET AND PRODUCE CURVED 3D SHAPES
Content: Identify drawing/lofting requirements; determine drawing/lofting procedure and equipment; apply drawing/lofting procedures; submit lines plans.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

MEM9.21AA INTERPRET AND PRODUCE 3-DIMENSIONAL CURVES
Content: Identify drawing/lofting requirements; determine drawing/lofting procedure & equipment apply drawing/lofting procedures; submit lines plans.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

MEM9.9B CREATE 2D DRAWINGS USING CAD SYSTEMS
Content: This unit covers the competencies required to prepare the CAD environment, create 2D drawings, and produce output including linked bills of materials. The unit applies to the fields of mechanical, electrical/electronic, fabrication and fluid power.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

TDTA1197A PACKAGE GOODS
Content: Pack, wrap and label goods for despatch or storage.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTA1397A RECEIVE GOODS
Content: Receive, unpack and store goods
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTA2097A REPLENISH STOCK
Content: Replenish stock and maintain stock records in a warehouse
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTD1097A OPERATE A FORKLIFT
Content: Knowledge and skills to operate a forklift safely, including systematic and efficient control of all vehicle functions and effective management of hazardous situations.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTD397B HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES
Content: Identify requirements for working with dangerous goods and/or hazardous substances; Confirm site incident procedures; Select handling techniques; Handle and store dangerous goods and hazardous substances.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VAA016 3 DRAW UNIT
VAA017 3 LIGHT DOOR
VAA046 ACCESS LADDER
VAA107 ADVANCED ALUMINIUM SHOP FRONT
VAA278 ALUMINIUM DOOR & FRAME
VAA279 ALUMINIUM FABRICATION
VAA280 ALUMINIUM FLY SCREEN
VAA281 ALUMINIUM SHOP FRONT – STRAIGHT
VAA283 ALUMINIUM WINDOW FRAME
VAA461 ASSESSMENT UNIT/SAW TOOL
VAA462 ASSESSMENT UNIT/ALUMINIUM FABRICATION
VAA466 ASSESSMENT UNIT/STEP LADDER
SCHOOL OF ENGINEERING, CONSTRUCTION AND INDUSTRIAL SKILLS

VBM079 WORK IN A TEAM ENVIRONMENT
VBM087 ESTIMATE AND COST JOB
VBM088 PERFORM ONE ON ONE TRAINING ON THE JOB
VBM089 STORE AND HANDLE HAZARDOUS AND DANGEROUS GOODS
VBM090 MOVE AND STORE MATERIALS AND PRODUCTS
VBM091 OPERATE AND LOAD SHIFTING EQUIPMENT
VBM121 READ AND INTERPRET WORK DOCUMENTS

VBM187 DISMANTLE/ REASSEMBLE FURNITURE AND/OR FURNISHING
VBM210 OPERATE BASIC STATIC MACHINES
VBM211 SET UP BASIC STATIC MACHINES
VBM212 ASSEMBLE FURNISHING COMPONENTS
VBM213 PREPARE SURFACES FOR FINISHING
VBM214 CONSTRUCT FURNITURE USING LEG AND RAIL METHOD
VBM215 PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATIONS
VBM216 CONSTRUCT JIGS AND FIXTURES
VBM217 REMOVE SURFACE COATINGS
VBM218 APPLY SURFACE COATINGS BY MECHANICAL METHODS
VBM219 APPLY FRENCH POLISHING
VBM220 CONSTRUCT CHAIR AND COUCH FRAMES
VBM221 PRODUCE FURNITURE USING ANGULAR AND/OR CURVED
VBM222 INSTALL CABINETS
VBM223 CONSTRUCT AND APPLY DECORATIVE TREATMENTS AND FINISHES TO FURNITURE
VBM224 FOLLOW PLANS TO ASSEMBLE CABINETS
VBM225 SET UP, OPERATE AND MAINTAIN COMPLEX MACHINES
VBM226 SET UP, PROGRAM AND OPERATE CNC EQUIPMENT
VBM227 APPLY SURFACE COATINGS BY HAND
VBM228 MACHINE SURFACES FOR FINISHING
VBM229 CONSTRUCT CARCASES FOR CABINETS
VBM230 APPLY LAMINATES BY HAND
VBM231 MAINTAIN BASIC STATIC MACHINES
VBM263 MAKE UP AND/OR MATCH COLOURS
VBM264 MAINTAIN SPRAY EQUIPMENT AND BOOTHS
VBM293 BRICKLAYING HAND TOOLS
  Content: Recognise hand tools commonly encountered in the bricklaying industry; Use appropriate terminology related to bricklaying hand tools; Describe the applications of different hand tools used in the bricklaying industry; Use the different hand tools encountered in the bricklaying industry.
  Nominal Hours: 20 Hours
  Assessment: As per accredited curriculum
VBM294 BRICKLAYING SET OUT, BASE AND VENEER CONSTRUCTION
  Content: Use terminology related to brickwork set out, base and veneer construction; Describe the brickwork construction sequence; Apply construction techniques to set out, base and veneer construction.
  Nominal Hours: 100 Hours
  Assessment: As per accredited curriculum
VBM295 MASONRY BLOCKWORK
  Content: Use terminology related to masonry blockwork; Describe the masonry blockwork construction sequence; Apply construction techniques to set out and construct masonry blockwork.
  Nominal Hours: 50 Hours
  Assessment: As per accredited curriculum
VBM296 BRICKLAYING CAVITY, PIERS AND WALL CONSTRUCTION
  Content: Use terminology related to brickwork bonds, solid brickwork, multi thickness walls and piers and walls without square corners; Describe the brickwork construction sequence for solid brickwork, multi thickness walls and piers and walls without square corners; Apply construction techniques to set out and construct solid brickwork, multi thickness walls and piers and walls without square corners.
  Nominal Hours: 100 Hours
  Assessment: As per accredited curriculum
VBM297 CONCRETE TECHNOLOGY
  Content: Use terminology related to concrete technology; Describe the concrete construction sequence; Apply construction techniques to set out and construct concrete work.
  Nominal Hours: 20 Hours
  Assessment: As per accredited curriculum
VBM298 MULTITHICKNESS WALLS AND OBTUSE ANGLES CONSTRUCTION
  Content: Use terminology related to segmental and unit paving; Describe the segmental and unit paving construction sequence; Apply construction techniques to set and construct segmental and unit paving.
  Nominal Hours: 60 Hours
  Assessment: As per accredited curriculum
VBM299 CARPENTRY HAND TOOLS
  Content: Recognise hand tools commonly encountered in the carpentry sector; Use appropriate terminology related to carpentry hand tools; Describe the applications of different hand tools used in the carpentry sector; Use different hand tools encountered in the carpentry sector.
  Nominal Hours: 80 Hours
  Assessment: As per accredited curriculum
DEPARTMENT OF BUILDING AND CONSTRUCTION

VBN001 CARPENTRY POWER TOOLS
Content: Describe applications for carpentry specific portable power tools; Observe safety precautions when using electrical power supplies; Use portable power tools safely.
Nominal Hours: 64 Hours
Assessment: As per accredited curriculum

VBN002 EXCAVATION AND INSTALLING SUPPORTS LESS THAN 1.5M DEPTH
Content: Describe the legal requirements associated with the excavation and support of trenches/excavations not exceeding 1.5 m in depth; Use appropriate terminology related to the excavation of trenches/excavations and their support; Select appropriate excavation/shoring systems for specific applications; Apply excavation/shoring techniques.
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

VBN003 FLOOR AND WALL FRAMING
Content: Use appropriate terminology related to building framing; Select appropriate construction materials for building framing; Apply construction techniques to floor framing; Apply construction techniques to wall framing.
Nominal Hours: 74 Hours
Assessment: As per accredited curriculum

VBN004 ROOF FRAMING
Content: Use appropriate terminology related to roof framing; Identify different forms of roof structure; Select appropriate construction materials for roof framing; Apply construction techniques to roof framing.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBN005 INSTALLATION OF WINDOWS AND DOOR FRAMES
Content: Use appropriate terminology related to windows and doors; Select appropriate installation materials for fitting windows and doors; Apply installation techniques to windows and doors.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

VBN006 INTERIOR FIXING
Content: Use appropriate terminology related to fixing interior wood work; Select appropriate construction materials for interior wood work; Apply construction techniques to interior wood work.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBN007 BASIC SETTING OUT
Content: Use appropriate terminology related to setting out a site; Select appropriate levelling devices to set out site; Apply construction techniques to setting out site.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

VBN008 FORMWORK FOR CONCRETING
Content: Use terminology related to erection and stripping of formwork; Select appropriate formwork systems for specific applications; Select appropriate formwork materials for specific applications; Identify the sequence of formwork erection and stripping activities; Apply formwork techniques; Apply concrete techniques.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBN009 EXTERNAL CLADDING
Content: Use appropriate terminology related to fixing external cladding; Select appropriate cladding materials for specific applications; Identify the sequence of installation of building cladding; Apply building cladding techniques.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

VBN010 INTRODUCTION TO EXPLOSIVE POWER TOOLS
Content: Describe the Australian Standard requirements for using explosive power tools; Use appropriate terminology related to using explosive power tools; Select appropriate explosive power tool for specific applications; Apply explosive power tools techniques.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

VBN034 OH&S ASPECTS OF DEMOLITION
Content: Use appropriate terminology related to demolition; Select appropriate demolition processes; Apply demolition technique.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

VBN097 BRICKLAYING BASIC SKILLS
Content: Use terminology related to brickwork; Define basic brick construction principles; Apply construction techniques to construct brickwork.
Nominal Hours: 86 Hours
Assessment: As per accredited curriculum

VBN223 DESIGN FOR ECONOMIC MANUFACTURE

VBN224 PREPARE A BASIC GENERAL ARRANGEMENT PLAN TO MEET OWNER’S REQUIREMENTS

VBN225 DESIGN A HULL STRUCTURE

VBN226 ORDER SUPPLY MATERIALS FOR BUILDING VESSELS

VBN227 DERIVE STABILITY CURVES USING MANUAL AND COMPUTER-BASED PROCESSES

VBN228 DESIGN VESSEL SYSTEMS

VBN251 PERFORM CAM 5 – 3D PROGRAMMING

VBN288 DRAFT BOATBUILDING PLANS

VBN289 OPERATE STATIC MACHINERY

VBN290 APPLY MARINE SURFACE COATING

VBN293 IDENTIFY MATERIAL STRENGTHS

VBN294 APPLY STATICS TO ENGINEERING APPLICATIONS

VBN295 ANALYSE ENGINEERING MATERIALS

VBN296 SUPPORT QUALITY CONTROL SYSTEMS

VBN301 USE INDUSTRIAL ROBOTS

VBN302 IDENTIFY FLUID SYSTEMS

VBN303 EVALUATE ENGINEERING MATERIALS

VBN371 PLAN THE MACHINERY ARRANGEMENTS FOR VESSELS

VBN372 ANALYSE THE MARINE ENVIRONMENT

VBN374 PLAN THE DESIGN OPERATION OF THE VESSELS’ MACHINERY AND EQUIPMENT
VBP201 SOURCE INFORMATION ON DESIGN IN THE INDUSTRY CONTEXT

VBP202 DEVELOP KNOWLEDGE OF DESIGN TERMINOLOGY AND CONCEPTS FOR INDUSTRY CONTEXT

VBP203 FOLLOW DESIGN PROCESS IN RELATION TO OWN WORK

WRRS.1A SELL PRODUCTS AND SERVICES
Content: This unit involves the use of sales techniques and encompasses the key selling skills from approaching the customer to closing the sale. It requires a basic level of product knowledge.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum
CERTIFICATE III IN PLUMBING AND GASFITTING RE-ENROLLING STUDENTS ONLY

Course Code: 20085VIC

Campus: Sunshine Campus.

Career Opportunities
Licenced plumbers.

Scope of Delivery
Part time

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

Entry Requirements
All apprentices need to be apprenticed to an employer.

Course Duration
1040 nominal hours on a part time basis.

Course Structure
Core Units of Study

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DEPARTMENT OF BUILDING SERVICES AND SPECIAL TRADES

Below are details of courses offered by the Department of Building Services and Special Trades in 2007. The most up-to-date course information is available online on the University’s searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to International students are marked with the (I) symbol.
SCHOOL OF ENGINEERING, CONSTRUCTION AND INDUSTRIAL SKILLS

Unit Code	Hours
VAJ460	INSTALLING HEATING WATER SYSTEMS IN MILD STEEL PIPE	0
VAJ369	INSTALLING GAS FIRED WARM AIR FURNACE AND DUCTED SYSTEM	0
VAJ360	INSTALLING GAS FIRED SMALL BORE HEATING SYSTEM	0
VAJ558	PRINCIPLES OF SOLAR HEATING FOR DOMESTIC HOT WATER SYSTEMS	0
VAJ362	PRINCIPLES OF INSTALLATION OF A LOW PRESSURE HWS AND TANK IN A CEILING	0
VAJ371	OXY ACETYLENE PLATE AND PIPE WELDING AND ARC WELDING OF MILD STEEL PLATE.	0

Stage 3 (a minimum of 190 nominal hours)
VAJ131	ADVANCED GAS	3
VAJ383	ELECTRONICS AND ELECTRICITY IN GAS APPLIANCES	12
VAJ385	COMPONENT SERVICING	38
VAJ327	APPLIANCE SERVICING	40
VAJ340	COMMERCIAL AND INDUSTRIAL GAS SUPPLY	46
VAJ362	LPG INSTALLATIONS	14
VAA149	ADVANCED MECHANICAL SERVICES	3
VAJ524	OPERATION OF CENTRAL HEATING SYSTEMS	24
VAJ463	OPERATION OF A SINGLE DUCT AIR CONDITIONING SYSTEMS	24
VAJ386	COMMISSIONING WATER AND AIR SYSTEMS	8
VAJ378	RETRICULATED SYSTEMS	18
VAJ364	MECHANICAL SERVICES WELDING	24
VAJ430	PLAN READING AND SITE ORGANISATION	24
VAJ464	MECHANICAL SERVICES EQUIPMENT	28
VAA169	ADVANCED MECHANICAL SERVICES	3
VAJ301	SIZE AND DESIGN INDUSTRIAL ROOF DRAINING COMPONENTS	30
VAJ359	INDUSTRIAL ROOF INSTALLATIONS	30
VAJ367	EXTERNAL METAL CEILING AND WALL CLADDING	30
VAJ365	PVC WELDING FOR ROOF PLUMBERS	30
VAA177	ADVANCED WASTE DISPOSAL AND DRAINAGE	3
VAJ362	DESIGNING SEWERAGE DRAINS	35
VAJ343	DESIGNING SANITARY PLUMBING SYSTEMS	45
VAJ342	DESIGNING FLUSHING SYSTEMS	15
VAJ381	LOCATING AND CLEARING BLOCKAGES IN DRAINS	15
VAJ310	CUTTING A BRANCH INTO AN EXISTING DRAIN	16
VAJ364	DOMESTIC SEPTIC TANKS	15
VAJ384	DESIGNING STORM WATER DRAINS	15
VAA178	ADVANCED WATER SUPPLY	40

CERTIFICATE II IN BUILDING AND CONSTRUCTION [PAINTING & DECORATING PRE-APPRENTICESHIP]
Course Code: 21393VIC

Campus : Sunshine.
Career Opportunities
Painting and Decorating Apprenticeship
Scope of Delivery
Full time, Part time
Course Objective
The course provides participants with the skills, knowledge and ability required to gain an apprenticeship in the Painting and Decorating sector of the Building and Construction Industry.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal and formal learning or from work and/or life experience.
Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.
Course Duration
14 weeks full time or part time equivalent.
Course Structure
Core Units of Study
Unit Code	Hours
VBN234	CALCULATIONS FOR THE BUILDING INDUSTRY	20
VBN235	COMMUNICATIONS FOR THE BUILDING INDUSTRY	20
VBN236	QUALITY PRINCIPLES FOR THE BUILDING INDUSTRY	8
VBM987	CAREER STUDIES	16
VBN111	BASIC FIRST AID	8
VBM985	BUILDING AND CONSTRUCTION INDUSTRY INDUCTIONS	16
VBM986	WORKPLACE DOCUMENTS AND PLANS	20
VBM988	WORKPLACE SAFETY	40
VBM989	BUILDING STRUCTURES	8
VBM990	LEVELLING	8
VBM991	SAFE HANDLING OF POWER TOOLS	16
VBM992	INTRODUCTION TO SCAFFOLDING	24
### Stream specific Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN035</td>
<td>PAINTING AND DECORATING HAND TOOLS</td>
</tr>
<tr>
<td>VBN036</td>
<td>SURFACE PREPARATION</td>
</tr>
<tr>
<td>VBN037</td>
<td>PAINT PRINCIPLES</td>
</tr>
<tr>
<td>VBN038</td>
<td>PAINT APPLICATION – BRUSH AND ROLLER SKILLS</td>
</tr>
<tr>
<td>VBN098</td>
<td>APPLICATION OF WATER BASED PAINTS</td>
</tr>
<tr>
<td>VBN099</td>
<td>APPLICATION OF OIL BASED PAINTS</td>
</tr>
<tr>
<td>VBN039</td>
<td>COLOUR MIXING PRINCIPLES</td>
</tr>
<tr>
<td>VBN040</td>
<td>TIMBER FINISHING, STAINING AND PRESERVATION PRINCIPLES</td>
</tr>
<tr>
<td>VBN041</td>
<td>PAPER HANGING PRINCIPLES</td>
</tr>
<tr>
<td>VBN042</td>
<td>SPRAY PAINTING</td>
</tr>
<tr>
<td>VBN043</td>
<td>PROTECTIVE METAL COATINGS</td>
</tr>
</tbody>
</table>

Total stream specific unit of study hours: 436
Total hours (common & stream specific): 640

### CERTIFICATE II IN SIGN WRITING

**Course Code:** 21398VIC

**Campus:** Sunshine.

**Career Opportunities**

Signwriter/Sign Industry Worker.

**Scope of Delivery**

Full time or part time

**Course Objective**

The course aims to provide participants with the skills, knowledge and ability required to gain an apprenticeship in the Sign Industry.

**Entry Requirements**

There are no formal entry requirements. Applicants may be required to demonstrate to the Program Manager that they have communication, literacy and numeracy skills for them to participate in the program.

**Recognition of prior learning**

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

**Selection Procedures/Selection Criteria**

Interview or skills indicator.

**Course Duration**

14 weeks full time.

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCF2004A</td>
<td>LAYOUT SIGNS</td>
</tr>
<tr>
<td>BCF2005A</td>
<td>USE COLOUR MATCHING FOR SIGN WRITING</td>
</tr>
<tr>
<td>BCG1000A</td>
<td>CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION</td>
</tr>
<tr>
<td>BCG1001A</td>
<td>CARRY OUT OH&amp;S REQUIREMENTS</td>
</tr>
<tr>
<td>BCG1002A</td>
<td>PLAN AND ORGANISE WORK</td>
</tr>
<tr>
<td>BCG1003A</td>
<td>READ AND INTERPRET PLANS</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
</tr>
<tr>
<td>BCG1005A</td>
<td>USE HAND AND POWER TOOLS</td>
</tr>
<tr>
<td>BCG1006A</td>
<td>USE SMALL PLANT AND EQUIPMENT</td>
</tr>
<tr>
<td>BCG1007A</td>
<td>ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING</td>
</tr>
<tr>
<td>BCG1008A</td>
<td>USE SIMPLE LEVELLING DEVICES</td>
</tr>
<tr>
<td>BCG1011A</td>
<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE</td>
</tr>
<tr>
<td>BCG2001A</td>
<td>PREPARE SURFACES</td>
</tr>
<tr>
<td>VBM974</td>
<td>DEVELOP BASIC ILLUMINATED SIGNFACES</td>
</tr>
<tr>
<td>VBM975</td>
<td>PRODUCE BASIC COMPUTER AIDED MANUFACTURED SIGNS – VINYL</td>
</tr>
<tr>
<td>VBM976</td>
<td>PRODUCE A BASIC SIGN</td>
</tr>
</tbody>
</table>

### CERTIFICATE IV IN SIGN TECHNOLOGY

**Course Code:** 21399VIC

**Campus:** Sunshine.

**Career Opportunities**

Post apprenticeship skills.

**Scope of Delivery**

Full time, part time.

**Course Objective**

The course aims to provide participants with advanced sign writing skills as well as business management skills to assist in their current employment, or to set up their own business.

**Entry Requirements**

To qualify for admission to the course, applicants must have completed the Certificate III in Off-site Construction (Sign Writing/ Computer Operations) BCF30700, or possess equivalent competencies and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

**Recognition of prior learning**

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

**Selection Procedures/Selection Criteria**

Interview, Skills Indicator.

**Course Duration**

2 years part time.
### Course Structure

#### Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBSBM402A</td>
<td>UNDERTAKE FINANCIAL PLANNING</td>
</tr>
<tr>
<td>BSBSBM404A</td>
<td>UNDERTAKE BUSINESS PLANNING</td>
</tr>
<tr>
<td>BSBCM410A</td>
<td>COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES</td>
</tr>
<tr>
<td>BSBCM411A</td>
<td>MONITOR A SAFE WORKPLACE</td>
</tr>
<tr>
<td>BSBRH402A</td>
<td>RECRUIT AND SELECT PERSONNEL</td>
</tr>
<tr>
<td>VBM981</td>
<td>MANAGE SIGNAGE CONTRACTS</td>
</tr>
<tr>
<td>VBM982</td>
<td>CREATE DECORATIVE BACKGROUNDS</td>
</tr>
<tr>
<td>VBM983</td>
<td>USE AN AIRBRUSH TO CREATE SPECIAL EFFECTS ON SIGNAGE</td>
</tr>
<tr>
<td>VBM984</td>
<td>USE ADVANCED FEATURES OF CAM APPLICATIONS TO PRODUCE SIGNS</td>
</tr>
</tbody>
</table>

### CERTIFICATE II IN PLUMBING (PREVOCATIONAL)

**Course Code:** 21642VIC

**Campus:** Sunshine

**Career Opportunities**

Plumber

**Scope of Delivery**

Full time

**Course Objective**

This course will assist you to gain employment as an apprentice plumber.

**Entry Requirements**

To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course.

**Course Duration**

1 year full time.

#### Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN235</td>
<td>COMMUNICATIONS FOR THE BUILDING INDUSTRY</td>
</tr>
<tr>
<td>VBM987</td>
<td>CAREER STUDIES</td>
</tr>
<tr>
<td>VBM111</td>
<td>BASIC FIRST AID</td>
</tr>
<tr>
<td>VBM988</td>
<td>WORKPLACE SAFETY</td>
</tr>
<tr>
<td>VBM990</td>
<td>LEVELLING</td>
</tr>
<tr>
<td>VBN234</td>
<td>CALCULATIONS FOR THE BUILDING INDUSTRY</td>
</tr>
<tr>
<td>VBM989</td>
<td>BUILDING STRUCTURES</td>
</tr>
<tr>
<td>VBN987</td>
<td>PLUMBING INDUSTRY INDUCTION</td>
</tr>
<tr>
<td>VBN988</td>
<td>HAND AND POWER TOOLS IN THE PLUMBING INDUSTRY</td>
</tr>
<tr>
<td>VBN989</td>
<td>TECHNICAL DRAWING AND PLAN DEVELOPMENT FOR PLUMBING</td>
</tr>
<tr>
<td>VBN990</td>
<td>PLUMBING FIXTURES, FITTINGS AND APPLIANCES</td>
</tr>
<tr>
<td>VBN992</td>
<td>INTRODUCTION TO WELDING AND CUTTING IN THE PLUMBING INDUSTRY</td>
</tr>
<tr>
<td>VBN993</td>
<td>CUT AND FLASH PENETRATIONS</td>
</tr>
<tr>
<td>VBN994</td>
<td>FIXING APPLICATIONS FOR THE PLUMBING INDUSTRY</td>
</tr>
<tr>
<td>VBN995</td>
<td>TUBES AND PIPES IN PLUMBING</td>
</tr>
<tr>
<td>VBN996</td>
<td>SHEETMETAL PRACTICES</td>
</tr>
<tr>
<td>VBM997</td>
<td>CONCRETE TECHNOLOGY</td>
</tr>
</tbody>
</table>

### CERTIFICATE III IN OFF-SITE CONSTRUCTION (SIGN WRITING/COMPUTER OPERATIONS)

**Course Code:** BCF30700

**Campus:** Sunshine.

**Career Opportunities**

Signwriter/Sign Industry Worker.

**Scope of Delivery**

Full time, part time, block release.

**Course Objective**

The course provides apprentices with work related practical skills and knowledge in the sign writing/computer operations industries and give them the skills necessary for the safe use and maintenance of a wide range of relevant tools and equipment generally used on-the-job.

**Entry Requirements**

To qualify for admission to the course, applicants must be employed as an apprentice in the sign writing industry.

**Selection Procedures/Selection Criteria**

Selection conducted by the employer.

**Course Duration**

3 years part time.

#### Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCF2001A</td>
<td>USE STATIC MACHINES</td>
</tr>
<tr>
<td>BCF2004A</td>
<td>LAYOUT SIGNS</td>
</tr>
<tr>
<td>BCF2005A</td>
<td>USE COLOUR MATCHING FOR SIGN WRITING</td>
</tr>
<tr>
<td>BCF3052A</td>
<td>SIGN WRITE TO SIMPLE FORMS</td>
</tr>
<tr>
<td>BCF3053A</td>
<td>SIGN WRITE TO DECORATIVE FORMS</td>
</tr>
<tr>
<td>BCF3054A</td>
<td>APPLY GRAPHICS USING PRESSURE SENSITIVE FILMS</td>
</tr>
<tr>
<td>BCF3055A</td>
<td>APPLY GRAPHICS TO ILLUMINATED SIGNFACES</td>
</tr>
<tr>
<td>BCF3056A</td>
<td>PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS – VINYL</td>
</tr>
<tr>
<td>BCF3057A</td>
<td>PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS – DIGITAL</td>
</tr>
<tr>
<td>BCF3058A</td>
<td>PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS – 3D DIMENSIONAL</td>
</tr>
<tr>
<td>BCG1000A</td>
<td>CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION</td>
</tr>
</tbody>
</table>
DEPARTMENT OF BUILDING SERVICES AND SPECIAL TRADES

Unit Code                  Hours
---------------------------------------------
BCG1001A CARRY OUT OH&S REQUIREMENTS  40
BCG1002A PLAN AND ORGANISE WORK  20
BCG1003A READ AND INTERPRET PLANS  36
BCG1004A CARRY OUT MEASUREMENTS AND CALCULATIONS  20
BCG1005A USE HAND AND POWER TOOLS  80
BCG1006A USE SMALL PLANT AND EQUIPMENT  16
BCG1007A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING  40
BCG1008A USE SIMPLE LEVELLING DEVICES  8
BCG1011A HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE  16
BCG2001A PREPARE SURFACES  32
BCG2012A MAKE SET-OUTS  8
MEM2.5C11A MEASURE WITH GRADUATED DEVICES  20

Elective Units of Study
BCF3022A APPLY GILDING TO SIGNS  40
BCF3026A APPLY LINE AND SCROLL  48
BCF3028A WRITE TICKETS AND SHOWCARDS  36
BCF3029A APPLY WATER GILDING – GLASS  36
BCF3030A SCREEN PRINT  36
BCF3062A HAND RENDER PICTORIALS  36

Fifteen Units of Study (totalling 232 nominal hours) selected by the student, subject to the approval of the Head of Department, having regard to the list of relevant Units of Study in:
- Off-site Construction Training Package BCF00, Australian National Training Authority, 2000;
- Metal & Engineering Training Package MEM98, Australian National Training Authority, November 1998;

CERTIFICATE III IN GENERAL CONSTRUCTION (PAINTING & DECORATING)[APPRENTICESHIP]

Course Code: BCG30498
Course Location: Sunshine.
Career Opportunities
Painter and decorator.
Scope of Delivery
Block release.

Course Objective
The course provides off-job training for apprentices in the Painting Industry. The Painting & Decorating Industry comprises:
- small Painting and Decorating businesses;
- small to very large painting contractors;
- group apprenticeship schemes;
- public institutions e.g. hospitals, schools; corporations and factories with maintenance departments.

The work undertaken by a Painter includes new and maintenance painting and decorating for:
- interior and exterior of residential, commercial, industrial and institutional buildings;
- structures, plant, machinery, equipment, external fittings associated with the above buildings.

The Painter may do the full range of work, or concentrate on one type of work for example:
- renovation and restoration of historic buildings;
- application of specialised architectural finishes in commercial and industrial buildings;
- new high rise commercial constructions;
- high quality interior decoration including luxury wall coverings for homes, offices or restaurants;
- maintenance of industrial buildings, plant and machinery including spray application of high technology coatings.

On most jobs there is a mixture of outdoor and indoor work.

Entry Requirements
To qualify for admission to this course, students must be employed as Apprentices in the Painting trade.

Selection Procedures/Selection Criteria
Selection conducted by employer.

Course Duration
Part time block basis over three years.

Course Structure
The course structure consists of basic competency standards in the 1000 series. 2000 and 3000 series all core competency standards must be achieved. To complete the course, electives must be selected to aggregate course total of 960 hours minimum. Each area covers a specific area of work and is directed towards the acquisition of practical work place skills with theory, calculations and drawing integrated when delivery the competencies.

To obtain this qualification all core competencies plus a minimum of two electives from the 3000 series must be achieved.

Unit of Study Code Hours
Unit Code                  Hours
---------------------------------------------
BCG1000A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION  20
BCG1001A CARRY OUT OH&S REQUIREMENTS  40
BCG1002A PLAN AND ORGANISE WORK  20
BCG1003A READ AND INTERPRET PLANS  36
BCG1004A CARRY OUT MEASUREMENTS AND CALCULATIONS  20
BCG1005A USE HAND AND POWER TOOLS  80
BCG1006A USE SMALL PLANT AND EQUIPMENT  16
BCG1007A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING  40
BCG1008A USE SIMPLE LEVELLING DEVICES  8
BCG1011A HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE  16
BCG1019A PREPARE FOR CONSTRUCTION PROCESS (PAINTING AND DECORATING)  40
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG2001A</td>
<td>PREPARE SURFACES</td>
</tr>
<tr>
<td>BCG2007A</td>
<td>OPERATE ELEVATED WORK PLATFORMS (EWP)</td>
</tr>
<tr>
<td>BCG2010A</td>
<td>REMOVE/REPLACE DOOR AND WINDOW FURNITURE</td>
</tr>
<tr>
<td>BCG3044A</td>
<td>APPLY DECORATIVE FINISHES</td>
</tr>
<tr>
<td>BCG3045A</td>
<td>APPLY PAINT BY SPRAY</td>
</tr>
<tr>
<td>BCG3046A</td>
<td>APPLY TEXTURE COATINGS</td>
</tr>
<tr>
<td>BCG3096A</td>
<td>APPLY PAINT BY BRUSH/ROLLER</td>
</tr>
<tr>
<td>BCG3097A</td>
<td>MATCH SPECIFIED PAINT COLOUR</td>
</tr>
<tr>
<td>BCG3098A</td>
<td>APPLY CLEAR TIMBER FINISH</td>
</tr>
<tr>
<td>BCG3100A</td>
<td>PREPARE SURFACES FOR PAINTING AND DECORATING</td>
</tr>
<tr>
<td>BCG3101A</td>
<td>APPLY WALLPAPER</td>
</tr>
<tr>
<td>BCG3030A</td>
<td>REPLACE GLASS</td>
</tr>
<tr>
<td>BCG3092A</td>
<td>APPLY SOLID RENDER</td>
</tr>
<tr>
<td>BCG3103A</td>
<td>APPLY INDUSTRIAL PROTECTIVE COATINGS</td>
</tr>
</tbody>
</table>

Note: Electives offered will be selected by the School and dependant upon availability.

**CERTIFICATE II IN DRAINAGE**

Course Code: BCP20103

**Campus:**

Career Opportunities: To become licenced plumbers.

Scope of Delivery

Part time.

Course Objectives

All candidates will gain Registration and Licence from the Plumbing Commission.

Students successfully completing this course will be able to undertake the Certificate III in Plumbing BCP30103.

Entry Requirements

All candidates need to be employed in the Drainage industry.

Course Duration

2-3 years part time.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCPCM2001A</td>
<td>WORK EFFECTIVELY IN THE PLUMBING AND SERVICES SECTOR</td>
</tr>
<tr>
<td>BCPCM2002A</td>
<td>CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION</td>
</tr>
<tr>
<td>BCPCM2003A</td>
<td>CARRY OUT OH&amp;S REQUIREMENTS</td>
</tr>
<tr>
<td>BCPCM2004A</td>
<td>READ PLANS AND CALCULATE PLUMBING QUANTITIES</td>
</tr>
<tr>
<td>BCPCM2005A</td>
<td>HANDLE AND STORE PLUMBING MATERIALS</td>
</tr>
<tr>
<td>BCPCM2006A</td>
<td>USE PLUMBING HAND AND POWER TOOLS</td>
</tr>
<tr>
<td>BCPCM2007A</td>
<td>CARRY OUT LEVELLING</td>
</tr>
<tr>
<td>BCPCM2010A</td>
<td>MARK OUT MATERIALS</td>
</tr>
<tr>
<td>BCPCM2011A</td>
<td>APPLY FIRST AID IN THE WORKPLACE</td>
</tr>
<tr>
<td>BCPRD2001A</td>
<td>LOCATE AND CLEAR BLOCKAGES</td>
</tr>
<tr>
<td>BCPRD2002A</td>
<td>INSTALL DOMESTIC TREATMENT PLANTS</td>
</tr>
<tr>
<td>BCPRD2004A</td>
<td>INSTALL STORMWATER AND SUB-SOIL DRAINAGE SYSTEMS</td>
</tr>
<tr>
<td>BCPRD2005A</td>
<td>DRAIN WORKSITE</td>
</tr>
<tr>
<td>BCPRD2006A</td>
<td>INSTALL PRE-FABRICATED INSPECTION OPENINGS AND ENCLOSURES</td>
</tr>
<tr>
<td>BCPRD3002A</td>
<td>INSTALL BELOW GROUND SANITARY DRAINAGE SYSTEMS</td>
</tr>
<tr>
<td>BCPRD3003A</td>
<td>INSTALL ON SITE DISPOSAL SYSTEM</td>
</tr>
<tr>
<td>BCGCO2003B</td>
<td>INSTALL TRENCH SUPPORT</td>
</tr>
<tr>
<td>BCGCO2003B</td>
<td>CARRY OUT CONCRETING TO SIMPLE FORMS</td>
</tr>
</tbody>
</table>

Elective Units of Study

Four elective units from the following list:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCPCM2008A</td>
<td>CUT AND JOIN SHEET METAL</td>
</tr>
<tr>
<td>BCPCM2009A</td>
<td>CUT WITH OXY-LPG/ACETYLENE</td>
</tr>
<tr>
<td>BCPCM2012A</td>
<td>WELD USING OXY-ACETYLENE EQUIPMENT</td>
</tr>
<tr>
<td>BCPCM2013A</td>
<td>WELD USING ARC WELDING EQUIPMENT</td>
</tr>
<tr>
<td>BCPCM3002A</td>
<td>WELD POLYETHYLENE (PE) PIPE USING FUSION METHOD</td>
</tr>
<tr>
<td>BCPRD2003A</td>
<td>MAINTAIN EFFLUENT DISINFECTION SYSTEMS</td>
</tr>
<tr>
<td>BCPRD3001A</td>
<td>PLAN THE LAYOUT FOR A RESIDENTIAL SANITARY DRAINAGE SYSTEM</td>
</tr>
<tr>
<td>BCPRD3004A</td>
<td>INSTALL WATER MAINS PIPE SYSTEMS</td>
</tr>
<tr>
<td>BCPRF2003A</td>
<td>COLLECT AND STORE ROOF WATER</td>
</tr>
<tr>
<td>BCPNS3005A</td>
<td>INSTALL PRE-TREATMENT FACILITIES</td>
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</tbody>
</table>

**CERTIFICATE III IN PLUMBING**

Course Code: BCP30103

Campus: Sunshine Campus.

Career Opportunities

Licenced plumbers.

Scope of Delivery

Part time

Course Objectives

All apprentices will gain Registration and Licence levels with the Plumbing Commission.

Entry Requirements

All apprentices need to be apprenticed to an employer.

Selection Procedures/Selection Criteria
Course Duration
Training Package – Nominal hours: 862-1376
4 years part time.

Course Structure
Students must achieve a minimum of four of the following plumbing streams:
Stream 1 – Water (Mandatory)
Stream 2 – Sanitary
Stream 3 – Drainage
Stream 4 – Mechanical Services
Stream 5 – Roofing
Stream 6 – Gas Services

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

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

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

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

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

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

Below are subject details for courses offered by the Department of Building Services and Special Trades in 2007.

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

BCF2004A LAYOUT SIGNS
Prerequisite(s) BCG1002A plan and Organise Work; BCG1003A Read and Interpret Plans
Content: Developing the design of internal/external signs to client's requirements, using data from client's drawings and information
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCF2005A USE COLOUR MATCHING FOR SIGN WRITING
Prerequisite(s) BCG1003A Read and Interpret Plans; BCG1005A Use Hand and Power Tools
Content: This unit applies to identifying and matching colours against a specified sample.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

BCF3022A APPLY GILDING TO SIGNS
Content: Plan and prepare work; Prepare background surface of sign; Identify and draw to scale various types of lettering and decorative forms of signage; Use hand and/or power tools for cutting shape and to signage design; Apply gilding to sign; Clean up.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCF3026A APPLY LINE AND SCROLL
Content: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Nominal Hours: 48 Hours
Assessment: As per accredited curriculum

BCF3028A WRITE TICKETS AND SHOWCARDS
Content: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCF3029A APPLY WATER GILDING – GLASS
Content: Plan and prepare work; Prepare background surface of sign; Identify and draw to scale various types of lettering and decorative forms of signage; Apply gilding to sign; Clean up.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCF3030A SCREEN PRINT
Content: Plan and prepare work; Screen print; Identify and solve problems; Maintain equipment and tools.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCF3052A SIGN WRITE TO SIMPLE FORMS
Content: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Nominal Hours: 56 Hours
Assessment: As per accredited curriculum

BCF3053A SIGN WRITE TO DECORATIVE FORMS
Content: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

BCF3054A APPLY GRAPHICS USING PRESSURE SENSITIVE FILMS
Content: Plan and prepare work; Layout sign; Weed out vinyl; Apply transfer tape; Apply vinyl; Clean up finished sign.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

BCF3055A APPLY GRAPHICS TO ILLUMINATED SIGNFACES
Content: Plan and prepare work; Layout sign; Apply vinyl to signage; Spray application to signage; Clean up finished sign.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

BCF3056A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS – VINYL
Content: Plan and prepare work; Start up and operate computer; Maintain equipment; Identify and solve operating problems; Clean up.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCF3057A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS – DIGITAL
Content: Plan and prepare work; Start up and operate computer; Identify and solve operating problems; Maintain equipment; Clean up.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCF3058A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS – 3D DIMENSIONAL
Content: Plan and prepare work; Start up and operate computer; Identify and solve operating problems; Maintain equipment; Clean up.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCF3062A HAND RENDER PICTORIALS
Content: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCG1003A READ AND INTERPRET PLANS
Content: Identify types of drawings and their functions; Recognise commonly used symbols and abbreviations; Locate and identify key features on a site plan; Identify and locate key features from sectional details and elevations; Recognise amendments; Read and interpret specifications.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCG1005A USE HAND AND POWER TOOLS
Content: Identify hand and power tools; Select hand tools; Use hand tools; Select power tools; Establish power supply to work location; Use power tools; Clean up.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

BCG1006A USE SMALL PLANT AND EQUIPMENT
Content: Identify plant and equipment, their operations and safety requirements; Select plant and equipment; Use plant and equipment; Clean up.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

BCG2001A PREPARE SURFACES
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007 Erect and dismantle restricted height scaffolding.
Content: Plan and prepare work; Prepare work area for application process; Prepare surface by sanding/grinding; Patch holes; Stop and fill surface; Clean up.
Nominal Hours: 32 Hours
Assessment: As per accredited curriculum
BCG3044A APPLY DECORATIVE FINISHES
Prerequisite(s): BCG1005A Use hand and power tools, BCG2001A Prepare surfaces. BCG3096A Apply paint by brush/roller, BCG3097A Match specified paint colour, BCG3098A Apply clear/colours finish; BCG3045A Apply paint by spray, BCG3100A Prepare surfaces for painting and decorating.
Content: Plan and prepare work; Prepare application area; Apply mirror paint finishes; Produce broken colour effects; Produce imitation marble effects; Produce imitation wood grain effects; Produce gilded finish; Apply colour fleck finishes; Apply stencils; Clean up and store equipment.
Nominal Hours: 114 Hours
Assessment: As per accredited curriculum

BCG3045A APPLY PAINT BY SPRAY
Prerequisite(s): BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.
Content: Plan and prepare work; Prepare materials, unit and application area; Set up and test spray equipment; Apply paint by spray; Clean up and store equipment.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

BCG3046A APPLY TEXTURE COATINGS
Prerequisite(s): BCG1005A Use hand and power tools, BCG2001A Prepare surfaces. BCG3119A Prepare surfaces for painting and decorating.
Content: Plan and prepare work; Set up scaffold if required; Prepare surfaces for finishing; Apply texture material by trowel or roller; Apply finishing material by spray; Clean up.
Nominal Hours: 32 Hours
Assessment: As per accredited curriculum

BCG3092A APPLY SOLID RENDER
Prerequisite(s): BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG1013A Prepare for construction process (solid plastering), BCG2001A Prepare sues, BCG2004A Carry out levelling.
Content: Plan and prepare work; Prepare surface area; Mix materials for render/solid plaster; Apply render; Cure applied surface; Clean up.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCG3096A APPLY PAINT BY BRUSH/ROLLER
Prerequisite(s): BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.
Content: Select and prepare materials and equipment; Prepare two-pack material; Erect work platform (if required); Prepare surface for finishing; Apply paint with brush/roller; Clean up.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

BCG3097A MATCH SPECIFIED PAINT COLOUR
Prerequisite(s): BCG1005A Use hand and power tools.
Content: Prepare materials and equipment; Match paint colour to specified sample; Clean up.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCG3098A APPLY CLEAR TIMBER FINISH
Prerequisite(s): BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.
Content: Select and prepare materials and equipment; Stain bare timber surface; Apply clear finishes; Clean up.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCG3103A APPLY INDUSTRIAL PROTECTIVE COATINGS
Prerequisite(s): BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces, BCG3096A Apply paint by brush/roller, BCG3124A Apply paint by spray, BCG3119A Prepare surfacess painting and decorating.
Content: Select and prepare materials and equipment; Erect work platform; Prepare iron and steel surfaces for the application of protective coating systems; Apply protective coating system; Clean up.
Nominal Hours: 34 Hours
Assessment: As per accredited curriculum

BCGCM2003B INSTALL TRENCH SUPPORT

BCGCO2003B CARRY OUT CONCRETING TO SIMPLE FORMS

BPCM2001A WORK EFFECTIVELY IN THE PLUMBING AND SERVICES SECTOR
Content: This unit specifies the competency required to prepare for and sustain effective work within the plumbing and services sector of the Building and Construction Industry.
Nominal Hours: 12 hours
Assessment: As per accredited curriculum

BPCM2003A CARRY OUT OH&S REQUIREMENTS
Content: This unit specifies the competency required to carry out OH&S requirements through safe work practices at a plumbing workplace.
Nominal Hours: 36 hours
Assessment: As per accredited curriculum

BPCM2006A USE PLUMBING HAND AND POWER TOOLS
Content: This unit specifies the competency required to use hand and power tools in plumbing work applications.
Nominal Hours: 40 hours
Assessment: As per accredited curriculum

BPCM2008A CUT AND JOIN SHEET METAL
Content: This unit specifies the competency required to cut and join sheet metal associated with the fabrication, installation and repair functions of the plumbing sector.
Nominal Hours: 8 hours
Assessment: As per accredited curriculum

BPCM3002A WELD POLYETHYLENE (PE) PIPE USING FUSION METHOD
Content: This unit specifies the competency required to fusion weld polyethylene pipes. Work associated with this unit is undertaken within the plumbing and services sector in accordance with relevant Australian Standards. As a Common unit it has application in all plumbing streams.
Nominal Hours: 8 hours
Assessment: As per accredited curriculum

BCPDR2003A MAINTAIN EFFLUENT DISINFECTION SYSTEMS
Content: This unit specifies the competency required to maintain disinfection systems for domestic treatment plants. Work associated with this unit is undertaken within the plumbing and services sector in accordance with relevant Australian Standards. It has application to the drainage stream.
Nominal Hours: 4 hours
Assessment: As per accredited curriculum
BCPDR3001A PLAN THE LAYOUT FOR A RESIDENTIAL SANITARY DRAINAGE SYSTEM
Content: This unit specifies the competency required to plan the layout for sanitary drainage systems for residential buildings. Work associated with this unit is undertaken within the plumbing and services sector in accordance with relevant Australian standards and local statutory codes. It has application to the sanitary stream.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

BCPDR3002A INSTALL BELOW GROUND SANITARY DRAINAGE SYSTEMS
Content: This unit specifies the competency required to install below ground sanitary drainage systems for sewage and waste discharge from sanitary fixtures to a sewage authority's point. Work associated with this unit is undertaken within the plumbing and services sector in accordance with relevant Australian standards. It has application to the drainage stream.
Nominal Hours: 26 Hours
Assessment: As per accredited curriculum

BCPDR3003A INSTALL ON SITE DISPOSAL SYSTEM
Content: This unit specifies the competency required to install on-site effluent disposal systems from septic sewerage tanks to domestic premises. Work associated with this unit is undertaken within the plumbing and services sector in accordance with relevant Australian Standards. It has application to the sanitary stream.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

BCPDR3004A INSTALL WATER MAINS PIPE SYSTEMS
Content: This unit specifies the competency required to install water mains pipe systems, as part of a broader plumbing requirement, to support new services. It includes the minimum criteria for competency assessment. This unit includes testing of mains pipe systems.
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

BCPRF2003A COLLECT AND STORE ROOF WATER
Content: This unit specifies the competency required to determine storage requirements and to plan, prepare and install storage tanks and related piping for roof water collection systems, for the collection of roof water. Work associated with this unit is undertaken within the plumbing and services sector in accordance with relevant Australian Standards. It has application in both the roofing and water streams.
Nominal Hours: 6 Hours
Assessment: As per accredited curriculum

BCPSN3005A INSTALL PRE-TREATMENT FACILITIES
Content: This unit specifies the competency required to install pre-treatment facilities designed to intercept and retain prohibited discharges to the sanitary plumbing/drainage system. Work associated with this unit is undertaken within the plumbing and services sector in accordance with relevant Australian standards. It has application to the sanitary and drainage streams.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

BSBFLM510A FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION
Content: Facilitate and capitalise on change and innovation
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

LMFFM1001A CONSTRUCT BASIC TIMBER FURNISHING PRODUCT
Content: This unit covers the competency to construct, assemble and finish a basic timber furnishing product.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

LMFFM2007A FOLLOW PLANS TO ASSEMBLE PRODUCTION FURNITURE
Content: This unit covers the competency to assemble timber production furniture using modular construction methods and components to a given plan.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

LMFFM2012A SET UP, OPERATE AND MAINTAIN PRESSURE AND CLAMPING MACHINES
Content: This unit covers the competency to set up, operate and maintain pressure and clamping machines using their full potential and capacities in the production of furniture.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

LMFGN2002A MOVE AND STORE MATERIALS AND PRODUCTS
Content: This unit covers the competency to move, store and to record raw materials, goods and finished products.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

MEM18.22 MAINTAIN, REPAIR, REPLACE FLUID POWER CONTROLS

MEM2.5C11A MEASURE WITH GRADUATED DEVICES
Content: Use a range of graduated devices to measure/determine dimensions or variables; Maintain graduated devices.
Nominal Hours: 20 Hours
Assessment: As per endorsed training package

VAA149 ADVANCED MECHANICAL SERVICES
Content: Operation of central heating systems; Operation of single duct airconditioning systems; Commissioning water and air systems; Reticulated systems; Mechanical services welding; Plan reading and site organization; Mechanical services equipment.
Nominal Hours: 3 Hours
Assessment: As per accredited curriculum

VAA169 ADVANCED ROOFING
Content: Size and design industrial roof draining components; Industrial roof installations; Industrial roof components; External metal ceiling and wall cladding; P.V.C. welding for roof plumbers.
Nominal Hours: 3 Hours
Assessment: As per accredited curriculum

VAA177 ADVANCED WASTE DISPOSAL AND DRAINAGE
Content: Designing sewerage drains; Designing sanitary plumbing systems; Designing flushing systems; Locating and clearing blockages in drains; Cutting a branch into an existing drain; Domestic septic tanks; Designing storm water drains.
Nominal Hours: 3 Hours
Assessment: As per accredited curriculum

VAA178 ADVANCED WATER SUPPLY
Content: Pollution prevention; Large water services; Fire services; Hard and soft water; Water filters; Water supply to multiple living units; Hot water supply; Domestic water pressure systems; Garden sprinkler design.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VAA825 BUILDING CONSTRUCTION
Content: Recognise and demonstrate how to penetrate and flash the following roof and wall cladding materials using relevant work procedures: Brick work; weather board; plasterboard compressed fibre cement sheet; roof tiles; metal deck roof; corrugated steel roof.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum
VA828 FIXING DEVICES
Content: To identify and select appropriate pipe fixing devices; fix pipes and fittings to building members.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAB907 DISPOSAL SYSTEM JOINTS
Content: Safe Work Practices; Vitrifed Clay Pipe; Cast Iron Pipe; UPVC Pipe; Copper and Copper Alloy
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAC081 ELECTRIC WELDING
Content: To safely set up and operate electric arc welding equipment; calculate the quantity of electrodes used for a given welding project.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAC578 FIXTURES/APPLIANCES AND APPROPRIATE VALVES
Content: Tap and Valve Types; Variations in Design; Available Finishes; Function; Inlet/Outlet Connections; Provision for Securing; Maintenance.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAD202 INDUSTRY INDUCTION
Content: Calculation and Comprehension Skills; Trade Background; Occupational Health & Safety
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAE502 OXY ACETYLENE WELDING AND CUTTING
Content: Safety in Welding; Mild Steel Welding; Mild Steel Cutting; Lead Welding
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAF673 SHEETMETAL PRACTICES
Content: Introduction to Drawing Equipment and Practices; Basic Plane Geometry; Developments; Pattern Cutting
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAF725 SIMPLE WASTE PIPE
Content: Function of Waste Discharge Pipe Installation; The Trap; Components of Waste Discharge Pipe Installation; Approved Materials; Installation Requirements
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAF762 SMALL DIAMETER TUBES AND PIPES
Content: Safe Work Practices; Measuring; Cutting; Mechanical Joints; Compression Joints; Capillary Joints – Soft Solder, Silver Solder; Solvent Welded Joints – Bending Spring, Mechanical Bender; Dismillar Metals.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ131 ADVANCED GAS

VAJ156 ABOVE GROUND DRAIN

VAJ310 CUTTING A BRANCH INTO AN EXISTING DRAIN

VAJ314 COOKER
Content: Location of Cooker; Gas Connection; Electrical Connection; Ventilation of Cookers; Commissioning.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ327 APPLIANCE SERVICING
Content: Hot Water Services, Storage; Instantaneous; Space Heaters; Central Heating Furnaces; Cookers
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VAJ334 CLOTHES WASHING MACHINE
Content: Water Supply; Methods of Connection to the Property Drain
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ335 FIXING ROOF COVER (CONCEALED FIXED METHOD)
Content: Catchment Sources – Roof, Ground Surface, Subterranean; Storage
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ339 COMBUSTION OF GASES AND FLAMES
Content: Combustion of Gases; The Bunsen Burner; Recognition of Flame Zones; Bunsen Burners in Gas Appliances, and their Adjustment; Heat Value of Gases
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ340 COMMERCIAL AND INDUSTRIAL GAS SUPPLY
Content: Commercial and Industrial Gas Supply; Gas Pipe Sizing; Design Principles; Materials and Jointing; Control Equipment; Purging; Commissioning.
Nominal Hours: 46 Hours
Assessment: As per accredited curriculum

VAJ342 DESIGNING FLUSHING SYSTEMS
Content: Types of Flushing Systems; Flush Valve System- Storage Tank Design Requirements, Design of Service Pipe from Supply Tank to Fixture; Cistern System – Storage Tank Design Requirements, Design of Service Pipe from Supply Tank to Cisterns.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ343 DESIGNING SANITARY PLUMBING SYSTEMS
Content: Fixtures; Fixture Traps; Methods of Protecting/Retaining Water Seals Trap Vents; The Ventilating Effect of the Discharge Pipe; The Ventilating Effect of the Discharge Stack; The Ventilating Effect of a Connector Gully; The Ventilating Effect of a Drain; Definition of a Stack; Fluid Flow in Stacks; Fluid Flows at the Base of Stacks; Foaming Zones; Offsets in Stacks; Form of Junctions to Stacks; Connection of Fixtures to Stacks; Systems of Plumbing – Fully Vented, Fully Vented (Modified), Single Stack – For Residential Buildings, Single Stack – for Commercial Buildings, Single Stack (Modified) for Commercial Buildings; Connection of Grease Interceptors.
Nominal Hours: 45 Hours
Assessment: As per accredited curriculum

VAJ352 DESIGNING SEWERAGE DRAINS
Content: Basic Function of a Property Services Drain; Liquid Flow in the Drainage System; Air Flow in the Drainage System; Unvented Branch Drain; Inspection Shafts; Boundary Trap; Alignment of Drains; Surcharge in Drains; Methods of Fixture Connection to the Drain; Inspection Openings in Drains; Drains Laid Under Buildings – Below Ground, Suspended; Zones of Prohibited Connection in Relation to Drains; Applying Principles of Drainage Design.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ353 DISHWASHING MACHINE
Content: Water Supply; Methods of Connection to the Property Drain
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum
VAJ354 DOMESTIC SEPTIC TANKS
Content: Principles of Septic Tank Systems; Installation of a Septic Tank System; Capacity of Septic Tank; Construction of Septic Tank; Septic Tank Maintenance; Effluent Disposal; Effluent Distribution; Sand Filter; Design of Systems
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

VAJ356 FIXING ROOF COVER (PIERCED FIXED METHOD)
Content: Materials; Insulation; Installation Methods; Safe Working Procedure
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ357 FLUSHOMETER
Content: Water Supply – Mains Pressure; Gravity feed; Operation of the Flushometer; Installation; Commissioning; Maintenance.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ358 GAS CONTROLS
Content: Basic Electrical Circuitry; Electrical Safety in Gasfitting; Pressure Regulators for: service, appliances; Temperature controls for: Snap action rod & tube thermostats, liquid expansion thermostats, electronic temperature controls; Flam Failure Safety Devices – thermo-electric flame failure device, electronic flame failure device.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ359 INDUSTRIAL ROOF INSTALLATIONS
Content: Types of roof covering materials and profiles; Estimating quantities; installation of safety mesh; Installation of perimeter guard rails; Safety harness for special situations; Loading and stacking of sheets on site; Use of manufacturers data; Expansion of extra long roofs; Wind effects on roofs; Site access; Insulation.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VAJ360 INSTALLING GAS FIRED SMALL BORE HEATING SYSTEM
Content: Selection and Placement of Unit; Connection of Flue to Unit; Connection of Gas Supply to Unit; Installation of Cold Water Supply to Unit; Installing Flow and Return Lines; Heat Transfer; Radiators; Skirting Conveersors; Fan Conveersors; Ducted Warm Air Conveversors (fan coil); Slab Floor Manifolds and Lines; Controls
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ362 LPG INSTALLATIONS
Content: Mobile Vehicles – Cylinder Installations; Fitting Lines; Installation of Appliances; Flueing; Ventilation; Consumer Instruction. Marine Craft–Cylinder Installations; Fitting Lines; Installation of Appliances; Flueing; Ventilation; Consumer Instruction
Nominal Hours: 14 Hours
Assessment: As per accredited curriculum

VAJ363 MEASURING AND LEVELLING
Content: Plan Reading; Interpretation of Scales; Constructing right angles using 3, 4 & 5 triangles; Setting out procedures; Care of Tapes; Use and care of levelling equipment; The Spirit Level; Levelling Instruments: Automatic Level; Rotating Laser Datum Level (Class 1); Staff Reading; Calculating the Grade; Grading Trenches
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ364 MECHANICAL SERVICES WELDING
Content: Safety; Equipment; Pipe Joining; Mild Steel Welding – Arc, Oxy-Acetylene; Silver Brazing; Oxy-Acetylene Cutting
Nominal Hours: 28 Hours
Assessment: As per accredited curriculum

VAJ365 PVC WELDING FOR ROOF PLUMBERS
Content: Operation of plastic welding equipment; Joint preparation; Filler rod selection; Junction preparation; Bend preparation; Tack and checking; Roof gap size; Penetration; Butt welding technique; Fillet welding technique
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VAJ366 FLASHING LARGE PENETRATION THROUGH ROOF
Content: Tiled Roof; Pierced Fixed Roof; Concealed Fixed Roof
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ367 EXTERNAL METAL CEILING AND WALL CLADDING
Content: Cladding profiles and materials; Fixing methods and expansion provision; Finishes and surface protection; Estimating quantities; Designing cappings; Designing flashings; Designing trims; Designing moulds
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VAJ368 INDENTIFICATION AND PRINCIPLE OF OPERATIONS OF WATER HEATING SYSTEMS
Content: Heat; Temperature; Heat Transmission; Expansion; System Components; Boiler; Piping; Emitters; Controls
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ369 INSTALLING GAS FIRED WARM AIR FURNACE AND DUCTED SYSTEM
Content: Selection and Placement of the Unit; Connection of Gas supply to the Unit; Installing the Air Distribution Systems; Installing the Air Distribution Registers; Balancing the Air Distribution System
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ370 NATURAL GAS FITTING LINE
Content: Available Gas Pressure; Application for Gas Service; Service Regulators; Meter Location; Use of Bonding Straps; Fitting Line Installation; Branch cut-Ins; Testing Gas Lines
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ371 OXY ACETYLENE PLATE AND PIPE WELDING AND ARC WELDING OF MILD STEEL PLATE.
Content: Develop and maintain the following welding skills using Oxy-Acetylene equipment: Flat Butt Weld in 3mm Plate; Vertical Butt Weld in 3mm Plate; Run of Beads around a 40mm pipe located in a horizontal position and rotated during welding; Butt weld a joint in 40mm pipe located in a horizontal position and rotated during welding; Butt weld a joint in 40mm pipe in the fixed horizontal position. Develop and maintain the following welding skills using electric are equipment: Run of beads on 8mm Plate; Pad Weld – 75mm Square; Fillet Weld on 8mm Plate
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ372 PLAN READING AND ID OF IN-LINE EQUIPMENT ON WATER HEATING AND VENTILATION
Content: Standard Symbols used on Drawings; Types of Drawings; Using a Scale Rule; Tracing Pipelines and Listing Materials; Tracing Ducting and Listing Materials
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ373 PROPERTY DRAIN
VAJ378 RETICULATED SYSTEMS
Content: Chilled Water Systems; Condenser Water Systems; Steam & Steam Condensate; Compressed Air; High Temperature Hot Water; Refrigeration
Nominal Hours: 18 Hours
Assessment: As per accredited curriculum

VAJ379 FLOOR WASTE GULLY
Content: Use and Siting of F.W.G.; Fixture Connections to a F.W.G.; F.W.G. Connections to the Drain
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ380 INSTALLING CONCEALED ROOF GUTTERS
Content: Roof Gutter Design; Roof Gutter Support; Prevention of Overflow; Downpipe Connections; Provision for Expansion
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ381 LOCATION AND CLEARING BLOCKAGES IN DRAINS
Content: Causes and Prevention of Blockages; Blockage Location Procedures; Operation of Clearing Equipment
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

VAJ382 FLASHING PIPE PENETRATIONS THROUGH ROOF
Content: Types of flashing; Methods of Fastening and Sealing; Preparation of Joint Surfaces; Joint Design; Flashing Materials; Flashing Design for: Tiled Roofs, Pierced Fixed Roofs, Concealed Fixed Roofs, Fibrous Cement Sheet Roofs, Slate Roofs
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ383 ELECTRONICS AND ELECTRICITY IN GAS APPLIANCES
Content: Electrical Safety – Awareness; Neon Tester; Test Plug; Multi-Meter; Basic Components – Fuses; Solenoids; Control Valves; Switches –on/off and limit; Thermostats; Transformers; Motors; Ignition Pack
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ384 DESIGNING STORM WATER DRAINS
Content: Materials; Stormwater Design; Construction Requirements; Testing of Stormwater Installations
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

VAJ385 COMPONENT SERVICING
Content: Systematic Testing; Safety Devices; Regulators; Control Valves; Thermostats; Gas Meters
Nominal Hours: 38 Hours
Assessment: As per accredited curriculum

VAJ386 COMMISSIONING WATER AND AIR SYSTEMS
Content: Commissioning Water Systems; Commissioning Air Systems
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

VAJ387 COMMISSIONING A GAS APPLIANCE
Content: Preparation; Using the Neon Tester; Using the Manometer; Combination Controls; Energy Cut Off Devices; Ignition Devices; Pilot Adjustment; Main Burner Adjustment; Explanation to Consumer
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ391 BATH
Content: Bath Support; Flashing of Baths; Water Connection; Discharge Pipe Connections to the Drain
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ392 BASIN AND BIDET
Content: Types of Basins and Bidets; Materials of Manufacture; Installation Requirements of Basins & Bidets; Connection between a basin and an existing Floor Waste Gully
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ410 FLUEING OF GAS APPLIANCES
Content: Reasons for Installing a Gas Flue; Movement of Gases Within a Flue Pipe; Condensation; Natural Draught Flue; Balanced Flue; Forced Draught Flue; Powered Flue
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ411 IDENTIFICATION OF COMPONENTS OF MECHANICAL SERVICES EQUIPMENT
Content: Boilers; Furnaces; Pumps (Centrifugal); Fans; Heating Coils; Cooling Coils; Filters; Expansion Tanks – Open, Closed; Valves; Dampers
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ412 INDUSTRIAL ROOF COMPONENTS
Content: Installation procedures for dome lights; Installation procedures for strip lights; Installation procedures for ridge vents; Installation procedures for natural vent components; Installation procedures for mechanical vent components; Installation procedures for heat, smoke and explosion
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VAJ413 INSTALLING DOWN PIPES
Content: Materials; Jointing Techniques; Support; Thermal Expansion; Disimilar Catches; Sizing; Connections to Stormwater
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ414 MAINS PRESSURE HWS
Content: Types of Units Available; Cold Water Connection; Gas Connection; Provision for Relief; Installation of Relief Drain Pipe; Installation of Flue Pipe; Hot Water Connection; Commissioning
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ419 UNVENTED BRANCH DRAINS
Content: Ventilation Principles; Method of Connection to Vented Drain; Fixture Connections to Unvented Branch Drains; Excavation; Installing Drains; Testing Drains
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ429 INSTALLING EAVES AND GUTTERS
Content: Materials; Profiles; Fabrication of: Internal Angles, External Angles, Stop Ends, Return Stop Ends, Down-Pipe Outlets; Installation Procedure; Calculation of Material Quantities
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

VAJ430 PLAN READING AND SITE ORGANISATION
Content: Standard Drawing Symbols; Types of Drawings; Using a Scale Rule; Tracing Pipelines and Listing Materials; Tracing Ducting and Listing Materials; Identify Of Services; On-Site Organisation; Liaising with other Trades
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

VAJ431 TWIN CYLINDER LPG SYSTEM AND FITTING LINE
Content: Liquefiable Petroleum Gas (L.P.G.); components of L.P.G. System; Cylinder Installation Requirements; Installing Fitting Lines; Commissioning the L.P.G. System
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum
VAJ451 INSTALLING HEATING WATER SYSTEMS IN COPPER TUBE

Content: Equipment; Interpretation of Plans; Copper Tube – Joints; Testing; Mild Steel Sections for Supports; Pipe Supports

Nominal Hours: TBA Hours

Assessment: As per accredited curriculum

VAJ452 SINK AND TROUGH

Content: Trap Seal Protection; Discharge Pipe Connections to the Drain; Provision for Expansion in U.P.V.C.; Types of Fixtures/Fixing and Flashing Methods; Water Connections

Nominal Hours: TBA Hours

Assessment: As per accredited curriculum

VAJ460 INSTALLING HEATING WATER SYSTEMS IN MILD STEEL PIPE

Content: Equipment; Interpretation of Plans; Mild Steel Pipe – Joining, Butt Welds, Flanges, Bending

Nominal Hours: TBA Hours

Assessment: As per accredited curriculum

VAJ461 WALL FURNACE

Content: Classification and Operation of Heater; Preparation of Heater for Installation; Selection of Heater Position; Preparation of Wall Opening; Fueling; Gas Connection; Electrical Connection; Installation of Heater; Commissioning

Nominal Hours: TBA Hours

Assessment: As per accredited curriculum

VAJ462 VENTED 50MM DISCHARGE PIPE

Content: Preparation of Working Drawing; Fabrication of Assembly

Nominal Hours: TBA Hours

Assessment: As per accredited curriculum

VAJ463 OPERATION OF A SINGLE DUCT AIR CONDITIONING SYSTEMS

Content: Furnaces; Types of Fuel Gas: Natural, L.P.G., T.L.P.G.; Air Heating – Plenum; Types of System; Ducting; Outlets

Nominal Hours: 24 Hours

Assessment: As per accredited curriculum

VAJ464 MECHANICAL SERVICES EQUIPMENT

Content: Heating & Cooling Coils; Pumps; Boilers; Large Air Handling Units; Fans; Small Air Handling Units; Filter Banks; Chillers; Cooling Towers; Evaporative Coolers; Heat Exchangers; Air Cooled Condensers; Calorifiers; Ventilation Grills; Air and Refrigeration Compressors; Humidifiers; Evaporative Condensers; Hot Air Furnaces

Nominal Hours: 28 Hours

Assessment: As per accredited curriculum

VAJ465 FLASHING ROOFS TO WALLS

Content: Materials; Flashing Design and Size for: Apron Flashing, Soaker Flashing, Hanging Flashing, Step Flashing, Cappings; Flashing Installation

Nominal Hours: TBA Hours

Assessment: As per accredited curriculum

VAJ500 INSTALLING ROOF COVER ON ROOF INTERSECTIONS

Content: Roof Types; Valley Gutters; Marking and Cutting method for hips and valleys; Fitting Ridge and Hip Capping; Ridge Intersections – internal, external; Safe Work Practices

Nominal Hours: TBA Hours

Assessment: As per accredited curriculum

VAJ501 SIZE AND DESIGN INDSTRIAL ROOF DRAINING COMPONENTS

Content: Rainfall Intensity and its effect; Designing sumps and rainheads; Designing boxgutter expansion joints and covers; Designing a boxgutter support system; Selecting boxgutter and component materials; Sizing boxgutters, sumps, rainheads and downpipes; Designing overflow provision

Nominal Hours: 30 Hours

Assessment: As per accredited curriculum

VAJ502 WATER CLOSET

Content: Installing the Pan; Installing the Cistern; Discharge Pipe Connection to the Drain

Nominal Hours: TBA Hours

Assessment: As per accredited curriculum

VAJ503 INSTANTANEOUS HWS

Content: Types of Units Available and their operation; Location of Flued Heaters; Location of Balanced Flue Heaters; Cold Water Connection; Gas Connection; Hot Water Installation; Commissioning

Nominal Hours: TBA Hours

Assessment: As per accredited curriculum

VAJ522 URINAL

Content: Stall Type Urinal – Installation Methods; Discharge Pipe Connections to the Drain; Water Connections; Wall Hung Type Urinal – Installation Methods; Water Connections; Provision of F.W.G.; Discharge Pipe Connections from Urinal and F.W.G. to the Drain

Nominal Hours: TBA Hours

Assessment: As per accredited curriculum

VAJ523 SHOWER

Content: Cast In-Situ Shower Base Installation; Pre-Cast Shower Base Installation; Water Connection; Discharge Pipe Connections to the Drain

Nominal Hours: TBA Hours

Assessment: As per accredited curriculum

VAJ524 OPERATION OF CENTRAL HEATING SYSTEMS

Content: Heat Transmission; Boilers – Gas Fired; Piping; Heat Emitters – Heating Hot Water, High Temperature Hot Water; Pumps; Valves; Insulation; Pipe Supports; Control Systems; Controllers; Mediums; Controlled Devices

Nominal Hours: 24 Hours

Assessment: As per accredited curriculum

VAJ552 URINAL

Content: Priniciples of Solar Heating – Active Systems, Passive Systems; Systems that are Commercially Available; Component Parts of the Systems; Types of Installations in Buildings; Commissioning

Nominal Hours: TBA Hours

Assessment: As per accredited curriculum

VAJ558 PRINCIPLES OF SOLAR HEATING FOR DOMESTIC HOT WATER SYSTEMS

Content: Principles of Solar Heating – Active Systems, Passive Systems; Systems that are Commercially Available; Component Parts of the Systems; Types of Installations in Buildings; Commissioning

Nominal Hours: TBA Hours

Assessment: As per accredited curriculum

VAJ559 SPACE HEATER

Content: Space Heater Operation; Space Heater Location and Size; Fueling Requirements; Gas Connection; Electrical Connection; Commissioning

Nominal Hours: TBA Hours

Assessment: As per accredited curriculum

VAJ560 WATER SERVICE

Content: Safety Public and Personal; Location of Road Conduits; Location of the Water Main; Location of Other Services; Excavation; Tapping Hole, Size and Location; Tapping the Main; Approved Materials for Service Pipe Lines; Positioning and Fixing the Meter; Electrolysis – Effect and Prevention

Nominal Hours: TBA Hours

Assessment: As per accredited curriculum

VAJ582 PRINCIPLES OF INSTALLATION OF A LOW PRESSURE HWS AND TANK IN A CEILING

Content: Operation of Heater; Selection of Heater or Tank Position; Hot Water Service Pipe Installation; Electrical Connection; Commissioning of Unit; Purpose and Use of Storage Tanks; Installation of Storage Tank Assembly; Overflows; Tank Outlet; Water Supply to Tank; Commissioning

Nominal Hours: TBA Hours

Assessment: As per accredited curriculum
VBM974 DEVELOP BASIC ILLUMINATED SIGNFACES
Content: Plan and prepare work; Layout sign; Apply vinyl to signage; Spray application to signage; Clean up finished sign.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

VBM975 PRODUCE BASIC COMPUTER AIDED MANUFACTURED SIGNS – VINYL
Content: Plan and prepare work; Start up and operate computer; Solve routine operating problems; Clean up.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBM976 PRODUCE A BASIC SIGN
Content: Plan and prepare work; Apply materials to layout; Clean up.
Nominal Hours: 76 Hours
Assessment: As per accredited curriculum

VBM985 BUILDING AND CONSTRUCTION INDUSTRY INDUCTIONS
Content: Detail the background and scope of the Australian Building and Construction Industry; Describe the responsibilities of employers and employees in the Building and Construction Industry; Demonstrate OH&S work practices in the building industry; Demonstrate safe workplace maintenance practices; Handle basic hand tools and equipment; Handle materials manually; Read basic plans and drawings.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

VBM986 WORKPLACE DOCUMENTS AND PLANS
Content: Use appropriate terminology related to documents and plans; Use appropriate symbols related to plans and drawings; Recognise key features and scales on plans and drawings; Select appropriate documents and plans representative of construction industry applications; Use plan and drawing techniques for specific applications.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBM987 CAREER STUDIES
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to undertake basic career planning activities.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

VBM987CAREER STUDIES
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to undertake basic career planning activities.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

VBM988 WORKPLACE SAFETY
Content: Use appropriate terminology related to workplace safety; Minimise the OH&S hazards associated with the trade sector; Apply working principles that ensure responsibility for the safety of self and others; Select appropriate materials to work in the selected trade sector of the building and construction industry; Identify the action that should be taken in an emergency situation; Identify the action that should be taken as the result of an accident.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBM989 BUILDING STRUCTURES
Content: Use appropriate technology related to construction activities; Define different components of a building structure; Identify the sequence of major construction activities.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

VBM990 LEVELLING
Content: Use appropriate terminology related to levelling; Select the correct levelling device for the application; Apply levelling techniques.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

VBM991 SAFE HANDLING OF POWER TOOLS
Content: Describe applications for portable power tools; Observe safety precautions when using electrical power supplies; Use portable power tools safely.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

VBM992 INTRODUCTION TO SCAFFOLDING
Content: Describe the legal requirements associated with the application, erections and disassembly and use of restricted height scaffolding; Use terminology related to the assembly/disassembly and use of restricted height scaffolding; Describe the assembly/disassembly sequence for restricted height scaffolding; Apply techniques to erect/disassemble restricted height scaffolding.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

VBN035 PAINTING AND DECORATING HAND TOOLS
Content: Recognise hand tools commonly encountered in the painting and decorating industry; Use appropriate terminology related to painting and decorating hand tools; Describe the applications of different hand tools used in the painting and decorating industry; Use the different hand tools encountered in the painting and decorating industry.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBN036 SURFACE PREPARATION
Content: Use appropriate terminology related to surface preparation; Select substrate materials; Identify substrate coating surface defects; Apply substrate cleaning processes; Remove surface coating; Use appropriate surface stopping and filling techniques; Use appropriate abrasives to prepare surfaces.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBN037 PAINT PRINCIPLES
Content: Use appropriate terminology related to paint systems; Identify paint ingredients; Describe the paint drying processes; Describe paint film defects.
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

VBN038 PAINT APPLICATION – BRUSH AND ROLLER SKILLS
Content: Use appropriate terminology related to paint application; Select appropriate equipment for paint application; Select appropriate surface coatings for the application; Apply surface coatings to substrates.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBN039 COLOUR MIXING PRINCIPLES
Content: Use appropriate terminology related to colour theory and colour mixing; Select appropriate materials for colour mixing; Select appropriate colours to comply with standards and codes; Apply colour mixing techniques; Apply paint to comply with a specification.
Nominal Hours: 32 Hours
Assessment: As per accredited curriculum
VBN041 PAPER HANGING PRINCIPLES
Content: Use appropriate terminology related to paperhanging; Select appropriate surface preparation materials/techniques; Select appropriate surface pre-treatment materials/techniques; Select appropriate wall covering adhesives; Select appropriate wall covering materials/lining paper; Apply wall covering techniques to prepared surfaces.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBN042 SPRAY PAINTING
Content: Use appropriate terminology related to spray painting; Identify the OH&S implications of surface coating materials and spray painting equipment; Select appropriate surface coating materials; Select appropriate spraying equipment to apply surface coating materials; Apply surface coating techniques using spraying equipment.
Nominal Hours: 32 Hours
Assessment: As per accredited curriculum

VBN043 PROTECTIVE METAL COATINGS
Content: Use appropriate terminology related to protective metal coatings; Identify the OH&S implications relating to protective metal coatings; Select appropriate protective metal coating materials; Select appropriate application equipment to apply protective metal coatings; Apply protective metal coating techniques.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBN098 APPLICATION OF WATER BASED PAINTS
Content: Use appropriate terminology related to timber finishing, staining and preservation; Select materials appropriate for the preparation of timber surfaces for finishing, staining and preservation; Select appropriate application materials for the finishing, staining and preservation of timber surfaces; Apply finishing, staining and preservation techniques for timber surfaces.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

VBN099 APPLICATION OF OIL BASED PAINTS
Content: Use appropriate terminology related to timber finishing, staining and preservation; Select materials appropriate for the preparation of timber surfaces for finishing, staining and preservation; Select appropriate application materials for the finishing, staining and preservation of timber surfaces; Apply finishing, staining and preservation techniques for timber surfaces.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBN111 BASIC FIRST AID

VBN234 CALCULATIONS FOR THE BUILDING INDUSTRY
Content: Fractions and decimals; Ration, proportion and percent; Perimeters, areas and volumes; Units, quantities and costs.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBN235 COMMUNICATIONS FOR THE BUILDING INDUSTRY
Content: Communicating work related information; Giving and receiving instructions; Working in teams; Dealing with customers.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBN236 QUALITY PRINCIPLES FOR THE BUILDING INDUSTRY
Content: Detail the background and scope of the Australian Building and Construction Industry; Describe the responsibilities of employers and employees in the building and construction industry; Demonstrate OH&S work practices in the building industry; Demonstrate safe workplace maintenance practices; Handle basic hand tools and equipment; Handle materials manually; Read basic plans and drawings.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum
DEPARTMENT OF ELECTROTECHNOLOGY AND COMPUTER SYSTEMS

Below are details of courses offered by the Department of Electrotechnology And Computer Systems in 2007. The most up-to-date course information is available online on the University’s searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to International students are marked with the (I) symbol.

CERTIFICATE II IN ELECTROTECHNOLOGY [SHARED TECHNOLOGY]
Course Code: 21583VIC

Campus: Sunshine.
Career Opportunities
Graduates find employment in the following industries Automotive Electronics, Building and Construction, Information Technology, Engineering and Telecommunications.
Scope of Delivery
This course is offered full time or part time.
Course Objectives
Provide graduates with a broad based underpinning competencies in a range of electrotechnology fields which will enhance their employment prospects.
Entry Requirements
To qualify for admission, students must demonstrate to the Head of Department that they are capable of successfully completing the course; Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Course Duration
The course is 6 months full time or part time equivalent.
Course Structure
Core Units of Study
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES050A</td>
<td>80</td>
</tr>
<tr>
<td>UTENES056A</td>
<td>100</td>
</tr>
<tr>
<td>VBP118</td>
<td>60</td>
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</tbody>
</table>

Specialisation Streams
Subject to availability (select a minimum of 150 hours from at least two different specialisations).

Computer System Networks
VBP119 PERFORM BASIC NETWORK AND COMPUTER ASSEMBLY 30
VBP120 PERFORM BASIC NETWORK AND COMPUTER MAINTENANCE 30
VBP121 INSTALL AND CONFIGURE BASIC NETWORK AND COMPUTER OPERATING SYSTEMS 40
ICAIT032B PROVIDE NETWORK SYSTEMS ADMINISTRATION 40
ICTTC136A INSTALL, MAINTAIN AND MODIFY CUSTOMER PREMISES COMMUNICATION CABLE – ACA RESTRICTED RULE 60
VBP122 INSTALL AND TEST A HOME ENTERTAINMENT SYSTEM 30

Wireless Communications
VBP123 BUILD A SMALL WIRELESS LAN 30
VBP124 INSTALL AND TEST A WIRELESS INTERCOM SYSTEM 30
VBP125 CONDUCT SITE SURVEY FOR A WIRELESS NETWORK 30
VBP126 SET UP AND OPERATE A WIRELESS COMMUNICATIONS LINK 30
VBP127 INSTALL COMMUNICATIONS ANTENNAE 30

Energy Generation
VBP136 OPERATE A SMALL POWER SUPPLY SYSTEM 30
VBP137 ASSEMBLE AND CONNECT AN EXTRA LOW VOLTAGE BATTERY POWER SOURCE 30
VBP138 MAINTAIN RECHARGEABLE BATTERY SYSTEMS 30
VBP139 IDENTIFY AND LOCATE BUILDING BLOCKS OF A CENTRALISED POWER GENERATION SYSTEM 30
VBP140 SET UP AN EXTRA LOW VOLTAGE EMERGENCY POWER SUPPLY SYSTEM (NOT EXCEEDING 32V) 30
VBP141 INSTALL A SUSTAINABLE EXTRA LOW VOLTAGE ENERGY POWER SYSTEM 30

Robotics and Embedded Controllers
VBP128 SET UP AND TEST AN EMBEDDED CONTROL SYSTEM 30
VBP129 TEST AND VERIFY CORRECT OPERATION OF A “BY-WIRE” CONTROL SYSTEM 30
VBP130 IMPLEMENT A DIGITAL CIRCUIT USING A PROGRAMMABLE LOGIC DEVICES (PLD) 30
VBP131 CONSTRUCT AND CONFIGURE A BASIC ROBOTIC SYSTEM 30
VBP132 PROGRAM A BASIC ROBOTIC SYSTEM 30

Photonics
ICTTC010C PLACE, SECURE AND TERMINATE OPTICAL FIBRE CABLE 30
VBP133 PLAN AND BUILD A SYSTEM USING PHOTONIC EQUIPMENT 30
VBP134 USE PHOTONIC EQUIPMENT IN ENGINEERING TECHNOLOGY 30
VBP135 USE PHOTONIC EQUIPMENT IN COMMUNICATIONS TECHNOLOGY 30

CERTIFICATE IV IN ELECTRICAL
Course Code: 2406ANC

Campus: Sunshine.
Career Opportunities
Typically graduates work in the area of electrical and electronic motor control, Programmable Logic Controllers and Industrial Electronics.
Scope of Delivery
This course is offered on a part time basis.
Course Objectives
The course is a post-apprenticeship course designed to enhance skills in industrial applications of motors and their control systems.
Entry Requirements
To qualify for admission to the course, applicants must have successfully completed the Certificate III in Electrical or equivalent.
Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Procedures/Selection Criteria
Applicants may be required to attend an interview.

Course Duration
The course may be offered on a part time basis over a period of 600 nominal hours.

Course Structure

Core Units of Study

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<tr>
<th>Unit Code</th>
<th>Hours</th>
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<td>EA045</td>
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<td>EA050</td>
<td>40</td>
</tr>
<tr>
<td>EA090</td>
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</table>

Elective Units of Study
Students must complete a minimum of 6NE level units and a minimum of 5EA level modules, selected by the student with the approval of the Head of Department as listed in Appendix 4.4 in the Victorian Electrical/Electronic Framework 1997.

CERTIFICATE I IN ELECTROTECHNOLOGY [ENGINEERING] [PRE APPRENTICESHIP]

Course Code: UTE10102

Career Opportunities
Technical Support; Assembly and Basic Servicing; Technicians; or Technologists and Associates in Engineering (electrical, electronics, Instrumentation, Computer Systems).

Scope of Delivery
Full time and part time.

Course Objective
Provides knowledge and skills for careers paths in Electrotechnology vocations. The Certificate I also confers credit towards a range of Certificate II and Certificate III vocations in the Electrotechnology Industry.

Entry Requirements
To qualify for admission to the course, students must have completed minimum Year 10 Mathematics and English and demonstrate to the satisfaction of the Head of Department that they are capable of completing the course.
Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration
This course is 6 months full time or part time equivalent.

Core Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>UTENES050A</td>
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<tr>
<td>UTENES051A</td>
<td>80</td>
</tr>
<tr>
<td>UTENES060A</td>
<td>80</td>
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</tbody>
</table>

Elective Units of Study
At least two elective Units of Study, selected by the student with the approval of the Head of Department, must be selected from the list of Group A and B Units of Study, of which at least one must be chosen from Group A.

Group A General Elective Units of Study

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<th>Unit Code</th>
<th>Hours</th>
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Group B Technical Elective Units of Study

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<th>Hours</th>
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<td>UTENES057A</td>
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<tr>
<td>UTENES059A</td>
<td>100</td>
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<tr>
<td>UTENES063A</td>
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</tbody>
</table>

CERTIFICATE II IN ELECTROTECHNOLOGY DATA COMMUNICATIONS

Course Code: UTE20299

Career Opportunities
Telephone, security and fire alarms cabling in domestic, commercial and industrial premises.

Scope of Delivery
Full time and Part time.

Course Objective
Skills and knowledge to install non-structured copper communication cabling systems for telephones, security, fire alarms and field bus control and will be able to install communication cabling (non-structured) in buildings, structures and premises.
Entry Requirements
1. Have successfully completed year 11
2. Be of mature age and demonstrate to the Head of Department that they are capable of successfully completing the course
3. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
One semester full time or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
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</thead>
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<tr>
<td>UTENES105HA</td>
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<td>UTENES202FB</td>
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<tr>
<td>UTENES401FB</td>
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</table>

Elective Units of Study
A minimum of one unit from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES002A</td>
<td>20</td>
</tr>
<tr>
<td>UTENES003A</td>
<td>20</td>
</tr>
<tr>
<td>UTENES005A</td>
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</tbody>
</table>

CERTIFICATE II IN ELECTROTECHNOLOGY SERVICING [COMPUTER ASSEMBLY]

Course Code: UTE20504

Campus: Sunshine Campus

Career Opportunities
Technical maintenance and installation.

Scope of Delivery
This course is offered full time or part time.

Course Objective
The course aims to provide students with the skills and knowledge to install and carry out basic routine maintenance on personal computers and peripherals. The course also provides students with the skills and knowledge to obtain industry recognised CompTIA A+ certification and/or Cisco IT Essentials certification.

Entry Requirements
To qualify for admission, students must have successfully completed year 11.

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

Course Duration
The course is 6 months full time or part time equivalent.

Course Structure
Core Units of Study

<table>
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<th>Unit Code</th>
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<td>UTENES201AC</td>
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<tr>
<td>UTENES202AC</td>
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<td>UTENES401AC</td>
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</tr>
<tr>
<td>UTENES002A</td>
<td>20</td>
</tr>
</tbody>
</table>

CERTIFICATE III IN ELECTROTECHNOLOGY COMMUNICATIONS [BROADCAST]

Course Code: UTE30402

Campus: Sunshine

Career Opportunities
Broadcast Technician.

Scope of Delivery
This course is offered full time or part time.

Course Objective
The course aims to provide students with the knowledge and skills required to install, commission, maintain and carry out maintenance on equipment used for the transmission and reception of voice, image and data signals.

Entry Requirements
To qualify for admission to the course, applicants must be employed as an apprentice in the electronics communications industry.

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

Course Duration
The course is over 1020 nominal hours full time or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES102CA</td>
<td>20</td>
</tr>
<tr>
<td>UTENES105GA</td>
<td>20</td>
</tr>
<tr>
<td>UTENES105IA</td>
<td>20</td>
</tr>
<tr>
<td>UTENES106CA</td>
<td>180</td>
</tr>
<tr>
<td>UTENES206CB</td>
<td>180</td>
</tr>
<tr>
<td>UTENES301CA</td>
<td>180</td>
</tr>
<tr>
<td>UTENES402CA</td>
<td>200</td>
</tr>
<tr>
<td>UTENES501CA</td>
<td>180</td>
</tr>
<tr>
<td>UTENES402CA</td>
<td>200</td>
</tr>
<tr>
<td>UTENES501CA</td>
<td>180</td>
</tr>
</tbody>
</table>
Elective Units of Study
One of the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES002A</td>
<td>20</td>
</tr>
<tr>
<td>UTENES005A</td>
<td>20</td>
</tr>
<tr>
<td>UTENES007A</td>
<td>20</td>
</tr>
<tr>
<td>UTENES008A</td>
<td>20</td>
</tr>
</tbody>
</table>

Specialisation Units of Study
One unit from the following:

- Broadcast Specialisation
  - UTENES102CA ASSEMBLE & ERECT ANTENNAE & ASSOCIATED HARDWARE (ELECTRONICS) 20

- Appliances – Electrical Specialisation
  - UTENES102CA ASSEMBLE & ERECT ANTENNAE & ASSOCIATED HARDWARE (ELECTRONICS) 20

- Satellite – Electrical Specialisation
  - UTENES102CA ASSEMBLE & ERECT ANTENNAE & ASSOCIATED HARDWARE (ELECTRONICS) 20

CERTIFICATE III IN ELECTROTECHNOLOGY COMPUTER SYSTEMS [NETWORKS]
Course Code: UTE30599

Campus: Sunshine

Career Opportunities
Computer Systems Specialist in industry and government, including small and large business.

Scope of Delivery
This course is offered full time or part time equivalent.

Course Objective
The course provides students with the knowledge and skills required to install, commission, maintain and carry out maintenance on computer equipment used in commercial and home office situations.

Entry Requirements
To qualify for admission to the course, applicants must be employed as an apprentice in the computer systems industry.

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

Course Duration
The course is 980 nominal hours full time or equivalent part time.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES009A</td>
<td>20</td>
</tr>
<tr>
<td>UTENES106AA</td>
<td>180</td>
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<tr>
<td>UTENES206AA</td>
<td>180</td>
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<tr>
<td>UTENES301AA</td>
<td>180</td>
</tr>
<tr>
<td>UTENES402AA</td>
<td>200</td>
</tr>
<tr>
<td>UTENES501AA</td>
<td>180</td>
</tr>
</tbody>
</table>

Specialisation Units
A minimum of one unit selected by the student, with the approval of the Head of Department, from one of the following specialisations:
- Business Equipment
- Control
- Data Capture
- Networks

Having regard to the units listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority 1999.

Elective Units
A minimum of one unit selected by the student with the approval of Head of Department, having regard to the units listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority 1999.

CERTIFICATE III IN ELECTROTECHNOLOGY ENTERTAINMENT AND SERVICING [VIDEO]
Course Code: UTE30702

Campus: Sunshine

Career Opportunities
AV Technician.

Scope of Delivery
This course is offered full time and part time.

Course Objective
The course aims to provide students with the knowledge and skills required to install, commission, maintain and carry out maintenance on equipment used for audio and video recording, processing and reproduction.

Entry Requirements
To qualify for admission to the course, applicants must be employed as an apprentice in the entertainment and servicing industry.

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

Course Duration
The course is 1020 nominal hours full time or part time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES009A</td>
<td>20</td>
</tr>
<tr>
<td>UTENES105GA</td>
<td>20</td>
</tr>
<tr>
<td>UTENES105IA</td>
<td>20</td>
</tr>
<tr>
<td>UTENES106CA</td>
<td>180</td>
</tr>
<tr>
<td>UTENES501AA</td>
<td>180</td>
</tr>
</tbody>
</table>

Having regard to the units listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority 1999.
Unit Code | Hours | Description
---|---|---
UTENES301CA | 180 | UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND ASSOCIATED CIRCUITS (ELECTRONICS)
UTENES402CA | 200 | TEST APPARATUS AND CIRCUITS (ELECTRONICS)
UTENES501CA | 180 | DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND ASSOCIATED CIRCUITS (ELECTRONICS)

Elective Units of Study

One unit selected by the student, with the approval of the Head of Department from the following:

- UTENES002A ATTEND TO BREAKDOWN 20
- UTENES005A CO-ORDINATE MATERIALS 20
- UTENES007A SUPPLY PROJECTS 20
- UTENES008A PROVIDE TECHNICAL LEADERSHIP IN THE WORKPLACE 20

Specialisation Units of Study

One unit selected by the student, with the approval of the Head of Department from the following:

Audio-Analogue Specialisation

- UTENES209PA ATTACH FLEXIBLE CORDS AND PLUGS TO ELECTRICAL EQUIPMENT CONNECTED TO A SINGLE PHASE 250 VOLT SUPPLY (SINGLE ENCLOSED CONTROL DEVICE) 20

Audio-Digital Specialisation

- UTENES209PA ATTACH FLEXIBLE CORDS AND PLUGS TO ELECTRICAL EQUIPMENT CONNECTED TO A SINGLE PHASE 250 VOLT SUPPLY (SINGLE ENCLOSED CONTROL DEVICE) 20

Electronic Appliances Specialisation

- UTENES209PA ATTACH FLEXIBLE CORDS AND PLUGS TO ELECTRICAL EQUIPMENT CONNECTED TO A SINGLE PHASE 250 VOLT SUPPLY (SINGLE ENCLOSED CONTROL DEVICE) 20

Video Specialisation

- UTENES102CA ASSEMBLE & ERECT ANTENNAE & ASSOCIATED HARDWARE (ELECTRONICS) 20
- UTENES209PA ATTACH FLEXIBLE CORDS AND PLUGS TO ELECTRICAL EQUIPMENT CONNECTED TO A SINGLE PHASE 250 VOLT SUPPLY (SINGLE ENCLOSED CONTROL DEVICE) 20

CERTIFICATE III IN ELECTROTECHNOLOGY SYSTEMS ELECTRICIAN

Course Code: UTE31199

Campus: Sunshine.

Career Opportunities

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

Scope of Delivery

Part time

Course Objectives

The course provides students with the knowledge and skills required to install and maintain electrical components, wiring, equipment and systems and work in specialised areas of the electrical industry.

Entry Requirements

To qualify for admission to the course, applicants must be employed as an apprentice electrical trades person.

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

Course Duration

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

Course Structure

Core Units of Study

Unit Code | Hours | Description
---|---|---
UTENES009A | 20 | PARTICIPATE IN THE TRAINING OF OTHERS
UTENES105GA | 20 | INSTALL AND TERMINATE WIRING SYSTEMS (CABLING/WIRING SUPPORT AND PROTECTION)
UTENES105JA | 20 | INSTALL AND TERMINATE WIRING SYSTEMS (POWER AND CONTROL – LOW VOLTAGE)
UTENES106BA | 180 | INSTALL ELECTRICAL/ELECTRONIC APPARATUS (ELECTRICAL)
UTENES206BA | 180 | MAINTAIN AND REPAIR APPARATUS AND CIRCUITS (ELECTRICAL)
UTENES301BA | 180 | UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND CIRCUITS (ELECTRICAL)
UTENES402BA | 200 | TEST APPARATUS AND CIRCUITS (ELECTRICAL)
UTENES501BA | 180 | DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND CIRCUITS (ELECTRICAL)

Specialisation Units of Study

A minimum of one unit selected by the student, with the approval of the Head of Department, from one of the following specialisations:

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

having regard to the Units of Study listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority, 1999.

Elective Units of Study

A minimum of one unit selected by the student, with the approval of the Head of Department, having regard to the Units of Study listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority, 1999.
CERTIFICATE IV IN ELECTROTECHNOLOGY COMMUNICATIONS
Course Code: UTE40302

Campus: Sunshine
Career Opportunities
Computer assembly, installation, upgrades and repairs. Operating system installation and Helpdesk.

Scope of Delivery
Full time or Part time

Course Objective
Develops relevant skills for the field of Electrotechnology Communications.

Entry Requirements
- Articulated entry is via any of the Certificate III in Electrotechnology programs. Available through Recognised Prior Learning (RPL) arrangements OR;
- be of mature age and be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience.

Course Duration
1 year Full time

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTDN302A</td>
<td>40</td>
</tr>
<tr>
<td>UTDN303A</td>
<td>20</td>
</tr>
<tr>
<td>UTDN502A</td>
<td>100</td>
</tr>
<tr>
<td>UTDN503A</td>
<td>140</td>
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Elective Units of Study
One of the following units of study:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTDN002A</td>
<td>20</td>
</tr>
<tr>
<td>UTDN008A</td>
<td>20</td>
</tr>
<tr>
<td>UTDN601A</td>
<td>20</td>
</tr>
</tbody>
</table>

For further information regarding this course, contact the Department of Electrotechnology and Computer Systems on (03) 9919 7140.

CERTIFICATE IV IN ELECTROTECHNOLOGY COMPUTER SYSTEMS
Course Code: UTE40499

Campus: Sunshine
Career Opportunities
Computer assembly, installation, upgrades and repairs. Operating system installation. Helpdesk.

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

Course Objectives
The course aims to provide students with the knowledge and skills required to gain employment at the technician level of the computer systems industry or articulation into the Advanced Diploma of Computer Systems

Entry Requirements
- Articulated entry into the Cert IV programs is via the Cert III programs;
- Available through Recognised Prior Learning (RPL) arrangements.
- Requisite entry-bridging program.

Course Duration
1 year full time.

Course Structure

Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTDN207A</td>
<td>40</td>
</tr>
<tr>
<td>UTDN302A</td>
<td>20</td>
</tr>
<tr>
<td>UTDN403A</td>
<td>60</td>
</tr>
<tr>
<td>UTDN502A</td>
<td>100</td>
</tr>
<tr>
<td>UTDN703A</td>
<td>140</td>
</tr>
</tbody>
</table>

Elective Units of Study
One of the following units of study:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTDN002A</td>
<td>20</td>
</tr>
<tr>
<td>UTDN008A</td>
<td>20</td>
</tr>
<tr>
<td>UTDN601A</td>
<td>20</td>
</tr>
</tbody>
</table>

For further information regarding this course, contact the Department of Electrotechnology and Computer Systems on (03) 9919 7140.
CERTIFICATE IV IN ELECTROTECHNOLOGY ENTERTAINMENT AND SERVICING
Course Code: UTE40602

Campus: Sunshine
Career Opportunities
Computer assembly, installation, upgrades and repairs. Operating system installation. Helpdesk.

Scope of Delivery
Full time or Part time

Course Objective
Provides relevant skills for a career in Electrotechnology Entertainment and Servicing.

Entry Requirements
Articulated entry is via any of the Certificate III in Electrotechnology programs. Available through Recognised Prior Learning (RPL) arrangements or; Be of mature age and be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience.

Course Duration
1 year Full time.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES207AA</td>
<td>40</td>
<td>CO-ORDINATE MAINTENANCE OF APPARATUS AND ASSOCIATED SYSTEMS’ CIRCUITS – (COMPUTER SYSTEMS)</td>
</tr>
<tr>
<td>UTENES302AA</td>
<td>20</td>
<td>UNDERTAKE COMMISSIONING PROCEDURES OF APPARATUS AND ASSOCIATED COMPLEX CIRCUITS – (COMPUTER SYSTEMS)</td>
</tr>
<tr>
<td>UTENES403AA</td>
<td>60</td>
<td>TEST APPARATUS AND COMPLEX CIRCUITS – (COMPUTER SYSTEMS)</td>
</tr>
<tr>
<td>UTENES502AA</td>
<td>100</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND ASSOCIATED COMPLEX CIRCUITS (COMPUTER SYSTEMS)</td>
</tr>
<tr>
<td>UTENES703AA</td>
<td>140</td>
<td>PLAN THE INSTALLATION OF ELECTRICAL/ELECTRONIC APPARATUS AND ASSOCIATED WIRING/PIPING SYSTEMS – (COMPUTER SYSTEMS)</td>
</tr>
</tbody>
</table>

Elective Units of Study
One of the following units of study:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES002A</td>
<td>20</td>
<td>ATTEND TO BREAKDOWN</td>
</tr>
<tr>
<td>UTENES008A</td>
<td>20</td>
<td>PROVIDE TECHNICAL LEADERSHIP IN THE WORKPLACE</td>
</tr>
<tr>
<td>UTENES001A</td>
<td>20</td>
<td>CO-ORDINATE WORK OF OTHERS</td>
</tr>
</tbody>
</table>

For further information regarding this course, contact the Department of Electrotechnology and Computer Systems on (03) 9919 7140

ADVANCED DIPLOMA OF COMPUTER SYSTEMS ENGINEERING (I)
Course Code: UTE60199

Campus: Sunshine
Career Opportunities
Graduates can work in the areas of computer network development, network administration and support, and computer hardware and software.

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

Course Objectives
The course provides students with the knowledge and skills required to design, select, install, commission, maintain and carry out repairs on advanced equipment and systems using computers, computer peripherals and networking components.

Entry Requirements
To qualify for admission to the course, applicants must:
• have successfully completed year 11 or equivalent;
• be of mature age and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

Course Duration
Course duration is 600 nominal hours full time or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES304AA</td>
<td>180</td>
<td>UNDERTAKE COMMISSIONING OF ADVANCED SYSTEMS AND APPARATUS (COMPUTER SYSTEMS)</td>
</tr>
<tr>
<td>UTENES406AA</td>
<td>180</td>
<td>DEVELOP COMPLEX TESTING AND EVALUATION PROCEDURES (COMPUTER SYSTEMS)</td>
</tr>
<tr>
<td>UTENES504AA</td>
<td>200</td>
<td>DIAGNOSE FAULTS IN ADVANCED SYSTEMS AND APPARATUS (COMPUTER SYSTEMS)</td>
</tr>
</tbody>
</table>

Elective Units of Study (40 Nominal Hours)
A minimum of one unit, selected with the approval of the head of department, having regard to the units listed in the Electrotechnology Industry Training Package UTE99 Australian National Training Authority 1999.

ADVANCED DIPLOMA OF ELECTRICAL ENGINEERING
Course Code: UTE60299

Campus: Sunshine Campus
Career Opportunities
Electrical Technical Officer, Electrical/Electronics Technician

Scope of Delivery
Full time or Part time

Course Objective
Those gaining this qualification will be able to design, select, install, commission, maintain and carry out repairs on electrical equipment and systems.
Entry Requirements
Entry via Diploma of Electrical Engineering UTE50299 OR
Requisite knowledge program entry: VCE completion with Mathematics (any) 3 & 4, information Technology 1 & 2 and English 3 & 4 OR
Via mature age entry as per VTAC guide.

Course Duration
Two years full time.

Course Structure
Core Units of Study

Unit Code | Hours
--- | ---
UTENES304BA | UNDERTAKE COMMISSIONING OF ADVANCED SYSTEMS AND APPARATUS (ELECTRICAL) 180
UTENES406BA | DEVELOP COMPLEX TESTING AND EVALUATION PROCEDURES – (ELECTRICAL) 180
UTENES504BA | DIAGNOSE AND RECTIFY FAULTS IN ADVANCED SYSTEMS AND APPARATUS (ELECTRICAL) 200

Elective Units of Study
A minimum of one unit from the following:

Unit Code | Hours
--- | ---
UTENES002A | ATTEND TO BREAKDOWN 20
UTENES008A | PROVIDE TECHNICAL LEADERSHIP IN THE WORKPLACE 20
UTENES009A | PARTICIPATE IN THE TRAINING OF OTHERS 20
UTENES601A | CO-ORDINATE WORK OF OTHERS 20

Optional Units
A further selection can be made by choosing one further unit if required-

Unit Code | Hours
--- | ---
UTENES602BA | DEVELOP COMMISSIONING PROGRAMS FOR APPARATUS AND ASSOCIATED CIRCUITS (ELECTRICAL) 20
UTENES603BA | DEVELOP MAINTENANCE PROGRAMS FOR APPARATUS AND CIRCUITS (ELECTRICAL) 20
UTENES702BA | DESIGN ELECTRICAL/ELECTRONIC APPARATUS AND SYSTEMS (ELECTRICAL) 20
UTENES009A | PARTICIPATE IN THE TRAINING OF OTHERS 20

ADVANCED DIPLOMA OF ELECTRONIC ENGINEERING (I)

Course Code: UTE60399

Campus: Sunshine

Career Opportunities
Graduates find employment in communications, industrial and consumer electronics, and computer hardware and software.

Scope of Delivery
Full time and part time basis.

Course Objectives
Provide skills and knowledge carry out repairs on advanced electronic equipment and systems. The training is for the Electronics industry at the technician and para-professional levels.

Entry Requirements
To qualify for admission to the course, applicants must:
- have successfully completed year 11 or equivalent;
- e of mature age and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

Selection Procedures/Selection Criteria
Apply through VTAC.

Course Duration
The course is 600 nominal hours full time or part time.

Course Structure
Core Units of Study

Unit Code | Hours
--- | ---
UTENES304CA | UNDERTAKE COMMISSIONING OF ADVANCED SYSTEMS AND APPARATUS (ELECTRONICS) 180
UTENES406CA | DEVELOP COMPLEX TESTING AND EVALUATION PROCEDURES (ELECTRONICS) 180
UTENES504CA | DIAGNOSE FAULTS IN ADVANCED SYSTEMS AND APPARATUS (ELECTRONICS) 200

Specialisation Units of Study (20 nominal hours)
A minimum of one unit selected by the student, with the approval of the Head of Department, from the following specialisation streams-
- Analogue and Digital
- Communications
- Medical Equipment

Having regard to the units listed in the Electrotechnology Industry Training Package UTE99, ANTA 1999.

Elective Units of Study (20 nominal hours)
A minimum of one unit selected by the student, with the approval of the Head of Department, having regard to the units listed in the Electrotechnology Industry Training Package UTE99, ANTA 1999.
Below are subject details for courses offered by the Department of Electrotechnology and Computer Systems in 2007. Important note: Not all elective subjects for courses offered by the department are listed below. There are numerous elective possibilities that the department can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the Department.

ABC010 COMPUTER AIDED DRAFTING 2

**AUR26266A REPAIR BODY PANELS**
Content: This unit identifies the competence required to carry out panel beating, split repairs, heat shrinking, metal finishing and body filler repair procedures to repair body panels.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**AUR26508A CARRY OUT VEHICLE BODY AND UNDERFRAME ALIGNMENT**
Content: This unit identifies the competence required to carry out misalignment repair operations.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**AUR26708A CARRY OUT MAJOR SECTIONAL REPAIR**
Content: This unit identifies the competence required to carry out sectional replacement/repair operations on a vehicle with major damage.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**AUR26864A REMOVE AND REPLACE VEHICLE BODY PANELS, PANEL SECTIONS AND ANCILLARY FITTINGS**
Content: This unit identifies the competence required to replace with new or repaired body panels, body sections, and ancillary fittings in readiness for repairs/painting.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**AUR26864A REMOVE AND REPLACE VEHICLE BODY PANELS, PANEL SECTIONS AND ANCILLARY FITTINGS**

**AUR26965A REMOVE AND REPLACE/FIT PROTECTOR MOULDINGS, TRANSFERS AND DECALS**
Content: This unit identifies the competence required to remove and replace/fit decals, transfers and protector mouldings.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

**EA034 COMMUNICATION STUDIES**
Content: To provide training in effective communications skills in organising and conducting structured meetings, in recording the outcomes of those meetings in the workplace, in writing and presenting an investigative document and for formal interviews.
Nominal Hours: 40 Hours
Assessment: Practical.

**EA045 QUALITY CONCEPTS**
Content: To introduce the student to the basic concepts of quality management and quality improvement, and the links with productivity, economic advantage and standard of living.
Nominal Hours: 20 Hours; 2pts
Assessment: As per accredited curriculum

**EA050 ENGINEERING COMPUTING**
Content: To enable students to apply computers in industry involving the operation of computer systems, the identification of the hardware, software and skills needed for each of these, and to assist in the management of a simple networked system of computers.
Nominal Hours: 40 Hours; 4pts
Assessment: As per accredited curriculum

**EA090 FAULT FINDING AND DIAGNOSTICS**
Content: To enable students to perform systematic fault isolation through the application of diagnostic techniques.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**EA100 ANALOGUE ELECTRONICS**
Prerequisite(s): Amplifiers 1 (NMEC Code To be advised)
Content: To enable students to describe the specifications of operational amplifiers, with a view to design, analyse and select modern operational amplifier and analog integrated circuits.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**EA102 ESTABLISHING A CONTRACTING BUSINESS**
Content: Provide the learner with the knowledge and basic skills to plan and establish a small contracting business.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**EA160 ADVANCED PROGRAMMABLE LOGIC CONTROLLERS (PLC)**
Prerequisite(s): NE49 Introduction to Programmable Controllers; NE76 AC Motor Control; NE77 DC Motor Control
Content: Develop skills to apply concepts of computer software interface to microprocessor PLC technology; to program the PLC to achieve specified control functions.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**EA927 ELECTRONIC SWITCHING**
Content: An introduction to the operating modes of BJT, FET and MOSFET devices; Relay characteristics; The relationships of operating modes to industrial control circuits and modules; Voltage level shifting circuits and their applications; The 4-20mA current loop; Specialty interfacing IC's.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**EA929 SCADA SYSTEMS**
Prerequisite(s): EA160 Advanced PLC OR EA904 Control Concepts; AND EA903 Industrial Computer Systems
Content: An overview of SCADA (Supervisory Control and Data Acquisition) packages and systems, describe the features and functionality of packages; discuss the applications of SCADA and the process of implementing SCADA systems.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**ICAITS032B PROVIDE NETWORK SYSTEM ADMINISTRATION**
Content: This unit expresses the competency required to technically manage elements of a network.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**ICTTC010C PLACE, SECURE AND TERMINATE OPTICAL FIBRE CABLE**
Content: This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum
ICTTC136A INSTALL, MAINTAIN AND MODIFY CUSTOMER PREMISES COMMUNICATION CABLING- ACA RESTRICTED RULE
Content: This unit defines the level of competence that is required for the purpose of the Australian Communications Authority's "Restricted" Cabling Provider Rule. Restricted cabling is used in typical domestic premises but is also found in some small office home offices and small business premises situations.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

LMFGG2002A APPLY FIRST AID
Content: This unit covers the competency to identify the need for and the application of first aid until the arrival of medically qualified personnel or the evacuation of the patient.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

LMFGN3002A ESTIMATE AND COST JOB
Content: This unit covers the competency to estimate materials, labour and time requirements and establish costs for provision of services or products.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

LMFGN3033A CONSTRUCT JIGS AND FIXTURES

MCMT675A FACILITATE THE DEVELOPMENT OF A NEW PRODUCT
Content: This competency covers the knowledge and skills required to develop a new/evolutionary product within an existing range of products and encompasses design for manufacture and the facilitation of its initial production. This unit is based on PMBTECH601A Develop a new product.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

NE05 POWER CONTROL DEVICES
Prerequisite(s) NE03 AC Principles
Content: Provide the knowledge and skills of power control using thyristors
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NE07 AMPLIFIER PRINCIPLES 1
Prerequisite(s) NE04 Power Supply Principles
Content: Provide the knowledge and skills to use amplifier principles and concepts
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NE177 PROGRAMMABLE LOGIC CONTROLLERS 1
Content: This module aims to provide students with the knowledge and skills in programmable control systems using the Programmable Logic Controller.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NE30 ELECTRIC MOTOR PROTECTION AND CONTROL
Prerequisite(s) NE10 A.C. Machines; NE11 D.C. Machines
Content: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NE41 CONTROL SYSTEM PRINCIPLES AND APPLICATIONS
Prerequisite(s) NE07 Amplifier Principles; NE30 Electric Motor Control and Protection
Content: Provide knowledge and skills to develop control system terminology, components and broad applications
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NE75 THYRISTOR APPLICATIONS
Prerequisite(s) NE05 Power Control Devices; NE04 Power Supply Principles
Content: Knowledge and skills of power control circuits that use thyristors
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

UTENES002A ATTEND TO BREAKDOWN
Content: Prepare to attend breakdown; Evaluate extent of work; Confirm completion
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

UTENES003A TRANSPORT APPARATUS AND MATERIALS
Content: Transport apparatus, plant accessories and materials.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

UTENES005A CO-ORDINATE MATERIALS
Content: Coordinate apparatus, associated accessories, components, materials and circuit wiring required to prepare and implement work.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

UTENES007A SUPPLY PROJECTS
Content: Supply projects encompassing sourcing, purchasing, receiving and dispatching of plant, apparatus, test and safety equipment, tools, wiring, enclosures, supports, piping, tubing, ducting, accessories, materials and fixings.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

UTENES008A PROVIDE TECHNICAL LEADERSHIP IN THE WORKPLACE
Content: Provide technical leadership in the workplace appropriate to the level of autonomy accorded to individuals and teams.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

UTENES008AA PROVIDE TECHNICAL LEADERSHIP IN THE WORKPLACE
Content: Provide technical leadership in the workplace appropriate to the level of autonomy accorded to individuals and teams.
Nominal Hours: 280 Hours
Assessment: As per accredited curriculum

UTENES009A PARTICIPATE IN THE TRAINING OF OTHERS
Content: Plan and prepare to provide for learning opportunities; Supervise/mentor learners; Verify activities undertaken by learner.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

UTENES050A IDENTIFY AND SELECT COMPONENTS/ACCESSORIES/MATERIALS FOR ELECTROTECH WORK ACTIVITIES
Content: Prepare to identify components, accessories and materials; Select components, accessories and materials; Confirm selection of components, accessories and materials.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

UTENES051A USE OF ROUTINE EQUIPMENT/PLANT/TECHNOLOGIES IN AN ELECTROTECH ENVIRONMENT
Content: Prepare to use routine equipment, plant and technologies; Use routine equipment, plant and technologies; Complete use of routine equipment, plant and technologies.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum
UTENES052A INTERACT WITH CUSTOMERS/CLIENTS FOR QUALITY SERVICE
Content: Prepare to interact with customers or clients; Interact with customers or clients; Confirm results of interaction with customers or clients.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

UTENES054A PRODUCE ROUTINE PRODUCTS FOR CARRYING OUT ELECTROTECH WORK ACTIVITIES
Content: Prepare to produce routine products; Produce routine products; Check results of products produced.
Nominal Hours: 200 Hours
Assessment: As per accredited curriculum

UTENES056A APPLY TECHNOLOGIES AND CONCEPTS TO ELECTROTECH WORK ACTIVITIES
Content: Prepare to apply technologies and concepts; Use technologies and apply concepts to the carrying out of work; Check results in the use of technologies and applications of concepts.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

UTENES060A CARRY OUT ROUTINE WORK ACTIVITIES IN AN ELECTROTECH ENVIRONMENT
Content: Prepare to undertake routine work activities; Carry out work as instructed; Check results of the completed work.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

UTENES105GA INSTALL AND TERMINATE WIRING SYSTEMS – CABLE/WIRING SUPPORT AND PROTECTION
Content: Install wiring enclosures, cable support systems, cables and accessories.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

UTENES105HA INSTALL AND TERMINATE WIRING SYSTEMS – NETWORK COMMUNICATIONS
Content: Install wiring enclosures, cable support systems, cables and accessories.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

UTENES106AA INSTALL ELECTRICAL/ELECTRONIC APPARATUS (COMPUTER SYSTEMS)
Content: Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum

UTENES106BA INSTALL ELECTRICAL/ELECTRONIC APPARATUS (ELECTRICAL)
Content: Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum

UTENES106CA INSTALL ELECTRICAL/ELECTRONIC APPARATUS (ELECTRONICS)
Content: Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum

UTENES201AC PERFORM BASIC REPAIR TO ELECTRICAL/ELECTRONIC APPARATUS (COMPUTER SYSTEMS)
Content: Prepare to carry out basic repair work; Carry out basic repair work; Inspect and notify completion of work.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

UTENES201FB PERFORM BASIC REPAIR TO ELECTRICAL/ELECTRONIC APPARATUS – DATA COMMUNICATIONS
Content: Undertake basic repairs to electrical/electronic apparatus by following routines described in work instructions or apparatus manuals.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

UTENES202AC ASSEMBLE/DISASSEMBLE ELECTRICAL/ELECTRONIC COMPONENTS (COMPUTER SYSTEMS)
Content: Assemble/Disassemble electrical/electronic components; Inspect and notify completion of work.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

UTENES202BA ASSEMBLE/DISASSEMBLE ELECTRICAL/ELECTRONIC COMPONENTS – DATA COMMUNICATIONS
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

UTENES206AA MAINTAIN AND REPAIR APPARATUS AND CIRCUITS (COMPUTER SYSTEMS)
Content: Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum

UTENES206BA MAINTAIN AND REPAIR APPARATUS AND CIRCUITS (ELECTRICAL)
Content: Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum

UTENES206CB MAINTAIN AND REPAIR APPARATUS AND ASSOCIATED CIRCUITS – ELECTRONICS
Content: Undertake routine maintenance on apparatus and associated basic circuits, includes wiring, piping, tubing and components.
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum

UTENES207AA CO-ORDINATE MAINTENANCE OF APPARATUS AND ASSOCIATED SYSTEMS’ CIRCUITS – (COMPUTER SYSTEMS)
Content: Coordinate maintenance of apparatus and associated circuits, piping and components and provided technical support to maintenance personnel.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

UTENES209PA ATTACH FLEXIBLE CORDS AND PLUGS TO ELECTRICAL EQUIPMENT CONNECTED TO A SINGLE PHASE 250 VOLT SUPPLY (SINGLE ENCLOSED CONTROL DEVICE)
Content: Attach flexible cords and plugs to electrical equipment connected to supplies up to 250-volt incidental to a principle function in the workplace.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
UTENES301AA UNDERTAKE COMMISSIONING OF APPARATUS AND CIRCUITS (COMPUTER SYSTEMS)

Content: Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum

UTENES301BA UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND CIRCUITS (ELECTRICAL)

Content: Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum

UTENES301CA UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND ASSOCIATED CIRCUITS (ELECTRONICS)

Content: Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum

UTENES302AA UNDERTAKE COMMISSIONING PROCEDURES OF APPARATUS AND ASSOCIATED COMPLEX CIRCUITS – (COMPUTER SYSTEMS)

Content: Undertake commissioning procedures of apparatus and associated complex circuits, components and computer programming to comply with predetermined parameters.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

UTENES302CA UNDERTAKE COMMISSIONING PROCEDURES OF APPARATUS AND CIRCUIT (ELECTRICITY)

Content: Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.
Nominal Hours: 180-220 Hours
Assessment: As per accredited curriculum

UTENES303AA UNDERTAKE COMMISSIONING OF ADVANCED SYSTEMS AND APPARATUS (ELECTRONICS)

Content: Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of advance systems and associated apparatus; Inspect and notify completion of work.
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum

UTENES304AA UNDERTAKE COMMISSIONING OF ADVANCED SYSTEMS AND APPARATUS (ELECTRICITY)

Content: Undertake commissioning procedures of advanced systems and associated apparatus, components and computer programming to comply with predetermined parameters.
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum

UTENES304BA UNDERTAKE COMMISSIONING OF ADVANCED SYSTEMS AND APPARATUS (ELECTRICAL)

Content: Undertake commissioning procedures of advanced systems and associated apparatus, components and computer programming to comply with predetermined parameters.
Nominal Hours: 180-220 Hours
Assessment: As per accredited curriculum

UTENES304CA UNDERTAKE COMMISSIONING OF ADVANCED SYSTEMS AND APPARATUS (ELECTRONICS)

Content: Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of advance systems and associated apparatus; Inspect and notify completion of work.
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum

UTENES401FB PERFORM FUNCTIONAL APPARATUS CHECKS – DATA COMMUNICATIONS

Content: Perform basic predetermined functional checks on installed operational extra low voltage apparatus.
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum

UTENES402AA TEST APPARATUS AND CIRCUITS (COMPUTER SYSTEMS)

Content: Plan and prepare for testing; Conduct testing; Notify completion of test.
Nominal Hours: 200 Hours
Assessment: As per accredited curriculum

UTENES402BA TEST APPARATUS AND CIRCUITS (ELECTRICAL)

Content: Plan and prepare for testing; Conduct testing; Notify completion of test.
Nominal Hours: 200 Hours
Assessment: As per accredited curriculum

UTENES402CA TEST APPARATUS AND CIRCUITS (ELECTRONICS)

Content: Plan and prepare for testing; Conduct testing; Notify completion of test.
Nominal Hours: 200 Hours
Assessment: As per accredited curriculum

UTENES403AA TEST APPARATUS AND COMPLEX CIRCUITS – (COMPUTER SYSTEMS)

Content: Test apparatus and associated complex circuits, and components to ensure they operate as intended.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

UTENES406AA DEVELOP COMPLEX TESTING AND EVALUATION PROCEDURES (COMPUTER SYSTEMS)

Content: Plan and prepare for the development of complex testing and evaluation procedures; Develop complex testing and evaluation procedures; Completion of work.
Nominal Hours: 180-480 Hours
Assessment: As per accredited curriculum

UTENES406BA DEVELOP COMPLEX TESTING AND EVALUATION PROCEDURES – (ELECTRICAL)

Content: Develop complex testing and evaluation procedures for advanced systems and associated apparatus.
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum

UTENES406CA DEVELOP COMPLEX TESTING AND EVALUATION PROCEDURES (ELECTRONICS)

Content: Plan and prepare for the development of complex testing and evaluation procedures; Develop complex testing and evaluation procedures; Completion of work.
Nominal Hours: 180-480 Hours
Assessment: As per accredited curriculum

UTENES501AA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND CIRCUITS (COMPUTER SYSTEMS)

Content: Plan and prepare for diagnosis of faults; Diagnose faults in apparatus and associated circuits; Rectify faults in apparatus and associated circuits; provide status report(s).
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum

UTENES501BA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND CIRCUITS (ELECTRICAL)

Content: Plan and prepare for diagnosis of faults; Diagnose faults in apparatus and associated circuits; Rectify faults in apparatus and associated circuits; provide status report(s).
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum
UTENES501CA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND ASSOCIATED CIRCUITS (ELECTRONICS)
Content: Plan and prepare for diagnosis of faults; Diagnose faults in apparatus and associated circuits; Rectify faults in apparatus and associated circuits; Provide status report(s).
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum

UTENES502AA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND ASSOCIATED COMPLEX CIRCUITS (COMPUTER SYSTEMS)
Content: Diagnose and rectify faults in advanced systems and associated apparatus; includes computing, electrical, electronics and instrumentation.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

UTENES504AA DIAGNOSE FAULTS IN ADVANCED SYSTEMS AND APPARATUS (COMPUTER SYSTEMS)
Content: Plan and prepare for diagnosis of faults in advanced systems and associated apparatus; Diagnose faults in advanced systems and associated apparatus; Rectify faults in advanced systems and associated apparatus; Provide status report(s).
Nominal Hours: 200-480 Hours
Assessment: As per accredited curriculum

UTENES504BA DIAGNOSE AND RECTIFY FAULTS IN ADVANCED SYSTEMS AND APPARATUS (ELECTRICAL)

UTENES504CA DIAGNOSE FAULTS IN ADVANCED SYSTEMS AND APPARATUS (ELECTRONICS)
Content: Plan and prepare for diagnosis of faults in advanced systems and associated apparatus; Diagnose faults in advanced systems and associated apparatus; Rectify faults in advanced systems and associated apparatus; Provide status report(s).
Nominal Hours: 200-480 Hours
Assessment: As per accredited curriculum

UTENES601A CO-ORDINATE WORK OF OTHERS
Content: Coordinate, lead and participate in and facilitate the work of others appropriate to the level of autonomy in the workplace.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

UTENES602BA DEVELOP COMMISSIONING PROGRAMS FOR APPARATUS AND ASSOCIATED CIRCUITS (ELECTRICAL)

UTENES603BA DEVELOP MAINTENANCE PROGRAMS FOR APPARATUS AND CIRCUITS (ELECTRICAL)
Content: Develop programs for the maintenance of apparatus and associated circuits, including inspection schedules.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

UTENES702AA DESIGN ELECTRICAL/ELECTRONIC APPARATUS AND SYSTEMS (COMPUTER SYSTEMS)
Content: Redesign and develop modifications to computer apparatus and associated systems.
Nominal Hours: 680 Hours
Assessment: As per accredited curriculum

UTENES702BA DESIGN ELECTRICAL/ELECTRONIC APPARATUS AND SYSTEMS (ELECTRICAL)
Content: Design in detail electrical/electronic apparatus and systems in which design solutions are pursued which are both economical and meet all requirements.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

UTENES702CA DESIGN ELECTRICAL/ELECTRONIC APPARATUS AND SYSTEMS (COMPUTER SYSTEMS)
Content: Redesign and develop modifications to electronic apparatus and associated systems.
Nominal Hours: 680 Hours
Assessment: As per accredited curriculum

UTENES703AA PLAN THE INSTALLATION OF ELECTRICAL/ELECTRONIC APPARATUS AND ASSOCIATED WIRING/PIPING SYSTEMS – (COMPUTER SYSTEMS)
Content: Establish capacity, load and duty of apparatus and circuits within the scope of selecting size and type of cabling, piping or tubing and locating and positioning of apparatus and associated accessories and circuit routes.
Nominal Hours: 140 Hours
Assessment: As per accredited curriculum

VAJ418 TRENCH SHORING

VBH393 MOTOR CONTROL FUNDAMENTALS
Prerequisite(s) NUE054 Applied Electricity 2; NUE056 Applied Electricity 4; NBB02 Occupational Health and Safety (or equivalent)
Content: The purpose of this module is to introduce motor control system concepts and to provide the learner with the ability to design, modify, test, operate and fault-find basic motor control circuits used to control three-phase AC squirrel cage induction motors.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBH394 MOTOR CONTROL 1
Prerequisite(s) VBH393 Motor control fundamentals
Content: The purpose of this module is to provide the learner with a knowledge of the principles of motor control and protection and the ability to design, connect, operate and test and fault-find complex industrial motor control systems designed to meet given specifications.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBH395 MOTOR CONTROL 2
Prerequisite(s) NBB02 Occupational Health and Safety; VBH394 Motor Control 1
Content: The purpose of this module is to provide the learner with knowledge of various aspects of motor control including automatic synchronous motor starting, soft starting, braking, motor drives and electronic motor control and protection relays (Motor Management Systems).
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBJ037 BASIC FIRST AID

VBN695 DRAFTING FOR THE JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY

VBN696 SMALL PLANT AND PORTABLE POWER TOOLS FOR THE JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY

VBN697 FORM SETOUTS AND TAKE OFF QUANTITIES IN JOINERY/SHOPFITTING/STAIRBUILDING

VBN698 HAND TOOLS FOR JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY

VBN701 DOOR AND WINDOW CONSTRUCTION
VBP118 CARRY OUT A SHARED TECHNOLOGY PROJECT
Content: This unit of competency sets out the knowledge and skills required to carry out a shared technology project by merging distinct electrotechnology domains to achieve an innovative and integrated technical solution. This includes planning, preparation and conduct of a project's in accordance with a project management plan.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBP119 PERFORM BASIC NETWORK AND COMPUTER ASSEMBLY
Content: This competency unit sets out the knowledge and skills required to construct and configure basic standalone computers and small networks consisting of a maximum of five computers linked by a network.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBP120 PERFORM BASIC NETWORK AND COMPUTER MAINTENANCE
Content: This competency unit sets out the knowledge and skills required to install and maintain, upgrade and troubleshoot basic standalone computers and small networks consisting of a maximum of five computers linked by a network.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBP121 INSTALL AND CONFIGURE BASIC NETWORK AND COMPUTER OPERATING SYSTEMS
Content: This competency unit sets out the knowledge and skills required to install and configure computer and network operating systems. This units covers stand alone computer operating systems and network operating systems suitable for small networks not exceeding five workstations.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBP122 INSTALL AND TEST A HOME ENTERTAINMENT SYSTEM
Content: This competency unit sets out the knowledge and skills required to install and test a home entertainment system. This includes interconnecting domestic video, audio and control equipment to create an integrated home entertainment system.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBP123 BUILD A SMALL WIRELESS LAN
Content: This competency unit sets out the knowledge and skills required to construct, configure and operate a small wireless local area network consisting of a maximum of five computers linked through a network to the internet.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBP124 INSTALL AND TEST A WIRELESS INTERCOM SYSTEM
Content: This competency unit sets out the knowledge and skills required to install and test a wireless intercom system.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBP125 CONDUCT SITE SURVEY FOR A WIRELESS NETWORK
Content: This competency unit sets out the knowledge and skills required to conduct a site survey for a wireless network and produce documentation for network implementation or upgrade.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBP126 SET UP AND OPERATE A WIRELESS COMMUNICATIONS LINK
Content: This competency unit sets out the knowledge and skills required to set up and operate a wireless communications link. This includes point to point links for a range of purposes using a range of frequency bands and may extend into the infrared and visible portion of the electromagnetic spectrum.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBP127 INSTALL COMMUNICATIONS ANTENNAE
Content: This competency unit sets out the knowledge and skills required to install communications antennae. This includes basic receiving and transmitting antennas for mainly domestic, small commercial and short distance communications application. This unit is not intended to cover the installation of antennae in complex communications networks and broadcasting applications and where the installation requires substantial mechanical support structures.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBP128 SET UP AND TEST AN EMBEDDED CONTROL SYSTEM
Content: This unit of competency sets out the knowledge and skills required to install, set up and test embedded control systems used for automatic or semi-automatic operation of a wide range of consumer and industrial equipment.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBP129 TEST AND VERIFY CORRECT OPERATION OF A “BY-WIRE” CONTROL SYSTEM
Content: This unit of competency sets out the knowledge and skills required to test and verify correct operations of a “by-wire” control system. This includes input transducers, output devices, serial bus concepts, channel multiplexing and use of this technology in aviation, automotive, building automation and remote control applications.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBP130 IMPLEMENT A DIGITAL CIRCUIT USING A PROGRAMMABLE LOGIC DEVICES (PLD)
Content: This unit of competency sets out the knowledge and skills required to implement, from a given design file, digital circuits on programmable logic devices. These devices may include PLDs, CPLDs, FPGAs or similar technologies.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBP131 CONSTRUCT AND CONFIGURE A BASIC ROBOTIC SYSTEM
Content: This unit of competency sets out the knowledge and skills required to construct and configure a basic robotic system. Typical tasks for basic robotics system operation include pick and place, motion, navigation. This unit does not include large, complex industrial robotic systems used in manufacturing operations.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBP132 PROGRAM A BASIC ROBOTIC SYSTEM
Content: This unit of competency sets out the knowledge and skills required to program small robotic systems. This includes standard developing steps taken when creating code in integrated programming environments and consequently applying the programming code to controlling robotic systems.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum
DEPARTMENT OF ELECTROTECHNOLOGY AND COMPUTER SYSTEMS

VBP133 PLAN AND BUILD A SYSTEM USING PHOTONIC EQUIPMENT
Content: This unit of competency sets out the knowledge and skills required to plan and build systems using photonic equipment. This includes identifying photonic components and equipment, interconnecting them and performing measurements on the operating circuits.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBP134 USE PHOTONIC EQUIPMENT IN ENGINEERING TECHNOLOGY
Content: This unit of competency sets out the knowledge and skills required to use photonic equipment to measure, calculate and detect distance, movement, size, colour and shape in engineering processes.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBP135 USE PHOTONIC EQUIPMENT IN COMMUNICATIONS TECHNOLOGY
Content: This unit of competency sets out the knowledge and skills required to use photonic equipment to generate, transmit and detect data in communications technology
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBP136 OPERATE A SMALL POWER SUPPLY SYSTEM
Content: This unit of competency sets out the knowledge and skills required to monitor the operation of a small scale power supply system at the site of power supply system. The output of the system is not to exceed 32VDC and not to be connected to main electricity grid.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBP137 ASSEMBLE AND CONNECT AN EXTRA LOW VOLTAGE BATTERY POWER SOURCE
Content: This unit of competency sets out the knowledge and skills required to select the type, capacity and configuration of a battery source for a given DC load. This includes wiring up and testing the installation. The voltage of the battery source must not exceed 24 volts DC.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBP138 MAINTAIN RECHARGEABLE BATTERY SYSTEMS
Content: This unit of competency sets out the knowledge and skills required to plan, maintain and commission commonly used rechargeable (secondary) battery systems not exceeding 24 volts DC.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBP139 IDENTIFY AND LOCATE BUILDING BLOCKS OF A CENTRALISED POWER GENERATION SYSTEM
Content: This unit of competency sets out the knowledge and skills required to locate and identify the building blocks and outline broad principles of operation for a reticulated centralised power system.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBP140 SET UP AN EXTRA LOW VOLTAGE EMERGENCY POWER SUPPLY SYSTEM (NOT EXCEEDING 32V)
Content: This unit of competency sets out the knowledge and skills required to select the type, capacity and configuration of an emergency power supply system not exceeding 32V.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBP141 INSTALL A SUSTAINABLE EXTRA LOW VOLTAGE ENERGY POWER SYSTEM
Content: This unit of competency sets out the knowledge and skills required to plan to install, install and commission a sustainable energy power system.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum
Below are details of courses offered by the Department of Engineering Technology in 2007. The most up-to-date course information is available online on the University’s searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to International students are marked with the (I) symbol.

**ADVANCED DIPLOMA OF ENGINEERING TECHNOLOGY (PRINCIPAL TECHNICAL OFFICER)**

Course Code: 14309VIC  
Campus: Re-enrolling Students only  
Career Opportunities  
Applies to engineers and managers in both the public and private sectors, across all engineering streams and in small, medium and large enterprises.  
Scope of Delivery  
Full time or part time  
Course Objective  
The course aims to meet the needs of persons at, or aspiring to, the Metals and Engineering Award Classification C2b and Principal Technical Officer. The course is also intended to have application to engineers and managers in both the public and private sectors, across all engineering streams and in small, medium and large enterprises.  
Entry Requirements  
To qualify for admission to the course, applicants must –  
- have successfully completed year 11;  
- have successfully completed the Certificate III in Engineering (Production Systems) (MEM30198);  
- have successfully completed the Certificate III in Engineering (Mechanical Trade) (MEM30298);  
- have successfully completed the Certificate III in Engineering (Fabrication Trade) (MEM30398);  
- have successfully completed the Certificate III in Engineering (Technician) (MEM30598);  
- have industrial training/experience; or  
- be of mature age and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.  
Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or through work and/or life experience.  
Course Duration  
The course may be offered on a full time basis over 1800 nominal hours or part time equivalent.  
Course Structure  
The course requires completion of a range of management and commercial modules (non-technical) and a range of technical modules drawn from a number of streams including -  
- Fabrication;  
- Mechatronics;  
- Civil;  
- Mechanical;  
- Manufacturing.  
There is no requirement for rigid adherence to any stream. A student may develop a course combining a range of modules to suit his/her preferred vocational outcome. This might include such occupational specialisations as training, human resource management or environmental engineering. The course consists of 45 modules, at nominally 40 hours per module.

**ADVANCED DIPLOMA OF ENGINEERING TECHNOLOGY**

Course Code: 20020VIC  
Campus: Re-enrolling Students only  
Career Opportunities  
Applies to engineers and managers in both the public and private sectors, across all engineering streams and in small, medium and large enterprises.  
Scope of Delivery  
Full time or part time  
Course Objective  
The course aims to meet the needs of persons at, or aspiring to, the Metals and Engineering Award Classification C3. The course is also intended to have application to engineers and managers in both the public and private sectors, across all engineering streams and in small, medium and large enterprises.  
Entry Requirements  
To qualify for admission to the course, applicants must –  
- have successfully completed year 11,  
- have successfully completed the Certificate III in Engineering (Production Systems) (MEM30198),  
- have successfully completed the Certificate III in Engineering (Mechanical Trade) (MEM30298),  
- have successfully completed the Certificate III in Engineering (Fabrication Trade) (MEM30398),  
- have successfully completed the Certificate III in Engineering (Technician) (MEM30598),  
- have industrial training/experience, or  
- be of mature age and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.  
Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or through work and/or life experience.  
Course Duration  
The course may be offered on a full time basis over 1200 nominal hours or part time equivalent.
Course Structure
(a) The course requires successful completion of 30 modules each of 40 nominal hours from a range of –
  • non-technical management and commercial modules, and
  • technical modules,
drawn from one or more streams including (but not limited to) –
  • Civil;
  • Fabrication;
  • Manufacturing;
  • Mechanical;
  • Mechatronics.
(b) The choice of modules will be determined by the Head of the Department, in consultation with the student and the student’s employer, having regard to the list of relevant modules in –
  • Diploma of Engineering Module Reference Manual (published April 1994);
  • Engineering Technician and Engineering Associate Module Reference Manual (published March 1995);

CERTIFICATE III IN ENGINEERING STUDIES
Course Code: 21565VIC
Campus: Sunshine.
Career Opportunities
This course provides a pathway into technician and para-professional occupations.

Scope of Delivery
Part time.

Course Objectives
The course aims to:
  • provide graduates with broad-based underpinning competencies which will enhance their entry-level employment prospects or facilitate further training through higher qualification levels within the manufacturing and engineering industries;
  • provide experience in, and knowledge of a range of occupations enabling graduates to make more informed choices in the selection of vocational career paths;
  • foster the development of social and personal skills relevant to participation in the engineering industry.

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

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

Course Duration
The course may be offered on a full time basis over a minimum of 400 nominal hours or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM1.2FA</td>
<td>20</td>
</tr>
<tr>
<td>MEM18.1AB</td>
<td>20</td>
</tr>
<tr>
<td>MEM18.2AA</td>
<td>20</td>
</tr>
<tr>
<td>VBN768</td>
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<tr>
<td>VBN788</td>
<td>60</td>
</tr>
</tbody>
</table>

Elective Units of Study
A minimum of one unit, selected by the student with the approval of the Head of Department from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN789</td>
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<tr>
<td>VBN790</td>
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<td>VBN794</td>
<td>60</td>
</tr>
<tr>
<td>VBN795</td>
<td>60</td>
</tr>
</tbody>
</table>
CERTIFICATE II IN ENGINEERING STUDIES
Course Code: 21566VIC

Campus: Footscray Nicholson and Sunshine.

Career Opportunities
The Certificate II in Engineering Studies provides a pathway into an engineering apprenticeship.

Scope of Delivery
Full time and part time.

Course Objectives
The course aims to:
- provide graduates with broad-based underpinning competencies in a range of engineering skills such as basic machining, fabrication and use of tools which will enhance their entry-level employment prospects including in apprenticeships and traineeships;
- provide experience in, and knowledge of a range of occupations at engineering trade level enabling graduates to make more informed choices in the selection of vocational career paths;
- foster the development of social and personal skills relevant to participation in the engineering industry by integrating general competencies as part of the course.

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

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

Course Duration
The course may be offered on a full time basis over a minimum of 400 nominal hours or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM1.2FA</td>
<td>20</td>
</tr>
<tr>
<td>MEM18.1AB</td>
<td>20</td>
</tr>
<tr>
<td>MEM18.2AA</td>
<td>20</td>
</tr>
<tr>
<td>VBN768</td>
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</tr>
<tr>
<td>VBN769</td>
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<tr>
<td>VBN778</td>
<td>60</td>
</tr>
</tbody>
</table>

Elective Units of Study
A minimum of one unit, selected by the student with the approval of the Head of Department from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN779</td>
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<tr>
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<tr>
<td>VBN781</td>
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<td>VBN785</td>
<td>60</td>
</tr>
<tr>
<td>VBN786</td>
<td>60</td>
</tr>
</tbody>
</table>

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

DIPLOMA OF ENGINEERING TECHNOLOGY
Course Code: 21621VIC

Campus: Sunshine.

Career Opportunities
Advanced Technical and Management occupations for people aspiring in the public and private sector of engineering.

Scope of Delivery
Full time, Part time, Flexible delivery.

Course Objectives
To provide:
- non-trades pathways into technician and engineering associate qualifications for industry entrants;
- flexibility for engineering enterprises and workers to select training specifically targeted to update and enhance existing skills;
- opportunity for trades people to upgrade their qualifications;
- an opportunity to deliver specifically developed units of competency addressing robotics, advanced manufacturing and computer aided drafting;
- a course structure that allows the addition of additional units of competency, either endorsed or specifically designed, to meet future needs of the industry.

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

Selection Procedures/ Selection Criteria
VCE with passes in English (Units 3 and 4), Mathematics (Units 1 and 2 or 3 and 4), Physics (Units 1 and 2 or 3 and 4) OR completion of Diploma of Engineering OR Engineering Technology Production Certificate OR Industrial training/ experience OR mature age entry.
Course Duration
Curriculum document – Nominal hours: 600hrs (additional 200hrs for non-trade entry). One year full time [40 weeks].

Course Structure
Units of Study
Non-trade entry
Select from Table A in the Engineering Technology Curriculum Summary:
Units of competency equivalent to a training effort of at least 200 hours. It is strongly recommended that the selection include MEM1.1FA Apply principles of occupational health & safety in work environment.

Select from Table B in the Engineering Technology Curriculum Summary:
Units of competency equivalent to a training effort of at least 600 hours. Selection must be based on the following principles:
- a minimum of 80% of the training effort must be from units listed in Table B. The balance may be drawn from other endorsed training packages provided the units of competency are of an appropriate AQF level and relevant to an engineering job function or to enterprise requirements.
- at least 60% of the training effort must be from units of competency at AQF level 5.

Trade entry
Select from Table B in the Engineering Technology Curriculum Summary:
Units of competency equivalent to a training effort of at least 600 hours. Selection must be based on the following principles:
- a minimum of 80% of the training effort must be from units listed in Table B. The balance may be drawn from other endorsed training packages provided the units of competency are of an appropriate AQF level and relevant to an engineering job function or to enterprise requirements.
- at least 60% of the training effort must be from units of competency at AQF level 5.

Learners exiting prior to meeting any of these requirements will be issued with a Statement of Attainment for all units of competency successfully completed.

ADVANCED DIPLOMA OF ENGINEERING TECHNOLOGY (I)
Course Code: 21622VIC

Campus: Sunshine.

Career Opportunities
Advanced Technical and Management occupations for people aspiring in the public and private sector of engineering.

Scope of Delivery
Full time, Part time, Flexible delivery.

Course Objectives
To provide:
- non-trades pathways into technician and engineering associate qualifications for industry entrants;
- flexibility for engineering enterprises and workers to select training specifically targeted to update and enhance existing skills;
- opportunity for trades people to upgrade their qualifications;
- an opportunity to deliver specifically developed units of competency addressing robotics, advanced manufacturing and computer aided drafting;
- a course structure that allows the addition of additional units of competency, either endorsed or specifically designed, to meet future needs of the industry.

Entry Requirements
Have successfully completed year 11
OR
Successfully completed a Certificate III in Engineering (from Training Package MEM98) or equivalent or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of the National Reporting system (NRS). Details can be found @.

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

Course Duration
Two years full time (80 weeks).

Course Structure
Core Units of Study
Non-trade entry
Select from Table A:
Units of competency equivalent to a training effort of at least 200 hours. It is strongly recommended that the selection include MEM1.1FA Apply principles of occupational health & safety in work environment.

Select from Table B:
Units of competency equivalent to a training effort of at least 1200 hours. Selection must be based on the following principles:
- A minimum of 80% of the training effort must be from units listed in Table B. The balance may be drawn from other endorsed training packages provided the units of competency are of an appropriate AQF level and relevant to an engineering job function or to enterprise requirements.
- At least 30% of the training effort must be from units of competency at AQF level 6.

Trade entry
Select from Table B:
Units of competency equivalent to a training effort of at least 1200 hours. Selection must be based on the following principles:
- A minimum of 80% of the training effort must be from units listed in Table B. The balance may be drawn from other endorsed training packages provided the units of competency are of an appropriate AQF level and relevant to an engineering job function or to enterprise requirements.
- At least 30% of the training effort must be from units of competency at AQF level 6.
CERTIFICATE III IN COMPETITIVE MANUFACTURING
Course Code: MCM30104

Campus: Sunshine.
Career Opportunities
Team Leader – Manufacturing sector.
Scope of Delivery
Part time, Flexible delivery, Workplace/on-site.
Course Objectives
To develop team leaders to a level of competence needed to act as an interface between members of their team and supervisors and managers.

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

Selection Procedures/ Selection Criteria
Applicants are selected via an interview process.

Course Duration
20 weeks full time or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCMS200A</td>
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</tbody>
</table>

Elective Units of Study

Choose one of the following units of study:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCMS201A</td>
<td>40</td>
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<tr>
<td>MCMS401A</td>
<td>50</td>
</tr>
</tbody>
</table>

MCM Change/Interpersonal

At least one of the following units of study: (Only one of MCM210A or MCM410A may be counted towards the Certificate III)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCMC210A</td>
<td>40</td>
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<tr>
<td>MCMC410A</td>
<td>50</td>
</tr>
</tbody>
</table>

MCM Tools

At least one of the following units of study:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCMT421A</td>
<td>50</td>
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<tr>
<td>MCMT430A</td>
<td>50</td>
</tr>
<tr>
<td>MCMT432A</td>
<td>50</td>
</tr>
<tr>
<td>MCMT440A</td>
<td>50</td>
</tr>
<tr>
<td>MCMT450A</td>
<td>50</td>
</tr>
<tr>
<td>MCMT451A</td>
<td>50</td>
</tr>
<tr>
<td>MCMT452A</td>
<td>40</td>
</tr>
<tr>
<td>MCMT460A</td>
<td>50</td>
</tr>
<tr>
<td>MCMT461A</td>
<td>50</td>
</tr>
<tr>
<td>MCMT481A</td>
<td>50</td>
</tr>
<tr>
<td>MCMT482A</td>
<td>50</td>
</tr>
<tr>
<td>PMASUP390A</td>
<td>20</td>
</tr>
</tbody>
</table>

Other relevant units of study:

No more than four relevant units at the AQF 2, 3, or 4 level may be selected from another relevant endorsed Training Package.

Units chosen should be relevant to the workplace and would normally be drawn from the appropriate sector Training Package, or possibly the Business Services Training Package.

Elective Units of Study

Sufficient additional CMI units should be chosen to achieve the required eight units. These may be selected from any of the lists above, or the list below.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCMT230A</td>
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<tr>
<td>MCMT231A</td>
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<tr>
<td>MCMT240A</td>
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<td>MCMT250A</td>
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<tr>
<td>MCMT251A</td>
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<tr>
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<tr>
<td>MCMT270A</td>
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<td>MCMT280A</td>
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<tr>
<td>MCMT281A</td>
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</table>

CERTIFICATE IV IN COMPETITIVE MANUFACTURING
Course Code: MCM40104

Campus: Sunshine.
Career Opportunities
Team Leader – Manufacturing sector.
Scope of Delivery
Part time, Flexible delivery, On-line, Workplace/on-site.
Course Objectives
To develop team leaders to a level of competence needed to act as an interface between members of their team and supervisors and managers.

Entry Requirements
To qualify for admission students must have written skills adequate to deal with the documentation requirements of the manufacturing sector and satisfy the Head of Department of their ability to complete the course.
Course Duration
25 weeks full time or part time equivalent

Course Structure
Core Units of Study

**Unit Code**  **Hours**

| **MCMC410A** | LEAD CHANGE IN A MANUFACTURING ENVIRONMENT | 50 |

**MCM Systems**
At least one of the following units must be chosen:

| **MCMS400A** | IMPLEMENT A COMPETITIVE MANUFACTURING SYSTEM | 50 |
| **MCMS401A** | ENSURE PROCESS IMPROVEMENTS ARE SUSTAINED | 50 |

**Elective Units of Study**

**MCM Tools**
At least two of the following units must be chosen:

| **MCMT421A** | FACILITATE A JUST IN TIME (JIT) SYSTEM | 50 |
| **MCMT430A** | IMPROVE COST FACTORS IN WORK PRACTICES | 50 |
| **MCMT432A** | ANALYSE MANUAL HANDLING PROCESSES | 50 |
| **MCMT440A** | LEAD SS IN A MANUFACTURING ENVIRONMENT | 50 |
| **MCMT450A** | UNDERTAKE PROCESS CAPABILITY IMPROVEMENTS | 50 |
| **MCMT451A** | MISTAKE PROOF A PRODUCTION PROCESS | 50 |
| **MCMT452A** | APPLY STATISTICS TO PROCESSES IN MANUFACTURING | 40 |
| **MCMT460A** | FACILITATE THE USE OF PLANNING SOFTWARE SYSTEMS IN MANUFACTURING | 50 |
| **MCMT461A** | FACILITATE SCADA SYSTEMS IN A MANUFACTURING TEAM OR WORK AREA | 50 |
| **MCMT481A** | UNDERTAKE PROACTIVE MAINTENANCE ANALYSES | 50 |
| **PMASUP390A** | USE STRUCTURED PROBLEM SOLVING TOOLS | 20 |

**Other relevant units of study**
No more than four relevant units at the AQF 3, 4, or 5 level may be selected from another relevant endorsed Training Package. Units chosen should be relevant to the workplace and would normally be drawn from the appropriate sector Training Package, or possibly the Business Services Training Package.

**Elective Units of Study**

**Balance of units**
Sufficient additional units should be chosen from the CMI units to achieve the required ten units.

---

**DIPLOMA OF COMPETITIVE MANUFACTURING**

**Course Code:** MCM50104

**Campus:** Sunshine.

**Career Opportunities**
Supervisor or manager in manufacturing sector.

**Scope of Delivery**
Part time, Flexible delivery, Other: Workplace/on-site.

**Course Objectives**
To develop supervisors and managers in best manufacturing practice.

**Entry Requirements**
To qualify for admission students must have written skills adequate to deal with the documentation requirements of the manufacturing sector and satisfy the Head of Department of their ability to complete the course.

**Course Duration**
Two years full time or part time equivalent

**Course Structure**

**Units of Study**

**MCM Systems**
At least one of the following units must be chosen:

| **MCMS600A** | DEVELOP A COMPETITIVE MANUFACTURING SYSTEM | 60 |
| **MCMS601A** | ANALYSE AND MAP A VALUE CHAIN | 60 |
| **MCMS602A** | MANAGE A VALUE CHAIN | 60 |
| **MCMS603A** | DEVELOP MANUFACTURING RELATED BUSINESS PLANS | 60 |

**MCM Change/Interpersonal**
At least one of the following units must be chosen:

| **MCMC610A** | MANAGE RELATIONSHIPS WITH NON-CUSTOMER EXTERNAL ORGANIZATIONS | 60 |
| **MCMC611A** | MANAGE PEOPLE RELATIONSHIPS | 60 |
| **MCMC612A** | MANAGE WORKPLACE LEARNING | 60 |

**MCM Tools**
At least two of the following units must be chosen:

| **MCMT452A** | APPLY STATISTICS TO PROCESSES IN MANUFACTURING | 40 |
| **MCMT459A** | DEVELOP QUICK CHANGEOVER PROCEDURES | 60 |
| **MCMT621A** | DEVELOP A JUST IN TIME (JIT) SYSTEM | 60 |
| **MCMT630A** | OPTIMISE COST OF PRODUCT | 60 |
| **MCMT631A** | UNDERTAKE VALUE ANALYSIS OF PRODUCT COSTS IN TERMS OF CUSTOMER REQUIREMENTS | 60 |
| **MCMT640A** | MANAGE SS SYSTEM IN A MANUFACTURING ENVIRONMENT | 60 |
| **MCMT650A** | DETERMINE AND IMPROVE PROCESS CAPABILITY | 80 |
| **MCMT660A** | DEVELOP THE APPLICATION OF ENTERPRISE SYSTEMS IN MANUFACTURING | 60 |
| **MCMT661A** | DETERMINE AND ESTABLISH INFORMATION COLLECTION REQUIREMENTS AND PROCESSES | 60 |
| **MCMT670A** | DEVELOP AND MANAGE SUSTAINABLE ENERGY PRACTICES | 70 |
| **MCMT671A** | DEVELOP AND MANAGE SUSTAINABLE ENVIRONMENTAL PRACTICES | 60 |
| **MCMT675A** | FACILITATE THE DEVELOPMENT OF A NEW PRODUCT | 80 |
| **MCMT681A** | DEVELOP A PROACTIVE MAINTENANCE STRATEGY | 60 |
SCHOOL OF ENGINEERING, CONSTRUCTION AND INDUSTRIAL SKILLS

Other relevant units of study
No more than four relevant units at the AQF 4, 5 or 6 level may be selected from another relevant endorsed training package.
Units chosen should be relevant to the workplace and would normally be drawn from the appropriate sector training package, or possibly the Business Services training package.

Balance of Units
Sufficient additional units should be chosen from the CMI units to achieve the required ten units.

CERTIFICATE I IN ENGINEERING
Course Code: MEM10105

Campus: Footscray Nicholson, Newport, Melton.
Career Opportunities
Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Scope of Delivery
Full time.

Course Objectives
This qualification provides the skills to be able to demonstrate: • basic practical skills, such as the use of relevant tools.
• perform a sequence of routine tasks given clear direction.
• receive and pass on messages/information.
• recall in a narrow range of areas.

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

Course Duration
10 weeks Full time

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM13.14B</td>
<td>APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT</td>
<td>10</td>
</tr>
<tr>
<td>MEM14.4A</td>
<td>PLAN TO UNDERTAKE A ROUTINE TASK</td>
<td>10</td>
</tr>
<tr>
<td>MEM15.24A</td>
<td>APPLY QUALITY PROCEDURES</td>
<td>10</td>
</tr>
<tr>
<td>MEM16.7A</td>
<td>WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT</td>
<td>10</td>
</tr>
</tbody>
</table>

Specialisation Units of Study
Select Specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006 to the value of at least 24 points, including any prerequisites.

CERTIFICATE I IN ENGINEERING
Course Code: MEM10198

Campus: Re-enrolling Students only
Career Opportunities
Construction, repair and maintenance of vessels.

Scope of Delivery
Full time or part time

Course Objective
Based upon the Metal and Engineering Training Package which has been developed by the Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd. (MERS ITAB) with the aim of meeting the training and skills recognition needs of the manufacturing and engineering industry in Australia.

Entry Requirements
There are no formal educational pre-requisites for entry to the course.
Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or through work and/or life experience.

Course Duration
The course may be offered on a full time basis over a period of 3 months (160 nominal hours) or part time equivalent.

Course Structure
The course consists of a range of competencies selected by the student in consultation with his/her employer, with the approval of the Head of Department, having regard to the list of relevant competencies in -
• Metal & Engineering Training Package Policy Document (published November 1998);
• Metal and Engineering Industry National Competency Standard, Volume 1-3 (published 1998).

CERTIFICATE II IN ENGINEERING
Course Code: MEM20105

Campus: Footscray Nicholson, Newport, Melton.
Career Opportunities
Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Scope of Delivery
Full time, Part time or Flexible.

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

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

Course Duration
12 week full time.
CERTIFICATE II IN ENGINEERING – PRODUCTION [BOATBUILDING PRE-APPRENTICESHIP]

Course Code: MEM20198

Campus: Newport.
Re-enrolling Students only

Career Opportunities
Construction, repair and maintenance of vessels.

Course Objective
The course is appropriate for a person intending to work as a tradesperson in boat and small marine craft (usually up to 16 metres) construction, repair and maintenance. Based upon the Metal and Engineering Training Package which has been developed by the Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd. (MERS ITAB) with the aim of meeting the training and skills recognition needs of the manufacturing and engineering industry in Australia.

Course Duration
The course is offered on a full time basis over a minimum of 400 nominal hours (or part time equivalent).

Selection Procedures/Selection Criteria
Selection is by interview.

There are no formal educational pre-requisites for entry to the course.
Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or through work and/or life experience.

Course Structure
The course consists of a range of competencies selected by the student in consultation with his/her employer, with the approval of the Head of Department, having regard to the list of relevant competencies in -
- Metal & Engineering Training Package Policy Document (published November 1998);
Contact the department on (03) 9919 8422 or (03) 9919 8403 for further details on this course.
Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE II IN ENGINEERING (PRODUCTION TECHNOLOGY)

Course Code: MEM20205

Campus: Sunshine, Newport

Career Opportunities
Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Scope of Delivery
Full time, Part time or Flexible.

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

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

Course Duration
20 weeks Full time

Course Structure
Core Units of Study

Unit Code    Hours
MEM12.23A    PERFORM ENGINEERING MEASUREMENTS 30
MEM13.14B    APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT 10
MEM14.4A    PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM15.2A    APPLY QUALITY SYSTEMS 20
MEM15.24A    APPLY QUALITY PROCEDURES 10
MEM16.6A    ORGANISE AND COMMUNICATE INFORMATION 20
MEM16.7A    WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM17.3A    ASSIST IN THE PROVISION OF ON THE JOB TRAINING 20

Elective Units of Study
Select Specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006 to the value of at least 53 points, including any prerequisites.
CERTIFICATE II IN ENGINEERING – PRODUCTION TECHNOLOGY
Course Code: MEM20298

Campus: Newport.
Re-enrolling Students only

Career Opportunities
Construction, repair and maintenance of vessels.

Course Objective
The course is appropriate for a person intending to work as a tradesperson in boat and small marine craft (usually up to 16 metres) construction, repair and maintenance. Based upon the Metal and Engineering Training Package which has been developed by the Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd. (MERS ITAB) with the aim of meeting the training and skills recognition needs of the manufacturing and engineering industry in Australia.

Entry Requirements
There are no formal educational pre-requisites for entry to the course. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or through work and/or life experience.

Students must be employed as boatbuilder or shipwright apprentices, (in the case of School Based New Apprentices they will be employed part time).

Selection Procedures/Selection Criteria
Selection is conducted by the employer.

Course Duration
The course may be offered on a full time basis over a minimum of 640 nominal hours or part time equivalent over a period of 2 years.

Contact the department on (03) 9919 8422 or (03) 9919 8403 for further details on this course.

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

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

Campus: Sunshine, Newport.

Career Opportunities
Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Scope of Delivery
Full time, Part time or Flexible.

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

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

Course Duration
3 years part time.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM13.14B</td>
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<td>MEM14.4A</td>
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<td>MEM13.14B</td>
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<td>MEM14.4A</td>
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<td>MEM14.5A</td>
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<td>MEM15.2A</td>
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<td>MEM16.7A</td>
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<td>MEM17.3A</td>
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</tbody>
</table>

Elective Units of Study
Select Specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006 to the value of at least 40 points, including any prerequisites.
CERTIFICATE III IN ENGINEERING – PRODUCTION SYSTEMS
Course Code: MEM30198

Campus: Re-enrolling Students only

Career Opportunities
Construction, repair and maintenance of vessels.

Scope of Delivery
Part time

Course Objective
The course is based upon the Metal and Engineering Training Package which has been developed by the Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd. (MERS ITAB) with the aim of meeting the training and skills recognition needs of the manufacturing and engineering industry in Australia.

Entry Requirements
There are no formal educational pre-requisites for entry to the course. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or through work and/or life experience.

Course Duration
The course may be offered on a part time basis over a period of 3 years.

Course Structure
The course consists of a range of competencies selected by the student in consultation with his/her employer, with approval of the Head of Department, having regard to the list of relevant competencies in –

- Metal & Engineering Training Package Policy Document (published November 1998);

CERTIFICATE III IN ENGINEERING (MECHANICAL TRADE)
Course Code: MEM30205

Campus: Sunshine

Career Opportunities
Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Scope of Delivery
Full time, Part time, Flexible.

Course Objectives
This qualification provides the skills and knowledge to be able to demonstrate:

- basic relevant theoretical knowledge.
- apply a range of developed skills.
- apply problem solving techniques and apply judgement.
- information and time management.

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

Course Duration
3 years part time.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM12.23A PERFORM ENGINEERING MEASUREMENTS</td>
<td>30</td>
</tr>
<tr>
<td>MEM12.24A PERFORM COMPUTATIONS</td>
<td>30</td>
</tr>
<tr>
<td>MEM13.14B APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT</td>
<td>10</td>
</tr>
<tr>
<td>MEM14.4A PLAN TO UNDERTAKE A ROUTINE TASK</td>
<td>10</td>
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<tr>
<td>MEM14.5A PLAN A COMPLETE ACTIVITY</td>
<td>20</td>
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<tr>
<td>MEM15.2A APPLY QUALITY SYSTEMS</td>
<td>20</td>
</tr>
<tr>
<td>MEM15.24A APPLY QUALITY PROCEDURES</td>
<td>10</td>
</tr>
<tr>
<td>MEM16.6A ORGANISE AND COMMUNICATE INFORMATION</td>
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<tr>
<td>MEM16.7A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT</td>
<td>10</td>
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<tr>
<td>MEM16.8A INTERACT WITH COMPUTING TECHNOLOGY</td>
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</tr>
<tr>
<td>MEM17.3A ASSIST IN THE PROVISION OF ON THE JOB TRAINING</td>
<td>20</td>
</tr>
</tbody>
</table>

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

CERTIFICATE III IN ENGINEERING – MECHANICAL TRADE
Course Code: MEM30298

Campus: Re-enrolling Students only

Career Opportunities
Meeting the training and skills recognition needs of the manufacturing and engineering industry in Australia.

Scope of Delivery
Part time

Course Objective
Based upon the Metal and Engineering Training Package which has been developed by the Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd. (MERS ITAB) with the aim of meeting the training and skills recognition needs of the manufacturing and engineering industry in Australia.

Entry Requirements
Applicants must be employed under the New Apprenticeship Scheme as a registered apprentice. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or through work and/or life experience.

Course Duration
The course may be offered on a part time basis over a period of 3 years.
Course Structure
The course consists of a range of competencies selected by the student in consultation with his/her employer, with approval of the Head of Department having regard to the list of relevant competencies in –
• Metal & Engineering Training Package Policy Document (published November 1998);
• Metal and Engineering Industry National Competency Standard, Volume 1-3 (published 1998).

CERTIFICATE III IN ENGINEERING (FABRICATION TRADE)
Course Code: MEM30305

Campus: Newport
Career Opportunities
Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Scope of Delivery
Part time or Flexible.

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

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

Course Duration
3 years part time.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM12.23A</td>
<td>30</td>
</tr>
<tr>
<td>MEM12.24A</td>
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<td>MEM13.14B</td>
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<td>MEM14.4A</td>
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<td>MEM14.5A</td>
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<td>MEM15.2A</td>
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<td>MEM15.24A</td>
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<td>MEM16.6A</td>
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<td>MEM16.7A</td>
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<td>MEM16.8A</td>
<td>20</td>
</tr>
<tr>
<td>MEM17.3A</td>
<td>20</td>
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</tbody>
</table>

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

CERTIFICATE III IN ENGINEERING – FABRICATION TRADE
Course Code: MEM30398

Campus: Re-enrolling Students only
Career Opportunities
Meeting training and skills recognition needs of the manufacturing and engineering industry in Australia.

Scope of Delivery
Part time

Course Objective
Based upon the Metal and Engineering Training Package which has been developed by the Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd. (MERS ITAB) with the aim of meeting training and skills recognition needs of the manufacturing and engineering industry in Australia.

Entry Requirements
Applicants must be employed under the New Apprenticeship Scheme as a registered apprentice.
Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or through work and/or life experience.

Course Duration
The course may be offered on a part time basis over a period of 3 years.

Course Structure
The course consists of a range of competencies selected by the student in consultation with his/her employer, with approval of the Head of Department, having regard to the list of relevant competencies in –
• Metal & Engineering Training Package Policy Document (published November 1998);
• Metal and Engineering Industry National Competency Standard, Volume 1-3 (published 1998).

CERTIFICATE III IN ENGINEERING (TECHNICAL)
Course Code: MEM30505

Campus: Footscray Nicholson, Newport, Melton.
Career Opportunities
Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Scope of Delivery
Part time or Flexible.

Course Objectives
This qualification provides the skills to demonstrate: relevant theoretical knowledge; well developed skills; problem solving; information interpretation and output responsibility.

Entry Requirements
To qualify for admission to the course, applicants must have Year 11 or 12 and current employment as an apprentice/trainee.
DEPARTMENT OF ENGINEERING TECHNOLOGY

Course Duration
1 year part time.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM16.6A</td>
<td>ORGANISE AND COMMUNICATE INFORMATION</td>
<td>20</td>
</tr>
<tr>
<td>MEM16.8A</td>
<td>INTERACT WITH COMPUTING TECHNOLOGY</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units of Study
Select eight units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006, including any prerequisites.

CERTIFICATE III IN ENGINEERING – TECHNICIAN

Course Code: MEM30598

Campus: Re-enrolling Students only

Career Opportunities
Meeting training and skills recognition needs of the manufacturing and engineering industry in Australia.

Scope of Delivery
Part time

Course Objective
Based upon the Metal and Engineering Training Package which has been developed by the Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd. (MERS ITAB) with the aim of meeting training and skills recognition needs of the manufacturing and engineering industry in Australia.

Entry Requirements
To qualify for admission to the course, applicants must generally have successfully completed:
(a) an approved course of study at Year 12 level or equivalent, with appropriate maths and science (some applicants assessed by the Head of Department or nominee at selection interview may be admitted subject to undertaking additional bridging training determined having regard to the applicant’s previous life, work and school experience);
(b) the Certificate III in Engineering (Production) (13986SA);
(c) the Certificate III in Engineering – Fabrication Trade (MEM30398);
(d) the Certificate III in Engineering – Mechanical Trade (MEM30298); or
(e) the Certificate III in Engineering (Electrical/Electronic Trade) (MEM30498).

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

Course Duration
The course may be offered on a part time basis over a period of 6 – 12 months depending on entry prerequisites.

Course Structure
The course consists of a range of competencies selected by the student in consultation with his/her employer, with approval of the Head of Department, having regard to the list of relevant competencies in the–
• Metal & Engineering Training Package Policy Document (published November 1998);
• Metal and Engineering Industry National Competency Standard, Volume 1-3 (published 1998).

CERTIFICATE IV IN ENGINEERING

Course Code: MEM40103

Campus: Re-enrolling Students only

Career Opportunities
Meeting training and skills recognition needs of the manufacturing and engineering industry in Australia.

Scope of Delivery
Full time or part time

Course Objective
The course has been developed by the Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd. with the aim of meeting training and skills recognition needs of the manufacturing and engineering industry in Australia.

Entry Requirements
To qualify for admission to the course, applicants must -
(i) demonstrate, to the satisfaction of the Head of Department, that they are capable of successfully completing the course; or
(ii) have successfully completed one of the following-
(a) Certificate III in Engineering (Production Systems) (MEM30198);
(b) Certificate III in Engineering (Mechanical Trade) (MEM30298);
(c) Certificate III in Engineering (Fabrication Trade) (MEM30398);
(d) Certificate III in Engineering (Electrical/Electronic Trade) (MEM30498);
(e) Certificate III in Marine Craft Construction (MEM30603);
(f) Certificate III in Marine (Installation) (AUR32199);
(g) Certificate III in Marine (Mechanics) (AUR32299);
(h) Certificate III in Jewellery Manufacture (MEM30803).

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

Course Duration
The course may be offered on a full time basis over a minimum of 360-1320 nominal hours or part time equivalent.

Course Structure
The course consists of a range of competencies selected by the student, with the approval of the Head of Department, having regard to the list of relevant competencies in the–
• Metal and Engineering Training Package Policy Document (Nov98) (V4 20/08/03);
• Metal and Engineering Industry National Competency Standard, Volume 1-3 (Nov98) (V4 20/08/03).
CERTIFICATE IV IN ENGINEERING
Course Code: MEM40105

Campus: Footscray Nicholson, Newport, Sunshine.
Career Opportunities
Supervisors, Technicians.
Scope of Delivery
Part time, Flexible.
Course Objectives
This qualification provides the skills and knowledge to demonstrate: broad theoretical concepts; application of skills and knowledge; problem solving; information interpretation and output responsibility.

Entry Requirements
To qualify for admission to the course, applicants must have completed an approved apprenticeship.

Selection Procedures / Selection Criteria

Course Duration
4 years part time.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM12.23A</td>
<td>PERFORM ENGINEERING MEASUREMENTS</td>
<td>30</td>
</tr>
<tr>
<td>MEM12.24A</td>
<td>PERFORM COMPUTATIONS</td>
<td>30</td>
</tr>
<tr>
<td>MEM13.14B</td>
<td>APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT</td>
<td>10</td>
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<tr>
<td>MEM14.4A</td>
<td>PLAN TO UNDERTAKE A ROUTINE TASK</td>
<td>10</td>
</tr>
<tr>
<td>MEM14.5A</td>
<td>PLAN A COMPLETE ACTIVITY</td>
<td>20</td>
</tr>
<tr>
<td>MEM15.24A</td>
<td>APPLY QUALITY PROCEDURES</td>
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<tr>
<td>MEM15.2A</td>
<td>APPLY QUALITY SYSTEMS</td>
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<td>MEM16.6A</td>
<td>ORGANISE AND COMMUNICATE INFORMATION</td>
<td>20</td>
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<tr>
<td>MEM16.7A</td>
<td>WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT</td>
<td>10</td>
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<tr>
<td>MEM16.8A</td>
<td>INTERACT WITH COMPUTING TECHNOLOGY</td>
<td>20</td>
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<tr>
<td>MEM17.3A</td>
<td>ASSIST IN THE PROVISION OF ON THE JOB TRAINING</td>
<td>20</td>
</tr>
</tbody>
</table>

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

CERTIFICATE IV IN ENGINEERING – HIGHER ENGINEERING TRADE
Course Code: MEM40198

Campus: Re-enrolling Students only
Career Opportunities
Meeting training and skills recognition needs of the manufacturing and engineering industry in Australia.
Scope of Delivery
Part time
Course Objective
The course is based upon the Metal and Engineering Training Package which has been developed by the Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd. (MERS ITAB) with the aim of meeting training and skills recognition needs of the manufacturing and engineering industry in Australia.

Entry Requirements
There are no formal educational pre-requisites for entry to the course. Applicants who have successfully completed:
(a) the Certificate III in Engineering – Fabrication Trade (MEM30398);
(b) the Certificate III in Engineering – Mechanical Trade (MEM30298); or
(c) the Certificate III in Engineering (Electrical/Electronic Trade) (MEM30498);
may be granted entry to the course with advanced standing.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or through work and/or life experience.

Course Duration
The course may be offered on a part time basis over a period of 6 – 12 months depending on the student’s qualifications on entry.

Course Structure
The course consists of a range of competencies selected by the student, with the approval of the Head of Department, having regard to the list of relevant competencies in -
• Metal and Engineering Training Package Policy Document (published November 1998);
• Metal and Engineering Industry National Competency Standard, Volume 1-3 (published 1998);
and in consultation with the student’s employer.

DIPLOMA OF ENGINEERING- ADVANCED TRADE
Course Code: MEM50105

Campus: Sunshine
Career Opportunities
Technical Officer, Engineering Assistant
Scope of Delivery
Part time, Flexible.
Course Objective
This qualification provides the skills and knowledge to demonstrate: broad theoretical concepts; application of skills and knowledge; problem solving; information interpretation and output responsibility.
Entry Requirements
To qualify for admission to the course, applicants must have successfully completed year 11 or completed Certificate III in Engineering or equivalent or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of the National Reporting System (NRS).

Course Duration
4 years part time

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>MEM12.23A</td>
<td>PERFORM ENGINEERING MEASUREMENTS</td>
<td>30</td>
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<tr>
<td>MEM12.24A</td>
<td>PERFORM COMPUTATIONS</td>
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<tr>
<td>MEM12.25A</td>
<td>USE GRAPHICAL TECHNIQUES AND PERFORM SIMPLE STATISTICAL COMPUTATIONS</td>
<td>20</td>
</tr>
<tr>
<td>MEM13.14B</td>
<td>APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT</td>
<td>10</td>
</tr>
<tr>
<td>MEM14.4A</td>
<td>PLAN TO UNDERTAKE A ROUTINE TASK</td>
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<td>PLAN A COMPLETE ACTIVITY</td>
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<tr>
<td>MEM15.24A</td>
<td>APPLY QUALITY PROCEDURES</td>
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<td>APPLY QUALITY SYSTEMS</td>
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<td>ORGANISE AND COMMUNICATE INFORMATION</td>
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<td>WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT</td>
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<tr>
<td>MEM16.8A</td>
<td>INTERACT WITH COMPUTING TECHNOLOGY</td>
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<td>MEM16.9A</td>
<td>RESEARCH AND ANALYSE ENGINEERING INFORMATION</td>
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<tr>
<td>MEM16.11A</td>
<td>COMMUNICATE WITH INDIVIDUALS AND SMALL GROUPS</td>
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<tr>
<td>MEM16.12A</td>
<td>INTERPRET SPECIFICATIONS AND MANUALS</td>
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<tr>
<td>MEM16.14A</td>
<td>REPORT TECHNICAL INFORMATION</td>
<td>20</td>
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<tr>
<td>MEM17.3A</td>
<td>ASSIST IN THE PROVISION OF ON THE JOB TRAINING</td>
<td>20</td>
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<tr>
<td>MEM30.12A</td>
<td>APPLY MATHEMATICAL TECHNIQUES IN A MANUFACTURING, ENGINEERING OR RELATED</td>
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</table>

Elective Units of Study
Select specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006, units from the group 1 list to a maximum value of 100 points, and completion of up to 12 points from the group 2 list and completion of Specialisation units from the group 3 list to bring the total value of Specialisation units in groups 1 and 2 to at least 136 points.
Below are subject details for courses offered by the Department of Engineering Technology in 2007.

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

**AUM9001A MONITOR AND MAINTAIN WORKPLACE EQUIPMENT**

**Content:** Recognise and follow OH&S and environmental regulations, policies and procedures, signs and codes as they apply to work area; Use appropriate personal protective equipment; Follow appropriate manual handling techniques; Take appropriate action to deal with hazards and potential hazards in the workplace; Complete incident/accident investigation reports as/when required; Follow emergency procedures; Recognise and act on factors which lead to an unhealthy lifestyle.

**Nominal Hours:** To be advised

**Assessment:** As per endorsed training package

**AUM9002A RECEIVE AND DISPATCH MATERIALS, EQUIPMENT AND TOOLS**

**Content:** Receive and check materials/components/parts and equipment/tools required for the job; Stack/store materials/ parts/components as required for the process; Dispatch materials/ parts/components on completion of the process; Store equipment and tools on completion of the process.

**Nominal Hours:** To be advised

**Assessment:** As per endorsed training package

**AUM9003A PREPARE AND PROCESS MATERIALS AND COMPONENTS**

**Content:** Select materials/components required for the operation/process; Inspect and check materials/components prior to use; Prepare and/or load/secure materials/ components as required; Process materials/components as detailed in enterprise procedures to ensure a quality product.

**Nominal Hours:** To be advised

**Assessment:** As per endorsed training package

**AUM9004A PREPARE AND USE/OPERATE EQUIPMENT, TOOLS AND/OR MACHINERY**

**Content:** Select equipment, tools and/or machinery required for the operation/process; Inspect and check equipment, tools and/or machinery prior to use; Prepare equipment, tools and machinery as required by the process/operation; Use and/or operate equipment, tools and machinery as required by the process/operation; Shut down and/or store equipment, tools and machinery at the conclusion of the operation.

**Nominal Hours:** To be advised

**Assessment:** As per endorsed training package

**AUM9005A MONITOR AND MAINTAIN CONTINUOUS IMPROVEMENT OF SYSTEMS AND PROCESSES**

**Content:** Apply continuous improvement of systems and processes to improve the quality of the product/process; Monitor continuous improvement of systems and processes to ensure the quality of the product/process is continually improved; Use continuous improvement tools and problem-solving techniques to ensure the ongoing improvement of the product and process; Apply continuous improvement of systems/processes/tools to eliminate waste; Incorporate recognised improvement opportunities into the work area.

**Nominal Hours:** To be advised

**Assessment:** As per endorsed training package

**AUM9006A MONITOR AND MAINTAIN EQUIPMENT, TOOLS AND MACHINERY**

**Content:** Monitor equipment and processes; Perform incidental maintenance when required; Apply preventative maintenance systems/processes to maintain operation efficiency and effectiveness.

**Nominal Hours:** To be advised

**Assessment:** As per endorsed training package

**AUM9007A MANAGE PERSONAL WORK PRIORITIES**

**Content:** Recognise requirements for the job according to schedules and work plans; Plan time to meet work schedules so that production rates are maintained; Adjust work priorities to cater for changes in schedules; Predict and recognise problems and take appropriate action.

**Nominal Hours:** To be advised

**Assessment:** As per endorsed training package

**AUM9008A MAINTAIN EFFECTIVE WORKPLACE RELATIONSHIPS**

**Content:** Give and receive instructions, information and messages as required by the job; Instruct and deliver training to others on- and off-the-job as required; Follow enterprise Diversity and Equal Opportunity policies and procedures; Identify procedures and processes for resolving conflict in the workplace; Fill out forms as required by the job.

**Nominal Hours:** To be advised

**Assessment:** As per endorsed training package

**AUM9009A WORK EFFECTIVELY WITH OTHERS IN TEAMS**

**Content:** Participate in teams to achieve production targets; Participate in the decision-making process in team meetings; Participate in addressing team's key production indicators; Organise and conduct team meetings.

**Nominal Hours:** To be advised

**Assessment:** As per endorsed training package

**BCCCM2001B USE CIVIL CONSTRUCTION HAND AND POWER TOOLS**

**Content:** This unit specifies the competency required to safely and effectively identify, select and use hand and power tools to aid in the completion of tasks. It includes the minimum criteria for competency assessment.

**Nominal Hours:** 80 Hours

**Assessment:** As per accredited curriculum

**BCCRC3001B MAINTAIN DRAINAGE SYSTEMS**

**Content:** This unit specifies the competency required to maintain drainage systems. It includes the minimum criteria for competency assessment.

**Nominal Hours:** TBA Hours

**Assessment:** As per accredited curriculum

**MCMC410A LEAD CHANGE IN A MANUFACTURING ENVIRONMENT**

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

**Nominal Hours:** 50 Hours

**Assessment:** As per accredited curriculum

**MCMC610A MANAGE RELATIONSHIPS WITH NON-CUSTOMER EXTERNAL ORGANIZATIONS**

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

**Nominal Hours:** 60 Hours

**Assessment:** As per accredited curriculum

**MCMC611A MANAGE PEOPLE RELATIONSHIPS**

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

**Nominal Hours:** 60 Hours

**Assessment:** As per accredited curriculum
DEPARTMENT OF ENGINEERING TECHNOLOGY

MCMC612A MANAGE WORKPLACE LEARNING
Content: This unit covers the knowledge and skills required to manage the learning and skill development for a manufacturing workforce.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

MCM5400A IMPLEMENT A COMPETITIVE MANUFACTURING SYSTEM
Content: This unit covers the knowledge and skills needed to implement competitive manufacturing practices. Generally, five areas drive competitive manufacturing: cost, quality, delivery, safety/environment, and morale. In a competitive manufacturing company systems will need to be implemented which drive continuous improvement in all these areas, without one area competing unduly with another.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

MCM600A DEVELOP A COMPETITIVE MANUFACTURING SYSTEM
Content: This unit covers the knowledge and skills required to develop a new competitive manufacturing system or make improvements to an existing system.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

MCM601A ANALYSE AND MAP A VALUE CHAIN
Content: This unit covers the skills needed to analyse and map a value chain including the clear identification of a manufacturing enterprise's place in and contribution to the value chain. The unit will cover the identification of enterprises in a value chain including their relationships and the activities undertaken by value chain enterprises. The identification skills include identification at the virtual or information level, the technical or process level and at the physical or logistic level. The unit includes the analysis of value adding and non-value adding activities and the information needs for successful value chain mapping including information technology (IT) needs. This unit covers the analysis of the supply chain, the demand chain as well as the overall value chain.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

MCM602A MANAGE A VALUE CHAIN
Content: This unit covers the knowledge and skills needed to manage a value chain, a supply chain or a demand chain including the close liaison with suppliers and customers and even the managing of the supply/demand chain of smaller suppliers/customers (if they wish it). This unit covers the managing of the supply chain, the demand chain as well as the overall value chain and may be applied to the managing of the chain internally/externally within an organisation.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

MCM603A DEVELOP MANUFACTURING RELATED BUSINESS PLANS
Content: This unit covers the knowledge and skills needed to develop business plans in a competitive manufacturing environment.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

MCMT230A APPLY COST FACTORS TO WORK PRACTICES
Content: This unit covers the knowledge and skills needed for an individual to identify cost components and to be able to determine in general terms the cost impacts of alternative actions.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

MCMT231A INTERPRET PRODUCT COSTS IN TERMS OF CUSTOMER REQUIREMENTS
Content: This unit covers the knowledge and skills needed for a person to be able to identify the major cost components of their product/s, the basic relationship of these to customer benefits and use this to help minimise waste (defined as anything not delivering a customer benefit). It has a different focus to MCMT230A Apply cost factors to work practices which focuses on costs in isolation whereas this unit regards all costs not directly leading to customer benefit as waste. It may apply to all employees.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

MCMT240A APPLY 5S PROCEDURES IN A MANUFACTURING ENVIRONMENT
Content: This unit covers the knowledge and skills needed for an employee to apply 5S procedures (a structured approach to housekeeping) to their own job and work area.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

MCMT250A MONITOR PROCESS CAPABILITY
Content: This unit covers the knowledge and skills required for gathering of data and the interpretation of simple information to determine the compliance of the process and the taking of action as defined by the procedures where the information reveals the process is out of control parameters.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

MCMT251A APPLY QUALITY STANDARDS
Content: This unit is based on LMTQAGN01A Apply quality standards. This unit covers the skills and knowledge required to apply quality standards to work operations in a manufacturing enterprise.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

MCMT260A USE PLANNING SOFTWARE SYSTEMS IN MANUFACTURING
Content: This unit covers the knowledge and skills needed to access planning software (often known as ERP, MRP, MRPII, and often by its brand name such as SAP etc) to make routine business decisions required of the person as a regular part of their job.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

MCMT261A USE SCADA SYSTEMS IN MANUFACTURING
Content: This unit covers the knowledge and skills needed by an employee to interact with a System Control and Data Acquisition (SCADA) system as part of their job.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

MCMT270A USE SUSTAINABLE ENERGY PRACTICES
Content: This unit covers the skills needed to use and make improvements in sustainable energy practices in production, maintenance and logistics.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

MCMT271A USE SUSTAINABLE ENVIRONMENTAL PRACTICES
Content: This unit covers the knowledge and skills needed to use and make improvements in sustainable environmental practices in production, maintenance and logistics.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum
SCHOOL OF ENGINEERING, CONSTRUCTION AND INDUSTRIAL SKILLS

**MCMT280A UNDERTAKE ROOT CAUSE ANALYSIS**
Content: This unit covers the knowledge and skills needed to undertake root cause analysis (RCA) by any person. This will often be done by people working in a team. This unit also covers the competencies needed by operators to contribute to an advanced maintenance strategy using RCA coupled with diagrams and charts.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**MCMT281A CONTRIBUTE TO THE APPLICATION OF A PROACTIVE MAINTENANCE STRATEGY**
Content: This unit covers the knowledge and skills required to make a positive contribution to proactive maintenance strategies which include things like plant uptime and Overall Equipment Efficiency (OEE).
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

**MCMT421A FACILITATE A JUST IN TIME (JIT) SYSTEM**
Content: This unit covers knowledge and skills required to facilitate the implementation/operation of a Just in Time (JIT)/kanban system in the organisation.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**MCMT430A IMPROVE COST FACTORS IN WORK PRACTICES**
Content: This unit covers the knowledge and skills needed to evaluate the product or process outcomes of a team in terms of their cost components and to be able to determine in general terms the cost impacts of alternative actions.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**MCMT432A ANALYSE MANUAL HANDLING PROCESSES**
Content: This unit covers the knowledge and skills to analyse manual handling in terms of its efficiency and safety.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**MCMT440A LEAD 5S IN A MANUFACTURING ENVIRONMENT**
Content: This unit covers the competencies needed to facilitate and improve the 5S housekeeping environment.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**MCMT450A UNDERTAKE PROCESS CAPABILITY IMPROVEMENTS**
Content: This unit covers the knowledge and skills required by a team leader/technical expert to analyse data from the process, develop improvements to eliminate variation due to assignable causes and then implement actions.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**MCMT451A MISTAKE PROOF A PRODUCTION PROCESS**
Content: This unit covers the knowledge and skills needed to make changes which prevent errors and/or backsliding to a pre-improvement level of practice. In the CMI environment, this unit would typically be done by a team leader, technical expert of similar person.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**MCMT452A APPLY STATISTICS TO PROCESSES IN MANUFACTURING**
Content: This unit covers the knowledge and skills required to apply statistical theory and principles to the analysis and control of processes in manufacturing.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**MCMT452A APPLY STATISTICS TO PROCESSES IN MANUFACTURING**
Content: This unit covers the knowledge and skills required to apply statistical theory and principles to the analysis and control of processes in manufacturing.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**MCMT452B APPLY STATISTICS TO PROCESSES IN MANUFACTURING**
Content: This unit covers the knowledge and skills required to apply statistical theory and principles to the analysis and control of processes in manufacturing.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**MCMT460A FACILITATE THE USE OF PLANNING SOFTWARE SYSTEMS IN MANUFACTURING**
Content: This unit covers the knowledge and skills required by a team leader or technical expert to use and facilitate the use of planning software systems (known by various names such as ERP, SAP and MRP). This unit also covers the interactions of the person with a planning software system as they both use it for their own work and support their team members use it.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**MCMT461A FACILITATE SCADA SYSTEMS IN A MANUFACTURING TEAM OR WORK AREA**
Content: This unit covers the knowledge and skills needed by a person who is required to use System Control and Data Acquisition (SCADA), or other similar systems, and support the team in their use of SCADA.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**MCMT481A UNDERTAKE PROACTIVE MAINTENANCE ANALYSES**
Content: This unit covers the skills needed for the most common forms of analyses associated with predictive maintenance strategies.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**MCMT482A ASSIST IN IMPLEMENTING A PROACTIVE MAINTENANCE STRATEGY**
Content: This unit covers the knowledge and skills required by a maintenance person to assist in the implementation of a proactive maintenance strategy in a manufacturing environment. This unit includes the interaction between maintenance worker and operator as appropriate.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**MCMT620A DEVELOP QUICK CHANGEOVER PROCEDURES**
Content: This unit covers the knowledge and skills needed to develop/improve changeovers.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**MCMT621A DEVELOP A JUST IN TIME (JIT) SYSTEM**
Content: This unit covers the skills needed to plan and implement a Just in Time (JIT) production system in manufacturing. It covers both the initial JIT implementation and also the ongoing improvement and implementation of the improved system.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**MCMT630A OPTIMISE COST OF PRODUCT**
Content: This unit covers the knowledge and skills needed to take a global view of the costs of a product and determines methods of reducing costs overall.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum
MCMT631A UNDERTAKE VALUE ANALYSIS OF PRODUCT COSTS IN TERMS OF CUSTOMER REQUIREMENTS
Content: This unit covers the knowledge and skills required by an employee who is required to analyse products and processes to determine the factors that most impact on meeting customer requirements. The analysis is in terms of cost factors and include options for improving cost efficiency. The unit also includes implementing identified changes that increase cost efficiency. The unit may be applied individually or in a team environment. In this unit an employee uses an analysis of the benefits/features which a customer perceives to be in a product/products as a basis for determining waste and so reducing waste.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

MCMT640A MANAGE SS SYSTEM IN A MANUFACTURING ENVIRONMENT
Content: This unit covers knowledge and skills needed for the overall management of the SS system in a manufacturing organisation.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

MCMT650A DETERMINE AND IMPROVE PROCESS CAPABILITY
Content: This unit covers the knowledge and skills needed to determine the actual (as distinct from design) capability of a process and then to analyse that process to remove assignable causes and reduce random causes. This would typically be done by a manager or technical expert support person either working in a team, or in close liaison with key stakeholders. Process capability is typically calculated using standard deviations.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

MCMT660A DEVELOP THE APPLICATION OF ENTERPRISE SYSTEMS IN MANUFACTURING
Content: This unit covers the knowledge and skills needed to continuously modify and improve or develop new enterprise wide systems such as SCADA, ERP, MRPII and similar. Typically the development of such a system will be in liaison with an appropriate technical expert who may be an internal expert or an external consultant.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

MCMT661A DETERMINE AND ESTABLISH INFORMATION COLLECTION REQUIREMENTS AND PROCESSES
Content: This unit covers the knowledge and skills required to determine what information is needed to support decision making in a competitive manufacturing environment and then to set about establishing required information collection systems. This would usually be done as part of a team and would require consultation with all key stakeholders.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

MCMT670A DEVELOP AND MANAGE SUSTAINABLE ENERGY PRACTICES
Content: This unit covers the skills needed to identify opportunities for and make improvements in sustainable energy practices in production, maintenance and logistics. Areas covered include efficient use of raw materials, management of waste, electricity conservation, heat conservation and management, water management, environment protection and environment obligations of enterprises.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

MCMT671A DEVELOP AND MANAGE SUSTAINABLE ENVIRONMENTAL PRACTICES
Content: This unit covers the knowledge and skills needed to identify opportunities for and make improvements in sustainable environmental practices in production, maintenance and logistics. Areas covered include efficient use of raw materials, management of waste, electricity conservation, heat conservation and management, water management, environment protection and environment obligations of enterprises.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

MCMT681A DEVELOP A PROACTIVE MAINTENANCE STRATEGY
Content: This unit covers the knowledge and skills needed to develop and implement a proactive maintenance strategy for a manufacturing enterprise. The unit recognises that there are a number of predictive or proactive maintenance strategies such as TPM, RCM.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

MEM1.1FA UNDERTAKE INTERACTIVE WORKPLACE COMMUNICATION
Content: Communicate information about tasks, processes, events or skills; Take part in group discussion to achieve appropriate work outcomes; Represent views of group to others.
Nominal Hours: 20 Hours
Assessment: As per endorsed training package

MEM1.2FA APPLY PRINCIPLES OF OH&S IN A WORK ENVIRONMENT
Content: Follow safe work practices; Report workplace hazards; Follow emergency procedures.
Nominal Hours: 20 Hours
Assessment: As per endorsed training package

MEM1.3FA APPLY QUALITY PROCEDURES
Content: Take responsibility for own quality; Apply standard procedures of workplace quality to own job.
Nominal Hours: 20 Hours
Assessment: As per endorsed training package

MEM1.4FA PLAN TO UNDERTAKE A ROUTINE TASK
Content: Identify task requirements; Plan steps required to complete task; Review plan.
Nominal Hours: 20 Hours
Assessment: As per endorsed training package

MEM12.3AA PRECISION MECHANICAL MEASUREMENT
Content: Use precision measuring equipment; Set comparative measuring devices; Maintain precision equipment.
Unit Weight Points: 2 Points
Assessment: As per endorsed training package

MEM12.6AA MARK OUT/OFF (GENERAL ENGINEERING)
Prerequisite(s) MEM9.2A Interpret Technical Drawing.
Content: Determine job requirements; Transfer dimension; Make templates as required.
Unit Weight Points: 4 Points
Assessment: As per endorsed training package

MEM12.7AA MARK OFF/OUT STRUCTURAL FABRICATIONS AND SHAPES
Content: Transfer dimensions from a detail drawing to work; Make templates as required; Develop patterns and/or transfer measurements to structure; Interpret relevant codes, standards and symbols; Estimate quantities of materials from detail drawings.
Unit Weight Points: 2-4 Points
Nominal Hours: 40 Hours
Assessment: As per endorsed training package

DEPARTMENT OF ENGINEERING TECHNOLOGY
<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>TITLE</th>
<th>PREREQUISITE(S)</th>
<th>CONTENT</th>
<th>UNIT WEIGHT POINTS</th>
<th>ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM18.18AB</td>
<td>MAINTAIN PNEUMATIC SYSTEM COMPONENTS</td>
<td>MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing, MEM18.2A Use hand power tools, MEM18.3A Use tools for precision, MEM18.6A Dismantle, replace, assemble &amp; fit engineering components.</td>
<td>Check pneumatic system components; Identify, repair/replace faulty pneumatic system components.</td>
<td>4</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM18.1AB</td>
<td>USE HAND TOOLS</td>
<td>MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing, MEM18.1A Use hand tools, MEM18.3A Use tools for precision, MEM18.6A Dismantle, replace, assemble &amp; fit engineering components.</td>
<td>Use power tools.</td>
<td>4</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>MEM18.2A</td>
<td>USE POWER TOOLS/HANDHELD OPERATIONS</td>
<td>MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing, MEM18.1A Use hand tools, MEM18.2A Use hander tools, MEM18.3A Use tools for precision Work, 18.55A.</td>
<td>Perform routine bearing checks during operation and non-operation; Diagnose bearing faults; Identify bearing requirements for replacement or installation; Remove bearings; Install plain bearings; Install anti-friction bearings.</td>
<td>4</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM18.5AA</td>
<td>BEARINGS-FAULT DIAGNOSE, INSTALLATION &amp; REMOVAL</td>
<td>MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and interpret Sketch, MEM9.2A Interpret technical Drawing, MEM18.1A Use Hand Tools, MEM18.2A Use Hanwer Tools, MEM18.3A Use Tools for Precision Work, 18.55A.</td>
<td>Dismantle and inspect engineering components; Repair/Replace faulty components; Manufacture parts/components; Fit engineering components into assemblies or sub-assemblies.</td>
<td>8</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM18.6AA</td>
<td>DISMANTLE/REPAIR/REPLACE/ASSEMBLE &amp; FIT ENGINEERING COMPONENTS</td>
<td>MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and interpret Sketch, MEM9.2A Interpret technical Drawing, MEM18.1A Use Hanwer Tools, MEM18.2A Use Hand tools, MEM18.3A Use Tools for Precision Work, 18.55A.</td>
<td>Use hand power tools, MEM18.3A Use tools for precision, MEM18.6A Dismantle, replace, assemble &amp; fit engineering components.</td>
<td>8</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM2.1C12A</td>
<td>APPLY QUALITY SYSTEMS</td>
<td>MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and interpret Sketch, MEM9.2A Interpret technical Drawing, MEM18.1A Use Hand Tools, MEM18.2A Use Hanwer Tools, MEM18.3A Use Tools for Precision Work, 18.55A.</td>
<td>Understand and follow standard operational or specification requirements; Engage in quality improvement.</td>
<td>4</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM2.6C10A</td>
<td>PLAN A COMPLETE ACTIVITY</td>
<td>MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and interpret Sketch, MEM9.2A Interpret technical Drawing, MEM18.1A Use Hanwer Tools, MEM18.2A Use Hand tools, MEM18.3A Use Tools for Precision Work, 18.55A.</td>
<td>Identify activity requirements; Plan process to complete activity; Modify plan.</td>
<td>4</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM2.7C10A</td>
<td>PERFORM COMPUTATIONS – BASIC</td>
<td>MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and interpret Sketch, MEM9.2A Interpret technical Drawing, MEM18.1A Use Hanwer Tools, MEM18.2A Use Hand tools, MEM18.3A Use Tools for Precision Work, 18.55A.</td>
<td>Apply four basic rules of calculation; Perform basic calculations involving fractions and decimals.</td>
<td>4</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM2.8C10A</td>
<td>PERFORM COMPUTATIONS</td>
<td>MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and interpret Sketch, MEM9.2A Interpret technical Drawing, MEM18.1A Use Hanwer Tools, MEM18.2A Use Hand tools, MEM18.3A Use Tools for Precision Work, 18.55A.</td>
<td>Identify uses of computers in the workplace; Access information using computers; Input data correctly into a computer; Output data using a computer system.</td>
<td>8</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM2.9C10A</td>
<td>PERFORM COMPUTER OPERATIONS</td>
<td>MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and interpret Sketch, MEM9.2A Interpret technical Drawing, MEM18.1A Use Hanwer Tools, MEM18.2A Use Hand tools, MEM18.3A Use Tools for Precision Work, 18.55A.</td>
<td>Understand and follow standard operational or specification requirements; Engage in quality improvement.</td>
<td>8</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM5.10AA</td>
<td>UNDERTAKE FABRICATION, FORMING, BENDING AND SHAPING</td>
<td>MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and interpret Sketch, MEM9.2A Interpret technical Drawing, MEM18.1A Use Hand Tools, MEM18.2A Use Hanwer Tools, MEM18.3A Use Tools for Precision Work, 18.55A.</td>
<td>Identify uses of computers in the workplace; Access information using computers; Input data correctly into a computer; Output data using a computer system.</td>
<td>8</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM5.12AB</td>
<td>PERFORM ROUTINE METAL ARC WELDING USING GAS TUNGSTEN ARC WELDING PROCESS</td>
<td>MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and interpret Sketch, MEM9.2A Interpret technical Drawing, MEM18.1A Use Hand Tools, MEM18.2A Use Hanwer Tools, MEM18.3A Use Tools for Precision Work, 18.55A.</td>
<td>Select and set up forming/shaping equipment for a specific operation; Operate forming/shaping equipment; Forming and shaping material.</td>
<td>8</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM5.20AB</td>
<td>PERFORM ADVANCED WELDING</td>
<td>MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and interpret Sketch, MEM9.2A Interpret technical Drawing, MEM18.1A Use Hand Tools, MEM18.2A Use Hanwer Tools, MEM18.3A Use Tools for Precision Work, 18.55A.</td>
<td>Select welding settings and consumables; Assemble welding equipment; Weld joints to meet Australian Standard 1554 Structural Purpose; Inspect welds; Correct faults; Maintain weld records.</td>
<td>8</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM5.5AA</td>
<td>PERFORM ROUTINE GAS METAL ARC WELDING</td>
<td>MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and interpret Sketch, MEM9.2A Interpret technical Drawing, MEM18.1A Use Hand Tools, MEM18.2A Use Hanwer Tools, MEM18.3A Use Tools for Precision Work, 18.55A.</td>
<td>Select welding settings and consumables; Assemble welding equipment; Weld joints to meet Australian Standard 1554 Structural Purpose; Inspect welds; Correct faults; Maintain weld records.</td>
<td>8</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM5.5AA</td>
<td>CARRY OUT MECHANICAL CUTTING</td>
<td>MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and interpret Sketch, MEM9.2A Interpret technical Drawing, MEM18.1A Use Hand Tools, MEM18.2A Use Hanwer Tools, MEM18.3A Use Tools for Precision Work, 18.55A.</td>
<td>Operate mechanical cutting machine; Check material for conformance to specification.</td>
<td>4</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM6.7AA</td>
<td>PERFORM BASIC INCIDENTAL HEAT/QUENCHING, TEMPERING, AND ANNEALING</td>
<td>MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and interpret Sketch, MEM9.2A Interpret technical Drawing, MEM18.1A Use Hand Tools, MEM18.2A Use Hanwer Tools, MEM18.3A Use Tools for Precision Work, 18.55A.</td>
<td>Operate heating equipment.</td>
<td>4</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM7.10AA</td>
<td>PERFORM TOOL AND CUTTER GRINDING OPERATIONS</td>
<td>MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and interpret Sketch, MEM9.2A Interpret technical Drawing, MEM18.1A Use Hand Tools, MEM18.2A Use Hanwer Tools, MEM18.3A Use Tools for Precision Work, 18.55A.</td>
<td>Select appropriate tool and cutter grinding wheels and accessories; Perform tool and cutter grinding; Check components for conformance to specification.</td>
<td>4</td>
<td>As per endorsed training package</td>
</tr>
</tbody>
</table>
MEM7.11AA COMPLEX MILLING OPERATIONS
Prerequisite(s): MEM2.13C5A Perform mathematical computations, MEM7.5A Perform general machining, 7.7A, MEM9.2A Interpret technical drawing, MEM12.3A Precision mechanical measurement, MEM18.1A Use hand tools.
Content: Setup work; Identify inserts from International Standard Organisation standards; Perform complex milling.
Unit Weight Points 4 Points
Assessment: As per endorsed training package

MEM7.12AA COMPLEX GRINDING OPERATIONS
Prerequisite(s): MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools, MEM12.3A Precision Mechanical Measurement, MEM7.8A Perform ing Operations.
Content: Determine job requirements; Setup work; Perform complex grinding; Check components for conformance to specification.
Unit Weight Points 4 Points
Assessment: As per endorsed training package

MEM7.1AA OPERATIONAL MAINTENANCE OF MACHINES/EQUIPMENT
Content: Undertake programmed safety and maintenance checks; Undertake programmed maintenance.
Unit Weight Points 2 Points
Assessment: As per endorsed training package

MEM7.5AA PERFORM GENERAL MACHINING
Prerequisite(s): MEM2.5C11A Measure with Graduated Devices, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools
Content: Determine job requirements; Determine sequence of operations; Perform machining operations; Measure components; Adjust and maintain machine.
Unit Weight Points 8 Points
Assessment: As per endorsed training package

MEM7.6AA PERFORM LATHE OPERATIONS
Prerequisite(s): MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools.
Content: Observe safety precautions; Determine job requirements; Mount job; Perform turning operations; Check components for conformance with specifications.
Unit Weight Points 4-8 Points
Assessment: As per endorsed training package

MEM7.7AA PERFORM MILLING OPERATIONS
Prerequisite(s): MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools.
Content: Observe safety precautions; Determine job requirements; Check components for conformance to specification.
Unit Weight Points 4 Points
Assessment: As per accredited curriculum

MEM7.8AB PERFORM GRINDING OPERATIONS
Prerequisite(s): MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools.
Content: Observe safety precautions; Observe safety precautions; Select appropriate wheels and accessories; Perform grinding operations; Check components for conformance with specifications.
Unit Weight Points 4 Points
Assessment: As per accredited curriculum

MEM7.9AA PERFORM PRECISION JIG BORING OPERATIONS
Prerequisite(s): MEM9.2A Interpret Technical Drawing, MEM12.3A Precision Mechanical Measurement, MEM7.5A Perform General Machining, MEM7.7A Perform Milling Operations, MEM18.1Use Hand Tools.
Content: Observe safety precautions; Determine job requirements; Select appropriate tools and accessories; Mount job; Perform jig boring; Check components for conformance to specification.
Unit Weight Points 4 Points
Assessment: As per endorsed training package

MEM9.1AA DRAW AND INTERPRET SKETCH
Content: Prepare freehand sketch; Interpret details from freehand and sketch.
Nominal Hours: 20 Hours
Assessment: As per endorsed training package

MEM9.2AA INTERPRET TECHNICAL DRAWING
Content: Interpret technical drawings; Select correct technical drawing.
Nominal Hours: 40 Hours
Assessment: As per endorsed training package

PMASUP390A USE STRUCTURED PROBLEM SOLVING TOOLS
Content: This competency covers the solving of process and other problems, beyond those associated directly with the process unit, using structured process improvement tools to identify improvements and/or solve problems. The competency is typically performed by an experienced technician, team leader or supervisor.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBN768 DEVELOP AN INDIVIDUAL CAREER PLAN FOR THE ENGINEERING INDUSTRY
Content: This unit of competency sets out the knowledge and skills required to research careers and training opportunities in the Manufacturing and Engineering Industry and develop an individual career path plan. This involves examining the range of activities the industry covers, the types of occupations that are available and the training pathways that can lead to those occupations.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBN769 PERFORM BASIC MACHINING PROCESSES
Content: This unit of competency sets out the knowledge and skills required to undertake basic machining operations under supervision. This involves setting up and machining components by using lathes, milling machines, cut off saws, pedestal grinders and fixed position drilling machines. Marking out skills are also included as necessary in the machining process.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBN770 APPLY BASIC FABRICATION TECHNIQUES
Content: This unit of competency sets out the knowledge and skills required to basic fabrication tasks under supervision. This involves using appropriate machinery and applying associated fabrication and assembly techniques to the fabrications process.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBN771 APPLY ELECTROTECHNOLOGY PRINCIPLES IN AN ENGINEERING WORK ENVIRONMENT
Content: This unit of competency sets out the knowledge and skills required to select, set-up and use a range of test equipment to measure voltage, current and resistance. This involves testing for continuity, insulation and identifying commonly used electrical/electronic devices for the supply of power and for the control of machines and plant in an engineering environment.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBN772 USE COMPUTERS FOR ENGINEERING RELATED WORK ACTIVITIES
Content: This unit of competency sets out the knowledge and skills required to operate a computer, organise the desktop, select the appropriate engineering application package and process information for a range of functions.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
VBN773 PRODUCE BASIC ENGINEERING SKETCHES AND DRAWINGS
Content: This unit of competency sets out the knowledge and skills required in the identification, selection and interpretation of a drawing or sketch, and the preparation of sketches and drawings.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBN774 PERFORM BASIC COMPUTATIONAL PRINCIPLES IN ENGINEERING WORK ACTIVITIES
Content: This unit of competency sets out the knowledge and skills required to perform basic computations in the workplace. This includes the correct use of fractions and decimals.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBN776 USE BASIC ENGINEERING CONCEPTS TO PLAN THE MANUFACTURE OF ENGINEERING COMPONENTS
Content: This unit of competency sets out the knowledge and skills required to plan the fabrication of engineering components. This involves defining the problem, identifying and reviewing specifications, determining resources, production sequence and schedules.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBN777 HANDLE ENGINEERING MATERIALS
Content: This unit of competency sets out the knowledge and skills required to safely handle materials in accordance with occupational health and safety requirements and enterprise procedures. This involves using manual handling techniques, operating mechanical handling equipment and handling industrial chemicals and materials.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBN779 PERFORM CUTTING, GRINDING AND TURNING OPERATIONS
Content: This unit of competency sets out the knowledge and skills required to perform cutting, grinding and turning techniques. This involves identifying the required manufacturing methods, planning the operations, preparing materials and equipment, producing components and assembling components. The unit is intended to develop the basic skills and techniques attained through the prerequisite machining, drawing interpretation, materials handling and OHS units.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBN780 FORM, BEND AND SHAPE ENGINEERING MATERIALS
Content: This unit of competency sets out the knowledge and skills required to produce a range of basic engineering components and products using basic fabrication techniques. This involves identifying the required manufacturing methods, planning the operations, preparing materials and equipment, producing components and assembling components. The unit is intended to develop the basic skills and techniques attained through the prerequisite fabrication units.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBN781 USE FUNDAMENTAL REFRIGERATION PRINCIPLES AND PROCESSES TO FABRICATE ENGINEERING STRUCTURES

VBN782 PERFORM BASIC WELDING AND THERMAL CUTTING PROCESSES TO FABRICATE ENGINEERING STRUCTURES
Content: This unit of competency sets out the knowledge and skills required to perform:
- basic welding using manual metal arc welding (MMAW)
- basic welding using gas metal arc welding (GMAW)
- basic thermal cutting using fuel gas equipment
This involves identifying the welding/cutting requirements, preparing materials and equipment, welding and cutting components. Welding is routine and where the welding quality is not required to meet an Australian Standard or equivalent. Fillet and butt welds would typically be performed on low carbon/mild steels. Thermal cutting is manual straight line cutting.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBN783 CREATE ENGINEERING DRAWINGS USING COMPUTER AIDED SYSTEMS
Content: This unit of competency sets out the knowledge and skills required to produce engineering drawings using a computer aided system. The unit is intended to build on the skills and techniques attained through the pre-requisite units VBN772 Use computers for engineering work related activities and VBN773 Produce basic engineering sketches and drawings.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBN785 ASSEMBLE AND TEST ELECTRONIC ENGINEERING EQUIPMENT AND MAKE IT OPERATIONAL
Content: This unit of competency sets out the knowledge and skills required to assemble and test electronic engineering equipment and make it operational. This involves identifying task requirements, preparing components, assembling electronic equipment and testing equipment to ensure correct operation.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBN786 FABRICATE BASIC JEWELLERY ITEMS
Content: This unit of competency sets out the knowledge and skills required to construct basic jewellery components, single and multiple-piece items involving a limited range of fabrication processes and techniques.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBN787 APPLY MATHEMATICAL PRINCIPLES TO ENGINEERING DESIGNS
Content: This unit of competency sets out the knowledge and skills required to perform a range of mathematical tasks related to more complex engineering problems. It includes algebra, trigonometry, coordinate geometry, graphs and mensuration.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBN788 DESIGN AND PROTOTYPE COMPONENTS AND/OR SMALL STRUCTURES USING ENGINEERING DESIGN PRINCIPLES
Content: This unit of competency sets out the knowledge and skills required to design and prototype engineering components or small structures in an engineering context. This involves preparation of concept proposals, drawings, plans and models.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum
VBN789 USE MANUAL AND/OR COMPUTER AIDED DRAFTING SYSTEMS TO DESIGN ENGINEERING COMPONENTS OR STRUCTURES
Content: This unit of competency sets out the knowledge and skills required to perform manual or computer aided drafting for the design of mechanical and manufacturing engineering products, processes, systems or services. This work is typically carried out as part of a design team.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBN790 PRODUCE ENGINEERING COMPONENTS BY PROGRAMMING AND OPERATING CNC MANUFACTURING CELLS
Content: This unit of competency sets out the knowledge and skills required to produce engineering components by programming and operating CNC manufacturing cells. This involves planning, programming, producing and monitoring CNC machine operations. This work is typically carried out as part of a production team.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBN791 PLACE, ASSEMBLE AND/OR FABRICATE ENGINEERING COMPONENTS BY PROGRAMMING AND OPERATING ROBOTS
Content: This unit of competency sets out the knowledge and skills required to produce engineering components by programming and operating manufacturing robots. This may involve manufacturing robots performing material handling, material transfer, machine loading/unloading, welding, spray painting, assembly or inspection. This work is typically carried out as part of a production project team.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBN792 APPLY REFRIGERATION PRINCIPLES AND PROCESSES IN THE DESIGN OF BASIC REFRIGERATION SYSTEMS
Content: This unit of competency sets out the knowledge and skills required to design a basic refrigeration system by applying refrigeration principles and processes. This involves concept system design, identifying and selecting system components as well as preparing and document a system implementation plan. This work is typically carried out as part of a design team.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBN793 CONTROL A SMALL MANUFACTURING SUB SYSTEM THROUGH THE APPLICATION OF ELECTRONIC CONTROL DEVICES AND SYSTEMS
Content: This unit of competency sets out the knowledge and skills required to control a small manufacturing sub-system through an electronic control systems. This involves programming, interfacing and testing of programmable controllers or computers to assembly line section or fabrication stations. This work is typically carried out as part of a design team.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBN794 APPLY ELECTRONIC CONTROL PRINCIPLES TO MACHINE SYSTEMS
Content: This unit of competency sets out the knowledge and skills required to design and interface electrical/electronic control components to machine systems. This involves control systems with sensory elements, actuator interfaces and appropriate communication connections. This work is typically carried out as part of a design team.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBN795 EVALUATE MANUFACTURING PROCESSES FOR A RANGE OF ENGINEERING APPLICATIONS
Content: This unit of competency sets out the knowledge and skills required to evaluate the suitability of various manufacturing processes for a range of engineering applications. This involves selecting appropriate manufacturing methods and processes for particular applications within the individual’s field of engineering expertise.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum
INDUSTRIAL SKILLS TRAINING CENTRE

Below are details of courses offered by the Industrial Skills Training Centre in 2007. The most up-to-date course information is available online on the University's searchable courses database at www.vu.edu.au/courses.

NOTE: Courses available to International students are marked with the (I) symbol.

CERTIFICATE III IN MOTOR VEHICLE DRIVER TRAINER (CAR)
Course Code: 21370VIC

Campus: Werribee.
Career Opportunities
Motor vehicle driving instruction.
Scope of Delivery
This course is offered on a part time basis.
Course Objective
Prepare people entering or already employed in the motor vehicle driving instruction industry to meet the requirements of the national competency standards for instructors.
This State-accredited course provides appropriate training for persons to apply for a Driving Instructor licence, where they are issued by State and Territory regulatory bodies.
Entry Requirements
Applicants must hold a current full Victorian Drivers Licence.
Applicants with English as a second language will be expected to demonstrate an ability to speak, listen, write and read English to a specified level using the National Reporting System (NRS) level 3.
Course Duration
175 hours part time.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM310A</td>
<td>DELIVER AND MONITOR A SERVICE TO CUSTOMERS</td>
<td>35</td>
</tr>
<tr>
<td>SRSCOP003A</td>
<td>DEMONSTRATE PERSONAL IMAGE AND PRESENTATION SKILLS</td>
<td>5</td>
</tr>
<tr>
<td>TDTC197B</td>
<td>DRIVE VEHICLE</td>
<td>30</td>
</tr>
<tr>
<td>TDTF197B</td>
<td>FOLLOW OHS PROCEDURES</td>
<td>20</td>
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<tr>
<td>VBN087</td>
<td>FINANCIAL TRANSACTIONS AND RECORDS MAINTENANCE</td>
<td>5</td>
</tr>
<tr>
<td>VBN088</td>
<td>IMPLEMENT DRIVER TRAINING</td>
<td>65</td>
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<tr>
<td>VBN089</td>
<td>ORIENTATION TO MOTOR VEHICLE INSTRUCTION INDUSTRY</td>
<td>10</td>
</tr>
<tr>
<td>VBN090</td>
<td>VEHICLE PRESENTATION AND LEFT SEAT CONTROLS</td>
<td>5</td>
</tr>
</tbody>
</table>

CERTIFICATE III IN MOTOR VEHICLE DRIVER TRAINER (HEAVY VEHICLE)
Course Code: 21381VIC

Campus: Werribee.
Career Opportunities
Heavy Vehicle Driver Trainers
Scope of Delivery
This course is offered on a part time basis.
Course Objective
The course provides training for those seeking to become heavy vehicle drivers in Victoria.
Entry Requirements
To qualify for entry into this course applicants must:
- have completed the Certificate III in Motor Vehicle Driver Trainer (Car)
- hold a current full Australian drivers license endorsed for the appropriate vehicle classification in Victoria, with demonstrated industry experience or similar experience driving the vehicle under that category.
Applicants with English as a second language will be expected to demonstrate an ability to speak, listen, write and read English to a specified level using the National Reporting System (NRS) level 3.
Course Duration
255 hours part time.

Course Structure

<table>
<thead>
<tr>
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<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM310A</td>
<td>DELIVER AND MONITOR A SERVICE TO CUSTOMERS</td>
<td>35</td>
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<tr>
<td>SRSCOP003A</td>
<td>DEMONSTRATE PERSONAL IMAGE AND PRESENTATION SKILLS</td>
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<tr>
<td>TDTC197B</td>
<td>DRIVE VEHICLE</td>
<td>30</td>
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<tr>
<td>TDTC497B</td>
<td>DRIVE HEAVY RIGID VEHICLES</td>
<td>40</td>
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<tr>
<td>TDTC597B</td>
<td>DRIVE HEAVY COMBINATION VEHICLES</td>
<td>40</td>
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<tr>
<td>TDTF197B</td>
<td>FOLLOW OHS PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>VBN087</td>
<td>FINANCIAL TRANSACTIONS AND RECORDS MAINTENANCE</td>
<td>5</td>
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<tr>
<td>VBN088</td>
<td>IMPLEMENT DRIVER TRAINING</td>
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<td>VBN089</td>
<td>ORIENTATION TO MOTOR VEHICLE INSTRUCTION INDUSTRY</td>
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<tr>
<td>VBN090</td>
<td>VEHICLE PRESENTATION AND LEFT SEAT CONTROLS</td>
<td>5</td>
</tr>
</tbody>
</table>

CERTIFICATE IV IN LOGISTICS AND SUPPLY CHAIN PRINCIPLES
Course Code: 21638VIC

Campus: Footscray Nicholson Campus
Career Opportunities
This practical course has been developed with industry to provide women and men with the knowledge, skill and industry awareness that the logistics industry is looking for. This VU qualification will enable you to confidently seek employment in a wide range of interesting and exciting industries and businesses. These opportunities include administrative, operational and support roles leading to fulfilling and well paid careers.
Scope of Delivery
Full time.
Course Objectives
To provide entry-level theoretical and hands on training for men and women wanting to work in white collar roles in the logistics and supply chain industry.

Entry Requirements
To qualify for admission students must have literacy and numeracy competencies at least equivalent to those defined by level 2 of the National Reporting System and satisfy the Head of Department of their ability to complete the course.

Course Duration
One year full time or part time equivalent.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
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<tbody>
<tr>
<td>VBP113</td>
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<td>INTRODUCTION TO TRANSPORT, DISTRIBUTION AND LOGISTICS</td>
</tr>
<tr>
<td>VBP114</td>
<td>60</td>
<td>SUPPLY CHAIN PRINCIPLES</td>
</tr>
<tr>
<td>VBP115</td>
<td>60</td>
<td>INTRODUCTION TO WAREHOUSE OPERATIONS</td>
</tr>
<tr>
<td>VBP116</td>
<td>60</td>
<td>INTRODUCTION TO TRANSPORTATION PRINCIPLES</td>
</tr>
<tr>
<td>VBP117</td>
<td>40</td>
<td>LOGISTICS BUDGETING PRINCIPLES</td>
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<tr>
<td>VBP118</td>
<td>40</td>
<td>TRANSPORTATION AND STORAGE OF DANGEROUS GOODS AND HAZARDOUS SUBSTANCES</td>
</tr>
<tr>
<td>VBP119</td>
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<td>INDUSTRIAL AND PERFORMANCE MANAGEMENT</td>
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<tr>
<td>VBP120</td>
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<td>CAREER PLANNING AND JOB SEEKING SKILLS</td>
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<tr>
<td>TDTE1396B</td>
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<td>APPLY WORKPLACE STATISTICS</td>
</tr>
<tr>
<td>TDTJ297B</td>
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<td>APPLY QUALITY SYSTEMS</td>
</tr>
<tr>
<td>BSIFM303B</td>
<td>40</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
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<tr>
<td>TDT1097B</td>
<td>40</td>
<td>OPERATE A FORKLIFT</td>
</tr>
<tr>
<td>TDTJ297B</td>
<td>40</td>
<td>USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE</td>
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<tr>
<td>ICARTU130A</td>
<td>30</td>
<td>OPERATE A SPREADSHEET APPLICATION</td>
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</table>

COURSE IN EARTHMOVING
Course Code 2546
For more information on this course please contact the Department on 03 9919 7600 or www.vu.edu.au/industryskillstraining.

COURSE IN RIGGING – ADVANCED
Course Code 3392
For more information on this course please contact the Department on 03 9919 7600 or industrial.skills@vu.edu.au.

COURSE IN SCAFFOLDING – ADVANCED
Course Code 3394
For more information on this course please contact the Department on 03 9919 7600 or www.vu.edu.au/industryskillstraining.

COURSE IN SCAFFOLDING – INTERMEDIATE
Course Code 3395
For more information on this course please contact the Department on 03 9919 7600 or www.vu.edu.au/industryskillstraining.

CERTIFICATE III IN CIVIL CONSTRUCTION (FOUNDATION WORK)
Course Code: BCC30403

Campus: Werribee Campus.

Course Objective
The course provides participants with the skills and knowledge to undertake work in the civil construction industry.

Career Opportunities
Road Construction Worker.

Entry Requirements
You must be employed within the Civil Construction Industry and must be able to demonstrate to the satisfaction of the Head of Department that they can read, comprehend, discuss and write complex information in English. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Structure

Core Units of Study

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<tr>
<th>Unit Code</th>
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<td>BCCCM1003B</td>
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<tr>
<td>BCCCM2026B</td>
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<td>BCCCM2027B</td>
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<tr>
<td>BCCCM2028B</td>
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</tbody>
</table>
Elective Units of Study
A minimum of Nine (9) units from the list in the BCC03 Civil Construction Industry Package
- a minimum of five must be AQF3 units, and
- two of these units must be Foundation Work (FW) units

Elective Units of Study anticipated to be offered by Victoria University

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Objective</th>
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</thead>
<tbody>
<tr>
<td>BCCFW3003B</td>
<td>INSTALL PRIMARY GROUND SUPPORT</td>
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</tbody>
</table>

**CERTIFICATE III IN CIVIL CONSTRUCTION (PLANT OPERATIONS)**

**Course Code:** BCC30603

**Course Objective**
The course provides participants with the skills and knowledge to undertake work in the civil construction industry. Specific Units of Study provide participants with the skills and knowledge to undertake assessments for National Health and Safety Council (NOHSC) licensing.

**Campus:** Werribee.

**Career Opportunities**
When you graduate you will be qualified to work in the Civil Construction Industry.

**Entry Requirements**
You must be employed within the Civil Construction Industry and must be able to demonstrate to the satisfaction of the Head of Department that they can read, comprehend, discuss and write complex information in English.

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

**Course Duration**
3 years part time. This course is available as an apprenticeship or traineeship.

**Course Structure**

**Core Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCC1003A</td>
<td>DRAIN/DE-WATER SITE</td>
<td>12</td>
</tr>
<tr>
<td>BCC1009A</td>
<td>CARRY OUT MANUAL EXCAVATION</td>
<td>8</td>
</tr>
<tr>
<td>BCC1012A</td>
<td>SPREAD AND COMPACT MATERIAL MANUALLY</td>
<td>2</td>
</tr>
<tr>
<td>BCC1013A</td>
<td>MONITOR MACHINE OPERATION</td>
<td>8</td>
</tr>
<tr>
<td>BCC1014A</td>
<td>CONTROL CONSTRUCTION TRAFFIC</td>
<td>4</td>
</tr>
<tr>
<td>BCC2003A</td>
<td>ASSIST WITH EXCAVATION AND SUPPORT INSTALLATION</td>
<td>8</td>
</tr>
<tr>
<td>BCC2005A</td>
<td>REPAIR PAVEMENTS</td>
<td>36</td>
</tr>
<tr>
<td>BCC2009A</td>
<td>CARRY OUT CONCRETE WORK</td>
<td>40</td>
</tr>
<tr>
<td>BCC1002A</td>
<td>CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION</td>
<td>20</td>
</tr>
<tr>
<td>BCC1001A</td>
<td>CARRY OUT OH&amp;S REQUIREMENTS</td>
<td>40</td>
</tr>
<tr>
<td>BCC1002A</td>
<td>PLAN AND ORGANISE WORK</td>
<td>20</td>
</tr>
<tr>
<td>BCC1003A</td>
<td>READ AND INTERPRET PLANS</td>
<td>36</td>
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<tr>
<td>BCC1004A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
</tr>
<tr>
<td>BCC1005A</td>
<td>USE HAND AND POWER TOOLS</td>
<td>80</td>
</tr>
<tr>
<td>BCC1006A</td>
<td>USE SMALL PLANT AND EQUIPMENT</td>
<td>16</td>
</tr>
<tr>
<td>BCC1008A</td>
<td>USE SIMPLE LEVELLING DEVICES</td>
<td>8</td>
</tr>
<tr>
<td>BCC1010A</td>
<td>CARRY OUT CONCRETING TO SIMPLE FORMS</td>
<td>40</td>
</tr>
<tr>
<td>BCC1011A</td>
<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE</td>
<td>16</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

(i) 3 Units of Study from Series 1000 and/or Series 2000 Elective Units of Study;
(ii) 1 unit from Group A Elective Units of Study and 2 Units of Study from Group B Elective Units of Study; or
(iii) 2 Units of Study from Group A Elective Units of Study and 1 unit from Group B Elective Units of Study.

Elective Units of Study will be selected by the student in consultation with his/her employer, with approval of the Head of Department.

**Group A**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCC3002A</td>
<td>CONDUCT BACKHOE/LOADER OPERATIONS</td>
<td>200</td>
</tr>
<tr>
<td>BCC3003A</td>
<td>CONDUCT DOZER OPERATIONS</td>
<td>240</td>
</tr>
<tr>
<td>BCC3004A</td>
<td>CONDUCT EXCAVATOR OPERATIONS</td>
<td>200</td>
</tr>
<tr>
<td>BCC3005A</td>
<td>CONDUCT FRONT END LOADER OPERATIONS</td>
<td>240</td>
</tr>
<tr>
<td>BCC3006A</td>
<td>CONDUCT GRADER OPERATIONS</td>
<td>160</td>
</tr>
<tr>
<td>BCC3007A</td>
<td>CONDUCT SCRAPER OPERATIONS</td>
<td>160</td>
</tr>
<tr>
<td>BCC3008A</td>
<td>CONDUCT SKID STEER LOADER OPERATIONS</td>
<td>80</td>
</tr>
<tr>
<td>BCC3014A</td>
<td>CONDUCT PIPELAYER OPERATIONS</td>
<td>80</td>
</tr>
<tr>
<td>BCC3015A</td>
<td>CONDUCT RECYCLER OPERATIONS</td>
<td>80</td>
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</table>

**Group B**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCC3001A</td>
<td>CONDUCT TIP TRUCK OPERATIONS</td>
<td>60</td>
</tr>
<tr>
<td>BCC3009A</td>
<td>CONDUCT ROLLER OPERATIONS</td>
<td>80</td>
</tr>
<tr>
<td>BCC3010A</td>
<td>CONDUCT WATER CART OPERATIONS</td>
<td>40</td>
</tr>
<tr>
<td>BCC3012A</td>
<td>CONDUCT DUMP TRUCK OPERATIONS</td>
<td>60</td>
</tr>
<tr>
<td>BCC3013A</td>
<td>CONDUCT FORKLIFT OPERATIONS</td>
<td>32</td>
</tr>
<tr>
<td>BCC3017A</td>
<td>CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS</td>
<td>80</td>
</tr>
<tr>
<td>BCC3018A</td>
<td>CONDUCT MATERIALS SPREADER OPERATIONS</td>
<td>80</td>
</tr>
<tr>
<td>BCC3019A</td>
<td>CONDUCT PROFILE PLANER OPERATIONS</td>
<td>80</td>
</tr>
</tbody>
</table>
CERTIFICATE III IN CIVIL CONSTRUCTION (ROAD CONSTRUCTION AND MAINTENANCE)

Course Code: BCC30703

Course Objective
The course aims to provide participants with the skills suitable for someone working as a road maintenance worker.

Campus: Werribee.

Career Opportunities
Site Manager, Plant Operator, Road Construction.

Entry Requirements
There are no pre-requisites.

Course Duration
3 years full time.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCCCM1001B</td>
<td>40</td>
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<tr>
<td>BCCCM1002B</td>
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<tr>
<td>BCCCM1004B</td>
<td>20</td>
</tr>
<tr>
<td>BCCCM1005B</td>
<td>16</td>
</tr>
<tr>
<td>BCCCM2001B</td>
<td>80</td>
</tr>
<tr>
<td>BCCCM2002B</td>
<td>16</td>
</tr>
<tr>
<td>BCCCM2003B</td>
<td>40</td>
</tr>
<tr>
<td>BCCCM2004B</td>
<td>12</td>
</tr>
<tr>
<td>BCCCM2005B</td>
<td>8</td>
</tr>
<tr>
<td>BCCCM2006B</td>
<td>8</td>
</tr>
<tr>
<td>BCCCM2007B</td>
<td>12</td>
</tr>
<tr>
<td>BCCCM2008B</td>
<td>8</td>
</tr>
<tr>
<td>BCCCM2009B</td>
<td>30</td>
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<tr>
<td>BCCCM3003B</td>
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<td>BCCCM2014B</td>
<td>30</td>
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<tr>
<td>BCCRM2001B</td>
<td>36</td>
</tr>
</tbody>
</table>

Elective Units of Study
A minimum of 8 units from electives listed in the BCC03 Civil Construction Training Package to be completed, of which:

- A minimum of four units at AQF3 level;

AND

- A minimum of four units from the Road Construction units of which at least two units must be AQF3 level.

INSTALL PRIMARY GROUND SUPPORT

Course Code: BCCFW3003B

For more information on this course please contact the Department on 03 9919 7600 or www.vu.edu.au/industryskillstraining

CERTIFICATE III IN GENERAL CONSTRUCTION

Course Code: BCG31398

Campus: Werribee.

Career Opportunities
General Construction Industry.

Scope of Delivery
Full time or part time.

Course Objective
The course provides participants with the skills and knowledge to undertake work in the general construction industry. Specific Units of Study provide participants with the skills and knowledge to undertake assessments for National Health and Safety Council (NHSC) licensing.

Entry Requirements
Applicants for this course must be employed within the General Construction Industry and must be able to demonstrate to the satisfaction of the Head of Department that they can read, comprehend, discuss and write complex information in English.

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

Course Duration
This course is offered on a flexible delivery basis in the workplace. This course is also available as an apprenticeship or traineeship.

Course Structure
Please NOTE: Only a limited number of Units of Study are actually offered by the Department. Please contact 9919 7600 for more information.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1000A</td>
<td>20</td>
</tr>
<tr>
<td>BCG1001A</td>
<td>40</td>
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<tr>
<td>BCG1002A</td>
<td>20</td>
</tr>
<tr>
<td>BCG1003A</td>
<td>36</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>20</td>
</tr>
<tr>
<td>BCG1005A</td>
<td>80</td>
</tr>
<tr>
<td>BCG1006A</td>
<td>16</td>
</tr>
<tr>
<td>BCG1008A</td>
<td>8</td>
</tr>
<tr>
<td>BCG1011A</td>
<td>16</td>
</tr>
<tr>
<td>BCG1007A</td>
<td>40</td>
</tr>
<tr>
<td>BCG1009A</td>
<td>16</td>
</tr>
<tr>
<td>BCG1010A</td>
<td>40</td>
</tr>
</tbody>
</table>
SCHOOL OF ENGINEERING, CONSTRUCTION AND INDUSTRIAL SKILLS

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG2001A</td>
<td>32</td>
</tr>
<tr>
<td>BCG2003A</td>
<td>32</td>
</tr>
<tr>
<td>BCG2004A</td>
<td>16</td>
</tr>
<tr>
<td>BCG2007A</td>
<td>20</td>
</tr>
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<td>BCG2008A</td>
<td>16</td>
</tr>
<tr>
<td>BCG2009A</td>
<td>40</td>
</tr>
<tr>
<td>BCG3011A</td>
<td>12</td>
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<tr>
<td>BCG3013A</td>
<td>32</td>
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<tr>
<td>BCG3041A</td>
<td>80</td>
</tr>
<tr>
<td>BCG3043A</td>
<td>24</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

Three Series 3000 elective units selected by the student, in consultation with his/her employer, with the approval of the head of department, having regard to the list of relevant units in:

- General Construction Package (published 1998)
- General Construction Training Package Implementation Guide (Published June 1999)

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**CERTIFICATE I IN TRANSPORT AND DISTRIBUTION (WAREHOUSING AND STORAGE)**

**Course Code:** TDT10102

**Campus:** Industry Only Delivery.

**Career Opportunities**

Storeperson or Warehouse Operations.

**Scope of Delivery**

Full time or part time.

**Course Objective**

The course provides students with the knowledge and skills required to undertake work in the warehousing and storage industry.

**Entry Requirements**

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

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

**Course Duration**

Full time over 140–250 hours or part time equivalent.

**Course Structure**

The structure of the course comprises 7 units at Australian Qualifications Framework level 1 selected by the student, with the approval of the Head of Department of which:

(a) a minimum of 5 units having regard to the list of relevant units on pages 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;

AND

(b) a maximum of 2 units having regard to any other Certificate I in Transport & Distribution or other relevant industry training package endorsed by the Australian National Training Authority.

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**CERTIFICATE I IN TRANSPORT AND DISTRIBUTION (ROAD TRANSPORT)**

**Course Code:** TDT10202

**Campus:** Industry Only Delivery.

**Career Opportunities**

Work in the road transport industry.

**Scope of Delivery**

Full time or part time.

**Course Objective**

The course provides students with the knowledge and skills required to undertake work in the road transport industry.

**Entry Requirements**

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

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

**Course Duration**

Full time over 140–230 hours or part time equivalent

**Course Structure**

The structure of the course comprises 7 units at Australian Qualifications Framework level 1 selected by the student, with the approval of the Head of Department of which:

(a) a minimum of 5 units having regard to the list of relevant units on pages 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;

AND

(b) a maximum of 2 units having regard to any other Certificate I in Transport & Distribution or other relevant industry training package endorsed by the Australian National Training Authority.
CERTIFICATE I IN TRANSPORT AND DISTRIBUTION (STEVEDORING)
Course Code: TDT10302

Campus: Industry Only Delivery.
Career Opportunities
Stevedore

Scope of Delivery
Full time or part time.

Course Objective
The course provides students with the knowledge and skills required to undertake work in the stevedoring industry.

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

Course Duration
Full time over 140–230 hours or part time equivalent.

Course Structure
The structure of the course comprises 7 units at Australian Qualifications Framework level 1 selected by the student, with the approval of the Head of Department of which:
(a) a minimum of 5 units having regard to the list of relevant units on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
(b) a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

CERTIFICATE I IN TRANSPORT AND DISTRIBUTION (RAIL OPERATIONS)
Course Code: TDT10402

Campus: Industry Only Delivery.
Career Opportunities
Rail Industry operations

Scope of Delivery
Full time or part time

Course Objective
The course provides students with the knowledge and skills required to undertake work in the operations sector of the rail industry.

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

Course Duration
Full time over 140–230 hours or part time equivalent.

Course Structure
The structure of the course comprises 7 units at Australian Qualifications Framework level 1 selected by the student, with the approval of the Head of Department of which:
(a) a minimum of 5 units having regard to the list of relevant units on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
(b) a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

CERTIFICATE I IN TRANSPORT AND DISTRIBUTION (ADMINISTRATION)
Course Code: TDT11102

Campus: Werribee, Industry Only Delivery.
Career Opportunities
Administration Officer.

Scope of Delivery
This course is available as a traineeship on a fee for service basis only.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the administration sector of the road and rail transport, warehousing, storage, stevedoring and allied industries.

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

Selection Procedures/ Selection Criteria
Contact the department on 9919 7600.

Course Duration
Full time over 170-230 hours or part time equivalent.

Course Structure
(a) A minimum of 5 units having regard to the list of relevant units on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
(b) a maximum of 2 units having regard to any other Certificate I in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority.
CERTIFICATE II IN TRANSPORT AND DISTRIBUTION (WAREHOUSING & STORAGE)

Course Code: TDT20102

Campus: Industry Only Delivery.

Career Opportunities
Warehousing Industry.

Scope of Delivery
This course is available as a traineeship on a fee for service basis only.

Course Objective
This course aims to develop the knowledge and skills of students wishing to advance in the Warehousing Industry.

Entry Requirements
To qualify for admission students must have successful completion of seven (7) Units of Study aligned at AQF level 1 consistent with the Transport and Distribution Training Package Assessment Guidelines and must be employed within the Warehousing Industry.

Course Duration
This course is offered on a flexible delivery basis in the workplace. It may be completed over a two-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure
A successful assessment outcome for a total 14 Units of Study, comprising:

(a) seven Units of Study aligned at AQF 2 made up of:
   - at least 5 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 2), and
   - up to two suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.

(b) seven Units of Study at AQF 1 made up of:
   - at least five Units of Study and up to seven Units of Study from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
   - up to two suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Unit Code   Hours
TDTA397B CONNECT AND DISCONNECT REEFER UNITS 40
TDTA997B COMPLETE AND CHECK IMPORT/EXPORT DOCUMENTATION 20
TDTA1197B PACKAGE GOODS 20
TDTA1297B PICK AND PROCESS ORDERS 20
TDTA1397B RECEIVE GOODS 20
TDTA1497B USE PRODUCT KNOWLEDGE TO COMPLETE WORK OPERATIONS 20
TDTA2097B REPLENISH STOCK 20
TDTA2197B DESPATCH STOCK 20
TDTA2297B PARTICIPATE IN STOCKTAKES 20
TDTA4101A MANUALLY SORT MAIL AND PARCELS 20
TDTA4201A DESPATCH MAIL 20
TDTA4301A CONSOLIDATE MAIL 20
TDTA4401A CARRY OUT DELIVERY OPERATIONS 20
TDTA4501A PROCESS INTERNATIONAL PARCELS AND LETTERS 20
TDTA4601A PROCESS PARCELS AND LETTERS 20
TDTA4701A STREAM MAIL 20
TDTB197B CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT 40
TDTB998B CHECK CONVEYOR OPERATIONAL STATUS 20
TDTD1097B OPERATE A FORKLIFT 40
TDTD1297B OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT 40
TDTD1397B MOVE MATERIALS MECHANICALLY USING AUTOMATED EQUIPMENT 40
TDTD1697B LOAD AND UNLOAD EXPLOSIVES AND DANGEROUS GOODS 30
TDTD2198B USE SPECIALISED BULK TRANSFER EQUIPMENT (DRY) 40
TDTD2298B CONDUCT WEIGHBRIDGE OPERATIONS 20
TDTD4501A OPERATE SPECIALISED LIGHT LOAD SHIFTING EQUIPMENT 40
TDTD497C HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES 40
TDTD497B LOAD AND UNLOAD GOODS/CARGO 30
TDTD797B PREPARE CARGO FOR TRANSFER WITH SLINGS 40
TDTE197B PRESENT ROUTINE WORKPLACE INFORMATION 40
TDTE701A USE COMMUNICATION SYSTEMS 20
TDTE897B PROCESS WORKPLACE DOCUMENTATION 20
TDTF697B APPLY ACCIDENT-EMERGENCY PROCEDURES 20
TDTG701A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
TDTJ197B APPLY QUALITY PROCEDURES 40
TDTJ398B APPLY GRAIN PROTECTION MEASURES 20
TDTJ498B IMPLEMENT GRAIN MONITORING MEASURES 20
TDTK197B USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40
TDTK397B APPLY KEYBOARD SKILLS 20
TDTK798B PERFORM ELECTRONIC DATA INTERCHANGE (EDI) TO TRANSMIT SHIPPING DOCUMENTATION 10
CERTIFICATE II IN TRANSPORT AND DISTRIBUTION (ROAD TRANSPORT)

Course Code: TDT20202

Campus: Industry Only Delivery.

Career Opportunities
Road Transport Industry.

Scope of Delivery
Contact the department on (03) 9919 7600.

Course Objective
This course aims to develop the knowledge and skills of students wishing to enter into and gain work skills for the Road Transport Industry.

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

Course Duration
The course may be offered on a full time basis over 210-510 nominal hours or part time equivalent. This course is available as a traineeship on a fee for service basis only.

Course Structure
A successful assessment outcome for a total 14 Units of Study comprising:
(a) seven Units of Study aligned at AQF 3 made up of:
- at least 5 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 2), and
- up to 2 suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages, and;
(b) 7 Units of Study aligned at AQF 1 made up of:
- at least 5 Units of Study and up to 7 Units of Study from those listed from the Certificate I in Transport and Distribution (Road Transport) (aligned at AQF 1) and
- up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.
CERTIFICATE II IN TRANSPORT AND DISTRIBUTION (STEVEDORING)
Course Code: TDT20302
Campus: Industry Only Delivery.
Career Opportunities
Contact the Department on (03) 9919 7600.
Course Objective
The course provides students with the knowledge and skills required to undertake work in the stevedoring industry.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Course Duration
The course may be offered on a full time basis over 240-510 nominal hours or part time equivalent. This course is available as a traineeship on a fee for service basis only.
Course Structure
The structure of the course comprises a minimum of 14 Units of Study selected by the student, with the approval of the Head of Department of which -
(a) a minimum of seven Units of Study at Australian Qualifications Framework level 2 of which:
- a minimum of five Units of Study having regard to the list of relevant Units of Study on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
- a maximum of two Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.
(b) seven Units of Study at Australian Qualifications Framework level 1 of which:
- a minimum of five Units of Study having regard to the list of relevant Units of Study on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
- a maximum of two Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.

CERTIFICATE II IN TRANSPORT AND DISTRIBUTION (RAIL OPERATIONS)
Course Code: TDT20402
Campus: Industry Only Delivery.
Career Opportunities
Operations sector of the rail industry.
Scope of Delivery
This course is available as a traineeship on a fee for service basis only.
Course Objective
The course provides students with the knowledge and skills required to undertake work in the operations sector of the rail industry.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Course Duration
The course may be offered on a full time basis over 210-510 nominal hours or part time equivalent. This course is available as a traineeship on a fee for service basis only.

Course Structure
A successful assessment outcome for a total 14 Units of Study, comprising:

(a) 7 Units of Study aligned at AQF 2 made up of:
- at least 5 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 2), and
- up to 2 suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.

(b) 7 Units of Study at AQF 1 made up of:
- at least 5 Units of Study and up to 7 Units of Study from those listed for the Certificate I in Transport and Distribution (Rail Operations) (aligned at AQF 1), and
- up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Unit Code   Hours
TDTA397B CONNECT AND DISCONNECT REEFER UNITS 40
TDTB197B CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT 40
TDTD397C HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES 40
TDTD497B LOAD AND UNLOAD GOODS/CARGO 30
TDTD797B PREPARE CARGO FOR TRANSFER WITH SLINGS 40
TDTD897B PRESENT ROUTINE WORKPLACE INFORMATION 40
TDTD701A USE COMMUNICATION SYSTEMS 20
TDTD897B PROCESS WORKPLACE DOCUMENTATION 20
TDTF697B APPLY ACCIDENT-EMERGENCY PROCEDURES 20
TDTG701A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
TDTJ97B APPLY QUALITY PROCEDURES 40
TDTK197B USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40
TDTK397B APPLY KEYBOARD SKILLS 20
TDTK798B PERFORM ELECTRONIC DATA INTERCHANGE (EDI) TO TRANSMIT SHIPPING DOCUMENTATION 10
TDLT898B COMPLETE ROUTINE ADMINISTRATIVE TASKS 10
TDTU701A CARE FOR THE ENVIRONMENT 20
TDTA1497B USE PRODUCT KNOWLEDGE TO COMPLETE WORK OPERATIONS 20
TDTD201A DIAGNOSE AND RECTIFY MINOR FAULTS 30
TDTD2301A PROVIDE SANITATION AND WATER SERVICES SUPPORT TO PASSENGER TRANSPORTATION UNITS 20
TDTD2901A USE AND MAINTAIN MINOR MECHANICAL EQUIPMENT 20
TDTD397B OPERATE A FORKLIFT 40
TDTD497B OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT 40
TDTD597B MOVE MATERIALS MECHANICALLY USING AUTOMATED EQUIPMENT 40
TDTD697B LOAD AND UNLOAD EXPLOSIVES AND DANGEROUS GOODS 30
TDTD2298B CONDUCT WEIGHBRIDGE OPERATIONS 20
TDTD4501A OPERATE SPECIALISED LIGHT LOAD SHIFTING EQUIPMENT 40
TDTF1097B APPLY FATIGUE MANAGEMENT STRATEGIES 30
TDTF1297B APPLY SAFE PROCEDURES WHEN HANDLING/TRANSPORTING DANGEROUS GOODS OR EXPLOSIVES 30
TDTF1801A OPERATE AND MAINTAIN FIRE-FIGHTING EQUIPMENT 20
TDTF1901A ENSURE A SAFE ON-BOARD PASSENGER AND WORKING ENVIRONMENT 30
TDTF5801A APPLY SAFEWORKING RULES AND REGULATIONS TO RAIL OPERATIONS 40
TDTL3101A MONITOR AND PROCESS ATTENDANCE RECORDS 20
TDTL4101A MONITOR AND RECORD ROLLING STOCK LOCATIONS 30
TDTL4601A HANDLE CUSTOMER LUGGAGE/PROPERTY 20
TDTL4801A PREPARE FOR TRAIN DEPARTURE 20
TDTO199B PROVIDE REVENUE PROTECTION MEASURES 20
TDTO1398B ADMINISTER SECURITY OF ASSETS AND FACILITIES 20
TDTQ1101A MAINTAIN PETTY CASH ACCOUNT 10
TDTQ1201A SELL PRODUCTS AND SERVICES 30
TDTQ1201A PROVIDE REVENUE PROTECTION MEASURES 20
TDTQ1398B ADMINISTER SECURITY OF ASSETS AND FACILITIES 20
TDTQ1101A MAINTAIN PETTY CASH ACCOUNT 10
TDTQ1201A SELL PRODUCTS AND SERVICES 30
HALTFA1A APPLY BASIC FIRST AID 10
TDTGCS001A CREATE CUSTOMER RELATIONSHIP 10
TDTGCS002A DEAL WITH CUSTOMER FEEDBACK 10
TDTGCS004A MEET CUSTOMER NEEDS AND EXPECTATIONS 10
TDTGCS006A ADDRESS CUSTOMER NEEDS 10

CERTIFICATE II IN TRANSPORT AND DISTRIBUTION (ADMINISTRATION)
Course Code: TDT21102

Campus: Industry Only Delivery.

Career Opportunities
Administration Officer.

Scope of Delivery
This course is available as a traineeship on a fee for service basis only.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the administration sector of the road and rail transport, warehousing, storage, stevedoring and allied industries.

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

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

Selection Procedures/Selection Criteria
Contact the department on 9919 7600.

Course Duration
Full time over 240-470 hours or part time equivalent.

Course Structure
(a) 7 units at Australian Qualifications Framework level 2 of which –
   (i) a minimum of 5 units having regard to the list of relevant units on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002.
   (ii) a maximum of 2 units having regard to any other Certificate II in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority;

(b) 7 units at Australian Qualifications Framework level 1 of which -
   (i) a minimum of 5 units having regard to the list of relevant units on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002,
   (ii) a maximum of 2 units having regard to any other Certificate I in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority.

CERTIFICATE III IN TRANSPORT AND DISTRIBUTION (WAREHOUSING & STORAGE)
Course Code: TDT30102

Campus: Industry Only Delivery.

Career Opportunities
Warehousing Industry.

Scope of Delivery
Full time or part time.

Course Objective
This course develops the knowledge and skills of students wishing to advance their skills and gain a trade equivalent qualification in the warehousing industry.

Entry Requirements
Successful completion of seven Units of Study aligned at AQF level 1 and a minimum of seven and a maximum of nine (9) Units of Study aligned at AQF level 2, consistent with the Transport and Distribution Training Package Assessment Guidelines and must be employed within the Warehousing Industry

Course Duration
This course is offered on a flexible delivery basis in the workplace. It may be completed over a two-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure
A successful assessment outcome for a total of 21 Units of Study, comprising:
(a) at least five Units of Study and up to seven Units of Study aligned at AQF 3 made up of:
   - at least three Units of Study and up to seven Units of Study from those listed below (aligned at AQF 3), and
   - up to two suitable Units of Study (aligned at AQF 3) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages.
(b) and at least seven Units of Study and up to nine units at AQF 2 made up of:
   - at least five Units of Study and up to nine Units of Study from those listed from the Certificate II in Transport and Distribution (Warehousing and Storage) (aligned at AQF 2), and
   - up to two suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.
(c) and seven Units of Study aligned at AQF 1 made up of:
   - at least five units and up to seven Units of Study from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
   - up to two suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Unit Code Hours
TDTA497B PROCESS RECEIPT AND DELIVERY OF CONTAINERS AND CARGO 40
TDTB297B TEST EQUIPMENT AND ISOLATE FAULTS 20
TDTE297B ESTIMATE/CALCULATE MASS, AREA AND QUANTIFY DIMENSIONS 30
TDTE497B PREPARE WORKPLACE DOCUMENTS 20
TDTF397B IMPLEMENT AND MONITOR OHS PROCEDURES 30
TDTF497B ORGANISE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES IN THE WORKPLACE 30
TDG297B LEAD WORK TEAM OR GROUP 40
TDJ297B APPLY QUALITY SYSTEMS 40
TDJ598B SAMPLE, INSPECT AND TEST PRODUCTS TO SPECIFICATIONS 20
TDJ698B IMPLEMENT GRAIN PROTECTION PROCEDURES 40
TDL297B UNDERTAKE EMPLOYEE PAYROLL ACTIVITIES 20
TDL397B CONDUCT INDUCTION PROCESS 20
TDL498B CONDUCT CONTROL PROCEDURES FOR TRANSFERRING EXPLOSIVES AND DANGEROUS/SPECIALISED GOODS 40
TDL597B MAINTAIN FINANCIAL RECORDS IN A SMALL BUSINESS 40
TDL698B DOCUMENT A RECORDS SYSTEM 30
TDL798B IDENTIFY AND CLASSIFY RECORDS TO BE CAPTURED 40
TDL998B PROVIDE RECORDS RETRIEVAL SERVICE 20
TDL998B SENTENCE RECORDS 60
TDT998B UNDERTAKE DISPOSAL PROGRAM 30
TDT998B UNDERTAKE MOVEMENT OF RECORDS 20
TDTV601A OPERATE COMPUTERISED MAIL AND PARCELS SORTING EQUIPMENT 40
TDTV701A CODE AND COORDINATE VIDEO-CODING OPERATIONS 40
TDTV801A CARRY OUT CULLER FACER CANCELLER (CFC) OPERATIONS 20
TDTA1097B COORDINATE GOODS TO BOND PREMISES 20
TDTA1597B COMPLETE RECEIVAL/DESPATCH DOCUMENTATION 40
TDTA1697B USE INVENTORY SYSTEMS TO ORGANISE STOCK CONTROL 30
TDTA1797B APPLY PRODUCT KNOWLEDGE TO ORGANISE WORK OPERATIONS 40
INDUSTRIAL SKILLS TRAINING CENTRE

Unit Code | Hours
----------|--------
TDTA1897B | ORGANISE DESPATCH OPERATIONS 40
TDTA1997B | ORGANISE RECEIVIAL OPERATIONS 40
TDTA2497B | ORGANISE WAREHOUSE RECORDS OPERATIONS 30
TDTA2698B | MONITOR STORAGE FACILITIES 30
TDTA3801A | CONTROL AND ORDER STOCK 40
TDTA3901A | RECEIVE AND STORE STOCK 40
TDTD1197B | CONDUCT SPECIALISED FORKLIFT OPERATIONS 40
TDTD1197B | LOAD AND UNLOAD VEHICLES CARRYING SPECIAL LOADS 40
TDTD1597B | IDENTIFY AND LABEL EXPLOSIVES AND DANGEROUS GOODS 20
TDTD2397B | USE SPECIALISED LIQUID BULK GAS TRANSFER EQUIPMENT 40
TDTD2498B | USE SPECIALISED LIQUID BULK TRANSFER EQUIPMENT (GRAVITY/PRESSURISED) 40
TDTD2698B | PREPARE FOR TRANSPORT OF PACKAGED DANGEROUS GOODS 40
TDTD2898B | PREPARE FOR TRANSPORT OF PACKAGED DANGEROUS GOODS IN BULK 40
TDTD3198B | RIG LOAD 40
TDTD3397B | OPERATE A VEHICLE-MOUNTED LOADING CRANE 40
TDTD3598B | OPERATE A BOOM TYPE ELEVATING WORK PLATFORM 30
TDTD3698B | LIFT AND MOVE LOAD USING MOBILE CRANE UP TO AND INCLUDING 20 TONNES 40
TDTD4098B | CONTROL LIFT AND MOVEMENT OF CRANE 20
TDTD4301A | SHIFT LOADS USING GANTRY EQUIPMENT 80
TDTD4401A | SHIFT LOADS USING CRANES 80
TDELETE298B | CONSOLIDATE MANIFEST DOCUMENTATION 20
TDELETE598B | UNDERTAKE RIGGER/DOGGER AND DRIVER COMMUNICATION 20
TDELETE698B | ESTIMATE/CALCULATE LOAD SHIFTING REQUIREMENTS FOR A MOBILE CRANE 20
TDTF2201A | IMPLEMENT/MONITOR PROCEDURES WHEN WAREHOUSING/STORING DANGEROUS GOODS AND/OR HAZARDOUS SUBSTANCES 60
TDTO1601A | APPLY AND MONITOR WORKPLACE SECURITY PROCEDURES 40
TDT1098B | DESTROY RECORDS 30
HLTFA2A | APPLY ADVANCED FIRST AID 30
TDGCST03A | PROCESS CUSTOMER COMPLAINTS 10
BSBCM310A | DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
BSBCM302A | ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
BSZ404A | TRAIN SMALL GROUPS 30
BSZ402A | CONDUCT ASSESSMENT 15

CERTIFICATE III IN TRANSPORT AND DISTRIBUTION (ROAD TRANSPORT)

Course Code: TDT30202

Career Opportunities
Road Transport Industry.

Scope of Delivery
Contact the department on 9919 7600.

Course Objective
The course provides students with the knowledge and skills required to undertake work in road transport industry.

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

Course Duration
The course may be offered on a full time basis over 325-970 nominal hours or part time equivalent. This course is available as a traineeship on a fee for service basis only.

Course Structure
A successful assessment outcome for a total 21 Units of Study, comprising:
(a) at least 5 Units of Study and up to 7 Units of Study aligned at AQF 3 made up of:
   - at least 3 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 3), and
   - up to 2 suitable Units of Study (aligned at AQF 3) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages.
(b) and at least 7 Units of Study and up to 9 units at AQF 2 made up of:
   - at least 5 Units of Study and up to 9 Units of Study from those listed fro the Certificate II in Transport and Distribution (Road Transport) (aligned at AQF 2), and
   - up to 2 suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.
(c) and 7 Units of Study aligned at AQF 1 made up of:
   - at least 5 units and up to 7 Units of Study from those listed for the Certificate I in Transport and Distribution (Road Transport) (aligned at AQF 2), and
   - up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Unit Code | Hours
----------|--------
TDTA297B | MAINTAIN CONTAINER/CARGO RECORDS 20
TDTA497B | PROCESS RECEIPT AND DELIVERY OF CONTAINERS AND CARGO 40
TDTA897B | TRANSFER CARGO 40
TDTB297B | TEST EQUIPMENT AND ISOLATE FAULTS 20
TDTB597B | CARRY OUT MAINTENANCE OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS 30
TDTB697B | CARRY OUT INSPECTION OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS 30
TDTC497C | DRIVE HEAVY RIGID VEHICLE 40
TDTC597C | DRIVE HEAVY COMBINATION VEHICLE 40
TDTC797B | OPERATE VEHICLE CARRYING SPECIAL LOADS 40
TDTC897B | DRIVE COACH/BUS 40
TDELETE297B | ESTIMATE/CALCULATE MASS, AREA AND QUANTITY DIMENSIONS 30
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title, Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTE497B</td>
<td>PREPARE WORKPLACE DOCUMENTS</td>
<td>20</td>
</tr>
<tr>
<td>TDTE997B</td>
<td>USE PILOT AND ESCORT COMMUNICATION</td>
<td>20</td>
</tr>
<tr>
<td>TDTE397B</td>
<td>IMPLEMENT AND MONITOR OHS PROCEDURES</td>
<td>30</td>
</tr>
<tr>
<td>TDTG297B</td>
<td>LEAD WORK TEAM OR GROUP</td>
<td>40</td>
</tr>
<tr>
<td>TDTCH297C</td>
<td>PLAN AND NAVIGATE ROUTES</td>
<td>20</td>
</tr>
<tr>
<td>TDTH401A</td>
<td>IDENTIFY MAJOR ROADS, SERVICES AND ATTRACTIONS</td>
<td>40</td>
</tr>
<tr>
<td>TDTJ297B</td>
<td>APPLY QUALITY SYSTEMS</td>
<td>40</td>
</tr>
<tr>
<td>TDTJ598B</td>
<td>SAMPLE, INSPECT AND TEST PRODUCTS TO SPECIFICATIONS</td>
<td>20</td>
</tr>
<tr>
<td>TDTL297B</td>
<td>UNDERTAKE EMPLOYEE PAYROLL ACTIVITIES</td>
<td>20</td>
</tr>
<tr>
<td>TDTL397B</td>
<td>CONDUCT INDUCTION PROCESS</td>
<td>20</td>
</tr>
<tr>
<td>TDTO498B</td>
<td>CONDUCT CONTROL PROCEDURES FOR TRANSFERRING EXPLOSIVES AND DANGEROUS/SPECIALISED GOODS</td>
<td>40</td>
</tr>
<tr>
<td>TDTO798B</td>
<td>UNDERTAKE EMERGENCY RESPONSE ACTION TO A SECURITY THREAT</td>
<td>20</td>
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<tr>
<td>TDTO898B</td>
<td>IMPLEMENT CASH-IN-TRANSIT SECURITY EQUIPMENT</td>
<td>40</td>
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<tr>
<td>TDTO998B</td>
<td>TEST AND INSPECT CASH-IN-TRANSIT SECURITY INCIDENTS</td>
<td>30</td>
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<tr>
<td>TDTQ397B</td>
<td>MAINTAIN FINANCIAL RECORDS IN A SMALL BUSINESS</td>
<td>40</td>
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<tr>
<td>TDTQ498B</td>
<td>ORGANISE FREIGHT INVOICING AND PAYMENT</td>
<td>40</td>
</tr>
<tr>
<td>TDTL298B</td>
<td>DOCUMENT A RECORDS SYSTEM</td>
<td>30</td>
</tr>
<tr>
<td>TDTL398B</td>
<td>PROVIDE RECORDS RETRIEVAL SERVICE</td>
<td>40</td>
</tr>
<tr>
<td>TDTT1098B</td>
<td>SET UP AND RIG CRANE FOR LIFT</td>
<td>30</td>
</tr>
<tr>
<td>TDTT1298B</td>
<td>PLAN JOB AND SET UP WORK AREAS</td>
<td>40</td>
</tr>
<tr>
<td>TDTT1398B</td>
<td>MAINTAIN MOBILE CRANES</td>
<td>40</td>
</tr>
<tr>
<td>TDTT1498B</td>
<td>LOAD AND UNLOAD WHEELED OR TRACKED CRANE</td>
<td>20</td>
</tr>
<tr>
<td>TDTT1598B</td>
<td>UNDERTAKE SITE INSPECTION</td>
<td>20</td>
</tr>
<tr>
<td>TDTT1698B</td>
<td>DE-RIG, PACK AND STORE TOOLS AND EQUIPMENT</td>
<td>10</td>
</tr>
<tr>
<td>TDTT1798B</td>
<td>ASSEMBLE AND DISMANTLE Boom or Jib</td>
<td>80</td>
</tr>
<tr>
<td>TDTC1197B</td>
<td>TRANSPORT PASSENGERS WITH DISABILITIES</td>
<td>40</td>
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<tr>
<td>TDTD1197B</td>
<td>CONDUCT SPECIALISED FORKLIFT OPERATIONS</td>
<td>40</td>
</tr>
<tr>
<td>TDTD1497B</td>
<td>LOAD AND UNLOAD VEHICLES CARRYING SPECIAL LOADS</td>
<td>20</td>
</tr>
<tr>
<td>TDTD1597B</td>
<td>IDENTIFY AND LABEL EXPLOSIVES AND DANGEROUS GOODS</td>
<td>20</td>
</tr>
<tr>
<td>TDTD2097B</td>
<td>CARE FOR LIVESTOCK IN TRANSIT</td>
<td>40</td>
</tr>
<tr>
<td>TDTD2399B</td>
<td>USE SPECIALISED LIQUID BULK GAS TRANSFER EQUIPMENT</td>
<td>40</td>
</tr>
<tr>
<td>TDTD2498B</td>
<td>USE SPECIALISED LIQUID BULK TRANSFER EQUIPMENT (GRAVITY/PRESSURISED)</td>
<td>40</td>
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<tr>
<td>TDTT2978B</td>
<td>PREPARE FOR TRANSPORT OF PACKAGED DANGEROUS GOODS</td>
<td>30</td>
</tr>
<tr>
<td>TDTD2988B</td>
<td>PREPARE FOR TRANSPORT OF PACKAGED DANGEROUS GOODS IN BULK</td>
<td>40</td>
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<tr>
<td>TDTT3198B</td>
<td>RIG LOAD</td>
<td>20</td>
</tr>
<tr>
<td>TDTT3397B</td>
<td>OPERATE A VEHICLE-MOUNTED LOADING CRANE</td>
<td>40</td>
</tr>
<tr>
<td>TDTT3498B</td>
<td>OPERATE A MOBILE CRANE UP TO AND INCLUDING 20 TONNES ON A DEMOLITION SITE</td>
<td>60</td>
</tr>
<tr>
<td>TDTT3598B</td>
<td>OPERATE A BOOM TYPE ELEVATING WORK PLATFORM</td>
<td>30</td>
</tr>
<tr>
<td>TDTT3698B</td>
<td>LIFT AND MOVE LOAD USING MOBILE CRANE UP TO AND INCLUDING 20 TONNES</td>
<td>40</td>
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<tr>
<td>TDTD4098B</td>
<td>CONTROL LIFT AND MOVEMENT OF CRANE</td>
<td>20</td>
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<tr>
<td>TDTD4198B</td>
<td>UNDERTAKE CASH-IN-TRANSIT LOADING AND UNLOADING IN AN UNSECURED ENVIRONMENT</td>
<td>30</td>
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<tr>
<td>TDTD431A</td>
<td>SHIFT LOADS USING GANTRY EQUIPMENT</td>
<td>80</td>
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<tr>
<td>TDTD4410A</td>
<td>ESTIMATE FURNITURE REMOvals JOBS</td>
<td>30</td>
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<tr>
<td>TDTJ2988B</td>
<td>CONSOLIDATE MANIFEST DOCUMENTATION</td>
<td>20</td>
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<tr>
<td>TDCF1988B</td>
<td>UNDERTAKE RIGGER/DOGGER AND DRIVER COMMUNICATION</td>
<td>20</td>
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<tr>
<td>TDDH1988B</td>
<td>ESTIMATE/CALCULATE LOAD SHIFTING REQUIREMENTS FOR A MOBILE CRANE</td>
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<tr>
<td>TDDH101A</td>
<td>MAINTAIN FREIGHT RECORDS</td>
<td>20</td>
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<tr>
<td>TDFP1997B</td>
<td>COORDINATE BREAKDOWNS AND EMERGENCIES</td>
<td>30</td>
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<td>TDDO1098B</td>
<td>RESPOND TO CASH-IN-TRANSIT SECURITY INCIDENTS</td>
<td>60</td>
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<tr>
<td>TDDT1209B</td>
<td>MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR</td>
<td>20</td>
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<td>TDDT1601A</td>
<td>APPLY AND MONITOR WORKPLACE SECURITY PROCEDURES</td>
<td>40</td>
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<tr>
<td>TDDT1198B</td>
<td>DESTROY RECORDS</td>
<td>30</td>
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<td>HLTFA2A</td>
<td>APPLY ADVANCED FIRST AID</td>
<td>30</td>
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<td>BSG402A</td>
<td>TRAIN SMALL GROUPS</td>
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<td>BSG402A</td>
<td>CONDUCT ASSESSMENT</td>
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<tr>
<td>TDT1397B</td>
<td>ESTIMATE FURNITURE REMOVALS JOBS</td>
<td>30</td>
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<tr>
<td>TDT1497B</td>
<td>CONDUCT ASSESSMENT</td>
<td>30</td>
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<tr>
<td>TDT1797C</td>
<td>CONDUCT ASSESSMENT</td>
<td>30</td>
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<tr>
<td>TDT1998C</td>
<td>CONDUCT ASSESSMENT</td>
<td>30</td>
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<tr>
<td>TDTGCS103A</td>
<td>PROCESS CUSTOMER COMPLAINTS</td>
<td>10</td>
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<tr>
<td>BSBCM310A</td>
<td>DELIVER AND MONITOR A SERVICE TO CUSTOMERS</td>
<td>35</td>
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<tr>
<td>BSBCM320A</td>
<td>ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT</td>
<td>40</td>
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</tbody>
</table>
CERTIFICATE III IN TRANSPORT AND DISTRIBUTION (STEVEDORING)
Course Code: TDT30302

Campus: Industry Only Delivery.
Career Opportunities
Contact the Department on (03) 9919 7600.
Course Objective
The course provides students with the knowledge and skills required to undertake work in the stevedoring industry.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Course Duration
The course may be offered on a full time basis over 355-910 nominal hours or part time equivalent. This course is available as a traineeship on a fee for service basis only.
Course Structure
The structure of the course comprises a minimum of 21 Units of Study selected by the student, with the approval of the Head of Department of which:

(a) a minimum of five Units of Study and a maximum of seven Units of Study at Australian Qualifications Framework level 3 of which:
   - a minimum of three Units of Study having regard to the list of relevant Units of Study on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   - a maximum of two Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.

(b) a minimum of seven Units of Study and a maximum of 9 Units of Study at Australian Qualifications Framework level 2 of which:
   - a minimum of five Units of Study having regard to the list of relevant Units of Study on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   - a maximum of two Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.

(c) seven Units of Study at Australian Qualifications Framework level 1 of which:
   - a minimum of five Units of Study having regard to the list of relevant Units of Study on page six of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   - a maximum of two Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.

CERTIFICATE III IN TRANSPORT AND DISTRIBUTION (RAIL OPERATIONS)
Course Code: TDT30402

Campus: Industry Only Delivery.
Career Opportunities
Operations sector of the rail industry.
Scope of Delivery
This course is available as a traineeship on a fee for service basis only.
Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the operations sector of the rail industry.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Course Duration
The course may be offered on a full time basis over 335-1260 nominal hours or part time equivalent. This course is available as a traineeship on a fee for service basis only.
Course Structure
A successful assessment outcome for a total of 21 Units of Study, comprising:

(a) at least 5 Units of Study and up to 7 Units of Study aligned at AQF 3 made up of:
   - at least 3 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 3), and
   - up to 2 suitable Units of Study (aligned at AQF 3) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages.

(b) and at least 7 Units of Study and up to 9 units at AQF 2 made up of:
   - at least 5 Units of Study and up to 9 Units of Study from those listed fro the Certificate II in Transport and Distribution (Rail Operation) (aligned at AQF 2), and
   - up to 2 suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.

(c) and 7 Units of Study aligned at AQF 1 made up of:
   - at least 5 units and up to 7 Units of Study from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
   - up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTA297B</td>
<td>20</td>
</tr>
<tr>
<td>TDTA497B</td>
<td>40</td>
</tr>
<tr>
<td>TDTA897B</td>
<td>40</td>
</tr>
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<td>TDDB297B</td>
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<td>TDTE297B</td>
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<tr>
<td>TDTE497B</td>
<td>30</td>
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<tr>
<td>TDFE397B</td>
<td>20</td>
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<tr>
<td>TDGF97B</td>
<td>30</td>
</tr>
<tr>
<td>TDGJ97B</td>
<td>40</td>
</tr>
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<td>TDHI97B</td>
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<tr>
<td>TDII998B</td>
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<td>TDTL297B</td>
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</table>
SCHOOL OF ENGINEERING, CONSTRUCTION AND INDUSTRIAL SKILLS

Unit Code Hours
TDTL397B CONDUCT INDUCTION PROCESS 20
TDTA0409B ORGANISE FREIGHT INVOCING AND PAYMENT 30
TDTA1797B APPLY PRODUCT KNOWLEDGE TO ORGANISE WORK OPERATIONS 40
TDTA3801A CONTROL AND ORDER STOCK 40
TDTA3901A RECEIVE AND STORE STOCK 40
TDB1801A CONDUCT FULL TRAIN EXAMINATION 40
TDB1901A TEST TRAIN BRAKING SYSTEM 30
TDB2001A VISUALLY INSPECT STATIONARY TRAIN 80
TDB2101A CONDUCT TRAIN ROLL BY INSPECTION 20
TDB2501A PREPARE, START AND SHUT DOWN MOTIVE POWER UNIT 150
TDB2601A PREPARE FOR TRAIN OPERATION 40
TDB2701A SET UP AND SHUT DOWN ON-TRAIN REMOTE CONTROL SYSTEM 30
TDC1197B TRANSPORT PASSENGERS WITH DISABILITIES 40
TDC1701A SHUNT ROLLING STOCK 120
TDC1801A OPERATE ON-TRAIN REMOTE CONTROL SYSTEM 40
TDC2101A DRIVE TRAM 40
TDC1197B CONDUCT SPECIALISED FORKLIFT OPERATIONS 40
TDC1597B IDENTIFY AND LABEL EXPLOSIVES AND DANGEROUS GOODS 20
TDC2398B USE SPECIALISED LIQUID BULK GAS TRANSFER EQUIPMENT 40
TDC2498B USE SPECIALISED LIQUID BULK TRANSFER EQUIPMENT (GRAVITY/PRESSURISED) 40
TDDT3198B RIG LOAD 40
TDDT3397B OPERATE A VEHICLE-MOUNTED LOADING CRANE 40
TDDT0498B OPERATE A BOOM TYPE ELEVATING WORK PLATFORM 30
TDDT0498B CONTROL LIFT AND MOVEMENT OF CRANE 20
TDDT0498B SHIFT LOADS USING GANTRY EQUIPMENT 80
TDDT0498B SHIFT LOADS USING CRANES 80
TDTE1298B CONSOLIDATE MANIFEST DOCUMENTATION 20
TDTE1598B UNDERTAKE RIGGER/DOGGER AND DRIVER COMMUNICATION 20
TDTE1698B ESTIMATE/CALCULATE LOAD SHIFTING REQUIREMENTS FOR A MOBILE CRANE 20
TDTE1801A MAINTAIN FREIGHT RECORDS 40
TDTE1901A WORK WITH TRAVEL AGENCIES AND SALES OUTLETS 40
TDTF1397B COORDINATE BREAKDOWNS AND EMERGENCIES 30
TDTF5401A APPLY ‘CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK’ TO SHUNTING ON THE NETWORK 20
TDTL3501A ALLOCATE MOTIVE POWER 20
TDTL3901A ASSIST WITH TRAIN OPERATIONS 200
TDTL4501A ORGANISE SERVICES FOR SPECIAL EVENTS 20
TDTL5101A PLAN TRAIN CONSISTS 20
TDT01298B MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR 20
TDT01501A MAINTAIN SECURITY OF RAILWAY PROPERTY AND REVENUE 30
TDT01601A APPLY AND MONITOR WORKPLACE SECURITY PROCEDURES 40
TDT01301A ADVISE ON AND CONSTRUCT FARES FOR CUSTOMERS 30
BSZ402A TRAIN SMALL GROUPS 30
BSZ402A CONDUCT ASSESSMENT 35
BSZ402A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
BSZ402A APPLY ADVANCED FIRST AID 30
TDTGCST03A PROCESS CUSTOMER COMPLAINTS 10
BSBCM310A DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
BSBCM302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40

CERTIFICATE III IN TRANSPORT AND DISTRIBUTION (MOBILE CRANES OPERATIONS)

Course Code: TDT30902

Campus: Industry Only Delivery.

Career Opportunities
Road Transport Industry, specialising in Mobile Cranes.

Scope of Delivery
This course is available as a traineeship on a fee for service basis only.

Course Objective
This course develops the knowledge and skills of students wishing to advance their skills and gain a trade equivalent qualification in the Road Transport industry specialising in mobile cranes.

Entry Requirements
To qualify for admission to this course students must be able to read, comprehend and discuss printed information in English, write simple statements, recognise numbers and perform basic numeric calculations.

Course Duration
This course is offered on a flexible delivery basis in the workplace. It may be completed over a two-year period at the participant's own pace. It is available as an Apprenticeship or Traineeship.

Course Structure
A successful assessment outcome for a total of 21 Units of Study, comprising:

(a) the 17 compulsory Units of Study* below, and
(b) 4 other Units of Study made up of:
- at least 2 units and up to 4 units from the remaining Units of Study listed below and
- up to 2 suitable Units of Study (aligned at AQF 3, 2 or 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages.

Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*TDB1197B</td>
<td>CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT 40</td>
</tr>
<tr>
<td>*TDB1198B</td>
<td>SET UP AND RIG CRANE FOR LIFT 30</td>
</tr>
<tr>
<td>*TDB1298B</td>
<td>PLAN JOB AND SET UP WORK AREAS 40</td>
</tr>
</tbody>
</table>
INDUSTRIAL SKILLS TRAINING CENTRE

UNIT CODE

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>*TDTB1398B</td>
<td>MAINTAIN MOBILE CRANES</td>
</tr>
<tr>
<td>TDTB1498B</td>
<td>LOAD AND UNLOAD WHEELED OR TRACKED CRANE</td>
</tr>
<tr>
<td>TDTB1958B</td>
<td>UNDERTAKE SITE INSPECTION</td>
</tr>
<tr>
<td>*TDTB1698B</td>
<td>DE-RIG, PACK AND STORE TOOLS AND EQUIPMENT</td>
</tr>
<tr>
<td>*TDTB1798B</td>
<td>ASSEMBLE AND DISMANTLE BOOM OR JIB</td>
</tr>
<tr>
<td>*TDTC497C</td>
<td>DRIVE HEAVY RIGID VEHICLE</td>
</tr>
<tr>
<td>TDTCC597C</td>
<td>DRIVE HEAVY COMBINATION VEHICLE</td>
</tr>
<tr>
<td>TDTDC1998B</td>
<td>PILOT OR ESCORT OVERSIZED AND/OR OVERMASSED LOADS</td>
</tr>
<tr>
<td>TDTD197B</td>
<td>SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS</td>
</tr>
<tr>
<td>TDTD1097B</td>
<td>OPERATE A FORKLIFT</td>
</tr>
<tr>
<td>TDTD1397B</td>
<td>MOVE MATERIALS MECHANICALLY USING AUTOMATED EQUIPMENT</td>
</tr>
<tr>
<td>*TDTD1998B</td>
<td>RIG LOAD</td>
</tr>
<tr>
<td>TDTD3397B</td>
<td>OPERATE A VEHICLE-MOUNTED LOADING CRANE</td>
</tr>
<tr>
<td>TDTD3498B</td>
<td>OPERATE A MOBILE CRANE UP TO AND INCLUDING 20 TONNES ON A DEMOLITION SITE</td>
</tr>
<tr>
<td>TDTD3598B</td>
<td>OPERATE A BOOM TYPE ELEVATING WORK PLATFORM</td>
</tr>
<tr>
<td>*TDTD3698B</td>
<td>LIFT AND MOVE LOAD USING MOBILE CRANE UP TO AND INCLUDING 20 TONNES</td>
</tr>
<tr>
<td>*TDTD4098B</td>
<td>CONTROL LIFT AND MOVEMENT OF CRANE</td>
</tr>
<tr>
<td>TDTD697B</td>
<td>PROCESS WORKPLACE DOCUMENTATION</td>
</tr>
<tr>
<td>TDTD797B</td>
<td>USE PILOT AND ESCORT COMMUNICATION</td>
</tr>
<tr>
<td>*TDE1598B</td>
<td>UNDERTAKE RIGGER/DOGGER AND DRIVER COMMUNICATION</td>
</tr>
<tr>
<td>*TDE1698B</td>
<td>ESTIMATE/CALCULATE LOAD SHIFTING REQUIREMENTS FOR A MOBILE CRANE</td>
</tr>
<tr>
<td>*TDF197B</td>
<td>FOLLOW OHS PROCEDURES</td>
</tr>
<tr>
<td>*TDF297B</td>
<td>CONDUCT HOUSEKEEPING ACTIVITIES</td>
</tr>
<tr>
<td>*TDF697B</td>
<td>APPLY ACCIDENT-EMERGENCY PROCEDURES</td>
</tr>
<tr>
<td>HLF10A</td>
<td>APPLY ADVANCED FIRST AID</td>
</tr>
<tr>
<td>*TDG197B</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
</tr>
<tr>
<td>*TDG297C</td>
<td>APPLY CUSTOMER SERVICE SKILLS</td>
</tr>
<tr>
<td>TDTJ197B</td>
<td>APPLY QUALITY PROCEDURES</td>
</tr>
<tr>
<td>TDTK197B</td>
<td>USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE</td>
</tr>
<tr>
<td>TDTL197B</td>
<td>COMPLETE WORKPLACE ORIENTATION/INDUCTION PROCEDURES</td>
</tr>
</tbody>
</table>

CERTIFICATE III IN TRANSPORT AND DISTRIBUTION (ADMINISTRATION)

Course Code: TDT31102

Campus: Industry Only Delivery.

Career Opportunities

Contact the department on 9919 7600.

Scope of Delivery

This course is available as a traineeship on a fee for service basis only.

Course Objective

The course provides students with the knowledge and skills required to undertake work in the administration sector of the road and rail transport, warehousing, storage, stevedoring and allied industries.

Entry Requirements

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

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

Course Duration

The course may be offered on a full time basis over 365-770 nominal hours or part time equivalent. This course is available as a traineeship on a fee for service basis only.

Course Structure

The structure of the course comprises a minimum of 21 Units of Study selected by the student, with the approval of the Head of Department of which:

(a) a minimum of 5 units and a maximum of 7 units at Australian Qualifications Framework level 3 of which:

(i) a minimum of 3 units having regard to the list of relevant units on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002,

(ii) a maximum of 2 units having regard to any other Certificate III in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority;

(b) a minimum of 7 units and a maximum of 9 units at Australian Qualifications Framework level 2 of which:

(i) a minimum of 5 units having regard to the list of relevant units on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002,

(ii) a maximum of 2 units having regard to any other Certificate II in Transport and distribution or relevant industry training package endorsed by the Australian National Training Authority;

(c) 7 units at Australian Qualifications Framework level 1 of which:

(i) a minimum of 5 units having regard to the list of relevant units on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002,

(ii) a maximum of 2 units having regard to any other Certificate I in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority.

CERTIFICATE IV IN TRANSPORT AND DISTRIBUTION (WAREHOUSING & STORAGE)

Course Code: TDT40102

Campus: Industry Only Delivery.

Career Opportunities

Warehousing Industry.

Scope of Delivery

Full time or part time.
**Course Objective**
This course provides vocational training for people at the operative and supervisory level in the warehousing industry. It is a further aim to develop new criteria and procedure for performing current practices and provision of leadership and guidance to others in the application and planning of skills.

**Entry Requirements**
To qualify for admission to the course, an applicant generally must have:
- successfully completed Certificate III in Transport & Distribution (Warehousing)
- or successful recognition of seven competencies from Certificate III in Transport & Distribution (Warehousing) achieved through a Recognition of Prior Learning process.

**Course Duration**
This course is available as a traineeship on a fee for service basis only.

**Course Structure**
A successful assessment outcome for a total of 28 Units of Study, comprising:

- **(a)** seven Units of Study aligned at AQF 4 made up of:
  - at least five Units of Study and up to seven Units of Study from those listed below (aligned at AQF 4), and
  - up to two suitable Units of Study (aligned at AQF 4) drawn with appropriate contextualisation from either other Transport and Distribution Certificate IV qualifications, or other relevant endorsed Training Packages.
- **(b)** and at least five Units of Study and up to seven units at AQF 3 made up of:
  - at least three Units of Study and up to seven Units of Study from those listed from the Certificate III in Transport and Distribution (Warehousing and Storage) (aligned at AQF 3), and
  - up to two suitable Units of Study (aligned at AQF 3) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages.
- **(c)** and seven Units of Study and up to nine Units of Study at AQF 2 made up of:
  - at least five units and up to nine Units of Study from those listed for the Certificate II in Transport and Distribution (Warehousing and Storage) (aligned at AQF 2), and
  - up to two suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.
- **(d)** and seven Units of Study aligned at AQF 1 made up of:
  - at least five Units of Study and up to seven units from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
  - up to two suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>TDTA597B</td>
<td>CHECK AND EVALUATE RECORDS AND DOCUMENTATION</td>
<td>20</td>
</tr>
<tr>
<td>TDTD897B</td>
<td>MONITOR CRANE OPERATIONS</td>
<td>40</td>
</tr>
<tr>
<td>TDTD997B</td>
<td>DIRECT CRANE OPERATIONS</td>
<td>40</td>
</tr>
<tr>
<td>TDTE697C</td>
<td>COLLECT, ANALYSE AND PRESENT WORKPLACE DATA AND INFORMATION</td>
<td>30</td>
</tr>
<tr>
<td>TDTF797B</td>
<td>IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY PROCEDURES</td>
<td>40</td>
</tr>
<tr>
<td>TDTG598B</td>
<td>ORGANISE TRANSPORT WORKLOAD</td>
<td>10</td>
</tr>
<tr>
<td>TDTG698B</td>
<td>FACILITATE WORK TEAMS</td>
<td>50</td>
</tr>
<tr>
<td>TDTI197C</td>
<td>COORDINATE QUALITY CUSTOMER SERVICE</td>
<td>30</td>
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<tr>
<td>TDTI598B</td>
<td>MARKET SERVICES AND PRODUCTS TO CLIENTS</td>
<td>40</td>
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<tr>
<td>TDTL597C</td>
<td>APPLY CONFLICT/GRIEVANCE RESOLUTION STRATEGIES</td>
<td>40</td>
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<tr>
<td>TDTL998B</td>
<td>MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT</td>
<td>50</td>
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<tr>
<td>TDTP197B</td>
<td>DEVELOP PLANS TO MEET CUSTOMER AND ORGANISATION NEEDS</td>
<td>30</td>
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<tr>
<td>TDTP297B</td>
<td>FACILITATE AND CAPITALISE ON CHANGE IN THE WORKPLACE</td>
<td>50</td>
</tr>
<tr>
<td>TDTP598B</td>
<td>MANAGE WORKPLACE INFORMATION</td>
<td>60</td>
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<tr>
<td>TDTQ198B</td>
<td>MONITOR SUPPLIER PERFORMANCE</td>
<td>30</td>
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<tr>
<td>TDTQ298B</td>
<td>SOURCE GOODS/SERVICES AND EVALUATE CONTRACTORS</td>
<td>30</td>
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<tr>
<td>TDTU101A</td>
<td>IMPLEMENT AND MONITOR ENVIRONMENTAL PROTECTION POLICIES AND PROCEDURES</td>
<td>20</td>
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<td>TDTA2397B</td>
<td>COORDINATE STOCKTAKES</td>
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<td>TDTA2597C</td>
<td>REGULATE TEMPERATURE CONTROLLED STOCK</td>
<td>20</td>
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<td>TDTA2898B</td>
<td>ASSESS AND MONITOR OPTIMUM STOCK LEVELS</td>
<td>40</td>
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<tr>
<td>TDTA3198B</td>
<td>CONSOLIDATE FREIGHT</td>
<td>30</td>
</tr>
<tr>
<td>TDTA3298B</td>
<td>ORGANISE TRANSPORT OF FREIGHT OR GOODS</td>
<td>20</td>
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<tr>
<td>TDTD3098B</td>
<td>SUPERVISE MOBILE CRANE OPERATIONS</td>
<td>40</td>
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<tr>
<td>TDTD3198B</td>
<td>IMPLEMENT EQUAL EMPLOYMENT EQUITY STRATEGIES</td>
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<td>TDTD1098B</td>
<td>DEVELOP AND MAINTAIN A SAFE WORKPLACE</td>
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<td>TDLT1998B</td>
<td>ASSESS AND CONFIRM CUSTOMER TRANSPORT REQUIREMENTS</td>
<td>40</td>
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<tr>
<td>TDLT2198B</td>
<td>COORDINATE THE ERECTION AND DISMANTLING OF TEMPORARY STORAGE FACILITIES</td>
<td>60</td>
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<tr>
<td>TDLT3001A</td>
<td>CONTROL A FURNITURE WAREHOUSE</td>
<td>60</td>
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<tr>
<td>TDLT3201A</td>
<td>PROMOTE EFFECTIVE WORKPLACE PRACTICE</td>
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<td>TDLT3301A</td>
<td>DEVELOP ROSTERS</td>
<td>20</td>
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<td>TDLT3701A</td>
<td>APPLY AND AMEND ROSTERS</td>
<td>20</td>
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<tr>
<td>TTGQ1001A</td>
<td>MAINTAIN CUSTOMER CREDIT ACCOUNTS AND SERVICES</td>
<td>20</td>
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<tr>
<td>BSZ406A</td>
<td>PLAN A SERIES OF TRAINING SESSIONS</td>
<td>30</td>
</tr>
<tr>
<td>BSZ407A</td>
<td>DELIVER TRAINING SESSIONS</td>
<td>50</td>
</tr>
<tr>
<td>BSZ408A</td>
<td>REVIEW TRAINING</td>
<td>15</td>
</tr>
<tr>
<td>BSZ401A</td>
<td>PLAN ASSESSMENT</td>
<td>15</td>
</tr>
<tr>
<td>BSZ403A</td>
<td>REVIEW ASSESSMENT</td>
<td>5</td>
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<td>BSZ506A</td>
<td>DEVELOP ASSESSMENT PROCEDURES</td>
<td>25</td>
</tr>
<tr>
<td>BSZ507A</td>
<td>DEVELOP ASSESSMENT TOOLS</td>
<td>25</td>
</tr>
</tbody>
</table>
CERTIFICATE IV IN TRANSPORT AND DISTRIBUTION (ROAD TRANSPORT)

Course Code: TDT40202

Campus: Industry Only Delivery.

Career Opportunities
Transport Industry.

Scope of Delivery
Contact the department on (03) 9919 7600.

Course Objective
The course provides students with the knowledge and skills required to undertake work in the road transport industry.

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

Course Duration
The course may be offered on a full time basis over 430-1350 nominal hours or part time equivalent. This course is available as a traineeship on a fee for service basis only.

Course Structure
A successful assessment outcome for a total of 28 Units of Study, comprising:

(a) seven Units of Study aligned at AQF 4 made up of:
- at least five Units of Study and up to seven Units of Study from those listed below (aligned at AQF 4), and
- up to two suitable Units of Study (aligned at AQF 4) drawn with appropriate contextualisation from either other Transport and Distribution Certificate IV qualifications, or other relevant endorsed Training Packages.

(b) and at least 5 Units of Study and up to seven units at AQF 3 made up of:
- at least 3 Units of Study and up to seven Units of Study from those listed fro the Certificate III in Transport and Distribution (Warehousing and Storage) (aligned at AQF 3), and
- up to two suitable Units of Study (aligned at AQF 3) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages.

(c) and seven Units of Study and up to nine Units of Study at AQF 2 made up of:
- at least five units and up to nine Units of Study from those listed for the Certificate II in Transport and Distribution (Warehousing and Storage) (aligned at AQF 2), and
- up to two suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.

(d) and seven Units of Study aligned at AQF 1 made up of:
- at least five Units of Study and up to seven units from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
- up to two suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Unit Code   Hours
BSZ406A PLAN A SERIES OF TRAINING SESSIONS 30
BSZ407A DELIVER TRAINING SESSIONS 50
BSZ408A REVIEW TRAINING 15
BSZ401A PLAN ASSESSMENT 25
BSZ403A REVIEW ASSESSMENT 5
BSZ506A DEVELOP ASSESSMENT PROCEDURES 25
BSZ507A DEVELOP ASSESSMENT TOOLS 25
TDTA597B CHECK AND EVALUATE RECORDS AND DOCUMENTATION 20
TDTC697B DRIVE MULTI-COMBINATION VEHICLE 40
TDTD897B MONITOR CRANE OPERATIONS 40
TDTD997B DIRECT CRANE OPERATIONS 40
TDTL997C COLLECT, ANALYSE AND PRESENT WORKPLACE DATA AND INFORMATION 40
TDTF797B IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY PROCEDURES 40
TDTG598B ORGANISE TRANSPORT WORKLOAD 10
TDTG698B FACILITATE WORK TEAMS 50
TDTI197C COORDINATE QUALITY CUSTOMER SERVICE 30
TDTI599B MARKET SERVICES AND PRODUCTS TO CLIENTS 40
TDTI898B MONITOR TRANSPORT ACTIVITIES AT INTERCHANGES 40
TDTL597C APPLY CONFLICT/GRIEVANCE RESOLUTION STRATEGIES 40
TDTL797C COORDINATE FLEET CONTROL LOGISTICS 40
TDTL998B MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 50
TDTP197B DEVELOP PLANS TO MEET CUSTOMER AND ORGANISATION NEEDS 30
TDTP297B FACILITATE AND CAPITALISE ON CHANGE IN THE WORKPLACE 50
TDTP598B MANAGE WORKPLACE INFORMATION 60
TDTQ698B ADMINISTER INTERNATIONAL TRADING ACCOUNTS 60
TDTI1601A SERVICE FREIGHT CUSTOMERS 40
TDTI1701A DEVELOP FREIGHT CUSTOMERS 40
TDTL1098B ASSESS AND CONFIRM CUSTOMER TRANSPORT REQUIREMENTS 40

221
CERTIFICATE IV IN TRANSPORT AND DISTRIBUTION (STEVEDORING)

Course Code: TDT40302

Campus: Industry Only Delivery

Career Opportunities:
Rail Industry operations

Course Objective:
The course provides students with the knowledge and skills required to undertake work in the stevedoring industry.

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

Course Structure:
The structure of the course comprises a minimum of 28 Units of Study selected by the student, with the approval of the Head of Department of which:

(a) seven Units of Study at Australian Qualifications Framework level 4 of which:
   - a minimum of five Units of Study having regard to the list of relevant Units of Study on pages 11 & 12 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   - a maximum of 2 Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.

(b) a minimum of five Units of Study and a maximum of 7 Units of Study at Australian Qualifications Framework level 3 of which:
   - a minimum of three Units of Study having regard to the list of relevant Units of Study on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   - a maximum of two Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.

(c) a minimum of seven Units of Study and a maximum of 9 Units of Study at Australian Qualifications Framework level 2 of which:
   - a minimum of five Units of Study having regard to the list of relevant Units of Study on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   - a maximum of 2 Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.

(d) seven Units of Study at Australian Qualifications Framework level 1 of which:
   - a minimum of five Units of Study having regard to the list of relevant Units of Study on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   - a maximum of two Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.

CERTIFICATE IV IN TRANSPORT AND DISTRIBUTION (RAIL OPERATIONS)

Course Code: TDT40402

Campus: Industry Only Delivery

Career Opportunities:
Rail Industry operations

Course Objective:
The course provides students with the knowledge and skills required to undertake work in the operations sector of the rail industry.

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

Course Structure:
A successful assessment outcome for a total of 28 Units of Study, comprising:

(a) seven Units of Study aligned at AQF 4 made up of:
   - at least five Units of Study from those listed below (aligned at AQF 4), and
   - up to two suitable Units of Study (aligned at AQF 4) drawn with appropriate contextualisation from either other Transport and Distribution Certificate IV qualifications, or other relevant endorsed Training Packages.

(b) and the 17 compulsory Units of Study listed for the Certificate III in Transport and Distribution (Mobile Cranes Operations);

(c) and four other Units of Study made up of:
   - at least two Units of Study from the remaining Units of Study listed below for the Certificate III in Transport and Distribution (Mobile Cranes Operations) (aligned at AQF 3), and
   - up to two suitable Units of Study (aligned at AQF levels 3.2 or 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate qualifications, or other relevant endorsed Training Packages.

Unit Code Hours
TDTA597B CHECK AND EVALUATE RECORDS AND DOCUMENTATION 20
TDTA697B ORGANISE AND MONITOR TERMINAL/WHARF OPERATIONS 20
TDTA2597C REGULATE TEMPERATURE CONTROLLED STOCK 20
INDUSTRIAL SKILLS TRAINING CENTRE

Unit Code | Hours
---|---
TDTA3198B | CONSOLIDATE FREIGHT | 30
TDTA3298B | ORGANISE TRANSPORT OF FREIGHT OR GOODS | 20
TDTC1401A | PREPARE, OPERATE, MONITOR AND STABLE STEAM LOCOMOTIVE | 80
TDTC1501A | PREPARE, OPERATE, MONITOR AND STABLE MOTIVE POWER UNIT | 160
TDTC1601A | CONDUCT MARSHALLING OPERATIONS | 20
TDTC1901A | DRIVE TRAIN TO OPERATIONAL REQUIREMENTS | 200
TDTC2201A | OPERATE PASSENGER TRAM | 120
TDTC2301A | OPERATE TRAIN WITH DUE CONSIDERATION OF ROUTE CONDITIONS | 200
TDTC2401A | OPERATE URBAN PASSENGER TRAIN | 200
TDTD1398B | APPLY WORKPLACE STATISTICS | 20
TDTF2101A | RESPOND TO TRAIN-DRIVING EMERGENCIES AND ABNORMAL SITUATIONS | 40
TDTF5101A | APPLY ‘CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK’ TO TRAIN DRIVING | 20
TDTF5201A | APPLY ‘CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK’ TO TRAIN CONTROLLING | 20
TDTI1601A | SERVICE FREIGHT CUSTOMERS | 40
TDTI1701A | DEVELOP FREIGHT CUSTOMERS | 40
TDTI197C | COORDINATE QUALITY CUSTOMER SERVICE | 30
TDTI598B | MARKET SERVICES AND PRODUCTS TO CLIENTS | 40
TDTI898B | MONITOR TRANSPORT ACTIVITIES AT INTERCHANGES | 40
TDTL1098B | ASSESS AND CONFIRM CUSTOMER TRANSPORT REQUIREMENTS | 40
TDTL197C | COORDINATE QUALITY CUSTOMER SERVICE | 30
TDTL3201A | PROMOTE EFFECTIVE WORKPLACE PRACTICE | 20
TDTL3301A | PROMOTE EFFECTIVE WORKPLACE PRACTICE | 20
TDTL4001A | PLAN AND CONTROL DAILY TRAIN OPERATIONS | 30
TDTL4201A | CONTROL RAIL TRAFFIC MOVEMENT | 30
TDTL4301A | ALLOCATE FREIGHT | 20
TDTL4401A | ORGANISE FREIGHT YARD MOVEMENT | 40
TDTL4701A | COORDINATE TRAIN MOVEMENT ACTIVITIES | 30
TDTL4901A | DEVELOP TRAIN PLANS AND SCHEDULES | 30
TDTL5001A | ALLOCATE ROLLING STOCK | 20
TDTQ1001A | MAINTAIN CUSTOMER CREDIT ACCOUNTS AND SERVICES | 20
TDTQ197C | MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT | 50
TDTQ197C | MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT | 50
TDTQ291A | MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT | 15
TDTQ497B | PLAN AND CONTROL DAILY TRAIN OPERATIONS | 30
TDTQ598B | MARKET SERVICES AND PRODUCTS TO CLIENTS | 40
TDTQ797B | IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY PROCEDURES | 40
TDTU101A | IMPLEMENT AND MONITOR ENVIRONMENTAL PROTECTION POLICIES AND PROCEDURES | 20
BSZ406A | PLAN A SERIES OF TRAINING SESSIONS | 30
BSZ406A | PLAN A SERIES OF TRAINING SESSIONS | 30
BSZ407A | DELIVER TRAINING SESSIONS | 50
BSZ407A | DELIVER TRAINING SESSIONS | 50
BSZ408A | REVIEW TRAINING | 15
BSZ408A | REVIEW TRAINING | 15
BSZ501A | PLAN ASSESSMENT | 15
BSZ501A | PLAN ASSESSMENT | 15
BSZ503A | REVIEW ASSESSMENT | 5
BSZ503A | REVIEW ASSESSMENT | 5
BSZ506A | DEVELOP ASSESSMENT PROCEDURES | 25
BSZ506A | DEVELOP ASSESSMENT PROCEDURES | 25
BSZ507A | DEVELOP ASSESSMENT TOOLS | 25
BSZ507A | DEVELOP ASSESSMENT TOOLS | 25

CERTIFICATE IV IN TRANSPORT AND DISTRIBUTION (ADMINISTRATION)

Course Code: TDT41102

Campus: Industry Only Delivery
Career Opportunities
Transport Industry.

Scope of Delivery
This course is available as a traineeship on a fee for service basis only.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the administration sector of the road and rail transport, warehousing, storage, stevedoring and allied industries.

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

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

Selection Procedures/Selection Criteria
Contact the department on 9919 7600.

Course Duration
The course may be offered on a full time basis over 470-1000 nominal hours or part time equivalent. This course is available as a traineeship on a fee for service basis only.
Course Structure

The structure of the course comprises a minimum of 28 Units of Study selected by the student, with the approval of the Head of Department of which:

(a) seven Units of Study at Australian Qualifications Framework level 4 of which:
   - a minimum of five Units of Study having regard to the list of relevant Units of Study on pages 11 & 12 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   - a maximum of two Units of Study having regard to any other Certificate IV in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority;

(b) a minimum of five Units of Study and a maximum of seven Units of Study at Australian Qualifications Framework level 3 of which:
   - a minimum of 3 Units of Study having regard to the list of relevant Units of Study on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   - a maximum of two Units of Study having regard to any other Certificate III in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority;

(c) a minimum of seven Units of Study and a maximum of 9 Units of Study at Australian Qualifications Framework level 2 of which:
   - a minimum of 5 Units of Study having regard to the list of relevant Units of Study on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   - a maximum of 2 Units of Study having regard to any other Certificate II in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority;

(d) seven Units of Study at Australian Qualifications Framework level 1 of which:
   - a minimum of 5 Units of Study having regard to the list of relevant Units of Study on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   - a maximum of 2 Units of Study having regard to any other Certificate I in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority.

DIPLOMA OF LOGISTICS MANAGEMENT

Course Code: TDT51002

Career Opportunities

An exciting career exists for many candidates who successfully complete the Diploma Course. Careers in a wide range of industries exist with this qualification and allows for entry into a number of higher education courses.

Scope of Delivery

Part-time

Course Objective

The course equips students with the skills and knowledge required to advance their career in integrated logistics management in the road transport, warehousing, distribution, storage industries and expand into many other logistics and Supply Chain Industries.

Entry Requirements

The two year part time program is specifically tailored for people currently working within the transport, distribution and logistics industry with a minimum of one year industry experience seeking the knowledge and skills to manage logistics operations. To qualify for admission to the course applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Selection Procedures/Selection Criteria

Selection may be based on an interview. Applicants wishing to start the course at other times through the year may apply via direct entry. Contact the Department on 9919 6259.

Course Duration

Part Time Diploma for students with relevant industry based experience – over 350 nominal hours.

Course Structure

Students must successfully complete all 7 units listed below.

Unit of Study Codes Hours

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BSBMGT502A</td>
<td>MANAGE PEOPLE PERFORMANCE</td>
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<tr>
<td>TDTL1298B</td>
<td>APPLY WORKPLACE KNOWLEDGE TO PLAN IMPROVEMENTS TO OPERATIONS</td>
<td>40</td>
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<tr>
<td>MEM11.15A</td>
<td>INVENTORY MANAGEMENT</td>
<td>60</td>
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<tr>
<td>TDTL2098B</td>
<td>DEVELOPMENT AND MAINTAIN OPERATIONAL PROCEDURES FOR TRANSPORT AND DISTRIBUTION ENTERPRISES</td>
<td>30</td>
</tr>
<tr>
<td>TDTL1998B</td>
<td>IMPLEMENT AND MONITOR TRANSPORT LOGISTICS</td>
<td>40</td>
</tr>
<tr>
<td>TDTQ2098B</td>
<td>SET AND ACHIEVE BUDGET</td>
<td>40</td>
</tr>
<tr>
<td>THHGLE10B</td>
<td>MANAGE WORKPLACE RELATIONS</td>
<td>60</td>
</tr>
</tbody>
</table>

ADVANCED DIPLOMA OF LOGISTICS MANAGEMENT

Course Code: TDT61002

Career Opportunities

Logistics Management.

Scope of Delivery

Full time or part time

Course Objective

The course provides students with the knowledge and skills required to undertake work integrated management of logistics in the Road and Rail Transport, Warehousing, Storage, Stevedoring and allied industries.

Entry Requirements

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

Course Duration

Full time over 600–1270 hours or part time equivalent.

Course Structure
Core Units of Study
The structure of the course comprises a minimum of 14 units selected by the student, with the approval of the Head of Department of which -
(a) 7 units at Australian Qualifications Framework level 6 of which -
   (i) a minimum of 4 units having regard to the list of relevant units on pages 8 & 9 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   (ii) a maximum of 3 units having regard to any relevant industry training package endorsed by the Australian National Training Authority;
(b) 7 units at Australian Qualifications Framework level 5 of which -
   (i) a minimum of 5 units having regard to the list of relevant units on pages 6 & 7 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   (ii) a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority;
(c) successful assessment against the underpinning knowledge component of 28 units of which – (i) a minimum of 20 units must be at Australian Qualifications Framework level 4 having regard to the list of relevant units in the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002, (ii) a maximum of 8 units at Australian Qualifications Framework levels 1, 2, or 3 having regard to any relevant industry training package endorsed by the Australian National Training Authority.

CERTIFICATE II IN FUNERAL SERVICES (GROUNDS AND MAINTENANCE)
Course Code: WFS20402
Campus: Werribee
Career Opportunities
Gravedigger and/or Grounds Maintenance worker.
Scope of Delivery
Part time
Course Objective
The course provides training for people wishing to work as general grounds maintenance workers.
Entry Requirements
To qualify for admission to the course, applicants must be employed in the funeral services industry and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Course Duration
Part time over 344-356 nominal hours.
Course Structure
Core Units of Study
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WFSCCR101A</td>
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<tr>
<td>WFSCCR102A</td>
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<td>MEM18.2AA</td>
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<td>TDTC197A</td>
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<td>RUHRT208A</td>
<td>22</td>
</tr>
<tr>
<td>WFSBGM201A</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units of Study
One unit(10 nominal hours)selected by the student with the Head of Department, having regard to the relevant units listed in -
- Funeral Services Industry Training Package FWS02 (Version 1.01, 2002)
- another training package endorsed by the Australian National Training Authority at Australian Qualifications Framework Level 2 or higher.

CERTIFICATE III IN FUNERAL SERVICES (GRAVEDIGGING, GROUNDS AND MAINTENANCE)
Course Code: WFS30402
Campus: Werribee
Career Opportunities
Gravedigger and/or Grounds Maintenance worker.
Scope of Delivery
Part time basis.
Course Objective
The course provides training for people wishing to work as gravediggers and / or grounds maintenance workers.
Entry Requirements
To qualify for admission to the course, applicants must be employed in the funeral services industry and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Course Duration
Part time over 562–811 hours.
Course Structure
Core Units of Study
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WFSCCR101A</td>
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</tr>
<tr>
<td>WFSCCR102A</td>
<td>20</td>
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<tr>
<td>WFSPCS101A</td>
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</tr>
<tr>
<td>WFSPCS103A</td>
<td>30</td>
</tr>
</tbody>
</table>
Unit Code | Hours
----------|-------
WFSTVM201A | 20
WFSTVM203A | 20
WFSTVM204A | 20
MEM18.1A | 20
MEM18.2A | 20
TDTC197A | 30
BCC1006A | 16

WFSTVM201A CARRY OUT WORKPLACE MEASUREMENTS AND CALCULATIONS
WFSTVM203A INSPECT AND MAINTAIN VEHICLES AND EQUIPMENT
WFSTVM204A OPERATE RIDE-ON VEHICLES AND TRAILED/MOUNTED EQUIPMENT
MEM18.1A USE HAND TOOLS
MEM18.2A USE HAND TOOLS/HAND HELD OPERATIONS
TDTC197A DRIVE VEHICLE (CORE SKILLS)

Specialist Units of Study

Students must complete all units from one of the following streams:

(i) Gravedigging Stream

WFSABO101A PROCESS FUNERAL SERVICES INDUSTRY DOCUMENTATION 20
WFSBCR310A PERFORM GRAVE PROBES 10
WFSBCR311A PREPARE FOR GRAVEDIGGING 10
WFSBCR312A PERFORM MANUAL GRAVEDIGGING 20
WFSBCR314A BACKFILL AND MAKE GOOD GRAVES 10
WFSBCR315A PERFORM A GRAVE COLLAPSE CONSOLIDATION 30
WFSBCR316A RE-OPEN A GRAVE 30
WFSBCR317A PERFORM EXHUMATIONS 30
WFSCCR201A PROVIDE SERVICE TO CUSTOMERS 20

(ii) Grounds Maintenance Stream

BCG2009A CARRY OUT CONCRETE WORK 40
RUHHRT203A PLANT TREES AND SHRUBS 22
RUHHRT208A PRUNE SHRUBS AND SMALL TREES 22
RUHHRT345A INSTALL METAL STRUCTURES AND FEATURES 65
WFSBGM201A PROVIDE GENERAL GROUNDS CARE 20
WFSBGM204A CARRY OUT GENERAL MAINTENANCE ACTIVITIES 20
WFSBGM302A INSTALL BRICK OR BLOCK STRUCTURES AND FEATURES 65
WFSBGM303A CARRY OUT PLASTER WORK 30

Elective Units of Study

(i) students undertaking the Gravedigging specialist stream must complete five elective units;
(ii) students undertaking the Ground Maintenance specialist stream must complete three elective units;

Units are to be selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in the Funeral Services Industry Training Package FWS02 (Version 1.01, 2002), with a maximum of one unit selected from units at Australian Qualifications Framework Level 2 or higher from any other training package endorsed by the Australian National Training Authority.
SUBJECTS

Below are subject details for courses offered by the Industrial Skills Training Centre in 2007.

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

**BCC1003A DRAIN/DE-WATER SITE**
Content: Plan and prepare work; Position sedimentation control; Remove surface water; Construct sump/wells; Remove water from sumps/wells, trenches and pits; Clean up.
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

**BCC1005A USE HAND AND POWER TOOLS**
Content: Identify hand and power tools; Select hand tools; Use hand tools; Select power tools; Establish power supply to work location; Use power tools; Clean up.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

**BCC1006A USE SMALL PLANT AND EQUIPMENT**
Content: Identify plant and equipment operations and safety requirements; Select plant and equipment; Select fuel, lubricants, tools and equipment; Carry out basic machinery checks; Carry out machine start-up/shut-down procedures; Use plant and equipment; Carry out periodic maintenance; Clean up.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

**BCC1009A CARRY OUT MANUAL EXCAVATION**
Content: Select tools and equipment; Dig small excavations by hand; Clean out excavation; Erect safety equipment; Clean up.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

**BCC1012A SPREAD AND COMPACT MATERIAL MANUALLY**
Content: Plan and prepare job; Spread and compact materials; Clean up.
Nominal Hours: 2-12 Hours
Assessment: As per accredited curriculum

**BCC1013A MONITOR MACHINE OPERATION**
Content: Plan and prepare work; Support machine operator; Identify and protect services; Assist with fitting and removing machine attachments; Clean up.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

**BCC1014A CONTROL CONSTRUCTION TRAFFIC**
Content: Plan and prepare work; Co-ordinate site traffic; Operate radio; Clean up.
Nominal Hours: 4 Hours
Assessment: As per accredited curriculum

**BCC2000A READ AND INTERPRET PLANS**
Content: Identify types of drawings and their functions; Recognise commonly used symbols and abbreviations; Locate and identify key features on a site plan; Determine drainage requirements; Recognise amendments; Read and interpret specifications.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**BCC2001A CARRY OUT BASIC SITE SURVEY**
Content: Plan and prepare work; Maintain given level or specified slope with boning rods; Set up and use dumpy level; Set up and use horizontal laser level; Clean up.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**BCC2003A ASSIST WITH EXCAVATION AND SUPPORT INSTALLATION**
Content: Plan and prepare work; set out excavation and erect safety equipment; assist machine excavation operations; install excavation support and clean up.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

**BCC2004A LAY PIPES**
Content: Plan and prepare job; Set out and excavate trenches; Install bedding materials; Lower and position pipes; Clean up.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**BCC2005A REPAIR PAVEMENTS**
Content: Plan and prepare work; Repair potholes; Clean up.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

**BCC2006A ERECT/DISMANTLE FENCING AND GATES**
Content: Plan and prepare work; Erect fence; Erect gates and signage; Maintain fencing and gates; Remove and make good. Clean up.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**BCC2009A CARRY OUT CONCRETE WORK**
Content: Plan work; set out for concrete work; construct reinforcement; place and fix reinforcement; erect formwork; carry out concrete work; strip formwork and clean up site.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**BCC3001A CONDUCT TIP TRUCK OPERATIONS**
Content: Plan and prepare work; conduct pre-operational checks; operate tip truck; carry out driver maintenance.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BCC3002A CONDUCT BACKHOE/LOADER OPERATIONS**
Content: Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate backhoe/loader; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
Nominal Hours: 200 Hours
Assessment: As per accredited curriculum

**BCC3004A CONDUCT EXCAVATOR OPERATIONS**
Content: Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate excavator; Clear timber; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Attach, secure, lift, carry and place materials; Carry out excavator maintenance; Select, remove and fit attachments; Clean up.
Nominal Hours: 200 Hours
Assessment: As per accredited curriculum

**BCC3005A CONDUCT FRONT END LOADER OPERATIONS**
Content: Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate front end loader; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
Nominal Hours: 160 Hours
Assessment: As per accredited curriculum
**BCC3006A CONDUCT GRADER OPERATIONS**
Content: Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate grader; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Clean up.
Nominal Hours: 240 Hours
Assessment: As per accredited curriculum

**BCC3008A CONDUCT SKID STEER LOADER OPERATIONS**
Content: Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate skid steer loader; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

**BCC3009A CONDUCT ROLLER OPERATIONS**
Content: Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate roller; Apply concepts of road anatomy; Apply knowledge of rock types and their characteristics; Carry out operator maintenance; Clean up.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

**BCC3010A CONDUCT WATER CART OPERATIONS**
Content: Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate water cart; Apply concepts of road anatomy; Apply knowledge of rock types and their characteristics; Carry out operator maintenance; Clean up.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**BCC3012A CONDUCT DUMP TRUCK OPERATIONS**
Content: Plan and prepare work; Conduct pre-operational checks; Operate dump truck; Carry out operator maintenance; Clean up.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BCC3013A CONDUCT FORKLIFT OPERATIONS**
Content: Plan and prepare work; Conduct pre-operational checks; Operate fork lift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
Nominal Hours: 32 Hours
Assessment: As per accredited curriculum

**BCC3028A CONTROL TRAFFIC**
Content: Plan and prepare traffic control procedure; Establish traffic control operations; Assist in setting out the traffic guidance scheme; Direct traffic; Close down traffic control operations.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**BCC3030A INSTALL DRAINAGE AND PIPELINE SYSTEMS**
Content: Plan and prepare work; Form surface and establish temporary stormwater diversions; Excavate for sub-soil drainage or pipeline; Lay pipelines; Place sub-soil drainage; Install culverts; Construct boxed/enclosed drains; Construct open drains; Clean up.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

**BCC3031A MAINTAIN DRAINAGE SYSTEMS**
Content: Plan and prepare work; Test, inspect and flush solid drainage; Inspect, clear and repair culverts; Repair pipe and culvert joints; Repair inspection hole; Clean gully pits; Repair/replace drains; Maintain kerbs, channels, medians, barriers and inverts; Maintain open drains; Clean up.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

**BCC3032A PREPARE ROAD SUBGRADE**
Content: Plan and prepare work; Set out subgrade; Assist with subgrade formation; Place and compact subgrade replacement materials
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

**BCC3034A APPLY BITUMEN SEAL**
Content: Plan and prepare works; Set out bitumen seal wearing surface; Prepare surface; Apply seal binder; Place and spread aggregate; Roll bitumen seal; Clean up work site.
Nominal Hours: 32 Hours
Assessment: As per accredited curriculum

**BCC3035A LAY ASPHALT**
Content: Plan and prepare works; Prepare surface; Place, spread and compact asphalt; Clean up work site.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**BCC3036A SPREAD AND COMPACT GRANULAR MATERIALS**
Content: Plan and prepare works; Set out sub-base/base; Control delivered materials; Place and spread materials; Compact materials; Clean Up.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

**BCCCM1001B FOLLOW OH&S POLICIES AND PROCEDURES**
Content: This unit specifies the competency required to work safely on a civil construction site adhering to OH&S policies and procedures. It includes the minimum criteria for competency assessment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**BCCCM1002B CONDUCT WORKPLACE COMMUNICATION**
Content: This unit specifies the competency required to communicate effectively with other workers in a civil construction workplace environment. It includes the minimum criteria for competency assessment.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**BCCCM1003B PLAN AND ORGANISE WORK**
Content: This unit specifies the competency required to plan allotted tasks to maximise personal productivity on a civil construction site. It includes the minimum criteria for competency assessment.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**BCCCM1004B CARRY OUT MEASUREMENTS AND CALCULATIONS**
Content: This unit specifies the competency required to carry out measurements and perform simple calculations to determine task and material requirements for a job in a civil construction work environment. It includes the minimum criteria for competency assessment.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**BCCCM1005B HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF NONTOXIC MATERIALS AND SAFELY DISPOSE OF NONTOXIC**
Content: HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF NONTOXIC
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

**BCCCM2002B USE SMALL PLANT AND EQUIPMENT**
Content: This unit specifies the competency required to use a range of small plant and equipment commonly employed in civil construction activities and sites. It includes the minimum criteria for competency assessment.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum
BCCCM2003B READ AND INTERPRET PLANS AND SPECIFICATIONS
Content: This unit specifies the competency required to read and interpret plans and specifications relevant to civil construction operations. It includes the minimum criteria for competency assessment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCCCM2004B DRAIN AND DEWATER SITE
Content: This unit specifies the competency required to drain and/or dewater civil construction project sites for environmental protection purposes and the control of water which may effect construction. It includes the minimum criteria for competency assessment.
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

BCCCM2005B CARRY OUT MANUAL EXCAVATION
Content: This unit specifies the competency required to carry out safe and effective manual excavation for situations requiring basic benching and battering but not requiring formal shoring. It includes the minimum criteria for competency assessment.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

BCCCM2006B SUPPORT PLANT OPERATIONS
Content: This unit specifies the competency required by a spotter to support plant operations on a construction site. It includes the minimum criteria for competency assessment.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

BCCCM2007B SPREAD AND COMPACT MATERIALS MANUALLY
Content: This unit specifies the competency required to spread and compact soils and aggregate with hand tools, hand tampers and small compaction equipment. It also includes the minimum criteria for competency assessment.
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

BCCCM2008B CARRY OUT BASIC LEVELLING
Content: This unit specifies the competency required to carry out basic levelling including the establishment of earthwork alignment and the transfer of heights from the survey control. It includes the minimum criteria for competency assessment.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

BCCCM2009B WORK IN CONFINED SPACES
Content: This unit specifies the competency required to work in a confined space (enclosed or partially enclosed) for the purpose of carrying out work or inspections. It includes the minimum criteria for competency assessment.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BCCCM2010B INSTALL TRENCH SUPPORT
Content: This unit specifies the competency required to shore a trench to prevent the collapse of trench walls and provide safety to personnel working in the trench. It includes the minimum criteria for competency assessment.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

BCCCM2011B ERECT AND DISMANTLE TEMPORARY FENCING AND GATES
Content: This unit specifies the competency required to install temporary fencing and gates to isolate equipment and materials and prevent accidents due to unauthorised access. It includes the minimum criteria for competency assessment.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

BCCCM2012B CARRY OUT CONCRETE WORK
Content: This unit specifies the competency required to carry out concreting work on civil construction projects to foundations, slabs and retaining structures. It includes the minimum criteria for competency assessment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCCCM2013B CONTROL TRAFFIC WITH A STOP-SLOW BAT
Content: This unit specifies the competency required to control traffic on public roads and construction sites for the protection of site workers and the general public, including the minimum criteria for competency assessment.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

BCCCM2014B IDENTIFY, LOCATE AND PROTECT UNDERGROUND SERVICES
Content: This unit specifies the competency required to identify, locate and protect underground services in preparation of a site for construction operations. It includes the minimum criteria for competency assessment.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BCCCM3001B CONSTRUCT AND DISMANTLE FENCING AND GATES
Content: This unit specifies the competency required to construct, maintain and dismantle fences and gates to isolate work sites or reference existing land owners property. It includes the minimum criteria for competency assessment.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

BCCCM3002B CONTROL CONSTRUCTION SITE WATER TABLE
Content: This unit specifies the competency required to control construction site water table and minimise disruption to construction operations. It includes the minimum criteria for competency assessment.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BCCCM3003B IMPLEMENT TRAFFIC MANAGEMENT PLAN
Content: This unit specifies the competency required to implement a traffic management plan for works on roads ensuring traffic flow is maintained and risk to the safety of the public and workers is minimised. It includes the minimum criteria for competency assessment.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

BCCCM3004B MAINTAIN SITE RECORDS
Content: This unit specifies the competency required to maintain site records for accounting, inventory, quality control, regulatory and legal requirements. It includes the minimum criteria for competency assessment.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

BCCCM3005B CARRY OUT SITE BASED RISK CONTROL PROCESSES
Content: This unit specifies the competency required to prepare, set out and construct underpinning to strengthen concrete structures. It includes the minimum criteria for competency assessment.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

BCCFW3001B CONSTRUCT UNDERPINNING
BCCFW3002B INSTALL TEMPORARY AND PERMANENT ROCK ANCHORS
Content: This unit specifies the competency required to prepare and install temporary and permanent rock anchors to prevent wall and roof collapse. It includes the minimum criteria for competency assessment.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

BCCFW3003B INSTALL PRIMARY GROUND SUPPORT
Content: This unit specifies the competency required to prepare, set out, install and maintain primary ground support for the purpose of ground stabilisation. It includes the minimum criteria for competency assessment.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

BCCFW3004B DRIVE PILES
Content: This unit specifies the competency required to prepare and drive piles for foundations to bridges, structures and ground support situations. It includes the minimum criteria for competency assessment.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

BCCFW3005B BORE CAST IN-SITU PILES
Content: This unit specifies the competency required to cast piles in-situ for foundations to bridges, structures and ground support. It includes the minimum criteria for competency assessment.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

BCRC2001B REPAIR POTHOLES
Content: This unit covers the competency required to repair potholes using pavement materials, hot mix and cold mix preparations. It includes the minimum criteria for competency assessment.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

BCRC2008B LAY PIPES
Content: This unit specifies the competency required to install pipes and drainage pipe culverts that form part of the road drainage system. It includes the minimum criteria for competency assessment.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

BCRC3006B CONDUCT EARTHWORKS
Content: This unit specifies the competency required to conduct the construction of the earthworks associated with road projects. It includes the minimum criteria for competency assessment.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

BCRM2001B REPAIR POTHOLES
Content: This unit specifies the competency required to escort mobile line marking operations to ensure safe vehicular movement around road marking operations. It includes the minimum criteria for competency assessment.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCG100A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION
Content: Receive and convey information; Carry out face to face routine communication; Work with others; Participate in simple on-site meeting processes.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BCG1001A CARRY OUT OH&S REQUIREMENTS
Content: Plan and prepare for safe work practices; Use safe work practices to carry out work; Assume responsibility for safety of self and others; Work from ladder and work platforms; Use 240V power supply safely; Adhere to emergency procedures; Carry out general housekeeping.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCG1002A PLAN AND ORGANISE WORK
Content: Identify work requirements; Plan process to complete work; Select tools and equipment; Demonstrate safe and efficient sequence of work; Modify plan; Report outcomes; Clean up.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BCG1004A CARRY OUT MEASUREMENTS AND CALCULATIONS
Content: Obtain measurements; Perform simple calculations; Estimate approximate quantities.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BCG1007A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING
Prerequisite(s) BCG1001A Carry out OH&S Requirements, BCG1005A Use hand and power tools.
Content: Plan and prepare work; Erect safety barriers; erect scaffolding; Dismantle scaffold; Clean up.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCG1008A USE SIMPLE LEVELLING DEVICES
Content: Plan and prepare work; Set up and use levelling device; Transfer heights with straight edge and spirit level; Maintain given level or specified slope with boring rods; Clean up.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

BCG1010A CARRY OUT CONCRETING TO SIMPLE FORMS
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content: Select tools and equipment; Erect and strip simple formwork; Place and tie reinforcement; Place concrete; Clean up.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCG1011A HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE
Content: Plan and prepare work; Correctly manual handle, sort and stack construction material; Prepare for mechanical handling of materials; Handle and remove waste safely; Clean up.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

BCG2007A OPERATE ELEVATED WORK PLATFORMS (EWP)
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content: Plan and prepare work; Conduct routine checks of platform; Locate equipment in place for work application; Elevate platform to work location; Lower platform and shut down; Clean up.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BCG3041A UNDERTAKE DOGGING
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1006A Use small plant and equipment, BCG1011A Handle construction materials and safely dispose of waste, BCG1018A Prep for construction process (steelwork).
Content: Plan and prepare work; Select equipment; Sling loads; Move load; Remove gear.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum
BCG3042A UNDERTAKE RIGGING

BCG3118 ERECT AND DISMANTLE SCAFFOLD – BASIC

BCGCM2007B USE EXPLOSIVE POWER TOOLS
Content: This unit specifies the competency required to apply safe and effective operation of explosive power tools used to fasten materials or fix fasteners to bases of concrete, masonry or steel.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

BCGCM2008B ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING
Content: This unit specifies the competency required to erect and dismantle restricted height scaffolding to provide work platforms for various occupational applications.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

BCGCM3001B OPERATE ELEVATED WORK PLATFORMS
Content: This unit specifies the competency required to safely and effectively operate elevated work platforms (EWP’s) in a variety of different terrains and situations to access isolated work areas.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

BCGSF2003B CUT AND BEND MATERIALS USING OXY-LPG EQUIPMENT
Content: This unit specifies the competency required to heat, cut and bend construction materials using Oxy/LPG equipment.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

FDFCOROH52A IMPLEMENT OH&S PRINCIPLES AND PROCEDURES
Content: Follow safe work procedures relating to own work; Contribute to continuous improvement in OHS practice; Follow emergency procedures.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

MCMC210A MANAGE THE IMPACT OF CHANGE ON OWN WORK
Content: This unit covers the skills needed by an employee in a competitive manufacturing organisation which requires the employee to participate in and manage the impact of the implementation of competitive manufacturing initiatives on their own work life.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

MCMC5200A APPLY COMPETITIVE MANUFACTURING PRACTICES
Content: This unit covers the skills needed to implement basic improvement practices within a competitive manufacturing organisation. The unit focuses on bringing together the basic concepts and the holistic application of these basic concepts and processes to manufacturing. It would typically be carried out working as part of a team.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

MCMC5201A SUSTAIN PROCESS IMPROVEMENTS
Content: This unit covers the skills needed to prevent implemented process improvements slipping back to former practices or digression to less efficient practices.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

MCMS401A ENSURE PROCESS IMPROVEMENTS ARE SUSTAINED
Content: This unit covers the knowledge and skills needed to ensure that the gains which have been made by using improved methods, processes and equipment are sustained as the new base line/standard to the team's area of work and so prevent regression to former practices, or digression to less efficient practices.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

MEM11.15A INVENTORY MANAGEMENT

MEM12.25A USE GRAPHICAL TECHNIQUES AND PERFORM SIMPLE STATISTICAL COMPUTATIONS

MEM16.11A COMMUNICATE WITH INDIVIDUALS AND SMALL GROUPS

MEM16.12A INTERPRET SPECIFICATIONS AND MANUALS

MEM16.14A REPORT TECHNICAL INFORMATION

MEM16.9A RESEARCH AND ANALYSE ENGINEERING INFORMATION

MEM30.12A APPLY MATHEMATICAL TECHNIQUES IN A MANUFACTURING, ENGINEERING OR RELATED
Content: This unit covers the concepts of mathematics to appropriate and simple engineering situations within the individual's area of engineering expertise.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

RUHRHT203A PLANT TREES AND SHRUBS
Content: This unit describes the tasks associated with tree and shrub planting. It applies to and, can be contextualised for, ornamental planting activities in parks and gardens, domestic and commercial landscapes, sporting facilities, and planting of windbreaks and shelter-belts.
Nominal Hours: 22 Hours
Assessment: As per accredited curriculum

RUHRHT208A PRUNE SHRUBS AND SMALL TREES
Content: This unit describes ornamental tree and shrub pruning. The work is likely to be undertaken from the ground. Aerial pruning, either from a ladder, an elevated work platform or from climbing ropes and rigging in a tree is covered in separate units.
Nominal Hours: 22 Hours
Assessment: As per accredited curriculum

RUHRHT345A INSTALL METAL STRUCTURES AND FEATURES
Content: This Unit of Competency is concerned with the installation of metal structures and features as a component of landscape project works.
Nominal Hours: 65 Hours
Assessment: As per accredited curriculum

SRSCOP003A DEMONSTRATE PERSONAL IMAGE AND PRESENTATION SKILLS
Content: This unit covers the knowledge and skills required to present oneself in a professional manner to the media. The unit looks at both social and professional media situations.
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum
TDTA1097B COORDINATE GOODS TO BOND PREMISES
Content: Identify and list goods for bonding; Arrange transfer of goods to bond store; Prepare and issue bond list.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTA1197B PACKAGE GOODS
Content: Select materials and pack and unwrap products; Label packaged products/loads.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTA1297B PICK AND PROCESS ORDERS
Content: Identify workplace order picking processes, policies and procedures; Pick and despatch an order; Record stock levels.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTA1397B RECEIVE GOODS
Content: Identify workplace procedures and documentation requirements for the receipt of goods; Check and inspect goods on arrival and complete workplace documentation; Unload, unpack and store stock.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTA1497B USE PRODUCT KNOWLEDGE TO COMPLETE WORK OPERATIONS
Content: Identify products in a subsection of a warehouse or other storage area; Examine quality and report on products; Use inventory and labelling systems to identify and locate products.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTA1597B COMPLETE RECEIVAL/DESPATCH DOCUMENTATION
Content: Analyse order to identify work requirements to fill order; Follow workplace order documentation processes; Finalise documentation.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTA1697B USE INVENTORY SYSTEMS TO ORGANISE STOCK CONTROL
Content: Identify inventory and stock control systems in use in the workplace; Use re-order procedures to maintain stock levels; Organise cyclical stock counts and report discrepancies or variances; Produce reports on record keeping and inventory functions.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTA1797B APPLY PRODUCT KNOWLEDGE TO ORGANISE WORK OPERATIONS
Content: Identify and categorise products; Match products to locations based on specified criteria; Assist individuals to solve stock identification and location problems; Identify appropriate transfer and handling requirements; Contribute to continuous improvement.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTA1897B ORGANISE DESPATCH OPERATIONS
Content: Plan and organise despatch operations; Organise the storage and despatch of stock; Complete documentation.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTA1997B ORGANISE RECEIVAL OPERATIONS
Content: Plan and organise receival operations; Organise the storage of stock; Complete documentation.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTA2097B REPLENISH STOCK
Content: Participate in stock rotation activities; Interpret and fill replenishment request; Complete stock replenishment.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTA4401A CARRY OUT DELIVERY OPERATIONS
Content: Prepare to deliver mail/consignment; Deliver mail/consignment to specific route; Report on delivery activity.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTA897B TRANSFER CARGO
Content: Prepare for load transfer; Transfer cargo; Complete transfer.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum.

TDTA997B COMPLETE AND CHECK IMPORT/EXPORT DOCUMENTATION
Content: Identify procedures required for documentation for import/export of goods; Complete and check documentation to meet regulatory and workplace requirements.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTB2001A VISUALLY INSPECT STATIONARY TRAIN
Content: Prepare for a visual inspection of a stationary train; Carry out a visual inspection of a stationary train; Document and action inspection results.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

TDTB2101A CONDUCT TRAIN ROLL BY INSPECTION
Content: Prepare for a roll-by inspection; Conduct a roll-by inspection of a moving train; Report and action roll-by inspection results.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTB2201A DIAGNOSE AND RECTIFY MINOR FAULTS
Content: Identify maintenance/repair requirements; Conduct minor maintenance and routine repairs; Check and report minor repairs/maintenance; Provide support.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTB2301A PROVIDE SANITATION AND WATER SERVICES SUPPORT TO PASSENGER TRANSPORTATION UNITS
Content: Plan decanting and watering of passenger vehicles/carriages/vessels; Provide decanting service; Provide water service; Complete decanting and watering.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTB2501A PREPARE, START AND SHUT DOWN MOTIVE POWER UNIT
Content: Check and prepare motive power unit; Examine motive power unit; Start motive power unit; Position motive power unit; Shut down and secure motive power unit.
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum
TDTPB2601A PREPARE FOR TRAIN OPERATION
Content: Implement pre-departure checks; Confirm train documentation.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTPB2701A SET UP AND SHUT DOWN ON-TRAIN REMOTE CONTROL SYSTEM
Content: Set up remote control system; Set up lead control system; Shut down remote control equipment.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTPB2901A USE AND MAINTAIN MINOR MECHANICAL EQUIPMENT
Content: Carry out pre-operation checks; Operate mechanical equipment; Conduct routine maintenance; Secure and store.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTPB397B CARRY OUT VEHICLE SERVICING AND MAINTENANCE
Content: Maintain and service the vehicle systems; Carry out minor repairs to a vehicle; Diagnose minor vehicle faults and undertake repairs for the safe operation of a vehicle; Complete documentation.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTPB497B CARRY OUT VEHICLE INSPECTION
Content: Check the vehicle; Clean vehicle; Complete documentation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTPB597B CARRY OUT MAINTENANCE OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS
Content: Diagnose vehicle faults and undertake repairs for the safe operation of a vehicle; Maintain the vehicle systems; Carry out minor repairs to a vehicle; Complete documentation.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTPB697B CARRY OUT INSPECTION OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS
Content: Check vehicle; Clean vehicle and ancillary equipment; Complete documentation.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTPB797B CARRY OUT MAINTENANCE OF TRAILERS
Content: Identify faults and perform routine maintenance; Carry out repairs on trailers; Complete documentation.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTPB897B CARRY OUT INSPECTION OF TRAILERS
Content: Check the trailer; Clean trailer; Complete documentation.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTPB998B CHECK CONVEYOR OPERATIONAL STATUS
Content: Inspect conveyor system and work area; Check equipment operational capability; Identify, assess faults and report results of inspection and testing.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTCP1097B PILOT OR ESCORT OVERSIZED AND/OR OVERMASSED LOADS
Content: Prepare for pilot or escort operation; Carry out communications regarding pilot or escort operation; Conduct pilot and/or escort operation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTCP1197B TRANSPORT PASSENGERS WITH DISABILITIES
Content: Carry out pre-operational checks on vehicles; Drive a vehicle used by passengers with disabilities.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTCP1201A PREPARE, OPERATE, MONITOR AND STABLE STEAM LOCOMOTIVE
Content: Conduct pre-operational checks; Light fire and raise steam; Prepare locomotive for journey; Maintain operational conditions en route; Stable and secure steam locomotive.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

TDTCP1301A PREPARE, OPERATE, MONITOR AND STABLE MOTIVE POWER UNIT
Content: Prepare motive power unit; Operate motive power unit; Operate and monitor on-board equipment; Respond effectively to external operating factors; Stable and secure motive power unit.
Nominal Hours: 160 Hours
Assessment: As per accredited curriculum

TDTCP1401A PREPARE, OPERATE, MONITOR AND STABLE MARSHALLING OPERATIONS
Content: Establish marshalling requirements; Plan rolling stock movements; Position rolling stock; Prepare and distribute documentation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTCP1501A CONDUCT MARSHALLING OPERATIONS
Content: Operate and monitor on-board equipment; Prepare for pilot or escort operation; Conduct pilot and/or escort operation.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

TDTCP1601A OPERATE ON-TRAIN REMOTE CONTROL SYSTEM
Content: Position equipment and motive power unit; Monitor and operate remote control equipment; Shut down remote control equipment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTCP1701A SHUNT ROLLING STOCK
Content: Carry out shunting control procedures; Plan and prepare for shunting operation; Shunt rolling stock; Finalise train consist.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

TDTCP1801A OPERATE ON-TRAIN REMOTE CONTROL SYSTEM
Content: Operate and monitor on-board equipment; Prepare for pilot or escort operation; Conduct pilot and/or escort operation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTCP1901A DRIVE TRAIN TO OPERATIONAL REQUIREMENTS
Content: Drive train efficiently and effectively; Complete train journey; Respond effectively to external operating factors; Prepare train for crew hand-over; Stable train.
Nominal Hours: 200 Hours
Assessment: As per accredited curriculum
TDTC197A DRIVE VEHICLE (CORE SKILLS)
Content: Drive the vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTC197B DRIVE VEHICLE
Content: Drive the vehicle; Monitor and maintain vehicle performance; Monitor traffic and road conditions.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTC2101A DRIVE TRAM
Content: Plan and prepare to drive tram; Carry out pre-operational checks; Manoeuvre and position tram; Drive tram efficiently; Berth and secure tram.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTC2201A OPERATE PASSENGER TRAM
Content: Plan and prepare a passenger tram for operations; Carry out pre-operational checks; Operate the passenger tram; Operate revenue collection systems; Complete operator sequence.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

TDTC2301A OPERATE TRAIN WITH DUE CONSIDERATION OF ROUTE CONDITIONS
Content: Identify route requirements; Apply route knowledge when planning a train journey; Use route knowledge during a train journey.
Nominal Hours: 200 Hours
Assessment: As per accredited curriculum

TDTC2401A OPERATE URBAN PASSENGER TRAIN
Content: Drive urban train efficiently and effectively; Assist passengers; Carry out train inspections; Respond effectively to abnormal situations and external operating factors; Stable urban train.
Nominal Hours: 200 Hours
Assessment: As per accredited curriculum

TDTC297B DRIVE LIGHT RIGID VEHICLE
Content: Drive the light rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTC397B DRIVE MEDIUM RIGID VEHICLE
Content: Drive the medium rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTC497C DRIVE HEAVY RIGID VEHICLE
Content: Drive the heavy rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTC597B DRIVE HEAVY COMBINATION VEHICLES
Content: Drive the heavy combination vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTC697B DRIVE MULTI-COMBINATION VEHICLE
Content: Drive the multi-combination vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTC797B OPERATE VEHICLE CARRYING SPECIAL LOADS
Content: Carry out pre-operational checks; Drive a vehicle carrying special loads.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTC897B DRIVE COACH/Bus
Content: Drive the coach; Monitor traffic and road conditions; Monitor and maintain coach/bus performance.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTC997B DRIVE TAXICAB
Content: Drive the taxi; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTD0197B OPERATE A FORKLIFT
Content: Check forklift condition; Drive the forklift; Operate a forklift to handle loads; Monitor site conditions; Monitor and maintain forklift performance.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTD1197B CONDUCT SPECIALISED FORKLIFT OPERATIONS
Content: Check attachments and worksite for suitability; Select type of forklift and accessories for the required workplace task; Shift load and complete work.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTD1297B OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT
Content: Plan work for the current working conditions; Use controls and equipment operating systems to manage movement of the unit and accessory operations; Locate load and identify load characteristics; Move materials and loads; Monitor and operate controls; Stop, park and secure equipment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTD1397B MOVE MATERIALS MECHANICALLY USING AUTOMATED EQUIPMENT
Content: Select load moving equipment; Move goods; Check goods and complete documentation.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTD1597B IDENTIFY AND LABEL EXPLOSIVES AND DANGEROUS GOODS
Content: Assess explosives/dangerous goods; Handle explosives/dangerous goods; Label explosives/dangerous goods; Complete documentation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTD1497B LOAD AND UNLOAD VEHICLES CARRYING SPECIAL LOADS
Content: Load and unload vehicle; Secure and protect vehicle and load; Complete documentation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
TDTD1697B LOAD AND UNLOAD EXPLOSIVES AND DANGEROUS GOODS
Content: Prepare to load and unload vehicle; Load/unload vehicle; Secure and protect vehicle load; Check the vehicle.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTD1897B HANDLE FURNITURE AND EFFECTS
Content: Prepare for removal; Move furniture items; Load vehicle.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTD197B SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS
Content: Assess risks arising from the relocation of the load; Plan load relocation; Relocate load.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTD1997B PACK AND UNPACK CARTONS DURING A REMOVAL
Content: Prepare for packing; Pack and unpack cartons; Complete packing/unpacking process.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTD2097B CARE FOR LIVESTOCK IN TRANSIT
Content: Prepare to transport livestock; Care for and control livestock in transit; Use animal husbandry techniques.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTD2198B USE SPECIALISED BULK TRANSFER EQUIPMENT (DRY)
Prerequisite(s) To be advised.
Content: Plan work; Transfer material; Monitor and operate controls; Complete operations.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTD2298B CONDUCT WEIGHBRIDGE OPERATIONS
Content: Set up for weighbridge operations; Weigh loaded vehicles; Weigh unloaded vehicles; Complete weighbridge operations.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTD2398B USE SPECIALISED LIQUID BULK GAS TRANSFER EQUIPMENT
Content: Plan work; Transfer material; Monitor and operate controls; Complete operations.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTD2498B USE SPECIALISED LIQUID BULK TRANSFER EQUIPMENT (GRAVITY/PRESSURISED)
Content: Plan work; Transfer material; Monitor and operate controls; Complete operations.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTD2798B PREPARE FOR TRANSPORT OF PACKAGED DANGEROUS GOODS
Content: Check packaged dangerous goods load; Assess vehicle suitability to transport intended load; Check emergency procedures and equipment; Evaluate documented route plan; Complete documentation.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTD2898B PREPARE FOR TRANSPORT OF PACKAGED DANGEROUS GOODS IN BULK
Content: Assess suitability of transport mode for intended load; Check bulk dangerous goods load; Identify and follow emergency procedures and equipment; Evaluate documented route plan; Complete documentation.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTD2998B PREPARE ARTICLES FOR DELIVERY
Content: Check and organise articles for delivery; Store articles for delivery; Maintain records.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

TDTD3098B SUPERVISE MOBILE CRANE OPERATIONS
Content: Implement operational plan; Direct operations; Support crane personnel; Resolve site problems on request.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTD3198B RIG LOAD
Content: Prepare for transfer of load; Assess lifting requirements; Secure load; Detach load.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTD3298B PLAN AND CONDUCT SPECIALISED LIFT
Content: Inspect site; Plan the lift; Set up lift; Work effectively in team; Lift and move load; Follow up on job.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTD3397B OPERATE A VEHICLE-MOUNTED LOADING CRANE
Content: Plan and prepare for demolition site operation; Lift equipment and materials.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

TDTD3498B OPERATE A MOBILE CRANE UP TO AND INCLUDING 20 TONNES ON A DEMOLITION SITE
Content: Plan and prepare for demolition site operation; Lift equipment and materials.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

TDTD3598B OPERATE A BOOM TYPE ELEVATING WORK PLATFORM
Content: Inspect and test elevating work platform; Assess job requirements and work; Plan work and set up for lift; Carry out elevation; Planned hazard control and strategies are implemented; Pack up work platform.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTD3698B LIFT AND MOVE LOAD USING MOBILE CRANE UP TO AND INCLUDING 20 TONNES
Content: Operate mobile crane; Monitor lift conditions; Implement shutdown procedures; Pack up crane; Complete job records.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
TDTD497B LOAD AND UNLOAD GOODS/CARGO
Content: Identify requirements for working with dangerous goods and/or hazardous substances; Confirm site incident procedures; Select handling techniques.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTD4098B CONTROL LIFT AND MOVEMENT OF CRANE
Content: Provide lift instructions; Monitor lift; Place and secure load.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTD4198B UNDERTAKE CASH-IN-TRANSIT LOADING AND UNLOADING IN AN UNSECURED ENVIRONMENT
Content: Select loading site; Undertake load transfer; Complete transfer documentation.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTD4301A SHIFT LOADS USING GANTRY EQUIPMENT
Content: Plan work for the prevailing working conditions; Use controls and operating systems to manage the operation of the equipment; Locate load and identify load characteristics; Safely move load; Monitor and operate controls; Stop, shut down and secure equipment.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

TDTD4401A SHIFT LOADS USING CRANES
Content: Plan work for the current working conditions; Use controls and crane operating systems; Locate load and identify load characteristics; Safely move load; Monitor controls; Stop, shut down and secure equipment.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

TDTD4501A OPERATE SPECIALISED LIGHT LOAD SHIFTING EQUIPMENT
Content: Plan work for the current working conditions; Use controls and equipment operating systems to manage movement of the unit and accessory operations; Locate load and identify load characteristics; Move materials and loads; Monitor and operate controls; Stop, park and secure light load shifting equipment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTD497B LOAD AND UNLOAD GOODS/CARGO
Content: Load and unload goods/cargo; Secure and protect load; Complete documentation.
Assessment: As per accredited curriculum

TDTD797B DIRECT CRANE OPERATIONS
Content: Perform check of work area; Perform check of cargo; Interpret and provide directions; Anticipate cargo transfer sequence; Direct crane operators and transfer loads.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDE1097B ESTIMATE FURNITURE REMOVALS JOBS
Content: Estimate requirements of removals jobs; Interact with customers regarding removals; Prepare documentation for removals job.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDE1298B CONSOLIDATE MANIFEST DOCUMENTATION
Content: Identify required documentation; Process documentation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDE1398B APPLY WORKPLACE STATISTICS
Content: Identify situations where statistics are used in the workplace; Collect numerical data; Process and present data; Interpret trends and patterns from numerical data; Apply outcomes of statistical analysis to workplace operations.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDE1498B COMPILE AND PROCESS EXPORT DOCUMENTATION
Prerequisite(s) Nil
Content: Assess cargo for transport; Prepare regulatory and commercial documentation; Prepare transport documentation; Coordinate documentation requirements.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDE1598B UNDERTAKE RIGGER/DOGGER AND DRIVER COMMUNICATION
Content: Establishing agreed communications system; Trial and configure communications; Use communication methods during a lift.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDE1698B ESTIMATE/CALCULATE LOAD SHIFTING REQUIREMENTS FOR A MOBILE CRANE
Content: Identify mathematical information and tools used in the workplace; Estimate and calculate requirements for load shifting; Complete documentation using mathematical information.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDE1701A UNDERTAKE INITIAL REMOVAL SURVEY
Prerequisite(s) Nil
Content: Park vehicle; Define job requirements; Complete records.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDE1801A MAINTAIN FREIGHT RECORDS
Content: Record freight receipt; Record freight despatch.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
TDTE1901A WORK WITH TRAVEL AGENCIES AND SALES OUTLETS
Content: Develop and negotiate the sales of tour packages; Establish and maintain network of travel agencies and sales outlets; Monitor and report tour packages sales; Review and negotiate agency and outlet agreements; Communicate and promote products and services to agencies and sales outlets.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTE197B PRESENT ROUTINE WORKPLACE INFORMATION
Content: Prepare and present document; Prepare and deliver oral presentation.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTE297B ESTIMATE/CALCULATE MASS, AREA AND QUANTITY DIMENSIONS
Content: Estimate loads for transport or storage; Estimate load limits of transport and/or storage; Organise load.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTE397B PARTICIPATE IN BASIC WORKPLACE COMMUNICATION
Content: This unit involves the skills and knowledge required to participate effectively in basic workplace communication including communicating information about routine tasks, processes, events or skills, participating in group discussions to achieve appropriate work outcomes, and representing views of a group to others.
Nominal Hours: 40 hours
Assessment: As per accredited curriculum

TDTE497B PREPARE WORKPLACE DOCUMENTS
Content: Plan workplace document; Prepare workplace document; Complete workplace forms.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTE697C COLLECT, ANALYSE AND PRESENT WORKPLACE DATA AND INFORMATION
Content: Identify required information; Prepare information for use; Explain information; Present workplace information.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTE701A USE COMMUNICATION SYSTEMS
Content: Identify system features; Communicate using communications technology; Maintain communication equipment operational status; Complete documentation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTE897B PROCESS WORKPLACE DOCUMENTATION
Content: Plan documentation; Complete documentation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTE997B USE PILOT AND ESCORT COMMUNICATION
Content: Operate communications equipment and resources; Maintain records.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTF1097B APPLY FATIGUE MANAGEMENT STRATEGIES
Content: Identify and act upon signs of fatigue; Implement strategies to minimise fatigue.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTF1297B APPLY SAFE PROCEDURES WHEN HANDLING/TRANSPORTING DANGEROUS GOODS OR EXPLOSIVES
Content: Operate equipment and/or vehicle in a safe manner; Consult with relevant authorities/persons.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTF1397B COORDINATE BREAKDOWNS AND EMERGENCIES
Content: Evaluate breakdown and/or emergency situation; Consult with relevant persons and authorities; Coordinate breakdown and/or emergency situation; Complete documentation.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTF1498B DEVELOP AND MAINTAIN A SAFE WORKPLACE
Content: Plan and implement safety requirements; Inform and train personnel on OHS legislation, codes and standards; Establish and maintain procedures for assessing and controlling safety risks; Monitor, adjust and report safety performance; Evaluate the occupational health and safety system and related policies, procedures and programs; Investigate and report non-conformance; Establish and maintain a system for OHS records.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

TDTF1801A OPERATE AND MAINTAIN FIRE-FIGHTING EQUIPMENT
Content: Use fire-fighting equipment; Maintain fire-fighting equipment.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTF1901A ENSURE A SAFE ON-BOARD PASSENGER AND WORKING ENVIRONMENT
Content: Perform checks and inspections; Rectify and report work hazards and non-compliances; Complete documentation.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTF197B FOLLOW OHS PROCEDURES
Content: Follow workplace procedures for hazard identification and risk control; Contribute to arrangements for the management of occupational health and safety; Complete occupational health and safety records.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTF2101A RESPOND TO TRAIN-DRIVING EMERGENCIES AND ABNORMAL SITUATIONS
Content: Identify emergency or abnormal situation; Respond to emergency or abnormal situations; Arrange follow-on support and assistance; Communicate with staff and passengers.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTF2201A IMPLEMENT/MONITOR PROCEDURES WHEN WAREHOUSING/STORING DANGEROUS GOODS AND/OR HAZARDOUS SUBSTANCES
Content: Access/provide information on legislative requirements, workplace policies and procedures; Implement and monitor procedures for identifying and assessing hazards; Implement and monitor procedures for controlling risks.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum
TDTF297B CONDUCT HOUSEKEEPING ACTIVITIES
Content: Identify the housekeeping requirements procedures, and resources of different areas of the workplace; Monitor and maintain cleanliness and tidiness in the workplace; Complete assigned housekeeping duties.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTF397B IMPLEMENT AND MONITOR OHS PROCEDURES
Content: Access information about OHS and the workplace policies and procedures; Implement and monitor procedures for identifying and assessing hazards; Implement and monitor procedures for controlling risks; Plan and supervise housekeeping arrangements; Implement and monitor procedures for dealing with hazardous events.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTF497B ORGANISE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES IN THE WORKPLACE
Content: Use information about OHS policies and procedures; Identify and assess hazards; Negotiate to control risks and resolve complaints about OHS; Institute risk management strategies.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTF5101A APPLY 'CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK' TO TRAIN DRIVING
Content: Apply train-driving rules; Apply communication protocols; Use and interpret radio, hand, light and flag commands; Follow train authority protocols; Comply with signals and track-side signs; Follow track work protocols; Follow track work rules; Maintain safeworking records; Take required action during a major emergency; Take required action in a range of train-driving situations.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTF5201A APPLY 'CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK' TO TRAIN CONTROLLING
Content: Apply train controlling rules; Apply communication protocols; Follow train authority protocols; Follow track work protocols; Take required action in a range of train controlling situations; Follow procedures related to fixed signals; Take required action during a major emergency; Maintain safeworking records.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTF5401A APPLY 'CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK' TO SHUNTING ON THE NETWORK
Content: Apply communication protocols; Use and interpret radio, hand, light and flag commands; Follow track working rules; Take required action in a range of shunting situations; Maintain safeworking records.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTF5801A APPLY SAFEWORKING RULES AND REGULATIONS TO RAIL OPERATIONS
Content: Apply safeworking rules and regulations; Apply communication protocols; Use and interpret radio, hand, light and flag commands; Follow safeworking protocols; Take action in the event of unsafe situations or emergencies.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTF697B APPLY ACCIDENT-EMERGENCY PROCEDURES
Content: Respond to the incident; Control and assist at accident or emergency site; Finalise accident-emergency process and complete records.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTG197B WORK EFFECTIVELY WITH OTHERS
Content: Contribute to the planning of the activity; Work with others.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTG297B LEAD WORK TEAM OR GROUP
Content: Participate in team/group planning; Manage and develop team/group performance; Participate in and facilitate the work team/group; Document and review work team/group tasks.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTG598B ORGANISE TRANSPORT WORKLOAD
Content: Organise and accept responsibility for own workload; Participate in identifying and meeting own learning needs; Plan and organise a personal daily routine.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

TDTG701A WORK IN A SOCIALLY DIVERSE ENVIRONMENT
Content: Communicate with customers and colleagues from diverse backgrounds; Deal with cross-cultural misunderstandings.
Nominal Hours: 20 Hours
Assessment: As per accredited training package documentation

TDTGCS001A CREATE CUSTOMER RELATIONSHIP
Content: Establish contact with customers; Present a positive organisational image.
Nominal Hours: 10 Hours
Assessment: As per accredited training package documentation

TDTGCS002A DEAL WITH CUSTOMER FEEDBACK
Content: Handle customer feedback; Record customer feedback.
Nominal Hours: 10 Hours
Assessment: As per accredited training package documentation

TDTGCS004A MEET CUSTOMER NEEDS AND EXPECTATIONS
Content: Identify customer needs and expectations; Provide the identified customer needs and expectations.
Nominal Hours: 10 Hours
Assessment: As per accredited training package documentation

TDTGCS006A ADDRESS CUSTOMER NEEDS
Content: Assist customer to articulate needs; Satisfy complex customer needs.
Nominal Hours: 10 Hours
Assessment: As per accredited training package documentation
TDTGCST03A PROCESS CUSTOMER COMPLAINTS

Content: This unit involves the skills and knowledge required to handle negative feedback/complaints from customers, whether formal or informal. It would typically apply to that part of a person’s role where they have responsibility for or may be more concerned with the processing of customer service complaints. This is a ‘tactical’ type of responsibility, as it is primarily about accepting responsibility for the processing of customer complaints.

Nominal Hours: 10 hours
Assessment: As per accredited curriculum

TDTI197C INTERPRET ROAD MAPS AND NAVIGATE PRE-DETERMINED ROUTES

Content: Identify and determine the pre-planned route; Complete necessary documentation.

Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTI297C PLAN AND NAVIGATE ROUTES

Content: Identify street maps; Plan routes; Follow planned route.

Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTI398B PRIORITISE COURIER/DELIVERY OPERATIONS

Content: Identify work requirements; Plan and prepare for work; Undertake work operations; Adjust to changing work priorities; Complete work operations.

Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTI401A IDENTIFY MAJOR ROADS, SERVICES AND ATTRACTIONS

Content: Locate all major roads, highways and suburbs in a metropolitan area; Locate transport interchanges, jetties, ports, stations and terminals; Identify main public services and facilities; Locate key features in a central business district.

Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTI601A SERVICE FREIGHT CUSTOMERS

Content: Confirm freight customer needs; Provide quotations; Calculate freight charges; Modify products and services; Promote existing freight service.

Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTI701A DEVELOP FREIGHT CUSTOMERS

Content: Identify potential freight business; Evaluate potential business; Develop proposals for new products or services; Negotiate products and services with customers; Maintain knowledge of the market.

Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTI197C COORDINATE QUALITY CUSTOMER SERVICE

Content: Plan to meet internal and external customer requirements; Ensure delivery of quality service; Monitor, adjust and report customer service.

Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTI297C APPLY CUSTOMER SERVICE SKILLS

Content: Deal with customer inquiries; Monitor customer satisfaction.

Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTI397B PROVIDE CUSTOMER SERVICE IN PASSENGER VEHICLES/VESSELS

Content: Monitor and address passenger needs; Prepare and deliver commentaries; Implement conflict resolution strategies; Communicate with suppliers.

Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTI598B MARKET SERVICES AND PRODUCTS TO CLIENTS

Content: Recognise opportunities to promote products and services; Establish and maintain contact with clients; Negotiate sales; Close sales.

Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTI698B PROVIDE FREIGHT FORWARDING SERVICES TO CUSTOMERS

Prerequisite(s) Nil
Content: Deal with customer freight forwarding inquiries; Explain the process of freight forwarding.

Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTI797C PROVIDE FREIGHT FORWARDING INFORMATION TO CUSTOMERS

Content: Deal with customer freight forwarding inquiries; Explain the process of freight forwarding.

Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTI898B MONITOR TRANSPORT ACTIVITIES AT INTERCHANGES

Content: Monitor transport and passenger movements; Identify coordination problems; Inform customers of irregularities.

Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTI998B PROVIDE ON-BOARD SERVICES TO CUSTOMERS

Content: Establish effective communication with customers; Identify and assess the needs and expectations of different customers; Provide the identified customer requirement.

Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTJ197B APPLY QUALITY PROCEDURES

Content: Apply quality concepts; Trial improvements; Implement improvements.

Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTJ297B APPLY QUALITY SYSTEMS

Content: Work within a quality improvement system; Use quality improvement systems, tools and techniques.

Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTJ398B APPLY GRAIN PROTECTION MEASURES

Content: Prepare for application of pest control measures; Apply pest control measures; Ventilate fumigated storages; Maintain records.

Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTJ498B IMPLEMENT GRAIN MONITORING MEASURES

Content: Install grain quality control equipment; Monitor the quality of stored commodities.

Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
TDTJ598B SAMPLE, INSPECT AND TEST PRODUCTS TO SPECIFICATIONS
Content: Establish specifications and test procedures; Select evidence; Conduct and interpret tests; Report findings.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTJ197B COMPLETE WORKPLACE ORIENTATION/INDUCTION PROCEDURES
Content: Identify major areas of the workplace in terms of functions, organisational structures and occupations; Organise and accept responsibility for own workload; Apply ethical practices; Receive and act constructively on personal feedback; Participate in identifying and meeting own learning needs; Plan and organise a personal daily routine.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTK197B USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE
Content: Identify infotechnology/computer equipment and systems; Set up and shut down equipment for use; Input, store, retrieve and present files/data; Implement workplace procedures for management and security of data.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTK397B APPLY KEYBOARD SKILLS
Content: Apply occupational health and safety principles; Enter data.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTK998B PERFORM ELECTRONIC DATA INTERCHANGE (EDI) TO TRANSMIT SHIPPING DOCUMENTATION
Content: Identify and establish document purpose and information sources; Compile data files; Transmit documentation; Receive documentation.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

TDTL1098B ASSESS AND CONFIRM CUSTOMER TRANSPORT REQUIREMENTS
Content: Assess goods/stock to be transported; Determine transit requirements; Complete documentation.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTL1298B APPLY WORKPLACE KNOWLEDGE TO PLAN IMPROVEMENTS TO OPERATIONS
Content: Analyse work flow in the workplace in relation to productivity; Coordinate and advise on work practices; Identify industrial relations processes which affect the workplace and the operations of its various zones; Organise staff and equipment to complete specific tasks; Assist the team to maintain workplace security.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTL1898B SELECT EMPLOYEES
Content: Identify future personnel requirements; Assess applicants; Maintain records and documentation.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

TDTL2098B DEVELOPMENT AND MAINTAIN OPERATIONAL PROCEDURES FOR TRANSPORT AND DISTRIBUTION ENTERPRISES
Content: Plan and develop operational procedures; Monitor the implementation of the operational procedure(s); Evaluate the implementation of operational procedures.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTL2198B COORDINATE THE ERECTION AND DISMANTLING OF TEMPORARY STORAGE FACILITIES
Content: Plan for erection of temporary storage facility; Erect temporary storage facility; Dismantle temporary storage facility after outloading.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTL297B UNDERTAKE EMPLOYEE PAYROLL ACTIVITIES
Content: Compile and verify payroll data; Record payroll data; Organise payment of wages and salaries.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTL3001A CONTROL A FURNITURE WAREHOUSE
Content: Determine sire functions and operations; Receive and despatch furniture; Maintain inventory; Maintain warehouse security; Monitor storage operations; Complete records.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

TDTL3101A MONITOR AND PROCESS ATTENDANCE RECORDS
Content: Monitor attendance records; Process attendance records.
Nominal Hours: 20 Hours
Assessment: As per accredited training package documentation

TDTL3201A IMPLEMENT EQUAL EMPLOYMENT EQUITY STRATEGIES
Content: Identify and communicate agreed employment equity direction; Respond to enquiries regarding employment equity; Implement employment equity strategies; Contribute to policy development; Evaluate and report.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTL3301A PROMOTE EFFECTIVE WORKPLACE PRACTICE
Content: Contribute positively to the work team environment; Observe and promote work safety procedures; Maintain and promote well being of team; Participate in competency development.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTL3401A ARRANGE ALTERNATIVE PASSENGER TRANSPORT
Content: Identify and confirm transport requirements; Arrange alternative transport; Monitor and update transport arrangements.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTL3501A ALLOCATE MOTIVE POWER
Content: Identify train operating requirements; Establish motive power requirements and availability; Allocate individual motive power units; Monitor and adjust motive power allocation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
TDTL3601A DEVELOP ROSTERS
Content: Identify operating requirements; Identify tasks and responsibilities and work requirements; Establish work rosters; Finalise work rosters.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTL3701A APPLY AND AMEND ROSTERS
Content: Identify changes to timetables, planned activities and support activities; Confirm changes to planned activities; Confirm personnel availability; Re-allocate personnel and amend rosters.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTL3801A ORGANISE MARSHALLING AND SHUNTING OPERATIONS
Content: Identify marshalling and shunting requirements; Identify required rolling stock movements; Plan rolling stock movements.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTL3901A ASSIST WITH TRAIN OPERATIONS
Content: Assist with preparing for train operation; Assist with train operation; Hand over or stable train.
Nominal Hours: 200 Hours
Assessment: As per accredited curriculum

TDTL397B CONDUCT INDUCTION PROCESS
Content: Outline the relationship between employee and the company; Establish requirements of position; Complete relevant workplace documentation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTL4001A PLAN AND CONTROL DAILY TRAIN OPERATIONS
Content: Develop daily train plan; Implement daily train movements; Monitor daily train plan; Maintain documentation and workplace procedures.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTL4101A MONITOR AND RECORD ROLLING STOCK LOCATIONS
Content: Identify rolling stock; Identify planned movements; Verify and record movement.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTL4201A CONTROL RAIL TRAFFIC MOVEMENT
Content: Monitor status of current train area plan; Implement the daily working timetable; Control rail traffic movement; Implement contingency plans for system faults and failures, and for planned events; Update traffic movement documentation.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTL4301A ALLOCATE FREIGHT
Content: Confirm train consist; Review freight load plan; Allocate freight to wagons.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTL4401A ORGANISE FREIGHT YARD MOVEMENT
Content: Identify loading/unloading requirements and priorities; Coordinate freight yard movement activities.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTL4501A ORGANISE SERVICES FOR SPECIAL EVENTS
Content: Determine transport requirements; Plan and prepare for the special event; Implement transport plan.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTL4601A HANDLE CUSTOMER LUGGAGE/PROPERTY
Content: Handle customer luggage/property; Process lost luggage/property.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTL4701A COORDINATE TRAIN MOVEMENT ACTIVITIES
Content: Communicate with drivers; Communicate with staff and customers; Oversee train disablement.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTL4801A PREPARE FOR TRAIN DEPARTURE
Content: Check train equipment; Check for any planned variations from normal routines; Check passenger facilities (where relevant); Check stock levels (where relevant).
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTL4901A DEVELOP TRAIN PLANS AND SCHEDULES
Content: Analyse train requirements; Establish train specifications; Establish train section run rimes; Monitor and update train requirements.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTL5001A ALLOCATE ROLLING STOCK
Content: Identify train consists and passenger and/or freight requirements; Establish available rolling stock; Allocate rolling stock to trains; Monitor and amend rolling stock allocation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTL5101A PLAN TRAIN CONSISTS
Content: Identify passenger requirements and resources; Plan stopping and loading patterns for passenger services; Plan connections with other passenger services; Identify freight requirements and resources; Plan consists and loads for freight trains.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTL597C APPLY CONFLICT/GRIEVANCE RESOLUTION STRATEGIES
Content: Identify potential conflict situations; Implement conflict resolution strategies; Use effective interpersonal skills.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTL797C COORDINATE FLEET CONTROL LOGISTICS
Content: Carry out fleet control functions; Prepare for contingencies; Communicate with customers and drivers; Coordinate scheduling of operational tasks; Complete documentation.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
TDTL898B COMPLETE ROUTINE ADMINISTRATIVE TASKS
Content: Receive and distribute incoming mail; Receive and despatch outgoing mail; File documents; Receive and relay written and oral messages.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

TDTL998B MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT
Content: Manage Self; Set and meet own work priorities; Develop and maintain professional competence.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

TDTO1098B RESPOND TO CASH-IN-TRANSIT SECURITY INCIDENTS
Content: Identify the nature of potential security threats; Select emergency actions to be applied; Report incident.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

TDTO1198B PROVIDE REVENUE PROTECTION MEASURES
Content: Prepare for revenue protection activities; Implement revenue protection procedures.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTO1298B MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR
Content: Monitor passenger behaviour; Identify and resolve disruptive/unlawful activity; Take action to control unlawful behaviour; Report and document incident(s).
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTO1398B ADMINISTER SECURITY OF ASSETS AND FACILITIES
Content: Assess security requirements; Develop and implement security programs; Monitor and evaluate security programs.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTO1501A MAINTAIN SECURITY OF RAILWAY PROPERTY AND REVENUE
Content: Monitor and maintain the security of railway property; Secure cash revenue; Secure railway property.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTO1601A APPLY AND MONITOR WORKPLACE SECURITY PROCEDURES
Content: Check and monitor personnel and goods entering the existing worksite; Carry out surveillance of work areas; Deal and write reports on security incidents emergencies; Complete required documentation.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTO798B UNDERTAKE EMERGENCY RESPONSE ACTION TO A SECURITY THREAT
Content: Select emergency actions to be applied; Maintain communications; Report incident.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTO898B IMPLEMENT CASH-IN-TRANSIT SECURITY EQUIPMENT
Content: Check and monitor personnel and goods within the work area; Coordinate responses on security incidents/emergencies; Carry out surveillance of work areas; Complete reports.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTO998B TEST AND INSPECT CASH-IN-TRANSIT SECURITY INCIDENTS
Content: Inspect equipment and work area; Check equipment operational capability; Identify and assess the impact of faults on security requirements; Record and report results of inspection and testing.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTP1098B ASSESS LIFT REQUIREMENTS AND PROVIDE QUOTATION
Content: Establish customer requirements; Determine credit rating of customer; Identify scope of work; Specify job requirements and methods with customers; Document quotation.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTP197B DEVELOP PLANS TO MEET CUSTOMER AND ORGANISATION NEEDS
Content: Contribute to strategic planning; Analyse market needs; Contribute to business documentation; Communicate to other members of the organization.
Nominal Hours: 30-40 Hours
Assessment: As per accredited curriculum

TDTP297B FACILITATE AND CAPITALISE ON CHANGE IN THE WORKPLACE
Content: Participate in planning the introduction of change; Develop creative and flexible approaches to solutions; Manage emerging challenges and opportunities.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

TDTP598B MANAGE WORKPLACE INFORMATION
Content: Identify and source information needs; Collect, analyse and report information; Use management information systems; Contribute to the preparation of operational plans; Prepare resource proposals.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

TDTPQ1001A MAINTAIN CUSTOMER CREDIT ACCOUNTS AND SERVICES
Content: Establish and maintain customer credit accounts and services; Maintain customer information system.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTPQ1101A MAINTAIN PETTY CASH ACCOUNT
Content: Prepare petty cash documentation; Conduct cash transactions.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

TDTPQ1201A SELL PRODUCTS AND SERVICES
Content: Prepare for financial transactions; Promote products and services; Sell products or services; Process refunds; Reconcile financial transactions.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum
TDTQ1301A ADVISE ON AND CONSTRUCT FARES FOR CUSTOMERS
Content: Advise on fares; Construct fares and itineraries; Issue documents.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTQ197C CONDUCT FINANCIAL TRANSACTIONS
Content: Operate point of sale equipment; Transact sale; Clear register; Maintain sales documents.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTQ298B SET AND ACHIEVE BUDGET
Content: Plan budget requirements; Monitor budget and take corrective action; Monitor expenditure; Review and modify budget.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

THHGLE10B MANAGE WORKPLACE RELATIONS
Content: This unit deals with the skills and knowledge required to manage workplace relations from an industrial relations perspective. It focuses on the skills and knowledge needed by frontline managers, owners/managers of small businesses and human resource specialists. A more strategic approach to overall employee relations is found in the unit BSBHR603A Manage employee relations strategies and plans in the Business Services Training Package.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

TDTQ397B MAINTAIN FINANCIAL RECORDS IN A SMALL BUSINESS
Content: Establish system requirements; Establish financial management system; Maintain financial reporting systems.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTQ498B ORGANISE FREIGHT INVOICING AND PAYMENT
Content: Prepare invoices; Coordinate documentation; Process payments.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTQ698B ADMINISTER INTERNATIONAL TRADING ACCOUNTS
Content: This unit involves the skills and knowledge required to administer international trading accounts, including calculating ratings on international movement of goods, negotiating and confirming financial terms of trade with customer, monitoring and addressing market changes in international freight forwarding, and completing all required documentation.
Nominal Hours: 60 hours
Assessment: As per accredited curriculum

TDTQ798B PREPARE AND PROCESS FINANCIAL DOCUMENTS
Content: Record and balance petty cash transactions; Balance all transactions; Rectify discrepancies as directed; Prepare invoices for debtors; Prepare and process banking documents.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTQ998B CONDUCT COURIER/DELIVERY CASH TRANSACTIONS
Content: Establish price with customers; Conduct cash transaction; Record cash transaction details.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

TDTQ198B MONITOR SUPPLIER PERFORMANCE
Content: Administer supplier contract; Complete documentation.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTQ298B SOURCE GOODS/SERVICES AND EVALUATE CONTRACTORS
Content: Analyse supply requirements; Evaluate potential contractors.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTQ398B DESTROY RECORDS
Content: Collect records to be destroyed; Select destruction mode; Destroy records; Document procedures.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTT198B CAPTURE RECORDS INTO A RECORDS KEEPING SYSTEM
Content: Identify records to be captured; Register the record.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTT398B IDENTIFY AND CLASSIFY RECORDS TO BE CAPTURED
Content: Identify records to be captured; Classify the record; Register the record.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTT498B MAINTAIN CONTROL OF RECORDS
Content: Track record; Conduct a file audit; Prepare reports from records system; Prepare staff lists; Implement disaster recovery procedures.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTT598B PROVIDE INFORMATION FROM AND ABOUT RECORDS
Content: Identify range of records required; Gather required records; Interpret and administer access rules and procedures; Provide the information in response to users' requests.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTT698B PROVIDE RECORDS RETRIEVAL SERVICE
Content: Locate/retrieve records required; Ensure security of records; Deliver the record or record information.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTT798B SENTENCE RECORDS
Content: Identify records for sentencing; Examine records for sentencing; Select disposal status for records; Record the disposal status.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum
TDTV498B UNDERTAKE PALLET REPAIRS
Content: Inspect and assess pallet condition; Repair non-conforming pallets; Complete Operations.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTV998B MANUFACTURE PALLETs USING AUTOMATED METHODS
Content: Plan production of pallets; Set up pallet production; Operate automated pallet manufacturing equipment; Complete operations.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTV398B APPLY SURFACE COATINGS USING A SPRAY GUN
Content: Plan surface coating process; Undertake surface preparation; Apply surface coating; Complete workplace operations.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTV998B MANUFACTURE PALLETs USING MANUAL METHODS
Content: Plan production of pallets; Set up pallet production; Undertake manual production of pallets; Complete operations.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTV198B CUT AND JOIN MATERIALS
Content: Plan the cutting/joining process; Undertake the cutting/joining process; Complete the cutting/joining process.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTV698B MANUFACTURE PALLETs USING AUTOMATED METHODS
Content: Prepare computer programmed machinery to dock boards; Operate programmed machinery to dock boards; Monitor and rectify the processing operations where necessary; Complete operations.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTV798B MANUFACTURE PALLETs USING MANUAL METHODS
Content: Prepare for docking with mechanical feed; Cut boards on mechanical feed; Monitor and correct processing; Complete operations.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTU01A CARE FOR THE ENVIRONMENT
Content: Minimise the effects of pollution during operations; Minimise the effects of pollution during maintenance; Transport/handle environmentally hazardous materials safely.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTW801A CARRY OUT CULLER FACER CANCELLER (CFC) OPERATIONS
Content: Prepare to use CFC machine; Complete CFC operations.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTV198B MANUFACTURE PALLETs USING AUTOMATED METHODS
Content: Prepare to video-code mail; Video-code mail; Resolve problems with video-coding process; Complete video-coding process.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTV298B OPERATE HAND HELD AIR/POWER EQUIPMENT FOR PRODUCTION PROCESSES
Content: Identify equipment and power requirements; Set up equipment and complete pre-use checks; Operate hand held air/power equipment; Store equipment appropriately.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTV701A CODE AND COORDINATE VIDEO-CODING OPERATIONS
Content: Prepare for video-code mail; Video-code mail; Resolve problems with video-coding process; Complete video-coding process.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTV398B APPLY SURFACE COATINGS USING A SPRAY GUN
Content: Plan surface coating process; Undertake surface preparation; Apply surface coating; Complete workplace operations.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTV998B DOCK BOARDS ON MECHANICAL FEEDS
Content: Prepare for docking with mechanical feed; Cut boards on mechanical feed; Monitor and correct processing; Complete operations.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTV498B UNDERTAKE PALLET REPAIRS
Content: Inspect and assess pallet condition; Repair non-conforming pallets; Complete Operations.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTV801A OPERATE COMPUTERISED MAIL AND PARCELS SORTING EQUIPMENT
Content: Set up mail and parcels sorting equipment for operation; Operate mail and parcels sorting equipment; Complete sorting process for mail and parcels.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTV598B CLEAN AND INSPECT PALLETs
Content: Identify workplace procedures, resources and requirements for cleaning pallets; Inspect and clean pallets; Monitor and maintain cleanliness and tidiness of pallet cleaning and storage areas; Complete assigned pallet cleaning and inspection duties.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTV801A OPERATE COMPUTERISED MAIL AND PARCELS SORTING EQUIPMENT
Content: Prepare for docking with mechanical feed; Cut boards on mechanical feed; Monitor and correct processing; Complete operations.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTV998B DOCK BOARDS USING COMPUTER PROGRAMMED MACHINERY
Content: Prepare computer programmed machinery to dock boards; Operate programmed machinery to dock boards; Monitor and rectify the processing operations where necessary; Complete operations.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTV701A CODE AND COORDINATE VIDEO-CODING OPERATIONS
Content: Prepare for video-code mail; Video-code mail; Resolve problems with video-coding process; Complete video-coding process.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBN089 ORIENTATION TO MOTOR VEHICLE INSTRUCTION INDUSTRY
Content: This unit involves the skills and knowledge required to undertake manual production of pallets; Complete operations.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBN087 FINANCIAL TRANSACTIONS AND RECORDS MAINTENANCE
Content: Plan production of pallets; Set up pallet production; Operate automated pallet manufacturing equipment; Complete operations.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBN088 IMPLEMENT DRIVER TRAINING
Content: This unit involves developing, delivering and reviewing a systematic driving program for the learner driver
Nominal Hours: 65 Hours
Assessment: As per accredited curriculum

VBN089 ORIENTATION TO MOTOR VEHICLE INSTRUCTION INDUSTRY
Content: This unit involves the skills and knowledge required to undertake manual production of pallets; Complete operations.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

SCHOOL OF ENGINEERING, CONSTRUCTION AND INDUSTRIAL SKILLS
VBN090 VEHICLE PRESENTATION AND LEFT SEAT CONTROLS
Content: This unit involves the skills and knowledge required to operate left seat control of the driver training vehicle, and to appropriately present the vehicle
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum

VBN778 PRODUCE BASIC ENGINEERING COMPONENTS AND PRODUCTS USING FABRICATION AND MACHINING

VBP113 INTRODUCTION TO TRANSPORT, DISTRIBUTION AND LOGISTICS

VBP114 SUPPLY CHAIN PRINCIPLES

VBP115 INTRODUCTION TO WAREHOUSE OPERATIONS

VBP116 INTRODUCTION TO TRANSPORTATION PRINCIPLES

VBP117 LOGISTICS BUDGETING PRINCIPLES

VBP156 TRANSPORTATION AND STORAGE OF DANGEROUS GOODS AND HAZARDOUS SUBSTANCES

VBP158 INDUSTRIAL AND PERFORMANCE MANAGEMENT

VBP159 CAREER PLANNING AND JOB SEEKING SKILLS

WFSABO101A PROCESS FUNERAL SERVICES INDUSTRY DOCUMENTATION
Content: Complete and check documentation; Submit, store and dispose of documentation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

WFSBCR310A PERFORM GRAVE PROBES
Content: This unit covers the ability to undertake a grave probe to determine its vacancy status. It is applicable to cemetery and crematoria staff involved in burial works as part of their role and involves working under supervision as part of a team with some responsibility.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

WFSBCR311A PREPARE FOR GRAVEDIGGING
Content: This unit covers the ability to assess a gravesite and identify the appropriate gravedigging method required and then prepare the site for digging. It is applicable to cemetery and crematoria staff involved in burial works as part of their role and involves working under supervision as part of a team with some responsibility.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

WFSBCR312A PERFORM MANUAL GRAVEDIGGING
Content: This unit covers the ability to manually dig a grave in a safe manner that minimises the risk of grave collapse. It is applicable to cemetery and crematoria staff involved in burial works as part of their role and involves working under supervision as part of a team with some responsibility.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

WFSBCR314A BACKFILL AND MAKE GOOD GRAVES
Content: This unit covers the ability to backfill graves and make good gravesites following burials or grave re-openings. It is applicable to cemetery and crematoria staff involved in burial works as part of their role and involves working under supervision as part of a team with some responsibility.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

WFSBCR315A PERFORM A GRAVE COLLAPSE CONSOLIDATION
Content: This unit covers the ability to identify the cause of a grave collapse, to make safe the ground surrounding the grave and to consolidate a collapsed grave safely. It is applicable to experienced cemetery and crematoria staff digging staff and involves working under supervision as part of a team with some responsibility.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

WFSBCR316A RE-OPEN A GRAVE
Content: This unit covers the ability to re-open graves in accordance with legislation and regulations, OHS procedures and hygiene and infection control procedures. It is applicable to cemetery and crematoria staff involved in burial works as part of their role and involves working under supervision as part of a team with some responsibility.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

WFSBCR317A PERFORM EXHUMATIONS
Content: This unit covers the ability to exhume burial sites in accordance with OHS procedures, applicable legislation and regulations and hygiene and infection control practices. It is applicable to experienced cemetery and crematoria staff digging staff and involves working under supervision as part of a team with some responsibility.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

WFSBGM201A PROVIDE GENERAL GROUNDS CARE
Content: This unit covers the ability to carry out the basic maintenance of grassed areas and planted areas such as garden beds and landscape works. It is applicable to cemetery and crematoria staff involved in grounds maintenance and involves working under supervision where choice of actions required is made quite clear by supervisors.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

WFSBGM204A CARRY OUT GENERAL MAINTENANCE ACTIVITIES
Content: This unit covers the ability to undertake basic maintenance of properties and structures where the specialist skills of another trade are either not warranted or available. It is applicable to cemetery and crematoria staff involved in grounds maintenance and is likely to be under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

WFSBGM302A INSTALL BRICK OR BLOCK STRUCTURES AND FEATURES
Content: This unit covers the ability to install brick structures and features as a component of landscape project works. It is applicable to cemetery and crematoria staff involved in grounds maintenance and is likely to be under limited supervision from others with checking only related to overall progress. The installation of brick structures and features is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, organisation of work and achievement of outcomes within time constraints.
Nominal Hours: 65 Hours
Assessment: As per accredited curriculum
WFSBGM303A CARRY OUT PLASTER WORK  
Content: This unit covers the ability to carry out basic plaster work and repairs to required standards and following OHS regulations. It is applicable to cemetery and crematoria staff involved in property and grounds maintenance and involves working under routine supervision with a moderate level of responsibility.  
Nominal Hours: 30 Hours  
Assessment: As per accredited curriculum

WFSCCR101A COMMUNICATE APPROPRIATELY WITH COLLEAGUES AND CLIENTS  
Content: Demonstrate appropriate communication techniques; Demonstrate effective verbal communication; Demonstrate effective telephone communication; Demonstrate effective written communication.  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

WFSCCR102A DEAL WITH GRIEF AND TRAUMA  
Content: Interact with grieving clients; Provide support for colleagues in grief situations; Deal with personal grief.  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

WFSCCR201A PROVIDE SERVICE TO CUSTOMERS  
Content: Deal with customer enquiries; Handle customer feedback and complaints; Exercise judgement to resolve issues.  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

WFSTVM201A CARRY OUT WORKPLACE MEASUREMENTS AND CALCULATIONS  
Content: This unit covers the ability to perform routine measurements and calculations for industry related operations. It is applicable to coffin and casket manufacturing staff and cemetery and crematoria staff involved in burials or grounds maintenance activities as part of their role. This unit is based upon the unit PMBCALC01A from the Plastics, Rubber and Cablemaking Training Package but has been modified to better suit the needs of the Funeral Services Industry. It has been agreed, however, that achievement of this unit meets all requirements of the unit upon which it has been based.  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

WFSTVM203A INSPECT AND MAINTAIN VEHICLES AND EQUIPMENT  
Content: This unit covers the ability to carry out standard vehicle and equipment checks, clean and detail vehicles and equipment and carry out minor maintenance and repairs. It covers all general purpose, transfer and funeral vehicles as well as ride-on vehicles and trailed/mounted equipment and is applicable to both funeral home and cemetery and crematoria staff. It involves working semi-autonomously under direction.  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

WFSTVM204A OPERATE RIDE-ON VEHICLES AND TRAILED/MOUNTED EQUIPMENT  
Content: This unit covers the ability to inspect and operate a range of ride-on mowers, tractors and small ride-on vehicles. It is applicable to cemetery and crematoria staff involved in grounds maintenance activities as part of their role and work is likely to be under direct supervision with regular checking.  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum
Below are details of courses offered by the Department of Access Education Programs in 2007. The most up-to-date course information is available online on the University’s searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to International students are marked with the (I) symbol.

CERTIFICATE I IN GENERAL EDUCATION FOR ADULTS (INTRODUCTORY)

Course Code: 21249VIC

Campus: Footscray Nicholson and Werribee Campuses.

Career Opportunities

Further education and training.

Scope of Delivery

Full time, Part time and Flexible delivery

Course Objective

The course provides learners with:

- skill development in reading, writing and numeracy;
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements

There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.

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

Selection Procedures/Selection Criteria

All applicants who wish to study within the Certificate I in General Education for Adults (Introductory)21249VIC will be asked to meet with a teacher for an initial assessment and placement interview.

Course Duration

The course may be offered on a full time basis over 360 nominal hours or part time equivalent.

Course Structure

Core Units of Study

Unit Code    Hours
VBM685      READING AND WRITING – INTRODUCTORY  100
VBM686      NUMERACY AND MATHEMATICS – INTRODUCTORY  100

160 Hours of Elective Units of Study will be offered by the Department of Access Programs. Electives may be made up of:

Elective Units of Study

VBM563      ORAL COMMUNICATIONS – INTRODUCTORY  80
VBM687      GENERAL CURRICULUM OPTIONS – INTRODUCTION  80

OR

160 Hours of Elective Units of Study at the same AQF level, drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Department of Access Programs. Electives will be selected by the Program Area.
CERTIFICATE I IN GENERAL EDUCATION FOR ADULTS
Course Code: 21250VIC

Campus Footscray Nicholson, Sunshine or Werribee Campuses
Career Opportunities
Further education and training.
Scope of Delivery
Full time, Part time and Flexible delivery
Course Objective
The course provides learners with:
• skill development in reading, writing and numeracy;
• skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
All applicants who wish to study within the Certificate I in General Education for Adults 21250VIC will be asked to meet with a teacher for an initial assessment and placement interview.

Course Duration
The course may be offered on a full time basis over 360 nominal hours or part time equivalent.

Course Structure
Core Units of Study

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<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tr>
<td>VBM688</td>
<td>100</td>
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<tr>
<td>VBM689</td>
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</tbody>
</table>

160 Hours of Elective Units of Study will be offered by the Program of Adult General Education. Electives may be made up of:

Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VBM564</td>
<td>80</td>
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<tr>
<td>VBM670</td>
<td>80</td>
</tr>
</tbody>
</table>

or

160 Hours of Elective Units of Study at the same AQF level may be drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Electives will be selected by the Program Area.
CERTIFICATE I IN GENERAL EDUCATION FOR ADULTS
Course Code: 21250VIC

Campus: Footscray Nicholson, Sunshine or Werribee Campuses.

Career Opportunities
Further education and training.

Scope of Delivery
Full time, Part time and Flexible delivery.

Course Objective
The course provides learners with:
- skill development in reading, writing and numeracy;
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
All applicants who wish to study within the Certificate I in General Education for Adults 21250VIC will be asked to meet with a teacher for an initial assessment and placement interview.

Course Duration
The course may be offered on a full time basis over 360 nominal hours or part time equivalent.

Course Structure
Core Units of Study

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<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM688</td>
<td>100</td>
</tr>
<tr>
<td>VBM689</td>
<td>100</td>
</tr>
</tbody>
</table>

160 Hours of Elective Units of Study will be offered by the Program of Adult General Education. Electives may be made up of:

Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM564</td>
<td>80</td>
</tr>
<tr>
<td>VBM670</td>
<td>80</td>
</tr>
</tbody>
</table>

or

160 Hours of Elective Units of Study at the same AQF level may be drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Electives will be selected by the Program Area.

CERTIFICATE II IN GENERAL EDUCATION FOR ADULTS
Course Code: 21251VIC

Campus: Footscray Nicholson, Sunshine or Werribee Campuses.

Career Opportunities
Further education and training.

Scope of Delivery
Full time or Part time.

Course Objective
The course provides learners with:
- skill development in reading, writing and numeracy;
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
To qualify for admission to the course students must have successfully completed Certificate I Level or be assessed by the Program Manager as competent at Certificate I Level.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
All applicants who wish to study within the Certificate II in General Education for Adults will be asked to meet with a teacher for an initial assessment and placement interview.

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

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM691</td>
<td>100</td>
</tr>
<tr>
<td>VBM692</td>
<td>100</td>
</tr>
</tbody>
</table>

80 Hours of Elective Units of Study will be offered by the Program of Adult General Education. Electives may be made up of:

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<tr>
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<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>VBM565</td>
<td>80</td>
</tr>
<tr>
<td>VBM693</td>
<td>80</td>
</tr>
</tbody>
</table>

or

80 Hours of Elective Units of Study at the same AQF level, drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Further education and training. Electives will be selected by the Program Area.
CERTIFICATE II IN GENERAL EDUCATION FOR ADULTS
Course Code: 21251VIC

Campus: Footscray Nicholson, Sunshine or Werribee Campuses.

Career Opportunities
Further education and training.

Scope of Delivery
Full time or Part time

Course Objectives
The course provides learners with:
• skill development in reading, writing and numeracy;
• skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

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Course Duration
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CERTIFICATE II IN GENERAL EDUCATION FOR ADULTS
Course Code: 21251VIC

Campus: Footscray Nicholson, Sunshine or Werribee Campuses.

Career Opportunities
Further education and training.

Scope of Delivery
Full time or Part time

Course Objectives
The course provides learners with:
• skill development in reading, writing and numeracy;
• skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

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

Selection Procedures/Selection Criteria
All applicants who wish to study within the Certificate II in General Education for Adults will be asked to meet with a teacher for an initial assessment and placement interview.

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

Course Structure
Core Units of Study

<table>
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<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
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<td>100</td>
</tr>
<tr>
<td>VBM692</td>
<td>100</td>
</tr>
</tbody>
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<table>
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<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>VBM565</td>
<td>80</td>
</tr>
<tr>
<td>VBM693</td>
<td>80</td>
</tr>
</tbody>
</table>

or
80 Hours of Elective Units of Study at the same AQF level, drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Further education and training. Electives will be selected by the Program Area.
CERTIFICATE III IN GENERAL EDUCATION FOR ADULTS
Course Code: 21252VIC

Campus: Footscray Nicholson or Werribee Campuses.

Career Opportunities
Further education and training.

Scope of Delivery
Full time, Part time and Flexible delivery

Course Objectives
The course aims to provide learners with:
- skill development in reading, writing and numeracy;
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
To qualify for admission to the course students must have successfully completed Certificate II Level or be assessed by the Program Manager as competent at Certificate II Level.

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

Selection Procedures/Selection Criteria
All applicants who wish to study will be asked to meet with a teacher for an initial assessment and placement interview.

Course Duration
The course may be offered on a full time basis over 260 hours or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM694</td>
<td>READING AND WRITING III 100</td>
</tr>
<tr>
<td>VBM695</td>
<td>NUMERACY AND MATHEMATICS III 100</td>
</tr>
</tbody>
</table>

160 Hours of Elective Units of Study will be offered by the Program of Adult General Education. Electives may be made up of:

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM566</td>
<td>ORAL COMMUNICATIONS III 80</td>
</tr>
<tr>
<td>VBM696</td>
<td>GENERAL CURRICULUM OPTIONS III 80</td>
</tr>
</tbody>
</table>

160 Hours of Elective Units of Study at the same AQF level drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Electives will be selected by the Program Area.
CERTIFICATE III IN GENERAL EDUCATION FOR ADULTS
Course Code: 21252VIC

Campus: Footscray Nicholson or Werribee Campuses

Career Opportunities
Further education and training.

Scope of Delivery
Full time, Part time and Flexible delivery

Course Objectives
The course aims to provide learners with:

• skill development in reading, writing and numeracy;
• skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
To qualify for admission to the course students must have successfully completed Certificate II Level or be assessed by the Program Manager as competent at Certificate II Level.

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

Selection Procedures/Selection Criteria
All applicants who wish to study will be asked to meet with a teacher for an initial assessment and placement interview.

Course Duration
The course may be offered on a full time basis over 260 hours or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM694 READING AND WRITING III</td>
<td>100</td>
</tr>
<tr>
<td>or VBM695 NUMERACY AND MATHEMATICS III</td>
<td>100</td>
</tr>
</tbody>
</table>

160 Hours of Elective Units of Study will be offered by the Program of Adult General Education. Electives may be made up of:

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<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM566 ORAL COMMUNICATIONS III</td>
<td>80</td>
</tr>
<tr>
<td>VBM696 GENERAL CURRICULUM OPTIONS III</td>
<td>80</td>
</tr>
</tbody>
</table>

or

160 Hours of Elective Units of Study at the same AQF level drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Electives will be selected by the Program Area.

CERTIFICATE I IN ESL (ENTRY)
Course Code: 21496VIC

Campus: To be advised.

Career Opportunities
This is entry level course is designed to provide additional time for students with low level English skills to reach competency in Certificate I in ESL.

Scope of Delivery
Full time and Flexible delivery.

Course Objectives
Provide better outcomes for students by increasing their potential.

Course Duration
Full time basis: 36 weeks by 15 hours.

Selection Procedures/Selection Criteria
No academic entry requirements, students are selected according to their English level.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN458 LISTENING (ENTRY)</td>
<td>125</td>
</tr>
<tr>
<td>VBN459 SPEAKING (ENTRY)</td>
<td>125</td>
</tr>
<tr>
<td>VBN460 READING (ENTRY)</td>
<td>125</td>
</tr>
<tr>
<td>VBN461 WRITING (ENTRY)</td>
<td>125</td>
</tr>
</tbody>
</table>

CERTIFICATE I IN ESL (ACCESS)
Course Code: 21497VIC

Campus: Footscray Nicholson, St Albans, Werribee.

Career Opportunities
Various further study.

Scope of Delivery
Offered on a full time or part time basis.

Course Objective
The ESL Access courses provides participants from non-English speaking backgrounds with:

• an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
• employment and living skills;
• a knowledge of Australian society;
• strategies for successful transition into work or further study in Australia.

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

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration
600 nominal hours on a full time basis or part time equivalent.

Course Structure
Certificate I – Access

Core Units of Study
Unit of Study Code Hours
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN462</td>
<td>LISTENING (ACCESS I)</td>
<td>100</td>
</tr>
<tr>
<td>VBN463</td>
<td>SPEAKING (ACCESS I)</td>
<td>100</td>
</tr>
<tr>
<td>VBN464</td>
<td>READING (ACCESS I)</td>
<td>100</td>
</tr>
<tr>
<td>VBN465</td>
<td>WRITING (ACCESS I)</td>
<td>100</td>
</tr>
</tbody>
</table>

Elective Units of Study
Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN498</td>
<td>LANGUAGE OF COMPUTERS</td>
<td>50</td>
</tr>
<tr>
<td>VBN499</td>
<td>ONLINE LANGUAGE LEARNING</td>
<td>50</td>
</tr>
<tr>
<td>VBN500</td>
<td>PRACTICAL PLACEMENT</td>
<td>75</td>
</tr>
<tr>
<td>VBN501</td>
<td>LOCAL ORIENTATION</td>
<td>50</td>
</tr>
<tr>
<td>VBN502</td>
<td>AUSTRALIAN ENVIRONMENT</td>
<td>50</td>
</tr>
<tr>
<td>VBN503</td>
<td>AUSTRALIAN GOVERNMENT</td>
<td>50</td>
</tr>
<tr>
<td>VBN504</td>
<td>AUSTRALIAN LAW</td>
<td>50</td>
</tr>
<tr>
<td>VBN505</td>
<td>DRIVING IN AUSTRALIA</td>
<td>50</td>
</tr>
<tr>
<td>VBN506</td>
<td>EDUCATION IN AUSTRALIA</td>
<td>50</td>
</tr>
<tr>
<td>VBN507</td>
<td>HEALTH AND MEDICINE</td>
<td>50</td>
</tr>
<tr>
<td>VBN508</td>
<td>AUSTRALIAN ART AND CULTURE</td>
<td>50</td>
</tr>
<tr>
<td>VBN509</td>
<td>INDIGENOUS AUSTRALIA</td>
<td>50</td>
</tr>
<tr>
<td>VBN510</td>
<td>AUSTRALIAN HISTORY</td>
<td>50</td>
</tr>
<tr>
<td>VBN511</td>
<td>CURRENT AFFAIRS</td>
<td>50</td>
</tr>
<tr>
<td>VBN512</td>
<td>VOCATIONAL ELECTIVE</td>
<td>75</td>
</tr>
</tbody>
</table>

CERTIFICATE I IN ESL (ACCESS)
Course Code: 21497Vic

Campus: Footscray Nicholson, St Albans, Werribee.

Career Opportunities
Various further study.

Scope of Delivery
Offered on a full time or part time basis.

Course Objective
The ESL Access courses aim to provide participants from non-English speaking backgrounds with:
- an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
- employment and living skills;
- a knowledge of Australian society;
- strategies for successful transition into work or further study in Australia.

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

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

Selection Procedures/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration
600 nominal hours on a full time basis or part time equivalent.

Course Structure
Certificate I – Access

Core Units of Study
Unit of Study Code Hours
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN462</td>
<td>LISTENING (ACCESS I)</td>
<td>100</td>
</tr>
<tr>
<td>VBN463</td>
<td>SPEAKING (ACCESS I)</td>
<td>100</td>
</tr>
<tr>
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<td>100</td>
</tr>
<tr>
<td>VBN465</td>
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<td>100</td>
</tr>
</tbody>
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Elective Units of Study
Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

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<tr>
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<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN498</td>
<td>LANGUAGE OF COMPUTERS</td>
<td>50</td>
</tr>
<tr>
<td>VBN499</td>
<td>ONLINE LANGUAGE LEARNING</td>
<td>50</td>
</tr>
<tr>
<td>VBN500</td>
<td>PRACTICAL PLACEMENT</td>
<td>75</td>
</tr>
<tr>
<td>VBN501</td>
<td>LOCAL ORIENTATION</td>
<td>50</td>
</tr>
<tr>
<td>VBN502</td>
<td>AUSTRALIAN ENVIRONMENT</td>
<td>50</td>
</tr>
<tr>
<td>VBN503</td>
<td>AUSTRALIAN GOVERNMENT</td>
<td>50</td>
</tr>
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<td>VBN504</td>
<td>AUSTRALIAN LAW</td>
<td>50</td>
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<tr>
<td>VBN505</td>
<td>DRIVING IN AUSTRALIA</td>
<td>50</td>
</tr>
</tbody>
</table>
SCHOOL OF FURTHER EDUCATION, ARTS AND EMPLOYMENT SERVICES

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN506</td>
<td>EDUCATION IN AUSTRALIA</td>
</tr>
<tr>
<td>VBN507</td>
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<tr>
<td>VBN511</td>
<td>CURRENT AFFAIRS</td>
</tr>
<tr>
<td>VBN512</td>
<td>VOCATIONAL ELECTIVE</td>
</tr>
</tbody>
</table>

CERTIFICATE I IN ESL (ACCESS)

Course Code: 21497VIC

Campus: Footscray Nicholson, St Albans, Werribee.

Career Opportunities
Various further study.

Scope of Delivery
Offered on a full time or part time basis.

Course Objective
The ESL Access courses aim to provide participants from non-English speaking backgrounds with:
- an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
- employment and living skills;
- a knowledge of Australian society;
- strategies for successful transition into work or further study in Australia.

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

Selection Procedures/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.
If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration
600 nominal hours on a full time basis or part time equivalent.

Course Structure
Certificate I – Access

Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code Hours</th>
</tr>
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<tbody>
<tr>
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</tr>
<tr>
<td>VBN462 LISTENING (ACCESS I)</td>
</tr>
<tr>
<td>VBN463 SPEAKING (ACCESS I)</td>
</tr>
<tr>
<td>VBN464 READING (ACCESS I)</td>
</tr>
<tr>
<td>VBN465 WRITING (ACCESS I)</td>
</tr>
</tbody>
</table>

Elective Units of Study
Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

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<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN498 LANGUAGE OF COMPUTERS</td>
<td>50</td>
</tr>
<tr>
<td>VBN499 ONLINE LANGUAGE LEARNING</td>
<td>50</td>
</tr>
<tr>
<td>VBN500 PRACTICAL PLACEMENT</td>
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</tr>
<tr>
<td>VBN501 LOCAL ORIENTATION</td>
<td>50</td>
</tr>
<tr>
<td>VBN502 AUSTRALIAN ENVIRONMENT</td>
<td>50</td>
</tr>
<tr>
<td>VBN503 AUSTRALIAN GOVERNMENT</td>
<td>50</td>
</tr>
<tr>
<td>VBN504 AUSTRALIAN LAW</td>
<td>50</td>
</tr>
<tr>
<td>VBN505 DRIVING IN AUSTRALIA</td>
<td>50</td>
</tr>
<tr>
<td>VBN506 EDUCATION IN AUSTRALIA</td>
<td>50</td>
</tr>
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<td>VBN507 HEALTH AND MEDICINE</td>
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<td>VBN508 AUSTRALIAN ART AND CULTURE</td>
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<tr>
<td>VBN509 INDIGENOUS AUSTRALIA</td>
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<tr>
<td>VBN510 AUSTRALIAN HISTORY</td>
<td>50</td>
</tr>
<tr>
<td>VBN511 CURRENT AFFAIRS</td>
<td>50</td>
</tr>
<tr>
<td>VBN512 VOCATIONAL ELECTIVE</td>
<td>75</td>
</tr>
</tbody>
</table>

CERTIFICATE II IN ESL (ACCESS)

Course Code: 21498VIC

Campus: Footscray Nicholson, St Albans or Werribee campuses.

Career Opportunities
Various further study.

Scope of Delivery
Full time or part time basis.

Course Objective
The ESL Access courses aim to provide participants from non-English speaking backgrounds with:
- an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
- employment and living skills;
- a knowledge of Australian society;
- strategies for successful transition into work or further study in Australia.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

Selection Procedures/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.

If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration
450 nominal hours on a full time basis or part time equivalent.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN466</td>
<td>100</td>
</tr>
<tr>
<td>VBN467</td>
<td>100</td>
</tr>
<tr>
<td>VBN468</td>
<td>100</td>
</tr>
<tr>
<td>VBN469</td>
<td>100</td>
</tr>
</tbody>
</table>

Elective Units of Study

Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

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<thead>
<tr>
<th>Unit Code</th>
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</table>

CERTIFICATE II IN ESL (ACCESS)

Course Code: 21498VIC

Campus: Footscray Nicholson, St Albans or Werribee Campuses.

Career Opportunities
Various further study.

Scope of Delivery
Full time or part time basis.

Course Objective
The ESL Access courses provide participants from non-English speaking backgrounds with:

- an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
- employment and living skills;
- a knowledge of Australian society;
- strategies for successful transition into work or further study in Australia.

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

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

Selection Procedures/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.

If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration
450 nominal hours on a full time basis or part time equivalent.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
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<td>VBN467</td>
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<tr>
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</tbody>
</table>

Elective Units of Study

Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

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SCHOOL OF FURTHER EDUCATION, ARTS AND EMPLOYMENT SERVICES

<table>
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<th>Unit Code</th>
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<td>VBN504</td>
<td>AUSTRALIAN LAW 50</td>
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<td>VBN507</td>
<td>HEALTH AND MEDICINE 50</td>
</tr>
<tr>
<td>VBN508</td>
<td>AUSTRALIAN ART AND CULTURE 50</td>
</tr>
<tr>
<td>VBN509</td>
<td>INDIGENOUS AUSTRALIA 50</td>
</tr>
<tr>
<td>VBN510</td>
<td>AUSTRALIAN HISTORY 50</td>
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<tr>
<td>VBN511</td>
<td>CURRENT AFFAIRS 50</td>
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<tr>
<td>VBN512</td>
<td>VOCATIONAL ELECTIVE 75</td>
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</table>

CERTIFICATE II IN ESL (ACCESS)
Course Code: 21498VIC

Campus: Footscray Nicholson, St Albans or Werribee Campuses
Career Opportunities
Various further study.

Scope of Delivery
Full time or part time basis.

Course Objective
The ESL Access courses provide participants from non-English speaking backgrounds with:
- an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
- employment and living skills;
- a knowledge of Australian society;
- strategies for successful transition into work or further study in Australia.

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

Selection Procedures/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.
If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration
450 nominal hours on a full time basis or part time equivalent.

Course Structure
Core Units of Study

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<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VBN466</td>
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<tr>
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<td>SPEAKING (ACCESS II) 100</td>
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<tr>
<td>VBN468</td>
<td>READING (ACCESS II) 100</td>
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<td>VBN469</td>
<td>WRITING (ACCESS II) 100</td>
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</table>

Elective Units of Study
Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:
- VBN498 LANGUAGE OF COMPUTERS 50
- VBN499 ONLINE LANGUAGE LEARNING 50
- VBN500 PRACTICAL PLACEMENT 75
- VBN501 LOCAL ORIENTATION 50
- VBN502 AUSTRALIAN ENVIRONMENT 50
- VBN503 AUSTRALIAN GOVERNMENT 50
- VBN504 AUSTRALIAN LAW 50
- VBN505 DRIVING IN AUSTRALIA 50
- VBN506 EDUCATION IN AUSTRALIA 50
- VBN507 HEALTH AND MEDICINE 50
- VBN508 AUSTRALIAN ART AND CULTURE 50
- VBN509 INDIGENOUS AUSTRALIA 50
- VBN510 AUSTRALIAN HISTORY 50
- VBN511 CURRENT AFFAIRS 50
- VBN512 VOCATIONAL ELECTIVE 75

CERTIFICATE III IN ESL (ACCESS)
Course Code: 21499 VIC

Campus: Footscray Nicholson, St Albans, Werribee campuses
Career Opportunities
Various further study.

Scope of Delivery
Full time or part time basis.

Course Objective
The ESL Access courses provide participants from non-English speaking backgrounds with:
- an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
- employment and living skills;
- a knowledge of Australian society;
- strategies for successful transition into work or further study in Australia.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.
If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration
500 nominal hours on a full time basis or part time equivalent.

Course Structure
Core Units of Study

<table>
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<th>Unit Code</th>
<th>Hours</th>
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<tbody>
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<td>VBN471</td>
<td>SPEAKING (ACCESS III)</td>
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<tr>
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Elective Units of Study
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<td>VBN505</td>
<td>DRIVING IN AUSTRALIA</td>
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<td>VBN506</td>
<td>EDUCATION IN AUSTRALIA</td>
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<td>VBN510</td>
<td>AUSTRALIAN HISTORY</td>
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CERTIFICATE III IN ESL (ACCESS)
Course Code: 21499VIC
Campus: Footscray Nicholson, St Albans or Werribee Campuses.

Career Opportunities
Various further study.

Scope of Delivery
Full time or part time basis.

Course Objective
The ESL Access courses provide participants from non-English speaking backgrounds with:
- an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
- employment and living skills;
- a knowledge of Australian society;
- strategies for successful transition into work or further study in Australia.

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

Selection Procedures/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.
If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration
500 nominal hours on a full time basis or part time equivalent.

Course Structure
Certificate III – Access
Core Units of Study

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<th>Unit Code</th>
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Elective Units of Study
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<tr>
<th>Unit Code</th>
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<tbody>
<tr>
<td>VBN498</td>
<td>LANGUAGE OF COMPUTERS</td>
</tr>
<tr>
<td>VBN499</td>
<td>ONLINE LANGUAGE LEARNING</td>
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<tr>
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<td>PRACTICAL PLACEMENT</td>
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<tr>
<td>VBN501</td>
<td>LOCAL ORIENTATION</td>
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</table>
CERTIFICATE IV IN ESL (ACCESS)

Course Code: 21500VIC

Campus: Footscray Nicholson, St Albans or Werribee Campuses

Career Opportunities
Various further study.

Scope of Delivery
Offered on a full time or part time basis.

Course Objective
The ESL Access courses provide participants from non-English speaking backgrounds with:
- an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
- employment and living skills;
- a knowledge of Australian society;
- strategies for successful transition into work or further study in Australia.

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

Selection Procedures/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.

If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration
500 nominal hours on a full time basis or part time equivalent.

Course Structure
Core Units of Study

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Elective Units of Study
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<tr>
<th>Unit Code</th>
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</tbody>
</table>

CERTIFICATE I IN VOCATIONAL PREPARATION

Course Code: 21625VIC
Selected modules only offered from this course in 2007

Campus: Footscray Nicholson, St Albans or Werribee Campuses.

Career Opportunities
When you graduate, you will be able to go into further education and training.

Scope of Delivery
Full time, Part time, Flexible delivery.

Course Objective
Enables learners to develop skills and knowledge to improve their employability and work readiness and to assist them to re engage with learning.

Entry Requirements
You need to have the ability to read and interpret short, simple text, as well as write simple sentences.
Selection Procedures/ Selection Criteria
Selection is via individual interviews.

Course Duration
Curriculum document – Nominal hours: 125-255.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
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<td>BSBCM106A</td>
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</tr>
<tr>
<td>VBK139</td>
<td>25</td>
<td>ORIENTATION TO WORK</td>
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</table>

Elective Units of Study
A minimum of three units with a minimum of 60 hours from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
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</thead>
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<tr>
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<td>PRACTICAL PLACEMENT</td>
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<tr>
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<tr>
<td>BSBCM102A</td>
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<td>COMPLETE DAILY WORK ACTIVITIES</td>
</tr>
<tr>
<td>BSBCM107A</td>
<td>10</td>
<td>OPERATE A PERSONAL COMPUTER</td>
</tr>
<tr>
<td>BSBCM108A</td>
<td>10</td>
<td>DEVELOP KEYBOARD SKILLS</td>
</tr>
<tr>
<td>THHGS03B</td>
<td>24</td>
<td>PROVIDE FIRST AID</td>
</tr>
<tr>
<td>FPPCOM2A</td>
<td>20</td>
<td>PREPARE AND PRESENT VERBAL AND WRITTEN WORKPLACE INFORMATION</td>
</tr>
<tr>
<td>ICPSU62CA</td>
<td>50</td>
<td>WORKTEAM COMMUNICATION</td>
</tr>
<tr>
<td>TDTE397B</td>
<td>40</td>
<td>PARTICIPATE IN BASIC WORKPLACE COMMUNICATION</td>
</tr>
</tbody>
</table>

CERTIFICATE I IN VOCATIONAL PREPARATION

Course Code: 21625VIC
Selected modules only offered from this course in 2007

Campus: Footscray Nicholson, St Albans or Werribee Campuses.

Career Opportunities
When you graduate, you will be able to go into further education and training.

Scope of Delivery
Full time, Part time, Flexible delivery.

Course Objective
Enables learners to develop skills and knowledge to improve their employability and work readiness and to assist them to re engage with learning.

Entry Requirements
You need to have the ability to read and interpret short, simple text, as well as write simple sentences.

Selection Procedures/ Selection Criteria
Selection is via individual interviews.

Course Duration
Curriculum document – Nominal hours: 125-255.

Course Structure
Core Units of Study

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<tr>
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<tr>
<td>TDTE397B</td>
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<td>PARTICIPATE IN BASIC WORKPLACE COMMUNICATION</td>
</tr>
</tbody>
</table>

COURSE IN PRELIMINARY SPOKEN AND WRITTEN ENGLISH

Course Code: 90989NSW Course

Campus: Footscray Nicholson, Sunshine or St Albans Campuses

Career Opportunities
Further education and general employment.

Scope of Delivery
The course/s may be offered on a full time or part time basis.

Course Objective
The courses provide to develop language level and literacy skills.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate at interview that they are capable of successfully completing the course.

Selection Procedure/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration
200 hours offered on a full time or part time basis.

Course Structure
Course in Preliminary Spoken and Written English – Compulsory

Unit of Study Code Hours
Unit Code          Hours
90989NSWA ORIENTATION TO LITERACY 100
90989NSWB ORIENTATION TO COMMUNICATION SKILLS 100

CERTIFICATE III IN SPOKEN AND WRITTEN ENGLISH
Course Code: 90992NSW

Campus: Sunshine, Footscray Nicholson or St Albans campuses.

Career Opportunities
Further education and general employment.

Scope of Delivery
Full time or part time basis.

Course Objective
The course develops language level and literacy skills.

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

Selection Procedure/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration
300 nominal hours on a full time or part time basis.

Course Structure
Certificate III Compulsory

Unit of Study Code Hours
Unit Code          Hours
90992NSWA DEVELOPING LISTENING AND SPEAKING SKILLS 75
90992NSWB DEVELOP READING AND WRITING SKILLS 75

Elective Units of Study
Three Elective Units of Study selected by the student, with the approval of the Head of Department, from the following:

Unit of Study Code Hours
Unit Code          Hours
90992NSWC INTERMEDIATE CONVERSATION SKILLS 50
90992NSWD INTERMEDIATE SPOKEN INTERACTION Skills 50
90992NSWE INTERMEDIATE NEGOTIATION SKILLS 50
90992NSWF INTERMEDIATE SPOKEN EXPRESSION SKILLS 50
90992NSWG INTERMEDIATE SPOKEN DISCOURSE SKILLS 50
90992NSWH INTERMEDIATE MEDIA SKILLS 50
90992NSWI INTERMEDIATE DATA PRESENTATION SKILLS 50
90992NSWJ INTERMEDIATE WRITTEN COMMUNICATION SKILLS 50
90992NSWK INTERMEDIATE WRITTEN DISCOURSE SKILLS 50
90992NSWL INTERMEDIATE WRITTEN EXPRESSION SKILLS 50
90992NSWM INTERMEDIATE NARRATIVE WRITING SKILLS 50
90992NSWN INTERMEDIATE MATHEMATICAL SKILLS 50
90992NSWO INTERMEDIATE MEASUREMENT SKILLS 50

CERTIFICATE III IN SPOKEN AND WRITTEN ENGLISH
Course Code: 90992NSW

Campus: Sunshine, St Albans or Footscray Nicholson Campuses.

Career Opportunities
Further education and general employment.

Scope of Delivery
Full time or part time basis.

Course Objective
The course develops language level and literacy skills.

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

Selection Procedure/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration
300 nominal hours on a full time or part time basis.

Course Structure
Certificate III Compulsory

Unit of Study Code Hours
Unit Code          Hours
90992NSWA DEVELOPING LISTENING AND SPEAKING SKILLS 75
90992NSWB DEVELOP READING AND WRITING SKILLS 75
Elective Units of Study
Three Elective Units of Study selected by the student, with the approval of the Head of Department, from the following:

- 90992NSWC INTERMEDIATE CONVERSATION SKILLS 50
- 90992NSWD INTERMEDIATE SPOKEN INTERACTION SKILLS 50
- 90992NSWE INTERMEDIATE NEGOTIATION SKILLS 50
- 90992NSWF INTERMEDIATE SPOKEN EXPRESSION SKILLS 50
- 90992NSWG INTERMEDIATE SPOKEN DISCOURSE SKILLS 50
- 90992NSWH INTERMEDIATE MEDIA SKILLS 50
- 90992NSWI INTERMEDIATE DATA PRESENTATION SKILLS 50
- 90992NSWJ INTERMEDIATE WRITTEN COMMUNICATION SKILLS 50
- 90992NSWK INTERMEDIATE WRITTEN DISCOURSE SKILLS 50
- 90992NSWL INTERMEDIATE WRITTEN EXPRESSION SKILLS 50
- 90992NSWM INTERMEDIATE NARRATIVE WRITING SKILLS 50
- 90992NSWN INTERMEDIATE MATHEMATICAL SKILLS 50
- 90992NSWO INTERMEDIATE MEASUREMENT SKILLS 50

CERTIFICATE III IN SPOKEN AND WRITTEN ENGLISH
Course Code: 90992NSW

Campus: Sunshine, Footscray and St Albans campuses.
Career Opportunities
Further education and general employment.
Scope of Delivery
Full time or part time basis.
Course Objective
The course develops language level and literacy skills.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate at interview that they are capable of successfully completing the course.
Selection Procedure/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.
Course Duration
300 nominal hours on a full time or part time basis.
Course Structure
Certificate III Compulsory
Unit of Study Code Hours

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>90992NSWA</td>
<td>DEVELOPING LISTENING AND SPEAKING SKILLS 75</td>
</tr>
<tr>
<td>90992NSWB</td>
<td>DEVELOP READING AND WRITING SKILLS 75</td>
</tr>
</tbody>
</table>

Elective Units of Study
Three Elective Units of Study selected by the student, with the approval of the Head of Department, from the following:

- 90992NSWC INTERMEDIATE CONVERSATION SKILLS 50
- 90992NSWD INTERMEDIATE SPOKEN INTERACTION SKILLS 50
- 90992NSWE INTERMEDIATE NEGOTIATION SKILLS 50
- 90992NSWF INTERMEDIATE SPOKEN EXPRESSION SKILLS 50
- 90992NSWG INTERMEDIATE SPOKEN DISCOURSE SKILLS 50
- 90992NSWH INTERMEDIATE MEDIA SKILLS 50
- 90992NSWI INTERMEDIATE DATA PRESENTATION SKILLS 50
- 90992NSWJ INTERMEDIATE WRITTEN COMMUNICATION SKILLS 50
- 90992NSWK INTERMEDIATE WRITTEN DISCOURSE SKILLS 50
- 90992NSWL INTERMEDIATE WRITTEN EXPRESSION SKILLS 50
- 90992NSWM INTERMEDIATE NARRATIVE WRITING SKILLS 50
- 90992NSWN INTERMEDIATE MATHEMATICAL SKILLS 50
- 90992NSWO INTERMEDIATE MEASUREMENT SKILLS 50

CERTIFICATE II IN SPOKEN AND WRITTEN ENGLISH
Course Code: 90993NSW

Campus: Sunshine, Footscray Nicholson or St Albans campuses.
Career Opportunities
Further education and general employment.
Scope of Delivery
Full time or part time basis.
Course Objective
The courses develops language level and literacy skills.
Entry Requirements
To qualify for admission to the course, applicants must have successfully completed Certificate I in Spoken and Written English (90994NSW) or demonstrate at interview that they are capable of successfully completing the course.
Selection Procedure/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.
Course Duration
These courses may be offered
300 nominal hours on a full time or part time basis.
Course Structure
Certificate I Compulsory:
Unit of Study Code Hours
Unit Code   Hours
90993NSWA   BUILDING LISTENING AND SPEAKING SKILLS  75
90993NSWB   BUILDING READING AND WRITING SKILLS  75

Elective Units of Study
Three Elective Units of Study selected by the student, with the approval of the Head of Department, from the following:
90993NSWC   POST-BEGINNER STRATEGIES FOR LEARNING  50
90993NSWD   POST-BEGINNER LISTENING AND SPEAKING SKILLS  50
90993NSWE   POST-BEGINNER SPOKEN INTERACTION SKILLS  50
90993NSWF   POST-BEGINNER SPOKEN DISCOURSE SKILLS  50
90993NSWG   POST-BEGINNER READING SKILLS  50
90993NSWH   POST-BEGINNER READING AND WRITING SKILLS  50
90993NSWI   POST-BEGINNER WRITING SKILLS  50
90993NSWJ   POST-BEGINNER MATHEMATICAL SKILLS  50
90993NSWK   POST-BEGINNER MEASUREMENT SKILLS  50
90993NSWL   POST-BEGINNER VISUAL NUMERACY SKILLS  50

CERTIFICATE II IN SPOKEN AND WRITTEN ENGLISH
Course Code: 90994NSW

Career Opportunities
Further education and general employment.

Course Objective
The course develops language level and literacy skills.

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed Certificate I in Spoken and Written English (90994NSW) or demonstrate at interview that they are capable of successfully completing the course.

Selection Procedure/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration
300 nominal hours on a full time or part time basis.

Course Structure
Certificate I Compulsory:
Unit of Study Code Hours
Unit Code   Hours
90994NSWA   BEGINNER STRATEGIES FOR LEARNING  75
90994NSWB   BEGINNER COMMUNICATION SKILLS  75

CERTIFICATE I IN SPOKEN AND WRITTEN ENGLISH
Course Code: 90994NSW Certificate I

Career Opportunities
Further education and general employment.

Scope of Delivery
Full time or part time basis.

Course Structure
Certificate I – Compulsory
Unit of Study Code Hours
Unit Code   Hours
90994NSWA   BEGINNER STRATEGIES FOR LEARNING  75
90994NSWB   BEGINNER COMMUNICATION SKILLS  75
Elective Units of Study
Three Elective Units of Study selected by the student, with the approval of the Head of Department, from the following:

- 90994NSWC BEGINNER SPOKEN INTERACTION SKILLS 50
- 90994NSWD BEGINNER SPOKEN DISCOURSE SKILLS 50
- 90994NSWE BEGINNER SPEAKING AND READING SKILLS 50
- 90994NSWF BEGINNER LISTENING AND READING SKILLS 50
- 90994NSWG BEGINNER READING AND WRITING SKILLS 50
- 90994NSWH BEGINNER WRITING SKILLS 50
- 90994NSWI BEGINNER MATHEMATICAL SKILLS 50
- 90994NSWK BEGINNER VISUAL NUMERACY SKILLS 50

CERTIFICATE I IN SPOKEN AND WRITTEN ENGLISH
Course Code: 90994NSW

Career Opportunities
Further education and general employment.

Scope of Delivery
Full time or part time basis.

Course Objective
The course develops language level and literacy skills.

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

Selection Procedure/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration
300 nominal hours on a full time or part time basis.

Course Structure
Certificate I – Compulsory
Unit of Study Code Hours

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>90994NSWA</td>
<td>BEGINNER STRATEGIES FOR LEARNING</td>
<td>75</td>
</tr>
<tr>
<td>90994NSWB</td>
<td>BEGINNER COMMUNICATION SKILLS</td>
<td>75</td>
</tr>
</tbody>
</table>

Elective Units of Study
Three Elective Units of Study selected by the student, with the approval of the Head of Department, from the following:

- 90994NSWC BEGINNER SPOKEN INTERACTION SKILLS 50
- 90994NSWD BEGINNER SPOKEN DISCOURSE SKILLS 50
- 90994NSWE BEGINNER SPEAKING AND READING SKILLS 50
- 90994NSWF BEGINNER LISTENING AND READING SKILLS 50
- 90994NSWG BEGINNER READING AND WRITING SKILLS 50
- 90994NSWH BEGINNER WRITING SKILLS 50
- 90994NSWI BEGINNER MATHEMATICAL SKILLS 50
- 90994NSWK BEGINNER VISUAL NUMERACY SKILLS 50

CERTIFICATE I IN INFORMATION TECHNOLOGY
Course Code: ICA10105

Selected modules only offered from this course in 2007

Career Opportunities
Office administration, running small businesses, IT industry.

Scope of Delivery
15 weeks full time and part time equivalent.

Course Objective
The course provides entry-level training for people wanting a qualification in the information technology field.

Entry Requirements
No specific requirements.

Selection Procedures/Selection Criteria
Students need to contact Women’s Programs and put their name on a waiting list.

Course Duration
The course may be offered over 15 weeks full time or part time equivalent.

Course Structure
Core units of Study Code
Unit Code Hours

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITU128A</td>
<td>OPERATE A PERSONAL COMPUTER</td>
<td>30</td>
</tr>
<tr>
<td>ICAITU129A</td>
<td>OPERATE A WORD PROCESSING APPLICATION</td>
<td>30</td>
</tr>
<tr>
<td>ICAITU133A</td>
<td>SEND AND RETRIEVE INFORMATION OVER THE INTERNET USING BROWSERS AND EMAIL</td>
<td>25</td>
</tr>
</tbody>
</table>

Elective Units of Study
Achieve three electives chosen from the list below. One of the electives may be chosen from elsewhere in ICA05 (at certificate I or Certificate II); or any other Training Package (at certificate I or Certificate II).

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM106A</td>
<td>FOLLOW WORKPLACE SAFETY PROCEDURES</td>
<td>10</td>
</tr>
<tr>
<td>CUVSP111A</td>
<td>APPLY TECHNIQUES TO PRODUCE DIGITAL IMAGES</td>
<td>50</td>
</tr>
<tr>
<td>ICA2015A</td>
<td>INSTALL SOFTWARE APPLICATIONS</td>
<td>20</td>
</tr>
<tr>
<td>ICA5193A</td>
<td>CONNECT WORKSTATION TO THE INTERNET</td>
<td>30</td>
</tr>
<tr>
<td>ICA52008A</td>
<td>MAINTAIN INVENTORIES FOR EQUIPMENT,SOFTWARE AND DOCUMENTATION</td>
<td>10</td>
</tr>
<tr>
<td>ICA52014A</td>
<td>CONNEN HARDWARE PERIPHERALS</td>
<td>20</td>
</tr>
<tr>
<td>Unit Code</td>
<td>Description</td>
<td>Hours</td>
</tr>
<tr>
<td>-----------</td>
<td>------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>ICAS2017A</td>
<td>MAINTAIN SYSTEM INTEGRITY</td>
<td>20</td>
</tr>
<tr>
<td>ICAS2243A</td>
<td>DETECT AND PROTECT FROM SPAM AND DESTRUCTIVE SOFTWARE</td>
<td>10</td>
</tr>
<tr>
<td>ICAT1206A</td>
<td>CHECK SITE SECURITY</td>
<td>15</td>
</tr>
<tr>
<td>ICAU11130A</td>
<td>OPERATE A SPREADSHEET APPLICATION</td>
<td>30</td>
</tr>
<tr>
<td>ICAU1131A</td>
<td>OPERATE A DATABASE APPLICATION</td>
<td>40</td>
</tr>
<tr>
<td>ICAU1132A</td>
<td>OPERATE A PRESENTATION PACKAGE</td>
<td>25</td>
</tr>
<tr>
<td>ICAT1206A</td>
<td>CHECK SITE SECURITY</td>
<td>15</td>
</tr>
<tr>
<td>ICAU1204A</td>
<td>LOCATE AND USE RELEVANT ONLINE INFORMATION</td>
<td>20</td>
</tr>
<tr>
<td>ICAU1211A</td>
<td>OPERATE ACCOUNTING APPLICATION</td>
<td>30</td>
</tr>
<tr>
<td>ICAU1213A</td>
<td>CONDUCT ON-LINE TRANSACTIONS</td>
<td>10</td>
</tr>
<tr>
<td>ICAU1215A</td>
<td>USE PERSONAL PRODUCTIVITY TOOL</td>
<td>20</td>
</tr>
<tr>
<td>ICAU2005A</td>
<td>OPERATE COMPUTER HARDWARE</td>
<td>20</td>
</tr>
<tr>
<td>ICAU2007A</td>
<td>MAINTAIN EQUIPMENT AND CONSUMABLES</td>
<td>20</td>
</tr>
<tr>
<td>ICAU2013A</td>
<td>INTEGRATE COMMERCIAL COMPUTING PACKAGES</td>
<td>30</td>
</tr>
<tr>
<td>ICAW2002A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>20</td>
</tr>
</tbody>
</table>
SUBJECTS

Below are subject details for courses offered by the Department of Access Education Programs in 2007.

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

90989NSWA ORIENTATION TO LITERACY AND NUMERACY
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

90989NSWB ORIENTATION TO COMMUNICATION SKILLS
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

90992NSWA DEVELOP LISTENING AND SPEAKING SKILLS
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

90992NSWB DEVELOP READING AND WRITING SKILLS
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

90992NSWC INTERMEDIATE CONVERSATION SKILLS
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

90992NSWD INTERMEDIATE SPOKEN INTERACTION SKILLS
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

90992NSWE INTERMEDIATE NEGOTIATION SKILLS
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

90992NSWF INTERMEDIATE SPOKEN EXPRESSION SKILLS
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

90992NSWG INTERMEDIATE SPOKEN DISCOURSE SKILLS
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

90992NSWH INTERMEDIATE MEDIA SKILLS
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

90992NSWI INTERMEDIATE DATA PRESENTATION SKILLS
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

90992NSWJ INTERMEDIATE WRITTEN COMMUNICATION SKILLS
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

90992NSWK INTERMEDIATE WRITTEN DISCOURSE SKILLS
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

90992NSWL INTERMEDIATE WRITTEN EXPRESSION SKILLS
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

90992NSWM INTERMEDIATE NARRATIVE WRITING SKILLS
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

90992NSWN INTERMEDIATE MATHEMATICAL SKILLS
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

90992NSWO INTERMEDIATE MEASUREMENT SKILLS
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

90993NSWA BUILDING LISTENING AND SPEAKING SKILLS
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

90993NSWB BUILDING READING AND WRITING SKILLS
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

90993NSWC POST-BEGINNER STRATEGIES FOR LEARNING
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

90993NSWD POST-BEGINNER LISTENING AND SPEAKING SKILLS
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

90993NSWE POST-BEGINNER SPOKEN INTERACTION SKILLS
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

90993NSWF POST-BEGINNER SPOKEN DISCOURSE SKILLS
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

90993NSWG POST-BEGINNER READING SKILLS
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

90993NSWH POST-BEGINNER READING AND WRITING SKILLS
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

90993NSWI POST-BEGINNER WRITING SKILLS
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

90993NSWJ POST-BEGINNER MATHEMATICAL SKILLS
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
266
CUSMCP03A CREATE A SIMPLE ACCOMPANIMENT FOR A SONG OR TUNE
Content: This unit covers music literacy musicianship and technical and expressive skills required to compose accompaniments and to set them down.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUSMCP08A ARRANGE MUSIC FOR A BRIEF
Content: This unit describes the skills required for communicating effectively with the client to determine the scope and production values of a music arranging brief and the technical and creative skills required to execute the brief.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUSMPF12A PLAN, PREPARE AND PRESENT A LIVE AUDITION PROGRAM
Content: This unit covers audition planning and preparation, the application of repertoire knowledge, and presentation and communication skills required to present an effective audition.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CUSMPF13A PLAN AND PREPARE A PROGRAM FOR PERFORMANCE
Content: This unit covers the planning and preparation of a program for performance. It deals with program selection, organisation, practising, rehearsing and performing and continuous performance evaluation. The program may be performed for a range of purposes including a live performance, an audition or a recording project.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CUSMPF15A PERFORM MUSIC AS A SOLOIST
Content: This unit covers the technical, expressive, communication and stage skills required to perform for an audience as a soloist.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CUSMPF17A DEVELOP TECHNICAL SKILLS AND EXPAND REPERTOIRE
Content: This unit describes the competencies required to refine instrumental/vocal technique to expand the range of practical performance repertoire. It covers technical and repertoire development required to present a performance. This is the fifth unit covering the development of technical skills in performance.
Nominal Hours: 69 Hours
Assessment: As per accredited curriculum

CUSSOU14 BREAKDOWN SOUNDTRACKS
Content: This unit describes the skills and knowledge required to breakdown music and voice soundtracks and to document these accurately for productions in the cultural industries.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUSSOU4A RECORD SOUND
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

ICAI2015A INSTALL SOFTWARE APPLICATIONS
Content: This unit defines the competency required to install or upgrade basic software applications using a commercial applications program. There may be benefit in concurrent learning with the following units: ICAU1128A Operate a personal computer. The following units are linked and form an appropriate cluster: ICAU1206A Maintain system integrity; ICAU2008A Operate a personal computer; ICAU2231A Use computer operating system.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAS1193A CONNECT WORKSTATION TO THE INTERNET
Content: This unit defines the competency required to connect a workstation or networked computer to the internet. There may be benefit in concurrent learning with the following units: ICAU1128A Operate a personal computer. The following units are linked and form an appropriate cluster: ICAU1206A Check site security; ICAU1128A Operate a personal computer; ICAU1133A Send and retrieve information using web browsers and email; ICAU1204A Locate and use relevant on-line information; ICAU1213A Conduct on-line transactions.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAS2008A MAINTAIN INVENTORIES FOR EQUIPMENT, SOFTWARE AND DOCUMENTATION
Content: This unit defines the competency required to connect hardware peripherals according to instructions.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAS2014A CONNET HARDWARE PERIPHERALS
Content: This unit defines the competency required to connect hardware peripherals according to instructions.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAS2017A MAINTAIN SYSTEM INTEGRITY
Content: This unit defines the competency required to protect and secure a standalone or client server environment.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAS2243A DETECT AND PROTECT FROM SPAM AND DESTRUCTIVE SOFTWARE
Content: This unit defines the competency required to reduce the risk of a computer's operation being affected by spam or destructive software.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

ICAT1206A CHECK SITE SECURITY
Content: This unit defines the competency required to use the features of a web browser to determine the security status of a remote server before it is accessed.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

ICAU1131A OPERATE A DATABASE APPLICATION
Content: This unit defines the competency required to operate database applications and perform basic operations.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAU1204A LOCATE AND USE RELEVANT ONLINE INFORMATION
Content: This unit defines the competency required to use search engines to locate relevant information on the internet and assess the content of sites for accuracy, currency and/or authority.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

MEM2.11CSA RESEARCH AND PREPARE PRESENTATIONS AND REPORTS
Content: Research of existing materials is undertaken including reference books, tables, technical journals and internal/external databases. Conclusions are reached that are logical and based on objective analysis of available data, and Materials and data prepared for presentation or report subjective analysis of available data.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
VBM563 ORAL COMMUNICATIONS – INTRODUCTORY
Content: Investigation of training programs gathering skills. Self-management skills: time management; personal learning style; memory skills; strategies for writing; information organisation. Introduction to goal setting; problem solving; stress management; appropriate dress/language/behaviour. Group skills: being part of a group; body language; questioning; active listening; reflecting; giving and receiving feedback; conflict resolution; group goals.
Nominal Hours: 85 Hours
Assessment: As per accredited curriculum

VBM564 ORAL COMMUNICATIONS 1
Content: At the end of this module learners will be able to use and respond to language, around everyday subject matter which may include some unfamiliar aspects, for a range of purposes in a number of contexts which may be interrelated.
Pre-Requisites: The module, Oral Communication – Introductory or equivalent eg Level 2 competence in oral communication Indicators of Competence of the National Reporting System.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBM565 ORAL COMMUNICATIONS II
Content: The curriculum is designed for students who wish to extend their reading, writing and oral skills in order to construct a wide variety of text types and expand their general knowledge. The curriculum is designed to develop basic study and research skills, self-confidence and general knowledge throughout the study of a variety of topics. The program is particularly suitable for students returning to study, includes an introduction to the library and self-access facilities at the University and uses teaching strategies which encourage students to work together as well as independently on topics of interest and research projects.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBM566 ORAL COMMUNICATIONS III
Content: The curriculum is designed to extend the reading, writing and oral communication skills of students who require assistance with, and confidence in, constructing a variety of longer text types such as short essays and reports. The curriculum also incorporates a general studies program based on selected themes. Students are encouraged to use all of the facilities available at the University, including the Library and Self-Access rooms, to further develop their independent research and study skills. In additional, students are expected to make use of community information and cultural amenities, such as the museum, art gallery, documents on radio and television and reference to journal articles to make presentations at a basic level. The course also prepares students for entry into Adult VCE English.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBM594 PARTICIPATE IN PROVIDING PALLIATIVE CARE
Content: This subject introduces palliative care using a holistic life span approach and utilises the issues related to death and dying, to explore the complexity of nursing care in this field of nursing. The student is required to understand the value of establishing supportive relationships with their client and significant others. This enables them to learn to provide nursing care to client and carers with differing reaction, needs and socio-cultural values in relation to the dying process.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBM595 PARTICIPATE AS A PRECEPTOR IN A WORK TEAM
Content: This subject introduces the role of preceptor within the work team by developing teaching, learning and reflective skills. These skills will enable the registered nurse division 2 to take an active role in orientation of new staff and students on placement as part of their own work plan. The subject will also provide the knowledge and skills to manage conflict within the work team constructively and use it as an opportunity to improve processes and interactions.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBM596 PARTICIPATE IN PROVIDING THERAPEUTIC INTERVENTIONS FOR CLIENTS EXPERIENCING ALTERATIONS TO MENTAL HEALTH AND MENTAL DISORDERS
Content: This subject describes how the registered nurse division 2 prepares students for entry into Adult VCE English. The curriculum is designed to extend the reading, writing and oral communication skills of students who require assistance with, and confidence in, constructing a variety of longer text types such as short essays and reports. The curriculum also incorporates a general studies program based on selected themes. Students are encouraged to use all of the facilities available at the University, including the Library and Self-Access rooms, to further develop their independent research and study skills. In additional, students are expected to make use of community information and cultural amenities, such as the museum, art gallery, documents on radio and television and reference to journal articles to make presentations at a basic level. The course also prepares students for entry into Adult VCE English. 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VBM670 GENERAL CURRICULUM OPTIONS 1
Content: The General Curriculum Options (GCO) modules develop generic skills essential for participation in work, further education and daily life.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBM685 READING AND WRITING – INTRODUCTORY
Content: Writing for self expression; Writing for practical purposes; Writing for knowledge; Writing for public debate; Reading for self expression; Reading for practical purposes; reading for knowledge; Reading for public debate.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBM686 NUMERACY AND MATHEMATICS – INTRODUCTORY
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBM687 GENERAL CURRICULUM OPTIONS – INTRODUCTION
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to undertake testing for the Victorian Learner Permit, Vic Roads.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

VBM688 READING AND WRITING 1
Prerequisite(s) VBM685 – Reading and Writing (Introductory)
Content: Writing for self expression; Writing for practical purposes; Writing for knowledge; Writing for public debate; Reading for self expression; Reading for practical purposes; Reading for knowledge; Reading for public debate.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBM689 NUMERACY AND MATHEMATICS 1
Prerequisite(s) VBM686 – Numeracy and Mathematics (Introductory) or equivalent
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBM691 READING AND WRITING II
Content: The curriculum is designed for students who wish to extend their reading, writing and oral skills in order to construct a wide variety of text types and expand their general knowledge. The curriculum is designed to develop basic study and research skills, self confidence and general knowledge throughout the study of a variety of topics. The program is particularly suitable for students returning to study, includes an introduction to the library and self-access facilities at the University and uses teaching strategies which encourage students to work together as well as independently on topics of interest and research projects.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBM692 NUMERACY AND MATHEMATICS
Content: Numeracy for practical purposes-design; Numeracy for practical purposes-measuring; Numeracy for personal organisation-location; Numeracy for interpreting society-data; Numeracy for interpreting society-numerical information; Numeracy for knowledge-further study in maths (formulæ); Numeracy for knowledge-further study in maths (problem solving).
Nominal Hours: 54-100 Hours
Assessment: As per accredited curriculum

VBM693 GENERAL CURRICULUM OPTIONS II
Content: A thematic curriculum approach is used which allows the skills identified in General Curriculum Options streams to be developed.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBM694 READING AND WRITING III
Content: The curriculum is designed to extend the reading, writing and oral communication skills of students who require assistance with, and confidence in, constructing a variety of longer text types such as short essays and reports. The curriculum also incorporates a general studies program based on selected themes. Students are encouraged to use all of the facilities available at the University, including the Library and Self-Access rooms, to further develop their independent research and study skills. In additional, students are expected to make use of community information and cultural amenities, such as the museum, art gallery, documents on radio and television and reference to journal articles to make presentations at a basic level. The course also prepares students for entry into Adult VCE English.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBM695 NUMERACY AND MATHEMATICS III
Content: The curriculum is designed to extend students with a sound knowledge of basic maths who may need extended maths skills either for further study or work. A thematic curriculum approach is used which allows the skills identified in the Numeracy and Mathematics streams to be developed practical exercises.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBM696 GENERAL CURRICULUM OPTIONS III
Content: A thematic curriculum approach is used which allows the skills identified in General Curriculum Options streams to be developed.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBN046 MANAGING PERSONAL CHANGE
Content: This module aims to provide participants with the skills, knowledge and attitudes to research and apply for suitable employment and evaluate their individual performance in the job seeking process.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBN047 JOB SEEKING
Content: This module aims to provide participants with the skills, knowledge and attitudes to research and apply for suitable employment and evaluate their individual performance in the job seeking process.
Nominal Hours: 125 Hours
Assessment: As per accredited curriculum

VBN458 LISTENING (ENTRY)
Content: Recognise basic greetings and introductions. Follow basic, everyday verbal instructions or commands. Recognise a basic short request or inquiry. Identify familiar words in a short, simple oral text in a familiar context, Demonstrate understanding of a simple oral description of a creative visual work.
Nominal Hours: 125 Hours
Assessment: As per accredited curriculum

VBN459 SPEAKING (ENTRY)
Content: Use basic greetings and make introductions. Give basic everyday verbal instructions or commands to one other person, Make and respond to a basic short request or inquiry with one other person known to the speaker, Give basic personal information in a familiar context and Describe a visual work.
Nominal Hours: 125 Hours
Assessment: As per accredited curriculum
VBN460 READING (ENTRY)
Content: Read a simple, short written message, Follow short written everyday directions, Read a simple form requiring basic personal information, Read a short, simplified written text, Read short, simplified creative written text.
Nominal Hours: 125 Hours
Assessment: As per accredited curriculum

VBN461 WRITING (ENTRY)
Content: Write a basic note or message for personal purposes, Copy simple information from written texts for personal use or to complete a task, Fill out a simple form requiring basic personal information, Complete a short guided text with personal information, and Complete a short guided text about a creative visual or written work.
Nominal Hours: 125 Hours
Assessment: As per accredited curriculum

VBN462 LISTENING (ACCESS I)
Content: Recognise greetings and short requests for personal information; Follow short, simple everyday verbal instructions or directions; Respond to a simple request or inquiry; Demonstrate understanding of simple oral texts; Identify simple details in a short, simple creative oral text.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN463 SPEAKING (ACCESS I)
Content: Exchange greetings and personal information; Give short, simple everyday verbal instructions or directions; Make a simple request or inquiry; Give simple information; Describe a creative work and give a personal opinion.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN464 READING (ACCESS I)
Content: Write short messages for immediate social purposes; Write short texts to record information for immediate personal and social purposes; Complete a simple form or a guided note for immediate personal and social purposes; Write a short, simple description on a personal or familiar topic; Write a short, simple imaginative or reflective text.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN465 WRITING (ACCESS I)
Content: Write short messages for immediate social purposes; Write short texts to record information for immediate personal and social purposes; Complete a simple form or a guided note for immediate personal and social purposes; Write a short, simple description on a personal or familiar topic; Write a short, simple imaginative or reflective text.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN466 LISTENING (ACCESS II)
Content: Demonstrate understanding in simple casual conversation; Follow a set of simple everyday verbal instructions or directions; Demonstrate understanding of a persuasive oral text; Demonstrate comprehension of a simple creative oral text.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN467 SPEAKING (ACCESS II)
Content: Participate in simple casual conversation; Give a set of simple everyday directions; Make requests and respond in short everyday transactions; Give a short talk on a familiar and personal topic; Respond orally to a creative work.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN468 READING (ACCESS II)
Content: Read simple personal letters and emails; Follow simple everyday written directions or instructions; Read a range of forms and formatted advisory texts; Read an informational written text; Read a simple creative written text.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN469 WRITING (ACCESS II)
Content: Write a personal message in a formal communication; Take notes from oral or written texts for a range of purposes; Complete formatted texts which require some detailed information; Write a descriptive or narrative text; Write an imaginative or reflective text.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN470 LISTENING (ACCESS III)
Content: Demonstrate understanding in casual conversation; Follow a set of verbal instructions for a familiar process or Procedure; Demonstrate understanding of a range of everyday transactions; Demonstrate understanding of informational oral texts; Demonstrate understanding of a creative oral text.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN471 SPEAKING (ACCESS III)
Content: Participate in casual conversation; Give a set of verbal instructions on a familiar process or procedure; Participate in a range of everyday transactions; Give detailed information in a talk; Give a detailed oral response to a creative work.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN472 READING (ACCESS III)
Content: Read personal messages in a formal letter or email; Follow a set of written instructions on a familiar process or procedure; Analyse a range of a detailed formatted texts; Read a range of informational written texts; Read a creative written text.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN473 WRITING (ACCESS III)
Content: Write a personal message in a formal communication; Take notes from oral or written texts for a range of purposes; Complete formatted texts which require some detailed information; Write a descriptive or narrative text; Write an imaginative or reflective text.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN474 LISTENING (FURTHER STUDY III)
Content: Demonstrate understanding of spoken discourse in a study context; Follow verbal instructions or questions for study tasks; Demonstrate understanding of a formal verbal interaction in a study context; Demonstrate understanding of short oral presentations in a study context; Demonstrate comprehension of informational audio- visual texts; Demonstrate understanding of key language terminology in spoken discourse.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN475 SPEAKING (FURTHER STUDY III)
Content: Make verbal requests and suggestions in a study context; Relate instructions or steps in a study related process; Participate in a formal verbal interaction in a study context; Give an oral presentation on a researched topic; Participate in an informl class discussion; Describe orally some features of language structure.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum
VBN476 READING (FURTHER STUDY III)
Content: Read messages or letters in a study context; Read instructional or advisory texts; Read a range of formatted texts found in the study environment; Read a range of informational texts; Evaluate creative texts; Use language reference texts for study purposes.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN477 WRITING (FURTHER STUDY III)
Content: Write a personal message in a study context; Record specific information from written and oral texts; Complete forms relevant to a study context; Write an informational text based on research; Write a reflective text related to further study; Complete language reference writing tasks for study purposes.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN478 LISTENING (EMPLOYMENT III)
Content: Demonstrate understanding in casual conversations in a workplace context; Demonstrate understanding in a formal interaction with one or more people; Follow spoken instructions or directions in a workplace context; Demonstrate understanding of information from a spoken text.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBN479 SPEAKING (EMPLOYMENT III)
Content: Participate in a casual conversation in a workplace context; Participate in a formal conversation with one or more people; Give spoken instructions or directions in a workplace context; Give information orally to a group.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBN480 READING (EMPLOYMENT III)
Content: Read a note or message in a workplace context; Read a formal letter in a workplace context; Follow written instructions for a workplace task; Read a range of workplace documents.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBN481 WRITING (EMPLOYMENT III)
Content: Write a note or message in a workplace context; Write a formal letter in a workplace context; Write instructions for a workplace task; Write a text to present information.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBN482 LISTENING (ACCESS IV)
Content: Demonstrate critical understanding in a sustained casual conversation; Follow multi step verbal instructions for a complex process or procedure; Demonstrate critical comprehension of complex proposals; Demonstrate critical understanding of extended oral presentations or reports; Demonstrate critical understanding of a sustained creative oral text.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN483 SPEAKING (ACCESS IV)
Content: Participate in a sustained casual conversation; Give multi step verbal instructions for a complex process or Procedure; Raise an issue and present a proposal; Give an extended oral presentation; Give a sustained critical oral response to a creative work or works.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN484 READING (ACCESS IV)
Content: Critically read formal letters for a range of community purposes; Critically read multi step complex instructions or advisory texts; Analyse information from a range of complex formatted texts; Critically read a range of extended written presentations or Reports; Critically read an extended creative written text.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN485 WRITING (ACCESS IV)
Content: Write a formal communication for personal or social purposes; Reproduce information from complex oral or written texts for personal, social and community purposes; Produce formatted texts for personal, social and community purposes; Write an extended text to describe an event, a complex process, or complex ideas; Write detailed imaginative or reflective texts.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN486 LISTENING (FURTHER STUDY IV)
Content: Demonstrate critical understanding of persuasive or advisory oral texts; Follow complex verbal instructions or questions for study tasks; Demonstrate critical understanding of sustained formal interactions in study contexts; Demonstrate critical understanding of extended oral presentations in a study context; Demonstrate critical comprehension of complex audio visual texts; Participate in discussions about metalanguage.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN487 SPEAKING (FURTHER STUDY IV)
Content: Present a proposal or argue a case in a study context; Give complex instructions or description of a complex process or procedure; Participate in a sustained formal group interaction in a study context; Give an extended oral presentation on a researched topic; Participate in a sustained informal interaction on topics of general interest.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN488 READING (FURTHER STUDY IV)
Content: Critically read messages or letters in a study context; Critically follow formal instructions and explanations in instructional or advisory written texts; Analyse information from complex formatted texts commonly found in study contexts; Compare a range of texts related to study tasks; Critically evaluate reflective written texts; Conduct a literature search.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN489 WRITING (FURTHER STUDY IV)
Content: Write a message relevant to a study context; Reproduce information or ideas from a range of sources; Construct formatted documents for study purposes; Produce an extended written text based on research; Produce a reflective written text appropriate to a study context; Produce a reference list according to required conventions.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN490 LISTENING (PROFESSIONAL IV)
Content: Demonstrate critical understanding in formal and informal discussions with another person in a work context; Demonstrate critical understanding of an oral presentation on a topic related to the profession; Demonstrate critical understanding of verbal accounts related to the profession; Respond to instructions and questions relating to grammatical structure and features.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN491 SPEAKING (PROFESSIONAL IV)
Content: Participate in formal and informal discussions with another person in a work context; Give an oral report in a professional context; Describe a range of conditions related to the profession; Apply knowledge of discourse and language use in relation to written and oral texts.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN492 READING (PROFESSIONAL IV)
Content: Critically read formal letters in a professional context; Critically read complex documents related to the profession; Critically read descriptive texts related to the profession; Critically read language and discourse analysis of written and spoken texts.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN493 WRITING (PROFESSIONAL IV)
Content: Write a formal communication for personal or social purposes; Reproduce information from complex oral or written texts for personal, social and community purposes; Produce formatted texts for personal, social an; Write an extended text to describe an event, a complex process, or complex ideas; Write detailed imaginative or reflective texts.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum
VBN497 WRITING (PROFESSIONAL IV)
Content: Write formal letters for professional purposes; Write complex prose based on a detailed text; Write descriptive texts in a professional context; Edit a written text.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN498 LANGUAGE OF COMPUTERS
Content: Use correct computer terminology; Describe items on the computer desktop; Perform a simple computer task; Complete computer-based language learning activities; Describe common computer related problems and seek assistance to solve them.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBN499 ONLINE LANGUAGE LEARNING
Content: Locate information for a range of purposes on the internet; Complete online language learning activities; Communicate using simple email messages.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBN500 PRACTICAL PLACEMENT
Content: Plan practical placement; Negotiate practical placement arrangements; Communicate in the workplace; Participate as a member of the workplace under supervision; Evaluate own performance in a work experience program.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

VBN501 LOCAL ORIENTATION
Content: Locate self in the local area; Use the local transport system; Investigate community services in the local area; Investigate recreation options in the local area.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBN502 AUSTRALIAN ENVIRONMENT
Content: Describe the Australia's physical features and climate; Compare Australia's physical features and climate with those of another country; Describe an environmental issue of significance in Australia; Investigate an environmental issue of local importance.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBN503 AUSTRALIAN GOVERNMENT
Content: Describe the system of government in Australia; Describe the election process in Australia; Describe the rights and responsibilities of residents and citizens of Australia.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBN504 AUSTRALIAN LAW
Content: Describe the features of the Australian legal system; Describe the processing of accessing legal representation.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBN505 DRIVING IN AUSTRALIA
Content: Describe the requirements for driving in Australia; Use a map or street directory for a range of purposes; Describe the process of buying a car.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBN506 EDUCATION IN AUSTRALIA
Content: Describe the organisational features of the education system in your state; Describe the cultural features of the Australian education system.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBN507 HEALTH AND MEDICINE
Content: Describe a range of factors in relation to personal health; Describe common household medicines and health equipment and their uses; Describe the purpose and use of a Medicare card; Describe appropriate action in the event of a medical emergency.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBN508 AUSTRALIAN ART AND CULTURE
Content: Describe the features of one of the visual arts in Australia; Investigate concepts of Australian identity and culture; Investigate a local example of Australian art or culture; Describe the features of an Australian film.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBN509 INDIGENOUS AUSTRALIA
Content: Describe Indigenous Australia prior to European invasion; Describe the role of European settlers and Indigenous Australians in the 18th and 19th centuries; Describe the key features of Indigenous Australian history during the 20th century; Investigate a key issue in present day Indigenous Australia.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBN510 AUSTRALIAN HISTORY
Content: Describe coastal exploration of Australia prior to 1788; Describe the role of convicts in the European settlement of Australia; Describe the key features of a particular period or event in Australia; Describe the reasons for immigration to Australia and the impact on Australia's development.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBN511 CURRENT AFFAIRS
Content: Describe a current issue of significance in Australia; Describe a current issue of international significance.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBN512 VOCATIONAL ELECTIVE
Content: Execute tasks in accordance with safe working practices and procedures; Demonstrate a range of vocational tasks.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

VBP495 RECREATION AND LEISURE
Content: To provide the learner with skills to plan and participate in one or more recreational and leisure options appropriate to budget, interests and needs.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBP497 PERSONAL AND COMMUNITY HEALTH
Content: To provide the learner with the knowledge and skills to develop preventative health awareness and to access a range of health and medical resources.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBP498 VOLUNTARY WORK
Content: To provide the learner with the knowledge and skills to undertake voluntary work.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBP511 INDUCTION
Content: Learners participate in an induction to the training organisation. This includes the range of facilities and services available. This module also enables participants to examine the rules for participation in the program, and personal arrangements they will need to make in order to take part.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum
**VBP512 INDIVIDUAL VOCATIONAL PLAN**  
**Content:** Descriptor - To provide learners with the skills to develop an individual vocational plan to maximise development throughout the course and to plan for exit.  
**Nominal Hours:** 80 Hours  
**Assessment:** As per accredited curriculum

**VBP513 INTERPERSONAL COMMUNICATION SKILLS**  
**Content:** To provide learners with interpersonal and conversational skills.  
**Nominal Hours:** 30 Hours  
**Assessment:** As per accredited curriculum

**VBP514 PERSONAL MANAGEMENT SKILLS**  
**Content:** To provide learners with the skills and tools for applying personal independence in everyday situations.  
**Nominal Hours:** 50 Hours  
**Assessment:** As per accredited curriculum

**VBP515 COMMUNITY SKILLS**  
**Content:** To provide learners with the knowledge and skills to use community structures and activities in order to participate more fully in their communities.  
**Nominal Hours:** 70 Hours  
**Assessment:** As per accredited curriculum

**VBP516 CAREER PLANNING**  
**Content:** To develop personal organisation and job search skills.  
**Nominal Hours:** 80 Hours  
**Assessment:** As per accredited curriculum

**VBP517 WORKPLACE EDUCATION**  
**Content:** To provide learners with skills related to employment. Vocational skills may be demonstrated by learners working independently, working under close supervision on simple tasks/operations, or working as part of a work team. If learners complete the learning outcomes in one industry area, it would be expected that they would make significant progress to completing a qualification in the relevant industry. This should be recognised by a certificate or statement of attainment in addition to this module.  
**Nominal Hours:** 300 Hours  
**Assessment:** As per accredited curriculum

**VBP518 VOCATIONAL ELECTIVE**  
**Content:** To provide learners with vocational skills related to employment. Students may achieve the learning outcomes in one of the following ways: complete the learning outcomes in 2-6 industry areas, or; complete the learning outcomes in one industry area, in which case it would be expected that students would make significant progress to completing a qualification in the relevant industry. This should be recognised by a certificate or statement of attainment in addition to this module.  
**Nominal Hours:** 400 Hours  
**Assessment:** As per accredited curriculum
Below are details of courses offered by the Department of Employment and Training Service in 2007. The most up-to-date course information is available online on the University’s searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to International students are marked with the (I) symbol.

VICTORIAN CERTIFICATE OF APPLIED LEARNING (FOUNDATION)
Course Code: 21352VIC

Campus: Footscray Nicholson Campus
Career Opportunities
A senior school certificate for students 15-19 years.

Scope of Delivery
A full time course

Course Objective
The VCAL aims to develop skills by concentrating on literacy and numeracy; work related skills; industry specific skills; and personal and employability skills.

The VCAL has three levels—Foundation, Intermediate and Senior. Student entry point is dependent on a pre-course assessment and would start at the level which matches needs and abilities.

Entry Requirements
A pre-course assessment

Course Duration
One year full time

For further information contact (03) 9919 8573.

VICTORIAN CERTIFICATE OF APPLIED LEARNING (INTERMEDIATE)
Course Code: 21352VIC

Campus: Footscray Nicholson Campus
Career Opportunities
A senior school certificate for students 15-19 years.

Scope of Delivery
A full time course

Course Objective
The VCAL aims to develop skills by concentrating on literacy and numeracy; work related skills; industry specific skills; and personal and employability skills.

The VCAL has three levels—Foundation, Intermediate and Senior. Student entry point is dependent on a pre-course assessment and would start at the level which matches needs and abilities.

Entry Requirements
A pre-course assessment

Course Duration
One year full time

For further information contact (03) 9919 8573.

VICTORIAN CERTIFICATE OF APPLIED LEARNING (INTERMEDIATE)
Course Code: 21352VIC

Campus: Footscray Nicholson Campus
Career Opportunities
A senior school certificate for students 15-19 years.

Scope of Delivery
A full time course

Course Objective
The VCAL aims to develop skills by concentrating on literacy and numeracy; work related skills; industry specific skills; and personal and employability skills.

The VCAL has three levels—Foundation, Intermediate and Senior. Student entry point is dependent on a pre-course assessment and would start at the level which matches needs and abilities.

Entry Requirements
A pre-course assessment

Course Duration
One year full time

For further information contact (03) 9919 8573.

CERTIFICATE I IN ESL (ACCESS)
Course Code: 21497VIC Certificate I

Course Location: Footscray Nicholson, St Albans, Werribee.
Career Opportunities
Various further study.

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

Course Objective
The ESL Access courses provides participants from non-English speaking backgrounds with:

- an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
- employment and living skills;
- a knowledge of Australian society;
- strategies for successful transition into work or further study in Australia.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

Selection Procedures/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.

Course Duration
This course is offered on a full time basis or part time equivalent.

Course Structure

<table>
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<tr>
<th>Unit Code</th>
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<tbody>
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Elective Units of Study
Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

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<tr>
<th>Unit Code</th>
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</table>

CERTIFICATE II IN ESL (ACCESS)

Course Code: 21498VIC Certificate II

Course Location: Footscray Nicholson, St Albans and Werribee.

Career Opportunities
Various further study.

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

Course Objective
The ESL Access courses provides participants from non-English speaking backgrounds with:
- an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
- employment and living skills;
- a knowledge of Australian society;
- strategies for successful transition into work or further study in Australia.

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

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

Selection Procedures/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.

Course Duration
Certificate II courses are 450 nominal hours.

Course Structure

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Elective Units of Study
Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

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CERTIFICATE III IN ESL (ACCESS)
Course Code: 21499VIC Certificate III
Course Location: Footscray Nicholson, St Albans, Werribee.
Career Opportunities
Various further study.
Scope of Delivery
This course may be offered on a full time or part time basis.
Course Objective
The ESL Access courses provides participants from non-English speaking backgrounds with:
  • an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
  • employment and living skills;
  • a knowledge of Australian society;
  • strategies for successful transition into work or further study in Australia.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.
Course Duration
This course may be offered on a full time basis or part time equivalent over 450 nominal hours.
Course Structure
Core Units of Study
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Elective Units of Study
Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:
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<th>Unit Code</th>
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CERTIFICATE IV IN ESL (ACCESS)
Course Code: 21500VIC Certificate IV
Course Location: Footscray Nicholson, St Albans, Werribee.
Career Opportunities
Various further study.
Scope of Delivery
This course may be offered on a full time or part time basis.
Course Objective
The ESL Access courses provides participants from non-English speaking backgrounds with:
  • an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
  • employment and living skills;
  • a knowledge of Australian society;
  • strategies for successful transition into work or further study in Australia.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.
DEPARTMENT OF EMPLOYMENT AND TRAINING SERVICES

Course Duration
This course may be offered on a full time basis or part time equivalent over 600 nominal hours.

Course Structure

Core Units of Study

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</table>

Elective Units of Study
Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

- VBN488 LANGUAGE OF COMPUTERS 50
- VBN499 ONLINE LANGUAGE LEARNING 50
- VBN500 PRACTICAL PLACEMENT 75
- VBN501 LOCAL ORIENTATION 50
- VBN502 AUSTRALIAN ENVIRONMENT 50
- VBN503 AUSTRALIAN GOVERNMENT 50
- VBN504 AUSTRALIAN LAW 50
- VBN505 DRIVING IN AUSTRALIA 50
- VBN506 EDUCATION IN AUSTRALIA 50
- VBN507 HEALTH AND MEDICINE 50
- VBN508 AUSTRALIAN ART AND CULTURE 50
- VBN509 INDIGENOUS AUSTRALIA 50
- VBN510 AUSTRALIAN HISTORY 50
- VBN511 CURRENT AFFAIRS 50
- VBN512 VOCATIONAL ELECTIVE 75

CERTIFICATE I IN VOCATIONAL PREPARATION

Course Code: 21625VIC
Selected modules only offered from this course in 2007

Campus: Footscray Nicholson, St Albans or Werribee Campuses.

Career Opportunities
When you graduate, you will be able to go into further education and training.

Scope of Delivery
Full time or part time equivalent

Course Objective
Enables learners to develop skills and knowledge to improve their employability and work readiness and to assist them to re engage with learning.

Entry Requirements
You need to have the ability to read and interpret short, simple text, as well as write simple sentences.

Course Duration
Full time over 125-255 nominal hours or part time equivalent

Course Structure

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<tr>
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<tr>
<td>BSBCM106A</td>
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<tr>
<td>VBK137</td>
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<td>VBK139</td>
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Elective Units of Study
A minimum of three units with a minimum of 60 hours from the following:

- VBK138 ORIENTATION TO LEARNING 25
- VBH722 CAREER PLANNING 16
- VBH724 WORKPLACE SKILLS 16
- VBN046 MANAGING PERSONAL CHANGE 10
- VBN047 JOB SEEKING 10
- VBN500 PRACTICAL PLACEMENT 75
- VBN512 VOCATIONAL ELECTIVE 75
- BSBCM102A COMPLETE DAILY WORK ACTIVITIES 20
- BSBCM107A OPERATE A PERSONAL COMPUTER 10
- BSBCM108A DEVELOP KEYBOARD SKILLS 10
- THH493B PROVIDE FIRST AID 24
- FPPCOM2A PREPARE AND PRESENT VERBAL AND WRITTEN WORKPLACE INFORMATION 20
- ICPSU62CA WORKTEAM COMMUNICATION 50
- TDTE397B PARTICIPATE IN BASIC WORKPLACE COMMUNICATION 40

CERTIFICATE I IN TRANSITION EDUCATION

Course Code: 21671VIC
Western Futures – This a full time transition program that assists students with intellectual disabilities to move from school to further education, vocational training and/or employment.

The program is ideal for young people who are 18+ and Futures funded who want to develop skills to access TAFE programs, work options or community based programs. Limited positions are available for students not yet 18.

Through the program, students increase their work readiness, community access awareness, independence, understanding and knowledge of vocational options and possibilities.

Campus: Footscray Nicholson.

Career Opportunities
When you graduate you will be able to go into Further Education and Training.
Entry Requirements
You must be post school age (18+ of age and eligible Futures Funding) and must be able to demonstrate to the satisfaction of the Head of Department that they are in search of an adult option/s.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Additional Information
Certificate I in Transition Education participants may move onto Certificate I in Work Education, Certificate I in General Education for Adults (Foundation), or Vocational Course at AQF levels 1 & 2.

Course Duration
This course is offered on a full-time basis over 2 years (900 nominal hours) or part-time according to individual needs.

Course Structure
Core Units of Study

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<td>VBP489</td>
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Electives units
Choose any combination of electives from any group/s to total 350 hours

Group A Electives (life skills focus)

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<th>Hours</th>
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Group B Electives (Literacy and numeracy focus)

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Group C Electives (Vocational focus)
Any accredited modules from vocational courses or units of competency from training packages at AQF levels I or II
(As a general rule, the nominal hours from existing modules or competencies from training packages should be doubled to meet the learning needs for this client group).

CERTIFICATE I IN WORK EDUCATION

Course Code: 21672VIC

Campus: Footscray Nicholson, Melton, St Albans and Sunbury Campuses.

Career Opportunities
When you graduate, you will be ready to go on to further study or pursue employment options.

Course Objective
A post secondary course designed to prepare people with a range of special learning needs for employment or further vocational training. The course introduces you to a full time adult learning in a mainstream setting. You will develop confidence, skills and strategies to manage pathways in future employment and/or education.

Entry Requirements
- Have the potential and strong motivation for employment,
- Be at least 16 years of age
- Have special learning needs (associated with intellectual and learning disability)
- Have the support of your family or advocate
- Must be able to travel independently

Course Duration
This course is two years full time. Flexible learning arrangements may include off-campus study, workshops or workplace delivery.

Course Structure

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<th>Unit Code</th>
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<td>FOLLOW WORKPLACE SAFETY PROCEDURES</td>
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**Practical Placement**

Practical Placement is a central part of the course. All students undertake a minimum of ten (10) weeks of Practical Placement during the course.
SUBJECTS

Below are subject details for courses offered by the Department of Employment and Training Services in 2007.

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

AC012 ACCOUNTING 1 & 2
Content: This unit focuses on the accounting and financial operations of a sole proprietor trading business. The unit introduces an accounting system using the accrual approach for recording and reporting, which recognises the impact of credit transactions. Students look at tools of analysis and interpretation in order to assist in the evaluation of business performance.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

FPPCOM2A PREPARE AND PRESENT VERBAL AND WRITTEN WORKSPACE INFORMATION
Content: Select and present verbal information; read routine instructions and reports and prepare brief written statements.
Nominal Hours: 20 hours
Assessment: As per accredited curriculum

ICPSU62CA WORKTEAM COMMUNICATION
Content: Participate in a small group discussion to reach agreement on a workplace related issue; co-operate with team members to plan and prepare a simple presentation; present a job related report to a group.
Nominal Hours: 50 hours
Assessment: As per accredited curriculum

LMFCR001A FOLLOW SAFE WORKING POLICIES AND PRACTICES
Content: Follow workplace procedures for hazard identification and risk control; maintain personal well-being for job; apply emergency response first aid; contribute to the workplace management of occupational health and safety.
Nominal Hours: 40 hours
Assessment: As per accredited curriculum

RTC1801A PREPARE FOR WORK
Content: Observe safe work practices; Communicate with others; Contribute to a productive working environment; Follow good environmental practices.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

RTC2012A PLANT TREES AND SHRUBS
Content: This competency standard covers the manual planting of trees, shrubs and other containerised and bare-rooted plants, and related tasks such as site preparation and pre-planting treatments. It applies to planting activities in parks and gardens, domestic and commercial landscapes, sporting facilities, planting of windbreaks and shelter belts, programmed environmental maintenance, rehabilitation of natural areas, and the reversal of environmental degradation.
Nominal Hours: 20 hours
Assessment: As per accredited curriculum

RTC2701A FOLLOW OHS PROCEDURES
Content: Follow workplace procedures for hazard identification and risk control; Observe safe practices during work operations; Participate in arrangements for maintaining health and safety of all people in the workplace.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

RTC2705A WORK EFFECTIVELY IN THE INDUSTRY
Content: Obtain information about the industry; Observe employment requirements; Accept responsibility for quality of own work; Plan own work; Contribute to a productive work environment; Promote workplace co-operation; Undertake an activity to workplace requirements.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

RTF2013A POT-ON PLANTS
Content: This competency standard covers the process of production of containerised nursery plants after propagation in production nurseries.
Nominal Hours: 20 hours
Assessment: As per accredited curriculum

VBC858 NUMERACY AND MATHEMATICS I
Content: To provide learners with the skills, knowledge and confidence to perform simple and familiar numeracy tasks and to develop the ability to make sense of maths in their daily lives.
Nominal Hours: 80 Hours
Assessment: To be advised

VBG758 INDIVIDUAL LEARNING PLAN 1
Content: To provide learners with the skills, knowledge and confidence to collaboratively design, implement and evaluate a customised plan, to maximise development throughout the course and to facilitate transition into selected adult option/s.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBG759 PERSONAL DEVELOPMENT
Content: To provide the learner with the skills and confidence to participate more effectively in the community.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBG760 TRAVEL AND ORIENTATION AND MOBILITY
Content: To provide learners with the skills to travel independently, use the most appropriate mode/modes of travel and to access a broad range of services, facilities and options.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBG761 EXPLORING ADULT OPTIONS
Content: To provide learners with the knowledge and skills to explore realistic options for future involvement in further training, work or community activities.
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum

VBG762 FUNCTIONAL COMMUNICATION AND NUMERACY SKILLS
Content: To provide the learner with the skills to operate more effectively and independently in the community, by applying communication and numeracy skills to meet everyday needs.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBG764 DRIVER PERMITS
Content: To provide the learner with the knowledge and skills to undertake the learner driver permit test associated with the vehicle licences ( car, motorcycle, forklift etc)
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBG766 COMMUNITY ACCESS
Content: To provide the learner with the skills and knowledge to participate effectively in the community by accessing a range of services and facilities and systems to meet needs.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum
VBG768 RECREATION LEISURE
Content: To provide the learner with the skills to plan and participate in one or more recreational and leisure options appropriate to budget, interests and needs.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBK160 TEAM WORK
Prerequisites: VBK158 Interpersonal Communication Skills
Content: To provide learners with the skills and confidence to participate effectively as members of a team.
Nominal Hours: 30 Hours
Assessment: To be advised

VBG769 CREATIVE OPTIONS
Content: To provide the learner with the knowledge and skills to develop creative aspects, to enhance quality of life.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBK161 PERSONAL MANAGEMENT SKILLS
Prerequisites: Nil
Content: To provide learners with the skills and tools for applying personal independence in everyday situations.
Nominal Hours: 65 Hours
Assessment: To be advised

VBG774 FORMAL LETTERS
Content: To provide the learner with the knowledge and skills to plan, write and edit a range of formal letters.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

VBK162 COMMUNITY SKILLS
Prerequisites: Nil
Content: To provide learners with the knowledge and skills to use facilities and technologies in order to participate more fully in their communities.
Nominal Hours: 95 Hours
Assessment: To be advised

VBH722 CAREER PLANNING
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to undertake basic career planning activities.
Nominal Hours: 16-40 Hours
Assessment: As per accredited curriculum

VBK163 CAREER PLANNING
Prerequisites: VBK158 Interpersonal Communication Skills
Content: To provide learners with the knowledge and skills to describe the major legal and industrial elements common to all workplaces in Australia.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBK164 WORKPLACE EDUCATION
Prerequisites: Nil
Content: To provide learners with a variety of experiences in work settings in order to assess aptitudes, develop interests and to refine skills, work attitudes and behaviours.
Nominal Hours: 300 Hours: Class contact – 60 Hours, Placement – 240 Hours
Assessment: To be advised

VBK165 VOCATIONAL ELECTIVES
Prerequisites: Nil
Content: To provide learners with specific vocational skills related to employment and appropriate workplace behaviours and attitudes.
Nominal Hours: 400 Hours
Assessment: To be advised

VBK166 INDUCTION
Prerequisites: Nil
Content: To provide learners with an introduction to the training organisation. This includes the expectations of individuals and the range of facilities and services available. This module helps participants examine the personal arrangements they will need to make in order to take part in the training program.
Nominal Hours: 10 Hours
Assessment: To be advised

VBK167 COMMUNITY PLANNING
Prerequisites: VBK158 Interpersonal Communication Skills
Content: To provide learners with the skills and confidence to design and implement an individual learning plan. The plan documents an agreed program that the learner will undertake during the course to enable transition to a selected adult option(s).
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBK157 INDIVIDUAL VOCATIONAL PLAN
Prerequisites: Nil
Content: To provide learners with the skills to plan and participate in one or more recreational and leisure options appropriate to budget, interests and needs.
Nominal Hours: 80 Hours
Assessment: To be advised

VBK158 INTERPERSONAL COMMUNICATION SKILLS
Prerequisites: VBK158 Interpersonal Communication Skills
Content: To provide learners with the skills to perceive and respond to social situations, thereby increasing their ability to obtain and maintain employment and develop meaningful relationships.
Nominal Hours: 30 Hours
Assessment: To be advised

VBK159 WORKPLACE COMMUNICATION SKILLS
Prerequisites: VBK158 Interpersonal Communication Skills
Content: To provide learners with the skills to plan and participate in one or more recreational and leisure options appropriate to budget, interests and needs.
Nominal Hours: 30 Hours
Assessment: To be advised

VBP485 INDIVIDUAL LEARNING PLAN
Content: To provide learners with the skills, knowledge and confidence to design and implement an individual learning plan. The plan documents an agreed program that the learner will undertake during the course to enable transition to a selected adult option(s).
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBP486 PERSONAL DEVELOPMENT
Content: To provide the learner with skills and confidence to participate more effectively in the community.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBP487 TRAVEL, ORIENTATION AND MOBILITY
Content: To provide learners with the skills to travel independently, and access the most appropriate modes of travel.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBP488 EXPLORING ADULT OPTIONS
Content: To provide learners with the knowledge and skills to explore realistic options for future involvement in further training, work or community activities.
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum
VBP489 COMMUNITY ACCESS
Content: To provide the learner with the skills and knowledge to participate effectively in the community by accessing a range of services and facilities and systems to meet needs.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBP490 FUNCTIONAL COMMUNICATION
Content: To provide the learner with the skills to operate more effectively and independently in the community by applying communication skills to meet everyday needs.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBP491 EFFECTIVE PERSONAL COMMUNICATION
Content: To provide learners with the interpersonal skills necessary to participate effectively in a range of personal and vocational situations.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBP492 TECHNOLOGY FOR LIFE
Content: To provide the learner with the knowledge and skills to use technology in everyday life.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBP493 SEX EDUCATION
Content: To provide the learners with age-appropriate sexual information and knowledge about sexual responsibility.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBP494 DRIVER PERMITS
Content: To provide the learner with the knowledge and skills to undertake the learner driver permit test associated with vehicle licenses (car, motorcycle, forklift etc).
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBP496 CREATIVE OPTIONS
Content: To provide the learner with the knowledge and skills to develop creative aspects to enhance quality of life.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBP499 FUNCTIONAL NUMERACY
Content: To provide the learner with the skills to use functional numeracy in everyday situations.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBP500 GENERAL WRITING SKILLS
Content: This module aims to familiarise learners with the Australian environment.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

VBP501 SPELLING IMPROVEMENT TECHNIQUES
Content: To provide the learner with a structured approach towards spelling improvements.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

VBP502 LETTER WRITING
Content: This module is designed to develop learners' communication skills in writing. It develops the skills to plan, write and edit informal and formal letters.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

VBP504 CRITICAL READING
Content: To provide the learner with the necessary strategies to read and critically evaluate materials in relevant personal, work, and/or training contexts.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

VBP505 TECHNICAL READING
Content: To provide the learner with the knowledge and skills to interpret and correctly follow technical instructions and information.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

VBP506 GUIDES, DIRECTORIES AND TIMETABLES
Content: To provide the learner with the knowledge and skills to access and use a range of commonly used directories, guides and timetables.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

VBP507 THE MEDIA
Content: To provide the learner with the knowledge and skills to make choices and offer opinions about the way the world is presented in the media.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBP508 FRACTIONS, DECIMALS AND PERCENTS
Content: To provide the learner with the knowledge and skills to use fractions, decimals and percents in everyday situations.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

VBP509 COMPUTERS FOR LEARNING
Content: To provide the learner with skills and knowledge to use personal computers and software as a tool for learning.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

VBP510 ENVIRONMENT
Content: This module aims to familiarise learners with the Australian environment.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

WRRM2B PERFORM ROUTINE HOUSEKEEPING DUTIES
Content: Organise work area; Clean work area.
Nominal Hours: 18 Hours
Assessment: As per accredited curriculum
DEPARTMENT OF FURTHER EDUCATION PROGRAMS

Below are details of courses offered by the Department of Further Education Programs in 2007. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses.

NOTE: Courses available to International students are marked with the (I) symbol.

CERTIFICATE IV IN LIBERAL ARTS

Course Code: 21219VIC

Campus: Footscray Nicholson.

Career Opportunities
When you graduate you will be qualified to apply for an Arts or Education degree at first or second year level, or apply for related Diploma courses.

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

Course Objectives
This course develops skills in areas such as: complex writing; cultural analysis; research; communication and presentation; social inquiry; information technology; and inter-cultural communication. The course enables adults, including young adults, to develop a confident sense of identity, extends the range of possibilities learners can imagine for themselves and provides alternative and additional pathways into further study.

Entry Requirements
To qualify for admission, applicants must be able to demonstrate to the Department competencies in reading and writing equivalent to Certificate III level in General Education for Adults 21252VIC.

Selection Procedures/Selection Criteria
Applicants to the course will be interviewed and required to undertake a literacy assessment in order to demonstrate competency at the above level.

Course Duration
This course may be offered over 616 nominal hours or part time equivalent.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM510</td>
<td>LEARNING TO LEARN</td>
</tr>
<tr>
<td>VBM511</td>
<td>INQUIRY AND PRESENTATION</td>
</tr>
<tr>
<td>VBM512</td>
<td>PUBLIC LIFE – PAST AND PRESENT</td>
</tr>
<tr>
<td>VBM513</td>
<td>STORIES CULTURES TELL THEMSELVES</td>
</tr>
<tr>
<td>VBM514</td>
<td>NATURE AND ITS HUMAN TRANSFORMATION</td>
</tr>
<tr>
<td>VBM515</td>
<td>ECONOMY AND SOCIETY</td>
</tr>
<tr>
<td>VBM516</td>
<td>TEXT AND CULTURE 1</td>
</tr>
</tbody>
</table>

DIPLOMA OF LIBERAL ARTS

Course Code: 21220VIC

Campus: Footscray Nicholson.

Career Opportunities
When you graduate you will be qualified to apply for an Arts or Education degree at first or second year level, or apply for related Diploma courses.

Scope of Delivery
This course is offered on a part time basis. Some units of study may be offered via flexible delivery.

Course Objectives
This course develops skills in areas such as: complex writing; cultural analysis; research; communication and presentation; social inquiry; information technology; and inter-cultural communication. The course enables adults, including young adults, to develop a confident sense of identity, extends the range of possibilities learners can imagine for themselves and provides alternative and additional pathways into further study.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the Department competencies in reading and writing equivalent to Certificate III level in General Education for Adults 21252VIC.

Selection Procedures/Selection Criteria
Applicants to the course will be interviewed and required to undertake a literacy assessment in order to demonstrate competency at the above level.

Course Duration
2 years full time or part time equivalent.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>VBM510</td>
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</tr>
<tr>
<td>VBM511</td>
<td>INQUIRY AND PRESENTATION</td>
</tr>
<tr>
<td>BSBCM107A</td>
<td>OPERATE A PERSONAL COMPUTER</td>
</tr>
<tr>
<td>BSBCM108A</td>
<td>DEVELOP KEYBOARD SKILLS</td>
</tr>
<tr>
<td>BSBCM213A</td>
<td>PRODUCE SIMPLE WORDPROCESSED DOCUMENTS</td>
</tr>
<tr>
<td>BSBCM306A</td>
<td>PRODUCE BUSINESS DOCUMENTS</td>
</tr>
<tr>
<td>VBM512</td>
<td>PUBLIC LIFE – PAST AND PRESENT</td>
</tr>
<tr>
<td>VBM513</td>
<td>STORIES CULTURES TELL THEMSELVES</td>
</tr>
<tr>
<td>VBM514</td>
<td>NATURE AND ITS HUMAN TRANSFORMATION</td>
</tr>
<tr>
<td>VBM515</td>
<td>ECONOMY AND SOCIETY</td>
</tr>
<tr>
<td>VBM516</td>
<td>TEXT AND CULTURE 1</td>
</tr>
<tr>
<td>VBM517</td>
<td>TRADITION AND MODERNITY</td>
</tr>
<tr>
<td>VBM518</td>
<td>RESEARCH PROJECT</td>
</tr>
<tr>
<td>VBM519</td>
<td>HISTORY AND SOCIOLOGY OF HUMAN RELATIONSHIPS</td>
</tr>
<tr>
<td>VBM520</td>
<td>URBAN STUDIES</td>
</tr>
</tbody>
</table>
SCHOOL OF FURTHER EDUCATION, ARTS AND EMPLOYMENT SERVICES

COURSE IN PREPARATION FOR TERTIARY STUDIES (ARTS)

Course Code: 21380VIC

Campus: Footscray Nicholson Campus

Career Opportunities
When you graduate you will be eligible for the award of Course in Preparation for Tertiary Studies (Arts) 21380VIC

Scope of Delivery
The course may be offered on a full- time or part time basis

Course Objective
This course aims to provide a pathway for those returning to study. The course also aims to provide introductory content in a range of disciplines within the humanities and equip students with the necessary discourse within which to frame their academic writing.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they possess competency in speaking, reading, and writing, at a minimum of Level 4 of the Certificate of General Education for Adults or Level 4 Certificate in English as a Second Language (Academic).

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

Course Duration
Offered on a full time basis over 180 nominal hours or part time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM510</td>
<td>LEARNING TO LEARN</td>
</tr>
<tr>
<td>VBM511</td>
<td>INQUIRY AND PRESENTATION</td>
</tr>
<tr>
<td>VBN048</td>
<td>HUMANITIES LECTURE PROGRAM THEORY AND PRACTICUM</td>
</tr>
</tbody>
</table>

CERTIFICATE III IN ESL (FURTHER STUDY)

Course Code: 21501VIC

Campus: Footscray Nicholson and St Albans.

Career Opportunities
Further study opportunities in other TAFE and Higher Education Courses.

Scope of Delivery
Full time or part time basis.

Course Objective
The course develops the student's general English language and literacy skills and knowledge to make the transition into mainstream study at an Australian educational institution.

The course is also for overseas-qualified professionals such as doctors, nurses and engineers, seeking entry into their professions in Australia.

Entry Requirements
You must demonstrate to the satisfaction of the Head of Department that you are capable of successfully completing the course.

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

Selection Procedures/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.

If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration
500 nominal hours full time basis or part time equivalent.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN474</td>
<td>LISTENING (FURTHER STUDY III)</td>
</tr>
<tr>
<td>VBN475</td>
<td>SPEAKING (FURTHER STUDY III)</td>
</tr>
<tr>
<td>VBN476</td>
<td>READING (FURTHER STUDY III)</td>
</tr>
<tr>
<td>VBN477</td>
<td>WRITING (FURTHER STUDY III)</td>
</tr>
</tbody>
</table>

Elective Units of Study
Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

- VBN498 LANGUAGE OF COMPUTERS 50
- VBN499 ONLINE LANGUAGE LEARNING 50
- VBN500 PRACTICAL PLACEMENT 75
- VBN501 LOCAL ORIENTATION 50
- VBN502 AUSTRALIAN ENVIRONMENT 50
- VBN503 AUSTRALIAN GOVERNMENT 50
- VBN504 AUSTRALIAN LAW 50
- VBN505 DRIVING IN AUSTRALIA 50
- VBN506 EDUCATION IN AUSTRALIA 50
- VBN507 HEALTH AND MEDICINE 50
- VBN508 AUSTRALIAN ART AND CULTURE 50
- VBN509 INDIGENOUS AUSTRALIA 50
- VBN510 AUSTRALIAN HISTORY 50
- VBN511 CURRENT AFFAIRS 50
- VBN512 VOCATIONAL ELECTIVE 75
DEPARTMENT OF FURTHER EDUCATION PROGRAMS

CERTIFICATE IV IN ESL (FURTHER STUDY)
Course Code: 21502VIC

Campus: St Albans and Footscray Nicholson

Career Opportunities
Further study in health sciences.

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

Course Objective
The course develops the student's general English language and literacy skills and knowledge to make the transition into mainstream study at an Australian educational institution.

The course is also for overseas-qualified professionals such as doctors, nurses and engineers, seeking entry into their professions in Australia.

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

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

Selection Procedures/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.

If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration
500 nominal hours full time basis or part time equivalent.

Course Structure
Certificate IV

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>VBN486</td>
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<tr>
<td>VBN487</td>
<td>100</td>
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<tr>
<td>VBN488</td>
<td>100</td>
</tr>
<tr>
<td>VBN489</td>
<td>100</td>
</tr>
</tbody>
</table>

Elective Units of Study
Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VBN498</td>
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<td>VBN499</td>
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<tr>
<td>VBN500</td>
<td>75</td>
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<td>VBN501</td>
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<td>VBN511</td>
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<tr>
<td>VBN512</td>
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</tbody>
</table>

CERTIFICATE IV IN FURTHER EDUCATION
Course Code: 21695VIC

Campus: Footscray Nicholson.

Career Opportunities
A career in the education and social science areas: teacher aids; community work; liaison work.

Scope of Delivery
Full time or part time.

Course Objectives
This course provides an alternative pathway into tertiary education programs for those whose personal, geographical, family, educational history and other circumstances mean that they are disadvantaged and/or unable to gain entry to courses via existing entry mechanisms. Through its core units of study, the Certificate IV in Further Education, provides a mechanism for learners to explore their own learning needs and to map a learning program using modules from accredited vocational education and training and higher education programs and courses. The learning program will be negotiated with staff to ensure that it meets adult entry requirements and selection process criteria.

The course recognises that a relaxed atmosphere of enquiry combined with opportunity to work on an individual study pathway for the future offers a good beginning point for students who wish to go further into mainstream study.

Entry Requirements
Students need to be over 16 years with VCE Year 11 English or equivalent literacy standard (Certificate II of the General Education for Adults - 21251VIC). A literacy assessment will be administered in the selection process to determine the latter.

Selection Procedures/Selection Criteria
Applicants should demonstrate skills in literacy and numeracy equivalent to Certificate II in General Education for Adults 21251VIC. However, skills equivalent to Certificate III in General Education for Adults 21252VIC are preferable.

Course Duration
This course is one year full time or part time equivalent.
SCHOOL OF FURTHER EDUCATION, ARTS AND EMPLOYMENT SERVICES

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>VBP712</td>
<td>50</td>
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<tr>
<td>BSBCM318A</td>
<td>30</td>
</tr>
<tr>
<td>BSBEBUS401A</td>
<td>35</td>
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</tbody>
</table>

Elective Units of Study

A minimum of two electives to a maximum of 145 nominal hours or electives may be selected from any other training package qualification or modules from a current accredited course.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BSBMKG407A</td>
<td>30</td>
</tr>
<tr>
<td>ICAU3019A</td>
<td>20</td>
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<tr>
<td>ICAU1132A</td>
<td>25</td>
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<tr>
<td>ICAU113A</td>
<td>25</td>
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<tr>
<td>ICAU4205A</td>
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<tr>
<td>CUFSAF01B</td>
<td>15</td>
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<tr>
<td>BSBCM405A</td>
<td>40</td>
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<tr>
<td>BSBEBUS401A</td>
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<tr>
<td>VBN486</td>
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<td>VBN487</td>
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<td>VBN488</td>
<td>100</td>
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<tr>
<td>VBN489</td>
<td>100</td>
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</tbody>
</table>

Elective Unit of Study (Stream Specific)

A minimum of two units up to a maximum of 120 hours to be selected from any training package qualification relevant to a student’s chosen direction of further study. Units selected must be mainly drawn from qualifications packaged at Certificate IV level. One unit may be drawn from Certificate III level.

DIPLOMA OF FURTHER EDUCATION

Course Code: 21696VIC

Campus: Footscray Nicholson.

Career Opportunities

Preparation for further studies in TAFE and Higher Education degree courses.

Scope of Delivery

Full time or part time.

Course Objectives

This course provides an alternative pathway into tertiary education programs for those whose personal, geographical, family, educational history and other circumstances mean that they are disadvantaged and/or unable to gain entry to courses via existing entry mechanisms. Through its core units of study, the Diploma provides a mechanism for learners to explore their own learning needs and to map a learning program using modules from accredited vocational education and training and higher education programs and courses. The learning program will be negotiated with staff to ensure that it meets adult entry requirements and selection process criteria.

The course recognises that a relaxed atmosphere of enquiry combined with opportunity to work on an individual study pathway for the future offers a good beginning point for students who wish to go further into mainstream study.

Entry Requirements

Successful completion of units of study in VCE; Certificate IV in Further Education, Arts, Business, Health Community Services or IT. eg. English etc. or of language level NRS level 4.

Selection Procedures/Selection Criteria

Applicants should demonstrate skills in literacy and numeracy equivalent to Certificate II in General Education for Adults 21251VIC. However, skills equivalent to Certificate III in General Education for Adults 21252VIC are preferable.

Course Duration

This course is approximately full time 2 years or part time equivalent.

Course Structure

Core Units of Study

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

A minimum of 4 units with a maximum of total 200 nominal hours from below. Additional units may be incorporated from a training package providing that the units are selected from a certificate IV or diploma level course. A majority of units must be taken from Diploma level.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAU4205A</td>
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<td>BSADM306A</td>
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<td>BSBEBUS401A</td>
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<td>BSBEBUS513A</td>
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</table>

Elective Units of Study (Stream Specific)

A minimum of 7 units up to 350 nominal hours These units may be drawn from any training package qualification relevant to a student's chosen direction of further study. Units selected must be drawn from qualifications at Certificate IV or Diploma level. A minimum of 5 units must be drawn from Diploma level qualifications.
VICTORIAN CERTIFICATE OF EDUCATION

Course Code: 2200LZV

Campus: Footscray Nicholson.

Career Opportunities
Various, Further Education.

What is VCE?
VCE stands for the Victorian Certificate of Education that is the Year 11 and 12 taught at most Victorian Secondary Schools.
The Victorian Curriculum and Assessment Authority issues the VCE. All students throughout the state do the same course.
The VCE is the entrance requirement for most TAFE and tertiary (university) courses and is increasingly becoming a pre-requisite for employment in many areas.

Entry Requirements
Satisfactory Completion
The VCE will be awarded to adult students returning to study who have satisfactorily completed 6 units at 3 and 4 level plus 2 units of English. Each unit is a half year (semester) of study. Students may take as many years as they require satisfying this requirement. Units 3 and 4 in a subject must be completed in the same year.
Students can combine subjects from full time and part time attempts. Subjects obtained prior to the introduction of VCE can also be counted.
Subjects can be done at more than one institution in the same year.
Continuing students, i.e. students who have completed Units 1 and 2 in the previous year, require 16 units: details on request.
Although this is primarily a course for adults, those younger than 18 are also considered on application if spaces are available.

Definition of 'Adult'
VCAA considers an adult student to be one who is at least 18 years of age at 1st January and at least one year out of school.

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

Course Duration
One-year full – time or equivalent part time.

Selection Procedures/Selection Criteria
Students are expected to attend an interview prior to enrolment. At that interview literacy and numeracy may be assessed in response to student course selection. Students over 18 may enrol directly into Units 3 and 4. However if students wish to study Maths and Science subjects at: Unit 3 and 4 – prerequisite courses of Units 1 and 2 must be completed. All students over 18 are eligible for enrolment.

Course Structure
For full time secondary students, the VCE is a two-year award for Years 11 and 12. It comprises four semesters (of half-year length) of study. Full time secondary students may study up to 24 units over the two-year course.
Units are broken into two levels: Units 1 and 2 levels correspond to the old Year 11. Units of a semester (half-year) length. One or both units can be studied at this level. Units 3 and 4 levels are of equivalent standard to the old Year 12. Students have to do both units sequentially at this level.
Adult students returning to study can gain their VCE by completing 8 units, 6 units at 3 and 4 level, plus 2 units of English at either Unit 1 and 2 level or Unit 3 and 4 level.
If students intend to undertake tertiary study in the future they are advised to do some units at 1 and 2 level in preparation for tackling Units at 3 and 4 level. This is essential for Mathematics and Science subjects. Students should check the pre-requisites suggested for units in the information brochure.

VCE Day Class Year 11 Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
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<td>PH011</td>
<td>PHYSICS 1 &amp; 2</td>
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Year 12 Core Units of Study

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**VCE Evening Class**

**Year 12**

- MA093 SPECIALIST MATHS 3 72
- MA094 SPECIALIST MATHS 4 72

**What Is My Time Commitment?**

You can take as many years needed to satisfactorily complete your VCE. Units 1 & 2 are run over 18 weeks each, with two hour classes scheduled twice a week.

Units 3 & 4 are 17 week in duration and are also scheduled twice in two hour blocks.

In addition to these hours, you will need to allow 4 - 6 hours outside the class time for each unit of study.
SUBJECTS

Below are subject details for courses offered by the Department of Further Education Programs in 2007. IMPORTANT NOTE: Not all elective subjects for courses offered by the department are listed below. There are numerous elective possibilities that the department can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the Department.

AC011 ACCOUNTING 1 & 2
Content: Unit 1 This Unit focuses on accounting and financial management for a small business. The unit introduces the fundamental processes of recording, reporting and analysing financial information required for sole-proprietor service businesses.
Content: Unit 2 This Unit focuses on the accounting and financial operations of a sole proprietor trading business. The unit introduces an accounting system using the accrual approach for recording and reporting, which recognises the impact of credit transactions.
Nominal Hours: 72 Hours each
Assessment: As per accredited curriculum

AC033 ACCOUNTING 3
Content: This unit focuses on accounting and financial issues of a small trading business, operating as a sole proprietor. The unit introduces a double entry system using the accrual basis of accounting. It emphasis the role of accounting as an information system and the role of ICT in completing procedures. It also investigates alternative approaches in accounting and their impact on financial reports.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

AC034 ACCOUNTING 4
Content: The unit further develops the role of accounting in providing information, with the main focus on accounting information for management. It covers recording, reporting and budgeting for trading businesses, using perpetual inventory recording and reporting on the accrual basis.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

BSBADM306A CREATE ELECTRONIC PRESENTATIONS
Content: Use safe work practices; Prepare presentation; Produce presentation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BBJ506 REFLECTIVE LEARNING AND PRACTICE 1A
Prerequisite(s) Certificate II in General Education for Adults
Content: Use self-Assessment: to develop a profile of current competencies, strengths and weaknesses; Investigate a range of tertiary offerings and further study options; Analyse the entry requirements/determent learning needs; Understanding learning to learn concepts.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

BBJ507 REFLECTIVE LEARNING AND PRACTICE 1B
Prerequisite(s) Certificate II in General Education for Adults
Content: Demonstrate effective use of Internet and technology to gain information; Demonstrate the skills required to effectively participate in a collaborative learning environment; Demonstrate the research and writing skills to produce a complex written text; Use a word processing package to present written material in an appropriate form.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

BIO11A BIOLOGY 1 & 2
Content: This unit examines ecosystems with their communities of living organisms and their non-living surroundings. It investigates the classification and identification of organisms and the nature of interactions that occur between living organisms and between organisms and their environments. The complex interactions that sustain life on Earth, the nature and effects of environmental change and issues of conservation are also considered. Students investigate the nature and characteristics of different ecosystems, the interdependence and relationships that exist within these ecosystems and changes that have occurred in ecosystems, both short term and long term, including changes caused by human influence. Students conduct and report on field and laboratory investigations related to the nature of ecosystems and the interrelationships of organisms within them.
Nominal Hours: 72 Hours each
Assessment: As per accredited curriculum

BIO12A BIOLOGY 1 & 2
Content: This unit examines the functional and structural characteristics of organisms, and the similarities and differences of structures and systems between plants and animals. The application of technology to explore, maintain and modify biological functions, and issues associated with the use of this technology, are also investigated. Students are required to examine and compare digestive, transport, respiratory, excretory and reproductive systems in plants and animals, and to relate these where relevant to their own health. They also look at the diverse ways by which organisms obtain their energy and matter requirements.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

BIO34A BIOLOGY 4
Content: This unit examines the mechanisms of inheritance, genes, DNA, mitosis and meiosis, and the causes of variation, both genetic and environmental. Recent advances in biotechnology are explored. An examination of the processes of evolution, including natural selection, leads to investigation of the origins and diversity of living organisms. Unit 4 has an external exam that is held in November along with school-assessed coursework throughout the semester. Each exam and the school-assessed coursework contribute equally to the overall final assessment for the subject.
Nominal Hours: 85 Hours
Assessment: As per accredited curriculum

BM011 BUSINESS MANAGEMENT 1 & 2
Content: Small rather than large businesses make up the vast majority of all businesses in the Australian Economy. It is the small sector that provides a wide variety of goods and services for both consumers and industries, such as manufacturing, construction and retail. This, combined with the employment opportunities, makes the small business sector a vital component in the success, growth and stability of Australia. Small businesses are tangible to students as they are visible and often utilised in daily life. This unit provides an opportunity for students to explore the operations of a small business and its likelihood of success.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

BM012 BUSINESS MANAGEMENT 1 & 2
Content: This unit focuses on the importance of effective communication in achieving business objectives. It includes communication both internally and externally to business with special attention to the functions of marketing and public relations. Students develop knowledge of fundamental aspects of business communication and are introduced to skills related to its effective use in different contexts.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum
BM033 BUSINESS MANAGEMENT 3
Content: In this unit students investigate how large-scale organisations operate. Students examine the context in which they conduct their business, focus on aspects of their internal environment and then look at the operations management function. Students develop an understanding of the complexity and challenge of managing large organisations and have the opportunity to compare theoretical perspectives with practical applications.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

BM034 BUSINESS MANAGEMENT 4
Content: The unit continues the examination of corporate management. It commences with a focus on the human resource management function. Students learn about the key aspects of this function and strategies used to most effectively manage human resources. The unit concludes with an analysis of the management of change. Students learn about key change management processes and strategies and are provided with the opportunity to apply these to a contemporary issue of significance.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

BSBEBUS401A CONDUCT ONLINE RESEARCH
Content: This unit covers researching business information using Internet, intranet or extranet, communicating with team as required and presenting reports on research outcomes.
Nominal Hours: TBA
Assessment: As per accredited curriculum

BSBEBUS513A PLAN E-LEARNING
Content: This unit covers identification of learning and development needs, evaluation of online learning opportunities and materials, development of individual learning plans and evaluation of organisational requirements to support e-learning.
Nominal Hours: TBA
Assessment: As per accredited curriculum

BSBEBUS514A IMPLEMENT E-LEARNING
Content: This unit covers preparation for the organisation of e-learning and development in a business, implementation, monitoring and evaluation in line with an e-learning strategy. It involves putting the systems into place to allow for the organisation of e-learning processes.
Nominal Hours: TBA
Assessment: As per accredited curriculum

BSBCMN318A WRITE SIMPLE DOCUMENTS
Content: Plan document; Draft document; Review document.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHO33A CHEMISTRY 3
Content: This unit adopts a global perspective by examining the large-scale industrial production of some chemicals. The work of chemists in these industries is examined. The investigation of quality control introduces students to a range of analytical techniques and the work of analytical chemists.
Nominal Hours: 85 Hours
Assessment: As per accredited curriculum

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

CULLB005A SEARCH DATABASES
Content: Learn to utilise data bases for research in the Humanities and Social Sciences.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CUVRAD02A CONDUCT RESEARCH
Content: This unit describes the skills and knowledge required to provide information in any aspect of the cultural industries and in particular to research the information needed to support the development of operation, project and/or production and identify sources of material for inclusion.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

EN011 ENGLISH 1 & 2
Content: Students will be required to demonstrate achievements of three outcomes. Students should be able to: Identify and discuss ideas, themes and issues in set texts, and to construct a personal response; Communicate effectively in writing, taking into account context, purpose and audience; Explore ideas and issues orally, giving considered reasons for a point of view and listening actively to the views of others.
Nominal Hours: 72 Hours each
Assessment: As per accredited curriculum

EN012 ENGLISH 1 & 2
Content: Students will be required to demonstrate achievements of three outcomes. Students should be able to: Construct responses to set texts and Australian media texts; Produce effective written texts for a range of purposes and audiences; Comment orally on the key ideas and information conveyed in non-print texts and identify and analyse verbal and non-verbal methods of presentation.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

EN013 ENGLISH 3
Content: Students will be required to demonstrate achievements of two outcomes. Students should be able to: Discuss in detail the ideas, experiences and issues dealt with in a selected text and in current media texts; Present complex ideas and information to an audience through prepared oral presentation.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

EN014 ENGLISH 4
Content: Students will be required to demonstrate achievements of two outcomes. Students should be able to: Develop and justify a detailed interpretation of selected texts; Communicate complex ideas and information effectively through finished writing for different purposes.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum
EN093 ENGLISH (ESL) 3
Content: Students will be required to demonstrate achievements of two outcomes. Students should be able to: Discuss in detail the ideas, experiences and issues dealt with in a selected text and in current media texts; Present complex ideas and information to an audience through prepared oral presentation.
Nominal Hours: 102 Hours
Assessment: As per accredited curriculum

EN094 ENGLISH (ESL) 4
Content: Students will be required to demonstrate achievements of two outcomes. Students should be able to: Develop and justify a detailed interpretation of selected texts; Communicate complex ideas and information effectively through finished writing for different purposes.
Nominal Hours: 102 Hours
Assessment: As per accredited curriculum

EN111 ENGLISH AS A SECOND LANGUAGE 3 & 4
Content: Students will be required to demonstrate achievements of three outcomes. Students should be able to: Identify and discuss ideas, themes and issues in set texts, and to construct a personal response; Communicate effectively in writing, taking into account context, purpose and audience; Explore ideas and issues orally, giving considered reasons for a point of view and listening actively to the views of others.
Nominal Hours: 108 Hours each
Assessment: As per accredited curriculum

EN112 ENGLISH AS A SECOND LANGUAGE 3 & 4
Content: Students will be required to demonstrate achievements of three outcomes. Students should be able to: Construct responses to set texts and Australian media texts; Produce effective written texts for a range of purposes and audiences; Comment orally on the key ideas and information conveyed in non-print texts and identify and analyse verbal and non-verbal methods of presentation.
Nominal Hours: 108 Hours
Assessment: As per accredited curriculum

HH033 HEALTH & DEVELOPMENT 3
Content: Students explore the diversity of health outcomes within our population that are the result of factors such as biology, socio-economic status, environment, inherited lifestyle, behaviour, knowledge, attitudes and beliefs.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

HH034 HEALTH & DEVELOPMENT 4
Content: This unit focuses on the developmental changes that occur as individuals move through the lifespan as well as an exploration of inherited factors that determine developmental potential. There is an analysis of the impact of a range of environmental factors that contribute to variations in health and developmental outcomes both between and within industrialised and developing countries.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

HI083 AUSTRALIAN HISTORY 3
Content: These units examine the meanings that have been made of Australia’s past by historians, film makers, politicians, novelists, artists and others. Sources such as these are used to explore issues and problems involved with the role of history in society and the nature of historical inquiry. Students are required to demonstrate achievement of a set of major outcomes based on four areas of study. They are required to analyse representations of power and cultural identity; research and report on aspects of the way in which Australian people lived their lives during selected historical periods; and investigate and prepare essays on changes in the Australian economy and in the organisation and distribution of power.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

HI084 AUSTRALIAN HISTORY 4
Content: These units examine the meanings that have been made of Australia’s past by historians, film makers, politicians, novelists, artists and others. Sources such as these are used to explore issues and problems involved with the role of history in society and the nature of historical inquiry. Students are required to demonstrate achievement of a set of major outcomes based on four areas of study. They are required to analyse representations of power and cultural identity; research and report on aspects of the way in which Australian people lived their lives during selected historical periods; and investigate and prepare essays on changes in the Australian economy and in the organisation and distribution of power.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

ICAU113A SEND AND RETRIEVE INFORMATION USING WEB BROWSERS AND EMAIL
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

ICAU4205A SELECT AND EMPLOY SOFTWARE AND HARDWARE MULTIMEDIA TOOLS
Content: This unit defines the competency required to select and use software and hardware diagnostic tools, including multimedia contexts and automated testing environments.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

IT011A INFORMATION TECHNOLOGY 1 & 2
Content: The focus of this unit is the study of how individuals use, and can be affected by, information technology in their daily lives. Students acquire and apply a range of knowledge and skills to create solutions that inform, persuade, educate or entertain. The output produced from solutions may be information, such as a flyer, or they may be actions, such as controlling the lights for a school musical. Students examine the functions and technical capabilities of hardware and software components and investigate how these components are configured to form a computer system. Students explore how their lives are affected by information technology. They critically evaluate the quality of information available from Internet sources and assess the social effects of using information technology for purposes of informing, persuading, educating or entertaining.
Nominal Hours: 72 Hours each
Assessment: As per accredited curriculum

IT012A INFORMATION TECHNOLOGY 1 & 2
Content: The focus of this unit is the study of how individuals and organisations, such as small businesses, charitable institutions, sporting clubs and government agencies use, and can be affected, by information systems. Students acquire and apply a range of knowledge and skills to create solutions that assist in controlling systems or managing information. The output produced from solutions may be information, such as pay advice statements or actions, such as ringing of an alarm. Students also work in project teams to coordinate the creation of electronic publications. They evaluate the extent to which the publications fulfil social, legal and ethical responsibilities. Students examine the roles and functions of the components of information systems and investigate how these components are configured to form a small local area network. The proposed network is evaluated in terms of its potential economic effect on individuals or organisations.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

LS011A LEGAL STUDIES 1 & 2
Content: This unit introduces the difference between legal and non-legal rules, the Victorian court hierarchy and the process of making laws through Parliament. It provides an examination of the role of the police in criminal investigation and the procedures of a criminal trial. The concepts of fairness and justice are explored within the criminal justice system.
Nominal Hours: 72 Hours each
Assessment: As per accredited curriculum
LS012A LEGAL STUDIES 1 & 2
Content: This unit introduces the principles of civil law and examines the processes and procedures involved in civil action and the possible defences to civil claims. It also provides an investigation into alternative avenues of dispute resolution and recent changes in the law and the implications for society (e.g. reproductive technology or computer fraud).
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

LS034 LEGAL STUDIES 4
Content: This unit focuses on the function and jurisdiction of the courts, tribunals and alternative avenues of dispute resolution, and processes and procedures which operate with the Victorian legal system (civil and criminal). It also includes a review of the operation of the legal system, giving consideration of the strengths and weaknesses, and possible areas for change and reform.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

LS033 LEGAL STUDIES 3
Content: This unit focuses on the institutions which determine laws and the processes by which laws are made. It considers why laws are necessary and the main types of laws which exist within the community. It also explores the way in which an individual working alone, or as a member of a group, can influence change to the law. The law is not static and is under constant review. Legal rules tend to reflect community values and are therefore constantly being modified as values change. This unit investigates the relationship between these values and the law.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

MA071 GENERAL MATHEMATICS 1 & 2
Content: Unit 1 Statistics; Arithmetic; Functions and graphs; Algebra. Additional material involving trigonometry, geometry and/or probability may also be included.
Content: Unit 2 Geometry plus some or all of: Arithmetic; Functions and graphs; Trigonometry; Algebra; Probability.
Nominal Hours: 72 Hours each
Assessment: As per accredited curriculum

MA072 GENERAL MATHEMATICS 1 & 2
Content: Each unit deals with specific content and is designed to enable students to achieve a set of outcomes. Each outcome is described in terms of key knowledge and skills.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

MA073 FURTHER MATHS 3
Content: Further Maths consists of a compulsory core, covering data handling and then a selection of three from five possible optional modules. This selection is determined by the Maths Faculty staff. The core content involves the topic of data handling with particular emphasis on simulation, correlation and regression, and time series analysis. The optional modules include: number patterns and applications; geometry and trigonometry; graphs and relations; business related maths; and networks and decision maths. In the past staff have chosen modules 2 (geometry and trigonometry), 4 (business related maths) and 5 (networks and decision maths).
Students are required to: learn, practice and apply mathematical algorithms, routines and techniques by completing application tasks, written tests, assignments, short investigations, and finding solutions to standard problem.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

MA074 FURTHER MATHS 4
Content: Further Maths consists of a compulsory core, covering data handling and then a selection of three from five possible optional modules. This selection is determined by the Maths Faculty staff. The core content involves the topic of data handling with particular emphasis on simulation, correlation and regression, and time series analysis. The optional modules include: number patterns and applications; geometry and trigonometry; graphs and relations; business related maths; and networks and decision maths. In the past staff have chosen modules 2 (geometry and trigonometry), 4 (business related maths) and 5 (networks and decision maths).
Students are required to: learn, practice and apply mathematical algorithms, routines and techniques by completing application tasks, written tests, assignments, short investigations, and finding solutions to standard problem.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

MA081 MATHEMATIC METHODS 1 & 2
Content: This unit involves the study of probability, covering introductory probability; functions and graphs, covering graphical representation of linear and no-linear functions and relations; calculus, covering the analysis of properties of functions; and algebra, covering the use of formulas and equations to generalise and analyse work in the other areas. Students are required to: learn, practice and apply mathematical algorithms, routines and techniques by completing assignments, solving problems, providing short written responses, and finding solutions to standard problems.
Nominal Hours: 72 Hours each
Assessment: As per accredited curriculum

MA082 MATHEMATIC METHODS 1 & 2
Content: This unit involves the study of probability, covering combinatorics and applications of combinatorics to probability; functions and graphs, covering graphical representation of circular and exponential functions; calculus, covering the analysis of properties of functions, approximating the behaviour of functions by lines and rectangles, and limits of approximations; and algebra, covering the use of formulas and equations to generalise and analyse work in the other areas. Students are required to: learn, practice and apply mathematical algorithms, routines and techniques by completing assignments, solving problems, providing short written responses, and finding solutions to standard problems.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

MA093 SPECIALIST MATHS 3
Content: Specialist Mathematics consists of the following areas of study: 'Functions, relations and graphs' 'Algebra', 'Calculus', 'Vectors' and 'Mechanics'. Students are expected to be able to apply techniques, routines and processes, involving rational, real and complex arithmetic, algebraic manipulation, diagrams and geometric constructions, solving equations, graph sketching, differentiation and integration related to the areas of study, as applicable, both with and without the use of technology.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

MA094 SPECIALIST MATHS 4
Content: Specialist Maths involves the study of coordinate geometry, functions and their graphs; trigonometry, proofs and solving equations; algebra, complex numbers; calculus, differential and integral calculus, differential equations; kinematics, velocity-time graphs; and vectors in two and three dimensions and mechanics. Students are required to: learn, practice and apply mathematical algorithms, routines and techniques by completing application tasks, written tests, assignments, short investigations and by finding solutions to standard problems.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum
MA101 FOUNDATION MATHS UNITS 1 AND 2
Content: This unit involves the study of space and shape, covering 2 and 3 dimensional objects; patterns in number, covering basic operations; handling data, covering preparation of graphs; and measurement and design, covering metric measurement. Students are required to: learn, practice and apply mathematical algorithms, routines and techniques by completing assignments, solving problems, providing short written responses, and finding solutions to standard problems.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

MA102 FOUNDATION MATHS UNITS 1 AND 2
Content: This unit involves the space and shape, covering drawing plans, making models and drawing diagrams; patterns in numbers, covering place value and decimals; handling data, covering interpretation of graphs; and measurement and design, covering problems involving measurement. Students are required to: learn, practice and apply mathematical algorithms, routines and techniques by completing assignments, solving problems, providing short written responses, and finding solutions to standard problems.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

MA133 MATHS METHOD 3
Content: These units involve the study of co-ordinate geometry, graphing numerous polynomial functions; trigonometric functions, solving a range of trigonometric equations; calculus, using appropriate rules to differentiate and antiderivative functions; properties of integrals, applying theoretical understanding to a range of practical situations; algebra, factorisation of polynomials, solution of exponential and logarithmic equations; and statistics and probability, with emphasis on discrete random variables, binomial distributions, normal distributions and hypergeometric distributions. Students are required to: learn, practice and apply mathematical algorithms, routines and techniques by completing assignments, solving problems, providing short written responses, and finding solutions to standard problems.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

MA134 MATHS METHOD 4
Content: These units involve the study of co-ordinate geometry, graphing numerous polynomial functions; trigonometric functions, solving a range of trigonometric equations; calculus, using appropriate rules to differentiate and antiderivative functions; properties of integrals, applying theoretical understanding to a range of practical situations; algebra, factorisation of polynomials, solution of exponential and logarithmic equations; and statistics and probability, with emphasis on discrete random variables, binomial distributions, normal distributions and hypergeometric distributions. Students are required to: learn, practice and apply mathematical algorithms, routines and techniques by completing assignments, solving problems, providing short written responses, and finding solutions to standard problems.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

PH011 PHYSICS 1 & 2
Content: This unit is an introduction to the nature and scope of physics in selected contexts. Core concepts covered include: the nature of light; properties of light; reflection and refraction at plane and curved surfaces; atoms and radioactivity; ionising radiation - alpha, beta, gamma; radiation and humans. Students also undertake a detailed study of a topic chosen from Astronomy, Medical Physics or Energy from the Nucleus.
Nominal Hours: 72 Hours each
Assessment: As per accredited curriculum

PH012 PHYSICS 1 & 2
Content: This unit examines key concepts of mechanics and electricity in selected contexts. Concepts covered include: descriptions of motion - mathematical, graphical, textual; vector and scalar quantities; displacement, velocity and acceleration; forces; Newton's laws of motion; inertia; momentum; impulse; energy; kinetic energy; potential energy; electrical energy; voltage; current; conventional current; electron current; circuit theory; series and parallel circuits. Students also undertake a detailed study of a topic chosen from Cosmology, Aerospace Physics or Energy Alternatives.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

PH033 PHYSICS 3
Content: Unit 3 consists of two prescribed areas of study: Motion in one and two dimensions; Electronics and photonics; and a third area of study to be chosen from one of three detailed studies: Einstein's relativity, Investigating structures and materials, or Further electronics.
Nominal Hours: 85 Hours
Assessment: As per accredited curriculum

PY011 PSYCHOLOGY 1 & 2
Content: This unit introduces students to the scientific study of psychology as the investigation into human behaviour and the mental processes that determine it; including perception, cognition and emotion. Students learn about the use of theories, models and controlled observations to describe and explain human behaviour. In this context, human behaviour is examined in social situations where certain behaviours are seen to be a consequence of environmental processes. Individual development of cognitive and perceptual abilities is also explored. Areas of study include: Introduction to psychology; Social relationships; Development of individual behaviour.
Nominal Hours: 72 Hours each
Assessment: As per accredited curriculum

PY012 PSYCHOLOGY 1 & 2
Content: This unit introduces students to the different methods and models which describe and explain human behaviour. The unit focuses on internal physical, chemical and biological processes that inform behaviour. Methods of studying the differences in behaviour between people are evaluated and the study of individual behaviour in social situations is also explored. Ethical principles in the conduct of psychological research and practice are also included. Areas of study include: Introduction to neurons and nervous system; Individual differences; Social attitudes.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

PY033 PSYCHOLOGY 3
Content: This unit focuses on the brain and the nervous system as a whole structure and investigates their role in affecting human behaviour. Brain research methods are examined and different approaches in psychology are integrated in a study of visual perception and states of consciousness. These approaches are used to explain behaviour in terms of internal physical and biological processes. Areas of study include: Brain and nervous system; Visual perception; States of consciousness.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

PY034 PSYCHOLOGY 4
Content: In this unit students study cognitive psychological methods through the concepts of memory and learning. The concept of behaviour is understood in terms of mental processing of information. Research studies are used to illustrate the application of statistical procedures to the development of models and theories of psychology. Areas of study include: Memory; Learning; Research Investigation.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum
VA036 HISTORY 1 & 2
Content: Unit This Unit explores some of the momentous events and new ideas that occurred in the first half of the twentieth century as a consequence of World War 1.
Content: Unit 2 This Unit considers some of the major themes and principal events of post – World War II history, and the ways in which individuals and communities responded to the political, economic, social and technological developments in domestic, regional and international settings. Possible topics include the Cold War, Middle East conflicts, peace and disarmament movements, Asian African or Middle East nationalism, globalisation.
Nominal Hours: 72 Hours each
Assessment: As per accredited curriculum

VA038 ACCOUNTING 1 & 2
Content: Unit 1 This Unit focuses on accounting and financial management for a small business. The unit introduces the fundamental processes of recording, reporting and analysing financial information required for sole-proprietor service businesses.
Content: Unit 2 This Unit focuses on the accounting and financial operations of a sole proprietor trading business. The unit introduces an accounting system using the accrual approach for recording and reporting, which recognises the impact of credit transactions.
Nominal Hours: 72 Hours each
Assessment: As per accredited curriculum

VA046 PSYCHOLOGY 1 & 2
Content: Unit 1 How important developmental events unfold in childhood; Development of individual and social behaviour.
Content: Unit 2 Differences between people; Idea of normality and its applications to the constructs of intelligences and personality; Influences of groups and society on the individual.
Nominal Hours: 72 Hours each
Assessment: As per accredited curriculum

VA056 ENGLISH AS A SECOND LANGUAGE 3 & 4
Content: Extension of language skills through developing the capacity to speak and write effectively for a range of purposes and audiences.
Nominal Hours: 102 Hours each
Assessment: As per accredited curriculum

VA060 LEGAL STUDIES 1 & 2
Content: Unit This Unit introduces sources of law, the need for law, the nature of criminal and civil law, and the role of law enforcement agencies. The unit provides a brief introduction to the formal court hierarchy and court processes and procedures.
Content: Unit 2 This Unit examines the links between the law and the community; particularly the dilemma facing the law and measures for assessing the appropriateness of the law as it responds to the expectations of the community. The links are illustrated through reference to three selected areas of law.
Nominal Hours: 72 Hours each
Assessment: As per accredited curriculum

VA210 ENGLISH 3 & 4
Content: Extension language skills through developing the capacity to speak and write effectively for a range of purposes and audiences in a variety of ways.
Nominal Hours: 68 Hours each
Assessment: As per accredited curriculum

VA221 ACCOUNTING 3 & 4
Content: Unit 3 This Unit focuses on the accounting and financial issues of a small trading business, operating as a sole proprietor. The unit introduces the double-entry method of recording financial transactions, using the accrual basis of accounting. The unit emphasises the role of accounting as an information system, and the role of ICT or accounting procedures.
Content: Unit 4 This Unit focuses on the further development of the role of accounting in providing information for management. The unit covers recording and reporting for trading businesses, using perpetual inventory recording and reporting using the accrual accounting method. Other areas of study including budgeting for cash, financial performance and financial position.
Nominal Hours: 68 Hours each
Assessment: As per accredited curriculum
VA223 BIOLOGY 3 & 4
Content: Unit 3 Cellular processes and the various mechanisms that enhance the survival of individual organisms, technologies used to increase an organism's chance of survival when its control systems or defences are inadequate.
Content: Unit 4 Mechanisms of biological inheritance; Processes of evolution; Consequences for society development in modern biology such as advanced biological technology.
Nominal Hours: 85 Hours each
Assessment: As per accredited curriculum

VA225 CHEMISTRY 3 & 4
Content: Unit 3 A global perspective of larger-scale industrial production of some chemicals, the work of chemists in these industries. Modification of molecular structure; Surface chemistry; Quality control; analytical techniques and the work of analytical chemists.
Content: Unit 4 Relationship between the production and use of energy in inanimate and living systems; Reviews the concept of moles:, chemical reactions, stoichiometry, equilibrium, organic chemistry and atomic structure; Development of chemical ideas within the context of the Periodic Table.
Nominal Hours: 85 Hours each
Assessment: As per accredited curriculum

VA229 LITERATURE UNITS 3 AND 4
Content: This subject develops knowledge and enjoyment of a wide range of literacy text. It focuses on texts that are valued for their use of language to recreate and interpret experience imaginatively.
Nominal Hours: 136 Hours
Assessment: As per accredited curriculum

VA239 LEGAL STUDIES 3 & 4
Content: Unit 3 Institutions and processes that determine laws in Australia; Process by which laws are changed; Roles of parliament and the courts as law-making bodies.
Content: Unit 4 Dispute-settling institutions, processes and procedures that operate within the legal system; Evaluation of the legal system as a whole; Strengths and weaknesses of the legal system; Areas possibly in need of change and reform.
Nominal Hours: 68 Hours each
Assessment: As per accredited curriculum

VA241 PHYSICS 3 & 4
Content: Unit 3 Sound; Electronics; Electric power; Principles of investigation.
Content: Unit 4 Overview of physics; Universal gravitation; Force-energy relationships; Ideas of modern physics.
Nominal Hours: 85 Hours each
Assessment: As per accredited curriculum

VA245 PSYCHOLOGY 3 & 4
Content: Unit 3 Ways in which people receive, interpret and act on information about the world.
Content: Unit 4 Cognitive processes that underlie effective functioning in the world.
Nominal Hours: 68 Hours each
Assessment: As per accredited curriculum

VA247 AUSTRALIAN HISTORY 3 & 4
Content: Unit 3 This Unit focuses on the European experience in Australia from the early years of the Port Phillip District (later Victoria) through the nineteenth century and up to the eve of World War I. It examines the nature of Australian society around the turn of the twentieth century, and the ideas and visions that shaped the society in the lead up to Federation and in the early years of the new Commonwealth.
Content: Unit 4 This Unit continues the exploration of the ideas and visions underpinning Australian society by examining a time when these visions were under threat, the period of the Great Depression. It explores the changing Australian attitudes in relation to Australia's commitment to the war in Vietnam between 1965-72 and the policy of selective conscription that was an increasingly controversial element of this involvement.
Nominal Hours: 68 Hours each
Assessment: As per accredited curriculum

VA249 INFORMATION TECHNOLOGY 3 & 4
Content: Unit 3 Purpose and practice of information processing and management in organisations; Relationship between components of information systems, procedures and techniques used; Benefits of information systems.
Content: Unit 4 Factors affecting the design of information systems; Management of change to systems; Impact of developments in technology on systems.
Nominal Hours: 68-85 Hours each
Assessment: As per accredited curriculum

VA253 GENERAL MATHEMATICS 1 & 2
Content: Unit 1 Statistics; Arithmetic; Functions and graphs; Algebra. Additional material involving trigonometry, geometry and/or probability may also be included.
Content: Unit 2 Geometry plus some or all of: Arithmetic; Functions and graphs; Trigonometry; Algebra; Probability.
Nominal Hours: 72 Hours each
Assessment: As per accredited curriculum

VA255 MATHEMATIC METHODS 1 & 2
Content: Unit 1 & 2 Probability; Functions and graphs; Calculus; Algebra. Together with Mathematical Method 2, is a preparation for Mathematical Methods 3 and 4.
Nominal Hours: 72 Hours each
Assessment: As per accredited curriculum

VA257 FURTHER MATHEMATICS 3 & 4
Content: Unit 3 Further Mathematics Units 3 and 4 consist of a compulsory core and then a selection of three from six possible optional modules. Unit 3 involves the study of the core material in probability and statistics and one of the optional modules. The optional modules are Mathematical applications to solve problems in real-life situations; Learn and practice mathematical algorithms, routines and techniques, and use them to find solutions to standard problems; Undertake a statistical investigation based on the course material.
Content: Unit 4 Two optional modules will normally be covered: Arithmetic and applications; Probability and statistics; Geometry and Trigonometry; Graphs and relations; Business-related mathematics; Networks and decision mathematics.
Nominal Hours: 68 Hours each
Assessment: As per accredited curriculum

VA259 MATHEMATICAL METHODS 3 & 4
Content: Unit 3 Further Mathematics Units 3 and 4 consists of a compulsory core and then a selection of three from six possible optional modules. Unit 3 involves the study of the core material statistics, and one of the optional modules. Students will need to be able to: apply mathematical knowledge and skill creatively to solve problems in unfamiliar situations, including real-life situations; learn and practice mathematical algorithms, routines and techniques, and use them to find solutions to standard problems; and undertake a statistical investigation based on the course material.
Content: Unit 4 In Unit 4, two optional modules will normally be covered. The optional modules are arithmetic and applications; probability and statistics; geometry and trigonometry, graphs and relations; business related mathematics; networks and decision mathematics; and matrices.
Nominal Hours: 68 Hours each
Assessment: As per accredited curriculum

VA289 SPECIALIST MATHEMATICS UNITS 3 AND 4
Content: Specialist Mathematics Units 3 and 4, which are normally taken in conjunction with Mathematical Methods Units 3 and 4, consist of a compulsory core. The core material involves extending and developing the material from Mathematical Methods Units 3 and 4 in: coordinate geometry; trigonometry functions; calculus; and algebra. It also involves the study of vectors in two from three dimensions.
Nominal Hours: 72 Hours each
Assessment: As per accredited curriculum
VA307 BUSINESS MANAGEMENT 3 & 4
Content: This Unit examines how large businesses operate. The unit focuses on aspects of an organisation's internal environment and the methods used by management to achieve the objectives of the organisation.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

VA353 FOUNDATION MATHS UNITS 1 AND 2
Content: This Unit is designed for those students who do not wish to continue with Units 3 and 4 Mathematics.
Nominal Hours: 144 Hours
Assessment: As per accredited curriculum

VA406 ENVIRONMENTAL STUDIES UNIT 1 & 2
Content: Unit 1 This Unit involves defining different natural system components, the importance of the Sun as the ultimate energy source, energy and nutrient flows in nature, natural and human-induced changes in the environment (i.e. erosion, flood, fire, drought versus greenhouse effect, ozone depletion, global warning and pollution).
Content: Unit 2 This Unit involves examining the different types of environmental indicators used to check the health of a natural system, characteristics, causes and the effects of local pollutants. It focuses on a field study involving a practically-based environmental assessment of a local waterway.
Nominal Hours: 72 Hours each
Assessment: As per accredited curriculum

VBM511 INQUIRY AND PRESENTATION
Prerequisite(s): VBM510 Learning to Learn
Content: Research and investigate a particular field or discipline of knowledge including the focus of study, forms of enquiry and dissemination of knowledge within the field or discipline;
Demonstrate the appropriate use of online technologies for a variety of forms of research and composition; Outline and apply appropriate skills and strategies to deliver effective oral presentations; Examine different kinds of critical analyses and identify how these are represented in written text; Outline and apply appropriate communication strategies to gain entry into further study and employment
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

VBM512 PUBLIC LIFE – PAST AND PRESENT
Content: To enable students to participate effectively in debates about public issues and in debates about the role and value of democracy in contemporary society. Within this context, the module aims to develop students’ capacity to read and write about a diverse range of texts in public life. It introduces students to frameworks of understanding that will enable them to appreciate key issues within other subjects of the liberal arts course, in further study and in public life in general.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

VBM513 STORIES CULTURES TELL THEMSELVES
Content: To enable students to appreciate the significance of stories for themselves as individuals and for cultures in which individuals participate. Another aim of the module is to enable students to recognise many forms stories can take. The module also aims to provide students with the skills and language with which to critically evaluate stories in a range of social contexts.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

VBM514 NATURE AND ITS HUMAN TRANSFORMATION
Content: Provide students with knowledge and skills to examine the way nature is viewed and represented within different cultures and how these views impact upon contemporary environmental issues. The module poses the fundamental question of how we should live with nature and aims to raise environmental awareness. In addition, the module introduces students to a range of written and visual texts about nature and equips students with the necessary language and concepts to discuss and analyse these texts.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

VBM515 ECONOMY AND SOCIETY
Content: The aim of this module, in part, is to demystify economic discourse for non-economists. The module also aims to enable students to appreciate the relevance of understanding large-scale economic change for fields of study other than economics, for citizens engaged in public life and for individuals in the workplace. Finally, the module aims to provide students with the knowledge and skills to participate in current debates about economic policy.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

VBM516 TEXT AND CULTURE 1
Content: Provide students with the concepts, language and skills to identify meanings in a range of texts. To enable students to demonstrate how these meanings are constructed and negotiated, and to describe relationships between these texts and their cultural contexts. In addition, the module introduces students to the ideological determination of texts.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

VBM517 TRADITION AND MODERNITY
Content: To enable students to enter contemporary debates about the significance of tradition in contemporary cultures and to enter debates about modernity and postmodernity. Within this context, the module also aims to enable students to enter contemporary debates about the significance of history including the uses of history in contemporary culture.
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum

VBM518 RESEARCH PROJECT
Content: Provide students with knowledge and skills to undertake independent research as well as an opportunity for self-directed work and an opportunity for peer group collaboration. Further, this module provides students with an opportunity to assume the identity of researchers and understand something of the working life of researchers. This module further develops the research skills that students acquired in Learning to Learn and Inquiry and Presentation.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

VBM519 HISTORY AND SOCIOLOGY OF HUMAN RELATIONSHIPS
Content: Provide students with the knowledge and skills to understand sociological concepts and apply these to explain the change in family structures, personal/intimate relationships and relations between different cultures over time.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

VBM520 URBAN STUDIES
Content: Provide students with an overview of urbanisation, urban forms and cultures and their impact on human life, past and present. The module also introduces students to a range of urban theorists. In addition, it offers students the necessary language and skills with which to participate in academic and non-academic debate concerning urban issues and problems.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum
VBM521 INTRODUCTION TO THEORIES OF HUMAN PERSONALITY
Content: Provide students with an introduction to ways in which human personality has been theorised and critiqued. To equip students with the skills to apply the theories in a range of contexts such as critiquing films, understanding group dynamics and analysing public and private relationships.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

VBM522 TEXT AND CULTURE II
Content: Aims to develop students' capacities to be critical and creative participants in a range of cultural spheres. Texts are examined not just as forms of entertainment and not just as a collections of art works, but also as exercises of power. The module aims to develop students' understanding of how different forms of power are exercised through the cultural processes of reading, viewing and producing texts. This is to enable students to understand, and participate in, the cultural process through which these exercises of power are contested, challenged and transformed.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

VBN048 HUMANITIES LECTURE PROGRAM THEORY AND PRACTICUM
Content: Identify and discuss the key issues arising from a lecture; interpret and apply lecture content in relation to a research topic; identify degree courses offered in Humanities and the application process necessary for entry into these courses; identify and discuss key concepts and theoretical positions associated with the Humanities
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

VBP503 RECREATIONAL READING
Content: To provide the learner with the knowledge and skills to read for recreation purposes.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

VBP712 PREPARE FOR FURTHER STUDY
Content: This unit describes the outcomes required to prepare for Further Study at Diploma level. The unit addresses research and learning skills and the skills necessary to prepare a learning portfolio. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBP713 SET GOALS AND PLAN STUDY PATHWAYS
Content: This unit describes the outcomes required to set goals and plan pathways for study at tertiary level.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBP714 PREPARE FOR TERTIARY RESEARCH AND STUDY
Content: This unit describes the outcomes necessary to undertake studies at tertiary level.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBP715 PREPARE PORTFOLIOS AND APPLICATIONS
Content: This unit describes the outcomes required to prepare, produce and present a portfolio to assist in application for entry to a course of tertiary study. The unit may apply to the presentation of a folio in such fields as visual art, design, photography and multimedia. It may also refer to more general portfolios of learning including creative written expression.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
Department of Music

Below are details of courses offered by the Department of Music in 2007. The most up-to-date course information is available online on the University’s searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to International students are marked with the (I) symbol.

CERTIFICATE IV IN MUSIC
Course Code: CUS40101

Campus: Sunbury.
Career Opportunities
Performer, composer or arranger. Music technology, self-management, promotion and marketing.

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

Course Objectives
This course 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.

Entry Requirements
Successful completion of Year 12 (or equivalent) or mature age entry. Apply through VTAC. All applicants must lodge a completed Victoria University Supplementary Information form.

Selection Procedures/Selection Criteria
Applicants are required to attend an interview and audition.

Course Duration
This course on a full time basis over 560 nominal hours or part time equivalent.

Course Structure
Core Units of Study (115 nominal hours)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CUSADM08A</td>
<td>20</td>
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<tr>
<td>CUSGEN03A</td>
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<td>CUSMCP02A</td>
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<td>CUSMCP03A</td>
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<td>CUSMGE10A</td>
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</tbody>
</table>

CERTIFICATE IV IN MUSIC INDUSTRY (TECHNICAL PRODUCTION)
Course Code: CUS40201

Campus: Sunbury.
Career Opportunities
Sound engineer or producer in the studio, live or theatre settings.

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

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

Entry Requirements
The successful completion of Year 12 (or equivalent) or mature age entry. Apply through VTAC. All applicants must lodge a completed Victoria University Supplementary Information form.

Selection Procedures/Selection Criteria
Applicants are required to attend an interview.

Course Duration
This course on a full time basis over 560 nominal hours or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CUEOHS1A</td>
<td>9</td>
</tr>
<tr>
<td>CUESOU1A</td>
<td>39</td>
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<tr>
<td>CUETEM3A</td>
<td>30</td>
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<tr>
<td>CUSADM03A</td>
<td>35</td>
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<td>CUSGEN03A</td>
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<td>CUSMGE10A</td>
<td>30</td>
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<tr>
<td>CUSSOU09A</td>
<td>33</td>
</tr>
<tr>
<td>CUSSOU13A</td>
<td>33</td>
</tr>
</tbody>
</table>
DEPARTMENT OF MUSIC

Unit Code   Hours
CUSSOU24A EDIT SOUND USING COMPUTERISED DIGITAL EQUIPMENT/SYSTEMS 84
CUSSOU05A INSTALL, ALIGN AND TEST SOUND EQUIPMENT 35
CUSSOU23A SPECIFY SOUND SYSTEMS 33
CUSSOU11A OPERATE SOUND MIXING CONSOLE 69
CUSTGE01A SUPERVISE TECHNICAL OPERATIONS 35
CUSSOU09A MIX SOUND SOURCES 33
CUSMGE12A MAINTAIN AND EXPAND MUSIC KNOWLEDGE AND CRITICAL LISTENING SKILLS 69

CERTIFICATE IV IN MUSIC INDUSTRY (BUSINESS)
Course Code: CUS40301
Campus: Sunbury.
Career Opportunities
Event, artist or band manager.
Scope of Delivery
This course is offered on a full time basis.
Course Objectives
This provides students with a wide range of business skills necessary for successful participation in the music industry, including promotion, marketing, publishing, copyright, contracts, licensing, technology, self-promotion and health and safety.
Entry Requirements
The successful completion of Year 12 (or equivalent) or mature age entry. Apply through VTAC. All applicants must lodge a completed Victoria University Supplementary Information Form.
Selection Procedures/Selection Criteria
Applicants are required to attend an interview.
Course Duration
The course is one year full time.

Course Structure
Core Units of Study
Unit Code   Hours
BSXFMI404A PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS 48
CUEMAR3A UNDERTAKE MARKETING ACTIVITIES 39
CUSADM03A MANAGE A PROJECT 35
CUSADM07A ESTABLISH AND MAINTAIN WORK AND CONTRACTUAL RELATIONSHIPS 70
CUSADM08A ADDRESS COPYRIGHT REQUIREMENTS 20
CUSBF112A CALCULATE, COLLECT AND DISTRIBUTE PUBLISHING INCOME 33
CUSBGE111A PLAN A CAREER IN MUSIC 33
CUSBGE17A MAINTAIN AND APPLY MUSIC INDUSTRY KNOWLEDGE 85
CUSBMA07A ASSESS THE FEASIBILITY OF AN ACT FOR PROMOTION 18
CUSBMA04A MANAGE, PROMOTE AND NEGOTIATE LICENSING ON PUBLISHED WORKS 33
CUSGEN01A USE AND ADAPT TO CHANGES IN TECHNOLOGY 20
CUSMAR01A PROMOTE PRODUCTS AND SERVICES 84
CUSSAF02A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES IN THE MUSIC INDUSTRY 10
CUSBMA05A PROMOTE THE ACT TO OBTAIN DEALS 36

DIPLOMA OF MUSIC
Course Code: CUS50101
Campus: Sunbury.
Career Opportunities
Performer, composer or arranger.
Scope of Delivery
This course is offered on a full time basis over 855 hours or part time equivalent.
Course Objectives
The course focuses on building the technical, compositional and performance skills of the contemporary artist including music analysis, craft, improvisation, technology, touring and self-promotion skills, to professional standards and to meet requirements of entry into university and the workplace.
Entry Requirements
Applicants for the Diploma of Music CUS50101 are expected to have attained the general competencies pertaining to a relevant Certificate IV level award. Applicants apply through VTAC. Applicants without formal educational qualifications may apply and in such cases entry to the course may be granted after interview and audition, having regard to the applicant’s prior life and work experiences. All applicants must lodge a completed Victoria University Supplementary Information Form.
Selection Procedures/Selection Criteria
An interview and audition are required.
Course Duration
This course is one year full time or part time equivalent.

Course Structure
Core Units of Study
Unit Code   Hours
CUSADM08A ADDRESS COPYRIGHT REQUIREMENTS 20
CUSSAF02A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES IN THE MUSIC INDUSTRY 10
BSZ404A TRAIN SMALL GROUPS 30
CUSMGE07A ANALYSE HARMONY 81
CUSMEG04A ANALYSE MUSIC 69
CUEVET2A TOUR THE SHOW 138
CUSMCP06A COMPOSE MUSIC FOR SCREEN USING ELECTRONIC MEDIA 36
CUSMCP04A COMPOSE SONGS OR TUNES IN A RANGE OF STYLES 36
CUSBGE111A PLAN A CAREER IN MUSIC 33
CUSMPP17A DEVELOP TECHNICAL SKILLS AND EXPAND REPERTOIRE 69
## Diplomas

### Diploma of Music Industry (Technical Production)

**Course Code:** CUS50201

**Campus:** Sunbury

**Career Opportunities:**
Engineer or producer in the large or small studio, live venue, theatre, post-production/multimedia facility or broadcast area.

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

**Course Objectives:**
This provides students with a wide range of skills necessary for successful participation in the music industry, including live sound, studio engineering, audio post-production, multimedia, the internet, music analysis, small business management and working in teams.

**Entry Requirements:**
Applicants are expected to have attained the general competencies pertaining to a relevant Certificate IV level award. Apply through VTAC. Applicants without formal educational qualifications may apply and, in such cases, entry to the course may be granted after interview having regard to the applicant's prior life and work experiences. All applicants must lodge a completed Victoria University Supplementary Information form.

**Selection Procedures/Selection Criteria:**
An interview is required.

**Course Duration:**
The course is one year full time (over 855 nominal hours) or part time equivalent.

**Course Structure**

### Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CUEOHS1A</td>
<td>9</td>
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<tr>
<td>CUSBGE17A</td>
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<td>ICPMM44CA</td>
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</tbody>
</table>

**Unit Code**

| CUSMPF14A | PERFORM ACCOMPANIMENT | 36 |
| CUSMPF16A | PERFORM IMPROVISATION FOR AUDIENCE | 36 |
| CUSBMA14A | MANAGE, PROMOTE AND NEGOTIATE LICENSING ON PUBLISHED WORKS | 33 |
| CUSMPF05A | REHEARSE MUSIC FOR PERFORMANCE | 81 |
| CUSSOU17A | DEVELOP AND IMPLEMENT SOUND PRODUCTION FOR A RECORDING | 81 |
| CUSSOU24A | EDIT SOUND USING COMPUTERISED DIGITAL EQUIPMENT/SYSTEMS | 84 |

### Diploma of Music Industry (Music Business)

**Course Code:** CUS50201

**Campus:** Sunbury

**Career Opportunities:**
Engineer or producer in the large or small studio, live venue, theatre, post-production/multimedia facility or broadcast area.

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

**Course Objectives:**
This provides students with a wide range of skills necessary for successful participation in the music industry, including live sound, studio engineering, audio post-production, multimedia, the internet, music analysis, small business management and working in teams.

**Entry Requirements:**
Applicants are expected to have attained the general competencies pertaining to a relevant Certificate IV level award. Apply through VTAC. Applicants without formal educational qualifications may apply and, in such cases, entry to the course may be granted after interview having regard to the applicant's prior life and work experiences. All applicants must lodge a completed Victoria University Supplementary Information form.

**Selection Procedures/Selection Criteria:**
An interview is required.

**Course Duration:**
The course is one year full time (over 855 nominal hours) or part time equivalent.

**Course Structure**

### Core Units of Study

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**Unit Code**

| CUSMPF14A | PERFORM ACCOMPANIMENT | 36 |
| CUSMPF16A | PERFORM IMPROVISATION FOR AUDIENCE | 36 |
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| CUSMPF05A | REHEARSE MUSIC FOR PERFORMANCE | 81 |
| CUSSOU17A | DEVELOP AND IMPLEMENT SOUND PRODUCTION FOR A RECORDING | 81 |
| CUSSOU24A | EDIT SOUND USING COMPUTERISED DIGITAL EQUIPMENT/SYSTEMS | 84 |
SUBJECTS

Below are subject details for courses offered by the Department of Music in 2007. IMPORTANT NOTE: Not all elective subjects for courses offered by the department are listed below. There are numerous elective possibilities that the department can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the Department.

BSXFMI404A PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS
Content: Participate in team planning; Develop team commitment and co-operation; Manage and develop team performance; Participate in, lead and facilitate the work team.
Nominal Hours: 48-50 Hours
Assessment: As per accredited curriculum

CUEEVT1A PLAN & MANAGE EVENTS
Content: Prepare for events; Prepare implementation strategy; Oversee event implementation.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

CUEEVT2A TOUR THE SHOW
Content: Plan and identify tour requirements. Coordinate variations to the show. Communicate tour requirements to relevant personnel. Contribute to financial administration. Coordinate publicity arrangements.
Nominal Hours: 138 Hours
Assessment: As per accredited curriculum

CUEMAR2A UNDERTAKE MARKET RESEARCH
Content: Plan market research. Conduct research. Analyse research findings.
Nominal Hours: 39 Hours
Assessment: As per accredited curriculum

CUEMAR3A UNDERTAKE MARKETING ACTIVITIES
Content: Plan, implement, review and report on marketing and promotional activities.
Nominal Hours: 39 Hours
Assessment: As per accredited curriculum

CUEOHS01B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES
Content: Provide information on health and safety; co-ordinate participation in health and safety issues; implement and monitor procedures for controlling hazards and risks; implement and monitor health and safety training; maintain OH&S records.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CUESOU1A REPAIR AND MAINTAIN SOUND EQUIPMENT
Content: Repair sound equipment; Maintain sound equipment.
Nominal Hours: 39-40 Hours
Assessment: As per accredited curriculum

CUESOU4A MIX SOUND
Content: Tune and balance sound equipment; Mix sound; Evaluate and modify technical aspects.
Nominal Hours: 141 Hours
Assessment: As per accredited curriculum

CUETEM3A ESTABLISH AND MANAGE RESOURCES AND TECHNICAL REQUIREMENTS
Content: Establish technical/production requirements; Plan and acquire resource requirements; Manage construction or installation.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CUFEDT08A EDIT DIALOGUE AND SOUND
Content: Assess dialogue and sounds to meet the project requirements. Prepare to edit dialogue and sounds. Split the dialogue. Clean up and edit the dialogue and sound. Document dialogue and sound edit. Review creative and technical quality. Complete work operations.
Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

CUFMEM02A AUTHOR A MULTIMEDIA PRODUCT
Content: Identify multimedia elements; Identify scope of authoring software; Use authoring software; Create multimedia sequence; Evaluate multimedia prototype; Transform prototype into final product.
Nominal Hours: 50-51 Hours
Assessment: As per accredited curriculum

CUFMEM03A INTEGRATE AND USE SCRIPTING LANGUAGE IN AUTHORING A MULTIMEDIA PRODUCT
Content: Investigate mark-up and scripting options; Integrate mark-up and scripting language; Test mark-up and scripting language; Evaluate mark-up and scripting language.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CUSADM03A MANAGE A PROJECT
Content: Determine scope of projects; Develop a plan for the limited project or section of the larger project; Administer and monitor project; Review project against plan.
Nominal Hours: 48-50 Hours
Assessment: As per accredited curriculum

CUSADM06A DEVELOP AND IMPLEMENT AN OPERATIONAL PLAN
Content: Develop operational plans; Administer and monitor operational plans; Conduct ongoing evaluation.
Nominal Hours: 69-70 Hours
Assessment: As per accredited curriculum

CUSADM07A ESTABLISH AND MAINTAIN WORK AND CONTRACTUAL RELATIONSHIPS
Content: Establish and conduct work relationships; Conduct negotiations; Make formal agreements/contracts; Foster and maintain business relationships.
Nominal Hours: 69-70 Hours
Assessment: As per accredited curriculum

CUSADM08A ADDRESS COPYRIGHT REQUIREMENTS
Content: Identify copyright issues for the protection and exploitation of products; Ensure that copyright protection on creative works or performance is adequate locally and internationally; Assign copyright of creative works or performers; License rights to creative works or performance; Comply with conditions of copyright agreement.
Nominal Hours: 18-20 Hours
Assessment: As per accredited curriculum

CUSADM09A ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS
Content: Establish legal structures for businesses or projects; Comply with statutory and regulatory requirements; Establish rights to materials, products/services; Secure rights to materials/products/services.
Nominal Hours: 48-50 Hours
Assessment: As per accredited curriculum

DEPARTMENT OF MUSIC
CUSADM10A Establish and Manage Contracts
Content: Clarify the requirements of both parties to the contract; Negotiate terms and conditions of the contract; Ensure that the contract complies with legislative and regulatory requirements; Obtain specialist legal advice, where necessary; Ensure that all parties to the contract are fully informed of the contract terms and conditions; Finalise contract; Monitor compliance with the contract.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CUSBAD13A Assess Performing and Recording Deals
Content: Assess the company for artistic fit; Assess the artist/repertoire manager for artistic fit where required.
Nominal Hours: 35-36 Hours
Assessment: As per accredited curriculum

CUSBAD15A Manage Risk and Crises for an Act or Show
Content: Manage crises as they arise prior to the performance; Manage crises during an event.
Nominal Hours: 35-36 Hours
Assessment: As per accredited curriculum

CUSBAD18A Manage Artists and Their Careers
Content: Plan and maintain the management business; Manage clients’ artistic development; Manage clients’ business development; Plan and maintain finances; Analyse and develop the market position of artists; Comply with legal requirements; Undertake promotions and business management; Ensure that clients work safely and are aware of their rights.
Nominal Hours: 35-36 Hours
Assessment: As per accredited curriculum

CUSBF112A Calculate, Collect and Distribute Publishing Income
Content: Calculate, collect and disburse mechanical royalty rates for retail of records (publisher); Secure and disburse mechanical royalty rates for synchronisation with film/television; Secure and disburse mechanical royalty rates for third party goods and services; Secure mechanical royalty rates for public performance; Trace and monitor use of works under licence; Maintain accounts for royalty collection and disbursement.
Nominal Hours: 33 Hours
Assessment: As per accredited curriculum

CUSBGE11A Plan a Career in Music
Content: Participate in the music industry; Identify own skills and interests; Develop and present an appropriate image; Develop a career plan; Use learning opportunities to develop required skills and knowledge; Establish and maintain industry network.
Nominal Hours: 33-35 Hours
Assessment: As per accredited curriculum

CUSBGE17A Maintain and Apply Music Industry Knowledge
Content: Maintain music industry knowledge; Maintain and apply knowledge of industry, employment obligations and opportunities; Maintain and apply knowledge of legislation affecting the industry; Maintain current knowledge of new technology; Maintain effective industry networks.
Nominal Hours: 69-85 Hours
Assessment: As per accredited curriculum

CUSBMA05A Promote the Act to Obtain Deals
Content: Assess the record industry and extend network. Create positive profile of the artist or group. Compile a presentation kit for press, marketing or promotion to record companies.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

CUSBMA07A Assess the Feasibility of an Act for Promotion
Content: Analyse the act against the purpose of the presentation. Verify the viability of the act.
Nominal Hours: 18 Hours
Assessment: As per accredited curriculum

CUSBMA14A Manage, Promote and Negotiate Licensing on Published Works
Content: Promote works in the market place; Negotiate licences; Oversee and administer licensing policy and contracts; Decide policy on complex licensing contract; Monitor technology and change affecting copyright.
Nominal Hours: 33-35 Hours
Assessment: As per accredited curriculum

CUSBRA19A Develop Artists and Repertoire
Content: Develop industry knowledge and contacts; Develop relationships with appropriate songwriters and producers; Find talent; Develop talent; Represent and negotiate in the interests of artists and the company; Balance short and long term goals; Negotiate agreements.
Nominal Hours: 69-70 Hours
Assessment: As per accredited curriculum

CUSFIN01A Finance a Project
Content: Clarify the financial scope of the project; Identify sources of finance; Develop the proposal; Obtain legal advice; Present the proposal to funding body or prospective investors; Negotiate terms and conditions of investment; Finalise formal agreement.
Nominal Hours: 69-70 Hours
Assessment: As per accredited curriculum

CUSGEN01A Use and Adapt to Changes in Technology
Content: Evaluate information about new technology; Adapt to changes in the new technology; Update knowledge of new technology.
Nominal Hours: 20-24 Hours
Assessment: As per accredited curriculum

CUSGEN03A Collaborate with Colleagues in Planning and Producing a Project
Content: 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.
Nominal Hours: 33-35 Hours
Assessment: As per accredited curriculum

CUSMAR01A Promote Products and Services
Content: Identify appropriate image for promotion of products and/or services; Anticipate and use promotional opportunities; Promote products and services to customers/clients; Evaluate the promotion.
Nominal Hours: 84-85 Hours
Assessment: As per accredited curriculum

CUSMCP02A Compose a Simple Song or Tune
Content: Determine the artistic purpose of the song/tune and use appropriate song writing tools; Select or write the lyrics for a song; Compose a melody to express the lyrics of a song; Set down the song.
Nominal Hours: 35-36 Hours
Assessment: As per accredited curriculum

CUSMCP04A Compose Songs or Tunes in a Range of Styles
Content: Determine the artistic purpose of the song and use appropriate song writing tools; Select or write the lyrics for a range of songs; Compose a melody to express the lyrics of the songs; Set down the songs.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Content</th>
<th>Assessment</th>
<th>Nominal Hours</th>
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</thead>
<tbody>
<tr>
<td>CUSMCP06A</td>
<td>COMPOSE MUSIC FOR SCREEN USING ELECTRONIC MEDIA</td>
<td>Content: Develop compositional concept from the production brief; Check and prepare MIDI equipment and materials; Compose soundtracks; Synchronise them and incidental music to a screen or other required sequence; Seek producer/director’s approval.</td>
<td>As per accredited curriculum</td>
<td>36 Hours</td>
</tr>
<tr>
<td>CUSMGE02A</td>
<td>DEVELOP SELF AS ARTIST</td>
<td>Content: This unit covers the development of the technical, interpretive and expressive skills required to create, perform and/or direct music to a professional standard. It also deals with communicating effectively and working strategically and cooperatively to achieve planned artistic outcomes.</td>
<td>As per accredited curriculum</td>
<td>70 Hours</td>
</tr>
<tr>
<td>CUSMGE03A</td>
<td>USE INSTRUMENTS, EQUIPMENT AND/OR ELECTRONIC TECHNOLOGY FOR MAKING MUSIC</td>
<td>Content: Use instruments, technology and/or equipment effectively. Maximise benefit from technical support systems. Ensure that equipment is used safely. Use production techniques to shape personal sound.</td>
<td>As per accredited curriculum</td>
<td>30 Hours</td>
</tr>
<tr>
<td>CUSMGE04A</td>
<td>ANALYSE MUSIC</td>
<td>Content: Identify the purpose of the analysis of the composition or performance; Identify the elements of the piece; Determine how the musical elements and/or performance techniques are used in the piece; Convey the musical analysis.</td>
<td>As per accredited curriculum</td>
<td>69 Hours</td>
</tr>
<tr>
<td>CUSMGE07A</td>
<td>ANALYSE HARMONY</td>
<td>Content: Identify the purpose of the analysis and plan the analytical methodology to be used; Determine the general tonality and/or main key areas of the piece; Determine the structural features of melody lines as required; Determine the structure of the chords and scales in the parts of the music; Identify the harmonic structure of the piece; Present or apply analysis as required.</td>
<td>As per accredited curriculum</td>
<td>81 Hours</td>
</tr>
<tr>
<td>CUSMGE10A</td>
<td>USE MIDI DEVICES AND/OR SOFTWARE TO COMPOSE MUSIC</td>
<td>Content: Determine the purpose and form of the music; Select and prepare equipment and software; Sequence the music; Arrange, edit and modify music.</td>
<td>As per accredited curriculum</td>
<td>30-39 Hours</td>
</tr>
<tr>
<td>CUSMGE12A</td>
<td>MAINTAIN AND EXPAND MUSIC KNOWLEDGE AND CRITICAL LISTENING SKILLS</td>
<td>Content: Maintain and develop music knowledge; Use listening skills to analyse music; Maintain understanding of relevant musical genres and styles.</td>
<td>As per accredited curriculum</td>
<td>69-85 Hours</td>
</tr>
<tr>
<td>CUSMGE13A</td>
<td>APPLY MUSIC KNOWLEDGE AND ARTISTIC JUDGEMENT</td>
<td>Content: Maintain and apply music knowledge; Analyse the artistic and commercial qualities of music; Maintain effective artistic relationships and networks; Present music findings or opinions as required; Evaluate music knowledge.</td>
<td>As per accredited curriculum</td>
<td>84-85 Hours</td>
</tr>
<tr>
<td>CUSMGE14A</td>
<td>READ MUSIC FOR PERFORMANCE AND ANALYSIS</td>
<td>Content: Interpret music notation and symbols from a written music score or piece; Identify and interpret the form of the piece to convey an accurate reading of the style; Interpret the style of the piece; Enhance music reading skills.</td>
<td>As per accredited curriculum</td>
<td>60-70 Hours</td>
</tr>
<tr>
<td>CUSMPF03A</td>
<td>DEVELOP AND MAINTAIN STAGECRAFT SKILLS</td>
<td>Content: This unit covers stage skills for musical performers. It deals with the understanding and application of presentation and stage communication to maximise audience reception of the creative work. Specific OHS competencies are also covered in this unit.</td>
<td>As per accredited curriculum</td>
<td>70 Hours</td>
</tr>
<tr>
<td>CUSMPF05A</td>
<td>REHEARSE MUSIC FOR PERFORMANCE</td>
<td>Content: Promote works in the market place. Negotiate licences. Oversee and administer licensing policy and contracts. Decide policy on complex licensing contract. Monitor technology and change affecting copyright.</td>
<td>As per accredited curriculum</td>
<td>81 Hours</td>
</tr>
<tr>
<td>CUSMPF08A</td>
<td>CONTRIBUTE TO BACKUP ACCOMPANIMENT FOR A PERFORMANCE</td>
<td>Content: This unit covers the technical, expressive, communication and stage skills required to perform for an audience as part of a backup group.</td>
<td>As per accredited curriculum</td>
<td>35 Hours</td>
</tr>
<tr>
<td>CUSMPF09A</td>
<td>EVALUATE AND EXTEND PERFORMANCE TECHNIQUE</td>
<td>Content: Develop control over the range and capability of the instrument or voice; Maintain and care for the instrument; Plan and use practice time to extend technique; Perform pieces from a range of repertoire.</td>
<td>As per accredited curriculum</td>
<td>33-35 Hours</td>
</tr>
<tr>
<td>CUSMPF10A</td>
<td>DEVELOP AND PRACTICE IMPROVISATION</td>
<td>Content: Investigate and experiment with technical elements for creative expression; Investigate improvisation for a range of purposes; Generate and develop concepts or ideas; Improvise in context; Use equipment or technology effectively, where appropriate, to express ideas; Evaluate work.</td>
<td>As per accredited curriculum</td>
<td>35-36 Hours</td>
</tr>
<tr>
<td>CUSMPF11A</td>
<td>PERFORM MUSIC AS PART OF A GROUP</td>
<td>Content: Perform warm up routine; Perform work; Perform in a group; Interact with other performers; Evaluate performance; Analyse live performance.</td>
<td>As per accredited curriculum</td>
<td>69-70 Hours</td>
</tr>
<tr>
<td>CUSMPF14A</td>
<td>PERFORM ACCOMPANIMENT</td>
<td>Content: This unit covers the technical, expressive, communication and stage skills required to perform for an audience as an accompanist.</td>
<td>As per accredited curriculum</td>
<td>36 Hours</td>
</tr>
</tbody>
</table>
CUSSMF16A PERFORM IMPROVISATION FOR AUDIENCE
Content: This unit describes the aural, musicological and creative competencies required to perform improvisation for an audience as part of an ensemble.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

CUSSAF02A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES IN THE MUSIC INDUSTRY
Content: Follow occupational health and safety procedures; Deal with emergency situations; Maintain personal safety standards; Provide feedback on health, safety and security.
Nominal Hours: 9-10 Hours
Assessment: As per accredited curriculum

CUSSOU04A RECORD SOUND
Content: Prepare to record sound; Record sound.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

CUSSOU05A INSTALL, ALIGN AND TEST SOUND EQUIPMENT
Content: Determine sound equipment requirements; Prepare for installation of sound equipment; Install sound equipment; Align sound equipment; Test sound equipment; Ensure mechanical safety throughout installation; Ensure electrical safety throughout installation.
Nominal Hours: 35-36 Hours
Assessment: As per accredited curriculum

CUSSOU06A OPERATE SOUND REINFORCEMENT SYSTEM
Content: This unit describes the skills and knowledge required to operate a sound reinforcement system for a production in the cultural industries. Normally applies to playback of pre-recorded material in a theatrical production.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CUSSOU09A MIX SOUND SOURCES
Content: Evaluate and optimise the sound sources. Mix sound sources. Evaluate and obtain endorsement from relevant personnel.
Nominal Hours: 33 Hours
Assessment: As per accredited curriculum

CUSSOU11A OPERATE SOUND MIXING CONSOLE
Content: Prepare sound mixing console for operation; Operate console during production; Monitor technical quality during production; Complete work operations.
Nominal Hours: 69-70 Hours
Assessment: As per accredited curriculum

CUSSOU12A EDIT SOUND USING DIGITAL SYSTEMS
Content: Determine the production requirements; Prepare for digital sound editing; Prepare for the edit; Load the source footage; Create or use an edit decision list; Conform the footage to the edit decision list; Adjust the sequenced footage; Play out the post conform work and archive the edit job; Decommission the editing facility.
Nominal Hours: 69-85 Hours
Assessment: As per accredited curriculum

CUSSOU13A SET UP, OPERATE AND DE-RIG PORTABLE SOUND RECORDING EQUIPMENT
Content: Determine production requirements. Prepare for sound operation. Set up sound equipment. Operate sound equipment. Disassemble sound equipment after use. Pack sound equipment for transit.
Nominal Hours: 33 Hours
Assessment: As per accredited curriculum

CUSSOU15A CREATE A FINAL SOUND BALANCE
Content: Assess sound sources for simultaneous balance; Identify creative and artistic possibilities; Create final sound balance; Complete documentation and other requirements.
Nominal Hours: 84-85 Hours
Assessment: As per accredited curriculum

CUSSOU16A DEVELOP SOUND DESIGN
Content: Interpret and confirm sound design brief; Breakdown the components of the sound design brief; Investigate and experiment with sound components for the expression of ideas; Assess creative ideas; Develop the sound design; Evaluate the completed sound design.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUSSOU17A DEVELOP AND IMPLEMENT SOUND PRODUCTION FOR A RECORDING
Content: Develop and confirm a vision for the required artistic outcome; If required identify appropriate artists for the recording project; Confirm arrangements; Undertake the recording session(s); Evaluate the recording process and product.
Nominal Hours: 81-102 Hours
Assessment: As per accredited curriculum

CUSSOU22A IMPLEMENT SOUND DESIGN
Content: Confirm sound design implementation requirements; Produce sound design; Implement sound plan; Evaluate the completed sound design.
Nominal Hours: 50-51 Hours
Assessment: As per accredited curriculum

CUSSOU23A SPECIFY SOUND SYSTEMS
Content: Establish brief for sound system; Produce sound plan; Liaise with others to implement sound plan.
Nominal Hours: 33-35 Hours
Assessment: As per accredited curriculum

CUSSOU24A EDIT SOUND USING COMPUTERISED DIGITAL EQUIPMENT/SYSTEMS
Content: Determine the production requirements; Plan for digital sound editing; Perform digital sound editing; Evaluate the production; Complete documentation and store appropriately; Decommission the editing facility.
Nominal Hours: 84 Hours
Assessment: As per accredited curriculum

CUSTGE01A SUPERVISE TECHNICAL OPERATIONS
Content: Receive and evaluate the brief and determine technical production requirements; Supervise technical operations; Monitor technical quality; Solve any technical problems and failures as they occur.
Nominal Hours: 35-36 Hours
Assessment: As per accredited curriculum

VBP553 REFINISH WRITING AND EDITING TECHNIQUES
Content: This unit covers the knowledge and skills required to research and experiment with writing and editing techniques and media to generate writings.
Nominal Hours: 340 Hours
Assessment: As per accredited curriculum
DEPARTMENT OF VISUAL ARTS, DESIGN AND MULTIMEDIA

Below are details of courses offered by the Department of Visual Arts, Design and Multimedia in 2007. The most up-to-date course information is available online on the University's searchable courses database at www.vu.edu.au/courses.

NOTE: Courses available to International students are marked with the (I) symbol.

DIPLOMA OF ARTS (VISUAL ART) (I)
Course Code: 12857VIC

Campus: City Flinders Campus.
Career Opportunities
Visual Artist. Further education opportunities
Scope of Delivery
This course is offered on a full time or part time basis. Part time programs are normally conducted during the day.
Course Objectives
This course prepares students for a career in the Visual Arts, particularly painting, by studying relevant practical and theoretical subjects. The course has been developed in conjunction with industry with the intention of training personnel who will be able to operate as self-sufficient artists.

Entry Requirements
To qualify for entry to the course applicants must have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age.
Selection Procedures/Selection Criteria
Full time applicants need to apply through VTAC, contact the department to arrange an interview and to attend an interview and submit a folio of recent art work. Part time applicants apply directly to the department, attend an interview and present a folio.

Course Duration
This course is offered on a full time basis over two years or part time equivalent.

Course Structure
All Units of Study are compulsory. The course consists of the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFSAF01B</td>
<td>15</td>
</tr>
<tr>
<td>CUVCOR09A</td>
<td>80</td>
</tr>
<tr>
<td>CUVPRP01A</td>
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<tr>
<td>CUVVSP35A</td>
<td>50</td>
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<tr>
<td>CUVVSP36A</td>
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<tr>
<td>CUVVSP45A</td>
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</tr>
<tr>
<td>CUVVSP46A</td>
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<tr>
<td>VBD259</td>
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<tr>
<td>VBD264</td>
<td>48</td>
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<tr>
<td>VBD144</td>
<td>96</td>
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<tr>
<td>VBS642</td>
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<td>VBS643</td>
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<td>VBS645</td>
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<td>VBS662</td>
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<tr>
<td>VBS665</td>
<td>96</td>
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</tbody>
</table>

DIPLOMA OF ARTS (GRAPHIC ARTS)
Course Code: 12861VIC

Campus: St Albans and City Flinders Campuses.
Career Opportunities
Graphic Artist. Further education opportunities.
Scope of Delivery
Full time basis.
Course Objectives
The Diploma of Arts (Graphic Art) is a two year full time course in which students learn the skills necessary to produce artwork for commercial purposes using both traditional and electronic means. The workload includes theory and practical elements. Throughout the course, close industry ties are maintained with frequent visits to sites including printers, advertising and design agencies, in addition to exhibitions and trade shows. These strong industry links allow our Graphic Art students the benefit of a well established and extensive Work Placement program.

Entry Requirements
To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be assessed by the department as being capable of successfully completing the course.
Selection Procedures/Selection Criteria
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 Duration
Full time two years.

Course Structure
All Units of Study are compulsory. The course consists of the following:

### Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>VBS644</td>
<td>48</td>
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<tr>
<td>VBS647</td>
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<td>VBS758</td>
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<td>VBS759</td>
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<td>VBS760</td>
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<td>VBS761</td>
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<td>VBS763</td>
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<tr>
<td>VBS764</td>
<td>48</td>
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</tbody>
</table>

### Elective Units of Study

<table>
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<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VVVSP12A</td>
<td>50</td>
</tr>
<tr>
<td>VUVSP11A</td>
<td>50</td>
</tr>
</tbody>
</table>

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### ADVANCED DIPLOMA OF ARTS (GRAPHIC DESIGN)

#### Course Code: 12862VIC

#### Campus
City Flinders Campus.

#### Career Opportunities
Graphic Artist, Graphic Designer and Web Design.

#### Scope of Delivery
This course if offered on a full time basis.

#### Course Objectives
Upon completion of the Diploma of Arts (Graphic Arts) 12861VIC successful or equivalent graduates are eligible to enter into the Advanced Diploma of Arts (Graphic Design) 12862VIC.

The course promotes development of skills in design for interactive and print based media with a focus on:

- visual design;
- interface design; and
- information design.

With the addition of continued consolidation of technical prepress expertise, graduates are equipped with an elite mix of creative and technical new media abilities, ensuring that they are truly “industry-ready”.

#### Entry Requirements
Extensive pre-press knowledge is required, therefore entry is limited to students who have successfully completed the Diploma of Arts (Graphic Art) or equivalent course.

#### Selection Procedures/Selection Criteria
Applicants need to apply through VTAC, contact the department to arrange an interview (see Application Procedure), attend an interview and present a folio representing these major components: typography, pre-press design, illustration, electronic media.

#### Course Duration
The course is offered on a full time basis over one year.

#### Course Structure
All Units of Study are compulsory. The course consists of the following:

### Generic Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBS644</td>
<td>48</td>
</tr>
<tr>
<td>VBS647</td>
<td>32</td>
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<td>VBS758</td>
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<td>VBS759</td>
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<td>VBS763</td>
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<tr>
<td>VBS764</td>
<td>48</td>
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</tbody>
</table>
Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBD266</td>
<td>48</td>
</tr>
<tr>
<td>VBS689</td>
<td>48</td>
</tr>
</tbody>
</table>

CERTIFICATE II IN MULTIMEDIA

Course Code: CUF20601

Career Opportunities
Further Education opportunities – TAFE and Higher Education.

Scope of Delivery
This course is offered as a VET in Schools program auspiced by Victoria University.

Course Objectives
This qualification is designed to reflect the role of people working in the multimedia industry as assistants who perform basic duties such as:

- assisting in updating a web page;
- assisting with a project;
- assisting with animation;
- capturing and manipulating images;
- assisting with production.

Entry Requirements
Current enrolment in VCE Year 12.

Course Duration
This course is offered on a part time basis over one year.

Course Structure
To attain a Certificate II in Multimedia, 9 units must be achieved:

- 2 Core Units of Study from Group A, plus
- 7 specialist units from Group B, plus

Group A Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFGEN01A</td>
<td>15</td>
</tr>
<tr>
<td>CUFSAF01A</td>
<td>15</td>
</tr>
</tbody>
</table>

Group B Specialist Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICPM63BA</td>
<td>20</td>
</tr>
<tr>
<td>CUSRAD01A</td>
<td>25</td>
</tr>
<tr>
<td>CUFMEM14A</td>
<td>20</td>
</tr>
<tr>
<td>ICPMM11BA</td>
<td>20</td>
</tr>
<tr>
<td>ICPMM14CA</td>
<td>20</td>
</tr>
<tr>
<td>CUFMEM13A</td>
<td>25</td>
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<tr>
<td>ICPMM44CA</td>
<td>42</td>
</tr>
<tr>
<td>ICATU005B</td>
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<tr>
<td>ICATU006B</td>
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<tr>
<td>CUFPO01A</td>
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<tr>
<td>CUFIMA01A</td>
<td>20</td>
</tr>
<tr>
<td>CUFCAF01A</td>
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<tr>
<td>CUFMEM01A</td>
<td>40</td>
</tr>
<tr>
<td>CULMS413A</td>
<td>40</td>
</tr>
</tbody>
</table>

CERTIFICATE III IN MULTIMEDIA

Course Code: CUF30601

Career Opportunities
Further Education opportunities – TAFE and Higher Education.

Scope of Delivery
This course is offered as a VET in Schools program auspiced by Victoria University.

Course Objectives
While Certificate IV is the main entry point to the multimedia industry, this qualification is designed to reflect the role of employees who perform such duties as:

- producing and updating basic web pages;
- producing multimedia components;
- editing multimedia material;
- producing animation.

Entry Requirements
Current enrolment in VCE Year 12.

Course Duration
This course is offered on a part time basis over two years.

Course Structure
To attain a Certificate III in Multimedia, 13 units must be achieved:

- 2 Core Units of Study from Group A plus;
- 6 specialist units from Group B, plus;
- 2 Elective Units of Study from Group C, plus;
- 2 Elective Units of Study from the Certificate III unit bank or from another industry training package at Certificate III level.
Group A Core Units of Study

Unit of Study Code Hours

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFGEN01A</td>
<td>DEVELOP AND APPLY INDUSTRY KNOWLEDGE 15</td>
</tr>
<tr>
<td>CUFSAF01A</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 15</td>
</tr>
</tbody>
</table>

Group B Specialist Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFIMA03A</td>
<td>CREATE 2D DIGITAL ANIMATION 35</td>
</tr>
<tr>
<td>ICPMM05DA</td>
<td>CREATE WEB PAGES WITH MULTIMEDIA 50</td>
</tr>
<tr>
<td>ICPMM15DA</td>
<td>DEVELOP A MULTIMEDIA SCRIPT 40</td>
</tr>
<tr>
<td>USSO12U2A</td>
<td>EDIT SOUND USING DIGITAL SYSTEMS 69</td>
</tr>
<tr>
<td>CUFEDT05A</td>
<td>OPERATE A NON-LINEAR EDITING SYSTEM 50</td>
</tr>
<tr>
<td>ICAITU127A</td>
<td>OPERATE SYSTEM SOFTWARE 50</td>
</tr>
<tr>
<td>ICAITU126A</td>
<td>USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40</td>
</tr>
<tr>
<td>CUFWR05A</td>
<td>WRITE CONTENT AND/OR COPY 50</td>
</tr>
</tbody>
</table>

Group C Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSADM08A</td>
<td>ADDRESS COPYRIGHT REQUIREMENTS 20</td>
</tr>
<tr>
<td>CUFRA01A</td>
<td>ORIGINATE AND DEVELOP THE CONCEPT 60</td>
</tr>
<tr>
<td>CUFMEM14A</td>
<td>CREATE, MANIPULATE AND INCORPORATE 2D GRAPHICS 25</td>
</tr>
<tr>
<td>ICPMM11BA</td>
<td>IDENTIFY COMPONENTS OF MULTIMEDIA 20</td>
</tr>
<tr>
<td>ICPMM14CA</td>
<td>INCORPORATE TEXT INTO MULTIMEDIA PRESENTATIONS 20</td>
</tr>
<tr>
<td>CUFMEM13A</td>
<td>INCORPORATE, DESIGN AND EDIT DIGITAL VIDEO 25</td>
</tr>
<tr>
<td>ICPMM44CA</td>
<td>INCORPORATE AUDIO INTO MULTIMEDIA PRESENTATIONS 42</td>
</tr>
<tr>
<td>CUFIMA01A</td>
<td>PRODUCE AND MANIPULATE DIGITAL IMAGES 20</td>
</tr>
<tr>
<td>USSO02U4A</td>
<td>RECORD SOUND 35</td>
</tr>
<tr>
<td>CUFEC01A</td>
<td>SET UP AND OPERATE A BASIC VIDEO CAMERA 50</td>
</tr>
<tr>
<td>CUFMEM12A</td>
<td>UPDATE WEB PAGES 30</td>
</tr>
<tr>
<td>CUSGEN01A</td>
<td>USE AND ADAPT TO CHANGES IN TECHNOLOGY 20</td>
</tr>
<tr>
<td>CULMS413A</td>
<td>USE INFORMATION TECHNOLOGY 40</td>
</tr>
</tbody>
</table>

CERTIFICATE IV IN MULTIMEDIA

Course Code: CUF40801

Campus: St Albans.

Career Opportunities
Further education opportunities. Provides multimedia training for people who want to produce, edit or test multimedia products such as animations, graphics, games, CD ROMs and interfaces. When you graduate you will be eligible to enter the Advanced Diploma of Multimedia CUF60501.

Scope of Delivery
Full time basis.

Course Objectives
This qualification is designed to reflect the role of personnel producing multimedia products who perform a range of artistic, administrative and technical duties such as:

- producing animation;
- producing graphics;
- editing multimedia material;
- developing web/intranet/sites/pages;
- authoring/developing CD ROMs;
- testing games;
- designing interfaces.

Entry Requirements
Prospective applicants must contact the Department of Visual Arts, Design and Multimedia on (03) 9919 1583 to obtain an ‘Application for interview’ form. Applicants will be required to attend an interview and submit a folio of recent art work.

Selection Procedures/Selection Criteria
Applicants need to apply through VTAC, contact the department to arrange an interview (See Application Procedures) and attend an interview and submit a folio of recent art work.

Course Duration
This course is offered on a full time basis over one year. A credit pathway exists from this course to the Advanced Diploma of Multimedia CUF60501.

Course Structure
Core Units of Study

Unit Code Hours

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFGEN01A</td>
<td>DEVELOP AND APPLY INDUSTRY KNOWLEDGE 15</td>
</tr>
<tr>
<td>CUFSAF01A</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 15</td>
</tr>
<tr>
<td>CUSGEN03A</td>
<td>COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT 35</td>
</tr>
</tbody>
</table>

Elective Units of Study Twelve units, comprising:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CUFIMA01A</td>
<td>PRODUCE AND MANIPULATE DIGITAL IMAGES 20</td>
</tr>
<tr>
<td>CUFIMA03A</td>
<td>CREATE 2D DIGITAL ANIMATION 35</td>
</tr>
<tr>
<td>CUFIMA04A</td>
<td>CREATE 3D DIGITAL ANIMATION 75</td>
</tr>
<tr>
<td>CUFMEM05A</td>
<td>MANAGE MULTIMEDIA ASSETS 40</td>
</tr>
<tr>
<td>CUFWR05A</td>
<td>WRITE CONTENT AND/OR COPY 50</td>
</tr>
<tr>
<td>CUFWR07A</td>
<td>WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA 50</td>
</tr>
<tr>
<td>CUSADM03A</td>
<td>MANAGE A PROJECT 35</td>
</tr>
<tr>
<td>CUSGEN05A</td>
<td>MAKE PRESENTATIONS 35</td>
</tr>
<tr>
<td>ICAITB060A</td>
<td>IDENTIFY PHYSICAL DATABASE REQUIREMENTS 40</td>
</tr>
<tr>
<td>ICAITB061A</td>
<td>MONITOR PHYSICAL DATABASE IMPLEMENTATION 20</td>
</tr>
<tr>
<td>ICAITB075A</td>
<td>USE A LIBRARY OR PRE-EXISTING COMPONENTS 20</td>
</tr>
<tr>
<td>ICPMM05DA</td>
<td>CREATE WEB PAGES WITH MULTIMEDIA 50</td>
</tr>
</tbody>
</table>
DIPLOMA OF MULTIMEDIA

Course Code: CUF50701

When you graduate from the Advanced Diploma of Multimedia you are eligible to enter the third year of Victoria University's Bachelor of Arts Degree (Multimedia). There is also a new dual award Advanced Diploma of Multimedia/Bachelor of Arts (Interactive Media) where both courses are studied concurrently.

Campus: St Albans, City Flinders Campuses.

Career Opportunities
Studio based art practice, games development, web design and development, animation and special effects production.

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

Course Objectives
This qualification is designed to reflect the role of people working in the multimedia industry who perform technical, design, managerial or executive duties. At this level it is possible to specialise in instructional design, project management, production, games or web site design depending on the units selected. Common duties may include:

- designing multimedia products;
- managing major projects;
- coordinating the production of multimedia products;
- business management;
- evaluating multimedia products;
- managing the design process for multimedia;
- managing multimedia projects;
- writing for multimedia;
- undertaking instructional design;
- editing on-line;
- designing games;
- testing games;
- designing for multimedia;
- producing animation;
- designing web sites/pages.

Entry Requirements
Entry to these courses is via an interview and submission of a folio.

Selection Procedures/Selection Criteria
Applicants need to apply through VTAC, contact the department to arrange an interview (see Applications Procedures) and attend an interview and submit a folio which demonstrates strong creative, conceptual and technical abilities. At the interview applicants should demonstrate an understanding of the Multimedia Industry.

Previous work and life experience of mature age applicants may be considered. Consideration may also be given to applicants whose educational opportunities have been affected by economic background.

Course Duration
The Advanced Diploma of Multimedia CUF60501 is offered on a full time basis over two years with an exit point for the Diploma qualification after 18 months. The courses are also offered part time.

Course Structure

Unit Code   Hours
CUEOHS1A IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES. 9
CUFADM01A PREPARE A PROPOSAL 50
CUFADM02A ADDRESS COPYRIGHT 20
CUFEDT01A MAKE CREATIVE AND TECHNICAL EDITING DECISIONS 60
CUFGEN01A DEVELOP AND APPLY INDUSTRY KNOWLEDGE 15
CUFIMA05A CREATE 3D DIGITAL MODELS AND IMAGES 75
CUFIMA07A CREATE TITLES FOR SCREEN PRODUCTION 30
CUFMEM02A AUTHOR A MULTIMEDIA PRODUCT 50
CUFMEM03A INTEGRATE AND USE SCRIPTING LANGUAGE IN AUTHORING A MULTIMEDIA PRODUCT 60
CUFMEM04A TEST A MULTIMEDIA PRODUCT 40
CUFMEM06A DESIGN A MULTIMEDIA PRODUCT 50
CUFMEM07A APPLY PRINCIPLES OF VISUAL DESIGN AND COMMUNICATION TO THE DEVELOPMENT OF A MULTIMEDIA PRODUCT 40
CUFMEM08A APPLY PRINCIPLES OF INSTRUCTIONAL DESIGN TO A MULTIMEDIA PRODUCT 40
CUFMEM09A APPLY PRINCIPLES OF GAME DESIGN TO A MULTIMEDIA PRODUCT 30
CUFMEM10A DESIGN AND CREATE A MULTIMEDIA INTERFACE 70
CUFMEM11A DESIGN THE NAVIGATION FOR A MULTIMEDIA PRODUCT 70
CUFPOP09A CONDUCT A BRIEFING 30
CUFWRT07A WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA 50
CUSADM04A MANAGE A MAJOR PROJECT 35
CUSRAD02A CONDUCT RESEARCH 35
ICPM61DA PREPARE MULTIMEDIA FOR DIFFERENT PLATFORMS 20

Interactive Media Stream Units of Study only
CUFEDT01A DEVELOP A BUDGET 30
CUFEDT05A OPERATE A NON-LINEAR EDITING SYSTEM 50
CUFRAD01A ORIGINATE AND DEVELOP THE CONCEPT 60
CUSSOU12A EDIT SOUND USING DIGITAL SYSTEMS 69
THHGLE16A MANAGE PHYSICAL ASSETS 39

Games Development Stream Units of Study only
CUFIMA06A.1 DEVELOP AND IMPLEMENT VISUAL EFFECTS DESIGNS 100
ICAITAD058A APPLY SKILLS IN OBJECT ORIENTED DESIGN 40
THHGLE12A.1 DEVELOP AND MANAGE MARKETING STRATEGIES 50
ADVANCED DIPLOMA OF MULTIMEDIA (STREAMS IN INTERACTIVE MEDIA & GAMES DEVELOPMENT) (I)

Course Code: CUF60501

When you graduate from the Advanced Diploma of Multimedia you are eligible to enter the third year of Victoria University's Bachelor of Arts Degree (Multimedia). There is also a new dual award Advanced Diploma of Multimedia/Bachelor of Arts (Interactive Media) where both courses are studied concurrently.

**Campus:** St Albans, City Flinders Campuses.

**Career Opportunities**

Studio based art practice, games development, web design and development, animation and special effects production.

**Scope of Delivery**

This course is offered on a full time and part time basis.

**Course Objectives**

This qualification is designed to reflect the role of people working in the multimedia industry who perform technical, design, managerial or executive duties. At this level it is possible to specialise in instructional design, project management, production, games or web site design depending on the units selected. Common duties may include:

- designing multimedia products;
- managing major projects;
- coordinating the production of multimedia products;
- business management;
- evaluating multimedia products;
- managing the design process for multimedia;
- managing multimedia projects;
- writing for multimedia;
- undertaking instructional design;
- editing on-line;
- designing games;
- testing games;
- designing for multimedia;
- producing animation;
- designing web sites/pages.

**Entry Requirements**

Entry to these courses is via an interview and submission of a folio.

**Selection Procedures/Selection Criteria**

Applicants need to apply through VTAC, contact the department to arrange an interview (see Applications Procedures) and attend an interview and submit a folio which demonstrates strong creative, conceptual and technical abilities. At the interview applicants should demonstrate an understanding of the Multimedia Industry. Previous work and life experience of mature age applicants may be considered. Consideration may also be given to applicants whose educational opportunities have been affected by economic background.

**Course Duration**

The Advanced Diploma of Multimedia CUF60501 is offered on a full time basis over two years with an exit point for the Diploma qualification after 18 months. The courses are also offered part time.

**Course Structure**


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**Interactive Media Stream Units of Study only**

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**Games Development Stream Units of Study only**

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SUBJECTS

Below are subject details for courses offered by the Department of Visual Arts, Design and Multimedia in 2007.

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

CUEFIN1A DEVELOP A BUDGET
Content: 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. Implement diversity policy.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CUFADM01A PREPARE A PROPOSAL
Content: Analyse the project requirements; Determine ability to meet the requirements of the brief; Estimate the costs and availability of resources; Prepare the proposal/tender submission; Present the submission where appropriate; Obtain confirmed agreement where appropriate.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUFADM02A ADDRESS COPYRIGHT
Content: Ensure that copyright protection on creative works or performance is adequate locally and internationally; Assign copyright of creative works or performers; License rights to creative works or performance; Comply with conditions of copyright agreement.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CUFCAM01A SET UP AND OPERATE A BASIC VIDEO CAMERA
Content: Select and prepare camera equipment and materials; Charge and maintain batteries throughout shoot; Install or check camera support equipment; Install camera, lenses and other accessories; Test all operational aspects of the camera; Prepare and load videotapes; Operate the camera; Disassemble camera, accessories and support equipment.
Nominal Hours: 30-50 Hours
Assessment: As per accredited curriculum

CUFEDT01A MAKE CREATIVE AND TECHNICAL EDITING DECISIONS
Content: Interpret the brief; Generate and assess ideas; Develop initial and/or on-going edit decisions; Communicate editing decisions, evaluate and make amendments; Monitor the editing process.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CUFEDT05A OPERATE A NON-LINEAR EDITING SYSTEM
Content: Prepare to use the editing equipment; Digitise the picture and sound footage; Edit the picture and sound footage according to the requirements of the brief; Rerifh the edit; Export the compiled sequences and files and archive the edit job; Complete work operations.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUFIMA01A PRODUCE AND MANIPULATE DIGITAL IMAGES
Content: Assess digital camera qualities; Photograph and upload a digital image; Incorporate digital photography into a multimedia sequence.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CUFIMA03A CREATE 2D DIGITAL ANIMATION
Content: Identify animation requirements; Identify scope of 2D animation software; Product key drawings for animation; Produce 2D animation; Evaluate animation.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUFIMA04A CREATE 3D DIGITAL ANIMATION
Content: Identify animation requirements; Identify scope of 3D animation software; Produce 3D animation; Evaluate animation.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CUFIMA05A CREATE 3D DIGITAL MODELS AND IMAGES
Content: Identify requirements for 3D digital models and images; Identify and select modelling and imaging software; Create digital 3D models and images; Test and evaluate 3D models.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CUFIMA06A DEVELOP AND IMPLEMENT VISUAL EFFECTS DESIGNS
Content: Receive and interpret the brief for visual effects design; Break down scripts to produce a plan for the visual effects; Generate and assess ideas; Conduct research and experimentation; Develop and document the visual effects design; Communicate design ideas and make amendments; Liaise with others to implement visual effects production.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

CUFIMA06A.1 DEVELOP AND IMPLEMENT VISUAL EFFECTS DESIGNS
Content: This unit describes the skills and knowledge required to interpret the creative brief, develop and implement visual effects designs for any production in the cultural industries.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

CUFIMA07A CREATE TITLES FOR SCREEN PRODUCTION
Content: Plan and authoring tool; Prepare to use authoring tool; Use authoring tool; Check functionality of multimedia sequence.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

CUFEMEM01A USE AN AUTHORING TOOL TO CREATE AN INTERACTIVE SEQUENCE
Content: Plan of using authoring tool; Prepare to use authoring tool; Use authoring tool; Check functionality of multimedia sequence.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

CUFEMEM04A TEST A MULTIMEDIA PRODUCT
Content: Determine the criteria for testing; Determine the methods to be used in testing the product; Test and review the multimedia product at agreed stages; Evaluate the final product.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CUFEMEM05A MANAGE MULTIMEDIA ASSETS
Content: Establish systematic procedures for managing content and outputs; Record information on assets; Plan for project completion and storage; File and save project materials.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
CUFMEM06A DESIGN A MULTIMEDIA PRODUCT
Content: Determine the project requirements; Identify possible approaches and select the most appropriate; Produce a design for the multimedia project design; Review and confirm the design.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUFMEM07A APPLY PRINCIPLES OF VISUAL DESIGN AND COMMUNICATION TO THE DEVELOPMENT OF A MULTIMEDIA PRODUCT
Content: Receive and interpret the brief; Generate and assess ideas; Conduct research; Select media/materials for use in a visual design and communication; Apply visual design and communication techniques; Evaluate visual and communication design techniques. Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CUFMEM08A APPLY PRINCIPLES OF INSTRUCTIONAL DESIGN TO A MULTIMEDIA PRODUCT
Content: Receive and interpret the brief for the instructional design; Generate and assess ideas; Conduct research; Select an instructional design model; Plan and compose the instructional product; Evaluate instructional strategies and materials.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CUFMEM09A APPLY PRINCIPLES OF GAME DESIGN TO A MULTIMEDIA PRODUCT
Content: Receive and interpret the brief for the game design; Generate and assess ideas; Conduct research; Select a game design model; Compose the game elements; Evaluate game based on design principles.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CUFMEM10A DESIGN AND CREATE A MULTIMEDIA INTERFACE
Content: Plan an interface design; Develop the interface; Create the interface; Evaluate the interface.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CUFMEM11A DESIGN THE NAVIGATION FOR A MULTIMEDIA PRODUCT
Content: Plan navigation; Develop navigation; Construct navigation; Evaluate navigation.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CUFMEM12A UPDATE WEB PAGES
Content: Check information for relevance and currency; Check links and navigation; Edit information as required; Test and confirm changes.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

CUFMEM13A INCORPORATE, DESIGN AND EDIT DIGITAL VIDEO
Content: Identify and describe formats of digital video; Design digital video; Edit digital video; Present a digital video sequence.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

CUFMEM14A CREATE, MANIPULATE AND INCORPORATE 2D GRAPHICS
Content: Work with digital imaging; Use 2D multimedia graphics software; Create 2D multimedia graphic designs.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

CUFPOPO1A PREPARE AND PARTICIPATE IN AN ELECTRONIC MEDIA ACTIVITY
Content: This unit describes the skills and knowledge required to prepare and put into practice an activity using media that is appropriate for any production within the cultural industries.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUFPOPO9A CONDUCT A BRIEFING
Content: Prepare information for delivery; Present all necessary operational information by verbal briefing; Present all necessary safety information by verbal briefing; Render artwork.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CUFRA01A ORIGINATE AND DEVELOP THE CONCEPT
Content: Clarify creative ideas; Investigate approaches to the realisation of the idea; Evaluate possible approaches; Develop the concept to an operational level.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CUFSAF01A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES
Content: Follow workplace procedures on health, safety and security; Deal with emergency situations; Maintain personal safety standards; Provide feedback on health, safety and security.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

CUFSAF01B FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES
Content: The purpose of this module is to provide students with skills and knowledge, which everyone in the workplace must have in order to work safely. It covers a range of industry contexts involving a variety of different conditions and hazards.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

CUFWRT05A WRITE CONTENT AND/OR COPY
Content: This unit describes the skills and knowledge required to write content and/or copy for use in such items as advertisements, station and other promotions, sponsorship announcements, community service announcements and any other form of industrial writing for any production within the cultural industries.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUFWRT07A WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA
Content: Prepare to write the interactive sequence; Write the interactive sequence; Re-evaluate the interactive sequence; Obtain approval from relevant personnel.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CULMS413A USE INFORMATION TECHNOLOGY
Content: Operate computer hardware; Operate computer packages; Access and use user support resources.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
CUSADM04A MANAGE A MAJOR PROJECT
Content: Define the scope of the project; Develop overall project plan; Monitor all aspects of the project; Evaluate the whole project.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUGEN05A MAKE PRESENTATIONS
Content: Plan and prepare for the presentations; Make presentations; Evaluate presentations.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUVCR09A SELECT AND APPLY DRAWING TECHNIQUES AND MEDIA TO REPRESENT AND COMMUNICATE THE CONCEPT
Content: Research suitable drawing techniques for representing the concept; Determine purpose for drawings; Explore drawing techniques and produce drawings.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

CUVCR13A RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM ARTISTIC PRACTICE
Content: Research history and theory; Link research to artistic practice; Update and maintain knowledge of trends within own area of artistic practice.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CUVCRS04A PRODUCE TECHNICAL DRAWINGS
Content: 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.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVCRS05A USE TYPOGRAPHY TECHNIQUES FOR DESIGN WORK
Content: The purpose of this unit is to provide students with skills and knowledge required to develop and refine a range of techniques to produce typographic solutions.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVCRS16A PREPARE TEXT AND GRAPHICS FILES FOR PRINT PROCESSING
Content: The purpose of this unit is to provide students with skills and knowledge required to prepare electronic files for pre-press processing.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVEDS01A APPLY COLOUR THEORY IN RESPONSE TO A BRIEF
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to explore and apply colour theory in response to a brief.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CUVEDS02A APPLY THE DESIGN PROCESS TO 2-DIMENSIONAL WORK IN RESPONSE TO A BRIEF
Content: This purpose of this unit is to provide students with skills and knowledge required to explore and apply the design process in a 2-dimensional way in response to a brief.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVEDS03A APPLY THE DESIGN PROCESS TO 3-DIMENSIONAL WORK IN RESPONSE TO A BRIEF
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to explore and apply the design process in a 3-dimensional way in response to a brief.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVEDS04A INTEGRATE COLOUR THEORY AND DESIGN PROCESSES IN RESPONSE TO A BRIEF
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to explore and integrate colour theory and design process using 2D and/or 3D space.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CUVEDS05A INTERPRET AND RESPOND TO A BRIEF
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to interpret and respond to a brief through the production of work.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

CUVDS01A SOURCE AND APPLY DESIGN INDUSTRY KNOWLEDGE
Content: The purpose of this unit is to provide the participants with the skills, required to source apply and update general knowledge of the design industry.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

CUVDS02A DEVELOP SELF AS DESIGNER
Content: This is a professional practice unit which describes development of technical and conceptual skills. This module provides students with skills and knowledge required to to work as a practising designer.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CUVDS04A RESEARCH AND APPLY THE HISTORY AND THEORY OF DESIGN TO PRACTICE
Content: This unit is to provide students with skills and knowledge required to research and analyse the history and theory of design for application to design practice.
Nominal Hours: 65 Hours
Assessment: As per accredited curriculum

CUVDS11A RESEARCH AND APPLY TECHNIQUES FOR ILLUSTRATIVE WORK
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to research and apply techniques for application to any type of illustrative work.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVPRP01A DEVELOP SELF AS AN ARTIST
Content: Acquire and develop technical skills; Develop conceptual skills and ideas; Develop own voice; Evaluate own work; Research work opportunities.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CUVVS01A APPLY TECHNIQUES TO PRODUCE DIGITAL IMAGES
Content: The purpose of this unit is to provide students with skills and knowledge required to use techniques, materials and equipment for the production of digital images.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
CUVVSP12A PRODUCE DIGITAL IMAGES
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to produce digital images through the exploration and application of a range of techniques, equipment and materials.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVVSP13A RESEARCH AND EXPERIMENT WITH TECHNIQUES FOR DIGITAL IMAGE ENHANCEMENT AND MANIPULATION
Content: The purpose of this unit is to provide students with skills and knowledge required to research and experiment with various techniques for the realisation of digital images.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVVSP35A PRODUCE PAINTINGS
Content: Prepare and maintain resources for painting; Explore painting techniques to plan work; Realise paintings.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVVSP36A RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PAINTINGS
Content: Inform work through experimentation with painting techniques and media; Develop and refine a conceptual vision for paintings; Determine and organise resource requirements for new work; Realise paintings.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVVSP45A PRODUCE PRINTS
Content: Prepare and maintain resources for the production of prints; Explore printmaking techniques to plan work; Realise prints.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVVSP46A RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PRINTS
Content: Inform work through experimentation with printmaking techniques and media; Develop and refine a conceptual vision for prints; Determine and organise resource requirements for new work; Realise prints.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ICAITB060A IDENTIFY PHYSICAL DATABASE REQUIREMENTS
Content: This unit details the competency required to create the physical database from the data dictionary and design specifications.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAITB061A MONITOR PHYSICAL DATABASE IMPLEMENTATION
Content: This unit details the competency required to model and monitor database performance
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAIU127A OPERATE SYSTEM SOFTWARE
Content: This unit defines the competency required to operate and support system software.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ICPKN11A DEMONSTRATE KNOWLEDGE AND REQUIREMENTS OF GRAPHIC PRE-PRESS
Content: The purpose of this unit is to provide students with skills and knowledge required to work or dealing with the graphic pre-press area of the printing industry. It facilitates technical communication and the ability to work as a team member.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

ICPMM11BA IDENTIFY COMPONENTS OF MULTIMEDIA
Content: Identify the electronic components of multimedia; Explore the scope of multimedia; Assess the features and functions of multimedia operating systems; Outline the role of multimedia.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICPMM15DA DEVELOP A MULTIMEDIA SCRIPT
Content: Identify and describe multimedia script formats and processes; Use scripting techniques to create a multimedia production script.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICPMM41CA INCORPORATE TEXT INTO MULTIMEDIA PRESENTATIONS
Content: Use multimedia text software; Create multimedia text.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICPMM44CA INCORPORATE AUDIO INTO MULTIMEDIA PRESENTATIONS
Content: Identify and describe formats of digital audio; Use digital audio software; Design and edit digital audio; Construct a digital audio track.
Nominal Hours: 42 Hours
Assessment: As per accredited curriculum

ICPMM61DA PREPARE MULTIMEDIA FOR DIFFERENT PLATFORMS
Content: Identify and describe multimedia delivery techniques; Prepare data for multimedia platforms.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ICPMM63BA ACCESS THE INTERNET
Content: Identify and use local resources and identify and use remote resources.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICPPP21BA SELECT AND APPLY TYPE
Content: The purpose of this unit is to provide students with skills and knowledge required to develop appropriate Industry standard typographic solutions in response to simple briefs.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICPPP21CA PRODUCE A TYPOGRAPHIC IMAGE
Content: There is no descriptor for this unit. (advised by NTIS site).
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ICPPP21DA COMPOSE AND EVALUATE TYPOGRAPHY
Content: The purpose of this unit is to provide students with skills and knowledge required to compose type, solve technical typographic problems, ensure a quality of typographic output and manage the type system.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
ICPPP22CA SCAN IMAGES FOR REPRODUCTION
Content: The purpose of this unit is to provide students with skills and knowledge required to mount original copy, set up scanner and produce images to industry standard.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ICPPP32CA ELECTRONICALLY COMBINE AND ASSEMBLE DATA
Content: The purpose of this unit is to provide students with skills and knowledge to create data using electronic files.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ICPPP32DA ELECTRONICALLY COMBINE COMPLEX IMAGES
Content: The purpose of this unit is to provide students with skills and knowledge required to assess requirements for combining and editing complex images, solve technical combining problems and prepare information for output devices and manage the combining system.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ICPPP52BA OUTPUT IMAGES TO FILM AND PAPER
Content: The purpose of this unit is to provide students with skills and knowledge required to set up and maintain output devices and output images using industry standard tools and equipment as appropriate.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICPPP53BA OUTPUT IMAGES TO ELECTRONIC MEDIA
Content: The purpose of this unit is to provide students with skills and knowledge underlying skills of image transfer is applicable across sectors of the design and pre-press industries. The module utilises special purpose industry software packages as appropriate.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

THHGLE12A.1 DEVELOP AND MANAGE MARKETING STRATEGIES
Content: This unit deals with the skills and knowledge required to develop and manage marketing strategies within a tourism and hospitality context.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

THHGLE16A MANAGE PHYSICAL ASSETS
Content: Develop strategies for systematic maintenance, repair and purchase of physical assets; Monitor the performance of physical assets in the workplace; Co-ordinate financing of physical assets.
Nominal Hours: 39-40 Hours
Assessment: As per accredited curriculum

VBD144 DIGITAL MEDIA MINOR STUDIES
Content: The purpose of this unit is to provide students with the skills and knowledge and attitude to apply appropriate methods in the production of digital based work.
Nominal Hours: 96 Hours
Assessment: As per accredited curriculum

VBD259 ELECTRONIC IMAGING 1
Content: Application of industry-relevant imaging software to produce computer generated design and artwork for 2D print media. Application of conceptual skills and techniques to create design solutions and creatively manipulate and present visual information as well as develop a practical knowledge of digital photographic imaging.
Nominal Hours: 48 Hours
Assessment: Students must demonstrate that they are competent in each learning outcome before a module is completed. Each learning outcome will require one or more of the following assessment methods: group activities, written and oral tests, presentations, assignments, projects, case studies and practical exercises which simulate the conditions of the workplace.

VBD264 ELECTRONIC IMAGING 2
Content: Application use of industry-relevant digital imaging software to produce computer generated design and artwork for 2D print media and interactive multimedia, applying conceptual skills and techniques to create design solutions; develop advanced skills in the creative manipulation and presentation of visual information and a practical knowledge of digital photographic material.
Nominal Hours: 48 Hours
Assessment: Students must demonstrate that they are competent in each learning outcome before a module is completed. Each learning outcome will require one or more of the following assessment methods: group activities, written and oral tests, presentations, assignments, projects, case studies and practical exercises which simulate the conditions of the workplace.

VBD266 RESEARCH PROJECT: SPECIALISATION 1
Content: The purpose of this module is to provide a structured environment in which students can further develop skills and expertise within their chosen area of specialisation.
Nominal Hours: 48 Hours
Assessment: As per accredited curriculum

VBS642 LIFE DRAWING
Content: Use a range of drawing methods and selected materials to draw the human figure from observation within specified pose times, translating structure and preparation into an expressive form on a 2D drawing surface.
Nominal Hours: 32 Hours
Assessment: As per accredited curriculum

VBS643 PHOTOGRAPHY
Content: The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to use either traditional or electronic photographic methods for image manipulation and reproduction.
Nominal Hours: 48 Hours
Assessment: As per accredited curriculum

VBS644 DRAWING LEVEL 2
Prerequisite(s) VBS641 Drawing.
Content: The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to use drawings and sketches to represent imagery, to express idea and to explore themes.
Nominal Hours: 48 Hours
Assessment: As per accredited curriculum

VBS645 DRAWING LEVEL 3
Prerequisite(s) VBS644 Drawing Level 2.
Content: The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to extend their knowledge of drawing and drawing mediums and techniques and to apply these concepts to a major area of study.
Nominal Hours: 48 Hours
Assessment: As per accredited curriculum

VBS646 DRAWING LEVEL 4
Prerequisite(s) VBS644 Drawing Level 2, VBS645 Drawing Level 3.
Content: The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to extend, utilise and interpret their knowledge of drawing and drawing practices in the production of a series of works which reflect and reinforce a major area of study, and which display a degree of personal philosophy or style.
Nominal Hours: 48 Hours
Assessment: As per accredited curriculum

VBS647 LIFE DRAWING LEVEL 2
Prerequisite(s) VBS642 Life Drawing (Generic).
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to incorporate new information and skills in the production of life drawings. To employ a diverse range of figure model poses and time spans to produce a folio of life drawing.
Nominal Hours: 32 Hours
Assessment: As per accredited curriculum
VBS648 ART BUSINESS LEVEL 2
Prerequisite(s) VBS636 Business Practices.
Content: The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to apply sound business practice within the legal responsibilities of self-employed art practitioner.
Nominal Hours: 32 Hours
Assessment: As per accredited curriculum

VBS649 ART BUSINESS LEVEL 3
Prerequisite(s) VBS636 Business Practices, VBS648 Art Business Level 2.
Content: The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to identify and analyse approaches using differing methods, materials and techniques to the skills, knowledge and attitudes required to develop a range of artistic problems.
Nominal Hours: 32 Hours
Assessment: As per accredited curriculum

VBS651 CONTEMPORARY ART STUDIES LEVEL 3
Prerequisite(s) VBS639 Contemporary Art Studies Level 1, VBS650 Contemporary Art Studies Level 2, VBS653 Context and Culture Level 3.
Content: The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to analyse in detail the influence of specific prominent philosophical concerns upon contemporary art and design.
Nominal Hours: 32 Hours
Assessment: As per accredited curriculum

VBS652 CONTEXT AND CULTURE LEVEL 2
Prerequisite(s) VBS656 Context and Culture Level 1.
Content: The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to identify and analyse diverse cultures/sub-cultures and their relationship to the arts. A visiting artists program is an essential aspect of this study.
Nominal Hours: 48 Hours
Assessment: As per accredited curriculum

VBS653 CONTEXT AND CULTURE LEVEL 3
Prerequisite(s) VBS656 Context and Culture Level 1, VBS652 Context and Culture Level 2.
Content: The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to analyse philosophical theory and its relationship to art production.
Nominal Hours: 48 Hours
Assessment: As per accredited curriculum

VBS654 CONTEXT AND CULTURE LEVEL 4
Prerequisite(s) VBS656 Context and Culture Level 1, VBS652 Context and Culture Level 2, VBS653 Context and Culture Level 3.
Content: The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to evaluate their own work in terms of aesthetics, social context and philosophical foundations. Students are also required to prepare for an exhibition of their work.
Nominal Hours: 48 Hours
Assessment: As per accredited curriculum

VBS655 STUDIO AND MATERIALS STUDIES
Content: The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to develop a range of approaches using differing methods, materials and techniques to artistic problems.
Nominal Hours: 96 Hours
Assessment: As per accredited curriculum

VBS656 CONTEXT AND CULTURE LEVEL 1
Content: The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to identify and analyse sociological subject matter and its impact on the production of art.
Nominal Hours: 48 Hours
Assessment: As per accredited curriculum

VBS661 PAINTING MAJOR STUDY 1
Prerequisite(s) VBS657 Painting Level 1, VBS658 Painting Level 2.
Content: The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to apply and develop a knowledge of materials and methods in regard to the production of paintings.
Nominal Hours: 144 Hours
Assessment: As per accredited curriculum

VBS662 PAINTING MAJOR STUDY 2
Prerequisite(s) VBS661 Painting Major Study 1 or equivalent.
Content: The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to initiate, plan and execute paintings which are a vehicle for personal expression.
Nominal Hours: 144 Hours
Assessment: As per accredited curriculum

VBS665 PRINTMAKING MINOR STUDY 1
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to develop the expression of ideas through the application of an extended range ofprintmaking processes, and at an increasingly sophisticated level.
Nominal Hours: 96 Hours
Assessment: As per accredited curriculum

VBS689 ELECTRONIC DESIGN LEVEL 2
Prerequisite(s) VBS640 Computer Aided Design; VBS688 Electronic Design Level 1
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to use industry standard 2D software and hardware for graphic production; create and manipulate images and illustration for the presentation of visual information which will lead to satisfactory design solutions.
Nominal Hours: 48 Hours
Assessment: As per accredited curriculum

VBS749 FINISHED ART LEVEL 2
Prerequisite(s) VBS748 Finished Art level 1.
Content: The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to produce manual and computer finished art from a designer's brief or rough on time and within budget.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBS750 FINISHED ART LEVEL 3
Prerequisite(s) VBS749 Finished Art Level 2.
Content: The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to create initial design concepts and produce artwork to finished art stage.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBS757 EXTENDED PRACTICAL PLACEMENT
Prerequisite(s) VBS655 Occupational Health and Safety.
Content: The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to work in an assistant capacity in graphic art studio/s with real industry brief to meet agreed expectations of employer for the completion of workplace projects.
Nominal Hours: 224 Hours
Assessment: As per accredited curriculum

VBS758 HISTORY OF DESIGN
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to research the historical concepts and developments of design.
Nominal Hours: 48 Hours
Assessment: As per accredited curriculum
VBS759 DESIGN PROCESS LEVEL 2
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to develop design and imagery by applying creative, analytical and problem solving approaches to design problems in response to a brief.
Nominal Hours: 96 Hours
Assessment: As per accredited curriculum

VBS760 DESIGN PROCESS LEVEL 3
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to develop design to complete a complex industry design brief.
Nominal Hours: 96 Hours
Assessment: As per accredited curriculum

VBS761 3D STUDIES
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to apply creative, analytical problem solving approaches to design problems by constructing three dimensional objects.
Nominal Hours: 48 Hours
Assessment: As per accredited curriculum

VBS762 DESIGN FOR NEW MEDIA
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to design for new media.
Nominal Hours: 96 Hours
Assessment: As per accredited curriculum

VBS763 VOCATIONAL STUDIES
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to meet agreed expectations for the completion of industry project, brief involving industry based project, consultation and/or research.
Nominal Hours: 96 Hours
Assessment: As per accredited curriculum

VBS764 CRITICAL ANALYSIS
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to critically analyse designs using industry standard terminology, concepts, theories and analytical processes.
Nominal Hours: 48 Hours
Assessment: As per accredited curriculum
Below are details of courses offered by the Department of Vocational Education Programs in 2007. The most up-to-date course information is available online on the University’s searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to International students are marked with the (I) symbol.

**CERTIFICATE III IN GENERAL EDUCATION FOR ADULTS**

**Course Code:** 21252VICE

**Campus:** Flexible mode/off campus delivery.

**Career Opportunities**
Preparation for the Occupational English Test.

**Scope of Delivery**
This course is offered via flexible delivery. Students will submit tasks and receive feedback online. Some workshops on the Speaking component will be offered at Footscray Nicholson campus for students who are able to attend on site.

**Course Objective**
This module will allow students to practice typical tasks of the Occupational English Test.

**Entry Requirements**
This course is for overseas-qualified Health Professionals who already have an advanced knowledge of English and are able to work independently by accessing computer-based materials.

**Course Duration**
This course is an 80 hour module delivered over a number of weeks

**Course Structure**

**Unit of Study Code Hours**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM696</td>
<td>GENERAL CURRICULUM OPTIONS III</td>
<td>80</td>
</tr>
</tbody>
</table>

**COURSE IN GATEWAY TO NURSING AND HEALTH SCIENCES**

**Course Code:** 21379VIC

**Campus:** St Albans.

**Career Opportunities**
This is an academic skills bridging course that leads to nursing and other health sciences.

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

**Course Objectives**
This course provides students with the knowledge, skills and confidence required to successfully participate in nursing and other health sciences courses.

**Entry Requirements**
To qualify for admission to the course, applicants must be assessed by the Department as being capable of successfully completing the course. You will need to pass the a literacy and numeracy test that indicates that you have: competency in reading, and writing, equivalent to the National Reporting System Level 4 and numeracy skills equivalent to the National Reporting Systems Level 2.

**Selection Procedures/Selection Criteria**
You must be assessed by the Department as being capable of successfully completing the course.

You will be interviewed and required to pass a literacy and numeracy test that indicates that you possess:
- Competency in reading, and writing, equivalent to the National Reporting System Level 4, and
- Numeracy skills equivalent to the National Reporting System Level 2. The general English language proficiency of students entering the course will be a minimum of the Australian Second Language Proficiency Rating 2+.

Further information about interviews can be obtained on (03) 9919 2924.

**Course Duration**
This is a semester-long (18 week) course on a part time basis.

**Course Structure**

**Core Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM510</td>
<td>LEARNING TO LEARN</td>
<td>90</td>
</tr>
<tr>
<td>VBM692</td>
<td>NUMERACY AND MATHEMATICS</td>
<td>54</td>
</tr>
<tr>
<td>VBN049</td>
<td>HUMAN BIOLOGY FOR HEALTH SCIENCES</td>
<td>70</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN050</td>
<td>CHEMISTRY FOR THE LIFE SCIENCES</td>
<td>50</td>
</tr>
</tbody>
</table>

**Assessment**
Assessment is based on attendance, completion of essays, assignments, reports and tests.
CERTIFICATE IV IN ESL (FURTHER STUDY) [HEALTH]
Course Code: 21502VICB

Campus: St Albans Campus.

Career Opportunities
When you graduate you will have English language skills for further study in health sciences. This course is a pathway into the Gateway to Nursing course.

Scope of Delivery
Full time or part time.

Course Objective
This course develops student’s general English language and literacy skills and knowledge, to make the transition into study at an Australian educational institution. The focus of the course is developing writing and reading skills.

Entry Requirements
You must demonstrate to the satisfaction of the Head of Department that they are 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.

You will undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then applicants are ranked according to date of application.

Course Duration
This course is 500 nominal hours full time or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
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<tbody>
<tr>
<td>VBN486</td>
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<td>VBN487</td>
<td>100</td>
</tr>
<tr>
<td>VBN488</td>
<td>100</td>
</tr>
<tr>
<td>VBN489</td>
<td>100</td>
</tr>
</tbody>
</table>

Elective Units of Study
Together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN498</td>
<td>50</td>
</tr>
<tr>
<td>VBN499</td>
<td>50</td>
</tr>
<tr>
<td>VBN500</td>
<td>75</td>
</tr>
<tr>
<td>VBN501</td>
<td>50</td>
</tr>
<tr>
<td>VBN502</td>
<td>50</td>
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<td>VBN503</td>
<td>50</td>
</tr>
<tr>
<td>VBN504</td>
<td>50</td>
</tr>
<tr>
<td>VBN505</td>
<td>50</td>
</tr>
<tr>
<td>VBN506</td>
<td>50</td>
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<tr>
<td>VBN507</td>
<td>50</td>
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<tr>
<td>VBN508</td>
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<tr>
<td>VBN509</td>
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</tr>
<tr>
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<tr>
<td>VBN511</td>
<td>50</td>
</tr>
<tr>
<td>VBN512</td>
<td>75</td>
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</table>

CERTIFICATE IV IN ESL (FURTHER STUDY)

Course Code: 21502VIC Certificate IV

Campus: St Albans

Career Opportunities
Further study opportunities in other TAFE and Higher Education Courses.

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

Course Objective
The course aims to develop the student’s general English language and literacy skills and knowledge to make the transition into mainstream study at an Australian educational institution.

The course is also designed for overseas-qualified professionals such as doctors, nurses and engineers, seeking entry into their professions in Australia.

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

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

Selection Procedures/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.

If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

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

Certificates III and IV are 500 nominal hours.
ENGLISH AS A SECOND LANGUAGE (EMPLOYMENT)

Course Code: 21503VIC

Certificate III in ESL (Employment) [Aged Care Work]
Certificate III in ESL (Employment) [Business]
Certificate III in ESL (Employment) [Children's Services]

Course Location
Certificate III in ESL (Employment) [Aged Care Work]: Footscray Nicholson.
Certificate III in ESL (Employment) [Business]: St Albans.
Certificate III in ESL (Employment) [Children's Services]: Footscray Nicholson.

Career Opportunities
When you graduate you will have the English language skills for further study or employment in the Australian workforce.

Scope of Delivery
Thesese courses may be offered on a full time or part time basis.

Course Objective
The ESL for Vocational Purpose courses provides participants from non-English speaking backgrounds with:

- the knowledge and English language skills needed to obtain employment within their occupational fields;
- the knowledge and skills to function effectively in a work environment in Australia;
- an understanding of the Australian workplace and culture;
- a pathway for students with low levels of English language skills to enter the workforce.

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

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

Selection Procedures/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.

Course Duration
These courses are full time or part time equivalent over 500 nominal hours each.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN478</td>
<td>LISTENING (EMPLOYMENT III) 80</td>
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<tr>
<td>VBN479</td>
<td>SPEAKING (EMPLOYMENT III) 80</td>
</tr>
<tr>
<td>VBN480</td>
<td>READING (EMPLOYMENT III) 80</td>
</tr>
<tr>
<td>VBN481</td>
<td>WRITING (EMPLOYMENT III) 80</td>
</tr>
</tbody>
</table>

Elective Units of Study
Units of study, together totalling a minimum of 180 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

- VBN498 LANGUAGE OF COMPUTERS 50
- VBN499 ONLINE LANGUAGE LEARNING 50
- VBN500 PRACTICAL PLACEMENT 75
- VBN502 AUSTRALIAN ENVIRONMENT 50
- VBN503 AUSTRALIAN GOVERNMENT 50
- VBN504 AUSTRALIAN LAW 50
- VBN505 DRIVING IN AUSTRALIA 50
- VBN506 EDUCATION IN AUSTRALIA 50
- VBN507 HEALTH AND MEDICINE 50
- VBN508 AUSTRALIAN ART AND CULTURE 50
- VBN509 INDIGENOUS AUSTRALIA 50
- VBN510 AUSTRALIAN HISTORY 50
- VBN511 CURRENT AFFAIRS 50
- VBN512 VOCATIONAL ELECTIVE 75
CERTIFICATE IV IN PROFESSIONAL WRITING AND EDITING

Course Code: 21674VIC

Campus: St Albans Campus

Career Opportunities
Creative writing, journalism, editing and publishing.

Scope of Delivery
Course is delivered Full time, Part time, Flexible delivery, On-line & Distance.

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.

Entry Requirements
You will need to have completed VCE or have relevant industry experience. You will also need to submit a 250-word statement about why you want to do the course, along with a 1000-word folio of writing pieces (fiction or non-fiction, no poetry accepted). You will also need to successfully complete a grammar test and a writing exercise at interview. Course Duration
One year full time or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
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<tr>
<td>CUFGEN01A</td>
<td>15</td>
</tr>
<tr>
<td>CUFGEN02A</td>
<td>0</td>
</tr>
<tr>
<td>CUSADM308A</td>
<td>20</td>
</tr>
<tr>
<td>BSBCM111A</td>
<td>40</td>
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<tr>
<td>BSBDM304A</td>
<td>120</td>
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<tr>
<td>ICPMM638A</td>
<td>20</td>
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<tr>
<td>VBP551</td>
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</tr>
<tr>
<td>CUVCOR03A</td>
<td>50</td>
</tr>
<tr>
<td>CUSRAD01A</td>
<td>25</td>
</tr>
<tr>
<td>VBP552</td>
<td>0</td>
</tr>
</tbody>
</table>

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

List 1

<table>
<thead>
<tr>
<th>Unit of Study Code Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAA408</td>
</tr>
<tr>
<td>VAE344</td>
</tr>
<tr>
<td>VBK385</td>
</tr>
<tr>
<td>VAE272</td>
</tr>
<tr>
<td>VAE281</td>
</tr>
<tr>
<td>VAE831</td>
</tr>
<tr>
<td>VAE863</td>
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<tr>
<td>VAE552</td>
</tr>
<tr>
<td>VBP396</td>
</tr>
<tr>
<td>VAE913</td>
</tr>
<tr>
<td>VBF960</td>
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</table>

List 2

<table>
<thead>
<tr>
<th>Unit of Study Code Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBF388</td>
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</tr>
<tr>
<td>VAD964</td>
</tr>
<tr>
<td>VAC412</td>
</tr>
<tr>
<td>VAC391</td>
</tr>
</tbody>
</table>

DIPLOMA OF PROFESSIONAL WRITING AND EDITING

Course Code: 21675VIC

Campus: St Albans Campus.

Career Opportunities
Creative writing, journalism, editing and publishing.

Scope of Delivery
The course is offered either full time or part time, on campus.

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

Entry Requirements
You will need to have completed 21674VIC Certificate IV in Professional Writing and Editing or have equivalent industry experience. Applicants need to submit a folio of writing before being selected for an interview.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
Applicants must provide a 250 word statement of why they want to do the course, plus a folio of writing pieces totalling 1000-2000 words (fiction and/or non-fiction – no poetry accepted). Applicants will also be required to attend an interview and complete a grammar test and a further piece of writing.

Course Duration
This course is one year full time or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUVCOR04A</td>
<td>ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCOURSE</td>
</tr>
<tr>
<td>CUVRAD02A</td>
<td>CONDUCT RESEARCH</td>
</tr>
<tr>
<td>CUVCOR13A</td>
<td>RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM ARTISTIC PRACTICE</td>
</tr>
<tr>
<td>CUECOR1B</td>
<td>MANAGE OWN WORK AND LEARNING</td>
</tr>
<tr>
<td>CUSADM03A</td>
<td>MANAGE A PROJECT</td>
</tr>
<tr>
<td>VBP553</td>
<td>REFINE WRITING AND EDITING TECHNIQUES</td>
</tr>
<tr>
<td>CUVEDS05A</td>
<td>INTERPRET AND RESPOND TO A BRIEF</td>
</tr>
</tbody>
</table>

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

List 1

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAA408</td>
<td>APPLIED WRITING FOR PUBLIC RELATIONS 1</td>
</tr>
<tr>
<td>VAE344</td>
<td>CORPORATE WRITING 1A</td>
</tr>
<tr>
<td>VMB385</td>
<td>INTRODUCTION TO FICTION WRITING 1</td>
</tr>
<tr>
<td>VAE272</td>
<td>NON FICTION 1A</td>
</tr>
<tr>
<td>VAE281</td>
<td>NOVEL 1A</td>
</tr>
<tr>
<td>VAE831</td>
<td>POETRY 1A</td>
</tr>
<tr>
<td>VAE863</td>
<td>POPULAR FICTION 1A</td>
</tr>
<tr>
<td>VAE552</td>
<td>SCREENWRITING 1A</td>
</tr>
<tr>
<td>VMB386</td>
<td>SCRIPTWRITING 1A</td>
</tr>
<tr>
<td>VAE913</td>
<td>SHORT STORY 1A</td>
</tr>
<tr>
<td>VBB960</td>
<td>WRITING COMEDY FOR PERFORMANCE 1A</td>
</tr>
</tbody>
</table>

List 3

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAD728</td>
<td>EDITING 2A</td>
</tr>
<tr>
<td>VMB040</td>
<td>NOVEL 2B</td>
</tr>
<tr>
<td>VAF086</td>
<td>SHORT STORY 2A</td>
</tr>
<tr>
<td>VBB502</td>
<td>SCREENWRITING 2A</td>
</tr>
<tr>
<td>VMB840</td>
<td>POETRY 2A</td>
</tr>
<tr>
<td>VMB888</td>
<td>WRITING FOR CHILDREN (YOUNGER READERS) A</td>
</tr>
<tr>
<td>VMB805</td>
<td>WRITING FOR CHILDREN (OLDER READERS) B</td>
</tr>
<tr>
<td>VAM131</td>
<td>WRITING FOR YOUNG ADULTS A</td>
</tr>
<tr>
<td>VAB933</td>
<td>MYTHS AND SYMBOLS A</td>
</tr>
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</table>

List 4

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>VAG831</td>
<td>WRITER AND RESEARCH</td>
</tr>
<tr>
<td>VMB392</td>
<td>LITERATURE FOR WRITERS 1A</td>
</tr>
<tr>
<td>VAC412</td>
<td>DESKTOP PUBLISHING 1</td>
</tr>
<tr>
<td>VAE919</td>
<td>PRACTICAL PLACEMENT</td>
</tr>
</tbody>
</table>

CERTIFICATE II LIBRARY/INFORMATION SERVICES

Course Code: CUL20104

Please note this is not a full time course. Students wishing to apply for full time study should apply to do the Diploma of Library/Information Services.

Campus:Footscray Nicholson Campus and Flexible Delivery options.

Career Opportunities
Library Attendant or further study.

Scope of Delivery
Library and Cultural Studies offer a range of study options, full time or part time

Course Objective
The course is to reflect the role of individuals who perform a range of mainly routine tasks and who work under direct supervision. It is a flexible entry-level qualification, which can be customised to meet a broad range of industry needs. In many contexts this qualification provides a pathway to higher level qualifications. It is also suitable for VET in Schools delivery.

Entry Requirements
To qualify for admission to the course, applicants must have year 12, or be able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

Selection Procedures/Selection Criteria
Students can apply for Library and Cultural Studies courses in two ways:
- by submitting a Victoria University Direct Application Form supplied by TAFE Administration (part time students);
- by internal referral whereby current Victoria University students apply by submitting an internal transfer form. Internal referral students are given priority over external applicants.

Each student who applies before prescribed cut off dates will be sent further application material to complete, specific to Library and Cultural Studies courses. The purpose of this material is to allow the student to make an informed decision about proceeding with the application, and to provide a sample of literacy skills for selection purposes.

It is to be noted that students studying via off-campus mode do not need to attend the campus in person at any stage of the course for enrolment, study or assessment.
DEPARTMENT OF VOCATIONAL EDUCATION PROGRAMS

Course Duration
The course is a minimum of 3 months full time or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULLB001A</td>
<td>DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY</td>
<td>60</td>
</tr>
<tr>
<td>CUFSAF01B</td>
<td>FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>15</td>
</tr>
<tr>
<td>CUECOR03A</td>
<td>PROVIDE QUALITY SERVICE TO CUSTOMERS</td>
<td>20</td>
</tr>
<tr>
<td>BSBM205A</td>
<td>USE BUSINESS TECHNOLOGY</td>
<td>30</td>
</tr>
<tr>
<td>CULLB203B</td>
<td>DEVELOP AND USE INFORMATION LITERACY SKILLS</td>
<td>40</td>
</tr>
<tr>
<td>CULLB205B</td>
<td>PROCESS AND MAINTAIN INFORMATION RESOURCES</td>
<td>30</td>
</tr>
<tr>
<td>CULLB206B</td>
<td>ASSIST WITH CIRCULATION SERVICES</td>
<td>15</td>
</tr>
</tbody>
</table>

Elective Units of Study
A minimum of one unit selected by the student with the approval of the Head of Department from any relevant endorsed Training Package.

CERTIFICATE III IN LIBRARY/INFORMATION SERVICES

Course Code: CUL30104

Please note this is not a full time course. Students wishing to apply for full time study should apply to do the Diploma of Library/Information Services.

Campus: Footscray Nicholson Campus and Flexible Delivery options

Career Opportunities
Library Attendant or further study.

Scope of Delivery
Library and Cultural Studies offer a range of study options, full time, part time, on campus, flexible delivery, workshops, workplace delivery, traineeships and distance education.

Course Objective
The course is to reflect the role of individuals who work in libraries/information services and who perform a range of skilled tasks using discretion and judgement, and who have the ability to select, adapt and transfer skills to different situations. Individuals may specialise in one area, such as customer service or be multi-skilled as Library Assistants in Library and Information Agencies in various settings.

Entry Requirements
To qualify for admission to the course, applicants must have year 12, or be able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

Selection Procedures/Selection Criteria
Students can apply for Library and Cultural Studies courses in two ways:

• by submitting a Victoria University Direct Application Form supplied by TAFE Administration (part time students);
• by internal referral whereby current Victoria University students apply by submitting an internal transfer form. Internal referral students are given priority over external applicants.

Each student who applies before prescribed cut off dates will be sent further application material to complete, specific to Library and Cultural Studies courses. The purpose of this material is to allow the student to make an informed decision about proceeding with the application, and to provide a sample of literacy skills for selection purposes.

It is to be noted that students studying via off-campus mode do not need to attend the campus in person at any stage of the course for enrolment, study or assessment.

Course Duration
This course is a minimum of 6 months full time or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULLB001A</td>
<td>DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY</td>
<td>60</td>
</tr>
<tr>
<td>CUFSAF01B</td>
<td>FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>15</td>
</tr>
<tr>
<td>CUECOR03A</td>
<td>PROVIDE QUALITY SERVICE TO CUSTOMERS</td>
<td>20</td>
</tr>
<tr>
<td>CULLB203B</td>
<td>DEVELOP AND USE INFORMATION LITERACY SKILLS</td>
<td>40</td>
</tr>
<tr>
<td>BSBM205A</td>
<td>USE BUSINESS TECHNOLOGY</td>
<td>30</td>
</tr>
<tr>
<td>CULLB205B</td>
<td>PROCESS AND MAINTAIN INFORMATION RESOURCES</td>
<td>30</td>
</tr>
<tr>
<td>CULLB206B</td>
<td>ASSIST WITH CIRCULATION SERVICES</td>
<td>15</td>
</tr>
<tr>
<td>CULLB307B</td>
<td>USE MULTIMEDIA</td>
<td>30</td>
</tr>
<tr>
<td>CULLB302B</td>
<td>USE CATALOGUING TOOLS</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units of Study
A minimum of three units selected by the student with the approval of the Head of Department:

(i) A minimum of one unit from one or more of the following areas of the Museum and Library/Information Services Training Package:

- Information Organisation and Management
- Library Customer Service
- Public Programs
- Information and Computer Technology
- Multimedia

(ii) The remaining two units may be selected from any relevant endorsed Training Package.

CERTIFICATE IV IN LIBRARY/INFORMATION SERVICES

Course Code: CUL40104

Campus: Footscray Nicholson campus.

Career Opportunities
Library Attendant or further study.

Scope of Delivery
Library and Cultural Studies offer a range of study options, full time, part time, on campus, flexible delivery, workshops, workplace delivery, traineeships and distance education.
Course Objective
The course is designed to reflect the role of individuals who apply a broad range of skills, including evaluation and planning, and who may provide leadership and guidance to others, with some responsibility for group outcomes as Library Assistants in Library and Information Agency settings.

Entry Requirements
To qualify for admission to the course, applicants must have year 12, or be able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

Selection Procedures/ Selection Criteria
Students can apply for Library and Cultural Studies courses in three ways:

- by submitting a Victoria University Direct Application Form supplied by TAFE Administration (part time students);
- by internal referral whereby current Victoria University students apply by submitting an internal transfer form. Internal referral students are given priority over external applicants.

Each student who applies before prescribed cut off dates will be sent further application material to complete, specific to Library and Cultural Studies courses. The purpose of this material is to allow the student to make an informed decision about proceeding with the application, and to provide a sample of literacy skills for selection purposes.

It is to be noted that students studying via off-campus mode do not need to attend the campus in person at any stage of the course for enrolment, study or assessment.

DIPLOMA OF LIBRARY/INFORMATION SERVICES (I)

Course Code: CUL50104

Campus: Footscray Nicholson campus

Career Opportunities
Library Technician

Scope of Delivery
Library and Cultural Studies offer a range of study options, full time, part time, on campus, flexible delivery, workshops, workplace delivery, traineeships and distance education. This course is offered as both a government funded and Full Fee course.

Course Objective
The course is designed to reflect the role of individuals, who use a range of specialised, technical or managerial competencies to plan, carry out and evaluate the work of self and/or team as Library Technician's in Library and Information Agency settings.

Entry Requirements
To qualify for admission to the course, applicants must have year 12, or be able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

Selection Procedures/ Selection Criteria
Students can apply for Library and Cultural Studies courses in three ways:

- by following VTAC application guidelines, as stated in the VTAC Handbook (full time students only);
- by applying for a Victoria University Direct Application Form supplied by TAFE Administration (part time students);
- by internal referral whereby current Victoria University students apply by submitting an internal transfer form. Internal referral students are given priority over external applicants.

Each student who applies before prescribed cut off dates will be sent further application material to complete, specific to Library and Cultural Studies courses. The purpose of this material is to allow the student to make an informed decision about proceeding with the application, and to provide a sample of literacy skills for selection purposes.

You will nominate to study via on-campus or off-campus mode. Procedures for enrolment differ for each of these two groups and are summarised in the Library and Cultural Studies information booklet, issued to successful applicants. It is to be noted that students studying via off-campus mode do not need to attend the campus in person at any stage of the course for enrolment, study or assessment.

Course Duration
This course is a minimum of 2 years full time or part time equivalent.
Course Structure
Core Units of Study
Unit Code   Hours
CUEOHS01B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES 60
BSBFLM503A MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS 60
CULLB602B USE, EVALUATE AND EXTEND OWN INFORMATION LITERACY SKILLS 50
CULB412B UNDERTAKE CATALOGUING ACTIVITIES 100
CULLB506B CATALOGUE AND CLASSIFY MATERIAL 100
CULLB502A OBTAIN INFORMATION FROM EXTERNAL AND NETWORKED SOURCES TO MEET CUSTOMER NEEDS 20
CULLB003A RESEARCH AND ANALYSE INFORMATION TO MEET CUSTOMER NEEDS 80
CULLB508B MONITOR AND ENHANCE INFORMATION ACCESS 50
CULLB509B SELECT AND Acquire INFORMATION MATERIALS 50
BSZ404A TRAIN SMALL GROUPS 30

Elective Units of Study
A minimum of eight units selected by the student with the approval of the Head of Department with at least three units from one or more of the following areas:
- Information Organisation and Management;
- Library Customer Service;
- Public Programs;
- Preventative Conservation;
- Information and Computer Technology;
- Multimedia;
- Recordkeeping.

The remaining five units may be selected from any relevant endorsed Training Package.

ADVANCED DIPLOMA OF LIBRARY/INFORMATION SERVICES
Course Code: CUL60104
Campus: Footscray Nicholson
Career Opportunities
Supervising Library Technician
Course Objective
This course reflects the role of individuals who analyse, diagnose, design and execute judgements across a range of technical or management functions. They are responsible for group outcomes as senior library technicians in Library and Information Agency settings.
Course Duration
This course is a minimum of 2 years full time or part time equivalent.
Course Structure
Core Units of Study
Unit Code   Hours
CULLB001A DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY 60
CUEOHS01B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES 60
CUEFIN02B MANAGE A BUDGET 40
CULLB506B CATALOGUE AND CLASSIFY MATERIAL 100
CULLB003A RESEARCH AND ANALYSE INFORMATION TO MEET CUSTOMER NEEDS 80
CULLB508B MONITOR AND ENHANCE INFORMATION ACCESS 50
CULMS506B PLAN AND DEVELOP ACTIVITIES, EVENTS AND PROGRAMS 60
CUVADM05A PLAN AND DEVELOP INFORMATION MANAGEMENT SYSTEMS 60
CULLB701B ANALYSE AND DESCRIBE SPECIALIST/COMPLEX MATERIAL 60
CULLB708B MANAGE INFORMATION ACCESS 40

Elective Units of Study
A minimum of eight units selected by the student with the approval of the Head of Department with at least four from one or more of the following areas:
- Information Organisation and Management;
- Library Customer Service;
- Public Programs;
- Preventative Conservation;
- Information and Computer Technology;
- Multimedia;
- Recordkeeping;
- Business Administration and Management;
- Finance;
- Human Resources.

The remaining four units may be selected from any relevant endorsed Training Package.
Below are subject details for courses offered by the Department of Vocational Education Programs in 2007.

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

**BSBCMN103A APPLY BASIC COMMUNICATION SKILLS**
Content: This Unit Covers The Development Of Communication Skills In The Workplace. It Covers The Activities Of Gathering, Conveying And Receiving Information, Together With Completing Assigned Written Information Under Direct Supervision. This Unit Is Related To Bsbcmn203a Communicate In The Workplace.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**BSBCMN105A USE BUSINESS EQUIPMENT**
Content: This Unit Covers The Skills And Knowledge Required To Choose Resources To Complete A Variety Of Tasks Under Direct Supervision And Includes Operating Equipment, Undertaking Routine Maintenance And Reporting Faults To The Appropriate Person. This Unit Is Related To Bsbcmn205a Use Business Technology.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

**CHCCOM1B COMMUNICATE WITH PEOPLE ACCESSING THE SERVICES OF THE ORGANISATION**
Content: This Unit Applies To Community Services Workers Who May Have Limited Contact With Clients In Terms Of Content And Timing And Operate Under Direct Supervision.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

**CHCCS201A PREPARE FOR WORK IN THE COMMUNITY SERVICES INDUSTRY**
Content: This Unit Is Relevant To Those People Who May Be Undertaking Preliminary Training To Enter The Community Services Industry.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**CHCOHS201A FOLLOW OHS PROCEDURES**
Content: On completion of this unit, the worker will be able to recognise hazards at the workplace as well as follow workplace health and safety instructions and procedures. These instructions and procedures relate to the work being undertaken by the worker and is not related to supervision of other workers. The worker will Be Aware Of The Importance Of Maintaining Their Health And Safety As Well As The Health And Safety Of Others In The Workplace. The Worker Will Also Be Capable Of Dealing With Emergencies Within The Worker's Scope Of Responsibility And Under The Direction/With Support Of The Supervisor.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

**CHCORG1B FOLLOW THE ORGANISATION'S POLICIES, PROCEDURES AND PROGRAMS**
Content: Work is carried out according to organisation policies, procedures and programs.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

**CUECOR03A PROVIDE QUALITY SERVICE TO CUSTOMERS**
Content: Communicate with the customer; maintain personal presentation standards; provide services to customers; respond to customer complaints.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**CUEFIN02B MANAGE A BUDGET**
Content: This unit describes the skills and knowledge required to take responsibility for the management of a budget where others may have developed the budget.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**CULLB001A DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY**
Content: Source and apply industry information; source and apply information on industry employment obligations and opportunities; seek information to update knowledge.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**CULLB002A OBTAIN INFORMATION FROM EXTERNAL AND NETWORKED SOURCES TO MEET CUSTOMER NEEDS**
Content: Establish and confirm customer’s information request/need; determine details of required information resources; search external and networked sources; obtain and return information.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**CULLB003A RESEARCH AND ANALYSE INFORMATION TO MEET CUSTOMER NEEDS**
Content: Analyse information needs; determine and implement assistance strategies; ensure quality of customer service.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

**CULLB004A PROCESS INFORMATION ORDERS**
Content: Develops the skills and knowledge required to process orders for information resources in accordance with organisational acquisitions requirements.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**CULLB005A SEARCH DATABASES**
Content: Identify and access databases; search databases; check and download information.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

**CULLB203B DEVELOP AND USE INFORMATION LITERACY SKILLS**
Content: Source information; access information; prepare/ present information; develop information literacy skills.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**CULLB205B PROCESS AND MAINTAIN INFORMATION RESOURCES**
Content: Process information resources; arrange resources to facilitate access.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

**CULLB206B ASSIST WITH CIRCULATION SERVICES**
Content: Provide information to customers in relation to circulation/ lending; process loan transactions; process financial transactions.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum
CULLB302B USE CATALOGUING TOOLS
Content: Select cataloguing tools; apply cataloguing tools.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CULLB307B USE MULTIMEDIA
Content: Use multimedia; maintain multimedia equipment/ programs; evaluate multimedia options.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CULLB401B ASSIST CUSTOMERS TO ACCESS INFORMATION
Content: Determine customer's information requirements; advise customers on independent access opportunities; source and provide information.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CULLB412B UNDERTAKE CATALOGUING ACTIVITIES
Content: Construct bibliographic descriptions; locate, retrieve and transfer bibliographic information/ records; provide cataloguing support.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

CULLB505B ANALYSE AND DESCRIBE INFORMATION MATERIALS
Content: Identify description requirements; analyse material; describe material and format description; monitor and review analysis and description practices and procedures.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CULLB506B CATALOGUE AND CLASSIFY MATERIAL
Content: Analyse format and content of material; catalogue material; classify material; contribute to maintenance and development of cataloguing practices.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

CULLB508B MONITOR AND ENHANCE INFORMATION ACCESS
Content: Evaluate current systems and services; evaluate potential new systems and services; establish systems and services.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CULLB509B SELECT AND ACQUIRE INFORMATION MATERIALS
Content: Review collection; develop/access acquisition recommendations; access qualities of recommended acquisitions; review supplier and format options; recommend and/or act on selections.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CULLB510B DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS
Content: This unit describes the skills and knowledge required to develop and maintain community/stakeholder relationships. As such, the unit focuses on the need for regular and ongoing consultation to maintain the quality of service provision.
Nominal Hours: 50 hours
Assessment: As per accredited curriculum

CULLB602B USE, EVALUATE AND EXTEND OWN INFORMATION LITERACY SKILLS
Content: Research and analyse information, ideas and concepts; communicate information, ideas and concepts; evaluate own work and skills; extend own information literacy skills.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CULLB701B ANALYSE AND DESCRIBE SPECIALIST/COMPLEX MATERIAL
Content: Analyse specialist/ complex material; describe specialist/ complex material; contribute to enhancement of systems for describing material.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CULLB708B MANAGE INFORMATION ACCESS
Content: Monitor and evaluate customer information requirements; develop and maintain policies and strategies for information availability and access; implement and manage information access policies; develop and manage cooperative information access activities; manage change in relation to information access.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CULMS009A IMPLEMENT PREVENTIVE CONSERVATION ACTIVITIES
Content: Develops the skills and knowledge to provide general preventive care for cultural material. As such, the unit focuses only on environmental monitoring, condition assessment and the overall implementation of disaster preparedness measures.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CULMS506B PLAN AND DEVELOP ACTIVITIES, EVENTS AND PROGRAMS
Content: Establish need and scope of activities, events and programs; develop concepts for activities, events and programs; plan resource requirements; develop support materials; evaluate activity, event or program.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CUVADM05A PLAN AND DEVELOP INFORMATION MANAGEMENT SYSTEMS
Content: Determine information management requirements; develop an information management plan; implement information management systems; review and update information management plan.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CUVCOR03A DEVELOP, REFINE AND COMMUNICATE CONCEPT FOR OWN WORK
Content: This unit describes the skills and knowledge required to develop, refine and communicate the concept for own work. The concept encompasses ideas, form and context for the work.
Nominal Hours: 50 hours
Assessment: As per accredited curriculum

CUVCOR04A ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCUSSION
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to originate the concept and conduct critical discourse about the concept for work.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VAA209 ADVANCED NOVEL 2
Prerequisite: VAE282 Novel 2A; VAN040 Novel 2B
Content: For students with novels well under way. Workshopping is the main focus. Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAA408 APPLIED WRITING FOR PUBLIC RELATIONS 1
Content: The purpose of this module is to provide training in effective writing styles required of a public relations practitioner.
Nominal Hours: 51-68 Hours
Assessment: As per accredited curriculum
VAA910 CORPORATE WRITING 2A
Content: The purpose of this module is to develop skills in researching, planning and writing corporate documentation, technical and scientific documents and corporate advertising material. 
Nominal Hours: 68 Hours 
Assessment: As per accredited curriculum 

VAA980 DESKTOP PUBLISHING 2A
Prerequisite(s) VAC412 Desktop Publishing 1. 
Content: Production of professional publications form authors/designers' specifications using grids, style sheets and templates, development of proof reading and job estimating skills, comparison of electronic publishing with traditional typesetting and typography. 
Nominal Hours: 68 Hours 
Assessment: As per accredited curriculum 

VAB933 MYTHS AND SYMBOLS A
Content: These subjects examine the use of myths and symbols in a range of literary fiction. Student study the ways writers use these as well as by studying the concept of archetype, the nature and function of symbol and the context and interpretation of a symbol. 
Nominal Hours: 68 Hours 
Assessment: As per accredited curriculum 

VAC391 INTERNET SKILLS FOR WRITERS & EDITORS 
Prerequisite: VBK382 Computer Skills for Writers & Editors 
Content: The purpose of this module is to access and use the internet, with skills in updating web pages. It will also provide skills in creating web pages with multimedia. 
Required Reading: To be advised 
Nominal Hours: 68 Hours 
Assessment: As per accredited curriculum 

VAC412 DESKTOP PUBLISHING 1
Prerequisite(s) VBK384 Computer skills for Writers & Editors 
Content: Introduction to desktop publishing concepts within word processing software; introduction to industry standard desktop publishing software. 
Nominal Hours: 68 Hours 
Assessment: As per accredited curriculum 

VAC474 INDUSTRY OVERVIEW
Prerequisite: Nil 
Content: Series of lectures on issues involving the writing industry – agents, contracts, copyright, manuscript presentation, industry opportunity in various fields of writing, occupational health and safety, costing etc. 
Required Reading: To be advised 
Nominal Hours: 68 Hours 
Assessment: As per accredited curriculum 

VAD260 PLAYWRITING 2A
Prerequisite(s) Highly recommended-Performance Writing 1A & Performance Writing 1B. 
Content: Script development within context of student's writing project, using workshops. Development of process of fictionalisations, alternatives to full-length play script. Seminars n performance industry. 
Nominal Hours: 68 Hours 
Assessment: As per accredited curriculum 

VAD728 EDITING 2A
Prerequisite(s) VBK382 Editing 1A; VBK383 Editing 1B; VBK395 Role of the Editor. 
Content: Application of copy-editing/typesetting/page proof editing symbols. Editing of drafts appropriate to "in-house" style, the reader, variety of readers levels. Editing for Content; errors of English construction. Editing functions in word processing software. Negotiations with printers, steps in self-publishing, client/employer needs, organisation of materials-group work on 5000 word commercial document. 
Nominal Hours: 68 Hours 
Assessment: As per accredited curriculum 

VAD964 DESIGN AND LAYOUT
Prerequisite: Nil 
Content: The purpose of this module is to introduce learners to basic processes of design and layout which are fundamental to all print production. It focuses on traditional applications which provide grounding for the software applications which provide grounding for the software applications covered in other modules. 
Required Reading: To be advised 
Nominal Hours: 68 Hours 
Assessment: As per accredited curriculum 

VAE272 NON FICTION 1A
Content: Emphasis on professionalism. Quality work to a given deadline. Economy of words, interviewing techniques, observation/research techniques, feature and review writing style and presentation, marketing strategies, journalism and ethics, communication techniques. 
Nominal Hours: 68 Hours 
Assessment: As per accredited curriculum 

VAE273 NON FICTION PROJECT 2A
Content: Edit and compare a variety of examples of non-fiction in workshops. Study techniques for verifying the topic, planning and writing chapters/titles/heading, using illustrations, through workshop synopses and chapters of non-fiction book. Analysis of the market. 
Nominal Hours: 68 Hours 
Assessment: As per accredited curriculum 

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

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

VAE544 SCIENTIFIC/TECHNICAL WRITING 2
Prerequisite(s) VBK382 Computer Skills for Writers & Editors; VAC412 Desktop Publishing 1. It is recommended that participants undertake VAA980 Desktop Publishing 2A & VAN029 top Publishing 2B concurrently with or prior to this module. 
Content: Develop skills in characteristics of good reader-based writing for technical and scientific documents. 
Nominal Hours: 68 Hours 
Assessment: As per accredited curriculum 

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

VAE831 POETRY 1A
Content: The purpose of this module is to develop skills in workshopping and production of poetry within the historical and contemporary context of a range of poetry styles and techniques. 
Nominal Hours: 68 Hours 
Assessment: As per accredited curriculum
VAE863 POPULAR FICTION 1A  
**Prerequisite:** Nil  
**Content:** The purpose of this module is to introduce writers to popular fiction genres and the techniques for writing and workshop. It looks at short fiction and novels.  
Required Reading: To be advised  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

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

VAE919 PRACTICAL PLACEMENT  
**Prerequisite(s)**: VAC474 Industry Overview 1  
**Content:** Students undertake 68 hours in a workplace of their choice, such as publishing, editing, PR, promotion, TV or film.  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

VAF066 SHORT STORY 2A  
**Prerequisite(s)**: VAE913 Short Story 1A; VAE913 Short Story 1B. It is highly recommended that participants present already drafted and refined material for workshop. A participmay seek recognition through the RPL process for competencies already held.  
**Content:** Study of use of language, structure, tension, tone and style in contemporary short story writers. Analysis and editing of own and other students’ short stories in workshop. Tradition of constructive criticism. Discussion of markets.  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

VAG831 WRITER AND RESEARCH  
**Content:** Students will learn to gather and analyse data using appropriate research methods and present their findings in a written document.  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

VAM131 WRITING FOR YOUNG ADULTS A  
**Content:** Students will learn fiction writing specific to the YA genre, including a focus on voice, character and issues.  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

VAN028 CORPORATE WRITING 2B  
**Prerequisite(s)**: VAA910 Corporate Writing 2A.  
**Content:** The purpose of this module is to further develop the skills of corporate writing begun in Corporate Writing 2A. It applies those skills to the production of materials for a publicity campaign.  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

VAN029 DESKTOP PUBLISHING 2B  
**Prerequisite(s)**: VAA980 Desktop Publishing 2A.  
**Content:** The purpose of this module is to continue development of desktop publishing skills begun in previous modules. It also introduces the skill of working with colour and preparing material for a bureau.  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

VAN034 PLAYWRITING 2B  
**Prerequisite(s)**: VAD260 Playwriting 2A.  
**Content:** Script development within context of student’s writing project, using workshop. Development of process of fictionalisations, alternatives to full-length playscript. Seminars n performance industry.  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

VAN035 EDITING 2B  
**Prerequisite(s)**: VAD728 Editing 2A.  
**Content:** Application of copy-editing/typsetting/page proof editing symbols. Editing of drafts appropriate to “in-house” style, the reader, variety of readers levels. Editing for Content, errors of English construction. Editing functions in word processing software. Negotiations with printers, steps in self-publishing, client/employer needs, organisation of materials-group work on 5000 word commercial document.  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

VAN037 NON FICTION 1B  
**Prerequisite(s)**: VAE272 Non Fiction 1A.  
**Content:** Emphasis on professionalism. Quality work to a given deadline. Economy of words, interviewing techniques, observation/research techniques, feature and review writing style and presentation, marketing strategies, journalism and ethics, communication techniques.  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

VAN038 NON FICTION PROJECT 2B  
**Prerequisite(s)**: VAE273 Non Fiction Project 2A.  
**Content:** Edit and compare a variety of examples of non-fiction in workshops. Study techniques for verifying the topic, planning and writing chapters/itles/heading, using illustrations, through workshop synopses and chapters of non-fiction book. Analysis of the market.  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

VAN039 NOVEL 1B  
**Prerequisite(s)**: VAE281 Novel 1A OR VBK385 Introduction to Fiction Writing 1  
**Content:** The purpose of this module is to continue the development of novel writing skills begun in Novel 1A. It expands a story outline to first draft stage.  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

VAN040 NOVEL 2B  
**Prerequisite(s)**: VAE282 Novel 2A  
**Content:** Students will study novel writing through an examination of a range of novels, as well as working on their own novels, and workshops other students’ work.  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

VAN041 CORPORATE WRITING 1B  
**Prerequisite(s)**: VAE344 Corporate Writing 1A.  
**Content:** A focus on house styles, commercial documents and use of client briefs.  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

VAN042 SCREENWRITING 1B  
**Prerequisite(s)**: VAE552 Screenwriting 1A.  
**Content:** The purpose of this module is to further develop the skills of screenplay writing which were introduced in Screenwriting 1A, with an emphasis on television formats and an extended screenplay project.  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

VAN030 MYTHS AND SYMBOLS B  
**Prerequisite(s)**: VAB933 Myths and Symbols A  
**Content:** These subjects examine the use of myths and symbols in a range of literary fiction. Student study the ways writers use these as well as studying the concept of archetype, the nature and function of symbol and the context and interpretation of a symbol.  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum
SCHOOL OF FURTHER EDUCATION, ARTS AND EMPLOYMENT SERVICES

**VAN043 POETRY 1B**
Prerequisite(s) VAE831 Poetry 1A.
Content: The purpose of this module is to develop a sustained voice in poetry produced to specified standard and presented in a public forum.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

**VAN044 POPULAR FICTION 1B**
Prerequisite(s) VAE863 Popular Fiction 1A OR VBK385 Introduction to Fiction Writing 1.
Content: The purpose of this module is to continue the development of novel writing skills begun in Popular Fiction 1A.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

**VAN045 SHORT STORY 1B**
Prerequisite(s) VAF066 Short Story 2A. A participant may seek recognition through the RPL process for competencies already held.
Content: Theory and practice of short story writing. Theory – character, plot, dialogue, point of view, theme, setting, story structure, preparing for publication. Practical writing exercises, editing and rewriting and writing complete short stories.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

**VAN046 SHORT STORY 2B**
Prerequisite(s) VAM123 Writing Histories 2A or appropriate sustained history research project well-established. A participant may seek recognition through the RPL process for competencies already held.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

**VAN048 WRITING HISTORIES 2B**
Prerequisite(s) VAM131 Writing Young Adult A. Focus on structure, format and audience.
Content: Develop a major history project with appropriate production/presentation format.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

**VAN050 WRITING FOR YOUNG ADULTS B**
Prerequisite(s) VAM131 Writing for Young Adults A. A participant may seek recognition through the RPL process for competencies already held.
Content: This module continues from A, developing longer pieces of fiction or novels with workshop. Includes an analysis of YA publishing.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

**VBK960 WRITING COMEDY FOR PERFORMANCE 1A**
Content: An introduction to comedy writing, focusing on gags, stand-up, one-liners and short pieces. Some history and theory.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

**VBK383 EDITING 1A**
Content: This module provides basic grammar and punctuation instruction, with a focus on the efficient use of language. Some theory.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

**VBK384 EDITING 1B**
Content: This module extends language skills into sentence construction and basic editing and proof-reading.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

**VBK385 INTRODUCTION TO FICTION WRITING 1**
Prerequisite: Nil
Content: This module introduces the basics of fiction writing – character, plot, dialogue etc. in a variety of forms and genres. Leads to Novel 1B and/or Short Story 1B.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

**VBK386 SCRIPTWRITING 1A**
Prerequisite: Nil
Content: This module is used to create new short scripts and understand the structure of play writing, including action, scenario, conflict, character status, dialogue and reading or performance of short scripts.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

**VBK387 SCRIPTWRITING 1B**
Prerequisite: VBK386 Scriptwriting 1A
Content: Builds on the skills learned in 1A, leading to a longer script. Focus on structure, format and audience.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

**VBK388 WRITING FOR CHILDREN (YOUNGER READERS) A**
Prerequisite: Nil
Content: The purpose of this module is to develop skills in writing for young children. The focus is on picture books.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

**VBK389 WRITING FOR CHILDREN (YOUNGER READERS) B**
Prerequisite: VBK388 Writing for Children (Young Readers) 1A
Content: The purpose of this module is to continue development of the skills of writing and marketing literature for children begun in Writing for Children A. Focus on chapter books.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1Point
Assessment: As per accredited curriculum

**VBK390 WRITING FOR RADIO**
Prerequisite: Nil
Content: This subject involves drafting and scripting a 30 minutes magazine program, scripting a 30 minute radio drama as well as voice production and microphone techniques.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

**VBK392 LITERATURE FOR WRITERS 1A**
Prerequisite: Nil
Content: The purpose of this module is to develop the awareness and analysis of the historical and critical context of a chronological range of literature, and to develop own writing through exploration of writing of contemporary Australian writers.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

**VBK393 LITERATURE FOR WRITERS 1B**
Prerequisite: VBK392 Literature for Writers 1A
Content: The purpose of this module is for the participants to further develop an awareness and analysis of the historical and critical context of a chronological range of literature, and to develop an overview of contemporary writing other than Australian in relation to their own writing.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum
VBK394 PHOTOGRAPHY FOR WRITERS
Prerequisite: Nil
Content: Students will learn how to take quality photos aimed at professional publications. Focus on development and written tasks.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK395 ROLE OF THE EDITOR
Prerequisite: VBK363 Editing 1A
Content: The purpose of this module is to outline the purpose of editing, the techniques involved and the tools which are used to facilitate the process.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK396 ADVANCED SCREENWRITING PROJECT 2
Prerequisite: Nil
Content: The purpose of this module is to develop a screenwriting project into a format suitable for marketing. The project will be developed from either an initial screenwriting project or another writing/performance project which could be marketed in the screenwriting industry.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK397 AUTHORING A MULTIMEDIA PRODUCT 2
Prerequisite: VBK406 Writing an Interactive Multimedia Sequence 2
Content: To author a multimedia product using an industry standard authoring tool.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK398 INDUSTRY OVERVIEW 2
Prerequisite: Nil
Content: The purpose of this module is to develop freelance and small business skills in managing financial and structural issues, and paperwork associated with running a small business. The module develops skills in planning and scheduling activities related to the freelance writer or small business involved in the writing industry. Includes a range of speakers from the industry.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK399 LITERARY NON FICTION PROJECT 2
Prerequisite: VAE272 Non Fiction 1A; VAN037 Non Fiction 1B; VBK385 Introduction to fiction writing 1 (or equivalent)
Content: The purpose of this module is to identify principals and techniques involved in the writing of extended literary non fiction projects.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK400 POETRY 2A
Prerequisite: VAE831 Poetry 1A & VAN043 Poetry 1B
Content: Students will explore various styles of poetry in order to assist them to write their own poetry.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK401 POETRY 2B
Prerequisite: VBK400 Poetry 2A
Content: Students will look at other forms of poetry such as song writing and formal structures to advance their techniques. Workshopping is a large component.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK402 SCREENWRITING 2A
Prerequisite: Nil
Content: Develop material and themes, complete synopsis of proposed screenplay, either documentary or fiction. Film analysis/criticism. Written exercises on dialogue, character development, plot, narrative, leading to workshopping of sequence.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK403 SCREENWRITING 2B
Prerequisite: VBK402 Screenwriting 2A. A participant may seek recognition through the RPL process for competencies already held.
Content: Script development within context of student's writing project, using workshopping. Development of process of fictionalisations, alternatives to full-length play, script. Seminars on performance industry.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK404 WRITING FOR CHILDREN (OLDER READERS) A
Prerequisite: Nil. A participant may seek recognition through the RPL process for competencies already held.
Content: The purpose of this module is to develop the skills in writing and marketing for older readers in the children's market. It develops the longer works such as junior novels for 8-10 age group and the 10-13 age group.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK405 WRITING FOR CHILDREN (OLDER READERS) B
Prerequisite: VBK404 Writing for Children (Older Readers) A. A participant may seek recognition through the RPL process for competencies already held.
Content: The purpose of this module is to develop the skills in writing and marketing for older readers in the children's market.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK406 WRITING AN INTERACTIVE MULTIMEDIA SEQUENCE 2
Prerequisite: VBK382 Computer skills for Writers & Editors 1; VBK391 Internet Skills for Writers & Editors; VAC412 Desktop Publishing 1. It is recommended that participants have completed or are currently studying VAA980 Desktop Publishing 2A & VAN029 Desktop Publishing 2B
Content: To develop an understanding of the skills required to create, develop and write an interactive sequence for multimedia productions and to use an authoring tool to create a discrete interactive sequence.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBM510 LEARNING TO LEARN
Content: Identify and use appropriate learning strategies for effective participation in a variety of fields of study and learning environments. Demonstrate the appropriate use of a variety of library and online facilities to research selected topics; Identify and use effective reading strategies to comprehend complex written texts; Examine writing skills and apply these skills to produce a complex written text; Examine and demonstrate skills required to participate effectively in collaborative learning environments
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum
VBN049 HUMAN BIOLOGY FOR HEALTH SCIENCES
Content: Identify the anatomical features and state physiological functions of digestive, cardiovascular and respiratory systems; Participate and observe routine dissection procedures on available mammalian body systems; Define homeostasis including its purpose and role; Use basic medical terminology; Redefine details of cellular structures and processes; State the function of genes and solve simple Mendelian based genetics problems; Work safely and efficiently with common chemicals and laboratory equipment
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

VBN050 CHEMISTRY FOR THE LIFE SCIENCES
Content: Use the Bohr Rutherford model of an atom to explain the structure of an atom; Use knowledge of periodicity and bonding to define chemical behaviour and physical properties of elements; Identify systematic names and formulae for simple inorganic compounds; Explain acids and bases and the concept of pH; Define and compare the chemical structures and biological functions of carbohydrates, lipids, proteins and nucleic acids; Define solutions, suspensions and colloids and electrolytes; Explain the balance of energy inputs and outputs in the human body.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
DEPARTMENT OF CHILD STUDIES

Below are details of courses offered by the Department of Child Studies in 2007. The most up-to-date course information is available online on the University's searchable courses database at www.vu.edu.au/courses.

NOTE: Courses available to International students are marked with the (I) symbol.

CERTIFICATE III IN CHILDREN'S SERVICES (I)

Course Code: CHC30402

Campus: Footscray Nicholson, Melton and Werribee Campuses.

Career Opportunities
Child care worker.

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

Course Objective
This course is designed for individuals working on a full time, part time or voluntary basis as assistants in a range of early childhood settings. These settings may include long day care centres, pre-school centres and occasional care centres. The course enables students to develop their knowledge and understanding of early childhood development and school age children's development. The course prepares workers to use organisational policies, procedures and individual children's profiles to plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes.

Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

Entry Requirements
To qualify for admission to the course, applicants must have completed year 12 or equivalent, and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study and to work in Children's Services.

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

Selection Procedures
All applicants are advised to attend one of the information sessions run by the Department. Applicants are required to submit an application form, attend an interview and sit a selection test.

Course Duration
The course is approximately 9 months full time.

Practical Component
A supervised workplace assessment program is required for all units and is organised by the Department in an appropriate children's services setting. Most agencies require that participants provide a police check clearance before undertaking the workplace training.

Materials Fees
This course has a materials fee for providing goods and materials that are retained by the student. Further information about material fees can be obtained from the Department at the information sessions.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCHILD1C</td>
<td>30</td>
</tr>
<tr>
<td>CHCOHS301A</td>
<td>30</td>
</tr>
<tr>
<td>CHCCS301A</td>
<td>50</td>
</tr>
<tr>
<td>CHCCN1D</td>
<td>30</td>
</tr>
<tr>
<td>CHCCN2C</td>
<td>70</td>
</tr>
<tr>
<td>CHCCN4D</td>
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<tr>
<td>CHCFC1C</td>
<td>40</td>
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<tr>
<td>CHCIC1C</td>
<td>70</td>
</tr>
<tr>
<td>CHCPR1C</td>
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<tr>
<td>CHCPR3C</td>
<td>20</td>
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<tr>
<td>HLTFA1A</td>
<td>10</td>
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<tr>
<td>AND/OR</td>
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<tr>
<td>HLTFA2A</td>
<td>30</td>
</tr>
</tbody>
</table>

Note: CHCCN5C Care for babies is required as a core unit in some jurisdictions (This is the case for Victorian Delivery).

Elective Units of study

Plus at least 4 units, selected by the Head of Department from the approved list in the Community Services Training Package to meet Victorian regulatory and other requirements.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCN5C</td>
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<tr>
<td>CHCPR2C</td>
<td>80</td>
</tr>
<tr>
<td>CHCRF1C</td>
<td>25</td>
</tr>
<tr>
<td>CHCORG3B</td>
<td>20</td>
</tr>
</tbody>
</table>

CERTIFICATE IV IN OUT OF SCHOOL HOURS CARE

Course Code: CHC40402

Campus: St Albans and Industry Workplace.

Career Opportunities
Child care supervisor, Service Coordinator.

Scope of Delivery
Industry, part time and full time.

Course Objective
The course is appropriate for workers who conduct vacation programs and before and after school activities for children who are of school age. 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.
SCHOOL OF HUMAN SERVICES, SCIENCE AND TECHNOLOGY

Entry Requirements
To qualify for admission to the course, applicants must have completed year 12 or equivalent, and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at AQF level 4 and to work in Children's Services.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Applicants are required to submit an application form and sit a selection test. Applicants may also be required to attend an interview.

Course Duration
The course may be offered on a full time basis over a minimum of 528 nominal hours or part time equivalent.

Practical Component
A supervised workplace assessment program is required for all units and is organised by the Department in an appropriate children's services setting. Most agencies require that participants provide a police check clearance before undertaking the workplace training.

Course Structure
Core Units of Study

Unit Code   Hours
CHCADMIN3B  UNDERTAKE ADMINISTRATIVE WORK  50
CHCCHILD1C  IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM  30
CHCCN1D  ENSURE CHILDREN'S HEALTH AND SAFETY  30
CHCCS301A  WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK  50
CHCCS405A  WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS  30
CHCIC1C  INTERACT EFFECTIVELY WITH CHILDREN  70
CHCOHS401A  IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE  50
CHCPR1C  DELIVER SERVICES/ ACTIVITIES TO STIMULATE CHILDREN'S DEVELOPMENT AND ENHANCE THEIR LEISURE  40
CHCPR3C  DEVELOP AN UNDERSTANDING OF CHILDREN'S INTERESTS AND DEVELOPMENTAL NEEDS  20
CHCPRH1C  WORK EFFECTIVELY WITH YOUNG PEOPLE  40
SRCCRD007A  DEVELOP RECREATION PROGRAMS  20
SRXRIS001A  UNDERTAKE RISK ANALYSIS OF ACTIVITIES  10
SRXTEM003A  WORK AUTONOMOUSLY  7
HLTF1A  APPLY BASIC FIRST AID  10
AND/OR
HLTF2A  APPLY ADVANCED FIRST AID  30

Elective Units of Study
Plus at least four units, selected by the student with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate IV level:

CHCCN2C  CARE FOR CHILDREN  70
CHCCN3A  PROMOTE THE SAFETY, WELL-BEING AND WELFARE OF CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES  40
CHCCN3C  PREPARE NUTRITIONALLY BALANCED FOOD IN A SAFE AND HYGIENIC MANNER  20
CHCCN4D  RESPOND TO ILLNESS, ACCIDENTS AND EMERGENCIES  30
CHCF1C  SUPPORT THE DEVELOPMENT OF CHILDREN IN THE SERVICE  40
CHCIC10C  ESTABLISH AND IMPLEMENT PLANS FOR DEVELOPING RESPONSIBLE BEHAVIOUR  40
CHGOR1C  SUPPORT THE DEVELOPMENT OF CHILDREN IN THE SERVICE  20
CHGOR2C  REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE  120
CHCPR12A  CONTRIBUTE TO THE POLICY DEVELOPMENT  50
CHCF1C  WORK EFFECTIVELY WITH FAMILIES IN CARING FOR THE CHILD  25
CHCR3B  DEVELOP LEISURE AND RECREATION PROGRAMS FOR CLIENTS WITH SPECIAL NEEDS  90
SRCR0001A  ASSIST WITH RECREATION GAMES NOT REQUIRING EQUIPMENT  10
SRXCR0008A  INTERACT POSITIVELY WITH INFANTS, TODDLERS AND PARENTS IN A RECREATION ENVIRONMENT  20
SROABL001A  FACILITATE ADVENTURE-BASED LEARNING ACTIVITIES  25
SRXCAI004A  PLAN A SPORT AND RECREATION SESSION FOR CLIENTS  8
SRXCAI005A  CONDUCT A SPORT AND RECREATION SESSION FOR CLIENTS  8
SRXME004A  COORDINATE EMERGENCY RESPONSE  20
SRXFAC004A  PLAN AND PROVIDE SPORT AND RECREATIONAL SERVICES  15

DIPLOMA OF OUT OF SCHOOL HOURS CARE

Course Code: CHC50202

Campus: Industry Workplace.

Career Opportunities
Child care supervisor, director, service manager

Scope of Delivery
Industry only.

Course Objective
The course is appropriate for workers who have responsibility for the day-to-day running of a before and after school care and/or vacation care service. They undertake a managerial role and have responsibility for the supervision of other staff and volunteers. Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

Entry Requirements
To qualify for admission to the course, applicants must have completed year 12 or equivalent, and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at AQF level 5 and to work in Children's Services. Applicants must have successfully completed all prerequisite competencies or equivalent prior to commencing core and elective course competencies.

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

Selection Procedures/Selection Criteria
Applicants are required to submit an application form and sit a selection test. Applicants may also be required to attend an interview.
Course Duration
The course may be offered on a full time basis over a minimum of 1160 nominal hours or part time equivalent.

Practical Component
A supervised workplace assessment program is required for all units and is organised by the Department in an appropriate children's services setting. Most agencies require that participants provide a police check clearance before undertaking the workplace training.

Course Structure
All prerequisite units must be completed successfully prior to commencing course core and elective units.

Prerequisite Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCADM3N3B</td>
<td>UNDERTAKE ADMINISTRATIVE WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCHILD1C</td>
<td>IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM</td>
<td>30</td>
</tr>
<tr>
<td>CHCN1D</td>
<td>ENSURE CHILDREN'S HEALTH AND SAFETY</td>
<td>30</td>
</tr>
<tr>
<td>CHCSS301A</td>
<td>WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCSS405A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>30</td>
</tr>
<tr>
<td>CHCI1C</td>
<td>INTERACT EFFECTIVELY WITH CHILDREN</td>
<td>70</td>
</tr>
<tr>
<td>CHCYTH1C</td>
<td>WORK EFFECTIVELY WITH YOUNG PEOPLE</td>
<td>40</td>
</tr>
<tr>
<td>SRCRDR0007A</td>
<td>DEVELOP RECREATION PROGRAMS</td>
<td>20</td>
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<tr>
<td>SXRIS001A</td>
<td>UNDERTAKE RISK ANALYSIS OF ACTIVITIES</td>
<td>10</td>
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<tr>
<td>SRXTEM003A</td>
<td>WORK AUTONOMOUSLY</td>
<td>7</td>
</tr>
<tr>
<td>HLF1A</td>
<td>APPLY BASIC FIRST AID</td>
<td>10</td>
</tr>
<tr>
<td>AND/OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLF1A2A</td>
<td>APPLY ADVANCED FIRST AID</td>
<td>30</td>
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</table>

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCF2C</td>
<td>FOSTER AND ENHANCE CHILDREN'S DEVELOPMENT</td>
<td>40</td>
</tr>
<tr>
<td>CHCR1H5B</td>
<td>CONDUCT A PROGRAM FOR CHILDREN AND YOUNG PEOPLE WITH SPECIAL NEEDS</td>
<td>40</td>
</tr>
<tr>
<td>CHCCN11C</td>
<td>ESTABLISH, MANAGE AND MONITOR THE IMPLEMENTATION OF A SAFE AND HEALTHY ENVIRONMENT</td>
<td>40</td>
</tr>
<tr>
<td>CHCIC10C</td>
<td>ESTABLISH AND IMPLEMENT PLANS FOR DEVELOPING RESPONSIBLE BEHAVIOUR</td>
<td>40</td>
</tr>
<tr>
<td>CHCOR1G5B</td>
<td>MAINTAIN AN EFFECTIVE WORK ENVIRONMENT</td>
<td>50</td>
</tr>
<tr>
<td>CHCPO1A</td>
<td>DEVELOP AND IMPLEMENT POLICY</td>
<td>70</td>
</tr>
<tr>
<td>CHCR11C</td>
<td>DESIGN, IMPLEMENT AND EVALUATE PROGRAMS OF THE SERVICE</td>
<td>170</td>
</tr>
<tr>
<td>CHCR11B</td>
<td>WORK IN PARTNERSHIP WITH FAMILIES TO CARE FOR THE CHILD</td>
<td>70</td>
</tr>
<tr>
<td>CHCOH501A</td>
<td>MANAGE WORKPLACE OHS MANAGEMENT SYSTEM</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units of Study

Plus at least nine units, selected by the student with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Diploma level:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCN3C</td>
<td>PREPARE NUTRITIONALLY BALANCED FOOD IN A SAFE AND HYGIENIC MANNER</td>
<td>20</td>
</tr>
<tr>
<td>CHCN20B</td>
<td>ADVOCATE FOR THE RIGHTS AND NEEDS OF CHILDREN AND YOUNG PEOPLE</td>
<td>40</td>
</tr>
<tr>
<td>CHCF3C</td>
<td>FOSTER AND ENHANCE CHILDREN'S SOCIAL EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT</td>
<td>100</td>
</tr>
<tr>
<td>CHCF5C</td>
<td>FOSTER AND ENHANCE CHILDREN'S COGNITIVE AND LANGUAGE DEVELOPMENT</td>
<td>100</td>
</tr>
<tr>
<td>CHCF6C2B</td>
<td>PROMOTE THE ETHICAL UNDERSTANDINGS OF CHILDREN</td>
<td>30</td>
</tr>
<tr>
<td>CHCINF2B</td>
<td>MAINTAIN ORGANISATION'S INFORMATION SYSTEMS</td>
<td>40</td>
</tr>
<tr>
<td>CHCINF7B</td>
<td>MEET INFORMATION NEEDS OF THE COMMUNITY</td>
<td>70</td>
</tr>
<tr>
<td>CHCNET2B</td>
<td>MAINTAIN EFFECTIVE NETWORKS</td>
<td>50</td>
</tr>
<tr>
<td>CHCOR21B</td>
<td>MANAGE ORGANISATIONAL CHANGE</td>
<td>150</td>
</tr>
<tr>
<td>CHCOR11B</td>
<td>LEAD AND DEVELOP OTHERS</td>
<td>90</td>
</tr>
<tr>
<td>CHCOR23B</td>
<td>CO-ORDINATE WORK</td>
<td>60</td>
</tr>
<tr>
<td>CHCOR24B</td>
<td>PROVIDE LEADERSHIP IN COMMUNITY SERVICES DELIVERY</td>
<td>120</td>
</tr>
<tr>
<td>CHCOR22B</td>
<td>PROMOTE AND REPRESENT THE SERVICE</td>
<td>90</td>
</tr>
<tr>
<td>CHCOR23B</td>
<td>CO-ORDINATE WORK</td>
<td>60</td>
</tr>
<tr>
<td>CHCOR24B</td>
<td>PROVIDE LEADERSHIP IN COMMUNITY SERVICES DELIVERY</td>
<td>120</td>
</tr>
<tr>
<td>CHCOR27A</td>
<td>PROVIDE MENTORING SUPPORT TO COLLEAGUES</td>
<td>60</td>
</tr>
<tr>
<td>CHCOR28A</td>
<td>REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE</td>
<td>120</td>
</tr>
<tr>
<td>CHCOR29A</td>
<td>PROVIDE COACHING AND MOTIVATION</td>
<td>70</td>
</tr>
<tr>
<td>CHCSD12B</td>
<td>ACT AS A RESOURCE TO WORKERS</td>
<td>40</td>
</tr>
<tr>
<td>CHCYNTH5C</td>
<td>SUPPORT YOUTH PROGRAMS</td>
<td>150</td>
</tr>
<tr>
<td>CHQEM601A</td>
<td>MANAGE AN ACCREDITATION PROCESS</td>
<td>60</td>
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<tr>
<td>HLF1A2A</td>
<td>APPLY ADVANCED FIRST AID</td>
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<tr>
<td>SRXEME004A</td>
<td>COORDINATE EMERGENCY RESPONSE</td>
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</tbody>
</table>

DIPLOMA OF CHILDREN'S SERVICES (II)

Course Code: CHCSS302

Campus: Footscray Nicholson, Melton, Werribee Campuses.

Career Opportunities
Child care supervisor, director, service manager.

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

Course Objective
This course covers workers who are responsible for developing and evaluating the program. Workers at this level have responsibility for the supervision of other staff and volunteers and in most states it is the highest qualification required at director or service manager level. Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.
Entry Requirements
To qualify for admission to the course, applicants must have completed year 12 or equivalent, and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study and to work in Children's Services. Applicants must have successfully completed all prerequisite competencies or equivalent before being permitted to commence core and elective course competencies.

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

Selection Procedures
All applicants are advised to attend one of the information sessions run by the Department. Full Time applicants should apply through VTAC and Part Time applicants directly to the University. All applicants are required to submit an application form, attend an interview and sit a selection test.

Course Duration
The course is 1160 nominal hours full time or part time equivalent plus pre-requisite units.

Practical Component
A supervised workplace assessment program for all units is required and is organised by the Department in an appropriate children's services setting. Most agencies require that participants provide a police check clearance before undertaking the workplace training.

Materials Fees
This course has a materials fee for providing goods and materials that are retained by the student. Further information about material fees can be obtained from the Department at the information sessions.

Course Structure
All prerequisite units must be completed successfully prior to commencing course core and elective units.

Prerequisite Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CHCCN1D</td>
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<tr>
<td>CHCCN2C</td>
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<tr>
<td>CHCCN4D</td>
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</tr>
<tr>
<td>CHFC1C</td>
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</tr>
<tr>
<td>CHCPR1C</td>
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<tr>
<td>CHCPR3C</td>
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<td>CHOC1C</td>
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<tr>
<td>CHCORG3B</td>
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<tr>
<td>CHCJ301A</td>
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<tr>
<td>CHCOS301A</td>
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AND OR

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTFA2A</td>
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</tbody>
</table>

CHCCN5C Care for babies is required as a prerequisite unit in some jurisdictions (This is the case for Victorian Delivery.)

Diploma Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CHCCN8B</td>
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<td>CHFC5C</td>
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<tr>
<td>CHCP2C</td>
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<tr>
<td>CHCPR6C</td>
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<tr>
<td>CHC1NC</td>
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<tr>
<td>CHCP10C</td>
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<tr>
<td>CHCRF11B</td>
<td>70</td>
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<tr>
<td>CHCI1C</td>
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</tr>
<tr>
<td>CHCIC1B1A</td>
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</tr>
<tr>
<td>CHCHL1D2C</td>
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</table>

Elective Units of Study

Plus at least seven units selected by the Head of Department, in accordance with the Community Services Training Package qualification framework rules to meet Victorian regulatory and other requirements.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CHCAD63B</td>
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<tr>
<td>CHCL7B</td>
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<td>CHCHL1D3A</td>
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<tr>
<td>CHCCN3C</td>
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<td>CHCCN5C</td>
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<tr>
<td>CHCSC405A</td>
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<tr>
<td>CHCORG3B</td>
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</tr>
<tr>
<td>CHFC11C</td>
<td>40</td>
</tr>
<tr>
<td>CHCRF1C</td>
<td>25</td>
</tr>
<tr>
<td>CHCRH1B</td>
<td>50</td>
</tr>
<tr>
<td>HLTNA3A</td>
<td>20</td>
</tr>
<tr>
<td>CHCYT1C</td>
<td>40</td>
</tr>
<tr>
<td>HLTNA4A</td>
<td>20</td>
</tr>
<tr>
<td>SRXRI501A</td>
<td>10</td>
</tr>
<tr>
<td>SRCCRO01A</td>
<td>10</td>
</tr>
<tr>
<td>SRCCRO008A</td>
<td>20</td>
</tr>
<tr>
<td>SRXCA105A</td>
<td>8</td>
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<tr>
<td>SRCCRO07A</td>
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</table>

These units may be compulsory in some jurisdictions:

<table>
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<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CHFC5C</td>
<td>60</td>
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<tr>
<td>CHFC7C</td>
<td>40</td>
</tr>
<tr>
<td>CHFC8A</td>
<td>60</td>
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</tbody>
</table>
DIPLOMA OF COMMUNITY SERVICES MANAGEMENT
Course Code: CHC51602

Campus: Industry only.
Career Opportunities
Service Co-ordinator, Manager.
Scope of Delivery
Industry.
Course Objective
This qualification relates to the work of program, unit, service or site managers in the Community Services Industry. Workers in these occupational groups work in residential, community or government agencies and facilities. These workers work independently and report to executive management or Boards of management. They undertake a range of functions requiring the application of knowledge and skills to achieve results in line with organisation's goals and strategic directions. This qualification applies to community service managers who work in a range of sectors such as Housing, Children's Services, Alcohol and Other Drugs, Mental Health, Disability, Aged Care.
Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

Entry Requirements
To qualify for admission to the course, applicants must have completed year 12 or equivalent, and /or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study and to work in a management, and or leadership, role in Community Services.

All applicants must be able to demonstrate that they currently hold a suitable community services management or leadership position, or have the support of an agency to have access to work in such a role, in order to undertake the course. Evidence of substantial experience in the delivery of community service programs is required and a relevant community services qualification is preferable.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures
Currently hold a management position in community services.

Course Duration
Full time basis over a minimum of 807 hours or part time equivalent.

Practical Component
All students will be assessed for all competencies in their workplace.

Course Structure
Core Units of Study
Unit Code   Hours
CHCCOM3C UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS 50
CHCORG6B CO-ORDINATE THE WORK ENVIRONMENT 90
CHCORG7B MANAGE WORKPLACE ISSUES 75
CHCORG23B CO-ORDINATE WORK 60
CHCORG28A REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE 120
CHCADMIN4B MANAGE THE ORGANISATION'S FINANCES, ACCOUNTS AND RESOURCES 90
BSBMGT609A MANAGE RISK 60
CHCOHS501A MANAGE WORKPLACE OHS MANAGEMENT SYSTEM 40
PSPMNGT605A MANAGE DIVERSITY 40

Elective Units of Study
Six units of which three units must be selected from Group 1 and the remaining 3 units may be selected from Group 1 or Group 2, from other Community Services Training Package units available at this or higher levels, or from other relevant National Training Package units available at Diploma level and enterprise specific units.

Note 1: Where national enterprise units are included as options, these must be nationally endorsed (see introduction regarding new units and customisation).

Group 1

Unit Code   Hours
CHCD19A MANAGE FIRST AID POLICY 40
CHCORG108B MANAGE ORGANISATIONAL CHANGE 150
CHCORG11B LEAD AND DEVELOP OTHERS 90
CHCORG14B MANAGE A SERVICE ORGANISATION 90
CHCORG25B RECRUIT AND CO-ORDINATE VOLUNTEERS 70
CHCORG27A PROVIDE MENTORING SUPPORT TO COLLEAGUES 60
CHCORG29A PROVIDE COACHING AND MOTIVATION 70
CHCOHS401A IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE 50
CHCOHS502A EVALUATE AND IMPROVE WORKPLACE OHS MANAGEMENT SYSTEM 90
SRXGOV004A WORK EFFECTIVELY WITH THE BOARD OF AN ORGANISATION 25
SRXTEM003A WORK AUTONOMOUSLY 7

Group 2

Unit Code   Hours
CHCAD3A UNDERTAKE SYSTEMS ADVOCACY 90
CHCAD4A PROVIDE ADVOCACY AND REPRESENTATION 90
CHCAD5A REPRESENT THE CLIENT IN COURT 75
CHCAD6A REPRESENT THE ORGANISATION IN COURT 75
CHCAL23C MANAGE HOME BASED CARE ADMINISTRATION REQUIREMENTS 40
CHCA0D10A WORK WITH CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES 75
CHCA0D11A PROVIDE ADVANCED INTERVENTIONS TO MEET THE NEEDS OF CLIENTS WITH ALCOHOL AND/OR OTHER DRUG ISSUES 0
CHCA0D8C ASSESS THE NEEDS OF CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES 150
CHCCD11B IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY 70
CHCCD5C DEVELOP COMMUNITY RESOURCES 90
Unit Code | Hours
---|---
CHCCD8B | SUPPORT COMMUNITY ACTION 90
CHCCD9B | SUPPORT COMMUNITY LEADERSHIP 90
CHCCHILD1C | IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM 30
CHCCMB | PROMOTE HIGH QUALITY CASE MANAGEMENT 90
CHCCS10A | FACILITATE CLIENT PARTICIPATION IN THE ORGANISATION 60
CHCCS3C | CO-ORDINATE THE PROVISION OF SERVICES AND PROGRAMS 75
CHCCS402A | RESPOND HOLISTICALLY TO CLIENT ISSUES 75
CHCCHILD1C | IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM 30
CHCCM4B | PROMOTE HIGH QUALITY CASE MANAGEMENT 90
CHCCHILD1C | IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM 30
CHCDIS10B | PROVIDE CARE AND SUPPORT 50
CHCES501A | MANAGE SERVICES DELIVERY IN PURCHASER/PROVIDER RELATIONSHIP WITH GOVERNMENT 90
CHCES502A | RESEARCH AND REPORT ON LABOUR MARKET INFORMATION 75
CHNET3B | DEVELOP NEW NETWORKS 75
CHNET4A | WORK WITH OTHER 70
CHCPOL4A | WORK WITH OTHER 70
CHCPOL5A | MANAGE RESEARCH ACTIVITIES 75
CHCPOL6A | CO-ORDINATE POLICY DEVELOPMENT 90
CHCPR2C |ARRANGE/ ORGANISE EXPERIENCES WHICH FACILITATE AND ENHANCE CHILDREN'S DEVELOPMENT 80
CHCPOL9C | DOCUMENT, INTERPRET AND USE INFORMATION ABOUT CHILDREN 70

ADVANCED DIPLOMA OF CHILDREN'S SERVICES
Course Code: CHC60202

Campus: Industry only.

Career Opportunities
Service Co-ordinator, Director.

Scope of Delivery
Industry.

Course Objective
The course is appropriate for workers who may operate at an advanced skills level to provide specialist services; act as a resource for other workers; provide practice supervision of staff including volunteers; work intensively with clients; and work with clients with complex needs.

Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

Entry Requirements
To qualify for admission to the course, applicants must have completed year 12 or equivalent, and /or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at AQF level 6 and to work at an advanced skill or supervisory level in Children's Services. Applicants must have successfully completed all prerequisite competencies prior to commencing core and elective course competencies.

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

Selection Procedures
Applicants are required to submit an application form and sit a selection test. Applicants may also be required to attend an interview.

Course Duration
The course may be offered on a full time basis over a minimum of 1027 nominal hours or part time equivalent.

Practical Component
A supervised workplace assessment program is required for all units and is organised by the Department in an appropriate children's services setting. Most agencies require that participants provide a police check clearance before undertaking the workplace training.

Materials Fees
This course has a materials fee for providing goods and materials that are retained by the student. Further information about material fees can be obtained from the Department at the information sessions.

Course Structure
Prerequisites
All prerequisites must be completed prior to commencing core and elective units.

Unit Code | Hours
---|---
CHCCN1D | ENSURE CHILDREN'S HEALTH AND SAFETY 30
CHCCN2C | CARE FOR CHILDREN 70
CHCCN4D | RESPOND TO ILLNESS, ACCIDENTS AND EMERGENCIES 30
CHCPRI1C | DELIVER SERVICES/ ACTIVITIES TO STIMULATE CHILDREN'S DEVELOPMENT AND ENHANCE THEIR LEISURE 40
CHCPRI3C | DEVELOP AN UNDERSTANDING OF CHILDREN'S INTERESTS AND DEVELOPMENTAL NEEDS 20
CHCPRI4C | DELIVER SERVICES/ ACTIVITIES TO STIMULATE CHILDREN'S DEVELOPMENT AND ENHANCE THEIR LEISURE 40
CHCPRI5C | DELIVER SERVICES/ ACTIVITIES TO STIMULATE CHILDREN'S DEVELOPMENT AND ENHANCE THEIR LEISURE 40
HCIC11C | INTERACT EFFECTIVELY WITH CHILDREN 70
CHCIC8B | PLAN CARE ROUTINES 70
CHCPFC2C | FOSTER AND ENHANCE CHILDREN'S DEVELOPMENT 40
CHCPFC3A | FOSTER AND ENHANCE CHILDREN'S SOCIAL EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT 100
CHCPFC5C | FOSTER AND ENHANCE CHILDREN'S COGNITIVE AND LANGUAGE DEVELOPMENT 100
CHCPFC7C | MANAGE RESEARCH ACTIVITIES 75
CHCPFC8C | DOCUMENT, INTERPRET AND USE INFORMATION ABOUT CHILDREN 70
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCRF11B</td>
<td>WORK IN PARTNERSHIP WITH FAMILIES TO CARE FOR THE CHILD</td>
<td>70</td>
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<tr>
<td>CHCCN11C</td>
<td>ESTABLISH, MANAGE AND MONITOR THE IMPLEMENTATION OF A SAFE AND HEALTHY ENVIRONMENT</td>
<td>40</td>
</tr>
<tr>
<td>CHCIC10C</td>
<td>ESTABLISH AND IMPLEMENT PLANS FOR DEVELOPING RESPONSIBLE BEHAVIOUR</td>
<td>40</td>
</tr>
<tr>
<td>CHCIC12C</td>
<td>PLAN THE INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS</td>
<td>40</td>
</tr>
<tr>
<td>CHCPR10C</td>
<td>DESIGN, IMPLEMENT AND EVALUATE PROGRAMS OF THE SERVICE</td>
<td>170</td>
</tr>
<tr>
<td>CHCSS301A</td>
<td>WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCOHS301A</td>
<td>PARTICIPATE IN WORKPLACE SAFETY PROCEDURE</td>
<td>30</td>
</tr>
<tr>
<td>CHCHILD1C</td>
<td>IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM</td>
<td>30</td>
</tr>
<tr>
<td>CHCHILD2C</td>
<td>SUPPORT THE RIGHTS AND SAFETY OF CHILDREN WITHIN DUTY OF CARE REQUIREMENTS</td>
<td>50</td>
</tr>
<tr>
<td>CHCSS501A</td>
<td>MANAGE WORKPLACE OHS MANAGEMENT SYSTEM</td>
<td>40</td>
</tr>
<tr>
<td>CHCAD3A</td>
<td>UNDERTAKE SYSTEMS ADVOCACY</td>
<td>90</td>
</tr>
<tr>
<td>CHCCS4C</td>
<td>MANAGE THE DELIVERY OF QUALITY CLIENT SERVICE</td>
<td>90</td>
</tr>
<tr>
<td>CHCCS57C</td>
<td>CO-ORDINATE THE ASSESSMENT AND DELIVERY OF SERVICES TO CLIENTS WITH PARTICULAR NEEDS</td>
<td>75</td>
</tr>
<tr>
<td>CHCNET4A</td>
<td>WORK WITH OTHER</td>
<td>70</td>
</tr>
<tr>
<td>CHCORG7B</td>
<td>MANAGE WORKPLACE ISSUES</td>
<td>75</td>
</tr>
<tr>
<td>CHCORG20B</td>
<td>PROMOTE AND REPRESENT THE SERVICE</td>
<td>90</td>
</tr>
<tr>
<td>CHCORG21B</td>
<td>ACT AS A RESOURCE TO OTHER SERVICES</td>
<td>90</td>
</tr>
<tr>
<td>CHCORG24B</td>
<td>PROVIDE LEADERSHIP IN COMMUNITY SERVICES DELIVERY</td>
<td>120</td>
</tr>
<tr>
<td>BSBCMGT505A</td>
<td>ENSURE A SAFE WORKPLACE</td>
<td>60</td>
</tr>
<tr>
<td>CHCCM5B</td>
<td>DEVELOP PRACTICE STANDARDS</td>
<td>90</td>
</tr>
<tr>
<td>CHCCN20B</td>
<td>ADVOCATE FOR THE RIGHTS AND NEEDS OF CHILDREN AND YOUNG PEOPLE</td>
<td>40</td>
</tr>
<tr>
<td>CHCCW13B</td>
<td>WORK WITH CLIENTS INTENSIVELY</td>
<td>75</td>
</tr>
<tr>
<td>CHCFC10C</td>
<td>ENHANCE THE EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT OF CHILDREN</td>
<td>40</td>
</tr>
<tr>
<td>CHCFC20B</td>
<td>PROMOTE THE ETHICAL UNDERSTANDINGS OF CHILDREN</td>
<td>30</td>
</tr>
<tr>
<td>CHCIC20B</td>
<td>MANAGE COMPLEX BEHAVIOURAL SITUATIONS</td>
<td>30</td>
</tr>
<tr>
<td>CHICIF4B</td>
<td>MANAGE THE ORGANISATIONS INFORMATION SYSTEMS</td>
<td>75</td>
</tr>
<tr>
<td>CHCPR13B</td>
<td>FACILITATE THE DEVELOPMENT OF PROGRAMS FOR CHILDREN WITH ADDITIONAL NEEDS</td>
<td>40</td>
</tr>
<tr>
<td>CHCPR21B</td>
<td>PROMOTE EQUITY IN ACCESS TO THE SERVICE</td>
<td>40</td>
</tr>
<tr>
<td>CHCRF22B</td>
<td>PLAN CHILD CARE PROVISION WITH FAMILIES</td>
<td>30</td>
</tr>
<tr>
<td>CHCRF23B</td>
<td>RESPOND TO PROBLEMS AND COMPLAINTS ABOUT THE SERVICE</td>
<td>40</td>
</tr>
<tr>
<td>CHCRF24B</td>
<td>SUPPORT PARENTS IN THEIR PARENTING ROLE</td>
<td>30</td>
</tr>
<tr>
<td>CHCS11B</td>
<td>FACILITATE THE INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS</td>
<td>40</td>
</tr>
<tr>
<td>CHCYTHBB</td>
<td>MANAGE SERVICE RESPONSE TO YOUNG PEOPLE IN CRISIS</td>
<td>150</td>
</tr>
<tr>
<td>CHCSS406A</td>
<td>PROVIDE EDUCATION AND SUPPORT ON HEALTH, WELLBEING AND PARENTING</td>
<td>75</td>
</tr>
<tr>
<td>CHCORG27A</td>
<td>PROVIDE MENTORING SUPPORT TO COLLEAGUES</td>
<td>60</td>
</tr>
<tr>
<td>CHCORG28A</td>
<td>REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE</td>
<td>120</td>
</tr>
<tr>
<td>CHCORG29A</td>
<td>PROVIDE COACHING AND MOTIVATION</td>
<td>70</td>
</tr>
<tr>
<td>CHCPROT14B</td>
<td>DEVELOP PROTOCOLS FOR OPERATING WITHIN A STATUTORY ENVIRONMENT</td>
<td>150</td>
</tr>
<tr>
<td>PSMN6T605A</td>
<td>MANAGE DIVERSITY</td>
<td>40</td>
</tr>
<tr>
<td>SRXTEM003A</td>
<td>WORK AUTONOMOUSLY</td>
<td>7</td>
</tr>
</tbody>
</table>

The following pairs of units are interchangeable and only one of each should be elected:

- CHCORG10B MANAGE ORGANISATIONAL CHANGE 150
- LGACOM602A CO-ORDINATE AND FACILITATE A CHANGE PROCESS 40
- CHCORG11B LEAD AND DEVELOP OTHERS 90
- BSBCMGT605A PROVIDE LEADERSHIP ACROSS THE ORGANISATION 60
- CHCORG12B REVIEW ORGANISATIONAL EFFECTIVENESS 150
- BSBCMGT603A REVIEW AND DEVELOP BUSINESS PLANS 60

### ADVANCED DIPLOMA OF COMMUNITY SERVICES WORK

**Course Code:** CHC60302

**Campus:** Industry only.

**Career Opportunities**
Senior Practitioners.

**Scope of Delivery**
Industry.

**Course Objective**
This qualification covers those workers who may operate at an advanced skills level to:
- Provide specialist services
- Act as a resource for other workers
- Provide practice supervision of staff including volunteers
- Work intensively with clients
- Work with clients with complex needs

**Prerequisite**
Learners undertaking this qualification need to have substantial previous experience in a community services environment. The job role would have involved the self-directed application of knowledge with substantial depth in some areas, the exercise of independent judgement and decision-making, and a range of technical and other skills. Workers will normally already possess a community services qualification.
Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at AQF level 6, and to work in an advanced skills practitioner or leadership role in Community Services. They will need to be employed as an advanced skills worker in a community services agency or have the support of a community service agency to do the training. Applicants will normally have completed a relevant community services qualification at Diploma level and/or be able to provide evidence of substantial experience at an advanced practice level.

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

Selection Procedures
All applicants are advised to attend one of the information sessions run by the Department. Full Time applicants should apply through VTAC and Part Time applicants directly to the University. All applicants are required to submit an application form, attend an interview and sit a selection test.

Course Duration
The course may be offered on a full time basis over a minimum of 727 nominal hours or part time equivalent.

Practical Component
A supervised workplace assessment program is required for all units and is organised by the Department in an appropriate children’s services setting. Most agencies require that participants provide a police check clearance before undertaking the workplace training.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD3A</td>
<td>90</td>
</tr>
<tr>
<td>CHCCM5B</td>
<td>90</td>
</tr>
<tr>
<td>CHCC7C</td>
<td>75</td>
</tr>
<tr>
<td>CHCORG27A</td>
<td>120</td>
</tr>
<tr>
<td>CHCORG28A</td>
<td>120</td>
</tr>
</tbody>
</table>

And one of the following units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCORG19B</td>
<td>90</td>
</tr>
<tr>
<td>BSBMGT608A</td>
<td>60</td>
</tr>
</tbody>
</table>

Elective Units of Study
A minimum of four units selected by the student with the approval of the Head of Department. Two units must selected from the list detailed below and the remaining units may be selected from the units listed below or from other Community Services Training Package units available at this level, or from other relevant National Training Package units available at Advanced Diploma level and enterprise specific units.

Note 1: Where national enterprise units are included as options, these must be nationally endorsed (see introduction regarding new units and customisation).

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD4A</td>
<td>90</td>
</tr>
<tr>
<td>BSBMGT603A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMGT605A</td>
<td>60</td>
</tr>
<tr>
<td>CHCCSL601A</td>
<td>90</td>
</tr>
<tr>
<td>CHCCSL602A</td>
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<tr>
<td>CHCCSL603A</td>
<td>120</td>
</tr>
<tr>
<td>CHCCSL604A</td>
<td>90</td>
</tr>
<tr>
<td>CHINF4B</td>
<td>75</td>
</tr>
<tr>
<td>CHCCS501A</td>
<td>150</td>
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<tr>
<td>CHONE4A</td>
<td>70</td>
</tr>
<tr>
<td>BSBMGT505A</td>
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</tr>
<tr>
<td>CHCORG10B</td>
<td>150</td>
</tr>
<tr>
<td>CHCORG11B</td>
<td>90</td>
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<tr>
<td>CHCORG12B</td>
<td>150</td>
</tr>
<tr>
<td>CHCORG20B</td>
<td>90</td>
</tr>
<tr>
<td>CHCORG21B</td>
<td>90</td>
</tr>
<tr>
<td>CHCORG7B</td>
<td>75</td>
</tr>
<tr>
<td>CHCPRO14B</td>
<td>150</td>
</tr>
<tr>
<td>CHCYTH8B</td>
<td>150</td>
</tr>
<tr>
<td>LGACOMM602A</td>
<td>40</td>
</tr>
<tr>
<td>PRXD01A</td>
<td>70</td>
</tr>
<tr>
<td>PRXD02A</td>
<td>70</td>
</tr>
<tr>
<td>PRXD03A</td>
<td>70</td>
</tr>
<tr>
<td>PRXD04A</td>
<td>90</td>
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<tr>
<td>PRXD07A</td>
<td>50</td>
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<tr>
<td>PRXD08A</td>
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<tr>
<td>PRXD14A</td>
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<tr>
<td>PRXD15A</td>
<td>60</td>
</tr>
<tr>
<td>PRXD16A</td>
<td>40</td>
</tr>
<tr>
<td>PPSMNGT605A</td>
<td>40</td>
</tr>
<tr>
<td>SRXGOV001A</td>
<td>20</td>
</tr>
<tr>
<td>SRXGOV002A</td>
<td>25</td>
</tr>
<tr>
<td>SRXGOV003A</td>
<td>25</td>
</tr>
<tr>
<td>SRXGOV004A</td>
<td>25</td>
</tr>
<tr>
<td>SRXTMN003A</td>
<td>7</td>
</tr>
</tbody>
</table>
ADVANCED DIPLOMA OF COMMUNITY SERVICES MANAGEMENT

Course Code: CHC60402

Campus: Industry only.

Career Opportunities
Service Co-ordinator, Manager

Scope of Delivery
Industry.

Course Objective
The management stream covers workers who are responsible for the coordination and management of agencies. These workers work independently and report to executive management or boards of management. They undertake a range of functions requiring the application of knowledge and skills to achieve results in line with organisation's goals and strategic directions. This qualification applies to the managers of programs, services or service organisations in the community services industry. They may work in a range of sectors such as Housing, Children's Services, Alcohol and Other Drugs, Mental Health, Disability, Aged Care.

Entry Requirements
To qualify for admission to the course, applicants must have completed year 12 or equivalent, and /or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at Australian Qualifications Framework level 6 and to work in a management and or leadership role in Community Services.

All applicants must be able to demonstrate that they currently hold a suitable community services management or leadership position, or have the support of an agency to have access to work in such a role, in order to undertake the course. Evidence of substantial experience in the delivery of community service programs is required and a relevant community services qualification is preferable.

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

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Selection Procedures
Must hold current community services management position.

All applicants are advised to attend one of the information sessions run by the Department. Full Time applicants should apply through VTAC and Part Time applicants directly to the University. All applicants are required to submit an application form, attend an interview and sit a selection test.

Course Duration
The course may be offered on a full time basis over a minimum of 1265 nominal hours or part time equivalent.

Practical Component
All students are assessed for all competencies in the workplace.

Course Structure
The structure of the course is 20 units of which 9 are core and 11 elective as follows:

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHC554C</td>
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</tr>
<tr>
<td>CHCCOM4B</td>
<td></td>
</tr>
<tr>
<td>CHCCD19A</td>
<td></td>
</tr>
<tr>
<td>CHCORG14B</td>
<td></td>
</tr>
<tr>
<td>BSBMG609A</td>
<td></td>
</tr>
<tr>
<td>CHCAC4B</td>
<td></td>
</tr>
<tr>
<td>CHCCP7A</td>
<td></td>
</tr>
<tr>
<td>CHCM601A</td>
<td></td>
</tr>
<tr>
<td>CHCORG12B</td>
<td></td>
</tr>
<tr>
<td>BSBMG605A</td>
<td></td>
</tr>
</tbody>
</table>

Plus one of the following units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCORG11B</td>
<td>90</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>BSBMG605A</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units of Study
At least 10 electives must be chosen from Group 1, one (1) unit may be selected from Group 1 or Group 2, from other Community Services Training Package units available at this level, or from other relevant National Training Package units available at Advanced Diploma and enterprise specific units.

Note : Where national enterprise units are included as options, these must be nationally endorsed.

Group 1 – At least TEN (10) units must be chosen from this group

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLF04A</td>
<td>40</td>
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<tr>
<td>CHCORG7B</td>
<td>75</td>
</tr>
<tr>
<td>CHCCB8C</td>
<td>75</td>
</tr>
<tr>
<td>CHCPO5A</td>
<td>90</td>
</tr>
<tr>
<td>CHCM601A</td>
<td>90</td>
</tr>
<tr>
<td>CHCORG12B</td>
<td>150</td>
</tr>
<tr>
<td>CHCORG15B</td>
<td>150</td>
</tr>
<tr>
<td>CHCORG24B</td>
<td>120</td>
</tr>
<tr>
<td>CHCCS501A</td>
<td>150</td>
</tr>
<tr>
<td>BSBMG606A</td>
<td>60</td>
</tr>
<tr>
<td>PSPG603B</td>
<td>20</td>
</tr>
<tr>
<td>SRXGN004A</td>
<td>25</td>
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<tr>
<td>BSBMG604A</td>
<td>60</td>
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</table>

Any one of the following three units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CHCINF4B</td>
<td>75</td>
</tr>
<tr>
<td>CHCINF6B</td>
<td>90</td>
</tr>
<tr>
<td>BSBMG607A</td>
<td>60</td>
</tr>
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</table>

One of the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCORG10B</td>
<td>150</td>
</tr>
<tr>
<td>LGACOM602A</td>
<td>40</td>
</tr>
<tr>
<td>Unit Code</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>CHCOR13B</td>
<td>MANAGE ORGANISATIONAL STRATEGIC AND BUSINESS PLANNING</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>BSBMGT601A</td>
<td>CONTRIBUTE TO STRATEGIC DIRECTION</td>
</tr>
<tr>
<td>BSBMGT603A</td>
<td>REVIEW AND DEVELOP BUSINESS PLANS</td>
</tr>
<tr>
<td><strong>One unit from the following pairs of units:</strong></td>
<td></td>
</tr>
<tr>
<td>CHCOR19B</td>
<td>DEVELOP AND MAINTAIN THE QUALITY OF SERVICE OUTCOMES</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>BSBMGT608A</td>
<td>MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT</td>
</tr>
<tr>
<td>CHCOR20B</td>
<td>PROMOTE AND REPRESENT THE SERVICE</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CHCOR21B</td>
<td>ACT AS A RESOURCE TO OTHER SERVICES</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CHCOR25B</td>
<td>RECRUIT AND CO-ORDINATE VOLUNTEERS</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>SRXHRM001B</td>
<td>MANAGE VOLUNTEERS</td>
</tr>
<tr>
<td><strong>Group 2</strong></td>
<td></td>
</tr>
<tr>
<td>BSBATSIL502A</td>
<td>WORK WITH THE MANAGER</td>
</tr>
<tr>
<td>CHCAD3A</td>
<td>UNDERTAKE SYSTEMS ADVOCACY</td>
</tr>
<tr>
<td>CHCDD15B</td>
<td>DEVELOP AND IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY</td>
</tr>
<tr>
<td>CHCDDS18A</td>
<td>FACILITATE THE DEVELOPMENT OF COMMUNITY CAPACITY TO MANAGE PLACE</td>
</tr>
<tr>
<td>CHCDD6B</td>
<td>ESTABLISH AND DEVELOP COMMUNITY ORGANISATIONS</td>
</tr>
<tr>
<td>CHCCD20C</td>
<td>ACQUIRE PROPERTIES BY PURCHASE OR TRANSFER</td>
</tr>
<tr>
<td>CHCNET4A</td>
<td>WORK WITH OTHER</td>
</tr>
<tr>
<td>CHCMC5B</td>
<td>DEVELOP PRACTICE STANDARDS</td>
</tr>
<tr>
<td>CHCSCS7C</td>
<td>CO-ORDINATE THE ASSESSMENT AND DELIVERY OF SERVICES TO CLIENTS WITH PARTICULAR NEEDS</td>
</tr>
<tr>
<td>CHCIC12C</td>
<td>PLAN THE INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS</td>
</tr>
<tr>
<td>CHCOR16B</td>
<td>MANAGE TRAINING</td>
</tr>
<tr>
<td>CHCPRT414B</td>
<td>DEVELOP PROTOCOLS FOR OPERATING WITHIN A STATUTORY ENVIRONMENT</td>
</tr>
<tr>
<td>CHCPRT33D</td>
<td>MANAGE PROVISIONS OF OUT OF HOME CARE</td>
</tr>
<tr>
<td>CHCYTH8B</td>
<td>MANAGE SERVICE RESPONSE TO YOUNG PEOPLE IN CRISIS</td>
</tr>
<tr>
<td>CHCYTH9C</td>
<td>DEVELOP AND IMPLEMENT PROCEDURES TO ENABLE YOUNG PEOPLE TO ADDRESS THEIR NEEDS</td>
</tr>
<tr>
<td>PSPETHSC601B</td>
<td>MAINTAIN AND ENHANCE CONFIDENCE IN THE PUBLIC SERVICE</td>
</tr>
<tr>
<td>PSPLEGN601B</td>
<td>MANAGE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR</td>
</tr>
<tr>
<td>PSPMNGT608B</td>
<td>MANAGE RISK</td>
</tr>
<tr>
<td>SRXGOV001A</td>
<td>PARTICIPATE AS A MEMBER OF AN EFFECTIVE BOARD OF AN ORGANISATION</td>
</tr>
<tr>
<td>SRXGOV002A</td>
<td>UNDERTAKE THE ROLE OF AN INDIVIDUAL DIRECTOR OF AN ORGANISATION</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>BSBATSIL501A</td>
<td>MEET THE ROLES AND RESPONSIBILITIES OF A BOARD MEMBER (2)</td>
</tr>
</tbody>
</table>
Below are subject details for courses offered by the Department of Child Studies in 2007.

**SUBJECTS**

**BSBATSIL501A MEET THE ROLES AND RESPONSIBILITIES OF A BOARD MEMBER (2)**
Content: This unit covers the diverse roles and responsibilities of being a Board member. This unit, when combined with BSBATSIL508A Be a community leader and BSBATSIL502A Work with the manager, is equivalent to SRXGOV001A Participate as a member of an effective Board organisation.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**BSBATSIL502A WORK WITH THE MANAGER**
Content: This unit covers appointing the Manager, clarifying respective roles and working together effectively on an on-going basis. This unit, in combination with BSBATSIL508A Be a community leader and BSBATSIL501A Meet the roles and responsibilities of a Board member (2), is equivalent to SRXGOV001A Participate as a member of an effective Board organisation.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

**BSBMGT603A REVIEW AND DEVELOP BUSINESS PLANS**
Content: Develop tactical and operational plans; Review business systems.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBMGT604A MANAGE BUSINESS OPERATIONS**
Content: Implement tactical and operational plans; Monitor performance; Respond to performance data.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBMGT606A MANAGE CUSTOMER FOCUS**
Content: Determine customer requirements; Manage delivery of products and services to customers; Monitor and evaluate quality of customer service.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBMGT607A MANAGE KNOWLEDGE AND INFORMATION**
Content: Obtain information relevant to business issues; Analyse information and knowledge; Make decisions on business issues identified; Disseminate information to the organisation.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**BSBMGT608A MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT**
Content: Review programs, systems and processes; Develop options for continuous improvement; Implement innovative processes.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**CHCAD6A REPRESENT THE ORGANISATION IN COURT**
Content: Undertake adequate preparation to represent the client in court. Follow appropriate processes and organisational policies for successful representation of the client in court. Carry out appropriate procedures for reporting, debriefing and follow up actions from court appearance.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

**CHCAL23C MANAGE HOME BASED CARE ADMINISTRATION REQUIREMENTS**
Content: Manage administration responsibilities; Coordinate service provision in the scheme; Monitor requirements are being met.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**CHCAL7B FULFIL FAMILY DAY CARE ADMINISTRATION REQUIREMENTS**
Content: Design and distribute information to parents; Provide care within guidelines and requirements; Complete financial records required; Organise insurance coverage; Organise leave arrangements.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**CHCCD3A MEET INFORMATION NEEDS OF THE COMMUNITY**
Content: Identify information requirements; Address information requirements.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

**CHCCD5C DEVELOP COMMUNITY RESOURCES**
Content: Assess community resource requirements; Develop and acquire resources; Facilitate community access to resources.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

**CHCCD6B ESTABLISH AND DEVELOP COMMUNITY ORGANISATIONS**
Content: Establish the need, purpose and philosophy for the organisation; Review and develop organisational structures; Meet legal requirements to establish or develop the organisation; Market and promote the organisation changes.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

**CHCH20C ACQUIRE PROPERTIES BY PURCHASE OR TRANSFER**
Content: Formulate terms and conditions of contract or transfer agreement element. Negotiate contract/agreement terms and conditions; Confirm acceptability of contract.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**CHCH20C SUPPORT THE RIGHTS AND SAFETY OF CHILDREN WITHIN DUTY OF CARE REQUIREMENTS**
Content: Work ethically; Identify indicators of abuse and act appropriately; Safeguard the rights and interests of children.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

DEPARTMENT OF CHILD STUDIES
CHCCN11C ESTABLISH, MANAGE AND MONITOR THE IMPLEMENTATION OF A SAFE AND HEALTHY ENVIRONMENT
Content: Assess and improve the safety of environments; Co-ordinate the response to accidents and emergencies; Plan and monitor supervision; Promote hygiene and safety practices; Promote appropriate practices to respond to illnnesses; Monitor travel and excursions; Provide guidance to workers when abuse is identified or investigated; Monitor care provided by others.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCCN2C CARE FOR CHILDREN
Content: Provide physical care; Create opportunities for children to develop their understanding of physical needs; Establish an environment that encourages children to complete tasks themselves; Respond to the emotional needs of children; Settle new arrivals.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCCNSC CARE FOR BABIES
Content: Respond to babies/infants cues and needs; Develop and maintain a nurturing relationship with babies/infants; Settle new arrivals; Provide an environment that promotes security for children.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCCN8B PLAN CARE ROUTINES
Content: Plan daily routine. Adapt and change routines.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCCS10A FACILITATE CLIENT PARTICIPATION IN THE ORGANISATION
Content: Organisational policies to ensure client participation in organisational activities are developed and reviewed. Barriers to client participation are identified and addressed. Formation of client association is supported.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CHCES501A MANAGE SERVICES DELIVERY IN PURCHASER/PROVIDER RELATIONSHIP WITH GOVERNMENT
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

CHCES502A RESEARCH AND REPORT ON LABOUR MARKET INFORMATION
Content: Research labour market information. Analyse labour market information. Report on labour market information. Apply knowledge of the labour market to management activities.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCFCC10C ENHANCE THE EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT OF CHILDREN
Content: Promote the child’s exploration and development of identity. Promote the child’s developing sense of competence.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCFCC11C STIMULATE CHILDREN’S DEVELOPMENT
Content: Create a stimulating, positive and developmentally appropriate environment to foster development, play and leisure. Actively guide and encourage children to undertake a variety of developmentally appropriate activities. Facilitate children’s play and leisure.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCFCC5C FOSTER AND ENHANCE CHILDREN’S COGNITIVE AND LANGUAGE DEVELOPMENT
Content: Assist children to develop thinking and problem solving skills. Stimulate children’s awareness. Stimulate the child’s use and understanding of language. Support the child’s skills in their own (non English) language as relevant. Assess language development of the child and plan strategies for language development.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

CHCIC10C ESTABLISH AND IMPLEMENT PLANS FOR DEVELOPING RESPONSIBLE BEHAVIOUR
Content: Identify and review behaviour causing concern; Establish and apply limits and guidelines for behaviour; Develop a plan to guide a particular child’s behaviour; Implement and monitor behaviour plan; Support children in learning about the decision making process.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCIC11B IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES
Content: Support the development of inclusive policies; Demonstrate inclusive practices; Support the development of inclusive practices in the service; Support the development of inclusive resources; Promote respect for diversity among children.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCIC12C PLAN THE INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS
Content: Identify children with additional needs; Develop a plan for inclusion; Implement strategies to meet the child’s additional needs; Consult with others about ongoing issues that arise; Monitor and review strategies.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCIC1C INTERACT EFFECTIVELY WITH CHILDREN
Content: Communicate positively with children on an ongoing basis; Promote positive behaviour; Collaborate with children about their interests; Respect similarities and differences and encourage children to respect these differences; Support children in learning about the decision making process.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCOHS501A MANAGE WORKPLACE OHS MANAGEMENT SYSTEM
Content: Establish and maintain participative arrangements for the management of OHS; Establish and maintain procedures for identifying hazards, assessing and controlling risk as well as dealing with hazardous events; Establish and maintain an OHS induction and training programs; Establish and maintain a system for OHS records.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCPOL6A CO-ORDINATE POLICY DEVELOPMENT
Content: Co-ordinate policy development; Monitor organisation policies; Provide policy advice.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCPR13B FACILITATE THE DEVELOPMENT OF PROGRAMS FOR CHILDREN WITH ADDITIONAL NEEDS
Content: Plan required resources; Develop the program to meet the needs of the child; Maintain communication with those involved.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
CHCPR1C DELIVER SERVICES/ ACTIVITIES TO STIMULATE CHILDREN'S DEVELOPMENT AND ENHANCE THEIR LEISURE
Content: Create a stimulating, positive and developmentally appropriate environment to foster development, play and leisure; actively guide and encourage children to undertake a variety of developmentally appropriate activities; facilitate children's play and leisure.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCPR2C ARRANGE/ORGANISE EXPERIENCES WHICH FACILITATE AND ENHANCE CHILDREN'S DEVELOPMENT
Content: Establish an environment that can foster children's development; provide creative and challenging opportunities which stimulate learning and development of the child; plan, implement and evaluate developmentally appropriate experiences for children; encourage children's involvement in experiences.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

CHCPR3C DEVELOP AN UNDERSTANDING OF CHILDREN'S INTERESTS AND DEVELOPMENTAL NEEDS
Content: Gather information about the child through observation; gather information about the child from secondary sources; record observations appropriately; use observations and information collected to understand the child and contribute to program planning.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCPR9C DOCUMENT, INTERPRET AND USE INFORMATION ABOUT CHILDREN
Content: Gather and document detailed information about the child; monitor children's developmental progress and develop understanding of individual children; use information from observations with others; use information to plan the program; design observation systems with others.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCPROT14B DEVELOP PROTOCOLS FOR OPERATING WITHIN A STATUTORY ENVIRONMENT
Content: Promote standards for preparation of material and participating in statutory work. Provide consultancy to promote best practice within organisation.
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum

CHCPROT3D MANAGE PROVISIONS OF OUT OF HOME CARE
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCRF21B PROMOTE EQUITY IN ACCESS TO THE SERVICE
Content: Monitor the use of the service. Promote the service to all potential users. Develop strategies to enhance participation of under represented groups. Convey the eligibility criteria clearly. Decide on eligibility and priority for the service and communicate the decision effectively.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCRF22B PLAN CHILD CARE PROVISION WITH FAMILIES
Content: Explore the needs of the child and family with parents. Provide information about the service and discuss issues with parents. Develop parent's confidence in the service. Review service provision with family members.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCRF23B RESPOND TO PROBLEMS AND COMPLAINTS ABOUT THE SERVICE
Content: Respond to a family member's concerns about their child. Acknowledge and address grievances and complaints. Effect resolution of complaints. Develop service.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCRF24B SUPPORT PARENTS IN THEIR PARENTING ROLE
Content: Develop a collaborative relationship with the parent/s. Provide information to parent/s. Listen to parent/s concerns or problems. Develop parent/s capabilities in caring for their children.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCHR1B ORIENTATION TO WORK IN THE LEISURE AND HEALTH INDUSTRY
Content: Work within the context of the leisure and health sector. Develop knowledge of the leisure and health industry. Demonstrate a commitment to the central philosophies of the leisure and health sector. Operate within the policies and procedures of the leisure and health sector.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCHR5B CONDUCT A PROGRAM FOR CHILDREN AND YOUNG PEOPLE WITH SPECIAL NEEDS
Content: Plan and prepare a program/activity. Establish operational arrangements. Establish effective communication. Evaluate the effectiveness of the program.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCSD11B FACILITATE THE INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS
Content: Facilitate the development of a plan of inclusion. Co-ordinate the implementation of the plan. Provide support to workers. Develop the confidence of child care workers in caring for children with additional needs.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

FDFT301B APPLY PRINCIPLES OF FOOD PACKAGING
Content: Identify characteristics of packaging suitable for use with food products. Apply packaging knowledge in a production environment.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

HLTCS44A SUPPORT THE CARE OF CLIENTS AND/OR PATIENT
Content: Establish and maintain an appropriate relationship with a patient/client. Provide assistance to meet patient/client needs as directed. Comply with established guidelines and procedures; recognise and pass on significant information about patients/clients.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
PRXPD16A APPOINT PROJECT CONTRACTORS
Content: Confirm and sign off on construction documentation; Prepare contract documentation; Select contractor; Negotiate contractor arrangements; Execute contract agreement.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PSPETH501B PROMOTE THE VALUES AND ETHOS OF PUBLIC SERVICES
Content: Promote ethical standards; Assist staff to avoid conflicts of interest; Model and foster integrity of conduct.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

PSPETH601B MAINTAIN AND ENHANCE CONFIDENCE IN THE PUBLIC SERVICE
Content: Provide ethical leadership; Balance competing interests; Establish and monitor processes and practices that encourage integrity.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

PSGP0603B DEVELOP A TENDER SUBMISSION RESPONSE
Content: Identify opportunities to provide goods or services; Analyse tender requirements; Determine proposal methodology; Prepare estimate; Submit a tender; Review tender process.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

PSPLEG501B PROMOTE THE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR
Content: Model and encourage compliance with legislative requirements; Monitor compliance with legislative requirements.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

PSPLEG601B MANAGE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR
Content: Assure legislative compliance; Interpret legislation relating to public sector work; Evaluate compliance outcomes.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PSPPMGT608B MANAGE RISK
Content: Establish the risk management context; Plan for risk management; Manage risk; Evaluate the risk management plan.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

SRCRCD007A DEVELOP RECREATION PROGRAMS
Content: Determine program parameters; Develop a recreation program plan; Implement the programs; Evaluate the program.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

SRRFIT011A PROVIDE EXERCISE FOR FITNESS INDUSTRY CLIENTS WITH SPECIAL REQUIREMENTS
Provide Exercise for Fitness Industry Clients with Special Requirements

SRXGOV001A PARTICIPATE AS A MEMBER OF AN EFFECTIVE BOARD OF AN ORGANISATION
Content: Identify the core business and establish the strategic direction of the organisation; Follow legal requirements when carrying out Board duties; Work within the structure of the organisation; Monitor trends and changes in the industry; Monitor the organisation's operations.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

DETERMINE AND ACTION CLIENT COMPUTING PROBLEMS
Content: Determine client problem; Prioritise client problems; Refer problems where required; Carry out maintenance; Prepare maintenance report; Confirm problem resolution.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

DEVELOP AND ORGANISE PUBLIC EDUCATION PROGRAMS
Content: Determine requirements for provision of information to public; Determine appropriate medium to educate public; Provide education to public; Review and evaluate education; Maintain records of public education programs.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

DEVISE AND CONDUCT COMMUNITY CONSULTATIONS
Content: Devise consultation strategies; Conduct consultations; Record, analyse and report on results.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CO-ORDINATE AND FACILITATE A CHANGE PROCESS
Content: Establish need for change; Plan change; Facilitate the implementation of change; Evaluate change programs.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

IDENTIFY TECHNICAL SECURITY REQUIREMENTS
Content: Prepare to identify security requirements; Identify security requirements; Document security requirements.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

PREPARE A PROJECT DESIGN BRIEF AND DOCUMENTATION
Content: Confirm user needs; Prepare a design brief; Prepare project documentation; Finalise costsings; Evaluate and confirm feasibility.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

APPOINT AND MANAGE A CONSULTANT PROJECT TEAM
Content: Establish the requirements for a project team; Determine contractual terms of appointment; Prepare consultants' briefs; Monitor performance.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PLAN MEALS AND MENUS TO MEET CULTURAL AND RELIGIOUS NEEDS
Content: Select meals to meet food-related cultural and religious needs of client/patient groups; Develop menus to meet the cultural and religious needs of client/patient groups.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

RESPONSE
Content: Establish and monitor processes and practices that encourage integrity.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CONFIDENCE IN THE PUBLIC SERVICE
Content: Provide ethical leadership; Balance competing interests; Establish and monitor processes and practices that encourage integrity.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ETHOS OF PUBLIC SERVICES
Content: Provide ethical leadership; Model foster integrity of conduct.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

PRXPD14A PREPARE A PROJECT DESIGN BRIEF AND DOCUMENTATION
Content: Confirm user needs; Prepare a design brief; Prepare project documentation; Finalise costsings; Evaluate and confirm feasibility.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PRXPD15A APPOINT AND MANAGE A CONSULTANT PROJECT TEAM
Content: Establish the requirements for a project team; Determine contractual terms of appointment; Prepare consultants' briefs; Monitor performance.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

ICAS4022A DETERMINE AND ACTION CLIENT COMPUTING PROBLEMS
Content: Determine client problem; Prioritise client problems; Refer problems where required; Carry out maintenance; Prepare maintenance report; Confirm problem resolution.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

LGACOM501A DEVELOP AND ORGANISE PUBLIC EDUCATION PROGRAMS
Content: Determine requirements for provision of information to public; Determine appropriate medium to educate public; Provide education to public; Review and evaluate education; Maintain records of public education programs.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

LGACOM502A DEVISE AND CONDUCT COMMUNITY CONSULTATIONS
Content: Devise consultation strategies; Conduct consultations; Record, analyse and report on results.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

LGACOM602A CO-ORDINATE AND FACILITATE A CHANGE PROCESS
Content: Establish need for change; Plan change; Facilitate the implementation of change; Evaluate change programs.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PRSTS301A IDENTIFY TECHNICAL SECURITY REQUIREMENTS
Content: Prepare to identify security requirements; Identify security requirements; Document security requirements.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

HRTN411A PLAN AND/OR MODIFY MEALS AND MENUS ACCORDING TO NUTRITION CARE PLANS
Content: Identify conditions requirement a nutrition care plan most commonly encountered by the client/patient group; Identify the special nutritional and dietary needs of client/patient groups; Develop or modify meals and menus to meet the special nutritional and dietary needs of client/patient groups; Plan meals to meet the nutritional needs of 'at risk' groups.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HRTN412A PLAN MEALS AND MENUS TO MEET CULTURAL AND RELIGIOUS NEEDS
Content: Select meals to meet food-related cultural and religious needs of client/patient groups; Develop menus to meet the cultural and religious needs of client/patient groups.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

346
SRXGOV002A UNDERTAKE THE ROLE OF AN INDIVIDUAL DIRECTOR OF AN ORGANISATION
Content: Actions taken are in good faith and in the best interests of the organisation as a whole; Actions taken avoid a conflict of duty and interest; Actions taken are consistent with statutory imposed duties; Actions taken are consistent with statutory imposed duties; Due care and diligence are applied to all actions Comply with the organisation’s Director’s code of conduct document Actively participate in regular individual Director assessment.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

SRXGOV003A UNDERTAKE THE ROLE OF A CHAIRPERSON AT A BOARD MEETING
Content: Exhibit exemplary personal characteristics; Facilitate the establishment of an effective Board team; Arrange for the Board to deal with the right matters; Make sure that the Board considers each matter carefully; Insist that the Board reaches clear decisions; Ensure that the decisions are implemented properly; Act as a representative or spokesperson for the board
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

SRXHRM001B MANAGE VOLUNTEERS
Content: Research and document needs for volunteer involvement; Undertake volunteer recruitment; Maximise volunteer retention; Ensure a positive experience for volunteers.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
CERTIFICATE IV IN HEALTH (NURSING) (I)

Course Code: 21358VIC

Campus: Sunbury

Career Opportunities
There are excellent employment opportunities for Division 2 Registered Nurses, particularly in Hospitals, Nursing Homes and Community Based Centres. Those seeking careers, as Division 2 Nurses should enjoy working with a diverse range of people with varied medical conditions. Division 2 Nurses work under the direct or indirect supervision of a Division 1 Registered Nurse within the hospital, residential aged care or community health settings.

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

Course Objective
The course is designed to provide a broad-based training program for students who wish to become Division 2, Registered Nurses, working in Hospital, Medical, Aged Care or Community Health Care facilities. Those who successfully complete this course may apply to NBV for registration as a Div 2 RN.

Selection Procedures/Selection Criteria
Admission to the courses is offered to applicants who satisfactorily pass an English literacy/ numeracy, clear thinking and problem-solving test. The test is conducted by VETASSESS and will cost applicants $35 which is non refundable.

Entry Requirements
Applicants who do not pass the selection test may be referred to other courses in order to satisfy the minimum entrance requirements.

Special Entry Requirements

Special Conditions
It is mandatory that all students undertaking clinical experience provide clinical experience employers with a police check, prior to commencement of their placement. Clinical experience employers may refuse to accept a student for placement, based on the information contained in their police check. Successful applicants must provide the University with a current Police Check on the first day of the course. This police check must be in a sealed envelope with the applicants name and address printed clearly on the outside of the envelope. The sealed envelopes will be forwarded to clinical placement employers for their approval, one month prior to clinical experience taking place.

Victoria University does not select students based on the information contained in their police checks. However, should a student be refused a clinical placement based on the information contained in their police check, the University will make one further attempt to locate another clinical placement for the student. Students who are unable to complete clinical experience due to their police checks will not be able to successfully complete the course.

First Aid Level 2
It is a requirement of the Certificate IV in Health (Nursing) course that all students have a current First Aid Level 2 Certificate by the end of the first semester of the course. Victoria University does offer the First Aid Level 2 qualification for students. Students are welcome to undertake the First Aid Level 2 at any other provider, and full credits will be given. Applicants interested in undertaking this course, need to apply to the Health Services Unit.

Course Duration
The course is 1 year full time or 2 years part time. Including class and nursing laboratory hours, students will also be required to satisfactorily complete 340 hours of Supervised Clinical Experience.

Course Structure

Core Units of Study

Unit of Study Code Hours

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM205A</td>
<td>USE BUSINESS TECHNOLOGY</td>
<td>30</td>
</tr>
<tr>
<td>CHCIS33A</td>
<td>PROVIDE SERVICES TO PEOPLE WITH DISABILITIES</td>
<td>50</td>
</tr>
<tr>
<td>CHCORG44A</td>
<td>FOLLOW THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES</td>
<td>30</td>
</tr>
<tr>
<td>HLTCOM44A</td>
<td>COMMUNICATE EFFECTIVELY WITH CLIENTS/PATIENTS</td>
<td>30</td>
</tr>
<tr>
<td>VBM585</td>
<td>WORK EFFECTIVELY AS A PROFESSIONAL NURSE</td>
<td>90</td>
</tr>
<tr>
<td>VBM587</td>
<td>UNDERTAKE CLIENT ASSESSMENT</td>
<td>90</td>
</tr>
<tr>
<td>VBM588</td>
<td>DELIVER NURSING CARE TO CLIENTS</td>
<td>140</td>
</tr>
<tr>
<td>VBM589</td>
<td>DEVELOP RESEARCH SKILLS TO SUPPORT NURSING PRACTICE</td>
<td>20</td>
</tr>
<tr>
<td>VBM590</td>
<td>APPLY PROFESSIONAL NURSING PRACTICE TO CLIENT CARE IN RESIDENTIAL AGED CARE FACILITIES</td>
<td>50</td>
</tr>
<tr>
<td>VBM591</td>
<td>IMPLEMENT INFECTION PREVENTION AND UNDERTAKE SIMPLE WOUND MANAGEMENT</td>
<td>80</td>
</tr>
<tr>
<td>VBM592</td>
<td>PROVIDE INDIVIDUALISED HEALTH EDUCATION TO CLIENTS</td>
<td>60</td>
</tr>
<tr>
<td>VBM593</td>
<td>CONTRIBUTE TO THE HEALTH AND WELLBEING OF CLIENTS (REHABILITATION AND COMMUNITY)</td>
<td>30</td>
</tr>
<tr>
<td>VBM594</td>
<td>PARTICIPATE IN PROVIDING PALLIATIVE CARE</td>
<td>50</td>
</tr>
<tr>
<td>VBM595</td>
<td>PARTICIPATE AS A PRECEPTOR IN A WORK TEAM</td>
<td>30</td>
</tr>
<tr>
<td>VBM596</td>
<td>PARTICIPATE IN PROVIDING THERAPEUTIC INTERVENTIONS FOR CLIENTS EXPERIENCING ALTERATIONS TO MENTAL HEALTH AND MENTAL DISORDERS</td>
<td>50</td>
</tr>
</tbody>
</table>

Elective Unit of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTHIR33A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE PATIENTS, CLIENTS, CUSTOMERS AND CO-WORKERS</td>
<td>20</td>
</tr>
</tbody>
</table>
COURSE IN MEDICATION ADMINISTRATION FOR DIVISION 2 REGISTERED NURSES IN VICTORIA

Course Code: 21506VIC

Campus: Sunbury
Career Opportunities
This course is designed for Victorian Division 2 Registered Nurses wishing to further their career and education by undertaking a course in medication administration.

Course Objectives
The course provides the skills and knowledge required to administer medication within the scope of practice of the Division 2 Registered Nurse in Victoria. Upon successful completion of the course, the nurse will be eligible to apply for endorsement to administer medications with the Nurses Board of Victoria.

Entry Requirements

Normal Entry Requirements
Division 2 Nurses with the Certificate IV in Health (Nursing) qualification
To qualify for admission to the course, applicants must have:
- Current registration with the Nurses Board of Victoria as a Division 2 Nurse
- Successfully pass an English and Maths test conducted by VETASSESS
- Be currently working as a Division 2 registered nurse.

Division 2 Nurses with a hospital certificate
- To qualify for admission to the course, applicants must have:
- Current registration with the Nurses Board of Victoria as a Division 2 Nurse
- Successfully pass an English and Maths test conducted by VETASSESS
- Be currently working as a Division 2 registered nurse.

Applicants are required to pass an Anatomy & Physiology Test to the level of the Certificate IV in Health (Nursing) Course.

Special Requirements
It is mandatory that all students undertaking clinical experience provide clinical experience employers with a police check. Clinical experience employers may refuse to accept a student for placement, based on the information contained in their police check. Successful applicants must provide the University with a current Police Check on the first day of the course. The police check must be in a sealed envelope with the applicants name and address printed clearly on the outside of the envelope. The Police Checks must be submitted to the Clinical Experience Co-ordinator.

Failure to provide the Police Check will preclude students from undertaking the required clinical placement. This is a legal requirement of all persons working in Hospitals or Health Service Agencies.

Victoria University does not select students based on the information contained in their police checks. However, should a student be refused a clinical placement based on the information contained in their police check, the University will make one further attempt to locate another clinical placement for the student. Students who are unable to complete clinical experience due to their police checks will not be able to successfully complete the course.

Selection Procedures/Selection Criteria
Applicants must contact the Health Services Department to obtain an application form for the VETASSESS test.

Course Duration
The course is two days per 19 weeks, and a final full time 2-week block of clinical experience. There are 3 intakes per year. Including class and laboratory hours, students will also be required to satisfactorily complete 76 hours of Supervised Clinical Experience.

Course Structure

Unit Code Hours
VBN535 APPLY PRINCIPLES OF PHARMACOLOGY TO SAFE NURSING PRACTICE 40
VBQU001 ADMINISTER ENTERAL, TROPICAL SUBCUTANEOUS AND INTRAMUSCULAR MEDICATIONS 160

ANATOMY AND PHYSIOLOGY UPDATE COURSE

Applicants can update their Anatomy and Physiology knowledge prior to sitting the Anatomy and Physiology test, which can undertake a short course 2 days over 7 weeks. The course covers the Anatomy and Physiology knowledge required of the current Certificate IV in Health (Nursing) course and a review of English and Maths skills required for the VETASSESS test.

Course Duration
The course will be conducted at Sunbury Campus and is a full fee paying course. The course will include the Anatomy and Physiology and VETASSESS tests, which will be conducted at Sunbury Campus at the conclusion of the course.

The course provides the skills and knowledge required to administer medication within the scope of practice of the Division 2 Registered Nurse in Victoria. Upon successful completion of the course, the nurse will be eligible to apply for endorsement to administer medications with the Nurses Board of Victoria.

COURSE IN FIRST AID LEVEL 1 – EMERGENCY LIFE SUPPORT

Course Code: 21592VIC

Campus: Sunbury
Career Opportunities
Most courses that lead to employment now require First Aid Level 1 or 2 as a requirement.

Course Objectives
To enable students to provide emergency first aid in the workplace or community environment. It is also a co-requisite to the Certificate IV in Health (Nursing) course.

Entry Requirements
Basic English literacy and numeracy, plus a minimum of 15 years of age for the resuscitation component of the course. The minimum age is a legal requirement.

Course Duration
Curriculum document: nominal hours: 8. 1 day only [in class]

Course Structure

Core Units of Study

Unit of Study Code Nominal Hours
Unit Code
VBP112 APPLY CARDIOPULMONARY RESUSCITATION 4
VBP006 APPLY BASIC EMERGENCY LIFE SUPPORT 4

Contact the Health Services Unit on 9919 3231 for further information regarding this course.

349
COURSE IN FIRST AID LEVEL 2 – PROVIDE FIRST AID
Course Code: 21593VIC

Campus: TBA
Career Opportunities
Most courses that lead to employment now require First Aid Level 1 or 2 as a requirement.
Course Objectives
To enable students to provide emergency first aid in the workplace or community environment. It is also a co-requisite to the Certificate IV in Health (Nursing) course.
Entry Requirements
Basic English literacy and numeracy, plus a minimum of 15 years of age for the resuscitation component of the course. The minimum age is a legal requirement.
Course Duration
24 hours [3 days in class]
Course Structure
Core Units of Study
Unit of Study Code Hours
VBP112 APPLY CARDIOPULMONARY RESUSCITATION 4
VBP007 APPLY FIRST AID 20

Contact the Health Services Unit on 9919 3231 for further information regarding this course.

CERTIFICATE IV IN TRAINING AND ASSESSMENT
Course Code: TAA40104

Course Location Newport Campus
Career Opportunities
For people who are currently working in or wish to work in the area of training/teaching development, delivery and assessment. Upon completion of the 14 units of competence offered, participants will be eligible for a nationally recognised qualification and will meet the AQTF compliance standards for teachers/trainers.
Scope of Delivery
Full time or Part time.
Course Objectives
To develop competencies to enter into a career as a trainer and/or assessor.
Entry Requirements
No specific entry requirements. All training is undertaken in English language. Basic English literacy and numeracy will be required as it is clearly stated in the Training Package, that several units within this course require an ability to read, examine and interpret written material. All applicants will need to have access to a practice environment (eg. TAFE, other RTO or workplace). Some assessment must take place in the workplace (eg. Classroom, office, factory).
Selection Procedures/Selection Criteria
Not applicable.
Course Duration
Training Package: 255 – 305 nominal hours.
Average duration is 14 weeks @ 1 day per week. Evening/Weekend courses are also available.
Delivery Structure
The Educational Professional Development Unit offers three options/courses of study from the Training and Assessment Training Package to meet individual needs.
Participants have the option of choosing one of the three following courses:

Option One: Certificate IV in Training and Assessment
The Educational Professional Development Unit offers the complete Certificate IV in Training & Assessment (12 core units and 2 elective units from a possible 12 elective units of study) over 14 days either one whole day a week or over 28 evenings between 5:30-9:30pm. In addition to attending training students will be required to undertake research and project work. The course is structured to meet the needs of new entrants into training as well as those of established trainers with industry, corporations or registered training organisations. This broad mix of participants promotes peer learning through interaction and sharing of ideas and learning experiences. Our trainers use a diverse range of approaches to learning and teaching to meet varied student needs. Participants will have the opportunity to reflect on the learning experience, practice new skills and work on assessment tasks during the course to develop a range of learning strategies and assessment approaches.

Core Units of Study
Unit of Study Code Nominal hours
Unit Code Hours
TAAASS401A PLAN AND ORGANISE ASSESSMENT 10
TAAASS402A ASSESS COMPETENCE 15
TAAASS403A DEVELOP ASSESSMENT TOOLS 30
TAAASS404A PARTICIPATE IN ASSESSMENT VALIDATION 20
TAADES401A USE TRAINING PACKAGES TO MEET CLIENT NEEDS 20
TAADES402A DESIGN AND DEVELOP LEARNING PROGRAMS 40
TAADEL401A PLAN AND ORGANISE GROUP-BASED DELIVERY 20
TAADEL403A FACILITATE INDIVIDUAL LEARNING 15
TAADEL404A FACILITATE WORK-BASED LEARNING 15
TAAENV401A WORK EFFECTIVELY IN VOCATIONAL EDUCATION AND TRAINING 10
TAAENV402A FOSTER AND PROMOTE AN INCLUSIVE LEARNING CULTURE 10
TAAENV403A ENSURE A HEALTHY AND SAFE LEARNING ENVIRONMENT 10

Elective Units of Study
Select 2 elective units. Both electives can be selected from the list of units below. Alternatively, 1 of the 2 elective units can be selected from the TAA50104 Diploma of Training and Assessment, or any other Diploma or any other Certificate IV.
The “*” denotes the elective units offered by VU as part of course delivery for the Certificate IV in Training and Assessment. All other electives can be acquired through RPL/Credit Transfer.
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Nominal hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBAUD402A</td>
<td><strong>40</strong></td>
<td>PARTICIPATE IN A QUALITY AUDIT</td>
</tr>
<tr>
<td>BSBCM404A</td>
<td><strong>30</strong></td>
<td>DEVELOP TEAMS AND INDIVIDUALS</td>
</tr>
<tr>
<td>BSBCM405A</td>
<td><strong>40</strong></td>
<td>ANALYSE AND PRESENT RESEARCH INFORMATION</td>
</tr>
<tr>
<td>BSBCM409A</td>
<td><strong>20</strong></td>
<td>PROMOTE PRODUCTS AND SERVICES</td>
</tr>
<tr>
<td>BSBMKG406A</td>
<td><strong>50</strong></td>
<td>BUILD CLIENT RELATIONSHIPS</td>
</tr>
<tr>
<td>TAASS301A</td>
<td><strong>10</strong></td>
<td>CONTRIBUTE TO ASSESSMENT</td>
</tr>
<tr>
<td>TAADEL301A</td>
<td><strong>40</strong></td>
<td>PROVIDE TRAINING THROUGH INSTRUCTION AND DEMONSTRATION OF WORK SKILLS</td>
</tr>
<tr>
<td>TAADEL402A</td>
<td><strong>20</strong></td>
<td>FACILITATE GROUP-BASED LEARNING</td>
</tr>
<tr>
<td>TAADEL405A</td>
<td><strong>30</strong></td>
<td>COORDINATE AND FACILITATE DISTANCE-BASED LEARNING</td>
</tr>
<tr>
<td>TAAENV404A</td>
<td><strong>35</strong></td>
<td>DEVELOP INNOVATIVE IDEAS AT WORK</td>
</tr>
<tr>
<td>TAALLN401A</td>
<td><strong>30</strong></td>
<td>ADDRESS LANGUAGE, LITERACY AND NUMERACY ISSUES WITHIN LEARNING AND ASSESSMENT</td>
</tr>
<tr>
<td>TAATAS401A</td>
<td><strong>40</strong></td>
<td>MAINTAIN INFORMATION REQUIREMENTS OF TRAINING AND/OR ASSESSMENT ORGANIZATIONS</td>
</tr>
</tbody>
</table>

**Option Two: Upgrade to the Certificate IV in Training and Assessment**

This program is aimed at students who hold the BSZ40198 Certificate IV in Assessment & Workplace Training and are currently involved in training and want to upgrade to TAA40104 Certificate IV in Training & Assessment. The upgrade course involves training in the five units of competence listed below, over five days either one whole day a week or over 5 consecutive days. In addition to attending training for these units, students will be required to undertake research and project work plus attend an interview with an assessor to present an RPL portfolio for the remaining nine units of the Certificate IV in Training and Assessment.

<table>
<thead>
<tr>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAAENV401A</td>
<td><strong>10</strong></td>
<td>WORK EFFECTIVELY IN VOCATIONAL EDUCATION AND TRAINING</td>
</tr>
<tr>
<td>TAAENV402A</td>
<td><strong>10</strong></td>
<td>FOSTER AND PROMOTE AN INCLUSIVE LEARNING CULTURE</td>
</tr>
<tr>
<td>TAAENV403A</td>
<td><strong>10</strong></td>
<td>ENSURE A HEALTHY AND SAFE LEARNING ENVIRONMENT</td>
</tr>
<tr>
<td>TAADES401A</td>
<td><strong>20</strong></td>
<td>USE TRAINING PACKAGES TO MEET CLIENT NEEDS</td>
</tr>
<tr>
<td>TAATAS401A</td>
<td><strong>40</strong></td>
<td>MAINTAIN INFORMATION REQUIREMENTS OF TRAINING AND/OR ASSESSMENT ORGANIZATIONS</td>
</tr>
</tbody>
</table>

The RPL process will cover the remaining 9 units.

Contact the Health Services Unit on 9919 3231 for the application and enrolment details for this course.
SUBJECTS

Below are subject details for courses offered by the Department of Health Services in 2007.

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

**BSBCMN404A DEVELOP TEAMS AND INDIVIDUALS**
Content: Determine develop needs; Develop individuals and teams; Monitor and evaluate workplace learning.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

**CHCADMIN2B PROVIDE ADMINISTRATIVE SUPPORT**
Content: Use and maintain equipment and machines; Meet administrative requirements.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**CHCCD7B SUPPORT COMMUNITY RESOURCES**
Content: Develop an information base; Establish relationship with key people; Apply strategies for linking people; Maintain community facilities and resources.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

**CHCCW1B OPERATE UNDER A CASE WORK FRAMEWORK**
Content: Establish an appropriate working relationship with clients; Uphold the rights and responsibilities of clients.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**CHCDIS3A PROVIDE SERVICES TO PEOPLE WITH DISABILITIES**
Content: This unit describes the competencies associated with responding to the physical, medicinal, health and safety, personal care and home maintenance requirements of people with disabilities. Clients will have differing support requirements and workers will manage physical contact, challenging behaviour and the use of equipment.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**CHCDIS17A PROVIDE CARE AND SUPPORT FOR STUDENTS WITH DISABILITIES**
Content: Develops and applies knowledge and skills related to daily needs of student with disabilities; Assist students with relevant aids; Assist with the safe administration and handling of medication.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**CHCORG4A FOLLOW THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES**
Content: Applying relevant occupational health and safety legislation and codes of practice, including duties and responsibilities for all parties under the general duty of care and capacity to render first aid as required.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

**CHCPOL1A PARTICIPATE IN POLICY DEVELOPMENT**
Content: Assist in the policy development of the organisation; Contribute to collection of data for research purposes.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**CHCT3B APPLY SAFE FOOD HYGIENE PRACTICES**
Content: Apply hygienic practices; Prevent the occurrence of food safety risks.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

**VBM585 WORK EFFECTIVELY AS A PROFESSIONAL NURSE**
Content: This subject covers the knowledge and skills required to work as a professional nurse. Nursing is conducted within a multi-disciplinary health care team and occurs in the following clinical setting: Aged Care, Rehabilitation, Community Nursing, Mental Health and Acute Care. It also introduces the principles of working within a legal and ethical framework, within the scope of practice of the Registered Nurse Division 2. Issues relating to health and wellbeing, determinants of health and individual client's expectations of health care will be researched and identified.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

**VBM587 UNDERTAKE CLIENT ASSESSMENT**
Content: This subject provides the student with the knowledge and skills required by the Registered Nurse Division 2 to undertake the nursing assessment – primarily vital signs. Through this process, the student learns to measure and record vital signs. They also learn normal ranges, recording and reporting processes, in routine settings as well for client admission and discharge. Issues of informed consent, client focused care and autonomy are addressed. Clinical reasoning skills along with problem solving are developed.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

**VBM588 DELIVER NURSING CARE TO CLIENTS**
Content: This subject provides the student with knowledge of Anatomy and Physiology and Clinical Nursing required to develop to competency to nurse clients requiring acute/episodic nursing care. Using a developmental, and life span approach, the condition of the client is evaluated. Utilising the skills and knowledge of skills acquired throughout this subject, the student learns assess, plan, deliver and evaluate nursing care. They learn to utilise an integrated and contextualised approach to nursing care, within the multi-disciplinary nursing team.
Nominal Hours: 140 Hours
Assessment: As per accredited curriculum

**VBM589 DEVELOP RESEARCH SKILLS TO SUPPORT NURSING PRACTICE**
Content: This subject introduces the student to the concepts of nursing research and evidenced based practice. It covers the issues related to nursing research, introduction to the critical analysis of research articles. Students are required, in collaboration with colleagues in the classroom and clinical setting to develop a research proposal, learning about the implications for conducting research through these processes.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
VBM590 APPLY PROFESSIONAL NURSING PRACTICE TO CLIENT CARE IN RESIDENTIAL AGED CARE FACILITIES
Content: Professional nursing practice in residential aged care involves a partnership with residents and significant others to assess their capabilities, needs and expectations to ensure provision of quality care. This subject covers the assessment, documentation and reporting requirements undertaken by nurses in collaboration with the health care team, specific to residential aged care services as specified by policy, legislature and aged care standards.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBM591 IMPLEMENT INFECTION PREVENTION AND UNDERTAKE SIMPLE WOUND MANAGEMENT
Content: This subject introduces the student to principles of infection prevention, especially in relation to contemporary wound management processes. The student is required to undertake wound management in a variety of health care contexts. They will be required to carry out wound assessment and contemporary wound care working with the wound management health care team and then evaluating the progress of the wound status.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBM592 PROVIDE INDIVIDUALISED HEALTH EDUCATION TO CLIENTS
Content: Using developmental, lifespan and ecological themes, health promotion and education is planned, delivered and evaluated utilising an integrated and contextualised approach within the health care team. Client education and health promotion will focus on significant national health priority areas: cardiovascular health, cancer control, injury prevention and control, mental health, diabetes mellitus and asthma.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBM593 CONTRIBUTE TO THE HEALTH AND WELLBEING OF CLIENTS (REHABILITATION AND COMMUNITY)
Content: This subject describes competencies for the nurse whose role may include assisting clients to improve their health and wellbeing within a rehabilitation and community setting. Working in conjunction with the multidisciplinary health care team, the nurse will contribute to assessment, act and communicate to contribute to the health and wellbeing of the client.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBN535 APPLY PRINCIPLES OF PHARMACOLOGY TO SAFE NURSING PRACTICE

VBQ001 ADMINISTER ENTERAL, TROPICAL SUBCUTANEOUS AND INTRAMUSCULAR MEDICATIONS

VBP006 APPLY BASIC EMERGENCY LIFE SUPPORT

VBP007 APPLY FIRST AID

VBP112 APPLY CARDIOPULMONARY RESUSCITATION
DEPARTMENT OF INFORMATION TECHNOLOGY

Below are details of courses offered by the Department of Information Technology in 2007. The most up-to-date course information is available online on the University's searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to International students are marked with the (I) symbol.

DIPLOMA OF INFORMATION TECHNOLOGY (COMPUTER SCIENCE)

Course Code: 21378VIC

Campus: Only delivered offshore

Career Opportunities
Help desk operator, programmer, software developer, systems designer, systems analyst, applications developer and networking administrator.

Scope of Delivery
Full time or part time. No new intake, course being phased out.

Course Objective
The course skills those wishing to pursue a career in the information technology industry involving the application of analytical skills across a range of environments including statistics, data analysis, quality improvement analysis, market research and forecast, operations research, production planning, production scheduling, simulation studies, transportation, financial modelling and investment analysis.

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

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

Course Duration
Full time over 930 hours or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITS014C</td>
<td>20</td>
</tr>
<tr>
<td>ICAITS020C</td>
<td>20</td>
</tr>
<tr>
<td>ICAITS021C</td>
<td>20</td>
</tr>
<tr>
<td>ICAITS025C</td>
<td>0</td>
</tr>
<tr>
<td>ICAITS117B</td>
<td>40</td>
</tr>
<tr>
<td>ICAITAD049A</td>
<td>60</td>
</tr>
<tr>
<td>ICAITB070B</td>
<td>200</td>
</tr>
<tr>
<td>ICAITI097B</td>
<td>10</td>
</tr>
<tr>
<td>ICAITU006C</td>
<td>60</td>
</tr>
<tr>
<td>ICAITU126B</td>
<td>40</td>
</tr>
<tr>
<td>ICPMM11BA</td>
<td>20</td>
</tr>
<tr>
<td>ICPMM21CA</td>
<td>20</td>
</tr>
<tr>
<td>ICPMM41CA</td>
<td>20</td>
</tr>
<tr>
<td>ICPMM63BA</td>
<td>20</td>
</tr>
<tr>
<td>ICPMM65DA</td>
<td>50</td>
</tr>
<tr>
<td>VBM978</td>
<td>120</td>
</tr>
<tr>
<td>VBM979</td>
<td>30</td>
</tr>
<tr>
<td>VBM980</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective Units of Study
Units totalling at least 130 nominal hours, from one of the following elective groups:

GROUP A

| ICAITS030B  | INSTALL SOFTWARE TO NETWORKED COMPUTERS | 40 |
| ICAITS120B  | ADMINISTER AND CONFIGURE A NETWORK OPERATING SYSTEM | 50 |
| ICAITI097B  | INSTALL AND CONFIGURE A NETWORK | 40 |

GROUP B

| ICAITS032B  | PROVIDE NETWORK SYSTEMS ADMINISTRATION | 20 |
| ICAITS112B  | OPTIMISE SYSTEM PERFORMANCE | 30 |
| ICAITS116B  | MANAGE SYSTEM SECURITY | 50 |
| ICAITS119B  | MONITOR AND ADMINISTER SYSTEMS SECURITY | 50 |

CERTIFICATE IV IN INFORMATION TECHNOLOGY

Course Code: 21488VIC

Campus: No new intake – Course being phased out

Career Opportunities
Software, engineering, computer network, client support, computer programming.

Scope of Delivery
No new intake – Course being phased out

Course Objectives
The Certificate IV in Information Technology 21103VIC is designed to enable graduates of the course to gain a broad range skills and knowledge used in the information technology industry. This course attempts to meet the need for skills training that has been identified by industry in the areas of programming, hardware, computer architecture, information technology management, client support, software applications, networks and data communications, operating systems and Web page development.

Entry Requirements
Applicants must be able to demonstrate, to the satisfaction of the Head of Department, that they can:
- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
**Selection Procedures/Selection Criteria**
Selection is based on VTAC entries or the details provided in a written application. Applicants may be required to sit a selection test.

**Course Duration**
Full time basis over 740-800 nominal hours or part time equivalent.

**Course Structure**
The Certificate IV includes 520 hours of core competencies along with an additional 280 hours of electives and options. Total nominal hours for the course are 800, although there may be some reduction of these hours where competencies overlap and are delivered concurrently, resulting in between 740 and 800 hours class time.

### Core Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITB070B</td>
<td>CREATE CODE FOR APPLICATIONS</td>
<td>200</td>
</tr>
<tr>
<td>ICAITD128A</td>
<td>CREATE USER AND TECHNICAL DOCUMENTATION</td>
<td>20</td>
</tr>
<tr>
<td>ICAITS014C</td>
<td>CONNECT HARDWARE PERIPHERALS</td>
<td>20</td>
</tr>
<tr>
<td>ICAITS020C</td>
<td>INSTALL AND OPTIMISE SYSTEM SOFTWARE</td>
<td>20</td>
</tr>
<tr>
<td>ICAITS021C</td>
<td>CONNECT INTERNAL HARDWARE COMPONENTS</td>
<td>20</td>
</tr>
<tr>
<td>ICAITS025B</td>
<td>RUN STANDARD DIAGNOSTIC TESTS</td>
<td>20</td>
</tr>
<tr>
<td>ICAITS030B</td>
<td>INSTALL SOFTWARE TO NETWORKED COMPUTERS</td>
<td>40</td>
</tr>
<tr>
<td>ICAITU004C</td>
<td>APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>ICAITU005C</td>
<td>OPERATE COMPUTER HARDWARE</td>
<td>20</td>
</tr>
<tr>
<td>ICAITU006C</td>
<td>OPERATE COMPUTING PACKAGES</td>
<td>60</td>
</tr>
<tr>
<td>ICAITU126B</td>
<td>USE ADVANCED FEATURES OF COMPUTER APPLICATIONS</td>
<td>40</td>
</tr>
<tr>
<td>ICPMM11bA</td>
<td>IDENTIFY COMPONENTS OF MULTIMEDIA</td>
<td>20</td>
</tr>
<tr>
<td>ICAITTW011B</td>
<td>PARTICIPATE IN A TEAM AND INDIVIDUALLY TO ACHIEVE ORGANISATION GOALS</td>
<td>20</td>
</tr>
<tr>
<td>ICAITB070B**</td>
<td>CREATE CODE FOR APPLICATIONS</td>
<td>200</td>
</tr>
</tbody>
</table>

Create code for applications can be replaced with the following three units of competency:

- ICAITB181A WRITE AND DOCUMENT PROGRAM MODULES 60
- ICAITB182A WRITE AND COMPILE CODE, BASED ON REQUIREMENTS 60
- ICAITB166A CREATE UTILITY PROGRAMS 60

### Elective Units

(i) From each of two of the following streams –
- Applications
  - Client Support Group
  - Hardware/Operating Systems
  - Humanities/Communications
  - Analysis/Management
  - Multi Media
  - Networking
  - Software
  - EBusiness

60 nominal hours (thus 120 nominal hours overall) of units selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in –
- Information Technology Training Package ICA99,
- Victorian Implementation Guide Information Technology Training Package; plus

(ii) 100-160 nominal hours of elective units selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in –
- Information Technology Training Package ICA99,
- Victorian Implementation Guide Information Technology Training Package,
- To a maximum of 60 nominal hours, any other Industry Training Package units, endorsed by the Australian National Training Authority, related to the information technology industry.

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**DIPLOMA OF INFORMATION TECHNOLOGY (NETWORK AND INTERNET TECHNOLOGIES)**

**Course Code:** 21489VIC

**Campus:** No new intake

**Career Opportunities**
A career in the information technology industry in the areas of network and internet technologies.

**Course Objective**
The course aims to develop the knowledge and skills of students wishing to make a career in the information technology industry in the areas of network and internet technologies.

**Entry Requirements**
Applicants must be able to demonstrate to the satisfaction of the Head of Department that they can:
- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.

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

**Course Duration**
Full time basis over 1480–1550 nominal hours or part time equivalent.

**Course Structure**

**Core Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
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<tr>
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<td>ICAITS021C</td>
<td>CONNECT INTERNAL HARDWARE COMPONENTS</td>
<td>20</td>
</tr>
<tr>
<td>ICAITS025B</td>
<td>RUN STANDARD DIAGNOSTIC TESTS</td>
<td>20</td>
</tr>
<tr>
<td>ICAITS030B</td>
<td>INSTALL SOFTWARE TO NETWORKED COMPUTERS</td>
<td>40</td>
</tr>
<tr>
<td>ICAITU004C</td>
<td>APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>ICAITU005C</td>
<td>OPERATE COMPUTER HARDWARE</td>
<td>20</td>
</tr>
</tbody>
</table>
SCHOOL OF HUMAN SERVICES, SCIENCE AND TECHNOLOGY

Unit Code  Hours
ICAITU006C  OPERATE COMPUTING PACKAGES  60
ICAITU126B  USE ADVANCED FEATURES OF COMPUTER APPLICATIONS  40
ICPM111B  IDENTIFY COMPONENTS OF MULTIMEDIA  20
ICAITW011B  PARTICIPATE IN A TEAM AND INDIVIDUALLY TO ACHIEVE ORGANISATION GOALS  20
ICAITADO46B  MODEL PREFERRED SYSTEM SOLUTIONS  30
ICAITSO31B  PROVIDE ADVICE TO CLIENTS  40
ICAITB060B  IDENTIFY PHYSICAL DATABASE REQUIREMENTS  40
ICAITADO43B  DEVELOP AND PRESENT A FEASIBILITY REPORT  30
ICAITADO56B  PREPARE DISASTER RECOVERY/CONTINGENCY PLANS  20

Plus two of:

BSX154L603  MANAGE TIME  40
BSX154L604  MANAGE COST  40
BSX154L605  MANAGE QUALITY  40
BSX154L607  MANAGE COMMUNICATIONS  40

Create code for applications’ can be replaced with the following three units of competency:

ICAITB181A  WRITE AND DOCUMENT PROGRAM MODULES  60
ICAITB182A  WRITE AND COMPILE CODE, BASED ON REQUIREMENTS  60
ICAITB166A  CREATE UTILITY PROGRAMS  60

Elective Units of Study

(i) 60 nominal hours of units from each of two of the streams (thus 120 nominal hours overall), and
(ii) 100 nominal hours of units from each of two other of the streams (thus 200 nominal hours overall);

(A) From the following streams -
- Applications
- Client Support Group
- Hardware/Operating Systems
- Humanities/Communications
- Analysis/Management
- Multi Media
- Networking
- Software
- eBusiness

(B) At least 400 nominal hours of units (of which a maximum of 100 nominal hours of competencies may be chosen from any other endorsed Training Packages endorsed by the Australian National Training Authority, related to the Information Technology industry) selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in –
- Information Technology Training Package ICA99,
- Victorian Implementation Guide Information Technology Training Package,

Note: At least four elective groups must be represented to satisfy the requirements of the diploma

CERTIFICATE I IN INFORMATION TECHNOLOGY

Course Code: ICA10105

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

Career Opportunities

When you graduate you will be qualified with basic computer skills for the workplace such as small to medium enterprises (SMEs) useful at a basic ICT user level. The contents of this qualification may also supplement existing roles in other industries where basic ICT skills are necessary.

Scope of Delivery

Full time or part time equivalent.

Course Objectives

The course is appropriate for people wanting a basic qualification in the information technology field.

The specific outcomes of the course are to provide the skills to use computers efficiently in the workplace and an understanding of a wide range of computer concepts and knowledge.

Entry Requirements

There are no specific entry requirements for this qualification.

Course Duration

The course is 15 weeks full time or part time equivalent.

Course Structure

Core Units of Study

Achieve all three core units below

Unit Code  Hours
ICAU1128A  OPERATE A PERSONAL COMPUTER  30
ICAU1129A  OPERATE A WORD PROCESSING APPLICATION  30
ICAU1133A  SEND AND RETRIEVE INFORMATION USING WEB BROWSERS AND EMAIL  25

Elective Units of Study

Achieve three electives chosen from the list below.

One of the electives may be chosen from elsewhere in ICA05 (at Certificate I or Certificate II); or any other Training Package (at Certificate I or Certificate II)

BSSCMN106A  FOLLOW WORKPLACE SAFETY PROCEDURES  10
CUVSP11A  APPLY TECHNIQUES TO PRODUCE DIGITAL IMAGES  50
ICA12015A  INSTALL SOFTWARE APPLICATIONS  20
ICAS1193A  CONNECT WORKSTATION TO THE INTERNET  30
ICAS2008A  MAINTAIN INVENTORIES FOR EQUIPMENT, SOFTWARE AND DOCUMENTATION  10
ICAS2014A  CONNECT HARDWARE PERIPHERALS  20
ICAS2243A  DETECT AND PROTECT FROM SPAM AND DESTRUCTIVE SOFTWARE  10
ICAT1206A  CHECK SITE SECURITY  15
### CERTIFICATE II IN INFORMATION TECHNOLOGY

**Course Code:** ICA20199

**Campus:** Offered as a VET in Schools program in partnership with local secondary colleges.

**Career Opportunities**
Computer Operator.

**Course Objective**
The aim of the course is to provide students with foundation skills in information technology.

**Entry Requirements**
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 2. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Students who are trainees enrolling in the course must be employed under the Apprenticeship Training Scheme.

**Course Duration**
This is offered subject to secondary college timetabling over 380-430 nominal hours or part time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITS014C CONNECT HARDWARE PERIPHERALS</td>
<td>20</td>
</tr>
<tr>
<td>ICAITS015B INSTALL SOFTWARE APPLICATIONS</td>
<td>30</td>
</tr>
<tr>
<td>ICAITS017C MAINTAIN SYSTEM INTEGRITY</td>
<td>20</td>
</tr>
<tr>
<td>ICAITTW001B WORK EFFECTIVELY IN AN INFORMATION TECHNOLOGY ENVIRONMENT</td>
<td>0</td>
</tr>
<tr>
<td>ICAITTW002B COMMUNICATE IN THE WORKPLACE</td>
<td>0</td>
</tr>
<tr>
<td>ICAITU004C APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>ICAITU005C OPERATE COMPUTER HARDWARE</td>
<td>20</td>
</tr>
<tr>
<td>ICAITU006C OPERATE COMPUTING PACKAGES</td>
<td>60</td>
</tr>
<tr>
<td>ICAITU007B MAINTAIN EQUIPMENT AND CONSUMABLES</td>
<td>20</td>
</tr>
<tr>
<td>ICAITU012C DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES</td>
<td>40</td>
</tr>
<tr>
<td>ICAITU013C INTEGRATE COMMERCIAL COMPUTING PACKAGES</td>
<td>40</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

Elective Units as follows:
(i) two units selected by the student, with the approval of the Head of Department, having regard to the 10 prescribed units in the Victorian Implementation Guide, Information Technology Training Package (published December 1999); and
(ii) two units selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the relevant units in -
- the Victorian Implementation Guide, Information Technology Training Package (published December 1999);
- any other nationally endorsed Industry Training Package related to the industry;
- together totalling at least 50 nominal hours.

### CERTIFICATE III IN INFORMATION TECHNOLOGY (SOFTWARE APPLICATIONS) (I)

**Course Code:** ICA30105

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

**Career Opportunities**

**Scope of Delivery**
Full time, Part time, Onshore international students.

**Course Objectives**
Provides the skills and knowledge for an individual to be competent in introductory ICT ‘technical’ functions and to support information activities in the workplace. Attain self sufficiency as an advanced ICT ‘user’

**Entry Requirements**
Prerequisite knowledge and skills equivalent to the following units as they contain the basic fundamentals of ICT knowledge and skills for all qualifications at Certificate III in IT and above:
- BSBCM106A Follow workplace safety procedures
- ICAIT2012A Design organisational documents using computing packages
- ICAU1128A Operate a personal computer
- ICAU2005A Operate computer hardware
- ICAU2006A Operate computing packages
- ICAU2013A Integrate commercial computing packages
- ICAU2231A Use computer operating system
- ICAW2001A Work effectively in an IT environment
- ICAW2002A Communicate in the workplace
### Course Duration
The course may be offered on over six months full time or part time equivalent.

### Course Structure
Complete all core and elective units of study as outlined below

### Core Units of Study
Achieve all six core units below

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAD3218A</td>
<td>CREATE USER DOCUMENTATION</td>
<td>20</td>
</tr>
<tr>
<td>ICAI3020A</td>
<td>INSTALL AND OPTIMISE OPERATING SYSTEM SOFTWARE</td>
<td>20</td>
</tr>
<tr>
<td>ICAS3031A</td>
<td>PROVIDE ADVICE TO CLIENTS</td>
<td>40</td>
</tr>
<tr>
<td>ICAS3234A</td>
<td>CARE FOR COMPUTER HARDWARE</td>
<td>20</td>
</tr>
<tr>
<td>ICAT3025A</td>
<td>RUN STANDARD DIAGNOSTIC TESTS</td>
<td>15</td>
</tr>
<tr>
<td>ICAU3004A</td>
<td>APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>20</td>
</tr>
</tbody>
</table>

### Specialist Stream Units Of Study
Complete a minimum of one of the following specialist core streams:
- (4 specialist core stream units – Applications,
- 6 specialist core stream units – Network Administration, or
- 5 specialist core stream units – Support.)

#### Specialist Core Stream – Applications (4 Units)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAU3019A</td>
<td>MIGRATE TO NEW TECHNOLOGY</td>
<td>20</td>
</tr>
<tr>
<td>ICAU3028A</td>
<td>CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS</td>
<td>60</td>
</tr>
<tr>
<td>ICAU3126A</td>
<td>USE ADVANCED FEATURES OF COMPUTER APPLICATIONS</td>
<td>40</td>
</tr>
<tr>
<td>ICAI3110A</td>
<td>IMPLEMENT SYSTEM SOFTWARE CHANGES</td>
<td>20</td>
</tr>
</tbody>
</table>

#### Specialist Core Stream – Network Administration (6 Units)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAI3101A</td>
<td>INSTALL AND MANAGE NETWORK PROTOCOLS</td>
<td>20</td>
</tr>
<tr>
<td>ICAI3024A</td>
<td>PROVIDE BASIC SYSTEM ADMINISTRATION</td>
<td>20</td>
</tr>
<tr>
<td>ICAS3032A</td>
<td>PROVIDE NETWORK SYSTEMS ADMINISTRATION</td>
<td>20</td>
</tr>
<tr>
<td>ICAS3034A</td>
<td>DETERMINE AND ACTION NETWORK PROBLEMS</td>
<td>30</td>
</tr>
<tr>
<td>ICAS3120A</td>
<td>CONFIGURE AND ADMINISTER A NETWORK OPERATING SYSTEM</td>
<td>50</td>
</tr>
<tr>
<td>ICAS3121A</td>
<td>ADMINISTER NETWORK PERIPHERALS</td>
<td>20</td>
</tr>
</tbody>
</table>

#### Specialist Core Stream – Support (5 Units)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAI3021A</td>
<td>CONNECT INTERNAL HARDWARE COMPONENTS</td>
<td>20</td>
</tr>
<tr>
<td>ICAI3024A</td>
<td>PROVIDE BASIC SYSTEM ADMINISTRATION</td>
<td>20</td>
</tr>
<tr>
<td>ICAS3115A</td>
<td>MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER</td>
<td>20</td>
</tr>
<tr>
<td>ICAU3019A</td>
<td>MIGRATE TO NEW TECHNOLOGY</td>
<td>20</td>
</tr>
<tr>
<td>ICTCC330A</td>
<td>MANAGE CUSTOMER RELATIONSHIP</td>
<td>35</td>
</tr>
</tbody>
</table>

### Elective Units of Study
A minimum of two elective units from the following sources:
- Other ICA30105 streams not already selected; and/or
- Any of the core or elective units listed for the Certificate III in Information Technology (ICA30105) and/or
- Preferred Training Packages (at Certificate III or Certificate IV) (BSB01 Business Services; ICT02 Telecommunications; CUF01 Film, TV, Radio and Multimedia; ICP05 Printing and Graphic Arts; WRR02 Retail; CUV03 Visual Arts, Craft and Design) and/or
- Any other Training Package (at Certificate III or Certificate IV) based on documented industry or enterprise need

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAB3018A</td>
<td>DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS</td>
<td>60</td>
</tr>
<tr>
<td>ICAB4135A</td>
<td>CREATE A SIMPLE MARK UP LANGUAGE DOCUMENT TO SPECIFICATION</td>
<td>20</td>
</tr>
<tr>
<td>ICAI4169A</td>
<td>USE DEVELOPMENT SOFTWARE AND IT TOOLS TO BUILD A BASIC WEBSITE</td>
<td>20</td>
</tr>
<tr>
<td>ICAB4225A</td>
<td>AUTOMATE PROCESSES</td>
<td>40</td>
</tr>
<tr>
<td>ICAD4190A</td>
<td>MAINTAIN INFORMATION STANDARDS</td>
<td>20</td>
</tr>
<tr>
<td>ICAD4217A</td>
<td>CREATE TECHNICAL DOCUMENTATION</td>
<td>20</td>
</tr>
<tr>
<td>ICAI3021A</td>
<td>CONNECT INTERNAL HARDWARE COMPONENTS</td>
<td>20</td>
</tr>
<tr>
<td>ICAI3110A</td>
<td>IMPLEMENT SYSTEM SOFTWARE CHANGES</td>
<td>20</td>
</tr>
<tr>
<td>ICAI4029A</td>
<td>INSTALL NETWORK HARDWARE TO A NETWORK</td>
<td>40</td>
</tr>
<tr>
<td>ICAI4030A</td>
<td>INSTALL SOFTWARE TO NETWORKED COMPUTERS</td>
<td>40</td>
</tr>
<tr>
<td>ICAI4097A</td>
<td>INSTALL AND CONFIGURE A NETWORK</td>
<td>40</td>
</tr>
<tr>
<td>ICAS4108A</td>
<td>COMPLETE DATABASE BACK-UP AND RECOVERY</td>
<td>30</td>
</tr>
<tr>
<td>ICAI4127A</td>
<td>SUPPORT SYSTEM SOFTWARE</td>
<td>50</td>
</tr>
<tr>
<td>ICAS4134A</td>
<td>PROVIDE FIRST-LEVEL REMOTE HELP DESK SUPPORT</td>
<td>30</td>
</tr>
<tr>
<td>ICAS4191A</td>
<td>MAINTAIN WEBSITE PERFORMANCE</td>
<td>30</td>
</tr>
<tr>
<td>ICAS4201A</td>
<td>TRANSFER CONTENT TO A WEBSITE USING COMMERCIAL PACKAGES</td>
<td>20</td>
</tr>
<tr>
<td>ICAI4185A</td>
<td>CREATE A WEBSITE TESTING PROCEDURE</td>
<td>20</td>
</tr>
<tr>
<td>ICAU4207A</td>
<td>APPLY WEB AUTHORING TOOL TO CONVERT CLIENT DATA FOR WEBSITES</td>
<td>20</td>
</tr>
<tr>
<td>ICTCC330A</td>
<td>MANAGE CUSTOMER RELATIONSHIP</td>
<td>35</td>
</tr>
</tbody>
</table>
CERTIFICATE III IN INFORMATION TECHNOLOGY (GENERAL)
Course Code: ICA30299

Campus: No new intake – Course being phased out

Career Opportunities
A person with the competencies could provide basic diagnostic support in an organization with a range of technologies.

Scope of Delivery
This course is offered as an Industry Based Traineeship only.

Course Objective
The course aims to provide students with a broad range of skills and knowledge to provide basic software support to a unit or branch within an organisation.

Entry Requirements
Students are to be enrolled under the New Apprenticeship Scheme as a trainee. There are no formal entry requirements for this course. Applicants may be required to demonstrate to the satisfaction of the Head of Department that they have achieved competency in the following units or equivalent:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITU004B</td>
<td>20</td>
<td>APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
</tr>
<tr>
<td>ICAITU005B</td>
<td>20</td>
<td>OPERATE COMPUTER HARDWARE</td>
</tr>
<tr>
<td>ICAITU006B</td>
<td>60</td>
<td>OPERATE COMPUTING PACKAGES</td>
</tr>
<tr>
<td>ICAITU007B</td>
<td>20</td>
<td>MAINTAIN EQUIPMENT AND CONSUMABLES</td>
</tr>
<tr>
<td>ICAITU012B</td>
<td>40</td>
<td>DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES</td>
</tr>
<tr>
<td>ICAITU013B</td>
<td>40</td>
<td>INTEGRATE COMMERCIAL COMPUTING PACKAGES</td>
</tr>
<tr>
<td>ICAITS014B</td>
<td>20</td>
<td>CONNECT HARDWARE PERIPHERALS</td>
</tr>
<tr>
<td>ICAITS015B</td>
<td>30</td>
<td>INSTALL SOFTWARE APPLICATIONS</td>
</tr>
<tr>
<td>ICAITS017B</td>
<td>20</td>
<td>MAINTAIN SYSTEM INTEGRITY</td>
</tr>
<tr>
<td>ICAITW001B</td>
<td>0</td>
<td>WORK EFFECTIVELY IN AN INFORMATION TECHNOLOGY ENVIRONMENT</td>
</tr>
<tr>
<td>ICAITW002B</td>
<td>0</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
</tr>
</tbody>
</table>

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

Course Duration
As an industry based traineeship over 400-530 nominal hours.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITU019C</td>
<td>20</td>
<td>MIGRATE TO NEW TECHNOLOGY</td>
</tr>
<tr>
<td>ICAITS024C</td>
<td>20</td>
<td>PROVIDE BASIC SYSTEM ADMINISTRATION</td>
</tr>
<tr>
<td>ICAITS025B</td>
<td>20</td>
<td>RUN STANDARD DIAGNOSTIC TESTS</td>
</tr>
<tr>
<td>ICAITS115B</td>
<td>40</td>
<td>MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER</td>
</tr>
<tr>
<td>ICAITS021C</td>
<td>20</td>
<td>CONNECT INTERNAL HARDWARE COMPONENTS</td>
</tr>
<tr>
<td>ICAITU018C</td>
<td>60</td>
<td>DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS</td>
</tr>
<tr>
<td>ICAITD128A</td>
<td>20</td>
<td>CREATE USER AND TECHNICAL DOCUMENTATION</td>
</tr>
<tr>
<td>ICAITS031B</td>
<td>40</td>
<td>PROVIDE ADVICE TO CLIENTS</td>
</tr>
<tr>
<td>ICAITU126B</td>
<td>40</td>
<td>USE ADVANCED FEATURES OF COMPUTER APPLICATIONS</td>
</tr>
<tr>
<td>ICAITS032B</td>
<td>20</td>
<td>PROVIDE NETWORK SYSTEMS ADMINISTRATION</td>
</tr>
<tr>
<td>ICAITS020C</td>
<td>20</td>
<td>INSTALL AND OPTIMISE SYSTEM SOFTWARE</td>
</tr>
</tbody>
</table>

Elective Units of Study

A minimum of two units selected by the student, with the approval of the Head of department from:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITS029B</td>
<td>40</td>
<td>INSTALL NETWORK HARDWARE TO A NETWORK</td>
</tr>
<tr>
<td>ICAITU028C</td>
<td>60</td>
<td>CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS</td>
</tr>
<tr>
<td>ICAITI018B</td>
<td>40</td>
<td>INSTALL AND MANAGE NETWORK PROTOCOLS</td>
</tr>
<tr>
<td>ICAITS034B</td>
<td>30</td>
<td>DETERMINE AND ACTION NETWORK PROBLEM</td>
</tr>
<tr>
<td>ICAITI097B</td>
<td>40</td>
<td>INSTALL AND CONFIGURE A NETWORK</td>
</tr>
<tr>
<td>ICAITS030B</td>
<td>40</td>
<td>INSTALL SOFTWARE TO NETWORKED COMPUTERS</td>
</tr>
<tr>
<td>ICAITS121A</td>
<td>20</td>
<td>ADMINISTER NETWORK PERIPHERALS</td>
</tr>
<tr>
<td>ICAITS023B</td>
<td>10</td>
<td>PROVIDE ONE TO ONE INSTRUCTION</td>
</tr>
<tr>
<td>ICAITB060B</td>
<td>40</td>
<td>IDENTIFY PHYSICAL DATABASE REQUIREMENTS</td>
</tr>
<tr>
<td>ICAITU127B</td>
<td>50</td>
<td>SUPPORT SYSTEM SOFTWARE</td>
</tr>
<tr>
<td>ICAITPM129A</td>
<td>20</td>
<td>APPLY SKILLS IN PROJECT INTEGRATION</td>
</tr>
<tr>
<td>ICAITU127B</td>
<td>50</td>
<td>SUPPORT SYSTEM SOFTWARE</td>
</tr>
</tbody>
</table>

Two units selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in the relevant Information Technology Training Package.

CERTIFICATE III IN INFORMATION TECHNOLOGY (NETWORK ADMINISTRATION)
Course Code: ICA30399

Campus: No new intake – Course being phased out

Career Opportunities
Network Administrator.

Scope of Delivery
This course is offered as an Industry based Traineeship only.

Course Objective
The course is appropriate for a person working as a network administrator within an organisation.

Entry Requirements
There are no specific entry requirements for admission to the course. Applicants may be required to demonstrate to the satisfaction of the Head of Department that they have achieved competency in the following units or equivalent:
SCHOOL OF HUMAN SERVICES, SCIENCE AND TECHNOLOGY

Unit Code   Hours
ICAITU004C APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 20
ICAITU005C OPERATE COMPUTER HARDWARE 20
ICAITU006C OPERATE COMPUTING PACKAGES 60
ICAITU007B MAINTAIN EQUIPMENT AND CONSUMABLES 20
ICAITU012C DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES 40
ICAITU013C INTEGRATE COMMERCIAL COMPUTING PACKAGES 40
ICAITS014C CONNECT HARDWARE PERIPHERALS 20
ICAITS015B INSTALL SOFTWARE APPLICATIONS 30
ICAITS017B MAINTAIN SYSTEM INTEGRITY 20
ICAITW001B WORK EFFECTIVELY IN AN INFORMATION TECHNOLOGY ENVIRONMENT 0
ICAITW002B COMMUNICATE IN THE WORKPLACE 0

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

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Course Duration
The course may be offered on a full time basis over at least 350 nominal hours or part time equivalent.

Course Structure
Core Units of Study

Unit Code   Hours
ICAITS025B RUN STANDARD DIAGNOSTIC TESTS 20
ICAITS121A ADMINISTER NETWORK PERIPHERALS 20
ICAITS031B PROVIDE ADVICE TO CLIENTS 40
ICAITS032B PROVIDE NETWORK SYSTEMS ADMINISTRATION 20
ICAITU126B USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40
ICAITS020C INSTALL AND OPTIMISE SYSTEM SOFTWARE 20
ICAITD128A CREATE USER AND TECHNICAL DOCUMENTATION 20
ICAITS120B ADMINISTER AND CONFIGURE A NETWORK OPERATING SYSTEM 50
ICAITI101B INSTALL AND CONFIGURE A NETWORK OPERATING SYSTEM 50
ICAITU021B CONNECT INTERNAL HARDWARE COMPONENTS 20
ICAITU028C CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS 60
ICAITS021C CONNECT INTERNAL HARDWARE COMPONENTS 20
ICAITU019C MIGRATE TO NEW TECHNOLOGY 20
ICAITU024C PROVIDE SYSTEM ADMINISTRATION SERVICES 20
ICAITS034B DETERMINE AND ACTION NETWORK PROBLEM 30

A minimum of 4 elective units from the following:

Elective Units of Study
ICAITS115B MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER 40
ICAITU029C CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS 60
ICAITS021C CONNECT INTERNAL HARDWARE COMPONENTS 20
ICAITU019C MIGRATE TO NEW TECHNOLOGY 20
ICAITU018C DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS 60
ICAITS106B APPLY PROBLEM SOLVING TECHNIQUES TO ACHIEVE ORGANISATION GOALS 10
ICAITS010C APPLY PROBLEM SOLVING TECHNIQUES TO ACHIEVE ORGANISATION GOALS 10
ICAITS023B PROVIDE ONE TO ONE INSTRUCTION 10
ICAITD003B RECEIVE AND PROCESS ORAL AND WRITTEN COMMUNICATION 20
ICAITW027B RELATE TO CLIENTS ON A BUSINESS LEVEL 40
ICAITW011B PARTICIPATE IN A TEAM AND INDIVIDUALLY TO ACHIEVE ORGANISATION GOALS 20
ICAITPM129A APPLY SKILLS IN PROJECT INTEGRATION 20

CERTIFICATE IV IN INFORMATION TECHNOLOGY (CLIENT SUPPORT)
Course Code: ICA40199

Course Objective
A support role is a 'Client Services' area of an organisation.

Entry Requirements
Students are to be enrolled under the New Apprenticeship Scheme as a trainee. Applicants must be employed or about to be employed as an industry based trainee. Suggested entry level competencies are:

Unit Code   Hours
ICAITU004B APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 20
ICAITU005B OPERATE COMPUTER HARDWARE 20
ICAITU006B OPERATE COMPUTING PACKAGES 60
ICAITU007B MAINTAIN EQUIPMENT AND CONSUMABLES 20
ICAITU013C INTEGRATE COMMERCIAL COMPUTING PACKAGES 40
ICAITS014B CONNECT HARDWARE PERIPHERALS 20
ICAITS015B INSTALL SOFTWARE APPLICATIONS 30
ICAITS018B MAINTAIN SYSTEM INTEGRITY 20
ICAITU021B DESIGN ORGANISATIONAL DOCUMENTS USING COMMERCIAL COMPUTING PACKAGES 60
ICAITW001B WORK EFFECTIVELY IN AN INFORMATION TECHNOLOGY ENVIRONMENT 0
ICAITW002B COMMUNICATE IN THE WORKPLACE 0

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

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Course Duration
An industry based traineeship of 470-570 nominal hours.

360
Course Structure
Core Units of Study

Units of Study Code Hours
Unit Code   Hours
BSX154L403 APPLY SKILLS IN TIME MANAGEMENT 10
ICAITS023B PROVIDE ONE TO ONE INSTRUCTION 10
ICAITS024C PROVIDE BASIC SYSTEM ADMINISTRATION 20
ICAITS025B RUN STANDARD DIAGNOSTIC TESTS 20
ICAITS030B INSTALL SOFTWARE TO NETWORKED COMPUTERS 40
ICAITS031B PROVIDE ADVICE TO CLIENTS 40
ICAITS032B PROVIDE NETWORK SYSTEMS ADMINISTRATION 20
ICAITS034B DETERMINE AND ACTION NETWORK PROBLEM 30
ICAITS035C CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS 60
ICAITS036C DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS 60
ICAITS037B MIGRATE TO NEW TECHNOLOGY 20
ICAITS038B PROVIDE ONE TO ONE INSTRUCTION 10
ICAITS039B INSTALL SOFTWARE TO NETWORKED COMPUTERS 40
ICAITS040B INSTALL AND OPTIMISE SYSTEM SOFTWARE 20
ICAITS041B CONNECT INTERNAL HARDWARE COMPONENTS 20
ICAITS042B DETERMINE CLIENT COMPUTING PROBLEMS AND ACTION 40
ICAITS043B INSTALL NETWORK HARDWARE TO A NETWORK 40
ICAITS044B ASSIST WITH POLICY DEVELOPMENT FOR CLIENT SUPPORT PROCEDURES 20
ICAITS045C ASSIST WITH ANALYSIS OF EMERGING TECHNOLOGY 40
ICAITS046B RECTIFY SYSTEM FAULTS ON A LIVE SYSTEM 30
ICAITS047B COMPLETE DATABASE BACK-UP AND RECOVERY 30
ICAITS048B EVALUATE SYSTEM STATUS 20
ICAITS049B IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS 30
ICAITS050B ADMINISTER AND CONFIGURE A NETWORK OPERATING SYSTEM 50
ICAITS051B ADMINISTER NETWORK PERIPHERALS 20
ICAITS052B MONITOR AND ADMINISTER NETWORK SECURITY 20
ICAITS053B SUPPORT SYSTEM SOFTWARE 50
ICAITS054B COORDINATE AND MAINTAIN TEAMS 20

Two from the following:
Elective Units of Study (60-190 nominal hours)

ICAITS020C INSTALL AND OPTIMISE SYSTEM SOFTWARE 20
ICAITS021B CONNECT INTERNAL HARDWARE COMPONENTS 20
ICAITS022B DETERMINE CLIENT COMPUTING PROBLEMS AND ACTION 40
ICAITS023B PROVIDE ONE TO ONE INSTRUCTION 10
ICAITS024C PROVIDE BASIC SYSTEM ADMINISTRATION 20
ICAITS025B RUN STANDARD DIAGNOSTIC TESTS 20
ICAITS030B INSTALL SOFTWARE TO NETWORKED COMPUTERS 40
ICAITS031B PROVIDE ADVICE TO CLIENTS 40
ICAITS032B PROVIDE NETWORK SYSTEMS ADMINISTRATION 20
ICAITS034B DETERMINE AND ACTION NETWORK PROBLEM 30
ICAITS035C CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS 60
ICAITS036C DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS 60
ICAITS037B MIGRATE TO NEW TECHNOLOGY 20
ICAITS038B PROVIDE ONE TO ONE INSTRUCTION 10
ICAITS039B INSTALL SOFTWARE TO NETWORKED COMPUTERS 40
ICAITS040B INSTALL AND OPTIMISE SYSTEM SOFTWARE 20
ICAITS041B CONNECT INTERNAL HARDWARE COMPONENTS 20
ICAITS042B DETERMINE CLIENT COMPUTING PROBLEMS AND ACTION 40
ICAITS043B INSTALL NETWORK HARDWARE TO A NETWORK 40
ICAITS044B ASSIST WITH POLICY DEVELOPMENT FOR CLIENT SUPPORT PROCEDURES 20
ICAITS045C ASSIST WITH ANALYSIS OF EMERGING TECHNOLOGY 40
ICAITS046B RECTIFY SYSTEM FAULTS ON A LIVE SYSTEM 30
ICAITS047B COMPLETE DATABASE BACK-UP AND RECOVERY 30
ICAITS048B EVALUATE SYSTEM STATUS 20
ICAITS049B IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS 30
ICAITS050B ADMINISTER AND CONFIGURE A NETWORK OPERATING SYSTEM 50
ICAITS051B ADMINISTER NETWORK PERIPHERALS 20
ICAITS052B MONITOR AND ADMINISTER NETWORK SECURITY 20
ICAITS053B SUPPORT SYSTEM SOFTWARE 50
ICAITS054B COORDINATE AND MAINTAIN TEAMS 20

Two elective units selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in the relevant Information Technology Training Package.

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

CERTIFICATE IV INFORMATION TECHNOLOGY (SUPPORT)
Course Code: ICA40205

Campus: TBC
Career Opportunities
Scope of Delivery
Full time, Part time, Trainee, workplace delivery.
Course Objective
This qualification provides the skills and knowledge for an individual to be competent in a variety of information technology support roles including database administration.
Entry Requirements
Applicants will need to successfully complete the Certificate III in Information Technology ICA30105 or be of mature age to apply
Course Duration
One year full time study.
Course Structure
Core Units of Study

Unit Code   Hours
BSBMCMN304A CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING 30
ICAA401A DETERMINE AND CONFIRM CLIENT BUSINESS EXPECTATIONS AND NEEDS 40
ICAB4225A AUTOMATE PROCESSES 40
ICAD4043A DEVELOP AND PRESENT A FEASIBILITY REPORT 30
ICAD4217A CREATE TECHNICAL DOCUMENTATION 20
ICAS4022A DETERMINE AND ACTION CLIENT COMPUTING PROBLEMS 40
ICAS4106A ACTION AND COMPLETE CHANGE REQUESTS 40
ICAS4113A IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS 30
ICAS4114A IMPLEMENT MAINTENANCE PROCEDURES 10
ICAT4221A LOCATE EQUIPMENT, SYSTEM AND SOFTWARE FAULTS 20
ICAW4214A MAINTAIN ETHICAL CONDUCT 20
PSPPM402B IMPLEMENT SIMPLE PROJECTS 65

Specialist Stream Units of Study
Achieve all units in 1 of the 2 Specialist Core Streams (Database Administration or Help Desk)

Database Administration (6 Units)

ICAB4060A IDENTIFY PHYSICAL DATABASE REQUIREMENTS 40
ICAB4136A USE STRUCTURED QUERY LANGUAGE TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA 60
ICAS4107A MANAGE RESOLUTION OF SYSTEM FAULTS ON A LIVE SYSTEM 40
ICAS4108A COMPLETE DATABASE BACK-UP AND RECOVERY 30
ICAS4125A MONITOR AND ADMINISTER A DATABASE 30
CERTIFICATE IV IN INFORMATION TECHNOLOGY (NETWORK MANAGEMENT)

Course Code: ICA40399

Campus: Industry Workplace.

Career Opportunities
Network Administrator.

Scope of Delivery
This course is offered as an Industry based Traineeship only.

Course Objective
The course aims to develop the knowledge and skills of students wishing to make a career in the Information Technology Industry in the areas of Network Management.

Entry Requirements
Students are to be enrolled under the New Apprenticeship Scheme as a trainee. There are no specific entry requirements for admission to the course. Applicants must be employed or about to be employed as an industry based trainee. Suggested entry level competencies are:

Course Duration
The course may be offered as an industry based traineeship over 620-750 nominal hours.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ICAITI097B</td>
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<tr>
<td>ICAITS116B</td>
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<td>ICAITS200B</td>
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<td>ICAITS107B</td>
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<tr>
<td>ICAITS112B</td>
<td>30</td>
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<tr>
<td>ICAITS030B</td>
<td>40</td>
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<tr>
<td>ICAITS029B</td>
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<tr>
<td>ICAITU126A</td>
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<td>ICAITU127B</td>
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<tr>
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Two from the following:

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<tr>
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<tr>
<td>ICAITU19C</td>
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<tr>
<td>ICAITS125B</td>
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<tr>
<td>ICAITS035C</td>
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</tbody>
</table>

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

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Elective Units of Study

<table>
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<tr>
<th>Unit Code</th>
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<td>ICAITS125B</td>
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<td>ICAITS035C</td>
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</tbody>
</table>
CERTIFICATE IV IN INFORMATION TECHNOLOGY (TECHNICAL SUPPORT)

Course Code: ICA40599

Campus: Industry Workplace.

Career Opportunities
A person competent in these competencies could work in a range of technical support roles.

Scope of Delivery
This course is offered as an Industry based traineeship only.

Course Objectives
The course provides skills for support roles within organisations. A person competent in these competencies could work in a range of technical support roles.

Entry Requirements
Students are to be enrolled under the New Apprenticeship Scheme as a trainee. Applicants must be employed or about to be employed as an industry based trainee.

Suggested entry level competencies are:

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<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tr>
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<td>ICAITU006C</td>
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<tr>
<td>ICAITU007B</td>
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<td>ICAITU013C</td>
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<td>ICAITS014C</td>
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<td>ICAITS025B</td>
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<tr>
<td>ICAITD128A</td>
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</tbody>
</table>

Course Duration.
The course is only offered as an Industry based traineeship of 560-690 nominal hours.

Course Structure
Core Units of Study (480 nominal hours)

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<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tr>
<td>BSX154L405</td>
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<tr>
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<tr>
<td>ICAITS021C</td>
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<tr>
<td>ICAITS031B</td>
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<tr>
<td>ICAITS115B</td>
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<tr>
<td>ICAITS028B</td>
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</tbody>
</table>

Electives-four elective competencies of 80-210 nominal hours from:

<table>
<thead>
<tr>
<th>Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICPMM65DA CREATE WEB PAGES WITH MULTIMEDIA</td>
</tr>
<tr>
<td>ICAITS029B INSTALL NETWORK HARDWARE TO A NETWORK</td>
</tr>
<tr>
<td>ICAITS120B ADMINISTER AND CONFIGURE A NETWORK OPERATING SYSTEM</td>
</tr>
<tr>
<td>ICAITS119B INSTALL AND MANAGE NETWORK PROTOCOLS</td>
</tr>
<tr>
<td>ICAITS033B ASSIST WITH POLICY DEVELOPMENT FOR CLIENT SUPPORT PROCEDURES</td>
</tr>
<tr>
<td>ICAITS035C ASSIST WITH ANALYSIS OF EMERGING TECHNOLOGY</td>
</tr>
<tr>
<td>ICAITS034B DETERMINE AND ACTION NETWORK PROBLEM</td>
</tr>
<tr>
<td>ICAITI100B BUILD AN INTERNET INFRASTRUCTURE</td>
</tr>
<tr>
<td>ICAITS100B ACTION AND COMPLETE CHANGE REQUESTS</td>
</tr>
<tr>
<td>ICAITS024C PROVIDE BASIC SYSTEM ADMINISTRATION</td>
</tr>
<tr>
<td>ICAITS116B UNDERTAKE CAPACITY PLANNING</td>
</tr>
<tr>
<td>ICAITS121A ADMINISTER NETWORK PERIPHERALS</td>
</tr>
<tr>
<td>ICAITI099B BUILD AN INTRANET</td>
</tr>
<tr>
<td>ICAITS020C INSTALL AND OPTIMISE SYSTEM SOFTWARE</td>
</tr>
<tr>
<td>ICAITS108B COMPLETE DATABASE BACK-UP AND RECOVERY</td>
</tr>
<tr>
<td>ICAITS113B IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS</td>
</tr>
</tbody>
</table>
DIPLOMA IN INFORMATION TECHNOLOGY (GENERAL)

Course Code: ICA50105

Campus: Footscray Nicholson, St Albans, Werribee and Sunshine

Career Opportunities

This qualification is designed to be very flexible with a wide selection of unit choices and options. It is intended that the qualification provides those skills and knowledge required by an individual to operate effectively in high level ICT technical support roles within organisations.

Scope of Delivery

Full time, Part time.

Course Objective

Provides the skills and knowledge for an individual to be competent in a range of ICT fields. Depending on the stream chosen, this qualification offers pathways into a number of ICT qualifications at Advanced Diploma level.

Entry Requirements

Successful completion of the Certificate III in Information Technology (ICA30105) or successful completion of VCE or be of mature age to apply and; prerequisite knowledge and skills equivalent to the following units as they contain the basic fundamentals of ICT knowledge and skills for all qualifications at Certificate III in IT and above:

- BSBBCM106A Follow workplace safety procedures
- ICAD2012A Design organisational documents using computing packages
- ICAU1128A Operate a personal computer
- ICAU2005A Operate computer hardware
- ICAU2006A Operate computing packages
- ICAU2231A Use computer operating system
- ICAM2001A Work effectively in an IT environment
- ICAM2002A Communicate in the workplace

Course Duration

12-18 months full time study.

Course Structure

Core Units of Study

Achieve all six core units below

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBPM505A</td>
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<td>ICA5056A</td>
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<tr>
<td>ICA5202A</td>
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<tr>
<td>PSPPM502B</td>
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</tbody>
</table>

Specialist Stream Units of Study

Achieve 9 specialist stream units (by choosing 3 units from each of 3 specialist core streams below – E business and Management, Client Support, Communication and Documentation, Hardware and Operating Systems, Networks, Software, Multimedia and Websites, Database)

Specialist Core Stream – E-Business And Management

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ICA5056A</td>
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<td>ICA5088A</td>
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<tr>
<td>ICA5152A</td>
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<tr>
<td>ICA5111A</td>
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Specialist Core Stream – Client Support

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
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<td>ICA5083A</td>
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Specialist Core Stream – Communication And Documentation

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ICA5161A</td>
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<tr>
<td>ICA5105A</td>
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</table>

Specialist Core Stream – Hardware And Operating Systems

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
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<td>ICA5150A</td>
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<tr>
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Specialist Core Stream – Networks

<table>
<thead>
<tr>
<th>Unit Code</th>
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<tbody>
<tr>
<td>ICA5145A</td>
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<tr>
<td>ICA5159A</td>
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<td>ICA5173A</td>
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<tr>
<td>ICA5176A</td>
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</tbody>
</table>
DEPARTMENT OF INFORMATION TECHNOLOGY

Unit Code   Hours

Specialist Core Stream – Software
ICAB5062A  PERFORM DATA CONVERSION 20
ICAB4229A  APPLY INTERMEDIATE PROGRAMMING SKILLS IN ANOTHER LANGUAGE 60
ICAB5228A  MAINTAIN FUNCTIONALITY OF LEGACY CODE PROGRAMS 40
ICAB5230A  MAINTAIN CUSTOM SOFTWARE 40
ICAT4242A  PERFORM UNIT TEST FOR A CLASS 40
ICAT5079A  PERFORM INTEGRATION TEST 30

Specialist Core Stream – Multimedia And Websites
CUFANM01A  DEVELOP AND IMPLEMENT DESIGNS FOR ANIMATION 40
CUFRAD01A  ORIGINATE AND DEVELOP THE CONCEPT 60
CUFWR70A  WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA 50
ICA5141A  DESIGN DYNAMIC WEBSITES TO MEET TECHNICAL REQUIREMENTS 40
ICAB5165A  CREATE DYNAMIC PAGES 30
ICAB5177A  BUILD JAVA APPLET'S 30
ICAB5180A  INTEGRATE DATABASE WITH A WEBSITE 25
ICAS5203A  EVALUATE AND SELECT A WEB HOSTING SERVICE 15
ICAU5208A  USE SITE SERVER TOOLS FOR TRANSACTION MANAGEMENT 20

Specialist Core Stream – Database
ICA5046A  MODEL PREFERRED SYSTEM SOLUTIONS 30
ICA5049A  DEVELOP HIGH LEVEL OBJECT ORIENTED CLASS SPECIFICATIONS 60
ICA5050A  DEVELOP DETAILED COMPONENT SPECIFICATIONS FROM PROJECT SPECIFICATIONS 40
ICA5147A  DETERMINE SUITABILITY OF DATABASE FUNCTIONALITY AND SCALABILITY 30

Elective Units of Study
Achieve 3 Elective Units Chosen from the ICA50105 specialist core (above) or specialist elective streams (below) not already selected - PLUS Achieve 3 Elective Units Chosen from the following sources (Listed in Recommended Order) any of the above or core electives sources; and/or elsewhere in the ICA05 Information and Communications Technology Training Package (at Certificate IV [maximum 2 units], Diploma or Advanced Diploma); and/or any other Training Package (at Diploma or Advanced Diploma) based on documented industry or enterprise needs

Specialist Electives Stream – E-Business And Management
BSEBEUS510A  MANAGE E-BUSINESS OUTSOURCING 25
BSEBEUS511A  IMPLEMENT A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS 40
BSSFLM514A  MANAGE PEOPLE 60
BSSBPM508A  MANAGE PROJECT RISK 40
BSEBEUS505A  IMPLEMENT NEW TECHNOLOGIES FOR BUSINESS 60
ICA5150A  EVALUATE VENDOR PRODUCTS AND EQUIPMENT 20
ICAP5155A  PLAN PROCESS REENGINEERING STRATEGIES FOR BUSINESS 30
ICA5143A  IMPLEMENT PROCESS REENGINEERING STRATEGIES IN AN ORGANISATION 20
BSEBEUS510A  MANAGE E-BUSINESS OUTSOURCING 25
BSEBEUS511A  IMPLEMENT A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS 40
BSSFLM514A  MANAGE PEOPLE 60
BSSBPM508A  MANAGE PROJECT RISK 40
BSEBEUS505A  IMPLEMENT NEW TECHNOLOGIES FOR BUSINESS 60
BSEBEUS510A  MANAGE E-BUSINESS OUTSOURCING 25
ICA5150A  EVALUATE VENDOR PRODUCTS AND EQUIPMENT 20
ICAP5155A  PLAN PROCESS REENGINEERING STRATEGIES FOR BUSINESS 30
ICA5143A  IMPLEMENT PROCESS REENGINEERING STRATEGIES IN AN ORGANISATION 20
BSEBEUS510A  MANAGE E-BUSINESS OUTSOURCING 25

Specialist Electives Stream – Client Support
BSEBEUS510A  MANAGE E-BUSINESS OUTSOURCING 25
BSSFLM509B  FACILITATE CONTINUOUS IMPROVEMENT 60
ICAS4116A  UNDERTAKE CAPACITY PLANNING 50

Specialist Electives Stream – Networks
ICA5045A  PRODUCE NETWORK ARCHITECTURE DESIGN 30
ICA5123A  MANAGE NETWORK SECURITY 50
ICA5140A  DESIGN A SERVER 30
ICAB5162A  INSTALL, CONFIGURE AND TEST A PAYMENT GATEWAY 30

Specialist Electives Stream – Software
ICA5048A  DEVELOP CONFIGURATION MANAGEMENT PROTOCOLS 30
ICAB5065A  PREPARE FOR THE BUILD PHASE 20
ICAB5066A  COORDINATE THE BUILD PHASE 20
ICAB5072A  DEVELOP INTEGRATION BLUEPRINT 20
ICAB5179A  BUILD DECKS USING WIRELESS MARK UP LANGUAGE 30
ICAB5223A  APPLY INTERMEDIATE OBJECT-ORIENTED LANGUAGE SKILLS 50
ICAT5081A  PERFORM SYSTEMS TEST 30

Specialist Electives Stream – Multimedia And Websites
ICA5146A  DEVELOP WEBSITE INFORMATION ARCHITECTURE 30
ICAS5199A  MANAGE BUSINESS WEBSITES AND SERVERS 30
ICPMM41cA  INCORPORATE TEXT INTO MULTIMEDIA PRESENTATIONS 20
ICPMM42cA  INCORPORATE 2D GRAPHICS INTO MULTIMEDIA PRESENTATIONS 20
ICPMM43cA  INCORPORATE DIGITAL PHOTOGRAPHY INTO MULTIMEDIA PRESENTATIONS 20
ICPMM61dA  PREPARE MULTIMEDIA FOR DIFFERENT PLATFORMS 20

Specialist Electives Stream – Database
ICA5139A  DESIGN A DATABASE 50
ICA5153A  MODEL DATA OBJECTS 30
ICA5154A  MODEL DATA PROCESSES 30
ICAB4170A  BUILD A DATABASE 30
DIPLOMA OF INFORMATION TECHNOLOGY (SOFTWARE DEVELOPMENT)

Course Code: ICA50299

Campus: No new intake – Course being phased out

Career Opportunities
 Analyst, web development, software support.

Scope of Delivery
 Full time, part time

Course Objectives
 The course aims to develop the knowledge and skills of students wishing to make a career in the information technology industry.

Entry Requirements
 There are no formal entry requirements for the course. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration
 Full time basis over 755-956 nominal hours or part time equivalent over a period of one year.

Course Structure
 Core Units (710 nominal hours)

- BSX154L501 Guide Application of Project Integrative Processes
- BSX154L602 Manage Scope
- ICAITS117B Maintain Customised Software
- ICAITAD048B Develop Configuration Management
- ICAITAD041A Determine Client Business Expectations and needs
- ICAITAD042B Confirm Client Business Needs
- ICAITAD043B Develop and Present a Feasibility Report
- ICAITAD056B Prepare Disaster Recovery/Contingency Plans
- ICAITB059B Contribute to the Development of the Detailed Technical Design
- ICAITB069B Develop Software
- ICAITT079B Perform Integration Test
- ICAITT082B Manage the Testing Process
- ICAITT077B Develop Detailed Test Plan
- SX154L604 Manage Cost
- BSX154L605 Manage Quality
- ICAITAD050A Develop Detailed Component Specification from Project Specification
- ICAITT083B Develop and Conduct Client Acceptance Test.

Elective Units
 Six or more units selected by the student with the approval of the Head of Department from – Nominal Hours

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITAD044A</td>
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<td>ICAITT084A</td>
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</table>

any nationally endorsed Industry Training Package, approved by the IT Industry Training Advisory Board, to a maximum of two of the said six or more units.

DIPLOMA OF INFORMATION TECHNOLOGY (NETWORKING)

Course Code: ICA50405

Campus: TBC

Career Opportunities
 E-Security Analyst/Manager, Intranet Engineer, Network Engineer, Senior Java Developer or Systems Engineer.

Scope of Delivery
 Full time, Part time, Onshore international students
Course Objective
Provides the skills and knowledge for an individual to be competent in high level network management and engineering.

Entry Requirements
Successful completion of the Diploma in Information Technology (General) – ICA50105.

Course Duration
Approx. 410 hours full time.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBPM505A</td>
<td>MANAGE PROJECT QUALITY</td>
<td>40</td>
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<tr>
<td>ICAA5056A</td>
<td>PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS</td>
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<tr>
<td>ICAA5045A</td>
<td>PRODUCE NETWORK ARCHITECTURE DESIGN</td>
<td>30</td>
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<tr>
<td>ICAA5158A</td>
<td>TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS</td>
<td>20</td>
</tr>
<tr>
<td>ICAI5098A</td>
<td>INSTALL AND MANAGE COMPLEX NETWORKS</td>
<td>60</td>
</tr>
<tr>
<td>ICAI5100A</td>
<td>BUILD AN INTERNET INFRASTRUCTURE</td>
<td>50</td>
</tr>
<tr>
<td>ICA5202A</td>
<td>ENSURE PRIVACY FOR USERS</td>
<td>20</td>
</tr>
<tr>
<td>PSPMP502B</td>
<td>MANAGE COMPLEX PROJECTS</td>
<td>80</td>
</tr>
</tbody>
</table>

Specialist Units of Study
Achieve 6 Elective Units from the Specialist Electives list below:

ICA5044A DEVELOP SYSTEM INFRASTRUCTURE DESIGN PLAN 30
ICA5144A DETERMINE BEST-FIT TOPOLOGY FOR A LOCAL NETWORK 20
ICA5145A IDENTIFY BEST-FIT TOPOLOGY FOR A WIDE AREA NETWORK 20
ICA5151A GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS 30
ICAB5159A BUILD AND CONFIGURE A SERVER 40
ICAB5160A BUILD A SECURITY SHIELD FOR A NETWORK 50
ICAB5237A BUILD A HIGH PERFORMANCE SECURITY PERIMETER 30
ICAB5238A BUILD A HIGHLY SECURE FIREWALL 30
ICA5173A INSTALL AND CONFIGURE A SINGLE-SEGMENT LOCAL AREA NETWORK SWITCH 10
ICA5174A INSTALL HIGH-END SWITCHES IN MULTI-SWITCHED LOCAL AREA NETWORKS 10
ICA5176A INSTALL AND CONFIGURE ROUTER 20
ICA5196A IMPLEMENT SECURE ENCRYPTION TECHNOLOGIES 20
ICA5197A INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES 25
ICAP5039A MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE 20
ICA5102A ESTABLISH AND MAINTAIN CLIENT USER LIABILITY 20
ICAI5123A MANAGE NETWORK SECURITY 50
ICAI5192A CONFIGURE AN INTERNET GATEWAY 20

Elective Units of Study
- Achieve 4 Elective Units Chosen from the Following Sources units not previously selected from the Specialist Electives list (above);
- and/or
- ICA05 Information and Communications Technology Training Package at Diploma or Advanced Diploma (up to 2 units can be selected at Certificate IV); and/or
- preferred Training Packages at Diploma or Advanced Diploma (ICT02 Telecommunications; BSB01 Business Services; CUF01 Film, TV, Radio and Multimedia; ICP99 Printing and Graphic Arts); and/or
- any other Training Package (to maximum of 2 units) at Diploma or Advanced Diploma based on documented industry or enterprise needs.

DIPLOMA OF INFORMATION TECHNOLOGY (DATABASE DESIGN AND DEVELOPMENT)

Course Code: ICA50505

Campus: TBA

Career Opportunities
Business Intelligence/Data Warehousing Consultants, Coldfusion Developer, CRM Database Designer, Data Warehouse Trainer, Data Warehousing and Business Intelligence Manager, Database Designer, Database Developer, Database Specialist, Developer, Senior Database Administrator, Senior Project manager – Data Warehousing CRM

Scope of Delivery
Full time, Part time, Onshore international students

Course Objective
This qualification provides the skills and knowledge for an individual to be competent in the effective design and development of ICT database systems. Graduates will have detailed knowledge of the technical intricacies of database development and design, but will also be well rounded in a range of other competencies such as process reengineering, QA, business needs analysis and client expectations.

Entry Requirements
Applicants will need to:
- successfully complete the Certificate III (ICA30105) studies or
- be of mature age to apply
- and have the prerequisite knowledge and skills equivalent to the following units as they contain the basic fundamentals of ICT knowledge and skills for all qualifications at Certificate III in IT and above:
  - BSBCM1106A Follow workplace safety procedures
  - ICAD2012A Design organisational documents using computing packages
  - ICAU1128A Operate a personal computer
  - ICAU2005A Operate computer hardware
  - ICAU2006A Operate computing packages
  - ICAU2013A Integrate commercial computing packages
  - ICAU2231A Use computer operating system
  - ICAW2001A Work effectively in an IT environment
  - ICAW2002A Communicate in the workplace

Students will be required to complete the Diploma in Information Technology (General) [ICA50105] in order to meet the prerequisite requirements for some of the competencies within this qualification.
SCHOOL OF HUMAN SERVICES, SCIENCE AND TECHNOLOGY

Course Duration
12 – 18 months full time

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
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<td>BSBPM505A</td>
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<td>ICAA5046A</td>
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<td>PSPPM502B</td>
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</tbody>
</table>

Elective Units of Study
A minimum of four units from the following:
- Information Technology and Communications Training Package ICA05 at Diploma or Advanced Diploma (up to 2 units can be selected at Certificate IV); and/or
- preferred Training Packages at Diploma or Advanced Diploma (ICT02 Telecommunications; BSB01 Business Services; CUF01 Film, TV, Radio and Multimedia; ICP99 Printing and Graphic Arts); and/or
- any other Training Package (to maximum of 2 unit) at Diploma or Advanced Diploma based on documented industry or enterprise needs.

DIPLOMA OF INFORMATION TECHNOLOGY (WEBSITE DEVELOPMENT)
Course Code: ICA50605

Campus: TBC
Career Opportunities
Scope of Delivery
Full time, Part time, Onshore international students
Course Objective
Provides the skills and knowledge for an individual to be competent as a senior ICT professional with responsibilities spanning design, development, site performance, database integration through to implementation and acceptance testing.
Entry Requirements
Successful completion of the Certificate III in Information Technology ICA30105 or successful completion of VCE or be of mature age to apply.
Course Duration
12 – 18 months full time study.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BSBPM505A</td>
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<tr>
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<td>ICAT5081A</td>
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<td>ICAT5083A</td>
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<td>ICAB5208A</td>
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</table>

Elective Units of Study
- Achieve 4 Elective Units Chosen from the following sources Information Technology and Communications Training Package ICA05 at Diploma or Advanced Diploma(up to 2 units can be selected at Certificate IV); and/or
- preferred Training Packages at Diploma or Advanced Diploma (ICT02 Telecommunications; BSB01 Business Services; CUF01 Film, TV, Radio and Multimedia; ICP99 Printing and Graphic Arts); and/or
- any other Training Package (to maximum of 2 unit) at Diploma or Advanced Diploma based on documented industry or enterprise needs.

DIPLOMA OF INFORMATION TECHNOLOGY (INTERNETWORKING)
Course Code: ICA50701

Campus: Footscray Nicholson, St Albans, Sunshine, Werribee.
Career Opportunities
e-Commerce, Website development, Website security, web-page development content management and network administration.
Scope of Delivery
The course may be offered on a full time basis.

Course Objective
The course aims to develop the knowledge and skills of students wishing to make a career in the information technology industry.

Entry Requirements
There are no formal requirements for entry to the course but applicants may be required to demonstrate to the satisfaction of the Head of Department prior competency in basic information technology. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal, learning, or from work and/or life experience.

Course Duration
At least 425 nominal hours or part time equivalent

Course Structure
Core Units (385 nominal hours)

- ICAITB176A Install and configure router
- ICAITAD144A Determine best fit topology for a local network
- ICAITS192A Configure an Internet Gateway
- ICAITS196A Implement secure encryption technologies
- ICAITS197A Install and maintain valid authentication processes
- ICAITB159A Build a security shield for a network
- ICAITB173A Install intelligent hub
- ICAITB174A Install network bridges switches
- ICAITS121A Administer network peripherals
- ICAITI101B Install and manage network protocols
- ICAITI097B Install and configure a network
- ICAITD045B Produce network communication design
- ICAITS124B Monitor and administer network security
- ICAIT1099B Build an intranet
- ICAITTW214A Maintain ethical conduct;

Elective Units
- two units (together totalling a minimum of 40 nominal hours cumulatively) selected by the student, with the approval of the Head of Department, having regard to:
  (i) the relevant units detailed in the Information Technology Training Package, ICA99(V3), Australian National Training Authority, 2002;
  (ii) relevant units, at appropriate qualification levels, in any other nationally endorsed training package;
- but no more than one unit may be undertaken pursuant to Elective Units(ii).

Upon successful completion of all units specified in Core Units and two units pursuant to Elective Units, students will be eligible to graduate with the award of Diploma of Information Technology (Internetworking) (ICA50701).

DIPLOMA IN INFORMATION TECHNOLOGY (SOFTWARE DEVELOPMENT) (I)

Course Code: ICA50705

Campus: Footscray Nicholson, St Albans and Werribee

Career Opportunities
Games Developer, Games Programmer, Programming Software Engineer, Software Developer, or Software Engineer, XBox Programmer

Scope of Delivery
Full time, Part time or Onshore international students

Course Objective
Provides the skills and knowledge for an individual to be competent in programming and software development. A competent person could work as a specialist in the area of programming including the ICT and programming aspects of games development.

Entry Requirements
Successful completion of the Diploma in Information Technology (General) ICA50105.

Course Duration
12-18 months full time.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBPM505A</td>
<td>MANAGE PROJECT QUALITY</td>
<td>40</td>
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<tr>
<td>ICAA5056A</td>
<td>PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS</td>
<td>30</td>
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<tr>
<td>ICAA5158A</td>
<td>TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS</td>
<td>20</td>
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<tr>
<td>ICA85223A</td>
<td>APPLY INTERMEDIATE OBJECT-ORIENTED LANGUAGE SKILLS</td>
<td>50</td>
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<tr>
<td>ICA85226A</td>
<td>APPLY ADVANCED OBJECT-ORIENTED LANGUAGE SKILLS</td>
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<tr>
<td>ICA85227A</td>
<td>APPLY ADVANCED PROGRAMMING SKILLS IN ANOTHER LANGUAGE</td>
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<tr>
<td>ICAS5202A</td>
<td>ENSURE PRIVACY FOR USERS</td>
<td>20</td>
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<tr>
<td>ICAT5079A</td>
<td>PERFORM INTEGRATION TEST</td>
<td>30</td>
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<tr>
<td>PSPPM501A</td>
<td>MANAGE COMPLEX PROJECTS</td>
<td>80</td>
</tr>
</tbody>
</table>

Specialist Units of Study
Achieve 4 Elective Units from the Specialist Electives list below:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAA5054A</td>
<td>VALIDATE QUALITY AND COMPLETENESS OF SYSTEM DESIGN SPECIFICATIONS</td>
<td>20</td>
</tr>
<tr>
<td>ICAA5151A</td>
<td>GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS</td>
<td>30</td>
</tr>
<tr>
<td>ICA8506A</td>
<td>BUILD USING RAPID APPLICATION DEVELOPMENT</td>
<td>40</td>
</tr>
<tr>
<td>ICA85229A</td>
<td>MAINTAIN FUNCTIONALITY OF LEGACY CODE PROGRAMS</td>
<td>40</td>
</tr>
<tr>
<td>ICA85230A</td>
<td>MAINTAIN CUSTOM SOFTWARE</td>
<td>40</td>
</tr>
<tr>
<td>ICAP5039A</td>
<td>MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE</td>
<td>20</td>
</tr>
<tr>
<td>ICAS5102A</td>
<td>ESTABLISH AND MAINTAIN CLIENT USER LIAISON</td>
<td>20</td>
</tr>
<tr>
<td>ICAT5081A</td>
<td>PERFORM SYSTEMS TEST</td>
<td>30</td>
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</tbody>
</table>
Elective Units of Study
- Achieve 4 Elective Units from the following sources further units from the Specialist Electives list above; and/or
- ICA05 Information and Communications Technology Training Package at Diploma or Advanced Diploma (up to 2 units can be selected at Certificate IV); and/or
- preferred Training Packages at Diploma or Advanced Diploma (ICT02 Telecommunications; BSB01 Business Services; CUF01 Film, TV, Radio and Multimedia; ICP99 Printing and Graphic Arts); and/or
- any other Training Package (to maximum of 2 units) at Diploma or Advanced Diploma based on documented industry or enterprise needs.

DIPLOMA IN INFORMATION TECHNOLOGY (MULTIMEDIA) (I)

Course Code: ICA50905

Campus: Footscray Nicholson, St Albans and Werribee.

Career Opportunities
Multimedia programmer, animation (2D and 3D), digital imaging and web page development.

Scope of Delivery
1.5 years full time study.

Course Objectives
The course has a specific emphasis on the skills needed to design and develop multimedia applications. These include Multimedia Programming, Authoring, Animation, Digital Imaging and client liaison.

Entry Requirements
You will need to have completed the Diploma in Information Technology (General)ICA50105.

Selection Procedures/Selection Criteria
Selection will be based on academic progress in ICA50105.

Course Duration
This course is one year full time

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
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<td>ICPPP411A</td>
<td>80</td>
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<tr>
<td>PSPPM502B</td>
<td>80</td>
</tr>
</tbody>
</table>

Specialist Elective Units of Study
Achieve 8 Elective Units from any of the ICA40904 Elective Cluster lists.

Note: the grouping of units into these clusters is for guidance only. It is not a requirement of this qualification that a complete cluster be completed.

Design
- CUFIM01A: PRODUCE AND MANIPULATE DIGITAL IMAGES 20
- CUFMEM06A: DESIGN A MULTIMEDIA PRODUCT 50
- CUFMEM07A: APPLY PRINCIPLES OF VISUAL DESIGN AND COMMUNICATION TO THE DEVELOPMENT OF A MULTIMEDIA PRODUCT 40
- CUFMEM10A: DESIGN AND CREATE A MULTIMEDIA INTERFACE 70
- IPCPP311A: DEVELOP A DETAILED DESIGN CONCEPT 60
- CUFANM01A: DEVELOP AND IMPLEMENT DESIGNS FOR ANIMATION 40
- CUFIMA03A: CREATE 2D DIGITAL ANIMATION 35
- CUFIMA04A: CREATE 3D DIGITAL ANIMATION 75
- CUFIMA05A: CREATE 3D DIGITAL MODELS AND IMAGES 75

Games Development
- CUFMEM09A: APPLY PRINCIPLES OF GAME DESIGN TO A MULTIMEDIA PRODUCT 30
- ICAA4058A: APPLY SKILLS IN OBJECT ORIENTED DESIGN 40
- ICAB4075A: USE A LIBRARY OR PREEXISTING COMPONENTS 40
- ICAB6219A: APPLY INTRODUCTORY OBJECT ORIENTED LANGUAGE SKILLS 60
- ICAB5223A: APPLY INTERMEDIATE OBJECT-ORIENTED LANGUAGE SKILLS 50
- ICA5226A: APPLY ADVANCED OBJECT-ORIENTED LANGUAGE SKILLS 80
- ICAT4242A: PERFORM UNIT TEST FOR A CLASS 40

Website
- ICAA4053A: RESEARCH AND REVIEW HARDWARE TECHNOLOGY OPTIONS FOR ORGANISATIONS 20
- ICAB4137A: PRODUCE BASIC CLIENT SIDE SCRIPT FOR DYNAMIC WEB PAGES 40
- ICAB5165A: CREATE DYNAMIC PAGES 30
- ICA4189A: ENSURE WEBSITE CONTENT MEETS TECHNICAL PROTOCOLS AND STANDARDS 30
- ICAT4183A: CONFIRM ACCESSIBILITY OF WEBSITE DESIGN FOR PEOPLE WITH SPECIAL NEEDS 10
- ICAT4185A: CREATE A WEBSITE TESTING PROCEDURE 20
- ICAT4186A: CONDUCT OPERATIONAL ACCEPTANCE TESTS OF WEBSITES 20
- CUFMEM12A: UPDATE WEB PAGES 30

Multimedia Development
- CUFMEM01A: USE AN AUTHORING TOOL TO CREATE AN INTERACTIVE SEQUENCE 40
- CUFMEM04A: TEST A MULTIMEDIA PRODUCT 40
- CUFMEM10A: DESIGN AND CREATE A MULTIMEDIA INTERFACE 70
- CUFMEM11A: DESIGN THE NAVIGATION FOR A MULTIMEDIA PRODUCT 70
- CUFWR07A: WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA 50
- CUFWR02A: WRITE THE SCRIPT 50
- ICPKN315A: APPLY KNOWLEDGE AND REQUIREMENTS OF THE MULTIMEDIA SECTOR 60

Digital and Video
- CUFCA101A: SET UP AND OPERATE A BASIC VIDEO CAMERA 50
- CUFCA103A: COMPOSE CAMERA SHOTS AND OPERATE A CAMERA 50
Unit Code   Hours
CUFCAM04A  OPERATE A CAMERA UNDER SPECIAL CONDITIONS 20
CUFMEM13A  INCORPORATE, DESIGN AND EDIT DIGITAL VIDEO 25
ICPMM321A  CAPTURE A DIGITAL IMAGE 40
ICPMM346A  INCORPORATE VIDEO INTO MULTIMEDIA PRESENTATIONS 40

Communication
BSBPM505A  MANAGE PROJECT QUALITY 40
CUSADM07A  ESTABLISH AND MAINTAIN WORK AND CONTRACTUAL RELATIONSHIPS 70
CUSGEN03A  COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT 35
ICASS102A  ESTABLISH AND MAINTAIN CLIENT USER LIAISON 20

Elective Units of Study
- Achieve 5 Elective Units Chosen from the following sources (Listed in Recommended Order) from the Elective Cluster units above; and/or
- elsewhere in the ICA05 Information and Communications Technology Training Package at Diploma or Advanced Diploma (up to 3 units can be selected at Certificate IV); and/or
- preferred Training Packages at Diploma or Advanced Diploma (CUF01 Film, TV, Radio and Multimedia; ICP99 Printing and Graphic Arts; WRR02 Retail; CUV03 Visual Arts, Craft and Design); and/or
- any other Training Package (up to a maximum of 2 units) at Diploma or Advanced Diploma based on documented industry or enterprise needs.

ADVANCED DIPLOMA IN INFORMATION TECHNOLOGY (I)

Course Code: ICA60105

Campus: Footscray Nicholson, St Albans and Werribee Campuses.

Career Opportunities
When you graduate you will be qualified for advanced ICT roles.

Scope of Delivery
Full time, Part time, Onshore international students

Course Objective
Provides high level ICT, process improvement and business skills and knowledge to enable an individual to be effective in senior ICT roles within organisations.

Entry Requirements
Successfully completion of the Diploma of Information Technology (General) ICA50105.

Course Duration
12 months full time

Course Structure
Core Units of Study

Unit Code   Hours
BSBBUS605A  IDENTIFY AND IMPLEMENT E-BUSINESS INNOVATION 40
PSPPM601B  DIRECT COMPLEX PROJECT ACTIVITIES 50
ICAI6187A  IMPLEMENT CHANGE MANAGEMENT PROCESSES 30

Specialist Stream Units of Study

A minimum of five units from one of the specialist streams:

Systems or Software Process Improvement
BSBBUS609A  DEVELOP A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS 40
BSBBFLM509B  FACILITATE CONTINUOUS IMPROVEMENT 60
BSBBFLM510B  FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION 60
ICAA6149A  IMPLEMENT QUALITY ASSURANCE PROCESSES FOR BUSINESS SOLUTIONS 30
ICAA6157A  DEVELOP TECHNICAL REQUIREMENTS FOR A BUSINESS SOLUTION 30

Systems Development
ICAA5035A  RESEARCH AND REVIEW HARDWARE TECHNOLOGY OPTIONS FOR ORGANISATIONS 20
ICAA6149A  IMPLEMENT QUALITY ASSURANCE PROCESSES FOR BUSINESS SOLUTIONS 30
ICAA6157A  DEVELOP TECHNICAL REQUIREMENTS FOR A BUSINESS SOLUTION 30
ICAP6040A  DEVELOP CONTRACTS AND MANAGE CONTRACTED PERFORMANCE 30
PRSTS301A  IDENTIFY TECHNICAL SECURITY REQUIREMENTS 10

E-Learning
CUFMEM06A  DESIGN A MULTIMEDIA PRODUCT 50
TAAASS501A  LEAD AND COORDINATE ASSESSMENT SYSTEMS AND SERVICES 50
TAADEL503A  PROVIDE ADVANCED FACILITATION TO SUPPORT LEARNING 40
TAADSS501A  DESIGN AND DEVELOP LEARNING STRATEGIES 40
TAAENV501A  MAINTAIN AND ENHANCE PROFESSIONAL PRACTICE 40

Knowledge Management
BSBBUS511A  IMPLEMENT A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS 40
BSBBUS609A  DEVELOP A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS 40
ICAI5216A  MONITOR AND IMPROVE KNOWLEDGE MANAGEMENT SYSTEM 20
ICAA5150A  EVALUATE VENDOR PRODUCTS AND EQUIPMENT 20
ICAA5138A  DETERMINE ACCEPTABLE DEVELOPERS FOR PROJECTS 30

Elective Units of Study
A minimum of eight units chosen from the following: (listed in preferential order)
- Any ICA60105—Specialist Stream units (a) (units not already taken); and/or
- any ICA60105 Specialist Electives Stream units as listed in the Information and Communications Technology Training Package (ICA05) and/or
- ICA60105 General Electives list as listed in the Information and Communications Technology Training Package (ICA05) and/or
- ICA05 Information and Communications Technology Training Package at Diploma or Advanced Diploma level units and which have not been previously counted in a Diploma qualification; and/or
- Any other Training Package units at Advanced Diploma (to a maximum of 4 units) based on documented industry or enterprise needs.
ADVANCED DIPLOMA IN INFORMATION TECHNOLOGY (NETWORK SECURITY) (I)

Course Code: ICA60205

Campus: Footscray Nicholson, Werribee and St Albans

Career Opportunities

Scope of Delivery
Full time, Part time, Onshore international students

Course Objective
Provides the skills and knowledge for an individual to be competent in planning, technical design, implementation and management of complex and high level ICT network security systems and components.

Entry Requirements
Applicants will need to successfully complete the Diploma in Information Technology (General) ICA50105.

Course Duration
12 months full time

Course Structure
Core Units of Study
A minimum of eight units from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBEBUS605A</td>
<td>IDENTIFY AND IMPLEMENT E-BUSINESS INNOVATION</td>
<td>40</td>
</tr>
<tr>
<td>ICAA5044A</td>
<td>DEVELOP SYSTEM INFRASTRUCTURE DESIGN PLAN</td>
<td>30</td>
</tr>
<tr>
<td>ICAA6052A</td>
<td>DESIGN AN IT SECURITY FRAMEWORK</td>
<td>30</td>
</tr>
<tr>
<td>ICAA6053A</td>
<td>DESIGN SYSTEM SECURITY AND CONTROLS</td>
<td>30</td>
</tr>
<tr>
<td>ICAI5152A</td>
<td>IMPLEMENT RISK MANAGEMENT PROCESSES</td>
<td>20</td>
</tr>
<tr>
<td>ICAI6187A</td>
<td>IMPLEMENT CHANGE MANAGEMENT PROCESSES</td>
<td>30</td>
</tr>
<tr>
<td>ICPPP411A</td>
<td>UNDERTAKE A COMPLEX DESIGN BRIEF</td>
<td>80</td>
</tr>
<tr>
<td>PRSTS301A</td>
<td>IDENTIFY TECHNICAL SECURITY REQUIREMENTS</td>
<td>10</td>
</tr>
<tr>
<td>PRSSM504A</td>
<td>PREPARE SECURITY RISK MANAGEMENT PLAN</td>
<td>50</td>
</tr>
<tr>
<td>PSPPM601B</td>
<td>DIRECT COMPLEX PROJECT ACTIVITIES</td>
<td>50</td>
</tr>
</tbody>
</table>

(B) Elective Units of Study
A minimum of four units from the following which have not previously counted in a Diploma qualification:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAA5045A</td>
<td>PRODUCE NETWORK ARCHITECTURE DESIGN</td>
<td>30</td>
</tr>
<tr>
<td>ICAA5056A</td>
<td>PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS</td>
<td>30</td>
</tr>
<tr>
<td>ICAA5141A</td>
<td>DESIGN DYNAMIC WEBSITES TO MEET TECHNICAL REQUIREMENTS</td>
<td>40</td>
</tr>
<tr>
<td>ICAA5145A</td>
<td>IDENTIFY BEST-FIT TOPOLOGY FOR A WIDE AREA NETWORK</td>
<td>20</td>
</tr>
<tr>
<td>ICAB5159A</td>
<td>BUILD A SECURITY SHIELD FOR A NETWORK</td>
<td>40</td>
</tr>
<tr>
<td>ICAB5160A</td>
<td>BUILD AND CONFIGURE A SERVER</td>
<td>50</td>
</tr>
<tr>
<td>ICAB5237A</td>
<td>BUILD A HIGH PERFORMANCE SECURITY PERIMETER</td>
<td>30</td>
</tr>
<tr>
<td>ICAB5238A</td>
<td>BUILD A HIGHLY SECURE FIREWALL</td>
<td>30</td>
</tr>
<tr>
<td>ICAI5098A</td>
<td>INSTALL AND MANAGE COMPLEX NETWORKS</td>
<td>60</td>
</tr>
<tr>
<td>ICAI5100A</td>
<td>BUILD AN INTERNET INFRASTRUCTURE</td>
<td>50</td>
</tr>
<tr>
<td>ICAI5176A</td>
<td>INSTALL AND CONFIGURE ROUTER</td>
<td>20</td>
</tr>
<tr>
<td>ICAI5197A</td>
<td>INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES</td>
<td>25</td>
</tr>
<tr>
<td>ICAS5192A</td>
<td>CONFIGURE AN INTERNET GATEWAY</td>
<td>20</td>
</tr>
<tr>
<td>ICAS5199A</td>
<td>MANAGE BUSINESS WEBSITES AND SERVERS</td>
<td>30</td>
</tr>
</tbody>
</table>

(C) Elective Units of Study
A minimum of five units from the following:(Listed in Recommended Order)

- ICA60205 Electives list; and/or
- ICA05 Information and Communications Technology Training Package or BSB01 Business Services Training Package at Diploma or Advanced Diploma; and/or
- any other Training Package at Advanced Diploma (to a maximum of 3 units) based on documented industry or enterprise needs.
SUBJECTS

Below are subject details for courses offered by the Department of Information Technology in 2007.

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

BSBEBUS505A IMPLEMENT NEW TECHNOLOGIES FOR BUSINESS
Content: This unit covers planning for the introduction of new technologies, implementing new technologies for the business and managing the change process associated with implementation.
Nominal Hours: TBA
Assessment: As per accredited curriculum

BSBEBUS510A MANAGE E-BUSINESS OUTSOURCING
Content: This unit covers establishing strategies for managing outsourcing and communication with service providers, performance management, monitoring and review of contractual arrangements.
Nominal Hours: TBA
Assessment: As per accredited curriculum

BSBEBUS511A IMPLEMENT A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS
Content: This unit covers implementation of a knowledge management strategy for an e-business through technology and cultural change.
Nominal Hours: TBA
Assessment: As per accredited curriculum

BSBEBUS609A DEVELOP A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS
Content: This unit covers analysis of existing systems, determining e-business requirements for knowledge management and developing a strategy to meet those requirements.
Nominal Hours: TBA
Assessment: As per accredited curriculum

BSBPM505A MANAGE PROJECT QUALITY

BSBPM508A MANAGE PROJECT RISK

BSX154L603 MANAGE TIME

CUFANM01A DEVELOP AND IMPLEMENT DESIGNS FOR ANIMATION

CUFCAM03A COMPOSE CAMERA SHOTS AND OPERATE A CAMERA

CUFCAM04A OPERATE A CAMERA UNDER SPECIAL CONDITIONS

ICA12015A INSTALL SOFTWARE APPLICATIONS

ICAA4041A DETERMINE AND CONFIRM CLIENT BUSINESS EXPECTATIONS AND NEEDS

ICAA4058A APPLY SKILLS IN OBJECT ORIENTED DESIGN

ICAA5035A RESEARCH AND REVIEW HARDWARE TECHNOLOGY OPTIONS FOR ORGANISATIONS

ICAA5044A DEVELOP SYSTEM INFRASTRUCTURE DESIGN PLAN

ICAA5045A PRODUCE NETWORK ARCHITECTURE DESIGN

ICAA5046A MODEL PREFERRED SYSTEM SOLUTIONS

ICAA5048A DEVELOP CONFIGURATION MANAGEMENT PROTOCOLS

ICAA5049A DEVELOP HIGH LEVEL OBJECT ORIENTED CLASS SPECIFICATIONS

ICAA5050A DEVELOP DETAILED COMPONENT SPECIFICATIONS FROM PROJECT SPECIFICATIONS

ICAA5054A VALIDATE QUALITY AND COMPLETENESS OF SYSTEM DESIGN SPECIFICATIONS

ICAA5056A PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS

ICAA5138A DETERMINE ACCEPTABLE DEVELOPERS FOR PROJECTS

ICAA5139A DESIGN A DATABASE

ICAA5140A DESIGN A SERVER

ICAA5141A DESIGN DYNAMIC WEBSITES TO MEET TECHNICAL REQUIREMENTS

ICAA5143A IMPLEMENT PROCESS REENGINEERING STRATEGIES IN AN ORGANISATION

ICAA5144A DETERMINE BEST-FIT TOPOLOGY FOR A LOCAL NETWORK

ICAA5145A IDENTIFY BEST-FIT TOPOLOGY FOR A WIDE AREA NETWORK

ICAA5146A DEVELOP WEBSITE INFORMATION ARCHITECTURE

ICAA5147A DETERMINE SUITABILITY OF DATABASE FUNCTIONALITY AND SCALABILITY

ICAA5148A IDENTIFY NEW TECHNOLOGY MODELS FOR BUSINESS

ICAA5150A EVALUATE VENDOR PRODUCTS AND EQUIPMENT

ICAA5151A GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS

ICAA5153A MODEL DATA OBJECTS

ICAA5154A MODEL DATA PROCESSES

ICAA5158A TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS

ICAA6052A DESIGN AN IT SECURITY FRAMEWORK

ICAA6053A DESIGN SYSTEM SECURITY AND CONTROLS
ICAA6149A IMPLEMENT QUALITY ASSURANCE PROCESSES FOR BUSINESS SOLUTIONS

ICAA6157A DEVELOP TECHNICAL REQUIREMENTS FOR A BUSINESS SOLUTION

ICAB3018A DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS

ICAB4060A IDENTIFY PHYSICAL DATABASE REQUIREMENTS

ICAB4075A USE A LIBRARY OR PREEXISTING COMPONENTS

ICAB4135A CREATE A SIMPLE MARK UP LANGUAGE DOCUMENT TO SPECIFICATION

ICAB4136A USE STRUCTURED QUERY LANGUAGE TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA

ICAB4137A PRODUCE BASIC CLIENT SIDE SCRIPT FOR DYNAMIC WEB PAGES

ICAB4169A USE DEVELOPMENT SOFTWARE AND IT TOOLS TO BUILD A BASIC WEBSITE

ICAB4170A BUILD A DATABASE

ICAB4219A APPLY INTRODUCTORY OBJECT ORIENTED LANGUAGE SKILLS

ICAB4229A APPLY INTERMEDIATE PROGRAMMING SKILLS IN ANOTHER LANGUAGE

ICAB5062A PERFORM DATA CONVERSION

ICAB5065A PREPARE FOR THE BUILD PHASE

ICAB5066A COORDINATE THE BUILD PHASE

ICAB5068A BUILD USING RAPID APPLICATION DEVELOPMENT

ICAB5072A DEVELOP INTEGRATION BLUEPRINT

ICAB5159A BUILD A SECURITY SHIELD FOR A NETWORK

ICAB5160A BUILD AND CONFIGURE A SERVER

ICAB5161A BUILD A DOCUMENT USING EXTENSIBLE MARK UP LANGUAGE

ICAB5162A INSTALL, CONFIGURE AND TEST A PAYMENT GATEWAY

ICAB5165A CREATE DYNAMIC PAGES

ICAB5177A BUILD JAVA APPLETS

ICAB5179A BUILD DECKS USING WIRELESS MARK UP LANGUAGE

ICAB5180A INTEGRATE DATABASE WITH A WEBSITE

ICAB5223A APPLY INTERMEDIATE OBJECT-ORIENTED LANGUAGE SKILLS

ICAB5226A APPLY ADVANCED OBJECT-ORIENTED LANGUAGE SKILLS

ICAB5227A APPLY ADVANCED PROGRAMMING SKILLS IN ANOTHER LANGUAGE

ICAB5228A MAINTAIN FUNCTIONALITY OF LEGACY CODE PROGRAMS

ICAB5230A MAINTAIN CUSTOM SOFTWARE

ICAB5237A BUILD A HIGH PERFORMANCE SECURITY PERIMETER

ICAB5238A BUILD A HIGHLY SECURE FIREWALL

ICAD2012A DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES

ICAD3218A CREATE USER DOCUMENTATION

ICAD4043A DEVELOP AND PRESENT A FEASIBILITY REPORT

ICAD4190A MAINTAIN INFORMATION STANDARDS

ICAD4217A CREATE TECHNICAL DOCUMENTATION

ICAD5092A UPDATE AND DOCUMENT OPERATIONAL PROCEDURES

ICAD5210A ANALYSE INFORMATION AND ASSIGN META TAGS

ICAI3020A INSTALL AND OPTIMISE OPERATING SYSTEM SOFTWARE

ICAI3021A CONNECT INTERNAL HARDWARE COMPONENTS

ICAI3101A INSTALL AND MANAGE NETWORK PROTOCOLS

ICAI3110A IMPLEMENT SYSTEM SOFTWARE CHANGES

ICAI4029A INSTALL NETWORK HARDWARE TO A NETWORK

ICAI4030A INSTALL SOFTWARE TO NETWORKED COMPUTERS

ICAI4097A INSTALL AND CONFIGURE A NETWORK

ICAI4189A ENSURE WEBSITE CONTENT MEETS TECHNICAL PROTOCOLS AND STANDARDS

ICAI5087A ACQUIRE SYSTEM COMPONENTS

ICAI5088A EVALUATE AND NEGOTIATE VENDOR OFFERINGS

ICAI5098A INSTALL AND MANAGE COMPLEX NETWORKS
ICAI5100A BUILD AN INTERNET INFRASTRUCTURE

ICAI5152A IMPLEMENT RISK MANAGEMENT PROCESSES

ICAI5173A INSTALL AND CONFIGURE A SINGLE-SEGMENT LOCAL AREA NETWORK SWITCH

ICAI5174A INSTALL HIGH-END SWITCHES IN MULTI-SWITCHED LOCAL AREA NETWORKS

ICAI5176A INSTALL AND CONFIGURE ROUTER

ICAI5196A IMPLEMENT SECURE ENCRYPTION TECHNOLOGIES

ICAI5197A INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES

ICAI5216A MONITOR AND IMPROVE KNOWLEDGE MANAGEMENT SYSTEM

ICAI6187A IMPLEMENT CHANGE MANAGEMENT PROCESSES

ICAITAD042B CONFIRM CLIENT BUSINESS NEEDS

ICAITAD043B DEVELOP AND PRESENT A FEASIBILITY REPORT

ICAITAD044A DEVELOP SYSTEM INFRASTRUCTURE DESIGN PLAN

ICAITAD045B PRODUCE NETWORK/COMMUNICATION DESIGN

ICAITAD046A MODEL PREFERRED SYSTEM SOLUTIONS

ICAITAD048C DEVELOP CONFIGURATION MANAGEMENT

ICAITAD049A DEVELOP LOGICAL ABSTRACTION FROM REQUIREMENTS (OOA)

ICAITAD050A DEVELOP DETAILED COMPONENT SPECIFICATION FROM PROJECT SPECIFICATION

ICAITAD051A DESIGN CLIENT USER INTERFACE

ICAITAD052A DESIGN IT SECURITY FRAMEWORK

ICAITAD053A DESIGN SYSTEM SECURITY AND CONTROLS

ICAITAD054A VALIDATE QUALITY AND COMPLETENESS OF DESIGN

ICAITAD055A DETERMINE TRANSITION STRATEGY

ICAITAD056B PREPARE DISASTER RECOVERY/CONTINGENCY PLANS

ICAITAD058A APPLY SKILLS IN OBJECT ORIENTED DESIGN

ICAITAD061A DESIGN A DATABASE

ICAITAD139A DESIGN A DATABASE
ICAITAD142A DESIGN A WEBSITE TO MEET TECHNICAL REQUIREMENTS
Content: Define the technical environment; Define the human computer interface; Determine site hierarchy; Design website.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITAD144A DETERMINE BEST FIT TOPOLOGY FOR A LOCAL NETWORK
Content: Determine user needs; Determine LAN specification.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITAD145A DETERMINE BEST FIT TOPOLOGY FOR WAN NETWORK
Content: Identify WAN needs; Identify WAN specification.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITAD146A DEVELOP WEB SITE INFORMATION ARCHITECTURE
Content: Develop navigation system; Test and sign off.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITAD151A GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS
Content: Identify the key information sources; Gather data through formal processes; Ensure analysis is accurate and complete; Gain consensus.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITAD152A IMPLEMENT RISK MANAGEMENT PROCESSES
Content: Establish the risk context; Identify risk factors; Implement risk management plans; Monitor, update and report risk profile.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITAD158A TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS
Content: Identify the business needs context; Identify input requirements; Identify output requirements; Identify interface requirements; Identify process flow requirements; Identify measurement requirements; Technical requirements are signed off.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITB059B DEVELOP DETAILED TECHNICAL DESIGN
Content: Contribute to the determination of technical design features; Contribute to design review; Contribute to the development of program specifications.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAITB060B IDENTIFY PHYSICAL DATABASE REQUIREMENTS
Content: Identify database scope; Identify database requirements.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAITB061B MONITOR PHYSICAL DATABASE IMPLEMENTATION
Content: Undertake DBMS modelling; Monitor database performance.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITB062A PERFORM DATA CONVERSION
Content: Prepare system for conversion; Perform data conversion.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

ICAITB063A MONITOR DATA CONVERSION

ICAITB064B PREPARE SOFTWARE DEVELOPMENT REVIEW
Content: Review software standards; Review implementation standards; Review software metrics and milestones.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

ICAITB065A PREPARE THE BUILD PHASE
Content: Identify best development platform for project; Identify best development tools for project; Prepare development environment.
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum

ICAITB066A CO-ORDINATE THE BUILD PHASE
Content: Provide development environment; Design work units; Review designs and estimates with programmers.
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum

ICAITB067A PREPARE FOR SOFTWARE DEVELOPMENT USING RAD
Content: Provide development environment; Design work units Review designs and estimates with programmers.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

ICAITB068A BUILD USING RAD
Content: Construct the application using RAD; Prepare the handover stage.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAITB069B DEVELOP SOFTWARE
Content: Code each program module; Review each program module; Document each program module.
Nominal Hours: 280 Hours
Assessment: As per accredited curriculum

ICAITB070B CREATE CODE FOR APPLICATIONS
Content: Declare and assign variables; Develop structure of code sections; Unit test each module; Identify range of exceptions; Determine handling and propagation procedures for exceptions; Use debugging and error handling techniques.
Nominal Hours: 200 Hours
Assessment: As per accredited curriculum

ICAITB071A REVIEW SOFTWARE DEVELOPMENT
Content: Review quality standards; Determine development quality issues; Review specific development quality areas.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

ICAITB072A DEVELOP INTEGRATION BLUEPRINT
Content: Review technical architecture document/s; Undertake compatibility tests; Assess risk areas; Assess readiness for stress testing.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

ICAITB073A PILOT THE DEVELOPED SYSTEM

ICAITB074A MONITOR THE SYSTEM PILOT
Content: Monitor implementation of pilot system; Evaluate pilot system.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

ICAITB075A USE A LIBRARY OR PRE-EXISTING COMPONENTS
Content: Estimate potential reuse units from design program specifications; Identify components and assess their fit; Evaluate for new gaps; Link/use components.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
ICAITB076B IMPLEMENT CONFIGURATION MANAGEMENT
Content: Identify and clarify configuration management requirements; Employ appropriate control mechanisms; Implement monitoring mechanisms; Manage release of product.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITB135A CREATE A SIMPLE MARK-UP LANGUAGE DOCUMENT TO SPECIFICATION
Content: Determine document usage and structure; Create document structure with chosen mark-up language; Format document and import objects; Create tables; Generate links; Test and save document.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITB136A USE SQL TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA
Content: Execute a SQL statement to access and retrieve data; Perform SQL statement to limit and sort rows retrieved by a query; Perform SQL functions; Execute create table statement; Create and run subqueries; Create views.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAITB137A PRODUCE BASIC CLIENT SIDE SCRIPT FOR DYNAMIC WEB PAGES
Content: Construct a script using basic syntax; Write scripts using methods, functions and events; Create objects for dynamic web pages; Test script and debug.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

ICAITB159A BUILD A SECURITY SHIELD FOR A NETWORK
Content: Security framework is developed; Security framework is implemented; Security framework is tested and monitored.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITB161A BUILD A DOCUMENT USING EXTENSIBLE MARKUP LANGUAGE
Content: This unit defines the competency required to build a valid extensible markup language document and not an extensible markup language application.
Nominal Hours: 20 hours
Assessment: As per accredited curriculum

ICAITB162A CONFIGURE A PAYMENT GATEWAY
Content: Server and e-business site is prepared; Payment gateway is installed; Payment gateway is tested.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITB165A CREATE DYNAMIC PAGES
Content: Prepare the technical environment; Create dynamic pages; Add functions to dynamic pages; Test and sign off dynamic pages.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITB166A CREATE UTILITY PROGRAMS
Content: This unit defines the competency required to develop relatively small utility programs in a procedural language, an application language or a scripting language, from a requirements definition.
Nominal Hours: TBA
Assessment: As per accredited curriculum

ICAITB168A COMPILE AND RUN AN APPLICATION
Content: Write basic application; Run the application; Document the application.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITB169A USE DEVELOPMENT SOFTWARE AND IT TOOLS TO BUILD A BASIC WEBSITE TO SPECIFICATIONS
Content: Website structure developed; Build site; Test site.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITB170A BUILD A DATABASE
Content: Database design is confirmed; Data structures, queries, screens and reports are developed; Access and security systems are developed; Database prototype is created and tested; The live system is implemented.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITB171A DEVELOP CASCADING STYLE SHEETS (CSS)
Content: Prepare mark up pages; Apply styles to HTML elements; Attach CSS to HTML documents; Apply CSS inheritance rules to documents; Validate presentation style.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITB173A INSTALL INTELLIGENT HUB
Content: Hub specification is determined; Appropriate hardware is selected; Hub and supporting peripherals are installed; Hub and network is tested.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITB174A INSTALL NETWORK BRIDGES/SWITCHES
Content: Bridges/switches are identified; Bridges/switches are installed and configured; Bridges/switches are tested.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITB176A INSTALL AND CONFIGURE ROUTER
Content: Router is installed and configured; Router and network is tested.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITB180A INTEGRATE A DATABASE WITH A WEBSITE
Content: Database(s) is prepared; Database logins are created; Data source names are created; Database connectivity tested.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITB181A WRITE AND DOCUMENT PROGRAM MODULES
Content: Code each program module; Review each program module; Document the program.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITB182A WRITE AND COMPILE CODE, BASED ON REQUIREMENTS
Content: Declare and assign variables; Code modules; Unit test each module; Determine exception handling procedures; Use debugging and error handling techniques; Document the program code.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITB212A IMPLEMENT QUALITY ASSURANCE PROCESS FOR WEB SITES
Content: Establish standards; Apply standards and track performance; Develop and apply continuous improvement process; Document quality assurance practices.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

DEPARTMENT OF INFORMATION TECHNOLOGY
ICAITS010C APPLY PROBLEM SOLVING TECHNIQUES TO ACHIEVE ORGANISATION GOALS
Content: Scan immediate environment to identify possible problems; Identify, assess and resolve routine problems; Refer non-standard problem to supervisor.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

ICAITS014B CONNECT HARDWARE PERIPHERALS
Content: Confirm requirements of client; Obtain required peripherals; Connect hardware peripherals.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITS014C CONNECT HARDWARE PERIPHERALS
Content: Confirm requirements of client; Obtain required peripherals; Connect hardware peripherals.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITS015B INSTALL SOFTWARE APPLICATIONS
Content: Determine software or software upgrade requirements of clients; Obtain software or software upgrade; Install software of upgrade.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAITS017B MAINTAIN SYSTEM INTEGRITY
Content: Carry out file maintenance; Carry out virus scanning; Follow software copyright procedures; Record software licences; Restore software copyright procedures; Record software licences; Restore system back-up.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITS017C MAINTAIN SYSTEM INTEGRITY
Content: Carry out file maintenance; Carry out virus scanning; Follow software copyright procedures; Record software licences; Restore system back-up.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
ICAITS020B INSTALL AND OPTIMISE SYSTEM SOFTWARE
Content: This unit defines the competency required to apply aspects of systems optimisation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITS020C INSTALL AND OPTIMISE SYSTEM SOFTWARE
Content: Determine operating systems requirements; Obtain operating system; Install and optimise operating system; Provide instruction to meet new software requirements.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITS021B CONNECT INTERNAL HARDWARE COMPONENTS
Content: This unit defines the competency required to connect internal hardware components according to specifications
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITS021C CONNECT INTERNAL HARDWARE COMPONENTS
Content: Determine new components required; Obtain components; Install components; Provide instruction to meet new requirements.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITS022B DETERMINE CLIENT COMPUTING PROBLEMS AND ACTION
Content: Determine client problem; Prioritise client problems; Refer maintenance to supervisor where required; Carry out maintenance; Prepare maintenance report; Confirm problem resolution.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAITS023B PROVIDE ONE TO ONE INSTRUCTION
Content: Determine client need; Organise instruction resources; Provide appropriate instruction; Obtain client feedback.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

ICAITS024B PROVIDE BASIC SYSTEM ADMINISTRATION
Content: Record security access; Record software licences; Carry out system backup; Restore system backup; Document security access.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITS024C PROVIDE BASIC SYSTEM ADMINISTRATION
Content: Record security access; Record software licences; Carry out system backup; Restore system backup; Document security access.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITS025B RUN STANDARD DIAGNOSTIC TESTS
Content: Operate system diagnostics; Scan system for viruses.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITS025C RUN STANDARD DIAGNOSTIC TESTS

ICAITS029B INSTALL NETWORK HARDWARE TO A NETWORK
Content: Determine hardware requirements of clients; Obtain hardware; Install network hardware; Provide support for installed products; Determine and provide instruction and support.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAITS030B INSTALL SOFTWARE TO NETWORKED COMPUTERS
Content: Determine clients software or software upgrade requirements; Obtain software of software upgrade; Install software or software upgrade; Determine and provide instruction and support.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAITS031B PROVIDE ADVICE TO CLIENTS
Content: Analyse client support issues; Provide advice on software; Provide advice on hardware; Provide advice on network; Obtain client feedback.
Nominal Hours: 36-40 Hours
Assessment: As per accredited curriculum

ICAITS032B PROVIDE NETWORK SYSTEMS ADMINISTRATION
Content: Provide client access and security; Input into and disseminate disaster recovery plan; Monitor network performance.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITS033B ASSIST WITH POLICY DEVELOPMENT FOR CLIENT SUPPORT PROCEDURES
Content: Determine support issues; Determine management requirements; Provide recommended changes for client support policy; Update documented client support policy.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITS034B DETERMINE AND ACTION NETWORK PROBLEM
Content: Determine client problem; Determine whether maintenance is covered by policy; Carry out maintenance; Prepare maintenance report.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAITS035C ASSIST WITH ANALYSIS OF EMERGING TECHNOLOGY
Content: Liaise with vendors, training providers and the information technology industry to determine technology to assist organisation; Prepare and present reports as required by management.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAITS102B ESTABLISH AND MAINTAIN CLIENT USER LIAISON
Content: Determine the client user areas that are to be supported; Develop appropriate method of liaising with client user/group and possible contacts; Establish contact and develop reporting protocol; Maintain established communication links.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITS106B ACTION AND COMPLETE CHANGE REQUESTS
Content: Review change requests; Modify system to accept changes; Prepare and deliver training; Complete status evaluation; Implement changes.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

ICAITS107B RECTIFY SYSTEM FAULTS ON A LIVE SYSTEM
Content: Determine maintenance methodologies and repositories; Implement change management system; Report review of results.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAITS108B COMPLETE DATABASE BACK-UP AND RECOVERY
Content: Review database architecture; Determine back-up methods appropriate to database requirements; Determine baselines and recovery procedures; Employ database alternatives.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum
ICAITS109B EVALUATE SYSTEM STATUS
Content: Determine scope and evaluation parameters; Carry out evaluation; Report on evaluation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITS110B IMPLEMENT SYSTEM SOFTWARE CHANGES
Content: Determine system change required; Carry out system change; Present changes to clients for acceptance; Perform hand-over to systems operations area.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAITS112B OPTIMISE SYSTEM PERFORMANCE
Content: Identify areas of poor performance; Investigate methods to improve performance; Tune system and monitor performance.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAITS113B IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS
Content: Diagnose problems; Configure database; Tune database.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAITS114B IMPLEMENT MAINTENANCE PROCEDURES
Content: Establish best practices for equipment and software maintenance; Identify resources to provide equipment and software maintenance; Revise practices, where appropriate.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

ICAITS115B MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER
Content: Determine equipment maintenance required; Diagnose and repair fault; Document maintenance carried out and make recommendations for future maintenance.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAITS116B UNDERTAKE CAPACITY PLANNING
Content: Analyse existing system capacity; Determine future capacity requirements; Develop plan for capacity enhancements; Install capacity enhancements; Monitor on-going capacity requirements.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ICAITS117B MAINTAIN CUSTOM SOFTWARE
Content: Determine the software fault to be corrected; Identify and isolate fault; Design the fix for the fault; Carry out the fix to the software; Test the fix and associated system areas; Hand over to systems operations area.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAITS118B MANAGE SYSTEM SECURITY
Content: Identify threats to system; Review audit needs; Identify appropriate controls; Incorporate controls into the system; Implement additional security procedures.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ICAITS119B MONITOR AND ADMINISTER SYSTEMS SECURITY
Content: Ensure user accounts are controlled; Secure file and resource access; Monitor threats to the network.
Nominal Hours: 30-50 Hours
Assessment: As per accredited curriculum

ICAITS120A ADMINISTER AND CONFIGURE A NETWORK OPERATING SYSTEM
Content: This unit defines the competency required to set up and use administrative tools to manage a network and create the network configuration required by client.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ICAITS120B ADMINISTER AND CONFIGURE A NETWORK OPERATING SYSTEM
Content: Create an interface with existing system; Set up and manage the network file system; Review network policies; Manage user services; Monitor user accounts; Provide and support back-up security.
Nominal Hours: 20-50 Hours
Assessment: As per accredited curriculum

ICAITS121A ADMINISTER NETWORK PERIPHERALS
Content: Install peripherals to a network; Configure peripheral services to manage peripherals; Administer and support peripheral services; Troubleshoot common problems.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITS124B MONITOR AND ADMINISTER NETWORK SECURITY
Content: Ensure user accounts are controlled; Ensure secure file and resource access; Monitor threats to the network.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITS125B MONITOR AND ADMINISTER A DATABASE
Content: Start up a database; Manage database; Manage database access.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAITS192A CONFIGURE AN INTERNET GATEWAY
Content: Confirm client requirements and network equipment; Security issues are reviewed; Gateway products and equipment are installed and configured; Node is configured and tested.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITS195A ENSURE DYNAMIC WEBSITE SECURITY
Content: Risk assessment is completed; Operating systems are secured; Site server is secured; Relevant data transactions are secured; Security framework is tested, monitored and documented.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITS196A IMPLEMENT SECURE ENCRYPTION TECHNOLOGIES
Content: Method(s) of encryption are determined; Encryption method is applied; Encryption system is monitored.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITS197A INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES
Content: Method(s) of authentication is determined; Authentication software/tools are configured; Authentication method is applied; Authentication system is monitored.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITS202A ENSURE PRIVACY FOR USERS
Content: Apply privacy legislation; Apply the 10 National Privacy Principles to websites; Limit access to equipment that provides access to users personal information; Data storage and handling procedures are developed; Data being communicated over external networks is protected.
Nominal Hours: To be advised
Assessment: As per accredited curriculum
ICAITSP036A ASSIST IN ENSURING THAT IT STRATEGY MEETS BUSINESS SOLUTION
Content: Assist in establishing the basis for best IT systems solution; Contribute to the development of the project goals and objectives; Contribute to the determination of best IT systems solution; Contribute to the preparation of strategy report.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

ICAITSP037A CONTRIBUTE TO THE DEVELOPMENT OF A STRATEGY PLAN
Content: Contribute to global project directions and statements; Participate in the evaluation of various systems development methodologies; Participate in feedback session with clients.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITT077C DEVELOP DETAILED TEST PLAN
Content: Prepare test environment and gather tools; Prepare test data; Complete test plan.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAITT078A PERFORM UNIT TEST
Content: Prepare for unit test; Conduct unit test; Analyse and classify results.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

ICAITT078B PERFORM UNIT TEST
Content: Prepare for unit test; Conduct unit test; Analyse and classify results.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

ICAITT079B PERFORM INTEGRATION TEST
Content: Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

ICAITT080A PERFORM SPECIFIC UNIT TEST FOR OO CLASS
Content: Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

ICAITT080B PERFORM SPECIFIC UNIT TEST FOR OO CLASS
Content: Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

ICAITT082C MANAGE THE TESTING PROCESS
Content: Develop test schedule; Complete test procedures; Review the completeness and accuracy of the system.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

ICAITT083B DEVELOP AND CONDUCT CLIENT ACCEPTANCE TEST
Content: Identify acceptance criteria and develop test plan; Perform functional testing on software modules; Validate test results against expected results; Sign off and acceptance obtained.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITT084A PERFORM STRESS AND LOADING TEST OF INTEGRATED PLATFORM
Content: Create test plan; Undertake test plan; Diagnose and resolve faults; Update documentation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITT084B PERFORM STRESS AND LOADING TEST OF INTEGRATED PLATFORM
Content: Create test plan; Undertake test; Diagnose and resolve faults; Update documentation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITT184A ENSURE SITE USABILITY
Content: Design a user test; Conduct user test; Evaluate user test; Document results.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITTW001B WORK EFFECTIVELY IN AN INFORMATION TECHNOLOGY ENVIRONMENT
Content: Comply with general IT policies and procedures; Promote the organisation and the IT department in a manner consistent with the organisational mission; Identify Information Technology equipment/software and operating system supported by the organisation.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITTW002B COMMUNICATE IN THE WORKPLACE
Content: Establish contact with clients; Process information.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITTW011B PARTICIPATE IN A TEAM AND INDIVIDUALLY TO ACHIEVE ORGANISATION GOALS
Content: Establish own work schedule; Participate in team structure.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITTW026B COORDINATE AND MAINTAIN TEAMS
Content: Establish, develop and improve teams; Coordinate team; Delegate responsibility and authority.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITTW027B RELATE TO CLIENTS ON A BUSINESS LEVEL
Content: Build and maintain business networks and relationships; Plan to meet internal and external client requirements; Negotiate client support service costs; Monitor, adjust and implement procedures to maintain client focus.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAITTW214A MAINTAIN ETHICAL CONDUCT
Content: Protect the interests of clients; Produce quality products and services; Ensure correct representation; Maintain good work practices.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITU004B APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES
Content: Determine Occupational Health and Safety (OH and S) issues relating to immediate work environment; Document and disseminate Occupational Health and Safety requirements; Provide basic ergonomic advice.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITU004C APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES
Content: Determine Occupational Health and Safety (OH and S) issues relating to immediate work environment; Document and disseminate Occupational Health and Safety requirements; Provide basic ergonomic advice.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
SCHOOL OF HUMAN SERVICES, SCIENCE AND TECHNOLOGY

ICAITU005B OPERATE COMPUTER HARDWARE
Content: Use appropriate office peripherals; Operate and maintain a range of hardware; Use keyboard and equipment.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITU005C OPERATE COMPUTER HARDWARE
Content: Use appropriate office peripherals; Operate and maintain a range of hardware; Use keyboard and equipment.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITU006A OPERATE COMPUTING PACKAGES
Content: Prepare for program/activity; Establish effective communication; Assist the person with a disability to meet lifestyle and relationship needs through participation in a program/activity.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

ICAITU006B OPERATE COMPUTING PACKAGES
Content: Use appropriate software; Access, retrieve and manipulate data; Access and use help; Use keyboard and equipment.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

ICAITU007B MAINTAIN EQUIPMENT AND CONSUMABLES
Content: Clean disc drives and peripherals; Replace and maintain consumables and supplies; Maintain peripherals.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITU012B DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES
Content: Design documents to meet organisational requirements; Access, retrieve and manipulate data.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAITU012C DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES
Content: Design documents to meet organisational requirements; Access, retrieve and manipulate data.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAITU013B INTEGRATE COMMERCIAL COMPUTING PACKAGES
Content: Produce required organisational documents; Determine and use help.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAITU013C INTEGRATE COMMERCIAL COMPUTING PACKAGES
Content: Produce required organisational documents; Determine and use help.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAITU018C DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS
Content: Determine macro or template requirement; Develop macro or template for client; Provide client support for the macro or template.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

ICAITU019C MIGRATE TO NEW TECHNOLOGY
Content: Apply existing knowledge and techniques to new technology; Apply advanced functions of the technology to solve organisational problems; Apply new functions of upgraded technology.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITU021B DESIGN ORGANISATIONAL DOCUMENTS USING COMMERCIAL COMPUTING PACKAGES.

ICAITU028C CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS
Content: Determine customisation requirements of client; Analyse impact of customisation on system relationship; Provide support for customised application; Obtain client feedback.
Nominal Hours: 50-60 Hours
Assessment: As per accredited curriculum

ICAITU126A USE ADVANCED FEATURES OF COMPUTER APPLICATIONS
Content: This unit defines the competency required to utilise computer applications to their full capacity employing all advanced features as required.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAITU126B USE ADVANCED FEATURES OF COMPUTER APPLICATIONS
Content: Manipulate data; Access and use support resources; Configure the computing environment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAITU127B OPERATE SYSTEM SOFTWARE
Content: Maintain system software; Set up and manage the system files; Manage system usage; Monitor system security; Carry out system back-up; Restore system back-up.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ICAITU128A OPERATE A PERSONAL COMPUTER
Content: Start computer and access basic system information and features; Navigate and manipulate desktop environment; Organise basic directory and folder structures; Organise files for user and/or organisational requirements; Print information; Correctly shut down computer.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAITU129A OPERATE A WORD PROCESSING APPLICATION
Content: Create documents; Customise basic settings to meet page layout conventions; Format document; Create tables; Add objects and images; Print word processing documents.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAITU130A OPERATE A SPREADSHEET APPLICATION
Content: Create spreadsheets; Customise basic settings; Format spreadsheets; Incorporate objects and charts in spreadsheets; Print spreadsheets.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAITU131A OPERATE A DATABASE APPLICATION
Content: Create a database; Customise basic settings; Create reports; Create forms; Retrieve information.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum
ICAITU132A OPERATE A PRESENTATION PACKAGE
Content: Create presentations; Customise basic settings; Format presentations; Add slide show effects; Print presentation and notes.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

ICAITU133A SEND AND RETRIEVE INFORMATION OVER THE INTERNET USING BROWSERS AND EMAIL
Content: Access the internet; Search the internet; Send and organise messages; Create an address book.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

ICAITU207A APPLY A WEB AUTHORING TOOL TO CONVERT CLIENT DATA
Content: Identify authoring requirements; Create files; Create formatting templates; Define library items; Develop templates; Create simple forms; Create simple navigation.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITU208A USE SITE SERVER TOOLS FOR E-BUSINESS
Content: Task requirements are confirmed; Tools are selected; Tools are used; Tools and task requirements are reviewed.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAP5036A DETERMINE APPROPRIATE IT STRATEGIES AND SOLUTIONS
Content: Evaluate IT needs of the organisation; Contribute to the development of the project goals and objectives; Determine best IT systems solution.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAP5039A MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE
Content: Evaluate current business strategy; Evaluate impact of changes; Develop action plans.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAP5155A PLAN PROCESS RE ENGINEERING STRATEGIES FOR BUSINESS
Content: Select the process to be re engineered; Identify the strategic context; Design the new process.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAP6040A DEVELOP CONTRACTS AND MANAGE CONTRACTED PERFORMANCE
Content: Establish contract; Monitor contract
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAS3024A PROVIDE BASIC SYSTEM ADMINISTRATION
Content: Record security access; Record software licences; Carry out system back up; Restore system back up; Apply security access controls.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAS3031A PROVIDE ADVICE TO CLIENTS
Content: Analyse client support issues; Provide advice on software, hardware or network; Obtain client feedback.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAS3032A PROVIDE NETWORK SYSTEMS ADMINISTRATION
Content: Provide client access and security; Input into and disseminate disaster recovery plan; Monitor network performance
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAS3034A DETERMINE AND ACTION NETWORK PROBLEMS
Content: Determine client requirements and ascertain if problem exists; Determine whether problem is covered by policy; Carry out maintenance support on identified problem; Prepare maintenance report and verify solution.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAS3115A MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER
Content: Determine and undertake required equipment maintenance; Diagnose and repair faults; Update documentation and make recommendations for future maintenance.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAS3120A CONFIGURE AND ADMINISTER A NETWORK OPERATING SYSTEM
Content: Review network policies; Create an interface with existing system; Set up and manage the network file system; Manage user services; Monitor user accounts; Provide and support back up security.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ICAS3121A ADMINISTER NETWORK PERIPHERALS
Content: Install peripherals to a network; Configure peripheral services to manage peripherals; Administer and support peripheral services; Maintain peripherals and fix common problems.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAS3234A CARE FOR COMPUTER HARDWARE
Content: Establish safe work practices; Establish location requirements for hardware and peripherals; Establish maintenance practices; Determine appropriate hardware quality standards
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAS4023A PROVIDE ONE-TO-ONE INSTRUCTION
Content: Determine client need; Organise instruction resources; Provide appropriate instruction; Obtain client feedback
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAS4033A ASSIST WITH POLICY DEVELOPMENT FOR CLIENT SUPPORT PROCEDURES
Content: Determine support issues; Develop client support procedures; Provide recommended changes for client support policy; Update documented client support policy.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAS4106A ACTION AND COMPLETE CHANGE REQUESTS
Content: Review change requests; Modify system according to requested changes; Prepare and deliver training on use of modified system.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAS4107A MANAGE RESOLUTION OF SYSTEM FAULTS ON A LIVE SYSTEM
Content: Determine maintenance methodologies and repositories; Implement change management system; Report review of results.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
ICAS4108A COMPLETE DATABASE BACK-UP AND RECOVERY
Content: Review database architecture; Determine back up methods appropriate to database requirements; Establish recovery points and disaster recovery procedures; Create and deploy standby database.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAS4109A EVALUATE SYSTEM STATUS
Content: Determine scope and evaluation parameters; Carry out evaluation; Report on evaluation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAS4113A IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS
Content: Diagnose problems; Configure database; Tune database.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAS4114A IMPLEMENT MAINTENANCE PROCEDURES
Content: Determine best practices for equipment and software maintenance; Identify resources to provide equipment and software maintenance; Revise practices, where appropriate.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

ICAS4116A UNDERTAKE CAPACITY PLANNING
Content: Determine future capacity requirements; Develop plan for capacity enhancements; Install capacity enhancements; Monitor ongoing capacity requirements.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ICAS4125A MONITOR AND ADMINISTER A DATABASE
Content: Start up a database; Manage database; Manage database access.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAS4127A SUPPORT SYSTEM SOFTWARE
Content: Maintain system software; Set up and manage the system files; Monitor and manage system usage and security; Carry out system back up; Restore system back up.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ICAS4134A PROVIDE FIRST-LEVEL REMOTE HELP DESK SUPPORT
Content: Determine the user support issue; Identify the hardware or software being used by the customer/client; Confirm resolution of user support issue; Maintain communication link.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAS4191A MAINTAIN WEBSITE PERFORMANCE
Content: Benchmark website performance; Track website performance; Tune performance; Initiate and monitor performance improvement.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAS4201A TRANSFER CONTENT TO A WEBSITE USING COMMERCIAL PACKAGES
Content: Configure the file transfer protocol client; Plan and prepare for data transfer; Establish connection to server; Transfer data to remote server.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAS5102A ESTABLISH AND MAINTAIN CLIENT USER LIAISON
Content: Determine support areas; Develop support procedures; Assign support personnel.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAS5103A ESTABLISH AND MAINTAIN CLIENT USER LIAISON DURING SUPPORT ACTIVITY
Content: Identify support procedures; Undertake support Gather feedback.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAS5104A DETERMINE MAINTENANCE STRATEGY
Content: Identify and analyse maintenance needs; Identify and analyse IT system components to be maintained; Develop service level agreements; Formulate maintenance strategy; Define client and supplier processes and standards.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAS5105A COORDINATE CHANGE REQUESTS
Content: Classify and monitor change requests; Determine priority settings; Develop change analysis work plan to develop and implement changes; Confirm change plan is complete and satisfies client.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAS5111A REVIEW AND MANAGE DELIVERY OF MAINTENANCE SERVICES
Content: Review service standards; Review infrastructure Determine and implement solutions; Organise reviews.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAS5123A MANAGE NETWORK SECURITY
Content: Identify threats to network; Determine risk of network failure; Plan suitable control methods for the network; Incorporate controls into the network; Implement additional security facilities.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ICAS5192A CONFIGURE AN INTERNET GATEWAY
Content: Confirm client requirements and network equipment Review security issues; Install and configure gateway products and equipment; Configure and test node.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAS5199A MANAGE BUSINESS WEBSITES AND SERVERS
Content: Maintain business website and contents; Maintain business security of the website; Monitor business website performance Undertake capacity planning.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAS5202A ENSURE PRIVACY FOR USERS
Content: Review privacy policy in relation to legislation; Determine policy shortfalls; Update and review policies.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAS5203A EVALUATE AND SELECT A WEB HOSTING SERVICE
Content: Select ISP based on selection criteria approved by the client; Ensure guarantee of permanent on line presence; Ensure that web host meets technical requirements; Performance is benchmarked and tested against specified criteria.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum
ICAT3025A RUN STANDARD DIAGNOSTIC TESTS
Content: Operate system diagnostics; Scan system for viruses.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

ICAT4183A CONFIRM ACCESSIBILITY OF WEBSITE DESIGN FOR PEOPLE WITH SPECIAL NEEDS
Content: Identify accessibility standards; Test for accessibility of website; Test pages.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

ICAT4185A CREATE A WEBSITE TESTING PROCEDURE
Content: Document and define performance criteria; Validate performance measures; Obtain sign off.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAT4186A CONDUCT OPERATIONAL ACCEPTANCE TESTS OF WEBSITES
Content: Prepare test; Test individual pages; Test page relationships; Evaluate test results.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAT4221A LOCATE EQUIPMENT, SYSTEM AND SOFTWARE FAULTS
Content: Choose the most appropriate fault finding method; Analyse the problem to be solved; Define the causes of the problem and create a plan of action; Review problem and system status.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAT4242A PERFORM UNIT TEST FOR A CLASS
Content: Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAT5079A PERFORM INTEGRATION TEST
Content: Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAT5081A PERFORM SYSTEMS TEST
Content: Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAT5083A DEVELOP AND CONDUCT CLIENT ACCEPTANCE TEST
Content: Identify acceptance criteria and develop test plan; Perform functional testing on software modules; Validate test results against expected results; Obtain sign off and acceptance.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAU1128A OPERATE A PERSONAL COMPUTER
Content: Start the computer; Access basic system information; Navigate and manipulate desktop environment; Organise basic directory/folder structure and files; Organise files for user and/or organisation requirements; Print information; Shut down computer.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAU1129A OPERATE A WORD PROCESSING APPLICATION
Content: Create documents; Customise basic settings to meet page layout conventions; Format document; Create tables; Add images; Use mail merge; Print documents.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAU1130A OPERATE A SPREADSHEET APPLICATION
Content: This unit defines the competency required to correctly operate spreadsheet applications and perform basic operations.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAU1132A OPERATE A PRESENTATION PACKAGE
Content: This unit defines the competency required to operate presentation applications and perform basic operations.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

ICAU1133A SEND AND RETRIEVE INFORMATION USING WEB BROWSERS AND EMAIL
Content: Access the internet; Search the internet; Research and apply 'netiquette' principles; Send and organise messages; Create an address book.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

ICAU1211A OPERATE ACCOUNTING APPLICATIONS
Content: This unit defines the competency required to operate common accounting software packages in order to maintain enterprise financial records.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAU1213A CONDUCT ON-LINE TRANSACTIONS
Content: This unit defines the competency required to bank, buy or carry out basic consumer transactions on-line.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

ICAU1215A USE PERSONAL PRODUCTIVITY TOOL
Content: This unit defines the competency required to use the features and components of a personal productivity tool including personal digital assistants or computerised personal organisers.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAU2005A OPERATE COMPUTER HARDWARE
Content: This unit defines the competency required to determine, select and correctly operate basic computer hardware, generally known as peripherals and which may include input/output devices and secondary memory.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAU2006A OPERATE COMPUTING PACKAGES
Content: Use appropriate software; Access, retrieve and manipulate data; Access and use help functions within each application; Use keyboard and equipment.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

ICAU2007A MAINTAIN EQUIPMENT AND CONSUMABLES
Content: This unit defines the competency required to maintain the operation of basic computer hardware and peripherals including the replacement of consumables.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAU2013A INTEGRATE COMMERCIAL COMPUTING PACKAGES
Content: This unit defines the competency required to manipulate, convert and integrate data between different two or more commercial software applications.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum
ICAU2231A USE COMPUTER OPERATING SYSTEM
Content: Configure operating system; Use operating system; Optimise operating system; Support input and output devices.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

ICAU3004A APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES
Content: Determine OH&S issues relating to immediate work environment; Document and disseminate OH&S requirements; Provide basic ergonomic advice.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAU3019A MIGRATE TO NEW TECHNOLOGY
Content: Apply existing knowledge and techniques to technology and transfer; Apply functions of technology to assist in solving organisational problems; Evaluate new or upgraded technology performance.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAU3028A CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS
Content: Analyse customisation requirements; Develop customisation; Provide support for customised application.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

ICAU3126A-A USE ADVANCED FEATURES OF COMPUTER APPLICATIONS (1 OF 2)
Content: This unit defines the competency required to use computer applications employing advanced features.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAU3126A-B USE ADVANCED FEATURES OF COMPUTER APPLICATIONS (2 OF 2)
Content: This unit defines the competency required to use computer applications employing advanced features.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAW4027A RELATE TO CLIENTS ON A BUSINESS LEVEL
Content: Understand organisational environment; Identify internal and external client requirements; Negotiate client support service; Monitor, adjust and implement procedures to maintain client focus.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAW4214A MAINTAIN ETHICAL CONDUCT
Content: Protect the interests of clients; Produce quality products and services; Ensure correct representation; Produce code of ethics; Maintain good work practices;
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICIATS020C INSTALL AND OPTIMISE SYSTEM SOFTWARE

ICIATS021C CONNECT INTERNAL HARDWARE COMPONENTS

ICIATS025B RUN STANDARD DIAGNOSTIC TESTS

ICIATS030B INSTALL SOFTWARE TO NETWORKED COMPUTERS

ICPKN315A APPLY KNOWLEDGE AND REQUIREMENTS OF THE MULTIMEDIA SECTOR
Content: Apply knowledge of multimedia and the printing industry; Apply knowledge of government acts and regulations; Apply knowledge of pre-press processes; Apply detailed knowledge of multimedia techniques and requirements; Apply knowledge of colour theory; Apply basic knowledge of costs of production; Demonstrate basic knowledge of production management requirements and systems.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

ICPWM321A CAPTURE A DIGITAL IMAGE
Content: Assess digital camera qualities; Set up for image capture; Preview image; Photograph and upload a digital image.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICPWM346A INCORPORATE VIDEO INTO MULTIMEDIA PRESENTATIONS
Content: Identify and describe format of digital video; Design digital video; Edit digital video; Present a digital video sequence.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICPWM42CA INCORPORATE 2D GRAPHICS INTO MULTIMEDIA PRESENTATIONS
Content: Work with digital imaging; Use 2D multimedia graphics software; Create 2D multimedia graphic designs; Present 2D digital artwork.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICPWM581A MANAGE MULTIMEDIA PRODUCTION
Content: Design a production cycle for a multimedia product; Define the attributes of interactive multimedia products; Manage research; Manage the multimedia process.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ICPWM582A MANAGE MULTIMEDIA PROJECTS
Content: Develop a project plan; Manage resources and time; Identify legal issues; Manage research; Determine and manage multimedia budgets; Manage project outcomes.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
ICPMM82EA MANAGE MULTIMEDIA PROJECTS
Content: Develop a project plan; Manage resources and time; Identify legal issues; Manage research; Determine and manage multimedia budgets; Manage project outcomes.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

ICPPP11BA DEVELOP A BASIC CONCEPT DESIGN
Content: This purpose of this unit is to provide students with skills and knowledge required to assess the requirements of the brief, assemble layout materials, render a simple graphic design and produce finished artwork in a professional manner.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICPPP11DA UNDERTAKE A COMPLEX DESIGN BRIEF
Content: Negotiate a complex design contract; Plan the design process; Render a complex graphic design; Ensure feasibility of production; Solve technical problems; Ensure quality output.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ICPPP311A DEVELOP A DETAILED DESIGN CONCEPT
Content: Determine brief specifications; Render a graphic design; Produce a dummy; Produce complex finished artwork.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

ICTCC330A MANAGE CUSTOMER RELATIONSHIP
Content: Contribute to the meeting of customer needs; Obtain feedback from customers; Use customer feedback to enhance customer relationships.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

ICTCC121A USE AN ENTERPRISE INFORMATION SYSTEM
Content: Locate and interpret information for a customer inquiry; Record information for a customer transaction; Use help systems.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PRSSM504A PREPARE SECURITY RISK MANAGEMENT PLAN
Content: Evaluate and prioritise risks; Develop action plans; Identify management requirements; Design treatment options; Develop risk management plan.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

PSPPM601B DIRECT COMPLEX PROJECT ACTIVITIES
Content: Identify project scope in a strategic context; Manage establishment of projects; Manage integration of project activities; Finalise and review project activities.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

SRRCD002B APPLY THE PRINCIPLES OF COMMUNITY DEVELOPMENT TO COMMUNITY RECREATION WORK
Content: Prepare to undertake work in community recreation; Operate within a community development framework; Meet duty of care and legal responsibilities; Provide a non-discriminatory service; Work within policies to meet client needs and organisation objectives.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

TAAASS501A LEAD AND COORDINATE ASSESSMENT SYSTEMS AND SERVICES
Content: Develop and extend assessment expertise; Lead assessment activities; Monitor assessment practice; Coordinate assessment validation activities; Manage assessment appeals.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

TAADEL503A PROVIDE ADVANCED FACILITATION TO SUPPORT LEARNING
Content: Develop and extend teaching, facilitation and learning practices; Develop learner independence; Manage learning; Reflect on teaching, facilitation and learning practices.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TAADESS501A DESIGN AND DEVELOP LEARNING STRATEGIES
Content: Determine the parameters of the learning strategy; Develop the framework for the learning strategy; Devise the content and structure of the learning strategy; Review the learning strategy.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TAAENV501A MAINTAIN AND ENHANCE PROFESSIONAL PRACTICE
Content: Model high standards of performance; Determine personal development needs; Participate in professional development activities; Reflect on and evaluate professional practice.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TAAASS501A LEAD AND COORDINATE ASSESSMENT SYSTEMS AND SERVICES
Content: Develop and extend assessment expertise; Lead assessment activities; Monitor assessment practice; Coordinate assessment validation activities; Manage assessment appeals.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

TAADESS501A DESIGN AND DEVELOP LEARNING STRATEGIES
Content: Determine the parameters of the learning strategy; Develop the framework for the learning strategy; Devise the content and structure of the learning strategy; Review the learning strategy.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TAAENV501A MAINTAIN AND ENHANCE PROFESSIONAL PRACTICE
Content: Model high standards of performance; Determine personal development needs; Participate in professional development activities; Reflect on and evaluate professional practice.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
Below are details of courses offered by the Department of Science and Biotechnology in 2007. The most up-to-date course information is available online on the University’s searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to International students are marked with the (I) symbol.

CERTIFICATE III IN SCIENCE
Course Code: 21238VIC

Campus: Werribee and Footscray Nicholson Campuses.

Career Opportunities
When you graduate you will have developed knowledge and skills to enter a TAFE course or undertake VCE.

Scope of Delivery
Full time or part time.

Course Objective
This course provides general science training for people wishing to undertake further study in the science or health related fields at Certificate IV or Diploma level.

Entry Requirements
You must demonstrate to the satisfaction of the Head of Department that you are capable of successfully completing the course.

Course Duration
Full time basis over 400 nominal hours or part time equivalent

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM049 INTRODUCTION TO SCIENCE</td>
<td>20</td>
</tr>
<tr>
<td>VBD740 MATHEMATICS 1</td>
<td>50</td>
</tr>
<tr>
<td>VBD745 STUDY SKILLS</td>
<td>20</td>
</tr>
<tr>
<td>VBD746 READING AND WRITING FOR SCIENCE</td>
<td>50</td>
</tr>
<tr>
<td>VBM050 OCCUPATIONAL HEALTH AND SAFETY</td>
<td>20</td>
</tr>
<tr>
<td>VBM060 INTRODUCTORY MATHEMATICS</td>
<td>60</td>
</tr>
</tbody>
</table>

Stream Modules (totaling at least 160 nominal hours)

- at least 80 nominal hours in each stream from two of the following streams –
  - Chemistry
  - Physics
  - Biology;
- to be selected by the student, with the approval of the Head of Department, having regard to the list of relevant modules on page XIX in the Certificate III in Science (21238VIC) and Certificate IV in Science (21239VIC) accreditation document (published 2002).

Elective Units

- at least 20 nominal hours selected by the student, with the approval of the Head of Department, having regard to the relevant units listed in –
  - the Certificate III in Science (21238VIC) and Certificate IV in Science (21239VIC) accreditation document (published 2002);
  - any other training package or accredited curriculum endorsed by the Australian National Training Authority.

CERTIFICATE IV IN SCIENCE (I)
Course Code: 21239VIC

Campus: Footscray Nicholson, Werribee.

Career Opportunities
This course aims to develop knowledge and skills of students wishing to undertake further study in a scientific field.

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

Course Objective
Provides general science training for people wishing to undertake further study in the science or health related fields at Diploma or Degree level.

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

Selection Procedures
Via VTAC. Applicants may be contacted to attend an interview and complete a numeracy/literacy assessment.

Course Duration
The course may be offered on a full time basis over 700 nominal hours or part time equivalent.

Course Structure
To qualify for the Certificate IV in Science, a learner must complete:

i) A minimum of 160 hours of units of study in two science streams (Chemistry and Biology – a total of 320 hours), but must include VBD725 Atomic Structure from the Chemistry stream; and VBD734 Cell Biology from the Biology stream; and

ii) Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCS015 PRESENTING REPORTS</td>
<td>20</td>
</tr>
<tr>
<td>VBD223 INTRODUCTION TO THE INTERNET</td>
<td>20</td>
</tr>
<tr>
<td>VBD740 MATHEMATICS 1</td>
<td>50</td>
</tr>
<tr>
<td>VBD741 MATHEMATICS 2</td>
<td>50</td>
</tr>
<tr>
<td>VBD745 STUDY SKILLS</td>
<td>20</td>
</tr>
<tr>
<td>VBD746 READING AND WRITING FOR SCIENCE</td>
<td>50</td>
</tr>
<tr>
<td>VBM049 INTRODUCTION TO SCIENCE</td>
<td>20</td>
</tr>
<tr>
<td>VBM050 OCCUPATIONAL HEALTH AND SAFETY</td>
<td>20</td>
</tr>
<tr>
<td>VBM060 INTRODUCTORY MATHEMATICS</td>
<td>60</td>
</tr>
<tr>
<td>VBM064 INTRODUCTION TO SCIENTIFIC COMPUTING</td>
<td>25</td>
</tr>
</tbody>
</table>

- a minimum of 45 hours of units of study from further units of study in science streams, mathematics extension units of study, Job Seeking Skills, computing stream units of study or units of study from other courses/training packages (at an equivalent level or higher), to make up a total of a least 700 hours.
Stream Units of Study
Chemistry Stream
Unit Code   Hours
VBD725 ATOMIC STRUCTURE 50
VBD727 ORGANIC CHEM & PROPERTIES OF MATTER 20
VBM051 STOICHIOMETRY & SOLUTION CHEMISTRY 45
VBM052 IONIC THEORY 45

Biology Stream
VBD734 CELL BIOLOGY 40
VBM057 HUMAN ANATOMY & PHYSIOLOGY 40
VBM058 INTRODUCTION TO GENETICS 40
VBM059 ECOLOGY 40

Computing Stream
AAA631 SCIENTIFIC SPREADSHEET APPLICATIONS 25
AAA632 SCIENTIFIC DATABASE APPLICATIONS 25

Communications Stream
NCS003 JOB SEEKING SKILLS 20

CERTIFICATE IV IN FOOD SCIENCE TECHNOLOGY
Course Code: 21616VIC

Campus: TBC
Career Opportunities
Food Technology Industry
Scope of Delivery
Part time, Flexible delivery, Online

Course Objective
Provide an accredited program at AQF level 4 for those wishing to pursue a career in food laboratory or quality laboratory and/ or proceed to study in the same field at a higher level.

Entry Requirements
To qualify for admission to the course, applicants generally must have completed VCE with preference for Chemistry and Biology and have an appreciation of food technology in the workplace, or be or mature age and be assessed as being capable of successfully completing the course.

Course Duration
Part time basis over three years.

Course Structure
Core Units of Study
Unit Code   Hours
VBP034 PROCESS AND INTERPRET PHYSICAL DATA PERTAINING TO THE FOOD INDUSTRY 70
VBP035 PERFORM MICROBIOLOGICAL TECHNIQUES IN THE FOOD INDUSTRY 80
VBP036 APPLY CHEMISTRY KNOWLEDGE AND LABORATORY PRACTICES IN THE WORKPLACE 60
VBP073 DEMONSTRATE QUALITY MANAGEMENT PRACTICES 30
VBP051 IDENTIFY SENSORY ANALYSIS FUNDAMENTALS 15
VBP038 APPLY HYGIENE AND SANITATION PRACTICES 15
VBP037 IDENTIFY THE PRINCIPLES OF HAZARD ANALYSIS & CRITICAL CONTROL POINTS (HACCP) 15
VBP039 IDENTIFY NUTRITIONAL FUNDAMENTALS 20
FDTECPAK4A APPLY PRINCIPLES OF FOOD PACKAGING 50
VBP040 APPLY PRINCIPLES OF OCCUPATIONAL HEALTH & SAFETY TO THE FOOD INDUSTRY 40
VBP043 APPLY AN UNDERSTANDING OF THE FOOD PROCESSING INDUSTRY 15
VBP044 APPLY PRINCIPLES OF FOOD SPOILAGE AND CONTROL 15
VBP045 IDENTIFY UNIT OPERATIONS 15
VBP046 APPLY PRINCIPLES OF LOW TEMPERATURE PRESERVATION METHODS 15
VBP047 APPLY PRINCIPLES OF HIGH TEMPERATURE PRESERVATION METHODS 15
VBP048 APPLY AN UNDERSTANDING OF THE PROCESS OF CONCENTRATION AND DRYING IN FOOD PRODUCTION 10
VBP092 APPLY AN UNDERSTANDING OF THE FERMENTATION PROCESS IN FOOD PRODUCTION 10
VBP040 DEVELOP & UPDATE FOOD INDUSTRY KNOWLEDGE 20

Elective Units of Study
Choose one unit from any of the following units of competency. Note: Other Management units from any endorsed training package may also be selected, depending on client and industry needs.

BSBFLM409A IMPLEMENT CONTINUOUS IMPROVEMENT 50
BSBFLM403A MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS 50
BSBCMN404A DEVELOP TEAMS AND INDIVIDUALS 30
BSBHR402A RECRUIT AND SELECT PERSONNEL 40
BSZ405 PLAN AND PROMOTE A TRAINING PROGRAM 30

DIPLOMA OF FOOD SCIENCE TECHNOLOGY
Course Code: 21617VIC

Campus: TBC
Career Opportunities
Food Technologist and quality manager
Scope of Delivery
Part time, Flexible delivery.

Course Objective
The course provides an accredited program at AQF level 5 for students wishing to pursue a career in food laboratory or quality laboratory and/ or proceed to study in the same field at a higher level.

Entry Requirements
To qualify for admission to the course, applicants generally must have completed VCE with preference for Chemistry and Biology and have an appreciation of food technology in the workplace, or be or mature age and be assessed as being capable of successfully completing the course.
Course Duration
Part time basis over three years

Course Structure

Core Units of Study

Unit Code | Hours
--- | ---
VBP067 | 50
VBP068 | 20
VBP069 | 20
PMLQUAL301B | 40
FDTECPPR4A | 50
PMLTEST505B | 40

Elective Units of Study

(a) Management Units
Choose any one (1) unit from the following units not covered in Certificate IV.

Note: Other Management Units from any endorsed training package may also be selected, depending on client and industry needs.

Unit Code | Hours
--- | ---
BSBFLM409A | 50
BSBFLM403A | 50
BSBBCMN404A | 30
BSBHR402A | 40
BSZ405 | 30

(b) Generic Optional Units
Select a minimum of 160 hours from the following units.

Unit Code | Hours
--- | ---
VBP071 | 40
VBP072 | 20
VBP052 | 40
VBP074 | 60
PMLORG200A | 50
PMASUP390A | 20
VBP076 | 40
VBP077 | 30
VBP078 | 40
BSBMKG501A | 80

(c) Specialist Units
Select a minimum of 80 hours from the following units not covered in Certificate IV:

Unit Code | Hours
--- | ---
VBP055 | 20
VBP056 | 20
VBP057 | 20
VBP058 | 20
VBP059 | 20
VBP060 | 20
VBP061 | 20
VBP062 | 20
VBP063 | 20
VBP064 | 20
FDFTECFAD4A | 20
VBP065 | 40
VBP066 | 50

(d) Streams Units
Choose any two (2) streams from the following:

Food Research and Development Stream (120 hours)

Unit Code | Hours
--- | ---
VBP079 | 120
PMLTEST405A | 100
VBP096 | 25

Food Analysis Stream (125 hours)

Unit Code | Hours
--- | ---
VBP079 | 125
PMLTEST405A | 100
VBP096 | 25

Food Engineering Stream (120 hours)

Unit Code | Hours
--- | ---
VBP080 | 30
VBP081 | 30
VBP082 | 30
VBP083 | 30

Nutrition Stream (125 hours)

Unit Code | Hours
--- | ---
VBP084 | 45
VBP085 | 80

Dairy Technology 2 (120 hours)

Unit Code | Hours
--- | ---
VBP086 | 40
VBP087 | 40
VBP088 | 40

Dairy Technology 3 (160 hours)

Unit Code | Hours
--- | ---
VBP089 | 80
VBP090 | 80
DEPARTMENT OF SCIENCE AND BIOTECHNOLOGY

CERTIFICATE IV IN OCCUPATIONAL HEALTH AND SAFETY
Course Code: BSB41604

Campus: Werribee Campus.
Career Opportunities
Occupational Health and Safety representative.
Scope of Delivery
Part time, on campus.
Course Objective
The course provides for students wishing to pursue a career in Occupational Health and Safety and/or proceed to study in the same field at a higher level.
Entry Requirements
You must have had current or previous experience in an industrial setting and have an appreciation of Occupational Health and Safety in the workplace, or be or mature age and be assessed as being capable of successfully completing the course.
Selection Procedures / Selection Criteria
You need to complete a Direct Application form and attend an interview.
Course Duration
1 year part time.
Course Structure
Core Units of Study
Unit Code   Hours
BSBOHS401A CONTRIBUTE TO THE IMPLEMENTATION OF A SYSTEMATIC APPROACH TO MANAGING OHS 40
BSBOHS402A CONTRIBUTE TO THE IMPLEMENTATION OF THE OHS CONSULTATION PROCESS 40
BSBOHS403A IDENTIFY HAZARDS AND ASSESS OHS RISKS 60
BSBOHS404A CONTRIBUTE TO THE IMPLEMENTATION OF STRATEGIES TO CONTROL OHS RISK 40
BSB421A  ASSIST WITH COMPLIANCE WITH OHS AND OTHER RELEVANT LAWS 40
At Least 1 of the following OHS Units:
BSBOHS405A CONTRIBUTE TO THE IMPLEMENTATION OF EMERGENCY PROCEDURES 30
BSBOHS406A USE EQUIPMENT TO CONDUCT WORKPLACE MONITORING 60
Elective Units of Study
A minimum of two Common Business units at Certificate IV listed below-
BSB402A DEVELOP WORK PRIORITIES 30
BSB403A ESTABLISH BUSINESS NETWORKS 50
BSB404A DEVELOP TEAMS AND INDIVIDUALS 30
BSB405A ANALYSE AND PRESENT RESEARCH INFORMATION 40
BSB406A MAINTAIN BUSINESS TECHNOLOGY 40
BSB407A COORDINATE BUSINESS RESOURCES 30
BSB408A REPORT ON FINANCIAL ACTIVITY 30
BSB409A PROMOTE PRODUCTS AND SERVICES 20
BSB410A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 40
BSB412A PROMOTE INNOVATION AND CHANGE 50
BSB413A IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES 40
BSB414A UNDERTAKE MARKETING ACTIVITIES 50
BSB415A MANAGE FIRST AID POLICY 40
BSB416A IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES 50
BSB417A COORDINATE CUSTOMER SERVICE ACTIVITIES 30
BSB418A ADDRESS CUSTOMER NEEDS 50
BSB419A MANAGE PROJECTS 60
BSB420A WRITE COMPLEX DOCUMENTS 50
BSBFLM12A PROMOTE TEAM EFFECTIVENESS 50
Elective Units of Study anticipated to be offered by Victoria University
BSB419A APPLY ADVANCED FIRST AID 30
BSB421A IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES 40
BSB422A WRITE COMPLEX DOCUMENTS 50
BSB405A MANAGE REHABILITATION/RETURN TO WORK PROGRAMS 40
BSZ401A PLAN ASSESSMENT 15
BSZ402A CONDUCT ASSESSMENT 15
BSZ403A REVIEW ASSESSMENT 5
BSZ404A TRAIN SMALL GROUPS 30
BSZ405A PLAN AND PROMOTE A TRAINING PROGRAM 50
BSZ406A PLAN A SERIES OF TRAINING SESSIONS 30
BSZ407A DELIVER TRAINING SESSIONS 50
BSZ408A REVIEW TRAINING 15

DIPLOMA IN OCCUPATIONAL HEALTH AND SAFETY
Course Code: BSB51604

Campus: Werribee Campus.
Career Opportunities
Occupational Health and Safety representative.
Scope of Delivery
Part time, on campus.
Course Objective
The course provides for students wishing to pursue a career in Occupational Health and Safety and/or proceed to study in the same field at a higher level.
Entry Requirements
You must have had current or previous experience in an industrial setting and have an appreciation of Occupational Health and Safety in the workplace, or be or mature age and be assessed as being capable of successfully completing the course.
SCHOOL OF HUMAN SERVICES, SCIENCE AND TECHNOLOGY

Selection Procedures / Selection Criteria
You need to complete a Direct Application form and attend an interview.

Course Duration
1 year part time.

Course Structure

Pre-Requisite Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBOHS401A</td>
<td>CONTRIBUTE TO THE IMPLEMENTATION OF A SYSTEMATIC APPROACH TO MANAGING OHS 40</td>
</tr>
<tr>
<td>BSBOHS402A</td>
<td>CONTRIBUTE TO THE IMPLEMENTATION OF THE OHS CONSULTATION PROCESS 40</td>
</tr>
<tr>
<td>BSBOHS403A</td>
<td>IDENTIFY HAZARDS AND ASSESS OHS RISKS 60</td>
</tr>
<tr>
<td>BSBOHS404A</td>
<td>CONTRIBUTE TO THE IMPLEMENTATION OF STRATEGIES TO CONTROL OHS RISK 40</td>
</tr>
<tr>
<td>BSBCMN421A</td>
<td>ASSIST WITH COMPLIANCE WITH OHS AND OTHER RELEVANT LAWS 40</td>
</tr>
</tbody>
</table>

At Least 1 of the following OHS Units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBOHS405A</td>
<td>CONTRIBUTE TO THE IMPLEMENTATION OF EMERGENCY PROCEDURES 30</td>
</tr>
<tr>
<td>BSBOHS406A</td>
<td>USE EQUIPMENT TO CONDUCT WORKPLACE MONITORING 60</td>
</tr>
</tbody>
</table>

Unit Code Hours

Core Units of Study
Select a minimum of five units from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBOHS501A</td>
<td>PARTICIPATE IN THE COORDINATION AND MAINTENANCE OF A SYSTEMATIC APPROACH TO MANAGING OHS 40</td>
</tr>
<tr>
<td>BSBOHS502A</td>
<td>PARTICIPATE IN THE MANAGEMENT OF THE OHS INFORMATION AND DATA SYSTEMS 40</td>
</tr>
<tr>
<td>BSBOHS503A</td>
<td>ASSIST IN THE DESIGN AND DEVELOPMENT OF OHS PARTICIPATIVE ARRANGEMENTS 40</td>
</tr>
<tr>
<td>BSBOHS504A</td>
<td>APPLY PRINCIPLES OF OHS RISK MANAGEMENT 30</td>
</tr>
<tr>
<td>BSBOHS505A</td>
<td>MANAGE HAZARDS IN THE WORK ENVIRONMENT 60</td>
</tr>
<tr>
<td>BSBOHS506A</td>
<td>PARTICIPATE IN THE INVESTIGATION OF INCIDENTS 30</td>
</tr>
</tbody>
</table>

A minimum of three units from the Business Services Training Package or any other endorsed Training Package of which a minimum of two units must be from a Diploma qualification and one unit may be included from a Certificate IV or Advanced Diploma qualification.

NOTE: These three units may include the two OHS units listed below and/or the unit not chosen from the OHS units listed above. Units from other Training Packages must not duplicate units selected from the Business Services Training Package. All units selected must contribute to and combine to form a work outcome.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBOHS506A</td>
<td>MONITOR AND FACILITATE THE MANAGEMENT OF HAZARDS ASSOCIATED WITH PLANT 60</td>
</tr>
<tr>
<td>BSBOHS507A</td>
<td>FACILITATE THE APPLICATION OF PRINCIPLES OF OCCUPATIONAL HEALTH TO CONTROL OHS RISK 30</td>
</tr>
</tbody>
</table>

Elective Units of Study anticipated to be offered by Victoria University

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBOHS506A</td>
<td>MONITOR AND FACILITATE THE MANAGEMENT OF HAZARDS ASSOCIATED WITH PLANT 60</td>
</tr>
<tr>
<td>BSBOHS507A</td>
<td>FACILITATE THE APPLICATION OF PRINCIPLES OF OCCUPATIONAL HEALTH TO CONTROL OHS RISK 30</td>
</tr>
</tbody>
</table>

ADVANCED DIPLOMA OF OCCUPATIONAL HEALTH AND SAFETY

Course Code: BSB61004 Advanced Diploma

Campus: Werribee.

Career Opportunities
Occupational Health and Safety representative.

Scope of Delivery
Part time, on campus.

Course Objective
The course provides for students wishing to pursue a career in Occupational Health and Safety and/or proceed to study in the same field at a higher level.

Entry Requirements
You must have had current or previous experience in an industrial setting and have an appreciation of Occupational Health and Safety in the workplace, or be or mature age and be assessed as being capable of successfully completing the course.

Selection Procedures / Selection Criteria
You need to complete a Direct Application form and attend an interview.

Course Duration
1 year part time.

Course Structure

Pre-Requisite Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBOHS501A</td>
<td>PARTICIPATE IN THE COORDINATION AND MAINTENANCE OF A SYSTEMATIC APPROACH TO MANAGING OHS 40</td>
</tr>
<tr>
<td>BSBOHS502A</td>
<td>PARTICIPATE IN THE MANAGEMENT OF THE OHS INFORMATION AND DATA SYSTEMS 40</td>
</tr>
<tr>
<td>BSBOHS503A</td>
<td>APPLY PRINCIPLES OF OHS RISK MANAGEMENT 30</td>
</tr>
<tr>
<td>BSBOHS504A</td>
<td>MANAGE HAZARDS IN THE WORK ENVIRONMENT 60</td>
</tr>
<tr>
<td>BSBOHS505A</td>
<td>MONITOR AND FACILITATE THE MANAGEMENT OF HAZARDS ASSOCIATED WITH PLANT 60</td>
</tr>
</tbody>
</table>

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBOHS601A</td>
<td>DEVELOP A SYSTEMATIC APPROACH TO MANAGING OHS 40</td>
</tr>
<tr>
<td>BSBOHS602A</td>
<td>DEVELOP OHS INFORMATION AND DATA ANALYSIS AND REPORTING AND RECORDING PROCESSES 40</td>
</tr>
<tr>
<td>BSBOHS603A</td>
<td>ANALYSE AND EVALUATE OHS RISK 30</td>
</tr>
<tr>
<td>BSBOHS604A</td>
<td>APPLY ERGONOMIC PRINCIPLES TO CONTROL OHS RISK 60</td>
</tr>
<tr>
<td>BSBOHS605A</td>
<td>APPLY OCCUPATIONAL HYGIENE PRINCIPLES TO CONTROL OHS RISK 40</td>
</tr>
<tr>
<td>BSBOHS606A</td>
<td>DEVELOP AND IMPLEMENT CRISIS MANAGEMENT PROCESSES 40</td>
</tr>
<tr>
<td>BSBOHS607A</td>
<td>ADVISE ON APPLICATION OF SAFE DESIGN PRINCIPLES TO CONTROL OHS RISK 30</td>
</tr>
<tr>
<td>BSBOHS608A</td>
<td>CONDUCT AN OHS AUDIT 30</td>
</tr>
<tr>
<td>BSBOHS609A</td>
<td>EVALUATE AN ORGANISATION’S OHS PERFORMANCE 30</td>
</tr>
</tbody>
</table>
Units of Study
A minimum of three units of study from the Business Services Training Package or any other endorsed Training Package of which a minimum of two units must be from an Advanced Diploma qualification and one unit may be included from a Diploma qualification.

NOTE: These three units may be the units not yet chosen from the list of OHS units listed above.

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

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

CERTIFICATE IV IN FOOD PROCESSING
Course Code: FDF40103

Campus: On-site.
Career Opportunities
Machine Operator.
Scope of Delivery
Industry.
Course Objectives
This is an entry-level course designed for those employed or seeking employment as a base level production worker in a food processing plant.

Entry Requirements
There are no formal requirements for entry into the course. Students will primarily be those currently employed in the food processing industry.
However, people who hope to gain employment by improving their skill levels may also be considered in selecting course applicants.
Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Procedures/Selection Criteria
Company nomination.
Course Duration
The course may be offered on a full time basis over a minimum of 1090 nominal hours, or part time equivalent.

Course Structure
The course consists of core, optional and specialist units.

Core Units of Study
Unit of Study Code Hours

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDFCORHS3A</td>
<td>60</td>
</tr>
<tr>
<td>FDFCORBM2A</td>
<td>20</td>
</tr>
<tr>
<td>FDFCORQFS3A</td>
<td>100</td>
</tr>
<tr>
<td>FDFCORWCM2A</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective Units of Study
A minimum of seventeen units, selected by the student with the approval of the Head of Department, from the relevant specialist and optional sets of units.

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

DIPLOMA OF FOOD PROCESSING
Course Code: FDF50103

Campus: On-site.
Career Opportunities
Production Manager.
Scope of Delivery
Industry.
Course Objectives
The course provides the knowledge and skills required of those employed as production managers in a medium to large food processing enterprise.

Entry Requirements
There are no formal requirements for entry into the course. Students will primarily be those currently employed in the food processing industry.
However, people who hope to gain employment by improving their skill levels may also be considered in selecting course applicants.
Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Procedures/Selection Criteria
Company nomination.
Course Duration
The course may be offered on a full time basis over a minimum of 1530 nominal hours, or part time equivalent.

Course Structure
The course consists of core, optional and specialist units.

Core Units of Study
Unit of Study Code Hours

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDFCORHS3A</td>
<td>60</td>
</tr>
<tr>
<td>FDFCORBM2A</td>
<td>20</td>
</tr>
<tr>
<td>FDFCORQFS3A</td>
<td>100</td>
</tr>
<tr>
<td>FDFCORWCM2A</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective Units of Study
A minimum of twenty five units, selected by the student with the approval of the Head of Department, from the relevant specialist and optional sets of units.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.
CERTIFICATE III IN HEALTH SERVICE ASSISTANCE (HOSPITAL/COMMUNITY HEALTH PHARMACY ASSISTANCE)
Course Code: HLT31402

Campus: Footscray Nicholson Campus or Industry based.

Career Opportunities
Assistant to a pharmacist in a hospital or community health setting.

Scope of Delivery
Flexible Delivery.

Course Objective
The course aims to provide knowledge and skills required of those working as a pharmacy assistant to pharmacists in a hospital or community health setting, and who undertake a range of varied assistance tasks.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Applicants must also be working in a hospital/community pharmacy department.

Selection Procedure/Selection Criteria
Should be working in a hospital or community health setting.

Course Duration
6 months full time and also flexible delivery.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTIN1A</td>
<td>20</td>
</tr>
<tr>
<td>HLTPH1A</td>
<td>20</td>
</tr>
<tr>
<td>HLTPH2A</td>
<td>20</td>
</tr>
<tr>
<td>HLTPH3A</td>
<td>20</td>
</tr>
<tr>
<td>HLTPH4A</td>
<td>15</td>
</tr>
<tr>
<td>HLTPH5A</td>
<td>30</td>
</tr>
<tr>
<td>HLTPH6A</td>
<td>15</td>
</tr>
<tr>
<td>HLTPH7A</td>
<td>30</td>
</tr>
<tr>
<td>HLTHIR2A</td>
<td>20</td>
</tr>
<tr>
<td>HLTHSE1A</td>
<td>20</td>
</tr>
<tr>
<td>BSAMED201A</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM202A</td>
<td>40</td>
</tr>
<tr>
<td>BSBCM204A</td>
<td>15</td>
</tr>
<tr>
<td>BSBCM302A</td>
<td>40</td>
</tr>
<tr>
<td>BSBCM305A</td>
<td>30</td>
</tr>
</tbody>
</table>

CERTIFICATE IV IN HEALTH SERVICE ASSISTANCE (HOSPITAL AND COMMUNITY HEALTH PHARMACY TECHNICIAN)
Course Code: HLT40502

Campus: TBC

Career Opportunities
Pharmacy Assistant or Pharmacy Technician

Scope of Delivery
Part time, Flexible

Course Objective
Provide training for workers who provide a range of technical tasks under the supervision of a pharmacist in a hospital or community health setting. These workers may also have a role in co-ordinating the work of pharmacy assistants or aides.

Entry Requirements
To qualify for admission to the course, applicants must have completed Certificate III in Health Service assistance (Hospital and Community Health Pharmacy Assistance) HLT31402.

Course Duration
1 year Full time

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTPH10A</td>
<td>50</td>
</tr>
<tr>
<td>HLTPH11A</td>
<td>130</td>
</tr>
<tr>
<td>HLTPH12A</td>
<td>90</td>
</tr>
<tr>
<td>HLTPH13A</td>
<td>130</td>
</tr>
<tr>
<td>HLTHSE2A</td>
<td>40</td>
</tr>
<tr>
<td>BSBCM301A</td>
<td>30</td>
</tr>
</tbody>
</table>

Recommended Units of Study
The following units are not compulsory but are recommended:
- BSBFLM303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
- BSZ404A TRAIN SMALL GROUPS 30
Elective Units of Study
3 elective units available may be selected from the following areas:
- Health Training Package units available at Certificate IV
- Community Services Training Package units available at Certificate IV
- Other National Training Package units available at Certificate IV

CERTIFICATE III IN LABORATORY SKILLS
Course Code: PML30104

Campus: Footscray Nicholson and Werribee Campuses.

Career Opportunities
Recognised industry base qualification for laboratory personnel. Pathway into science courses at Certificate IV or Diploma or Laboratory courses at Diploma level in TAFE.

Scope of Delivery
This course is offered on a full time basis over six months or part time equivalent.

Course Objective
To provide a broad and flexible package of competencies which meets the needs of laboratory assistants, instrument operators and similar personnel. To provide students with knowledge and skills in areas of mathematics, biology, chemistry, quality and occupational health & safety.

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

Selection Procedures / Selection Criteria
Lodgement of a timely application form, direct to the University. Applicants will be contacted to attend an interview and complete a numeracy literacy assessment.

Course Duration
This course may be offered on a full time or part time basis over 320-620 hours.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLCOM300B</td>
<td>COMMUNICATE WITH OTHER PEOPLE</td>
</tr>
<tr>
<td>PMLOHS302A</td>
<td>PARTICIPATE IN LABORATORY/FIELD WORKPLACE SAFETY</td>
</tr>
<tr>
<td>PMLORG301A</td>
<td>PERFORM BIOLOGICAL PROCEDURES</td>
</tr>
<tr>
<td>PMLDATA200A</td>
<td>RECORD AND PRESENT DATA</td>
</tr>
<tr>
<td>PMQLAQL300B</td>
<td>CONTRIBUTE TO THE ACHIEVEMENT OF QUALITY OBJECTIVES</td>
</tr>
</tbody>
</table>

Elective Units of Study

- PMLG202A: WORK WITHIN A LABORATORY/FIELD WORKPLACE (INDUCTION)
- PMLSAMP200A: COLLECT ROUTINE SITE SAMPLES
- PMLSAMP201A: HANDLE AND TRANSPORT SAMPLES OR EQUIPMENT
- PMLTEST200A: CONDUCT ROUTINE SITE MEASUREMENTS
- PMLMAIN300B: MAINTAIN THE LABORATORY FIT FOR PURPOSE
- PMLG301B: WORK SAFELY WITH INSTRUMENTS THAT EMIT STANDARD RADIATION
- PMQLAQL301B: APPLY CRITICAL CONTROL POINT REQUIREMENTS
- PMLSAMP302A: RECEIVE AND PREPARE SAMPLES FOR TESTING
- PMLSCIG300B: OPERATE BASIC HANDBLOWING EQUIPMENT
- PMLSCIG301B: REPAIR GLASS APPARATUS USING SIMPLE GLASSBLOWING EQUIPMENT
- PMLTEST300B: PERFORM BASIC TESTS
- PMLTEST303B: PREPARE WORKING SOLUTIONS
- PMLTEST304B: PREPARE CULTURE MEDIA
- PMLTEST305B: PERFORM ASEPTIC TECHNIQUES
- PMLTEST306B: ASSIST WITH FIELDWORK
- PMLTEST307B: PREPARE TRIAL BATCHES FOR EVALUATION
- PMLTEST308A: PERFORM MICROSCOPIC EXAMINATION
- PMLTEST310A: PERFORM HISTOLOGICAL PROCEDURES
- PMLCAL400A: PERFORM STANDARD CALIBRATIONS
- PMLDATA400A: PROCESS AND INTERPRET DATA
- PMLMAIN400A: MAINTAIN AND CONTROL STOCKS
- PMLG400A: MAINTAIN LABORATORY/FIELD WORKPLACE SAFETY
- PMLG400A: PREPARE PRACTICAL SCIENCE CLASSES AND DEMONSTRATIONS
- PMQLAQL400B: CONTRIBUTE TO THE ONGOING DEVELOPMENT OF HACCP PLANS
- PMQLAQL401B: APPLY QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT PROCESSES
- PMLSAMP400B: OBTAIN REPRESENTATIVE SAMPLES IN ACCORDANCE WITH SAMPLING PLAN
- PMLSAMP401A: PREPARE MINERAL SAMPLES FOR ANALYSIS
- PMLTEST402B: PREPARE, STANDARDISE AND USE SOLUTIONS
- PMLTEST403B: ASSIST WITH GEOTECHNICAL SITE INVESTIGATIONS
- PMLTEST404A: PERFORM CHEMICAL TESTS AND PROCEDURES
- PMLTEST405A: PERFORM FOOD TESTS
- PMLTEST406A: PERFORM PHYSICAL TESTS
- PMLTEST407A: PERFORM BIOLOGICAL PROCEDURES
- PMLTEST408A: UNDERTAKE ENVIRONMENTAL FIELD-BASED MONITORING
- PMLTEST409A: CAPTURE AND MANAGE SCIENTIFIC IMAGES
- PMLTEST410A: UNDERTAKE ENVIRONMENTAL FIELD-BASED, REMOTE-SENSING MONITORING
- PMLTEST411A: PERFORM MECHANICAL TESTS
- PMLTEST412A: PREPARE TISSUE AND CELL CULTURES

395
Students are required to complete five units of study plus seven elective units of study. These elective units must include a minimum of four (4) units from the PML 300 series, including at least one of the PMLTEST300 or SCIG300 series units, a maximum of two units from the PML 200 series; a maximum of two units from the PML 400 series; and a maximum of two relevant units from other endorsed Training Packages.

### Units with pre-requisites

<table>
<thead>
<tr>
<th>Unit</th>
<th>Pre-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLTEST405A</td>
<td>PMLTEST308A</td>
</tr>
<tr>
<td>PMLTEST407A</td>
<td>PMLTEST305B and PMLTEST308A</td>
</tr>
<tr>
<td>PMLTEST412A</td>
<td>PMLTEST305A</td>
</tr>
</tbody>
</table>

### Certificate IV in Laboratory Techniques

**Course Code:** PML40104

**Campus:** TBC

**Career Opportunities**
Laboratory Assistant

**Scope of Delivery**
Full time, Part time, Flexible delivery.

**Course Objective**
Provides an accredited program at AQF level 4 for students wishing to pursue a career in Laboratory or Technical field and/or proceed to study in the same field at a higher level.

**Entry Requirements**
To qualify for admission to the course, applicants generally must have completed VCE with preference for Chemistry and Biology and have an appreciation of laboratory procedures in the workplace, or be or mature age and be assessed as being capable of successfully completing the course.

**Course Duration**
2 years Full time.

**Course Structure**

### Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLCOM300B</td>
<td>COMMUNICATE WITH OTHER PEOPLE</td>
</tr>
<tr>
<td>PMLDATA400A</td>
<td>PROCESS AND INTERPRET DATA</td>
</tr>
<tr>
<td>PMLDATA501B</td>
<td>USE LABORATORY APPLICATION SOFTWARE</td>
</tr>
<tr>
<td>PMLQUAL401B</td>
<td>APPLY QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT PROCESSES</td>
</tr>
<tr>
<td>PMLTEST300A</td>
<td>PERFORM BASIC TESTS</td>
</tr>
</tbody>
</table>

### Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLMAIN300A</td>
<td>MAINTAIN THE LABORATORY FIT FOR PURPOSE</td>
</tr>
<tr>
<td>PMLOH5400A</td>
<td>MAINTAIN LABORATORY/FIELD WORKPLACE SAFETY</td>
</tr>
<tr>
<td>PMLORG301A</td>
<td>PERFORM BIOLOGICAL PROCEDURES</td>
</tr>
<tr>
<td>PMLCOM500B</td>
<td>PERFORM ASEPTIC TECHNIQUES</td>
</tr>
<tr>
<td>PMLTEST305A</td>
<td>PERFORM ASEPTIC TECHNIQUES</td>
</tr>
<tr>
<td>PMLTEST404A</td>
<td>PERFORM CHEMICAL TESTS AND PROCEDURES</td>
</tr>
<tr>
<td>PMLTEST402B</td>
<td>PREPARE, STANDARDISE AND USE SOLUTIONS</td>
</tr>
<tr>
<td>PMLTEST409A</td>
<td>CAPTURE AND MANAGE SCIENTIFIC IMAGES</td>
</tr>
<tr>
<td>PMLTEST308A</td>
<td>PERFORM MICROSCOPIC EXAMINATION</td>
</tr>
<tr>
<td>PMLTEST310A</td>
<td>PERFORM HISTOLOGICAL PROCEDURES</td>
</tr>
<tr>
<td>PMLCAL400A</td>
<td>PERFORM STANDARD CALIBRATIONS</td>
</tr>
</tbody>
</table>

### Diploma of Laboratory Technology (I)

**Course Code:** PML50104

**Campus:** Footscray Nicholson and Werribee (part time) campuses.

**Career Opportunities**
This course is suitable for people seeking employment in a laboratory setting as Technical officers, laboratory technicians, analysts etc.

**Scope of Delivery**
Full time, Part time, Flexible delivery & Distance

**Course Objective**
The course aims to provide participants with the skills and knowledge required to work as laboratory technicians conducting complex tests in a biological, environmental or pathology science laboratory setting.

**Entry Requirements**
Successful completion of an approved course of study at Year 12 level or equivalent, with studies in English, Biology and preferably Chemistry or be mature age and assessed as being capable of successfully completing the course.

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

**Course Duration**
This course may be offered on a full time basis over 1670 hours or part time equivalent.

**Selection Procedures / Selection Criteria**
Non-Exit VCE: Lodgement of a timely Direct Application form, to the University. Applicants may be contacted to attend an interview and complete a numeracy/literacy assessment. Exit VCE: Through VTAC.

**Course Structure**

### Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLCOM300B</td>
<td>COMMUNICATE WITH OTHER PEOPLE</td>
</tr>
<tr>
<td>PMLOH5400A</td>
<td>MAINTAIN LABORATORY/FIELD WORKPLACE SAFETY</td>
</tr>
<tr>
<td>PMLORG301A</td>
<td>PERFORM BIOLOGICAL PROCEDURES</td>
</tr>
<tr>
<td>PMLCOM500B</td>
<td>PERFORM ASEPTIC TECHNIQUES</td>
</tr>
</tbody>
</table>
CERTIFICATE II IN ANIMAL STUDIES
Course Code: RUV21014

Campus: Werribee Campus.
Career Opportunities
Veterinary receptionist, Animal attendant.

Scope of Delivery
Part time, on campus.

Course Objectives
This course provides general prevocational training for people who want to undertake work in the animal care industry.

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

Selection Procedures/Selection Criteria
Direct application. Applicants must have regular access to a veterinary clinic, either paid or voluntary.

Course Duration
9 months part time one day per week. Minimum of 310 nominal hours

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUV2101A</td>
<td>WORK IN THE ANIMAL CARE INDUSTRY</td>
<td>20</td>
</tr>
<tr>
<td>RUV2102A</td>
<td>FOLLOW OHS PROCEDURES IN AN ANIMAL CARE ENVIRONMENT</td>
<td>40</td>
</tr>
<tr>
<td>RUV2103A</td>
<td>ASSISTS WITH GENERAL ANIMAL CARE</td>
<td>80</td>
</tr>
<tr>
<td>RUV2104A</td>
<td>PROVIDE FOOD AND WATER FOR ANIMALS</td>
<td>30</td>
</tr>
<tr>
<td>RUV2105A</td>
<td>PARTICIPATE IN WORKPLACE COMMUNICATIONS</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units of Study
A minimum of three units, selected by the student, with the approval of the head of department from:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUV2106A</td>
<td>ASSIST WITH FOOD PREPARATION</td>
<td>20</td>
</tr>
<tr>
<td>RUV2107A</td>
<td>PROVIDE BASIC FIRST AID FOR ANIMALS</td>
<td>30</td>
</tr>
<tr>
<td>RUV2108A</td>
<td>RESCUE ANIMALS AND APPLY BASIC ANIMAL CARE</td>
<td>30</td>
</tr>
<tr>
<td>RUV2401A</td>
<td>PREPARE FOR AND CONDUCT A TOUR OR PRESENTATION</td>
<td>30</td>
</tr>
<tr>
<td>RUV2501A</td>
<td>PROVIDE INFORMATION ON COMPANION ANIMALS, PRODUCTS AND SERVICES</td>
<td>60</td>
</tr>
<tr>
<td>RUV2601A</td>
<td>CARRY OUT VETERINARY RECEPTION DUTIES</td>
<td>30</td>
</tr>
<tr>
<td>RUV2602A</td>
<td>CARRY OUT DAILY CLINIC ROUTINES</td>
<td>40</td>
</tr>
<tr>
<td>RUV2603A</td>
<td>ASSIST WITH SURGERY PREPARATIONS</td>
<td>40</td>
</tr>
<tr>
<td>RTC2704A</td>
<td>PROVIDE BASIC FIRST AID</td>
<td>10</td>
</tr>
</tbody>
</table>
A minimum of two units, selected by the student, with the approval of the head of department relevant to the Animal Care and Management sector from:

- RU04 Animal Care and Management Training Package; and/or
- Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualification Framework level 1, 2 or 3.

**CERTIFICATE III IN ANIMAL TECHNOLOGY**

**Course Code:** RU030104

**Campus:** Werribee Campus.

**Career Opportunities**
Animal attendant, Animal carer.

**Scope of Delivery**
Part time, on campus.

**Course Objectives**
This course aims to provide training for people operating at a junior or assistant level in the animal technology industry.

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

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

**Selection Procedures/Selection Criteria**
Direct application and interview.

**Course Duration**
9 months part time.

**Unit Structure**

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLDATA300A</td>
<td>70</td>
</tr>
<tr>
<td>PMLTEST305B</td>
<td>40</td>
</tr>
<tr>
<td>RU02104A</td>
<td>30</td>
</tr>
<tr>
<td>RU02105A</td>
<td>20</td>
</tr>
<tr>
<td>RU03301A</td>
<td>40</td>
</tr>
<tr>
<td>RU03302A</td>
<td>40</td>
</tr>
<tr>
<td>RU03303A</td>
<td>50</td>
</tr>
<tr>
<td>RU03304A</td>
<td>40</td>
</tr>
<tr>
<td>RU03305A</td>
<td>30</td>
</tr>
<tr>
<td>RU03306A</td>
<td>50</td>
</tr>
<tr>
<td>RU03307A</td>
<td>40</td>
</tr>
<tr>
<td>PMLMAIN300B</td>
<td>30</td>
</tr>
<tr>
<td>PMLTEST300B</td>
<td>60</td>
</tr>
<tr>
<td>PMLTEST301B</td>
<td>80</td>
</tr>
<tr>
<td>PMLTEST303B</td>
<td>50</td>
</tr>
<tr>
<td>RTC3310A</td>
<td>60</td>
</tr>
<tr>
<td>RU02603A</td>
<td>40</td>
</tr>
</tbody>
</table>

**Elective Units of Study**
A minimum of three units, selected by the student, with the approval of the head of department from:

- RU04 Animal Care and management Training Package; and/or
- Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualification Framework level 2, 3 or 4.

**CERTIFICATE III IN CAPTIVE ANIMALS**

**Course Code:** RU030204

**Campus:** Werribee.

**Career Opportunities**
To be advised.

**Scope of Delivery**
Full time, Part time, on campus.

**Course Objectives**
This course aims to provide training for people operating at a pre-trade level and undertaking captive animal functions within a zoo, wildlife or theme park environment.

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

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

**Selection Procedures/Selection Criteria**
To be advised.

**Course Duration**
This course may be offered on a full time basis over 610 nominal hours or part time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RU03101A</td>
<td>50</td>
</tr>
<tr>
<td>RU03402A</td>
<td>60</td>
</tr>
</tbody>
</table>
### Department of Science and Biotechnology

**Unit Code** | **Hours**
--- | ---
RUV3403A | PREPARE AND PRESENT INFORMATION TO THE PUBLIC | 30
RUV3404A | ASSIST WITH COLLECTION MANAGEMENT | 50
RUV3406A | PREPARE AND MAINTAIN ANIMAL HOUSING | 50
RUV3408A | PREPARE ANIMAL DIETS AND MONITOR FEEDING | 50
RUV3409A | MONITOR AND MAINTAIN ANIMAL HEALTH | 60
RUV3410A | CAPTURE, RESTRAIN AND ASSIST IN MOVING ANIMALS | 60
RUV3412A | MONITOR ANIMAL REPRODUCTION | 30
RUV3414A | IDENTIFY BEHAVIOURAL NEEDS AND IMPLEMENT IMPROVED HUSBANDRY | 30

#### Elective Units of Study
A minimum of two units, selected by the student, with the approval of the head of department from:

- RUV3401A REHABILITATE AND RELEASE NATIVE WILDLIFE | 50
- RUV3405A DEVELOP AN INSTITUTIONAL HUSBANDRY MANUAL | 20
- RUV3407A MAINTAIN EXHIBITS AND ASSIST WITH THEIR DESIGN | 50
- RUV3411A CARE FOR YOUNG ANIMALS | 30
- RUV3413A CONDITION ANIMALS | 40
- RTD3125A RESPOND TO WILDLIFE EMERGENCIES | 70

or

Any other units of competency relevant to the Animal Care and management sector from:

- RUV04 Animal Care and Management Training Package; and/or
- Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualification Framework level 2, 3 or 4.

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### Certificate III in Companion Animal Services

**Course Code:** RUV30304

**Campus:** Werribee Campus.

**Career Opportunities**
Animal carer, pet shop assistant.

**Scope of Delivery**
Part time, on-campus.

**Course Objectives**
This course aims to provide training for people working as an assistant within a companion animal organisation.

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

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

**Selection Procedures/Selection Criteria**
Direct application and interview.

**Course Duration**
1 year part time.

**Course Structure**

#### Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUV2101A</td>
<td>20</td>
<td>WORK IN THE ANIMAL CARE INDUSTRY</td>
</tr>
<tr>
<td>RUV2102A</td>
<td>40</td>
<td>FOLLOW OHS PROCEDURES IN AN ANIMAL CARE ENVIRONMENT</td>
</tr>
<tr>
<td>RUV2103A</td>
<td>80</td>
<td>ASSISTS WITH GENERAL ANIMAL CARE</td>
</tr>
<tr>
<td>RUV2104A</td>
<td>30</td>
<td>PROVIDE FOOD AND WATER FOR ANIMALS</td>
</tr>
<tr>
<td>RUV2105A</td>
<td>20</td>
<td>PARTICIPATE IN WORKPLACE COMMUNICATIONS</td>
</tr>
<tr>
<td>RUV2107A</td>
<td>30</td>
<td>PROVIDE BASIC FIRST AID FOR ANIMALS</td>
</tr>
<tr>
<td>RUV3101A</td>
<td>50</td>
<td>CARRY OUT WORKPLACE OHS PROCEDURES</td>
</tr>
<tr>
<td>RUV3503A</td>
<td>40</td>
<td>WORK EFFECTIVELY IN THE ANIMAL COMPANION FIELD</td>
</tr>
<tr>
<td>RUV3504A</td>
<td>60</td>
<td>MONITOR AND MAINTAIN HEALTH OF COMPANION ANIMALS</td>
</tr>
</tbody>
</table>

**Elective Units of Study**
A minimum of four units approved by the Head of Department from:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUV3501A</td>
<td>50</td>
<td>PROVIDE ADVICE ON COMPANION ANIMAL SELECTION AND GENERAL CARE</td>
</tr>
<tr>
<td>RUV3502A</td>
<td>30</td>
<td>PROVIDE ADVICE ON SELECTION AND CARE OF AQUATIC ANIMALS</td>
</tr>
<tr>
<td>RUV3505A</td>
<td>30</td>
<td>PROVIDE ENRICHMENT FOR COMPANION ANIMALS</td>
</tr>
<tr>
<td>RUV3506A</td>
<td>30</td>
<td>CAPTURE, HANDLE AND TRANSPORT COMPANION ANIMALS</td>
</tr>
<tr>
<td>RUV3507A</td>
<td>50</td>
<td>CARRY OUT COMPANION ANIMAL BREEDING PROCEDURES</td>
</tr>
<tr>
<td>RUV3508A</td>
<td>40</td>
<td>PREPARE COMPANION ANIMAL DIETS AND MONITOR FEEDING</td>
</tr>
<tr>
<td>RUV3509A</td>
<td>30</td>
<td>MAINTAIN AQUASCAPES AND AQUATIC ANIMALS</td>
</tr>
</tbody>
</table>


AND

A minimum of three units approved by the Head of Department, relevant to the Companion Animal sector from:

- RUV04 Animal Care and Management Training Package; and/or
- Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualification Framework level 2, 3 or 4.

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### Certificate IV in Veterinary Nursing

**Course Code:** RUV40404

**Campus:** Werribee Campus.

**Career Opportunities**
Veterinary Nurse

**Scope of Delivery**
Continuing Students only.

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399
SCHOOL OF HUMAN SERVICES, SCIENCE AND TECHNOLOGY

Course Objective
This course provides training to the level required for people operating as veterinary nurses within veterinary clinics.

Entry Requirements
To qualify for admission applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Applicants must also have paid employment in a vet clinic for at least 2 days per week.

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

Selection Procedures/Selection Criteria
Direct applicant, applicants must be working in a veterinary clinic.

Course Duration
2 years part time one day per week.

Course Structure
The course requires the completion of 21 units (comprising 18 and 3 electives).

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUV2101A</td>
<td>WORK IN THE ANIMAL CARE INDUSTRY</td>
</tr>
<tr>
<td>RUV2102A</td>
<td>FOLLOW OHS PROCEDURES IN AN ANIMAL CARE ENVIRONMENT</td>
</tr>
<tr>
<td>RUV2103A</td>
<td>ASSISTS WITH GENERAL ANIMAL CARE</td>
</tr>
<tr>
<td>RUV2104A</td>
<td>PROVIDE FOOD AND WATER FOR ANIMALS</td>
</tr>
<tr>
<td>RUV2105A</td>
<td>PARTICIPATE IN WORKPLACE COMMUNICATIONS</td>
</tr>
<tr>
<td>RUV2601A</td>
<td>CARRY OUT VETERINARY RECEPTION DUTIES</td>
</tr>
<tr>
<td>RUV2602A</td>
<td>CARRY OUT DAILY CLINIC ROUTINES</td>
</tr>
<tr>
<td>RUV2603A</td>
<td>ASSIST WITH SURGERY PREPARATIONS</td>
</tr>
<tr>
<td>RUV4601A</td>
<td>COORDINATE PATIENT ADMISSION AND DISCHARGE</td>
</tr>
<tr>
<td>RUV4602A</td>
<td>APPLY RADIOGRAPH ROUTINES</td>
</tr>
<tr>
<td>RUV4603A</td>
<td>PERFORM CLINIC PATHOLOGY PROCEDURES</td>
</tr>
<tr>
<td>RUV4604A</td>
<td>PERFORM CLINIC OFFICE PROCEDURES</td>
</tr>
<tr>
<td>RUV4605A</td>
<td>CARRY OUT SURGICAL NURSING ROUTINES</td>
</tr>
<tr>
<td>RUV4606A</td>
<td>NURSE ANIMALS</td>
</tr>
<tr>
<td>RUV4607A</td>
<td>CARRY OUT MEDICAL NURSING ROUTINES</td>
</tr>
<tr>
<td>RUV4608A</td>
<td>COORDINATE AND PERFORM THEATRE ROUTINES</td>
</tr>
<tr>
<td>RUV4609A</td>
<td>PROVIDE SPECIFIC ANIMAL CARE ADVICE</td>
</tr>
<tr>
<td>RUV4610A</td>
<td>CARRY OUT VETERINARY DENTAL NURSING PROCEDURES</td>
</tr>
</tbody>
</table>

Elective Units of Study
A minimum of three units, selected by the student, with the approval of the head of department from:

- RUV4611A PREPARE, DELIVER AND REVIEW ANIMAL CARE EDUCATION PROGRAMS | 50 |
- RUV4612A COORDINATE CLINIC PROMOTIONAL ACTIVITIES | 50 |
- RUV4613A DEVELOP AND IMPLEMENT SPECIFIC CLINIC POLICIES | 50 |

OR

Any other units of competency relevant to the Veterinary Nursing sector from:
- RUV04 Animal Care and Management Training Package; and/or
- Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualifications Framework level 3, 4 or 5.

DIPLOMA OF ANIMAL TECHNOLOGY

Course Code: RUV50104

Campus: Werribee Campus.

Career Opportunities
Senior Technical Officer, Animal House Manager.

Scope of Delivery
Full time and part time.

Course Objective
This course provides training required for people operating at a senior or managerial level and undertaking animal technology functions within a scientific environment

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

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

Selection Procedures/Selection Criteria
Applicants for full time study should apply through VTAC, applicants for part time study should submit a direct application.

Course Duration
This course is 3 years. The 1st year of study is full time, while 2nd and 3rd years of study are part time.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUV2104A</td>
<td>PROVIDE FOOD AND WATER FOR ANIMALS</td>
</tr>
<tr>
<td>RUV2105A</td>
<td>PARTICIPATE IN WORKPLACE COMMUNICATIONS</td>
</tr>
<tr>
<td>RUV3301A</td>
<td>CARRY OUT INSTITUTION CONTAINMENT AND EXCLUSION PROCEDURES</td>
</tr>
<tr>
<td>RUV3302A</td>
<td>CONDUCT EUTHANASIA OF RESEARCH ANIMALS</td>
</tr>
<tr>
<td>RUV3303A</td>
<td>MONITOR AND MAINTAIN ANIMALS HEALTH AND WELLBEING</td>
</tr>
<tr>
<td>RUV3304A</td>
<td>PROVIDE BEHAVIOURAL ENRICHMENT FOR RESEARCH ANIMALS</td>
</tr>
<tr>
<td>RUV3305A</td>
<td>CARRY OUT SIMPLE BREEDING PROCEDURES</td>
</tr>
<tr>
<td>RUV3306A</td>
<td>WORK WITHIN AN ANIMAL TECHNOLOGY INSTITUTION</td>
</tr>
<tr>
<td>RUV3307A</td>
<td>PREPARE AND MONITOR ANAESTHESIA IN ANIMALS</td>
</tr>
<tr>
<td>RUV5301A</td>
<td>CARRY OUT BREEDING PROCEDURES</td>
</tr>
<tr>
<td>RUV5302A</td>
<td>CARRY OUT POST MORTEM EXAMINATION OF A RESEARCH ANIMAL</td>
</tr>
<tr>
<td>Unit Code</td>
<td>Title of Unit</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>RUV5303A</td>
<td>MANAGE NUTRITION OF RESEARCH ANIMALS</td>
</tr>
<tr>
<td>RUV5304A</td>
<td>MANAGE COMPLIANCE IN ANIMAL TECHNOLOGY</td>
</tr>
<tr>
<td>RUV5305A</td>
<td>MONITOR AND MAINTAIN THE HEALTH OF RESEARCH ANIMALS</td>
</tr>
<tr>
<td>RUV5306A</td>
<td>PLAN AN ANIMAL TECHNOLOGY FACILITY</td>
</tr>
<tr>
<td>RUV5307A</td>
<td>MANAGE LABORATORY PROCEDURES</td>
</tr>
<tr>
<td>RUV5308A</td>
<td>ADMINISTER ANAESTHESIA AND PERFORM SURGERY ON ANIMALS FOR SCIENTIFIC PURPOSES</td>
</tr>
<tr>
<td>BSBSBM407A</td>
<td>MANAGE A SMALL TEAM</td>
</tr>
<tr>
<td>PMLDATA300A</td>
<td>PROCESS AND RECORD DATA</td>
</tr>
<tr>
<td>PMLTEST305A</td>
<td>PERFORM ASEPTIC TECHNIQUES</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

A minimum of two units, selected by the student, with the approval of the Head of Department relevant to the Animal Technology sector from:

- RUV04 Animal Care and Management Training Package; and/or
- Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualifications Framework level 4, 5 or 6.
SUBJECTS

Below are subject details for courses offered by the Department of Science and Biotechnology in 2007.

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

AAA600 SCIENCE INDUSTRY ORIENTATION
AAA601 WORK PLACEMENT A
AAA630 COMPUTER FUNDAMENTALS
AAA631 SCIENTIFIC SPREADSHEET APPLICATIONS

Prerequisite(s) AAA630 Computer Fundamentals
Content: Design and construct a spreadsheet; edit and manipulate data; format and print a spreadsheet; test the accuracy of spreadsheet; use graphics to represent numeric data in a visual format.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

AAA632 SCIENTIFIC DATABASE APPLICATIONS
AAA640 INTRODUCTORY MATHEMATICS
AAA650 LABORATORY ANIMAL HUSBANDRY
AAA651 FARM ANIMAL HUSBANDRY
AAA652 COMPANION ANIMAL HUSBANDRY
AAA654 ANIMAL ETHICS AND WELFARE
AAA655 PRACTICAL ANIMAL BREEDING
AAA668 ANIMAL ANATOMY AND PHYSIOLOGY

ABD501 OCCUPATIONAL HYGIENE

BSAMED201A USE BASIC MEDICAL TERMINOLOGY IN ORDER TO COMMUNICATE WITH PATIENTS, FELLOW WORKERS AND HEALTH PROFESSIONALS
Use Basic Medical Terminology in Order to Communicate with Patients, Fellow Workers and Health Professionals

BSBOHS401A CONTRIBUTE TO THE IMPLEMENTATION OF STRATEGIES TO CONTROL OHS RISK
Content: Develop options for risk control; Select appropriate options to control risks; Contribute to implementation of controls; Contribute to monitoring and evaluation of effectiveness of controls.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBOHS402A CONTRIBUTE TO THE IMPLEMENTATION OF THE OHS CONSULTATION PROCESS

BSBOHS403A IDENTIFY HAZARDS AND ASSESS OHS RISKS

BSBOHS501A PARTICIPATE IN THE DESIGN AND DEVELOPMENT OF OHS PARTICIPATIVE ARRANGEMENTS

Content: Identify the need for OHS participative arrangements; Assist in the design of participative arrangements; Participate in supporting the implementation of participative arrangements; Participate in evaluating the design and development of participative arrangements;
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBOHS502A PARTICIPATE IN THE MANAGEMENT OF THE OHS INFORMATION AND DATA SYSTEMS

Content: Access sources of OHS information and data; Assist in the application of policies and procedures for collection of workplace information, data and records; Assist in maintaining an information and data management system that enables retrieval and distribution of OHS information and data; Participate in the analysis of information and data to identify trends and actions for prevention; Communicate OHS information results of data analysis to stakeholders and external bodies; Communicate the effectiveness of OHS information and data systems through monitoring and evaluation.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBOHS503A MANAGE HAZARDS IN THE WORK ENVIRONMENT

Content: Access external sources of information and data to identify hazards; Analyse the work environment to identify hazards; Assess risk associated with a hazard; Control risk associated with a hazard; Maintain hazard identification and risk control processes; Monitor and review risk management processes.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBOHS504A APPLY PRINCIPLES OF OHS RISK MANAGEMENT

Content: Access sources of information and data and the work environment to identify hazardous tasks or conditions; Analyse the work environment to assess the risk; Control risk associated with hazard; Monitor and review effectiveness of control strategy; Apply professional practice.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBOHS505A MANAGE HAZARDS IN THE WORK ENVIRONMENT
BSBOHS506A MONITOR AND FACILITATE THE MANAGEMENT OF HAZARDS ASSOCIATED WITH PLANT

Content: Identify hazards arising from the use of plant and associated systems of work; Analyse OHS risk associated with plant; Control risks associated with plant hazards; Identify and recommend controls for hazards associated with maintenance activities and continued safe use of plant and equipment; Identify and advise on licensing and certification issues associated with plant and equipment; Review and evaluate risk control measures for plant.

Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBOHS507A FACILITATE THE APPLICATION OF PRINCIPLES OF OCCUPATIONAL HEALTH TO CONTROL OHS RISK

Content: Identify the potential for adverse effects on health from agents in the workplace; Identify the potential for adverse effects on health related to the interaction of the work environment, work systems and people; Facilitate the control of risks to health in the workplace; Participate in the development of strategies to communicate occupational health information and data; Monitor and facilitate occupational health education and training; Review and evaluate the occupational health program.

Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBOHS601A DEVELOP A SYSTEMATIC APPROACH TO MANAGING OHS

Content: Analyse the workplace to identify needs; Design integrated approaches to managing OHS; Plan and develop integrated approaches to managing OHS; Support planning and implementation of integrated approaches to managing OHS; Evaluate the design and development of integrated approaches to managing OHS.

Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBOHS602A DEVELOP OHS INFORMATION AND DATA ANALYSIS AND REPORTING AND RECORDING PROCESSES

Develop OHS Information and Data Analysis and Reporting and Recording Processes

BSBOHS603A ANALYSE AND EVALUATE OHS RISK

Content: Define parameters of the OHS risk study; Analyse the OHS risk of a task or process; Evaluate OHS risk of a task or process.

Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBOHS604A APPLY ERGONOMIC PRINCIPLES TO CONTROL OHS RISK

Content: Assess the degree of match between people and their activities, equipment, environment and systems; Design ergonomic interventions to enhance the match between people and their activities, equipment, environment and systems; Implement ergonomic interventions to enhance the match between people and their activities, equipment environment and systems; Evaluate ergonomic interventions.

Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBOHS605A APPLY OCCUPATIONAL HYGIENE PRINCIPLES TO CONTROL OHS RISK

BSBOHS607A ADVISE ON APPLICATION OF SAFE DESIGN PRINCIPLES TO CONTROL OHS RISK

Content: Advise on the OHS requirements of the design process; Develop a systematic hazard identification and OHS risk evaluation system for safe design; Advise on principles of OHS risk control; Advise on consultation processes between people involved in the life cycle of the designed product; Advise on contractual arrangements and procurement systems to minimise ‘purchased’ OHS risk.

Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBOHS608A CONDUCT AN OHS AUDIT

Content: Plan an OHS audit; Develop an OHS audit plan; Develop an OHS audit tool; Gather information, data and OHS records; Undertake OHS audit activities; Report on the outcomes of the OHS audit.

Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBOHS609A EVALUATE AN ORGANISATION'S OHS PERFORMANCE

Content: Evaluate effectiveness of systematic approaches to identifying OHS hazards; Evaluate the effectiveness of systematic approaches to OHS risk management; Evaluate the effectiveness of systematic OHS monitoring processes; Assess whether the OHS management approaches have produced improved performance; Assess and advise on organisational OHS compliance against agreed benchmarks.

Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSZ405 PLAN AND PROMOTE A TRAINING PROGRAM

Content: Identify the competency needs; Document training program requirements; Identify program resources; Promote training.

Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

FDFCORFSY1A FOLLOW WORK PROCEDURES TO MAINTAIN FOOD SAFETY

Content: This is a Core unit. It covers the skills and knowledge required to maintain food safety when carrying out work tasks. Basic food safety practices include personal hygiene and conduct, food handling, housekeeping and waste disposal related to work tasks and responsibilities where work involves routine manual processes and/or operation of simple automated equipment.

Nominal Hours: 20 hours
Assessment: As per accredited curriculum

FDFCORHS1A FOLLOW WORK PROCEDURES TO MAINTAIN HEALTH AND SAFETY

Content: This is a Core unit. It covers the skills and knowledge required to follow defined occupational health and safety principles and procedures relating to work responsibilities where work involves routine manual processes and/or operation of simple automated equipment.

Nominal Hours: 40 hours
Assessment: As per accredited curriculum

FDFCORHS2A IMPLEMENT OCCUPATIONAL HEALTH AND SAFETY SYSTEMS

Content: Identify, control and report OHS hazards; Conduct work safely; Follow emergency response procedures.

Nominal Hours: 40 hours
Assessment: As per accredited curriculum

FDFCORHS3A MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES

Content: Ensure others in the work area are able to implement safe work practices; Monitor observance of safe work practices in the work area; Implement emergency procedures to respond to a hazardous event; Maintain and improve health and safety in the work area.

Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

FDFCORQAS1A FOLLOW WORK PROCEDURES TO MAINTAIN QUALITY

Content: This is a Core unit. It covers the skills and knowledge required to follow basic quality assurance practices related to monitoring quality where work involves routine manual processes and/or operation of simple automated equipment.

Nominal Hours: 20 hours
Assessment: As per accredited curriculum
SCHOOL OF HUMAN SERVICES, SCIENCE AND TECHNOLOGY

FDFCORQS3A MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES
Content: Monitor quality of work outcome; Participate in maintaining and improving quality at work.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

FDFCORWCM1A COMMUNICATE WORKPLACE INFORMATION
Content: This is a Core unit. It covers the skills and knowledge required to gather, convey and receive workplace information and to interact with others at work.
Nominal Hours: 20 hours
Assessment: As per accredited curriculum

FDFCORWCM2A PRESENT AND APPLY WORKPLACE INFORMATION
Content: Present information to suit workplace and audience requirements; Respond to information requests; Use and maintain workplace information.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

FDFTECFAD4A APPLY AN UNDERSTANDING OF FOOD ADDITIVES
Content: Identify additives used in food; Manage use of additives in a production process.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

FDFTECPPR4A PARTICIPATE IN PRODUCT RECALL
Content: Identify product recall situations; Participate in a product recall; Review processes to minimise the risk of recurrence.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

HLTHIR2A CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY
Content: Contribute to ethical work practice; All work undertaken reflects the health industry context of the organisation; Contribute to the improved performance of the organisation.
Nominal Hours: 20-30 Hours
Assessment: As per accredited curriculum

HLTHSE2A IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS
Content: Provide information to the work group about the organisation's OHS policies, procedures and programs; Integrate into basic work practices the participative arrangements for the management of OHS; Integrate into basic work practices the organisation's procedures for identifying hazards and assessing risks; Implement and monitor the organisation's procedures for controlling risks; Integrate into basic work practices the organisation's procedures for providing OHS training; Integrate into basic work practices the organisation's procedure for maintaining OHS records.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

HLTPH10A PREPARE BATCH AND EXTEMPORANEOUS PRODUCT MASTER WORK SHEETS
Content: Source information on formula; Design master batch/work sheet and labels; Seek approval and release of batch/work sheet for use.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

HLTPH11A SMALL SCALE COMPOUND/MANUFACTURE ASEPTIC PHARMACEUTICAL PRODUCTS
Content: Prepare for production process; Obtain and process raw materials; Prepare for sterile manufacturing; Manufacture/compound products; Complete production process; Participate in quality control; Transport and store released product.
Nominal Hours: 130 Hours
Assessment: As per accredited curriculum

HLTPH1A ORIENTATION TO HOSPITAL PHARMACY SERVICES AND HOSPITAL PHARMACY ASSISTANT PRACTICES
Content: Work within the pharmacy environment; Demonstrate commitment to the central philosophies of the organisation; Perform the duties of a pharmacy assistant.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLTPH2A PROCURE AND STORE PHARMACEUTICAL PRODUCTS
Content: Procure stock; Process new stock; Maintain stock; Ensure security of stock; Assist in stock-taking procedures; Monitor and maintain storage conditions; Maintain relevant documentation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLTPH3A DISTRIBUTE PHARMACEUTICAL PRODUCTS
Content: Pack product orders; Despatch product orders; Handle returned stock; Maintain relevant documentation.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

HLTPH4A MAINTAIN PHARMACEUTICAL IMPREST/WARD STOCK
Content: Generate/receive and check stock requisition list; Select and despatch stock to recipients; Complete and maintain documentation; Record and collate drug usage.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

HLTPH5A ASSIST WITH PRESCRIPTION PREPARATION
Content: Accept prescription for dispensing; Ensure clinical evaluation of prescription by pharmacist; Calculate prescription quantities; Prepare labels in accordance with legal requirements; Attend final check conducted by pharmacist; Complete and maintain documentation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLTPH6A PACKAGE AND/OR PRE-PACK PHARMACEUTICAL PRODUCTS
Content: Prepare packing/pre-packing process; Allocate bulk product/medicine to machinery/pre-packing apparatus; Pack or pre-pack products; Conduct quality control; Shut down packaging/pre-packing process.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

HLTPH7A SMALL SCALE COMPOUND/MANUFACTURE OF PHARMACEUTICAL PRODUCTS
Content: Prepare for production process; Obtain and process raw materials; Manufacture/compound products; Complete production process; Participate in quality control; Transport and store released product.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
HLTPH8A MAINTAIN THE PROCUREMENT AND STORAGE OF PHARMACEUTICAL PRODUCTS
Content: Source inventory and/or unusual stock; Control the receipt of products; Control the storage of products; Monitor and maintain stock.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

HLTPH9A SMALL SCALE COMPOUND/MANUFACTURE ASEPTIC PHARMACEUTICAL PRODUCTS
Content: Maintain the packing of product orders; Maintain the despatch product orders; Maintain the handling of returned products.
Nominal Hours: 130 Hours
Assessment: As per accredited curriculum

LGACOM403B CONDUCT PUBLIC EDUCATIONAL PRESENTATIONS
Content: This unit covers contribution to the development, presentation and evaluation of educational and information sessions for the public. The unit is appropriate for staff members who conduct presentations to the public as part of their council duties. It is particularly suitable for those who do not hold formal training or educational qualifications.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

LGACORE101B ACCESS LEARNING AND CAREER DEVELOPMENT OPPORTUNITIES
Content: This unit covers taking responsibility for own workplace learning and skills development in order to influence career or job progression. The unit requires that career progression is the shared responsibility of both the individual and the organisation. This unit is appropriate for entry-level staff, trainees and those who have returned to the workplace after some time. Individuals needing to clarify their career goals at any stage in their career may also benefit from this unit.
Nominal Hours: 0 Hours
Assessment: As per accredited curriculum

LGACORE102B FOLLOW DEFINED OHS POLICIES AND PROCEDURE
Content: This unit covers general occupational health and safety (OHS) requirements in all local government functional areas. It covers the basic OHS responsibilities all staff members are expected to be able to uphold and maintain and is therefore appropriate for all council staff.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

LGACORE103B PROVIDE SERVICE TO LOCAL GOVERNMENT CUSTOMERS
Content: This unit outlines the competencies required when providing customer service in a local government environment, including identification of customer needs and the use of effective communication skills. It requires an ability to understand and work with a diverse range of customer groups and is appropriate for all areas of council.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

LGACORE104B WORK EFFECTIVELY IN LOCAL GOVERNMENT
Content: This unit covers working effectively in a local government context, including accepting responsibility for own work. It requires an understanding of and support for local government priorities. The unit is appropriate for all council staff particularly those entering local government for the first time.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

LGACORE105B WORK WITH OTHERS IN LOCAL GOVERNMENT
Content: This unit addresses the promotion of effective work relationships within local government. The importance of building relationships, fulfilling own tasks and responding to constructive feedback when working within a team setting is recognised.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

LGAEHR202B PROVIDE ANIMAL CARE AND CONTROL
Content: Assist in the capture and impounding of animals; Monitor and care for animals; Assist in the operation and maintenance of pound facilities.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

LGAGOVA201B ISSUE PERMITS
Content: Receive and register applications for permits; Issue permits.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

LGAGOVA202B PROCESS INFRINGEMENT NOTICES
Content: Maintain records of infringement notices; Locate and retrieve information on infringement notices; Action infringement notices; Produce correspondence related to infringement notices.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

MTMCOR401A MANAGE OWN WORK PERFORMANCE
Content: Set and achieve personal goals; Establish and achieve personal work priorities; Maintain and update professional skills and knowledge; Review own work performance.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

MTMCOR402A FACILITATE QUALITY ASSURANCE PROCESS
Content: Facilitate the ongoing implementation of the QA program in the workplace; Monitor inspection and test records; Respond to non conforming product or processes; Review product samples; Calculate yield, wastage and productivity indicators; Calculate calibration adjustments.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

MTMMP2B APPLY HYGIENE AND SANITATION PRACTICES
Content: Clean own work area and equipment during operations; Identify sources of contamination and spoilage; Follow workplace's hygiene and sanitation requirements.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

MTMMP3B APPLY QUALITY ASSURANCE PRACTICES
Content: Identify hazards and control points; Identify elements of the quality assurance (QA) system; Follow requirements of a hazard analysis and critical control points (HACCP) based QA system; Identify quality control practices in a HACCP based QA system; Perform inspection of own work.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
PMLOHS400A MAINTAIN LABORATORY/FIELD WORKPLACE SAFETY
Content: This unit of competency covers the ability to monitor and maintain the occupational health and safety (OHS) and environmental programs within a work area where the person has some supervisory responsibility for others. Personnel will be able to participate in risk assessment and management processes, such as working with other staff to assess and manage risks associated with technical activities, coaching others in participating in OHS and environmental management issues, being a safety representative or participating in a safety committee. Their work is done in accordance with defined enterprise policies and procedures.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

PMLORG200A WORK WITHIN A LABORATORY/FIELD WORKPLACE (INDUCTION)
Content: Work within enterprise structure and culture; Work in accordance with workplace agreements and/or legislative requirements; Provide scientific/technical support; Organise daily work efficiently; Accept responsibility for quality of own work; Identify own learning needs.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

PMLORG300A FOLLOW ESTABLISHED WORK PLAN
Content: Organise daily work activities; Follow work plan; Modify work plan.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

PMLORG301A PLAN AND CONDUCT LABORATORY/FIELD WORK
Content: This unit of competency covers the ability to plan and complete tasks individually or in a team context. The tasks involve established routines and procedures using allocated resources with access to readily available guidelines and advice. Work plans may need to be modified with supervisor agreement to suit changing conditions and priorities.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PMLQUAL400A PREPARE PRACTICAL SCIENCE CLASSES AND DEMONSTRATIONS
Content: This unit of competency covers the ability to manage the day-to-day running of science teaching laboratories and the preparation of practical experiments, demonstrations and field trips. Personnel are required to assess and treat risks associated with practical activities. They may work autonomously but are required to liaise closely with teaching staff about the design and scheduling of practical activities.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PMLQUAL300B CONTRIBUTE TO THE ACHIEVEMENT OF QUALITY OBJECTIVES
Content: This unit of competency covers the development of a working knowledge of quality principles and their application in laboratory/field work.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

PMLQUAL400B CONTRIBUTE TO THE ONGOING DEVELOPMENT OF HACCP PLANS
Content: Review existing HACCP plans; Provide support for the implementation of HACCP plans; Review the implementation plan.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum
PMLQUAL401A APPLY QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT PROCESSES

Content: Satisfy quality system requirements in daily work; Analyse opportunities for corrective and/or optimisation action; Recommend corrective and/or optimisation actions; Participate in the implementation of recommended action(s); Participate in the development of continuous improvement strategies.

Nominal Hours: 80 Hours

Assessment: As per accredited curriculum

PMLQUAL401B APPLY QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT PROCESSES

Content: This unit of competency covers the exercise of good laboratory practice and effective participation in quality improvement teams. Personnel are required to ensure the quality and integrity of their own work and detect non-conformances and work with others to suggest improvements in productivity and quality.

Nominal Hours: 80 Hours

Assessment: As per accredited curriculum

PMLSAMP200A COLLECT ROUTINE SITE SAMPLES

Content: Prepare for sampling; Conduct sampling; Finalise sampling; Maintain a safe work environment.

Nominal Hours: 30 Hours

Assessment: As per accredited curriculum

PMLSAMP201A HANDLE AND TRANSPORT SAMPLES OR EQUIPMENT

Content: Prepare for pickup; Pick up and transport items; Maintain transport equipment; Maintain a safe work environment.

Nominal Hours: 30 Hours

Assessment: As per accredited curriculum

PMLSAMP400B OBTAIN REPRESENTATIVE SAMPLES IN ACCORDANCE WITH SAMPLING PLAN

Content: Prepare for sampling; Conduct sampling and log samples; Prepare samples for testing; Address client issues; Maintain a safe work environment.

Nominal Hours: 40 Hours

Assessment: As per accredited curriculum

PMLSAMP401A PREPARE MINERAL SAMPLES FOR ANALYSIS

Content: Interpret and schedule client requirements; Prepare client sample(s) for analysis; Use (non) destructive methods to prepare laboratory portions for analysis; Maintain a safe work environment.

Nominal Hours: 60 Hours

Assessment: As per accredited curriculum

PMLSCIG300B OPERATE BASIC HANDBLOWING EQUIPMENT

Content: Prepare for handblowing operations; Follow sequence of operations for glasswork procedure to be performed; Use annealing equipment; Maintain a safe work environment; Maintain records.

Nominal Hours: 60 Hours

Assessment: As per accredited curriculum

PMLSCIG301B REPAIR GLASS APPARATUS USING SIMPLE GLASSBLOWING EQUIPMENT

Content: Prepare for repair operations; Repair apparatus; Operate annealing equipment; Maintain a safe work environment; Maintain records.

Nominal Hours: 40 Hours

Assessment: As per accredited curriculum

PMLTEAM300A WORK EFFICIENTLY AS PART OF A TEAM

Content: Work in a team environment; Complete allocated work; Identify and resolve work problems.

Nominal Hours: 20 Hours

Assessment: As per accredited curriculum

PMLTEST200A CONDUCT ROUTINE SITE MEASUREMENTS

Content: Prepare for measurement(s); Perform measurement(s); Finalise measurements; Maintain a safe work environment.

Nominal Hours: 30 Hours

Assessment: As per accredited curriculum

PMLTEST300A PERFORM BASIC TESTS

Content: Receive, label and store samples for testing; Prepare sample; Perform tests on samples.

Nominal Hours: 60 Hours

Assessment: As per accredited curriculum

PMLTEST300B PERFORM BASIC TESTS

Content: This unit of competency covers the ability to perform tests using standard methods and with access to readily available advice. Personnel are required to demonstrate close attention to the accuracy and precision of measurements and the data obtained. In general, they do not calibrate equipment and make only limited adjustments to the controls. The unit of competency does not cover interpretation or analysis of results or troubleshooting equipment problems.

Nominal Hours: 60 Hours

Assessment: As per accredited curriculum

PMLTEST301A PERFORM BIOLOGICAL LABORATORY PROCEDURES

Content: Prepare specimens for microscopic examination; Stain smears, films, sections and whole mounts; Process plant and animal tissue; Cut sections of plant and animal tissue; Count cells; Work safely to protect the safety of self and other workers.

Nominal Hours: 80 Hours

Assessment: As per accredited curriculum

PMLTEST301B PERFORM BIOLOGICAL LABORATORY PROCEDURES

PMLTEST302A CALIBRATE TEST EQUIPMENT AND ASSIST WITH MAINTENANCE

Content: Perform setup and pre-use checks of laboratory equipment; Perform calibration checks; Assist with equipment maintenance; Maintain records.

Nominal Hours: 50 Hours

Assessment: As per accredited curriculum

PMLTEST303B PREPARE WORKING SOLUTIONS

Content: Safely use laboratory chemicals, glassware and equipment; Make up working solutions; Check existing stock of solutions.

Nominal Hours: 50 Hours

Assessment: As per accredited curriculum

PMLTEST304B PREPARE CULTURE MEDIA

Content: This unit of competency covers the ability to prepare culture media free of contamination required and facilitate optimal growth of organisms and cells. It also includes the ability to organise the materials, equipment and work environment and follow standard methods.

Nominal Hours: 30 Hours

Assessment: As per accredited curriculum

PMLTEST305A PERFORM ASEPTIC TECHNIQUES

Content: Prepare for aseptic sampling or transfer; Transfer materials aseptically; Maintain work area and equipment to prevent cross-infection and contamination.

Nominal Hours: 40 Hours

Assessment: As per accredited curriculum

PMLTEST305B PERFORM ASEPTIC TECHNIQUES

Content: This unit of competency covers the ability to perform aseptic techniques to maintain the integrity of both the sample source and the sample. It applies to sampling techniques in tissue culture and to generic microbiological procedures.

Nominal Hours: 40 Hours

Assessment: As per accredited curriculum
PMLTEST306B ASSIST WITH FIELDWORK
Content: Assist with organisation of fieldwork; Perform tasks related to field camp operations; Perform tasks related to field surveys; Demonstrate basic field survival skills; Assist with the close down of field camp.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PMLTEST307B PREPARE TRIAL BATCHES FOR EVALUATION
Content: Prepare for trial batch mixing; Mix trial batch for evaluation; Evaluate properties of the mixture by inspection and standard test methods; Clean equipment and dispose of materials; Maintain records; Maintain a safe work environment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PMLTEST308A PERFORM MICROSCOPIC EXAMINATION
Content: This unit of competency covers the ability to prepare routine samples and examine them using a light microscope, standard methods and readily available advice. Personnel are required to set up microscopes for optimum resolution and observe, identify and report sample characteristics. The unit covers limited interpretation and analysis of results. Troubleshooting of equipment and procedures is not required.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PMLTEST310A PERFORM HISTOLOGICAL PROCEDURES
Content: This unit of competency covers the ability to perform straightforward histological procedures involving processing and sectioning (by hand or rotary microtome) of plant and animal tissues in paraffin wax. Personnel will work under direct supervision and have ready access to enterprise procedures. Viewing of slides is covered in PMLTEST308A Perform microscopic examination. More complex histological tests involving specialised stains, histochemistry and immunohistochemistry are covered in PMLTEST503B Perform histological tests.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PMLTEST400A PERFORM INSTRUMENTAL TESTS/PROCEDURES
Content: Prepare sample; Test sample; Process data; Maintain a safe work environment; Maintain laboratory records.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

PMLTEST401A PERFORM NON-INSTRUMENTAL TESTS
Content: Prepare sample; Test sample; Process data; Maintain a safe work environment; Maintain laboratory records.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

PMLTEST402A PREPARE, STANDARDISE AND USE SOLUTIONS
Content: Prepare solutions; Standardise and use volumetric solutions; Calculate and record data; Monitor the quality of laboratory solutions.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

PMLTEST402B PREPARE, STANDARDISE AND USE SOLUTIONS
Content: This unit of competency covers the ability to prepare, standardise and use solutions to monitor the quality of prepared solutions.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

PMLTEST403B ASSIST WITH GEOTECHNICAL SITE INVESTIGATIONS
Content: Prepare for on-site operations; Assist with excavation of boreholes, test pits and/or trenches; Assist with sampling; Assist with testing; Maintain records.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

PMLTEST404A PERFORM CHEMICAL TESTS AND PROCEDURES
Content: This unit of competency covers the ability to interpret chemical test requirements, prepare samples, conduct pre-use and calibration checks on equipment and perform routine chemical tests/procedures. These tests will involve several measurement steps. The unit includes data processing and interpretation of results and troubleshooting obvious test malfunctions where the procedure is standardised. However, personnel are not required to analyse data, optimise tests/procedures for specific samples or troubleshoot equipment problems where the solution is not apparent.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

PMLTEST405A PERFORM FOOD TESTS
Content: Interpret and schedule test requirements; Receive and prepare food samples; Check equipment before use; Test samples to determine food components and characteristics; Process data; Maintain a safe work environment; Maintain laboratory records.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

PMLTEST406A PERFORM PHYSICAL TESTS
Content: Interpret and schedule test requirements; Receive and prepare samples; Check equipment before use; Test samples to determine physical properties; Process and interpret data; Maintain a safe work environment; Maintain laboratory records.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

PMLTEST407A PERFORM BIOLOGICAL PROCEDURES
Content: This unit of competency covers the ability to interpret work requirements, prepare samples, conduct pre-use and calibration checks on equipment and perform routine biological procedures, including sample preparation. These procedures may involve several steps and are used to classify cell types, species and biologically active compounds by analysing their biological and chemical characteristics. This unit includes data processing, interpretation of results and troubleshooting obvious departures from standard procedures.
Nominal Hours: 130 Hours
Assessment: As per accredited curriculum

PMLTEST408A UNDERTAKE ENVIRONMENTAL FIELD-BASED MONITORING
Content: This unit of competency covers the ability to organise and undertake field monitoring programs that are primarily focused on the determination of physical and chemical parameters and/or observation and documentation of biological/ecological systems. It covers confirming the requirements of the monitoring activities, sampling, sample handling, physical and chemical monitoring and simple field-based analysis, data collection and recording. It also covers field camp maintenance and field safety. The unit covers gaining clearance for animal trapping, tagging, keeping or experimentation, but does not cover specific animal handling techniques. These tasks would only be performed under the guidance and supervision of a scientific officer.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

PMLTEST409A CAPTURE AND MANAGE SCIENTIFIC IMAGES
Content: Establish requirements for image capture; Plan and set up the shoot; Capture and reproduce the required image; Keep records and deliver images.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
SCHOOL OF HUMAN SERVICES, SCIENCE AND TECHNOLOGY

PMLTEST410A UNDERTAKE ENVIRONMENTAL FIELD-BASED, REMOTE-SENSING MONITORING
Content: Establish requirements for image capture; Plan and set up the shoot; Capture and reproduce the required image; Keep records and deliver images.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PMLTEST411A PERFORM MECHANICAL TESTS
Content: Interpret and schedule test requirements; Receive samples and prepare test-pieces; Check equipment before use; Test samples to determine mechanical properties; Process and interpret data; Maintain a safe work environment; Maintain laboratory records.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

PMLTEST412A PREPARE TISSUE AND CELL CULTURES
Content: Work safely according to the legal and regulatory framework; Prepare and test cell and tissue culture media; Prepare tissue or cell cultures; Monitor tissue or cell culture; Maintain records.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

PMLTEST500A CALIBRATE AND MAINTAIN INSTRUMENTS
Content: Perform setup and pre-use safety checks; Perform calibration checks; Maintain equipment.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

PMLTEST501A PERFORM MICROBIOLOGICAL TESTS
Content: Receive samples and process associated request forms; Prepare for safe microbiological work and aseptic applications; Process samples for direct examination; Prepare pure cultures for microbiological work and aseptic applications; Perform procedures that can assist in the identification of microorganisms; Estimate the number and/or size of microorganisms in samples; Contribute to antibiotic sensitivity testing where required; Maintain records of laboratory work.
Nominal Hours: 140 Hours
Assessment: As per accredited curriculum

PMLTEST502A PERFORM HAEMATOLOGICAL TESTS
Content: Process samples and associated request details; Perform tests; Maintain a safe environment; Maintain laboratory records.
Nominal Hours: 135 Hours
Assessment: As per accredited curriculum

PMLTEST503A PERFORM HISTOLOGICAL TESTS
Content: Process specimens and associated request forms; Prepare specimens for cut-up; Process tissue; Embed tissue; Cut tissue sections; Stain tissue sections; Contribute to efficient provision of histological services; Maintain a safe environment; Maintain laboratory records.
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum

PMLTEST504A PERFORM CHEMICAL PATHOLOGY TESTS
Content: Process samples and associated request forms; Perform tests; Maintain a safe work area and environment; Maintain laboratory records.
Nominal Hours: 130 Hours
Assessment: As per accredited curriculum

PMLTEST505B CONDUCT SENSORY ANALYSIS
Content: Select panelists for sensory analysis; Prepare panelists for sensory analysis; Prepare samples for sensory analysis; Conduct routine sensory analysis; Evaluate and report findings; Maintain a safe work environment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PMLTEST506A APPLY SPECTROMETRIC TECHNIQUES
Content: Prepare samples; Perform analytical procedures; Report and communicate test results.
Nominal Hours: 200 Hours
Assessment: As per accredited curriculum

PMLTEST507A APPLY CHROMATOGRAPHIC AND ELECTROPHORETIC TECHNIQUES
Content: Prepare samples; Perform analytical and/or preparative procedures; Report and communicate results.
Nominal Hours: 200 Hours
Assessment: As per accredited curriculum

PRSSO327A PROVIDE ADVANCED FIRST AID
Content: This competency standard covers the skills and knowledge required to provide advanced first aid response. It requires the ability to recognise and respond to an emergency providing life support measures, managing the casualty and other first aiders until the arrival of medical or other assistance. The functions would be carried out under limited supervision within organisational guidelines. The unit is based on Competency "B" in the National Guidelines for Integrating First Aid Competencies into National Industry Competency Standards.
Nominal Hours: TBA
Assessment: As per accredited curriculum

PUACOM012A LIAISE WITH MEDIA AT A LOCAL LEVEL
Content: Liaison with media at a low level incident, provide information about local events.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

RGRH206A APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES IN HORSE CODES
Content: This unit is concerned with competencies to ensure occupational health and safety for humans and animals in the workplaces encountered in the racing industry. These include stables and racecourses, training tracks, beaches, farms and public areas.
Nominal Hours: 50 hours
Assessment: As per accredited curriculum

RGRH207A HANDLE HORSES SAFELY
Content: This unit deals with competencies relating to the identification and safe catching, controlling and handling of racehorses for the purposes of transporting, training and racing.
Nominal Hours: 80 hours
Assessment: As per accredited curriculum

RTC2801A PARTICIPATE IN WORKPLACE COMMUNICATIONS
Content: Follow routine spoken messages; Perform workplace duties following routine written notices; Obtain and provide information in response to workplace requirements; Complete relevant work related documents; Participate in workplace meeting and discussions.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

RTC4702A MINIMISE RISKS IN THE USE OF CHEMICALS
Content: Developing, implementing and monitoring a risk control strategy in a workplace where chemicals are being handled and used, Legislation and regulations, develop and implement procedures to ensure minimum risk and the ability to carry out a risk assessment.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

RTC5011A COLLECT AND CLASSIFY PLANTS
Content: Collecting and identifying plants using taxonomic keys. Collecting, preserving and identifying plant specimens. Herbarium collection techniques and ethics, botany, physical and biological habitat types, and plant nomenclature and taxonomy.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum
RTD4020A PLAN THE IMPLEMENTATION OF REVEGETATION WORKS  
Content: Planning and implementation of revegetation works for disturbed, degraded and remote natural sites. Application of horticultural, natural science and environmental skills. Costing, estimating and basic budgeting skills.  
Nominal Hours: 80 Hours  
Assessment: As per accredited curriculum

RTD4402A DEFINE THE PEST PROBLEM IN A LOCAL AREA  
Content: Defining and analyse the pest problem in the local area, determine critical control points for management and document and collate the impacts of the pest. Knowledge of pest biology, land management processes, production processes, relevant legislative and regulatory requirements, mapping principles, and the use of mapping software.  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

RTD4403A DEVELOP A PEST MANAGEMENT ACTION PLAN  
Content: Developing an action plan for the management of target pests in a local area. Knowledge of relevant local, regional, State and national strategies, relevant legislative and regulatory requirements, environmental protection legislation, pest control methods and techniques, and sustainable land use principles.  
Nominal Hours: 100 Hours  
Assessment: As per accredited curriculum

RTD4407A INVESTIGATE A REPORTED PEST TREATMENT FAILURE  
Content: This competency standard covers the process of investigating cases of treatment failure as part of a program of pest management and control. Assess treatment failure and report on causes of failure, knowledge of pest treatment techniques, surveying population of pests, treatment characteristics and modes of action, basic statistical analysis and report preparation.  
Nominal Hours: 60 Hours  
Assessment: As per accredited curriculum

RTD4504A MONITOR BIODIVERSITY  
Content: Monitor critical biological and physical factors to make corrective changes in a natural area. Develop monitoring techniques, prepare equipment and resources, monitor biodiversity and review data. Knowledge of ecology, plant and animal classification, monitoring systems for flora, fauna and micro-organism populations, threats to places of natural significance, accepted scientific processes.  
Nominal Hours: 30 Hours  
Assessment: As per accredited curriculum

RTD4507A PRODUCE MAPS FOR LAND MANAGEMENT PURPOSES  
Content: Preparation of maps by hand or using geographical information systems (GIS) for land management purposes. Knowledge of land management processes, relevant legislative and regulatory requirements, mapping principles, and the use of mapping software and hardware.  
Nominal Hours: 120 Hours  
Assessment: As per accredited curriculum

RUV2103A ASSISTS WITH GENERAL ANIMAL CARE  
Content: Handle and check animal's general condition and health; Clean animal housing  
Nominal Hours: 80 Hours  
Assessment: As per accredited curriculum

RUV2104A PROVIDE FOOD AND WATER FOR ANIMALS  
Content: Prepare for feeding; Feed and water animals; Complete the feeding and watering process.  
Nominal Hours: 30 Hours  
Assessment: As per accredited curriculum

RUV2105A PARTICIPATE IN WORKPLACE COMMUNICATIONS  
Content: Follow routine spoken messages; Perform workplace duties following routine written notices; Obtain and provide information in response to workplace requirements; Complete relevant work-related documents; Participate in workplace meetings and discussions.  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

RUV2107A PROVIDE BASIC FIRST AID FOR ANIMALS  
Content: Assess the situation; Apply basic first aid and basic care.  
Nominal Hours: 30 Hours  
Assessment: As per accredited curriculum

RUV2601A CARRY OUT VETERINARY RECEPTION DUTIES  
Content: Compile patient and client histories; Consult the duty veterinarian; Identify information requirements; Maintain clinic records.  
Nominal Hours: 30 Hours  
Assessment: As per accredited curriculum

RUV2602A CARRY OUT DAILY CLINIC ROUTINES  
Content: Maintain clinic hygiene; Carry out daily treatment of patients; Assist in stock control and clinic security.  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

RUV2603A ASSIST WITH SURGERY PREPARATIONS  
Content: Prepare animal for surgery under direction; Prepare theatre or surgical operating area for use; Provide pre- and postoperative patient care; Clean theatre equipment.  
Nominal Hours: 30 Hours  
Assessment: As per accredited curriculum

RUV3101A CARRY OUT WORKPLACE OHS PROCEDURES  
Content: Adapt OHS policies and procedures; Assist in workplace hazard identification and risk control; Observe safe practices during work operations; Participate in arrangements for maintaining the health and safety of all people in the workplace.  
Nominal Hours: 50 Hours  
Assessment: As per accredited curriculum

RUV3301A CARRY OUT INSTITUTION CONTAINMENT AND EXCLUSION PROCEDURES  
Content: Prepare to conduct euthanasia of research animals; Carry out the euthanasia of animals; Complete the euthanasia of animals.  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

RUV3302A CONDUCT EUTHANASIA OF RESEARCH ANIMALS  
Content: Prepare to conduct euthanasia of research animals; Carry out the euthanasia of animals; Complete the euthanasia of animals.  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum
RUV3303A MONITOR AND MAINTAIN ANIMALS HEALTH AND WELLBEING
Content: Monitor and maintain the physical wellbeing of animals; Identify and act on signs of ill health in animals.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

RUV3304A PROVIDE BEHAVIOURAL ENRICHMENT FOR RESEARCH ANIMALS
Content: Identify, provide and maintain accommodation of research animals; Identify and provide appropriate physical, social and food-related enrichment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

RUV3305A CARRY OUT SIMPLE BREEDING PROCEDURES
Content: Select and prepare animals for breeding; Implement breeding procedures; Perform post-mating procedures.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

RUV3306A WORK WITHIN AN ANIMAL TECHNOLOGY INSTITUTION
Content: Access and comply with relevant legislation and information; Work ethically with animals; Identify animals; Anticipate, recognise and respond to signs of distress or grief in self.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

RUV3307A PREPARE FOR AND MONITOR ANAESTHESIA IN ANIMALS
Content: Prepare for anaesthesia; Prepare animals for anaesthesia procedures; Assist in administering anaesthesia and monitoring animals; Provide post-anaesthetic care for animals; Maintain anaesthetic facilities and equipment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

RUV3401A REHABILITATE AND RELEASE NATIVE WILDLIFE
Content: Provide immediate care for rescued animals; Rehabilitate rescued animals; Release native animals to natural environment.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

RUV3411A CARE FOR YOUNG ANIMALS
Content: Identify and assist with animal care needs; Monitor health and nutrition requirements for young animals.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

RUV3503A WORK EFFECTIVELY IN THE ANIMAL COMPANION FIELD
Content: Organise and complete daily work activities; Work ethically with companion animals; Communicate effectively with clients; Maintain companion animal records.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

RUV3504A MONITOR AND MAINTAIN HEALTH OF COMPANION ANIMALS
Content: Follow effective personal health management practices; Monitor animal health needs; Administer animal treatments.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

RUV3505A PROVIDE ENRICHMENT FOR COMPANION ANIMALS
Content: Observe and record animal behaviour; Implement enrichment strategies; Record enrichment information.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

RUV3507A CARRY OUT COMPANION ANIMAL BREEDING PROCEDURES
Content: Facilitate reproduction; Implement breeding procedures; Perform post-mating procedures.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

RUV3508A PREPARE COMPANION ANIMAL DIETS AND MONITOR FEEDING
Content: Maintain food quality and hygiene standards; Prepare diets and feeding strategies; Breed and euthanase food animals as required; Feed animals.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

RUV3509A MAINTAIN AQUASCAPES AND AQUATIC ANIMALS
Content: Follow effective personal health management practices; Identify unhealthy aquatic animals; Sample, analyse and adjust aquascape water quality; Administer aquatic animal treatments.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

RUV4601A COORDINATE PATIENT ADMISSION AND DISCHARGE
Content: Co-ordinate clinic admissions; Provide veterinary nursing care; Provide grief support to clients; Implement discharge procedures.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

RUV4602A APPLY RADIOGRAPH ROUTINES
Content: Prepare radiographic environment; Prepare radiographic equipment; Implement radiographic procedures; Carry out post-radiographic procedures.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

RUV4603A PERFORM CLINIC PATHOLOGY PROCEDURES
Content: Implement pathology procedures; Perform and record appropriate haematology, blood chemistry tests and other tests; Assist with post-mortem examination.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

RUV4604A PERFORM CLINIC OFFICE PROCEDURES
Content: Maintain veterinary supplies; Maintain clinic accounts; Process and prepare correspondence.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

RUV4605A CARRY OUT SURGICAL NURSING ROUTINES
Content: Prepare for surgical procedures; Provide support for surgical routines; Monitor patients and anaesthesia; Perform postoperative procedures.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

RUV4606A NURSE ANIMALS
Content: Identify patients and monitor clinical signs; Communicate with clients concerning hospitalised patients; Provide animal care in pain situations; Care for animals; Care for hospitalised animals.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

RUV4607A CARRY OUT MEDICAL NURSING ROUTINES
Content: Prepare for and assist with medical procedures; Prepare for specific clinic routines.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum
RU4609A PROVIDE SPECIFIC ANIMAL CARE ADVICE
Content: Provide specific animal health advice; Offer animal care product advice; Advise on animal nutritional requirements; Provide animal behaviour advice.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

RU4610A CARRY OUT VETERINARY DENTAL NURSING PROCEDURES
Content: Perform oral examination; Complete dental chart; Perform dental prophylaxis under veterinary supervision; Assist in the performance of a simple extraction under veterinary supervision.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

RU5301A CARRY OUT BREEDING PROCEDURES
Content: Select animals and prepare for breeding, Implement breeding procedures; Perform post-mating procedures; Name and record animals.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

RU5302A CARRY OUT POST MORTEM EXAMINATION OF A RESEARCH ANIMAL
Content: Prepare to conduct the post-mortem examination; Carry out the post-mortem examination; Complete the post-mortem examination.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

RU5303A MANAGE NUTRITION OF RESEARCH ANIMALS
Content: Determine the nutritional requirements of research animals; Formulate and modify effective feed regimes, diets and methods; Evaluate feed regimes, diets and methods; Manage feeding process.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

RU5304A MANAGE COMPLIANCE IN ANIMAL TECHNOLOGY
Content: Manage animals in accordance with relevant codes of practice and legislative and institutional requirements; Manage the euthanasia of research animals; Manage the operation of and compliance with containment and exclusion procedures; Maintain records.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

RU5305A MONITOR AND MAINTAIN THE HEALTH OF RESEARCH ANIMALS
Content: Monitor the health status of laboratory animals; Investigate and recognise disease processes in research animals; Treat, prevent and control disease in laboratory animals; Identify the way in which disease processes may influence the design and outcome of experiments in laboratory animals.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

RU5306A PLAN AN ANIMAL TECHNOLOGY FACILITY
Content: Identify and document user requirements; Plan accommodation for animals; Develop the facility design and construction brief; Monitor the design and construction of the facility.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

RU5307A ADMINISTER ANAESTHESIA AND PERFORM SURGERY ON ANIMALS FOR SCIENTIFIC PURPOSES
Content: Prepare facilities, equipment and personnel; Prepare animals for anaesthesia and surgery for scientific purposes; Induce, maintain and monitor anaesthesia in animals; Perform basic surgery on animals; Provide post-anaesthetic and post-operative care for animals; Maintain facilities and equipment.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBB223 INTRODUCTION TO THE INTERNET
Prerequisite(s) Basic Keyboard Skills, Basic Computer Skills.
Content: Access and retrieve information from the Internet; Participate in on-line discussions; Discuss the impact and future of the "Information Super Highway".
Nominal Hours: 20 Hours
Assessment: Short answer, practical, assignments.

VBD727 ORGANIC CHEM & PROPERTIES OF MATTER
Content: Structure and isomerism of organic molecules; IUPAC nomenclature for naming of simple organic molecules; Relationship between structure and properties of liquids and solids.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBD734 CELL BIOLOGY
Content: Identification of cell organelles, their structures and functions; Cellular life-supporting processes; Basic microscopy including specimen preparation, staining and sketching.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBD740 MATHEMATICS 1
Content: Basic set notation, formulae and equations, polynomials; introduction to trigonometry, indices.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBD741 MATHEMATICS 2
Content: Angle Measurement and basic trigonometric graphs, functions and their graphs; exponents and basic logarithms, descriptive statistics.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBD745 STUDY SKILLS
Content: Different learning styles, Learning environments, Learning strategies; Effective work planning, strategies to improve work planning; Benefits of developing efficient reading, listening and note taking skills; Strategies to develop efficient skills and gathering skills.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBD746 READING AND WRITING FOR SCIENCE
Content: Text, Skills to assist with reading and comprehending; Summarising skills, Flow chart; Written paragraph, Essay writing skills, Technical writing skills and strategies
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
VBM049 INTRODUCTION TO SCIENCE
Content: The purpose of this module is to provide learners with an introduction into scientific experimentation, scientific method and development of scientific theories.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBM050 OCCUPATIONAL HEALTH AND SAFETY
Content: To provide the learner with the knowledge to identify and understand the nature of hazards in a laboratory setting. Though the recognition of the hazardous nature of laboratory work learners are required to develop a personal sense of responsibility for safety.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBM051 STOICHIOMETRY & SOLUTION CHEMISTRY
Content: Mole definition; Balancing chemical equations including stoichiometry; Solution formation and solubility, Concentration calculations; Chemical safety.
Nominal Hours: 45 Hours
Assessment: As per accredited curriculum

VBM052 IONIC THEORY
Content: Acid-base and redox theories, pH scale.
Nominal Hours: 45 Hours
Assessment: As per accredited curriculum

VBM057 HUMAN ANATOMY & PHYSIOLOGY
Content: Physiological functions of the major anatomical features of human reproductive and selected body systems.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBM058 INTRODUCTION TO GENETICS
Content: Key elements of genetically-related phenomena including; DNA structure, function & replication, chromosomes, genes, protein synthesis, human karyotyping, sex determination and causes of mutation; Mendelian laws governing patterns of genetic inheritance.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBM059 ECOLOGY
Content: Key principles underpinning issues of concern about any specific type of environment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBM060 INTRODUCTORY MATHEMATICS
Content: Fractions and decimals; Ratio; Proportions and percentage; Measurement and mensuration.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBM064 INTRODUCTION TO SCIENTIFIC COMPUTING
Content: Terminology; Modification of existing document; Equation editor; Manage files; Use printed manuals and on-line help.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

VBP034 PROCESS AND INTERPRET PHYSICAL DATA PERTAINING TO THE FOOD INDUSTRY

VBP035 PERFORM MICROBIOLOGICAL TECHNIQUES IN THE FOOD INDUSTRY

VBP036 APPLY CHEMISTRY KNOWLEDGE AND LABORATORY PRACTICES IN THE WORKPLACE

VBP037 IDENTIFY THE PRINCIPLES OF HAZARD ANALYSIS & CRITICAL CONTROL POINTS (HACCP)

VBP038 APPLY HYGIENE AND SANITATION PRACTICES

VBP039 IDENTIFY NUTRITIONAL FUNDAMENTALS

VBP040 APPLY PRINCIPLES OF OCCUPATIONAL HEALTH & SAFETY TO THE FOOD INDUSTRY

VBP043 APPLY AN UNDERSTANDING OF THE FOOD PROCESSING INDUSTRY

VBP044 APPLY PRINCIPLES OF FOOD SPOILAGE AND CONTROL

VBP045 IDENTIFY UNIT OPERATIONS

VBP046 APPLY PRINCIPLES OF LOW TEMPERATURE PRESERVATION METHODS

VBP047 APPLY PRINCIPLES OF HIGH TEMPERATURE PRESERVATION METHODS

VBP048 APPLY AN UNDERSTANDING OF THE PROCESS OF CONCENTRATION AND DRYING IN FOOD PRODUCTION

VBP049 DEVELOP & UPDATE FOOD INDUSTRY KNOWLEDGE

VBP051 IDENTIFY SENSORY ANALYSIS FUNDAMENTALS

VBP052 APPLY BASIC PRINCIPLES OF PROCESS CONTROL

VBP055 MANUFACTURE MEAT AND MEAT PRODUCTS

VBP056 MANUFACTURE DAIRY PRODUCTS

VBP057 PROCESS FRUIT AND VEGETABLES

VBP058 MANUFACTURE FISH AND SEAFOOD PRODUCTS

VBP059 PROCESS AND HANDLE POULTRY AND EGG PRODUCTS

VBP060 MANUFACTURE EDIBLE FATS AND OIL PRODUCTS

VBP061 APPLY CONFECTIONERY TECHNOLOGY

VBP062 MANUFACTURE BEVERAGES PRODUCTS

VBP063 MANUFACTURE CEREAL PRODUCTS

VBP064 PROCESS NUTS, PULSES AND OTHER SEEDS

VBP065 APPLY AN UNDERSTANDING OF THE DAIRY INDUSTRY

VBP066 PRODUCE MARKET MILK AND RELATED PRODUCTS

VBP067 PERFORM MICROBIOLOGICAL TESTS PERTAINING TO THE FOOD INDUSTRY
VBP068 INTERPRET SAMPLING PLANS
VBP068 LING PLANS
VBP069 PERFORM STATISTICAL PROCESS CONTROL
VBP070 APPLY WORKPLACE STATISTICS TO THE FOOD INDUSTRY
VBP071 APPLY AN UNDERSTANDING OF THE CANNING PROCESS
VBP072 ANALYSE FOOD PACKAGING REQUIREMENTS
VBP073 DEMONSTRATE QUALITY MANAGEMENT PRACTICES
VBP074 IDENTIFY THE BIOCHEMICAL PROPERTIES OF FOOD
VBP075 APPLY THE FUNDAMENTALS OF NUTRITION
VBP076 APPLY AN UNDERSTANDING OF DAIRY PLANT MANAGEMENT ALL COMPETENCY UNITS REQUIRED TO COMPLETE THE CERTIFICATE IV
VBP077 APPLY AN UNDERSTANDING OF REFRIGERATION AND AIR CONDITIONING SYSTEMS
VBP078 APPLY DAIRY ENGINEERING SYSTEMS
VBP079 PLAN AND MANAGE FOOD AND RELATED PRODUCT CONCEPT DEVELOPMENT
VBP080 APPLY BASIC PRINCIPLES OF FOOD ENGINEERING
VBP081 APPLY THE FUNDAMENTALS OF FLUID FLOW IN FOOD PROCESSING
VBP082 APPLY HEAT AND HEAT TRANSFER FUNDAMENTALS
VBP083 APPLY PRINCIPLES OF CONCENTRATION AND DEHYDRATION
VBP084 APPLY AN UNDERSTANDING OF NUTRITIONAL BIOCHEMISTRY
VBP085 ANALYSE NUTRITIONAL ISSUES IN THE FOOD PROCESSING INDUSTRY
VBP086 PRODUCE FROZEN DAIRY PRODUCTS
VBP087 PRODUCE MILK FAT PRODUCTS
VBP088 PRODUCE MILK AND RELATED PRODUCTS MANUFACTURED BY THE MEMBRANE SYSTEM
VBP089 PRODUCE FERMENTED DAIRY PRODUCTS
VBP090 MANUFACTURE CONCENTRATED AND DRIED DAIRY PRODUCTS
VBP096 PLAN AND CONDUCT A RESEARCH PROJECT IN FOOD ANALYSIS
Below are details of courses offered by the Department of Social and Community Studies in 2007. The most up-to-date course information is available online on the University’s searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to International students are marked with the (I) symbol.

CERTIFICATE IV IN JUSTICE
Course Code: 21212VIC
(No Intake for 2007)
Campus: St Albans Campus
Career Opportunities
This course is suited to people wishing to pursue careers as paralegal workers, community justice workers, police, correctional services, juvenile justice, community corrections or other justice related fields.
Scope of Delivery
Full time, part time and flexible delivery.
Course Objective
The course aims to provide participants with the vocational education and training needed by persons wishing to enter, develop additional skills, or pursue a long-term career within the justice field.
Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to meet the requirements of the course and to undertake formal study. This may be achieved by successfully completing a year 12 or a TAFE course. Year 12 students must apply through VTAC. Applicants need to have studied arts type subjects, such as Legal Studies, History, English Literature and/or Social Science. Mature aged adult learner provisions apply. All students must complete a supplementary form.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
Applicants are required to complete a TAFE Supplementary Application form.
Course Duration
The Advanced Diploma of Justice 21214VIC requires two years full time study or part time equivalent.
The Diploma of Justice 21213VIC may be offered on a full time basis over 18 months or part time equivalent.
The Certificate IV in Justice 21214VIC may be offered on a full time basis over 1 year or part time equivalent.
Course Structure
Certificate IV in Justice 21212VIC
Students must successfully complete the following core units of study and two elective units of study.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>21212VIC</td>
<td></td>
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</table>

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSPOHS401</td>
<td>IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS</td>
<td>20</td>
</tr>
<tr>
<td>VAK247</td>
<td>WORK ENVIRONMENT – PLANNING WORK TASKS</td>
<td>38</td>
</tr>
<tr>
<td>VAK262</td>
<td>WORK ENVIRONMENT-SUPERVISION</td>
<td>38</td>
</tr>
<tr>
<td>VAK280</td>
<td>LEGAL ASPECTS 1 FOR JUSTICE STUDIES</td>
<td>75</td>
</tr>
<tr>
<td>VAK281</td>
<td>LEGAL ASPECTS 2 FOR JUSTICE STUDIES</td>
<td>75</td>
</tr>
<tr>
<td>VAK283</td>
<td>AUSTRALIAN CRIMINAL JUSTICE SYSTEM</td>
<td>54</td>
</tr>
<tr>
<td>VAK284</td>
<td>SOCIAL RESEARCH AND ANALYSIS</td>
<td>54</td>
</tr>
<tr>
<td>VAK291</td>
<td>JUSTICE COMMUNICATION</td>
<td>40</td>
</tr>
<tr>
<td>VAK293</td>
<td>WORKPLACE PRACTICE</td>
<td>54</td>
</tr>
<tr>
<td>VAK294</td>
<td>ORGANISATIONAL PRINCIPLES AND PRACTICE 1</td>
<td>54</td>
</tr>
</tbody>
</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAK060</td>
<td>CUSTOMS</td>
<td>54</td>
</tr>
<tr>
<td>VAL651</td>
<td>SHERIFF AUTHORITY AND FUNCTION</td>
<td>54</td>
</tr>
<tr>
<td>VAK296</td>
<td>MUNICIPAL LAW ENFORCEMENT</td>
<td>54</td>
</tr>
<tr>
<td>*VAK297</td>
<td>CURRENT ISSUES IN LOCAL GOVERNMENT – BEST VALUE</td>
<td>12</td>
</tr>
<tr>
<td>*VAK298</td>
<td>CURRENT ISSUES IN LOCAL GOVERNMENT – BUSINESS PRACTICES</td>
<td>12</td>
</tr>
<tr>
<td>*VAK299</td>
<td>CURRENT ISSUES IN LOCAL GOVERNMENT – DEVELOPING BUSINESS PLANS</td>
<td>12</td>
</tr>
<tr>
<td>*VAK300</td>
<td>CURRENT ISSUES IN LOCAL GOVERNMENT – TOWN PLANNING</td>
<td>18</td>
</tr>
<tr>
<td>VAK301</td>
<td>CORRECTIONAL SYSTEMS</td>
<td>54</td>
</tr>
<tr>
<td>VAK304</td>
<td>CONTEMPORARY POLICING</td>
<td>54</td>
</tr>
</tbody>
</table>

* These units of study must be taken together

Diploma of Justice 21213VIC
Students must successfully complete the core and elective units of study for Certificate IV in Justice 21212VIC plus the following core units of study and two additional electives

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAK327</td>
<td>FIELD PLACEMENT 3 – WORK ENVIRONMENT-STAFFING</td>
<td>38</td>
</tr>
<tr>
<td>VAL689</td>
<td>SOCIOLGY</td>
<td>68</td>
</tr>
<tr>
<td>VAK282</td>
<td>LEGAL ASPECTS 3 FOR JUSTICE STUDIES</td>
<td>75</td>
</tr>
<tr>
<td>VAK284</td>
<td>CRIMINOLOGY</td>
<td>68</td>
</tr>
<tr>
<td>VAK285</td>
<td>JUSTICE DELIVERY</td>
<td>54</td>
</tr>
<tr>
<td>VAK289</td>
<td>APPLIED PSYCHOLOGY</td>
<td>68</td>
</tr>
<tr>
<td>VAK290</td>
<td>CULTURAL DIVERSITY</td>
<td>54</td>
</tr>
</tbody>
</table>
Advanced Diploma of Justice 21214VIC
Students must successfully complete the core and elective units of study for the Diploma of Justice(21213VIC) and the following core units of study and one elective.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAK602</td>
<td>FIELD PLACEMENT 4 – WORK ENVIRONMENT – PLANNING AND ORGANISING</td>
</tr>
<tr>
<td>VBK286</td>
<td>JUVENILE JUSTICE</td>
</tr>
<tr>
<td>VBK287</td>
<td>CRIME PREVENTION</td>
</tr>
<tr>
<td>VBK295</td>
<td>ORGANISATIONAL PRINCIPLES AND PRACTICE 2</td>
</tr>
</tbody>
</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAJ921</td>
<td>CONSUMER LAW AND ADVOCACY</td>
</tr>
<tr>
<td>VBK302</td>
<td>HUMAN RIGHTS</td>
</tr>
<tr>
<td>VBK303</td>
<td>CURRENT ISSUES IN COMMUNITY LAW</td>
</tr>
<tr>
<td>VBK305</td>
<td>ECONOMICS FOR JUSTICE STUDIES</td>
</tr>
</tbody>
</table>
Elective units of study are selected by the student with approval of the Head of Department.

CERTIFICATE IV IN JUSTICE

Course Code: 21213VIC
(No Intake for 2007)

Campus: St Albans Campus

Career Opportunities
This course is suited to people wishing to pursue careers as paralegal workers, community justice workers, police, correctional services, juvenile justice, community corrections or other justice related fields.

Scope of Delivery
Full time, part time and flexible delivery.

Course Objective
The course aims to provide participants with the vocational education and training needed by persons wishing to enter, develop additional skills, or pursue a long-term career within the justice field.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to meet the requirements of the course and to undertake formal study. This may be achieved by successfully completing a year 12 or a TAFE course. Year 12 students must apply through VTAC. Applicants need to have studied arts type subjects, such as Legal Studies, History, English Literature and/or Social Science. Mature aged adult learner provisions apply. All students must complete a supplementary form.

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

Selection Procedures/Selection Criteria
Applicants are required to complete a TAFE Supplementary Application form.

Course Duration
The Advanced Diploma of Justice 21214VIC requires two years full time study or part time equivalent.
The Diploma of Justice 21213VIC may be offered on a full time basis over 18 months or part time equivalent.
The Certificate IV in Justice 21214VIC may be offered on a full time basis over 1 year or part time equivalent.

Course Structure

Certificate IV in Justice 21212VIC
Students must successfully complete the following core units of study and two elective units of study.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSPOHS401</td>
<td>IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS</td>
</tr>
<tr>
<td>VAK247</td>
<td>WORK ENVIRONMENT – PLANNING WORK TASKS</td>
</tr>
<tr>
<td>VAK262</td>
<td>WORK ENVIRONMENT-SUPERVISION</td>
</tr>
<tr>
<td>VBK280</td>
<td>LEGAL ASPECTS 1 FOR JUSTICE STUDIES</td>
</tr>
<tr>
<td>VBK281</td>
<td>LEGAL ASPECTS 2 FOR JUSTICE STUDIES</td>
</tr>
<tr>
<td>VBK283</td>
<td>AUSTRALIAN CRIMINAL JUSTICE SYSTEM</td>
</tr>
<tr>
<td>VBK288</td>
<td>SOCIAL RESEARCH AND ANALYSIS</td>
</tr>
<tr>
<td>VBK291</td>
<td>JUSTICE COMMUNICATION</td>
</tr>
<tr>
<td>VBK293</td>
<td>WORKPLACE PRACTICE</td>
</tr>
<tr>
<td>VBK294</td>
<td>ORGANISATIONAL PRINCIPLES AND PRACTICE 1</td>
</tr>
</tbody>
</table>

National Information Technology and/or National Office Skills computing units of study selected by the student, with the approval of the Head of Department, having regard to the list of relevant units of study specified in – National Information Technology Computer Skills module bank; ACTRAC, published 1995; National Office Skills computer unit of study bank, ACTRAC, published 1996.

Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAK060</td>
<td>CUSTOMS</td>
</tr>
<tr>
<td>VAL651</td>
<td>SHERIFF AUTHORITY AND FUNCTION</td>
</tr>
<tr>
<td>VBK296</td>
<td>MUNICIPAL LAW ENFORCEMENT</td>
</tr>
<tr>
<td>*VBK297</td>
<td>CURRENT ISSUES IN LOCAL GOVERNMENT – BEST VALUE</td>
</tr>
<tr>
<td>*VBK298</td>
<td>CURRENT ISSUES IN LOCAL GOVERNMENT – BUSINESS PRACTICES</td>
</tr>
<tr>
<td>*VBK299</td>
<td>CURRENT ISSUES IN LOCAL GOVERNMENT – DEVELOPING BUSINESS PLANS</td>
</tr>
<tr>
<td>*VBK300</td>
<td>CURRENT ISSUES IN LOCAL GOVERNMENT – TOWN PLANNING</td>
</tr>
<tr>
<td>VBK301</td>
<td>CORRECTIONAL SYSTEMS</td>
</tr>
<tr>
<td>VBK304</td>
<td>CONTEMPORARY POLICING</td>
</tr>
</tbody>
</table>

* These units of study must be taken together
### DIPLOMA OF JUSTICE 21213VIC

Students must successfully complete the core and elective units of study for Certificate IV in Justice 21212VIC plus the following core units of study and two additional electives.

#### Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAK327</td>
<td>FIELD PLACEMENT 3 – WORK ENVIRONMENT-STAFFING</td>
<td>38</td>
</tr>
<tr>
<td>VAL689</td>
<td>SOCIOLOGY</td>
<td>68</td>
</tr>
<tr>
<td>V8K282</td>
<td>LEGAL ASPECTS 3 FOR JUSTICE STUDIES</td>
<td>75</td>
</tr>
<tr>
<td>V8K284</td>
<td>CRIMINOLOGY</td>
<td>68</td>
</tr>
<tr>
<td>V8K285</td>
<td>JUSTICE DELIVERY</td>
<td>54</td>
</tr>
<tr>
<td>V8K289</td>
<td>APPLIED PSYCHOLOGY</td>
<td>68</td>
</tr>
<tr>
<td>V8K290</td>
<td>CULTURAL DIVERSITY</td>
<td>54</td>
</tr>
</tbody>
</table>

### Advanced Diploma of Justice 21214VIC

Students must successfully complete the core and elective units of study for the Diploma of Justice(21213VIC) and the following core units of study and one elective.

#### Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>V8K602</td>
<td>FIELD PLACEMENT 4 – WORK ENVIRONMENT – PLANNING AND ORGANISING</td>
<td>38</td>
</tr>
<tr>
<td>V8K286</td>
<td>JUVENILE JUSTICE</td>
<td>54</td>
</tr>
<tr>
<td>V8K287</td>
<td>CRIME PREVENTION</td>
<td>54</td>
</tr>
<tr>
<td>V8K295</td>
<td>ORGANISATIONAL PRINCIPLES AND PRACTICE 2</td>
<td>54</td>
</tr>
</tbody>
</table>

#### Elective Units of Study

| Unit Code | Unit Title                                      |
|-----------|------------------------------------------------|-------|
| V8K289    | SHERIFF AUTHORITY AND FUNCTION                  | 54    |

### CERTIFICATE IV IN JUSTICE

**Course Code: 21214VIC**

**(No Intake for 2007)**

**Campus:** St Albans Campus

No intake for 2007

#### Career Opportunities

This course is suited to people wishing to pursue careers as paralegal workers, community justice workers, police, correctional services, juvenile justice, community corrections or other justice related fields.

#### Scope of Delivery

Full time, part time and flexible delivery.

#### Course Objective

The course aims to provide participants with the vocational education and training needed by persons wishing to enter, develop additional skills, or pursue a long-term career within the justice field.

#### Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to meet the requirements of the course and to undertake formal study. This may be achieved by successfully completing a year 12 or a TAFE course. Year 12 students must apply through VTAC. Applicants need to have studied arts type subjects, such as Legal Studies, History, English Literature and/or Social Science. Mature aged adult learner provisions apply. All students must complete a supplementary form.

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

#### Selection Procedures/Selection Criteria

Applicants are required to complete a TAFE Supplementary Application form.

#### Course Duration

The Advanced Diploma of Justice 21214VIC requires two years full time study or part time equivalent. The Diploma of Justice 21213VIC may be offered on a full time basis over 18 months or part time equivalent. The Certificate IV in Justice 21214VIC may be offered on a full time basis over 1 year or part time equivalent.

#### Course Structure

**Certificate IV in Justice 21212VIC**

Students must successfully complete the following core units of study and two elective units of study.

#### Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>P8POHS401</td>
<td>IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS</td>
<td>20</td>
</tr>
<tr>
<td>V8K247</td>
<td>WORK ENVIRONMENT – PLANNING WORK TASKS</td>
<td>38</td>
</tr>
<tr>
<td>V8K262</td>
<td>WORK ENVIRONMENT-SUPERVISION</td>
<td>38</td>
</tr>
<tr>
<td>V8K280</td>
<td>LEGAL ASPECTS 1 FOR JUSTICE STUDIES</td>
<td>75</td>
</tr>
<tr>
<td>V8K281</td>
<td>LEGAL ASPECTS 2 FOR JUSTICE STUDIES</td>
<td>75</td>
</tr>
<tr>
<td>V8K283</td>
<td>AUSTRALIAN CRIMINAL JUSTICE SYSTEM</td>
<td>54</td>
</tr>
<tr>
<td>V8K288</td>
<td>SOCIAL RESEARCH AND ANALYSIS</td>
<td>54</td>
</tr>
<tr>
<td>V8K291</td>
<td>JUSTICE COMMUNICATION</td>
<td>40</td>
</tr>
<tr>
<td>V8K293</td>
<td>WORKPLACE PRACTICE</td>
<td>54</td>
</tr>
<tr>
<td>V8K294</td>
<td>ORGANISATIONAL PRINCIPLES AND PRACTICE 1</td>
<td>54</td>
</tr>
</tbody>
</table>

National Information Technology and/or National Office Skills computing units of study selected by the student, with the approval of the Head of Department, having regard to the list of relevant units of study specified in – National Information Technology Computer Skills module bank; ACTRAC, published 1995; National Office Skills computer unit of study bank, ACTRAC, published 1996.

#### Elective Units of Study

| Unit Code | Unit Title                                      |
|-----------|------------------------------------------------|-------|
| V8K060    | CUSTOMS                                        | 54    |
| VAL651    | SHERIFF AUTHORITY AND FUNCTION                  | 54    |
DEPARTMENT OF SOCIAL AND COMMUNITY STUDIES

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBK296</td>
<td>54</td>
</tr>
<tr>
<td>*VBK297</td>
<td>12</td>
</tr>
<tr>
<td>*VBK298</td>
<td>12</td>
</tr>
<tr>
<td>*VBK299</td>
<td>12</td>
</tr>
<tr>
<td>*VBK300</td>
<td>18</td>
</tr>
<tr>
<td>VBK301</td>
<td>54</td>
</tr>
<tr>
<td>VBK304</td>
<td>54</td>
</tr>
</tbody>
</table>

* These units of study must be taken together

DIPLOMA OF JUSTICE 21213VIC
Students must successfully complete the core and elective units of study for Certificate IV in Justice 21212VIC plus the following core units of study and two additional electives

Core Units of Study
- VAK327 FIELD PLACEMENT 3 – WORK ENVIRONMENT-STAFFING 38
- VAL689 SOCIOLOGY 68
- VBK282 LEGAL ASPECTS 3 FOR JUSTICE STUDIES 75
- VBK284 CRIMINOLOGY 68
- VBK285 JUSTICE DELIVERY 54
- VBK289 APPLIED PSYCHOLOGY 68
- VBK290 CULTURAL DIVERSITY 54

ADVANCED DIPLOMA OF JUSTICE 21214VIC
Students must successfully complete the core and elective units of study for the Diploma of Justice(21213VIC) and the following core units of study and one elective.

Core Units of Study
- VAK602 FIELD PLACEMENT 4 – WORK ENVIRONMENT – PLANNING AND ORGANISING 38
- VBK286 JUVENILE JUSTICE 54
- VBK287 CRIME PREVENTION 54
- VBK295 ORGANISATIONAL PRINCIPLES AND PRACTICE 2 54

Elective Units of Study
- VAJ921 CONSUMER LAW AND ADVOCACY 54
- VBK302 HUMAN RIGHTS 54
- VBK303 CURRENT ISSUES IN COMMUNITY LAW 54
- VBK305 ECONOMICS FOR JUSTICE STUDIES 54

Elective units of study are selected by the student with approval of the Head of Department.

FOUNDATIONS OF COUNSELLING
Course Code: 3113QB0104

Campus: City King

Career Opportunities
Allied Health, community counselling and counselling.

Scope of Delivery
Part time. This is a full fee paying course.

Course Objectives
The course aims to provide participants with skills for basic counselling or as a pathway to other training in the Community Services sector.

For further information about this course contact the department on (03) 9919 8674.

CERTIFICATE III IN AGED CARE WORK
Course Code: CHC30102


Career Opportunities
When you graduate, you will be qualified to be an Aged Care Worker providing personal care in residential care facilities.

Scope of Delivery
Part time.

Course Objective
The course is appropriate for workers primarily in residential facilities under direct or regular supervision within clearly defined organisational guidelines and service plans.

Entry Requirements
To qualify for admission students must be interested in caring for the aged, have written skills adequate to deal with the documentation requirements in the aged care sector, be able to undertake manual handling duties and demonstrate to satisfaction of the Head of Department, their ability to complete the course.

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

Selection Procedures/Selection Criteria
Preference will be given to prospective students who are currently employed in this field. Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration
6 months part time.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAC1C</td>
<td>50</td>
</tr>
<tr>
<td>CHCAC2C</td>
<td>75</td>
</tr>
<tr>
<td>CHCAC3C</td>
<td>50</td>
</tr>
</tbody>
</table>
### Elective Units of Study

You will need to choose at least four units, with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant Training Package units available at Certificate III:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAC4B</td>
<td>ASSIST IN THE PROVISION OF AN APPROPRIATE ENVIRONMENT</td>
<td>50</td>
</tr>
<tr>
<td>CHCAC16A</td>
<td>PROVIDE FOOD SERVICES</td>
<td>20</td>
</tr>
<tr>
<td>CHCAC17A</td>
<td>SUPPORT THE OLDER PERSON TO MAINTAIN THEIR INDEPENDENCE</td>
<td>20</td>
</tr>
<tr>
<td>CHCAC1C</td>
<td>ADVOCATE FOR CLIENTS</td>
<td>20</td>
</tr>
<tr>
<td>CHCCS303A</td>
<td>PROVIDE PHYSICAL ASSISTANCE WITH MEDICATION</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS304A</td>
<td>ASSIST WITH SELF MEDICATION</td>
<td>40</td>
</tr>
<tr>
<td>CHCCS405A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>30</td>
</tr>
<tr>
<td>CHCGROUP2C</td>
<td>SUPPORT GROUP ACTIVITIES</td>
<td>20</td>
</tr>
<tr>
<td>CHCOR022A</td>
<td>CONTRIBUTE TO SERVICE DELIVERY STRATEGY</td>
<td>40</td>
</tr>
<tr>
<td>HLTCD3A</td>
<td>PREPARE AND MAINTAIN BEDS</td>
<td>15</td>
</tr>
<tr>
<td>HLTCD6A</td>
<td>RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR</td>
<td>20</td>
</tr>
<tr>
<td>HLTCD7A</td>
<td>CARE FOR HOME ENVIRONMENT OF CLIENTS</td>
<td>20</td>
</tr>
<tr>
<td>HLTCD8A</td>
<td>TRANSPORT CLIENTS/ PATIENTS</td>
<td>20</td>
</tr>
<tr>
<td>HLTFA1A</td>
<td>APPLY BASIC FIRST AID</td>
<td>10</td>
</tr>
<tr>
<td>HLTGM1A</td>
<td>PERFORM ROUTINE SERVICING OF PLANT, EQUIPMENT AND MACHINERY</td>
<td>20</td>
</tr>
<tr>
<td>HLTGM2A</td>
<td>USE HAND AND POWER TOOLS</td>
<td>20</td>
</tr>
<tr>
<td>HLTGM3A</td>
<td>PERFORM MINOR GENERAL MAINTENANCE</td>
<td>20</td>
</tr>
<tr>
<td>HLTHIR4A</td>
<td>WORK EFFECTIVELY IN A CROSS CULTURAL CONTEXT WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE AND ORGANISATIONS</td>
<td>20</td>
</tr>
<tr>
<td>HLTMS1A</td>
<td>COLLECT AND MAINTAIN LINEN STOCKS AT USER-LOCATIONS</td>
<td>15</td>
</tr>
<tr>
<td>HLTMS2A</td>
<td>PROVIDE PERSONAL LAUNDRY SERVICE TO CLIENTS, PATIENTS AND OTHERS</td>
<td>20</td>
</tr>
<tr>
<td>HLTMS5A</td>
<td>PERFORM GENERAL HOUSEKEEPING DUTIES TO MAINTAIN CLEAN ENVIRONMENT</td>
<td>30</td>
</tr>
<tr>
<td>HLTMS6A</td>
<td>P PERFORM GENERAL CLEANING TASKS IN A CLINICAL SETTING</td>
<td>15</td>
</tr>
<tr>
<td>HLTMS8A</td>
<td>HANDLING WASTE IN A HEALTH CARE ENVIRONMENT</td>
<td>20</td>
</tr>
</tbody>
</table>

Note: Electives offered will be selected by the Department and subject to availability.

### CERTIFICATE III IN HOME AND COMMUNITY CARE

**Course Code:** CHC30202

**Campus:** Footscray Nicholson, Werribee and Industry.

**Career Opportunities**

This course is for people wishing to provide care for people living in their own homes.

**Scope of Delivery**

Part time. At this stage, this course is currently delivered to industry groups only.

**Course Objective**

The course is appropriate for workers in the community under regular supervision within clearly defined organisational guidelines and service plans.

**Entry Requirements**

To qualify for admission students must be interested in caring for the aged, have written skills adequate to deal with the documentation requirements in the aged care sector and able to undertake manual handling duties, and be able to demonstrate to the satisfaction of the Head of Department, their ability to complete the course.

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

**Selection Procedures/Selection Criteria**

Group interview sessions are conducted.

**Course Duration**

6 months part time.

**Course Structure**

**Core Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAC3C</td>
<td>ORIENTATION TO AGED CARE WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCAC15A</td>
<td>PROVIDE CARE SUPPORT WHICH IS RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA</td>
<td>60</td>
</tr>
<tr>
<td>CHCCOM2B</td>
<td>COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES</td>
<td>20</td>
</tr>
<tr>
<td>CHCCS401A</td>
<td>FACILITATE CO-OPERATIVE BEHAVIOUR</td>
<td>40</td>
</tr>
<tr>
<td>CHCCS405A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>30</td>
</tr>
<tr>
<td>CHCDIS1B</td>
<td>ORIENTATION TO DISABILITY WORK</td>
<td>47</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CHCDIS10B</td>
<td>PROVIDE CARE AND SUPPORT</td>
<td>50</td>
</tr>
<tr>
<td>CHCHC301A</td>
<td>WORK EFFECTIVELY IN A HOME AND COMMUNITY CARE ENVIRONMENT</td>
<td>50</td>
</tr>
<tr>
<td>CHCHC302A</td>
<td>PROVIDE PERSONAL CARE</td>
<td>50</td>
</tr>
<tr>
<td>CHCINF8A</td>
<td>COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS</td>
<td>40</td>
</tr>
<tr>
<td>CHCINF02A</td>
<td>PARTICIPATE IN SAFETY PROCEDURES FOR DIRECT CARE WORK</td>
<td>30</td>
</tr>
</tbody>
</table>

You will need to choose at least five units selected by the student with the approval of the Head of Department, from the following or from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate III:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAC1C</td>
<td>PROVIDE SUPPORT TO AN OLDER PERSON</td>
<td>50</td>
</tr>
<tr>
<td>CHCAC2C</td>
<td>PROVIDE PERSONAL CARE</td>
<td>75</td>
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<tr>
<td>CHCAC6C</td>
<td>SUPPORT THE OLDER PERSON TO MEET THEIR EMOTIONAL AND PSYCHOSOCIAL NEEDS</td>
<td>50</td>
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<tr>
<td>CHCAC17A</td>
<td>SUPPORT THE OLDER PERSON TO MAINTAIN THEIR INDEPENDENCE</td>
<td>20</td>
</tr>
</tbody>
</table>
CERTIFICATE III IN DISABILITY WORK – TEACHERS AIDE
Course Code: CHC30302
Campus: Footscray Nicholson
Career Opportunities
This course is for people wishing to pursue careers working with people who experience disability. It has a specific focus on working with children in an education setting.
Scope of Delivery
Part time
Course Objectives
This course aims to provide participants with the vocational skills and competencies required to work with people who experience disability to enhance their ability to achieve greater levels of independence, self reliance and community participation.
Entry Requirements
You must be able to demonstrate effective communication skills plus an understanding of, and commitment to, services for people with disabilities. 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. All agencies require a police clearance before undertaking workplace training.
Selection Procedures/Selection Criteria
You will be required to attend a group/individual interview and complete a literacy assessment.
Course Duration
12 months part time
Course Structure
Core Units of Study
Unit Code   Hours
CHCADMIN5C  WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION 75
CHCOM2B  COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES 20
CHCDIS1C  ORIENTATION TO DISABILITY WORK 50
CHCDIS2C  MAINTAIN AN ENVIRONMENT DESIGNED TO EMPOWER PEOPLE WITH DISABILITIES 90
CHCDIS5C  CONTRIBUTE TO POSITIVE LEARNING 50
CHCOHS302A  PARTICIPATE IN SAFETY PROCEDURES FOR DIRECT CARE WORK 30
CHCOR3B  PARTICIPATE IN THE WORK ENVIRONMENT 20
AND
HLTHIR3A  WORK EFFECTIVELY WITH CULTURALLY DIVERSE PATIENTS, CLIENTS, CUSTOMERS AND CO-WORKERS 20
CHCCS405A  WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 30
Elective Units of Study
6 units selected from the National Training Package by the Department.

CERTIFICATE III IN YOUTH WORK
Course Code: CHC30602
Campus: TBC
Career Opportunities
This qualification equips workers who provide support to young people through a range of community – based programs designed to address the social, behavioural, health, welfare, developmental and protection needs of young people. The qualification also covers youth workers who are employed in juvenile detention facilities.
Scope of Delivery
Full time, Part time.
Course Objective
An entry-level qualification into the field of Youth Work or Community Services. It will provide an introduction to the industry that may lead to employment, or a pathway to further qualifications in the industry.
Entry Requirements
Sufficient language skills to be able to complete the course, as well as meeting selection criteria pertaining to appropriate interpersonal skills which are suitable for this industry.
Course Duration
1 year Full time or 2 years part time.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCOM2B</td>
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<td>CHCORG3B</td>
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</table>

Elective Units of Study
Four Elective units may be selected from the units listed below, or from other Community Services Training Package units available at Certificate III or higher levels, or from other relevant National Training Package units available at Certificate III and enterprise specific units.
- Where national enterprise units are included as options, these must be nationally endorsed (see introduction in Training Package CHC02 regarding new units and customisation).

Other relevant National Training Packages may include Correctional Services, Community Recreation, Outdoor Recreation, Sport and Fitness, Music and Entertainment.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<td>HLTF03A</td>
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<td>HLTHIR4A</td>
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</table>

CERTIFICATE III IN COMMUNITY SERVICES WORK

Course Code: CHC30802

Campus: St Albans.

Career Opportunities
When you graduate, you will be qualified to be a Support Worker within the Social and Community Sector.

Scope of Delivery
Full time or part time equivalent.

Course Objectives
The course applies to community work delivered through a broad range of services which provide support to individuals and groups.

Entry Requirements
You must be able to demonstrate to the satisfaction of the Head of Department, your ability to complete 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. You will to submit a TAFE Direct Application Form together with a TAFE Supplementary form.

Selection Procedures/Selection Criteria
You must undertake a literacy test and participate in a group interview.

Course Duration
6 months full time.

Course Structure
Core Units of Study

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<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
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Elective Units of Study
At least two units from Group 1

Group 1

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Group 2

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</tr>
<tr>
<td>CHCOHS302A</td>
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</tr>
</tbody>
</table>

At least two units from Group 1
DEPARTMENT OF SOCIAL AND COMMUNITY STUDIES

Unit Code                  Hours
CHCNET1C  PARTICIPATE IN NETWORKS         20
HLTCS56A  RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR 20
OR
CHCDS15A  PROVIDE BEHAVIOUR SUPPORT 30

You will need to choose at least two units, with the approval of the Head of Department, from ONE group of the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate III:

Group 2
CHCO02B  ORIENTATION TO ALCOHOL AND OTHER DRUGS WORK 50
CHCO06B  WORK WITH CLIENTS WHO ARE INTOXICATED 50
CHCO07B  PROVIDE NEEDLE EXCHANGE SERVICES 50
CHC059A  PROVIDE SUPPORT SERVICES TO CLIENTS 50

Group 3
CHCYTH1C  WORK EFFECTIVELY WITH YOUNG PEOPLE 40
CHCYTH2C  PROVIDE CARE AND PROTECTION FOR YOUNG PEOPLE 60
CHCYTH3C  SUPPORT YOUNG PEOPLE TO ADDRESS THEIR CIRCUMSTANCES 30
CHCYTH5C  SUPPORT YOUTH PROGRAMS 150
CHCYTH7C  RESPOND TO CRITICAL SITUATIONS 90

Group 4
CHC010D2C  SUPPORT THE RIGHTS AND SAFETY OF CHILDREN WITHIN DUTY OF CARE REQUIREMENTS 50
CHCP010C  PROVIDE PRIMARY/RESIDENTIAL CARE 90

Group 5
CHCFV1B  RECOGNISE AND RESPOND TO DOMESTIC AND FAMILY VIOLENCE 50
CHCFV3B  PROVIDE CRISIS INTERVENTION AND SUPPORT TO THOSE EXPERIENCING DOMESTIC AND FAMILY VIOLENCE 50
CHCFV8B  PROVIDE SUPPORT TO CHILDREN AFFECTED BY DOMESTIC AND FAMILY VIOLENCE 70

Group 6
CHCGN1B  ORIENTATION TO DISABILITY WORK 47
CHCDI01B  MAINTAIN AN ENVIRONMENT DESIGNED TO EMPOWER PEOPLE WITH DISABILITIES 90
CHCDI3C  PROVIDE SERVICES TO PEOPLE WITH DISABILITIES 20

Group 7
CHCA01C  PROVIDE SUPPORT TO AN OLDER PERSON 50
CHCA02C  PROVIDE PERSONAL CARE 75
CHCA03C  ORIENTATION TO AGED CARE WORK 50
CHCA07A  SUPPORT THE OLDER PERSON TO MAINTAIN THEIR INDEPENDENCE 20
CHC028A  COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS 40

Group 8
CHCCS9A  PROVIDE SUPPORT SERVICES TO CLIENTS 50
OR
CHCMH1B  ORIENTATION TO MENTAL HEALTH WORK 50

Group 9
BSBCMN206A  PROCESS AND MAINTAIN WORKPLACE INFORMATION 30
CHCDO1B  SUPPORT COMMUNITY PARTICIPATION 50
CHCS405A  WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 30
CHC0R25B  RECRUIT AND CO-ORDINATE VOLUNTEERS 70
CHCTC1A  DELIVER A SERVICE CONSISTENT WITH THE ORGANISATION’S MISSION AND VALUES 60
HLFA01A  APPLY BASIC FIRST AID 10
HLFA02A  APPLY ADVANCED FIRST AID 30
HLFA03A  MAINTAIN FIRST AID EQUIPMENT AND RESOURCES 20
HLTH10A  WORK EFFECTIVELY IN A CROSS CULTURAL CONTEXT WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE AND ORGANISATIONS 20

Note: Electives offered will be selected by the Department and subject to availability.

CERTIFICATE IV IN AGED CARE WORK

Course Code: CHC40102


Career Opportunities
When you graduate, you will be qualified to be a Supervisor or Team Leader of an Aged Care facility.

Scope of Delivery
Full time or part time.

Course Objectives
The course is appropriate for workers in residential facilities within defined organisational guidelines and service plans.

Entry Requirements
You must currently hold Certificate III in Aged Care Work CHC30102, or equivalent, or be currently employed as a carer on in a supervisory role in the Aged Care sector and have a minimum of two years experience in the aged care sector.

You may receive recognition of prior learning based on skills and knowledge acquired through previous study, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Group interview sessions are conducted.

Course Duration
1 year part time.

Course Structure
Core Units of Study
Unit Code                  Hours
CHCAC06C  SUPPORT THE OLDER PERSON TO MEET THEIR EMOTIONAL AND PSYCHOSOCIAL NEEDS 50
CHCAC01C  PLAN AND MONITOR SERVICE DELIVERY PLANS 100

Note: Electives offered will be selected by the Department and subject to availability.
Unit Code | Hours   
--- | ---
CHCCS2C | DELIVER AND DEVELOP CLIENT SERVICES 50
CHCAC12C | PROVIDE SERVICES TO AN OLDER PERSON WITH COMPLEX NEEDS 90
CHCOMM5C | UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS 50
CHINF2B | MAINTAIN ORGANISATION'S INFORMATION SYSTEMS 40
CHCOR5B | MAINTAIN AN EFFECTIVE WORK ENVIRONMENT 50
CHCSS01A | WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK 50
CHCADMINB | UNDERTAKE ADMINISTRATIVE WORK 50
CHCGROUP5C | PLAN AND CONDUCT GROUP ACTIVITIES 50
CHCOH501A | IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE 50

**Elective Units of Study**

You will need to choose at least three units, with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate IV levels:

- BSZ404A TRAIN SMALL GROUPS 30
- CHCAD1C ADVOCATE FOR CLIENTS 20
- CHCCD1B SUPPORT COMMUNITY PARTICIPATION 50
- CHCCD2B PROVIDE COMMUNITY EDUCATION PROJECTS 70
- CHCCD4B DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS 150
- CHCCD5B DEVELOP COMMUNITY RESOURCES 90
- CHCSS6B ASSESS AND DELIVER SERVICES TO CLIENTS WITH COMPLEX NEEDS 50
- HLTF1A1 APPLY BASIC FIRST AID 10
- HLTF2A2 APPLY ADVANCED FIRST AID 30
- CHCPOL2A CONTRIBUTE TO THE POLICY DEVELOPMENT 50
- CHCPOL3A UNDERTAKE RESEARCH ACTIVITIES 50
- CHC40202 CERTIFICATE IV IN SERVICE CO-ORDINATION (AGEING AND DISABILITY)
- CHC40202 COURSE CODE: FOOTSCRAY NICOLSON
- CAREER OPPORTUNITIES: TEAM LEADER, SUPERVISOR, MANAGER
- SCOPE OF DELIVERY: FULL TIME OR PART TIME
- COURSE OBJECTIVES: THE COURSE IS APPROPRIATE FOR WORKERS IN RESIDENTIAL FACILITIES AND/ OR COMMUNITY CARE AGENCIES.
- ENTRY REQUIREMENTS: TO QUALIFY FOR ADMISSION STUDENTS MUST CURRENTLY HOLD CERTIFICATE III IN AGED CARE OR DISABILITY, OR BE ELIGIBLE FOR ASSESSMENT TO AN EQUIVALENT LEVEL OF THESE COMPETENCIES. BE CURRENTLY EMPLOYED AS A CARER ON IN A SUPERVISORY ROLE IN THE AGED CARE OR DISABILITY SECTOR AND HAVE A MINIMUM OF TWO YEARS EXPERIENCE IN EITHER OF THOSE SECTORS.
- RECOGNITION OF PRIOR LEARNING MAY BE AVAILABLE BASED ON SKILLS AND KNOWLEDGE ACQUIRED BY THE APPLICANT THROUGH PREVIOUS STUDY, AS IN ARTICULATION, INFORMAL OR FORMAL LEARNING OR FROM WORK AND/OR LIFE EXPERIENCE.
- SELECTION PROCEDURES/SELECTION CRITERIA: TO BE ADVISED.
- COURSE DURATION: THE COURSE MAY BE OFFERED ON A FULL TIME BASIS OVER A MINIMUM OF 755 NOMINAL HOURS OR PART TIME EQUIVALENT.
- COURSE STRUCTURE: CORE UNITS OF STUDY: AT LEAST FIVE UNITS, SELECTED BY THE STUDENT WITH THE APPROVAL OF THE HEAD OF DEPARTMENT, FROM THE FOLLOWING, FROM OTHER COMMUNITY SERVICES TRAINING PACKAGE UNITS AVAILABLE AT THIS OR HIGHER LEVELS, OR FROM OTHER RELEVANT NATIONAL TRAINING PACKAGE UNITS AVAILABLE AT CERTIFICATE IV LEVEL.

**Note:** Electives offered will be selected by the Department and subject to availability.
CERTIFICATE IV IN DISABILITY WORK

Course Code: CHC40302

Campus: Footscray Nicholson, City King and Industry.

Career Opportunities
This course is for people wishing to pursue careers working with people who experience disability. Opportunities exist in agencies which provide residential, day services, vocational, early intervention, outreach or respite services. Workers with this qualification report to service managers and may liaise with health professionals and other service agencies. They may work without direct supervision and may be required to supervise and/or co-ordinate a limited number of lower classified workers.

Scope of Delivery
Full time or part time equivalent.

Course Objective
The course aims to provide participants with the vocational skills and competencies required to work with people who experience disability to enhance their ability to achieve greater levels of independence, self reliance and community participation.

Entry Requirements
You must be able to demonstrate effective communication skills plus an understanding of, and commitment to, services for people with disabilities. 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.

All agencies require that a police clearance before undertaking workplace training.

Selection Procedures/Selection Criteria
You will be required to attend a group/individual interview and complete a literacy assessment.

Course Duration
720-790 hours full time or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCOM3C</td>
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<td>CHCDIS1C</td>
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<tr>
<td>CHCCS405A</td>
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</table>

You will need to choose one unit from the following pairs of units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<td>CHCOHS401A</td>
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<td>HLTHIR3A</td>
<td>20</td>
</tr>
<tr>
<td>CHCCS405A</td>
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</tr>
</tbody>
</table>

Elective Units of Study
Four elective units will be chosen from the National Training Package by the Department.

CERTIFICATE IV IN YOUTH WORK

Course Code: CHC40602

Campus: St Albans and Footscray Park.

Career Opportunities
Youth work, community youth work, outreach, local government.

Scope of Delivery
Full time and part time.

Course Objectives
The course is appropriate for workers who develop and co-ordinate programs for young people through a range of community-based programs designed to address the social, behavioural, health, welfare, developmental and protection needs of young people.
SCHOOL OF HUMAN SERVICES, SCIENCE AND TECHNOLOGY

Entry Requirements
To qualify for admission students must all applicants must complete a group interview, and be able to demonstrate to the satisfaction of the Head of Department, their ability to complete the course. Enrolment in the course includes concurrent enrolment in the Diploma of Youth Work. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Applicants should apply through VTAC, complete a TAFE Supplementary Application Form and participate in a group interview. Applicants enrol in the Diploma in Youth Work concurrently.

Course Duration
1 year full time or part time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
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and one of the following units:

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Elective Units of Study
At least four units from the following:

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

CERTIFICATE IV IN MARRIAGE CELEBRANCY

Course Code: CHC41502

Please Note: this is a full fee course.

Campus: Flinders Street Campus

Career Opportunities
Civil Marriage Celebrant

Scope of Delivery
Part time.

Course Objectives
This course covers the responsibilities of marriage celebrants to comply with the relevant legislation and to conduct their own business operations as a marriage celebrant including client contract, administration and demonstrating high level communication skills.

Entry Requirements
To qualify for admission students must be able to demonstrate to the satisfaction of the Head of Department, their ability to complete the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
References; Police check. Attendance at the information session and pre-selection interview.

Course Duration
605 nominal hours full time or part time equivalent.

Course Structure

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<td>CUSGEN05A</td>
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Elective Units of Study
At least two units, selected by the student with the approval of the Head of Department, from the following:

- SSBCMN402A DEVELOP WORK PRIORITIES 30
- SSBCMN403A ESTABLISH BUSINESS NETWORKS 50
- SSBCMN406A MAINTAIN BUSINESS TECHNOLOGY 40
- SSBCMN408A REPORT ON FINANCIAL ACTIVITY 30
- SSBCMN409A PROMOTE PRODUCTS AND SERVICES 20
- CHCCS405A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 30

Note: Electives offered will be selected by the School.

CERTIFICATE IV IN ALCOHOL AND OTHER DRUGS WORK

Course Code: CHC41702

Campus: Footscray Park.

Career Opportunities
Alcohol and other drug rehabilitation workers, outreach.

Scope of Delivery
Full time or part time.

Course Objectives
This course covers workers who provide a range of services and interventions to clients with AOD issues and/or implement health promotion and community interventions. Work may take place in a range of contexts such as community based organisations, residential rehabilitation services and outreach services.

Entry Requirements
To qualify for admission students must all applicants must be currently employed in the drug and alcohol sector, or enrolled in the Cert IV in Youth Work, attend a selection interview, and be able to demonstrate to the satisfaction of the Head of Department, their ability to complete the course.

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

Selection Procedures/Selection Criteria
Course is offered only in conjunction with the Diploma of Youth Work interested applicants should meet all the requirements of the Youth Work selection procedures and criteria.

Course Duration
The course may be offered on a full time basis over a minimum of 715 nominal hours or part time equivalent.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAO2DB</td>
<td>CHCAO2DB</td>
<td>ORIENTATION TO ALCOHOL AND OTHER DRUGS WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCAO6B</td>
<td>CHCAO6B</td>
<td>WORK WITH CLIENTS WHO ARE INTOXICATED</td>
<td>50</td>
</tr>
<tr>
<td>CHCAO8C</td>
<td>CHCAO8C</td>
<td>ASSESS THE NEEDS OF CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES</td>
<td>150</td>
</tr>
<tr>
<td>CHCCOM3C</td>
<td>CHCCOM3C</td>
<td>UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS</td>
<td>50</td>
</tr>
<tr>
<td>CHCNET4A</td>
<td>CHCNET4A</td>
<td>WORK WITH OTHER</td>
<td>70</td>
</tr>
<tr>
<td>CHCOR6B</td>
<td>CHCOR6B</td>
<td>MAINTAIN AN EFFECTIVE WORK ENVIRONMENT</td>
<td>50</td>
</tr>
<tr>
<td>CHCSS31A</td>
<td>CHCSS31A</td>
<td>WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCSS41A</td>
<td>CHCSS41A</td>
<td>FACILITATE CO-OPERATIVE BEHAVIOUR</td>
<td>40</td>
</tr>
<tr>
<td>CHCSS42A</td>
<td>CHCSS42A</td>
<td>RESPOND HOLISTICALLY TO CLIENT ISSUES</td>
<td>75</td>
</tr>
<tr>
<td>CHCSS45A</td>
<td>CHCSS45A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>30</td>
</tr>
<tr>
<td>CHCOHS301A</td>
<td>CHCOHS301A</td>
<td>PARTICIPATE IN WORKPLACE SAFETY PROCEDURE</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective Units of Study
At least two units selected from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCM2C</td>
<td>ESTABLISH AND MONITOR A CASE PLAN</td>
<td>50</td>
</tr>
<tr>
<td>CHCMH8A</td>
<td>PROVIDE INTERVENTIONS TO MEET THE NEEDS OF CONSUMERS WITH MENTAL HEALTH AND AOD ISSUES</td>
<td>90</td>
</tr>
<tr>
<td>HLTA1A</td>
<td>APPLY BASIC FIRST AID</td>
<td>10</td>
</tr>
<tr>
<td>CHCAO9C</td>
<td>PROVIDE ALCOHOL AND/OR OTHER DRUG WITHDRAWAL SERVICES</td>
<td>150</td>
</tr>
<tr>
<td>CHCAO10A</td>
<td>WORK WITH CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES</td>
<td>75</td>
</tr>
<tr>
<td>CHCSS43A</td>
<td>PROVIDE BRIEF INTERVENTION</td>
<td>75</td>
</tr>
<tr>
<td>CHCHPROM1A</td>
<td>SHARE HEALTH INFORMATION</td>
<td>50</td>
</tr>
<tr>
<td>HLTA1A</td>
<td>APPLY BASIC FIRST AID</td>
<td>10</td>
</tr>
<tr>
<td>HLTA2A</td>
<td>APPLY ADVANCED FIRST AID</td>
<td>30</td>
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At least one unit selected from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCH34B</td>
<td>DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS</td>
<td>150</td>
</tr>
<tr>
<td>CHCSS9A</td>
<td>PROVIDE SUPPORT SERVICES TO CLIENTS</td>
<td>50</td>
</tr>
<tr>
<td>CHCMH1B</td>
<td>ORIENTATION TO MENTAL HEALTH WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCF2A</td>
<td>PROVIDE INTERVENTION SUPPORT TO CHILDREN AND FAMILIES</td>
<td>70</td>
</tr>
<tr>
<td>CHCMT2B</td>
<td>PROVIDE NEEDLE EXCHANGE SERVICES</td>
<td>50</td>
</tr>
<tr>
<td>CHCYTH10A</td>
<td>WORK EFFECTIVELY WITH THE FAMILIES OF YOUNG PEOPLE</td>
<td>50</td>
</tr>
<tr>
<td>CHCSS46A</td>
<td>PROVIDE EDUCATION AND SUPPORT ON HEALTH, WELLBEING AND PARENTING</td>
<td>75</td>
</tr>
<tr>
<td>CHCSS51A</td>
<td>ASSESS AND RESPOND TO INDIVIDUALS AT RISK OF SELF-HARM OR SUICIDE</td>
<td>150</td>
</tr>
<tr>
<td>CHCHL101C</td>
<td>IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN409A</td>
<td>PROCESS AND MAINTAIN WORKPLACE INFORMATION</td>
<td>30</td>
</tr>
<tr>
<td>CHCHPROM2A</td>
<td>IMPLEMENT HEALTH PROMOTION AND COMMUNITY INTERVENTION</td>
<td>75</td>
</tr>
</tbody>
</table>

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.
DIPLOMA OF YOUTH WORK
Course Code: CHC50502

Campus: St Albans, Footscray Park.
Career Opportunities
Youth work, community youth work, outreach, local government.

Scope of Delivery
Full time and part time.

Course Objectives
This course covers people with responsibility for the development and the outcomes of programs and services for young people managed through a range of community and institution-based agencies and designed to meet the social, behavioural, health, welfare, developmental and protection needs of young people. Enrolment in the course includes concurrent enrolment in the Certificate IV In Youth Work.

Entry Requirements
To qualify for admission students must demonstrate experience either paid or unpaid in the youth work sector or Community services Industry. All applicants must attend an interview and be able to demonstrate to the satisfaction of the Head of Department, their ability to be able to complete the course.

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

Selection Procedures/Selection Criteria
Applicants should apply through VTAC, complete a TAFE Supplementary Application Form and participate in a group interview.

Course Duration
2 years full time or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD2B</td>
<td></td>
</tr>
<tr>
<td>CHCSS3C</td>
<td></td>
</tr>
<tr>
<td>CHNET4A</td>
<td></td>
</tr>
<tr>
<td>CHCOM4B</td>
<td></td>
</tr>
<tr>
<td>CHCYTH5C</td>
<td></td>
</tr>
<tr>
<td>CHCYTH6C</td>
<td></td>
</tr>
<tr>
<td>CHCYTH8B</td>
<td></td>
</tr>
<tr>
<td>CHCSS402A</td>
<td></td>
</tr>
<tr>
<td>CHGROUP3C</td>
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</tr>
<tr>
<td>CHCOHS401A</td>
<td></td>
</tr>
<tr>
<td>CHCHILD1C</td>
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</table>

Elective Units of Study
At least two units from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCM2C</td>
<td></td>
</tr>
<tr>
<td>CHCCM3B</td>
<td></td>
</tr>
<tr>
<td>CHCMH1B</td>
<td></td>
</tr>
<tr>
<td>CHCRF2A</td>
<td></td>
</tr>
<tr>
<td>CHCYTH9C</td>
<td></td>
</tr>
<tr>
<td>CHCHILD1C</td>
<td></td>
</tr>
<tr>
<td>CHCORG25B</td>
<td></td>
</tr>
<tr>
<td>CHCA0D8C</td>
<td></td>
</tr>
<tr>
<td>CHCWI4A</td>
<td></td>
</tr>
<tr>
<td>CHCDF5B</td>
<td></td>
</tr>
<tr>
<td>CHCFOL4A</td>
<td></td>
</tr>
<tr>
<td>CHCYTH10A</td>
<td></td>
</tr>
<tr>
<td>CHCSS405A</td>
<td></td>
</tr>
<tr>
<td>CHCS501A</td>
<td></td>
</tr>
<tr>
<td>CHCORG25B</td>
<td></td>
</tr>
<tr>
<td>SRXTEM003A</td>
<td></td>
</tr>
</tbody>
</table>

Note: Electives offered will be selected by the School.

DIPLOMA OF COMMUNITY WELFARE WORK
Course Code: CHC50702

Campus: Footscray Nicholson.
Career Opportunities
This course is suited to those who wish to pursue a career working in Human Service organisations, Community Work or the Community Welfare Sector. Workers at this level operate at an advanced skill level and may also have responsibility for the supervision of other staff and volunteers.

Scope of Delivery
Full time and part time.

Course Objectives
This course provides participants with the skills and knowledge required to work in the Community Welfare sector through direct client work, group work and community development projects.

Entry Requirements
To qualify for admission students must have completed paid and/or voluntary community service related work, and be able to demonstrate their ability to undertake formal study.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, or from work and/or life experience.
Selection Procedures/Selection Criteria
Entry is based on the Supplementary Application form, Professional Reference form, current resume, a group interview and a brief written task to a Year 12 standard. Full time applicants must apply through VTAC.

Course Duration
This course is offered over 1252 hours full time or part time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCOM3B</td>
<td>DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT</td>
</tr>
<tr>
<td>CHCCOM4B</td>
<td>DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES</td>
</tr>
<tr>
<td>CHCCD15B</td>
<td>DEVELOP AND IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY</td>
</tr>
<tr>
<td>CHCCW3I5B</td>
<td>WORK WITH CLIENTS INTENSIVELY</td>
</tr>
<tr>
<td>CHCIINF5B</td>
<td>MEET STATUTORY AND ORGANISATIONAL INFORMATION REQUIREMENTS</td>
</tr>
<tr>
<td>CHCNET3B</td>
<td>DEVELOP NEW NETWORKS</td>
</tr>
<tr>
<td>CHCORG66B</td>
<td>CO-ORDINATE THE WORK ENVIRONMENT</td>
</tr>
<tr>
<td>CHCPO33A</td>
<td>UNDERTAKE RESEARCH ACTIVITIES</td>
</tr>
<tr>
<td>CHCPO34A</td>
<td>DEVELOP AND IMPLEMENT POLICY</td>
</tr>
<tr>
<td>CHCPOL28A</td>
<td>REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE</td>
</tr>
<tr>
<td>CHCCS12C</td>
<td>ORIENTATION TO DISABILITY WORK</td>
</tr>
<tr>
<td>CHCADMIN4B</td>
<td>MANAGE THE ORGANISATIONS FINANCES, ACCOUNTS AND RESOURCES</td>
</tr>
<tr>
<td>CHCPCOM3C</td>
<td>PLAN AND CONDUCT GROUP ACTIVITIES</td>
</tr>
<tr>
<td>CHCOHS241A</td>
<td>IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE</td>
</tr>
<tr>
<td>CHCPO35A</td>
<td>UNDERTAKE RESEARCH ACTIVITIES</td>
</tr>
<tr>
<td>CHCPO36A</td>
<td>DEVELOP AND IMPLEMENT POLICY</td>
</tr>
<tr>
<td>CHCPO37A</td>
<td>UNDERTAKE SYSTEMS ADVOCACY</td>
</tr>
</tbody>
</table>

Elective Units of Study
Four elective units will be undertaken from the Community Services Training Package as chosen by the Department.

DIPLOMA OF COMMUNITY SERVICES LIFESTYLE AND LEISURE
Course Code: CHC50802

Campus: Footscray Nicholson.

Career Opportunities
Workers in this occupational group work in residential facilities and/or in community agencies and day care centres.

Entry Requirements
To qualify for admission it is preferred that applicants have completed either the either an aged care course at AQF level III or equivalent or a disability course at AQF level IV or equivalent. All applicants must attend an interview. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration:
Full time over 897 nominal hours. Part time one day per week for 2 years PLUS 15 day placement.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCRH1A</td>
<td>ORIENTATION TO WORK IN LEISURE AND HEALTH INDUSTRY</td>
</tr>
<tr>
<td>CHCRH2A</td>
<td>LEISURE AND HEALTH PROGRAMMING</td>
</tr>
<tr>
<td>CHCRH3A</td>
<td>DEVELOP LEISURE AND HEALTH PROGRAMS FOR CLIENTS WITH SPECIAL NEEDS</td>
</tr>
<tr>
<td>CHCRH4A</td>
<td>CO-ORDINATE, IMPLEMENT AND MONITOR LEISURE AND HEALTH PROGRAMS</td>
</tr>
<tr>
<td>HLFFA2A</td>
<td>APPLY ADVANCED FIRST AID</td>
</tr>
<tr>
<td>CHCCD12C</td>
<td>APPLY A COMMUNITY DEVELOPMENT FRAMEWORK</td>
</tr>
<tr>
<td>CHCS15B</td>
<td>ORIENTATION TO DISABILITY WORK</td>
</tr>
<tr>
<td>CHCORG5B</td>
<td>MAINTAIN AN EFFECTIVE WORK ENVIRONMENT</td>
</tr>
<tr>
<td>CHC15A</td>
<td>PROVIDE CARE SUPPORT WHICH IS RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA</td>
</tr>
<tr>
<td>CHCPOL28A</td>
<td>REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE</td>
</tr>
<tr>
<td>CHCCOM3B</td>
<td>DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATION TECHNIQUES</td>
</tr>
<tr>
<td>CHCSN15A</td>
<td>FACILITATE CO-OPERATIVE BEHAVIOUR</td>
</tr>
<tr>
<td>CHCCS12C</td>
<td>RESPOND HOLISTICALLY TO CLIENT ISSUES</td>
</tr>
<tr>
<td>CHCCS15A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
</tr>
<tr>
<td>CHCRO33C</td>
<td>PLAN AND CONDUCT GROUP ACTIVITIES</td>
</tr>
<tr>
<td>CHCOHS241A</td>
<td>IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE</td>
</tr>
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</table>

And one of the following units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCNR5B</td>
<td>MAINTAIN AN EFFECTIVE WORK ENVIRONMENT</td>
</tr>
<tr>
<td>CHCRO33C</td>
<td>ORIENTATION TO WORK</td>
</tr>
<tr>
<td>CHCRO33C</td>
<td>CO-ORDINATE WORK</td>
</tr>
</tbody>
</table>

Elective Units
One unit from Group 1 Organisational Requirements

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCADMIN35B</td>
<td>UNDERTAKE ADMINISTRATIVE WORK</td>
</tr>
<tr>
<td>CHCC6C</td>
<td>MANAGE THE DELIVERY OF QUALITY CLIENT SERVICE</td>
</tr>
<tr>
<td>CHCIINF5B</td>
<td>MEET STATUTORY AND ORGANISATIONAL INFORMATION REQUIREMENTS</td>
</tr>
<tr>
<td>CHCIINF8B</td>
<td>COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS</td>
</tr>
<tr>
<td>CHCNET2B</td>
<td>MAINTAIN EFFECTIVE NETWORKS</td>
</tr>
<tr>
<td>CHCNET4A</td>
<td>WORK WITH OTHERS</td>
</tr>
<tr>
<td>CHCORG11B</td>
<td>LEAD AND DEVELOP OTHERS</td>
</tr>
<tr>
<td>CHCORG21B</td>
<td>ACT AS A RESOURCE TO OTHER SERVICES</td>
</tr>
<tr>
<td>CHCRO27A</td>
<td>PROVIDE MENTORING SUPPORT TO COLLEAGUES</td>
</tr>
<tr>
<td>CHCRO6B</td>
<td>ORGANISATIONAL INFORMATION REQUIREMENTS</td>
</tr>
<tr>
<td>CHCRO7B</td>
<td>MANAGE WORKPLACE ISSUES</td>
</tr>
<tr>
<td>CHCRO35C</td>
<td>ESTABLISH AND MANAGE NEW PROGRAMS OR SERVICES</td>
</tr>
<tr>
<td>CHCPO34A</td>
<td>DEVELOP AND IMPLEMENT POLICY</td>
</tr>
<tr>
<td>HLFFA2A</td>
<td>APPLY ADVANCED FIRST AID</td>
</tr>
</tbody>
</table>
**DIPLOMA OF ALCOHOL AND OTHER DRUGS WORK**

**Course Code:** CHC51102

**Campus:** Footscray Park.

**Career Opportunities**
Alcohol and other drug rehabilitation workers, outreach.

**Scope of Delivery**
Full time and part time.

**Course Objectives**
This course applies to workers providing services to clients in relation to alcohol and other drugs issues. It includes counselling, referral, advocacy and education/promotion services.

**Entry Requirements**
To qualify for admission students must be currently employed in the drug and alcohol sector and attend a selection interview, and be able to demonstrate to the satisfaction of the Head of Department, their ability to be able complete the course.

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

**Selection Procedures/Selection Criteria**
Course is offered only in conjunction with the Diploma of Youth Work interested applicants should meet all the requirements of the Youth Work selection procedures and criteria.

**Course Duration**
This course is offered on a full time basis over a minimum of 1082 nominal hours or part time equivalent.

**Course Structure**

**Core Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD1C</td>
<td>20</td>
</tr>
<tr>
<td>CHCCS1B</td>
<td>20</td>
</tr>
<tr>
<td>CHCAOD8C</td>
<td>150</td>
</tr>
<tr>
<td>CHCCOM3C</td>
<td>50</td>
</tr>
<tr>
<td>CHCCW3B</td>
<td>75</td>
</tr>
<tr>
<td>CHCNET4A</td>
<td>70</td>
</tr>
<tr>
<td>CHCORG2B</td>
<td>120</td>
</tr>
<tr>
<td>CHCAOD10A</td>
<td>75</td>
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<tr>
<td>CHCAOD11A</td>
<td>0</td>
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<tr>
<td>CHCCS402A</td>
<td>30</td>
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<td>CHCCS405A</td>
<td>20</td>
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<tr>
<td>CHCOHS301A</td>
<td>30</td>
</tr>
<tr>
<td>CHCOHS401A</td>
<td>50</td>
</tr>
</tbody>
</table>

At least five units, selected by the student with the approval of the Head of Department, three (3) units may be selected from the following list or from other Community Services Training Package units available at this or higher levels. Two (2) units may be selected from the following list or from other relevant training package units available at Diploma level:
DEPARTMENT OF SOCIAL AND COMMUNITY STUDIES

Unit of Study Code Hours
Unit Code   Hours
CHCAD3A  UNDERTAKE SYSTEMS ADVOCACY  90
CHCAD4A  PROVIDE ADVOCACY AND REPRESENTATION  90
CHCDD2B  PROVIDE COMMUNITY EDUCATION PROJECTS  70
CHCM3B  DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT  75
CHCM4B  PROMOTE HIGH QUALITY CASE MANAGEMENT  90
CHCCS3C  CO-ORDINATE THE PROVISION OF SERVICES AND PROGRAMS  75
CHCMH7A  PROVIDE, WITH CONSUMERS, SUPPORT AND INTERVENTIONS TO MEET THE NEEDS OF CARERS AND FAMILIES  90
CHCMH8A  PROVIDE INTERVENTIONS TO MEET THE NEEDS OF CONSUMERS WITH MENTAL HEALTH AND AOD ISSUES  90
CHCAOD9C  PROVIDE ALCOHOL AND/OR OTHER DRUG WITHDRAWAL SERVICES  150
CHCDFV5B  COUNSEL CLIENTS AFFECTED BY DOMESTIC AND FAMILY VIOLENCE  70
CHCORG11B  LEAD AND DEVELOP OTHERS  90
CHCORG25B  RECRUIT AND CO-ORDINATE VOLUNTEERS  70
CHCORG27A  PROVIDE MENTORING SUPPORT TO COLLEAGUES  60
CHCYTH10A  WORK EFFECTIVELY WITH THE FAMILIES OF YOUNG PEOPLE  50
CHCCSL601A  WORK WITHIN A STRUCTURED COUNSELLING PROCESS  90
CHCCSL602A  FACILITATE THE COUNSELLING RELATIONSHIP  120
CHCCSL603A  REFLECT AND IMPROVE UPON COUNSELLING SKILLS  90
CHCPPM7A  IMPLEMENT HEALTH PROMOTION AND COMMUNITY INTERVENTION  75
SRXTEM003A  WORK AUTONOMOUSLY  7

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

ADVANCED DIPLOMA OF DISABILITY WORK
Course Code: CHC60102

Campus: Footscray Nicholson
Career Opportunities
When you graduate, you will be qualified to pursue a career working in Human Services/Disability/ Community Work Sector.
Scope of Delivery
Part time.
Course Objectives
This course provides participants with the high level skills and knowledge required to deliver and manage services for people who experience disability.
Selection Procedures/Selection Criteria
You must be either in paid employment or volunteering in the sector. You must also be able to demonstrate an understanding of, and commitment to, human services for people with disabilities and an ability to communicate effectively.
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. All applicants must complete a TAFE Supplementary Application form and attend an interview.
All agencies require that participants provide a police clearance before undertaking workplace training.
Course Duration
This course is two years full time or part time equivalent.
Course Structure
Core Units of Study
Unit Code   Hours
BSBMGT505A  ENSURE A SAFE WORKPLACE  60
CHCAD3A  UNDERTAKE SYSTEMS ADVOCACY  90
CHCADMIN4B  MANAGE THE ORGANISATION'S FINANCES, ACCOUNTS AND RESOURCES  90
CHCCS4C  MANAGE THE DELIVERY OF QUALITY CLIENT SERVICE  90
CHCCS7C  CO-ORDINATE THE ASSESSMENT AND DELIVERY OF SERVICES TO CLIENTS WITH PARTICULAR NEEDS  75
CHCDIS11B  CO-ORDINATE DISABILITY WORK  150
CHCINF4B  MANAGE THE ORGANISATION'S INFORMATION SYSTEMS  75
CHCCOM4B  DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES  75
OR
CHCCOM3C  UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS  50
Elective Units of Study
The following units will be undertaken
Management Stream
PSMNGT605A  MANAGE DIVERSITY  40
CHCOPL7A  MANAGE POLICY DEVELOPMENT  90
CHCORG27A  PROVIDE MENTORING SUPPORT TO COLLEAGUES  60
CERTIFICATE III IN NON-EMERGENCY PATIENT TRANSPORT

Course Code: HLT30202

This course is offered by the TAFE School of Human Services, Science and Technology in association with the School of Health Sciences in the Faculty of Human Development.

Campus: St Albans Campus.

Career Opportunities

To apply for positions of/as patient transport officer (PTO) in the private non-emergency patient transport sector in Victoria. The PTO works as an associate with the primary officer.

Scope of Delivery

This is a full fee paying course. This course is offered on a part time basis.

Course Objective

The course aims to provide the knowledge and skills required of those who drive non-emergency patient transport vehicles.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

English literacy requirements might apply.

Course Duration

The course may be offered on a full time basis over 395 nominal hours or part time equivalent.

Course Structure

Core Units of Study (355 nominal hours)

Unit of Study Code  Hours
CHCAC3A ORIENTATION TO AGED CARE WORK  50
HLTF2A2 APPLY ADVANCED FIRST AID  30
HLTIN1A COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES  20
CHCDIS1A ORIENTATION TO DISABILITY WORK  0
HLTHIR1A WORK EFFECTIVELY IN THE HEALTH INDUSTRY  20
HLTHSE1A FOLLOW THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES  20
HLTAMB1A TRANSPORT NON-EMERGENCY PATIENTS  10
HLTAMBFC1A COMMUNICATE WITHIN AN AMBULANCE ENVIRONMENT  10
BSAMED201A USE BASIC MEDICAL TERMINOLOGY IN ORDER TO COMMUNICATE WITH PATIENTS, FELLOW WORKERS AND HEALTH PROFESSIONALS  30
BSBCMN204A WORK EFFECTIVELY WITH OTHERS  15
PUAVEH001A DRIVE VEHICLES UNDER OPERATIONAL CONDITIONS;  0

Elective Units of Study (40 nominal hours)

Two units (together totalling 40 nominal hours) selected by the student, with the approval of the Head of Department, having regard to the relevant units in:

- Australian Qualifications Framework Level 3 in the Health Training Package: HLT02 (V2.0), Australian National Training Authority, 2001;
- OR Australian Qualifications Framework Level 3 in any relevant Training Package endorsed by the Australian National Training Authority.

CERTIFICATE III IN HEALTH SERVICE ASSISTANCE (ALLIED HEALTH ASSISTANCE)

Course Code: HLT31702

Campus: TBC

Career Opportunities

Occupational Therapy Aide, Therapy Assistant, Physiotherapy Aide, Speech Pathology Aide, Nutrition Assistant, Allied Health Assistant.

Scope of Delivery

Part time.

Course Objective

To obtain the skills required to assist healthcare professionals (therapists) in carrying out their duties in nursing homes.

Entry Requirements

All applicants will be required to undergo an interview and pass a written and verbal English comprehension test to ascertain that they are capable of successfully completing the course.

Course Duration

13 weeks at 2 days per week or 25 weeks at 1 day per week.

Course Structure

Core Units of Study

PART A

All of the following

Unit Code  Hours
HLTHIR2A CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY  20
BSBCM203A COMMUNICATE IN THE WORKPLACE  40
BSBCM204A WORK EFFECTIVELY WITH OTHERS  15
BSBCM302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT  40
HLTIN1A COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES  20
HLTHSE1A FOLLOW THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES  20
HLTTAH1A ASSIST WITH THE PROVISION OF AN ALLIED HEALTH THERAPY PROGRAM  30

PART B

Three units from the following

HLTCSD4A SUPPORT THE CARE OF CLIENTS AND/OR PATIENT  20
HLTCSD5A ASSIST WITH CLIENT/PATIENT MOVEMENT  20
CHCAC3C ORIENTATION TO AGED CARE WORK  50
CHCDIS1C ORIENTATION TO DISABILITY WORK  50
PART C
At least two units from the Health Services Assistance group with nominal AQF III alignment as listed in the Health Training Package HLT02.

Elective Units of Study
One elective unit may be selected from:
- Health Training Package units available at Certificate III
- Community Services Training Package units available at Certificate III
- Other national Training Package units available at Certificate III

CERTIFICATE III IN HEALTH SERVICE ASSISTANCE (ALLIED HEALTH ASSISTANCE)
Course Code: HLT31702

Campus: TBC
Career Opportunities
Occupational Therapy Aide, Therapy Assistant, Physiotherapy Aide, Speech Pathology Aide, Nutrition Assistant, Allied Health Assistant.
Scope of Delivery
Part time.
Course Objective
To obtain the skills required to assist healthcare professionals (therapists) in carrying out their duties in nursing homes.
Entry Requirements
All applicants will be required to undergo an interview and pass a written and verbal English comprehension test to ascertain that they are capable of successfully completing the course.
Course Duration
13 weeks at 2 days per week or 25 weeks at 1 day per week.
Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTHIR2A</td>
<td>20</td>
</tr>
<tr>
<td>BSBCM203A</td>
<td>40</td>
</tr>
<tr>
<td>BSBCM204A</td>
<td>15</td>
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<tr>
<td>BSBCM302A</td>
<td>40</td>
</tr>
<tr>
<td>HLTN1A</td>
<td>20</td>
</tr>
<tr>
<td>HLTHSE1A</td>
<td>20</td>
</tr>
<tr>
<td>HLTAH1A</td>
<td>30</td>
</tr>
</tbody>
</table>

PART B
Three units from the following

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTCSD4A</td>
<td>20</td>
</tr>
<tr>
<td>HLTCSD5A</td>
<td>20</td>
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<tr>
<td>CHCAD3C</td>
<td>50</td>
</tr>
<tr>
<td>CHCDIS1C</td>
<td>50</td>
</tr>
</tbody>
</table>

PART C
At least two units from the Health Services Assistance group with nominal AQF III alignment as listed in the Health Training Package HLT02.

Elective Units of Study
One elective unit may be selected from:
- Health Training Package units available at Certificate III
- Community Services Training Package units available at Certificate III
- Other national Training Package units available at Certificate III

DIPLOMA OF PARAMEDICAL SCIENCE (AMBULANCE)
Course Code: HLT50402

Campus: St Albans Campus.
Career Opportunities
To apply for positions of ambulance transport attendant (the primary officer) in the private, non-emergency transport sector in Victoria.
Scope of Delivery
This course is offered on a part time basis.
Course Objective
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 Officer, Ambulance Paramedic and Ambulance Attendant.
Entry Requirements
To qualify for admission to the course, applicants demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/Selection Criteria
English literacy requirements might apply.
Course Duration
The course may be offered on a full time basis over 1080-nominal hours or part time equivalent.
Course Structure
Core Units of Study (980 nominal hours)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTN1A</td>
<td>20</td>
</tr>
<tr>
<td>HLTHIR2A</td>
<td>20</td>
</tr>
<tr>
<td>HLTAMB11A</td>
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</tbody>
</table>
DIPLOMA OF COMMUNITY SERVICES MANAGEMENT

Course Code: CHC51602

Campus: Industry only.

Career Opportunities
Service Co-ordinator, Manager.

Scope of Delivery
Industry.

Course Objective
This qualification relates to the work of program, unit, service or site managers in the Community Services Industry. Workers in these occupational groups work in residential, community or government agencies and facilities. These workers work independently and report to executive management or Boards of management. They undertake a range of functions requiring the application of knowledge and skills to achieve results in line with organisation’s goals and strategic directions. This qualification applies to community service managers who work in a range of sectors such as Housing, Children’s Services, Alcohol and Other Drugs, Mental Health, Disability, Aged Care.

Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

Entry Requirements
To qualify for admission to the course, applicants must have completed year 12 or equivalent, and /or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study and to work in a management, and or leadership, role in Community Services.

All applicants must be able to demonstrate that they currently hold a suitable community services management or leadership position, or have the support of an agency to have access to work in such a role, in order to undertake the course. Evidence of substantial experience in the delivery of community service programs is required and a relevant community services qualification is preferable.

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

Selection Procedures
Currently hold a management position in community services.

Course Duration
Full-time basis over a minimum of 807 hours or part-time equivalent.

Practical Component
All students will be assessed for all competencies in their workplace.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCOM3C</td>
<td>50</td>
</tr>
<tr>
<td>CHCOR6B</td>
<td>90</td>
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<td>CHCOR23B</td>
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<td>CHCOR28A</td>
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<td>CHCAD64B</td>
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</tr>
<tr>
<td>BBMGT609A</td>
<td>60</td>
</tr>
<tr>
<td>CHCOHS501A</td>
<td>40</td>
</tr>
<tr>
<td>PSPMGT605A</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units of Study

Six units of which three units must be selected from Group 1 and the remaining 3 units may be selected from Group 1 or Group 2, from other Community Services Training Package units available at this or higher levels, or from other relevant National Training Package units available at Diploma level and enterprise specific units.

Note 1: Where national enterprise units are included as options, these must be nationally endorsed (see introduction regarding new units and customisation).

Group 1

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTFA4A</td>
<td>40</td>
</tr>
<tr>
<td>CHCD19A</td>
<td>150</td>
</tr>
<tr>
<td>CHINF5B</td>
<td>90</td>
</tr>
<tr>
<td>CHCCS405A</td>
<td>30</td>
</tr>
<tr>
<td>CHCOR10B</td>
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<tr>
<td>CHCOR11B</td>
<td>90</td>
</tr>
<tr>
<td>CHCOR14B</td>
<td>90</td>
</tr>
<tr>
<td>CHCOR25B</td>
<td>70</td>
</tr>
<tr>
<td>CHCOR27A</td>
<td>60</td>
</tr>
</tbody>
</table>
Unit Code               Hours
CHCORG29A PROVIDE COACHING AND MOTIVATION  70
CHCQS0430A IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE  50
CHCQMS02A EVALUATE AND IMPROVE WORKPLACE OHS MANAGEMENT SYSTEM  90
SRXGVO04A WORK EFFECTIVELY WITH THE BOARD OF AN ORGANISATION  25
SRXTM003A WORK AUTONOMOUSLY  7

Group 2
BSBADM502A MANAGE MEETINGS  30
CHCAD3A UNDERTAKE SYSTEMS ADVOCACY  90
CHCAD4A PROVIDE ADVOCACY AND REPRESENTATION  90
CHCAD5A REPRESENT THE CLIENT IN COURT  75
CHCAD6A REPRESENT THE ORGANISATION IN COURT  75
CHCAL23C MANAGE HOME BASED CARE ADMINISTRATION REQUIREMENTS  40
CHCAO1D10A WORK WITH CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES  75
CHCAO1D11A PROVIDE ADVANCED INTERVENTIONS TO MEET THE NEEDS OF CLIENTS WITH ALCOHOL AND/OR OTHER DRUG ISSUES  0
CHCAO1D8C ASSESS THE NEEDS OF CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUG ISSUES  150
CHCCD14B IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY  70
CHCCD5C DEVELOP COMMUNITY RESOURCES  90
CHCCD8B SUPPORT COMMUNITY ACTION  90
CHCCD9B SUPPORT COMMUNITY LEADERSHIP  90
CHCCILD1C IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM  30
CHCCM4B PROMOTE HIGH QUALITY CASE MANAGEMENT  90
CHCSS14C FACILITATE CLIENT PARTICIPATION IN THE ORGANISATION  60
CHCSS3C CO-ORDINATE THE PROVISION OF SERVICES AND PROGRAMS  75
CHCSS420A RESPOND HOLISTICALLY TO CLIENT ISSUES  75
CHCSS5C CO-ORDINATE THE ASSESSMENT AND DELIVERY OF SERVICES TO CLIENTS WITH PARTICULAR NEEDS  75
CHCSS610B PROVIDE CARE AND SUPPORT  50
CHCSS51A MANAGE SERVICES DELIVERY IN PURCHASER/PROVIDER RELATIONSHIP WITH GOVERNMENT  90
CHCSS52A RESEARCH AND REPORT ON LABOUR MARKET INFORMATION  75
CHNET3B DEVELOP NEW NETWORKS  75
CHNET4A WORK WITH OTHER  70
CHCPOL4A DEVELOP AND IMPLEMENT POLICY  70
CHCPOL5A MANAGE RESEARCH ACTIVITIES  75
CHCPOL08A CO-ORDINATE POLICY DEVELOPMENT  90
CHCYPHSC SUPPORT YOUTH PROGRAMS  150
LGACOM501A DEVELOP AND ORGANISE PUBLIC EDUCATION PROGRAMS  50
LGACOM502A DEVISE AND CONDUCT COMMUNITY CONSULTATIONS  40
PSPEVH501A PROMOTE THE VALUES AND ETHOS OF PUBLIC SERVICES  20
PSPEVH501A PROMOTE THE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR  25
SRXGOV001A PARTICIPATE AS A MEMBER OF AN EFFECTIVE BOARD OF AN ORGANISATION  20
SRXGOV003A UNDERTAKE THE ROLE OF A CHAIRPERSON AT A BOARD MEETING  25
SRXGOV002A UNDERTAKE THE ROLE OF AN INDIVIDUAL DIRECTOR OF AN ORGANISATION  25
OR
BSBATSIL501A MEET THE ROLES AND RESPONSIBILITIES OF A BOARD MEMBER (2)  40

ADVANCED DIPLOMA OF COMMUNITY SERVICES MANAGEMENT
Course Code: CHC60402

Campus: Industry only.
Career Opportunities
Service Co-ordinator, Manager
Scope of Delivery
Industry.

Course Objective
The management stream covers workers who are responsible for the coordination and management of agencies. These workers work independently and report to executive management or boards of management. They undertake a range of functions requiring the application of knowledge and skills to achieve results in line with organisation's goals and strategic directions. This qualification applies to the managers of programs, services or service organisations in the community services industry. They may work in a range of sectors such as Housing, Children's Services, Alcohol and Other Drugs, Mental Health, Disability, Aged Care.

Entry Requirements
To qualify for admission to the course, applicants must have completed year 12 or equivalent, and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at Australian Qualifications Framework level 6 and to work in a management and or leadership role in Community Services.
All applicants must be able to demonstrate that they currently hold a suitable community services management or leadership position, or have the support of an agency to have access to work in such a role, in order to undertake the course. Evidence of substantial experience in the delivery of community service programs is required and a relevant community services qualification is preferable.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Selection Procedures
Must hold current community services management position.
All applicants are advised to attend one of the information sessions run by the Department. Full Time applicants should apply through VTAC and Part Time applicants directly to the University. All applicants are required to submit an application form, attend an interview and sit a selection test.

Course Duration
The course may be offered on a full-time basis over a minimum of 1265 nominal hours or part-time equivalent.

Practical Component
All students are assessed for all competencies in the workplace.
# Course Structure

The structure of the course is 20 units of which 9 are core and 11 elective as follows:

## Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCS4C</td>
<td>90</td>
</tr>
<tr>
<td>CHCCOM4B</td>
<td>75</td>
</tr>
<tr>
<td>CHCCD19A</td>
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<tr>
<td>CHCOR14B</td>
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</tr>
<tr>
<td>BSBMGT609A</td>
<td>60</td>
</tr>
<tr>
<td>CHADMIN4B</td>
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</tr>
<tr>
<td>BSBMGT505A</td>
<td>60</td>
</tr>
<tr>
<td>PSPMNGT605A</td>
<td>40</td>
</tr>
</tbody>
</table>

*Plus one of the following units:*

CHCOR11B  LEAD AND DEVELOP OTHERS  90  
OR    
BSBMGT605A

## Elective Units of Study

At least 10 electives must be chosen from Group 1, one (1) unit may be selected from Group 1 or Group 2, from other 

Community Services Training Package units available at this level, from other relevant National Training Package units available at Advanced Diploma and enterprise specific units.

Note: Where national enterprise units are included as options, these must be nationally endorsed.

Group 1 – At least TEN (10) units must be chosen from this group

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTFA4A</td>
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<tr>
<td>CHCOR7B</td>
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<tr>
<td>CHCOR9B</td>
<td>90</td>
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<tr>
<td>CHCPOL5A</td>
<td>75</td>
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<tr>
<td>CHCPOL7A</td>
<td>90</td>
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<tr>
<td>CHCGM601A</td>
<td>60</td>
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<tr>
<td>CHGRC12B</td>
<td>150</td>
</tr>
<tr>
<td>CHCOR15B</td>
<td>150</td>
</tr>
<tr>
<td>CHCOR24B</td>
<td>120</td>
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<tr>
<td>CHCOR26A</td>
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<td>CHGSS01A</td>
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<tr>
<td>BSBMGT606A</td>
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</tr>
<tr>
<td>PSPGOV603A</td>
<td>20</td>
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<tr>
<td>SRXGOV004A</td>
<td>25</td>
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<tr>
<td>BSBMGT604A</td>
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</tbody>
</table>

*Any one of the following three units:*

CHCINF4B MANAGE THE ORGANISATION'S INFORMATION SYSTEMS 75  
CHCINF6B MANAGE INFORMATION STRATEGICALLY 90  
BSBMGT607A MANAGE KNOWLEDGE AND INFORMATION 60

*One of the following:*

CHCOR01B MANAGE ORGANISATIONAL CHANGE 150  
LGACOM602A CO-ORDINATE AND FACILITATE A CHANGE PROCESS 40

*Either:*

CHCOR13B MANAGE ORGANISATIONAL STRATEGIC AND BUSINESS PLANNING 90  
OR    
BSBMGT601A CONTRIBUTE TO STRATEGIC DIRECTION 60  
BSBMGT603A REVIEW AND DEVELOP BUSINESS PLANS 60

*One unit from the following pairs of units:*

CHCOR19B MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT 60  
CHCOR20B PROMOTE AND REPRESENT THE SERVICE 90  
OR    
BSBMGT608A MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT 60  
CHCOR21B ACT AS A RESOURCE TO OTHER SERVICES 90  
OR    
CHCOR25B RECRUIT AND CO-ORDINATE VOLUNTEERS 70  
OR    
SRXHM001B MANAGE VOLUNTEERS 20

## Group 2

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBAT5052A</td>
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<tr>
<td>CHCAD3A</td>
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<tr>
<td>CHCNET4A</td>
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<tr>
<td>CHCIC5B</td>
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</tr>
<tr>
<td>CHCS7C</td>
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<tr>
<td>CHCWI13B</td>
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<tr>
<td>CHCIC12C</td>
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</tr>
<tr>
<td>CHCOR16B</td>
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<td>CHCPROT14B</td>
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<tr>
<td>CHCPROT35D</td>
<td>50</td>
</tr>
<tr>
<td>CHCYTH8B</td>
<td>150</td>
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<tr>
<td>CHCYTH9C</td>
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436
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>PSPETHC601A</td>
<td>MAINTAIN AND ENHANCE CONFIDENCE IN THE PUBLIC SERVICE</td>
<td>30</td>
</tr>
<tr>
<td>PSPLEGN601A</td>
<td>MANAGE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR</td>
<td>40</td>
</tr>
<tr>
<td>PSPMNGT608A</td>
<td>MANAGE RISK</td>
<td>40</td>
</tr>
<tr>
<td>SRXGOV001A</td>
<td>PARTICIPATE AS A MEMBER OF AN EFFECTIVE BOARD OF AN ORGANISATION</td>
<td>20</td>
</tr>
<tr>
<td>SRXGOV002A</td>
<td>UNDERTAKE THE ROLE OF AN INDIVIDUAL DIRECTOR OF AN ORGANISATION</td>
<td>25</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSBATSIL501A</td>
<td>MEET THE ROLES AND RESPONSIBILITIES OF A BOARD MEMBER (2)</td>
<td>40</td>
</tr>
</tbody>
</table>
Below are subject details for courses offered by the **Department of Social and Community Studies** in 2007.

**IMPORTANT NOTE:** Not all subjects for courses offered by the school are listed below because some subjects are offered by another school within the faculty or are offered by a different faculty. For details of these subjects, please refer to other schools within this handbook, other Victoria University faculty handbooks or to Victoria University’s searchable online courses database at [www.vu.edu.au/courses](http://www.vu.edu.au/courses).

### Subjects

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject Details</th>
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<tbody>
<tr>
<td><strong>BSBCM303A CONTRIBUTE TO THE EFFECTIVE WORKPLACE RELATIONSHIPS</strong></td>
<td></td>
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<tr>
<td>Content:</td>
<td>Contribute to effective workplace relationship</td>
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<tr>
<td>Nominal Hours:</td>
<td>20 Hours</td>
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<tr>
<td>Assessment:</td>
<td>As per accredited curriculum</td>
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</tbody>
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| **BSBOHS405A CONTRIBUTE TO THE IMPLEMENTATION OF EMERGENCY PROCEDURES**  |
| Content: | Identify potential emergencies; Identify options for initial response; Plan initial response procedures; Implement initial response procedures; Contribute to post event activities; Emergency response is monitored and deficiencies addressed. |
| Nominal Hours: | 30 Hours |
| Assessment: | As per accredited curriculum |

| **BSBOHS508A PARTICIPATE IN THE INVESTIGATION OF INCIDENTS**  |
| Content: | Facilitate initial assessment of situation; Participate in the establishment of an investigation processes; Collect information and data for analysis; Analyse information and data gathered to identify immediate and underlying causes and practical prevention measures; Compile investigation report. |
| Nominal Hours: | 30 Hours |
| Assessment: | As per accredited curriculum |

| **BSBOHS606A DEVELOP AND IMPLEMENT CRISIS MANAGEMENT PROCESSES**  |
| **CHCAC1C PROVIDE SUPPORT TO AN OLDER PERSON**  |
| Content: | Demonstrate an understanding of the physical and psychosocial aspects of ageing; Establish and maintain appropriate relationships with older people; Assist the older person to identify and meet their needs; Respond to situations of risk to the older person within work role and responsibilities. |
| Nominal Hours: | 50 Hours |
| Assessment: | As per accredited curriculum |

| **CHCAC2C PROVIDE PERSONAL CARE**  |
| Content: | Demonstrate an understanding of changes associated with ageing; Recognise and report changes in an older person's personal care needs; Support or assist the older person to meet their personal care needs. |
| Nominal Hours: | 75 Hours |
| Assessment: | As per accredited curriculum |

| **CHCAC3A ORIENTATION TO AGED CARE WORK**  |
| Content: | Work is performed within a legal and ethical framework and supports the rights and interests of the aged people and follows appropriate reporting mechanisms to meet duty of care requirements. |
| Nominal Hours: | 50 Hours |
| Assessment: | As per accredited curriculum |

| **CHCAC3C ORIENTATION TO AGED CARE WORK**  |
| Content: | Demonstrate an understanding of the structure and profile of the aged care sector; Demonstrate a commitment to the philosophy of 'positive ageing'; Support the rights and interests of older person. |
| Nominal Hours: | 50 Hours |
| Assessment: | As per accredited curriculum |

| **CHCAC6C SUPPORT THE OLDER PERSON TO MEET THEIR EMOTIONAL AND PSYCHOSOCIAL NEEDS**  |
| Content: | Support the older person remain engaged with their social network and the wider community; Support the older person to meet their emotional and psychological needs; Recognise and accommodate the older person's cultural and spiritual preferences; Support the older person who is experiencing loss and grief; Recognise and accommodate the older person's expressions of identity and sexuality. |
| Nominal Hours: | 75 Hours |
| Assessment: | As per accredited curriculum |

| **CHCAC7C PLAN AND MONITOR SERVICE DELIVERY PLANS**  |
| Content: | Identify the service needs of the older person; Consult with the older person and/or their carer when determining the service delivery plan; Develop and implement the service delivery plan; Monitor and review the service delivery plan. |
| Nominal Hours: | 100 Hours |
| Assessment: | As per accredited curriculum |

| **CHCAD1C ADVOCATE FOR CLIENTS**  |
| Content: | Assist clients to identify their rights and represent their own needs; Advocate on behalf of clients on request; Advocate for clients. |
| Nominal Hours: | 20 Hours |
| Assessment: | As per accredited curriculum |
CHCAD2C SUPPORT THE INTERESTS, RIGHTS AND NEEDS OF CLIENTS WITHIN DUTY OF CARE REQUIREMENTS

CHCAD3A UNDERTAKE SYSTEMS ADVOCACY
Content: Obtain, analyse and document information relevant to the needs of clients as a community of interest within the general community; Work with consumers, service users, services and other stakeholders to develop strategies to address identified needs; Advocate for and facilitate the implementation of strategies developed to address the needs of clients with specific needs.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCAD4A PROVIDE ADVOCACY AND REPRESENTATION
Content: Establish the representative role and process; Participate in decision-making forums; Negotiate outcomes and liaise with key people; Evaluate effectiveness of strategies.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCADM53B UNDERTAKE ADMINISTRATIVE WORK
Content: Maintain accounts; Participate in budgeting processes; Operate equipment; Maintain equipment; Monitor equipment use and needs.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCADM54A MANAGE THE ORGANISATION’S FINANCES, ACCOUNTS AND RESOURCES
Content: Implement budget processes; Establish and implement systems for financial management and reporting; Manage the use of funds; Develop and recommend funding options; Develop and implement resourcing proposals to meet operational needs; Monitor resource usage and performance; Manage property, equipment and stores.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

CHCADM54B MANAGE THE ORGANISATION’S FINANCES, ACCOUNTS AND RESOURCES
Content: Implement budget processes; Establish and implement systems for financial management and reporting; Manage the use of funds; Develop and recommend funding options; Develop and implement resourcing proposals to meet operational needs; Monitor resource usage and performance; Manage property, equipment and stores.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCCD12C APPLY A COMMUNITY DEVELOPMENT FRAMEWORK
Content: Operate within a community development framework; Work with individuals and groups to achieve community development outcomes; Address individual issues arising when working within a community development framework; Work effectively with diversity in the community.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCCD12D APPLY A COMMUNITY DEVELOPMENT FRAMEWORK
Content: Operate within a community development framework; Work with groups to achieve community development outcomes; Address individual issues arising when working within a community development framework; Work effectively with diversity in the community.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCCD14A IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY
Content: Working with individuals and in the community to facilitate public awareness and resolution of issues.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCCD14B IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY
Content: Work with individuals to identify issues; Work with individuals and groups to establish cooperative processes; Support group processes.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum
CHCCD15B DEVELOP AND IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY
Content: Establish and build group processes; Facilitate and maintain public processes; Implement structures.
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum

CHCCD1B SUPPORT COMMUNITY PARTICIPATION
Content: Work with individuals and the community to promote participation; Support existing community activities.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCCD4B DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS
Content: Develop program parameters; sign programs with the community; Implement programs; Evaluate programs.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCCD4C DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS
Content: Develop program parameters; sign programs with the community; Implement programs; Evaluate programs.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCCD5B DEVELOP COMMUNITY RESOURCES
Content: Assess community resource requirements; Develop and acquire resources; Facilitate community access to resources.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCCD6A ESTABLISH AND DEVELOP COMMUNITY ORGANISATIONS

CHCCD8B SUPPORT COMMUNITY ACTION
Content: Respond to community needs; Support identified community needs; Evaluate effectiveness of community action.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCCD9B SUPPORT COMMUNITY LEADERSHIP
Content: Develop and maintain support mechanisms; Promote community leadership; Develop leadership skills.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCHILD1C IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM
Content: Implement work practices which support the protection of children and young people; Report indications of possible risk of harm.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCCM3B DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT
Content: Conduct case management meetings; Develop an appropriate approach to case management; Develop an appropriate case management plan; Manage case work activities and processes.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCCM4A PROMOTE HIGH QUALITY CASE MANAGEMENT
Content: Provide a lead in case management practice; Provide practice advice on complex cases.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCCM5A DEVELOP PRACTICE STANDARDS
Content: Promote practice standards; Provide case work consultancy to promote best practice.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCCN1D ENSURE CHILDREN’S HEALTH AND SAFETY
Content: Maintain a clean and hygienic environment; Provide a safe environment; Supervise the safety of children; Travel with children safely; Administer medication within guidelines.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCCOM2B COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES
Content: Exercise effective communication techniques; Follow routine instructions; Complete reports as required.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCCOM3A UTILISE SPECIALIST COMMUNICATION SKILLS
Content: Effective communication in the workplace and applying specialist communication techniques.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCCOM3C UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS
Content: Identify appropriate communication strategies to meet the needs of clients and colleagues; Conduct effective communication with clients and staff; Contribute to the development of effective communication strategies; Represent the organisation to a range of groups; Apply specific communication techniques to assist in resolving conflict; Implement mechanisms that facilitate group discussions.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCCOM4B DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES
Content: Contribute to the development of effective communication strategies; Represent the organisation to a range of groups; Facilitate group discussions; Produce quality written materials; Conduct interviews.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCSSC2C DELIVER AND DEVELOP CLIENT SERVICES
Content: Target client services; Deliver client service; Develop and promote client services.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCSS301A WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK
Content: Demonstrate an understanding of legislation and common law relevant to work role; Follow the organisation’s policies and practices; Work ethically; Recognise and respond when the clients rights and interests are not being protected.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
CHCCS303A PROVIDE PHYSICAL ASSISTANCE WITH MEDICATION
Content: Prepare for medication distribution and administration; Identify and prepare the resident/client for administration of medicine; Administer and/or assist with prescribed medication administration following prescription; Comply with the organisation's procedures for handling the range of issues/contingencies which may arise; Complete medication distribution and administration.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCCS304A ASSIST WITH SELF MEDICATION
Content: Check authority to provide assistance; Assist with self administration; Comply with the organisation's procedures for handling the range of contingencies which may arise.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCCS305A CO-ORDINATE THE PROVISION OF SERVICES AND PROGRAMS
Content: Identify programs and service requirements to meet client needs; Develop and implement programs for meeting client needs; Review and monitor programs.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCCS401A FACILITATE CO-OPERATIVE BEHAVIOUR
Content: Monitor behaviour of the client; Use communication strategies to de-escalate conflict; Respond to unacceptable behaviour.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCCS402A RESPOND HOLISTICALLY TO CLIENT ISSUES
Content: Evaluate the range of issues impacting on the client and on the delivery of appropriate services; Determine the course of action to be followed; Establish interpersonal relationship with the client that will enable all issues to be addressed; Provide a brief intervention as required; Respond appropriately to people who are vulnerable and at significant risk including children and young people; Evaluate effectiveness of services provided to meet client needs.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCCS405A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS
Content: Apply an awareness of culture as a factor in all human behaviour; Contribute to the development of relationships based on cultural diversity; Communicate effectively with culturally diverse persons; Resolve cross-cultural misunderstandings.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCCS409A MEET THE DIETARY AND NUTRITIONAL NEEDS OF CLIENTS IN A CULTURALLY APPROPRIATE MANNER
Content: Plan and evaluate meals and menus to meet recommended dietary guidelines; Plan and/or modify meals and menus according to nutrition care plans; Plan meals and menus to meet cultural and religious needs.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCCS4A MANAGE THE DELIVERY OF QUALITY CLIENT SERVICES
Content: Coordinate services provided to clients; Plan client service delivery; Review client services.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

CHCCS4C MANAGE THE DELIVERY OF QUALITY CLIENT SERVICE
Content: Co-ordinate services provided to clients; Plan client service delivery; Review client services.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCCS5B IDENTIFY AND ADDRESS SPECIFIC CLIENT NEEDS
Content: Establish and maintain an appropriate relationship with clients; Extract and analyse information of client needs; Match services to client needs.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

CHCCS6B ASSESS AND DELIVER SERVICES TO CLIENTS WITH COMPLEX NEEDS
Content: Assess and analyse client needs to ensure they can be met; Identify and provide for the delivery of services to meet client needs; Evaluate client service delivery.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCC57A COORDINATE THE ASSESSMENT AND DELIVERY OF SERVICES TO CLIENTS WITH PARTICULAR NEEDS

CHCCS7C CO-ORDINATE THE ASSESSMENT AND DELIVERY OF SERVICES TO CLIENTS WITH PARTICULAR NEEDS
Content: Identify program requirements for individual clients; Co-ordinate program delivery to ensure client needs are addressed; Co-ordinate the evaluation of client service delivery.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCCS601A WORK WITHIN A STRUCTURED COUNSELLING PROCESS
Content: Establish the nature of the helping relationship; Confirm the appropriateness of the helping relationship.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCCS602A FACILITATE THE COUNSELLING RELATIONSHIP
Content: Enable clients to identify concerns; Enable clients to work through concerns; Monitor the counselling process; and the counselling process to an end.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

CHCCS603A PROVIDE SUPPORT FOR CLIENTS IMPLEMENTING A COURSE OF ACTION
Content: Assist clients in clarifying their aims and requirements; Enable clients to decide on a course of action.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

CHCCS604A REFLECT AND IMPROVE UPON COUNSELLING SKILLS
Content: Reflect upon own counselling skills and practice; Ensure continuing self-support and supervision; Operate within an agreed ethical code of practice/ethics.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCWI3B WORK WITH CLIENTS INTENSIVELY
Content: Provide high quality case work; Enlist specialist services; Establish transition processes.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum
CHCDIS11B CO-ORDINATE DISABILITY WORK
Content: Demonstrate commitment to high quality services for people with disabilities; Support rights, interests and needs of people with disabilities; Develop and implement a framework for quality service delivery.
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum

CHCDIS12A PROVIDE CARE AND SUPPORT FOR STUDENTS WITH SEVERE PHYSICAL DISABILITIES
Content: Provide care and support for personal daily routines of students with severe disabilities; Develop and apply knowledge and skills related to safety and comfort needs of students with major movement impairments; Assist with prosthetic devices and aids used by students with severe disabilities.
Nominal Hours: 47-50 Hours
Assessment: As per accredited curriculum

CHCDIS14A SUPPORT STUDENTS WITH ADDITIONAL NEEDS IN THE CLASSROOM
Content: Work with others to support students with additional needs; Support individual students with additional needs; Assist with classroom programs to support students with additional needs; Contribute to learning opportunities.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCDIS16B PROVIDE ADVANCED BEHAVIOUR SUPPORT

CHCDIS18A SUPPORT STUDENTS WITH SPECIAL NEEDS
Content: Develop and maintain knowledge and understanding of the area of special need; Work with others to support students with special need; Support individual students with special need; Assist with programs to support students with additional need; Contribute to learning opportunities.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCDIS1A ORIENTATION TO DISABILITY WORK
Content: Demonstrate an understanding of the delivery of quality services for people with disabilities; Respond to situations of risk or potential risk to people with disabilities.
Nominal Hours: 47-50 Hours
Assessment: As per accredited curriculum

CHCDIS1C ORIENTATION TO DISABILITY WORK
Content: Demonstrate an understanding of the delivery of quality services for people with disabilities; Demonstrate the capacity to support rights, interests and needs of people with disabilities; Respond to situations of risk or potential risk to people with disabilities.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCDIS2B MAINTAIN AN ENVIRONMENT DESIGNED TO EMPOWER PEOPLE WITH DISABILITIES
Content: Work to enhance the independence and 'self-determination' of the person with a disability; Foster the independence of a person with a disability; Contribute to the development and review of policy and legislation related to disabilities and disability services; Recognise and accommodate the expressions of identity and sexuality of the person with a disability.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCDIS2C MAINTAIN AN ENVIRONMENT DESIGNED TO EMPOWER PEOPLE WITH DISABILITIES
Content: This unit describes the knowledge and skills required by the worker to facilitate the empowerment of a person with a disability.
Nominal Hours: 90 hours
Assessment: As per accredited curriculum

CHCDIS3A PROVIDE SERVICES TO PEOPLE WITH DISABILITIES
Content: This unit describes the competencies associated with responding to the physical, medicinal, health and safety, personal care and home maintenance requirements of people with disabilities. Clients will have differing support requirements and workers will manage physical contact, challenging behaviour and the use of equipment.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCDIS3C PROVIDE SERVICES TO PEOPLE WITH DISABILITIES
Content: Assist the person with a disability to identify and meet their needs; Respond to changes in the needs of a person with a disability; Support or assist the person with a disability to meet their personal needs.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCDIS4B DESIGN PROCEDURES FOR SUPPORT
Content: Assess the person with a disability’s personal support requirements; Design individual personal support procedures; Implement individual personal support procedures.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCDIS5C CONTRIBUTE TO POSITIVE LEARNING
Content: Assess the learning ability and needs of a person with a disability; Implement skills development plan; Utilise incidental learning opportunities to enhance skills development.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCDIS6C PLAN AND IMPLEMENT COMMUNITY INTEGRATION
Content: Support the person with a disability to engage with a social network and the broad community; Work with the person with a disability and their family in the community integration process; Assist in minimising isolation for people with disabilities.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCDIS8B SUPPORT PEOPLE WITH DISABILITIES AS WORKERS

CHCDIS9C MAXIMISE PARTICIPATION IN THE WORKFORCE FOR PEOPLE WITH A DISABILITY

CHCGROUP2C SUPPORT GROUP ACTIVITIES
Content: Identify the purpose of the group; Establish relationship with the group; Organise resources for group activities.
Nominal Hours: 15-20 Hours
Assessment: As per accredited curriculum

CHCGROUP3C PLAN AND CONDUCT GROUP ACTIVITIES
Content: Address resourcing issues for group activities; Co-ordinate a group planning process; Manage group processes including responding to conflict; Evaluate group activities.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
CHCHC301A WORK EFFECTIVELY IN A HOME AND COMMUNITY CARE ENVIRONMENT
Content: Operate within a home care environment and community settings; Work ethically; Demonstrate the importance of hygiene and infection control in a home care setting and community settings; Comply with policy and programs; Comply with duty of care implementation in home and community settings and worker roles; Cultural and religious issues when working in home and community settings.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCHC302A PROVIDE PERSONAL CARE
Content: Demonstrate an understanding of personal care; Recognise and report changes in an older person's health and/or personal care needs; Support or assist the older person to meet their personal care needs; Demonstrated understanding of lifting/moving methods and aids and equipment.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCICAB COMMUNICATE WITH CHILDREN

CHCINF2B MAINTAIN ORGANISATION'S INFORMATION SYSTEMS
Content: Maintain accurate records; Handle organisational correspondence; Provide information as required.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCINF4A MANAGE THE ORGANISATION'S INFORMATION SYSTEMS

CHCINF4B MANAGE THE ORGANISATION'S INFORMATION SYSTEMS
Content: Identify and address information requirements; Supervise day to day processes for collection, use, storage and dissemination of information; Establish and manage systems to record, store, process and distribute information; Support and supervise the development of information and educational resources.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCINF5A MANAGE STATUTORY AND ORGANISATION INFORMATION REQUIREMENTS

CHCINF5B MEET STATUTORY AND ORGANISATIONAL INFORMATION REQUIREMENTS
Content: Identify information requirements; Review options for systems to obtain information; Establish and manage systems to record and store information; Support and supervise the development of information and educational resources; Provide staff training.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCINF6B MANAGE INFORMATION STRATEGICALLY
Content: Develop and implement strategies for collection, verification and use of information to achieve organisational objectives; Facilitate strategies for inter-agency information sharing and use; Monitor and upgrade organisation's strategic management of information.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCINF8B COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS
Content: Maintain accurate records; Contribute information to the development and implementation of the service delivery plan in accordance with role and responsibilities; Comply with the administration protocols of the organisation; Work within a legal and ethical framework to meet duty of care requirements.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCLEG401A UTILISE LEGISLATION
Content: Apply an understanding of relevant legislation; Identify and interpret relevant legislative provisions; Identify strategies in response to the client's needs.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCMH1B ORIENTATION TO MENTAL HEALTH WORK
Content: Work within the context of the mental health sector; Develop knowledge of the mental health sector; Demonstrate commitment to the central philosophies of the mental health sector; Work with people from culturally and linguistically diverse backgrounds.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCNET1C PARTICIPATE IN NETWORKS
Content: Identify and select appropriate networks; Make effective use of relevant networks.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCNET3B DEVELOP NEW NETWORKS
Content: Develop and maintain appropriate networks; Reflect social and cultural awareness in developing and maintaining networks.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCNET4A WORK WITH OTHER SERVICES
Content: Identify and maintain links with relevant services; Provide relevant information to services; Work with and support community services organisations to deliver appropriate services to people in need.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCOHS301A PARTICIPATE IN WORKPLACE SAFETY PROCEDURE
Content: Identify hazards and assess risk; Follow procedures and strategies for risk control; Contribute to OHS in the workplace.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCOHS302A PARTICIPATE IN SAFETY PROCEDURES FOR DIRECT CARE WORK
Content: Identify manual handling hazards, assess related risk and follow risk minimisation procedures; Identify sources of risks to personal safety, assess the level of risk and follow risk minimisation procedures; Identify sources of infection and apply industry accepted practice to minimise risk of infection to themselves, clients and others; Identify other hazards and assess risk; Follow procedures and strategies for risk control; Contribute to OHS in the workplace.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCOHS401A IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE
Content: Explain OHS information for co-workers in team; Coach co-workers in team; Promote consultation and participation; Implement and monitor enterprise procedures for identifying hazards and risk; Maintain appropriate OHS records.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
CHCORG10A MANAGE ORGANISATIONAL CHANGE

Content: Contribute to and promote effective work practices; Ensure practices of the organisation are appropriate; Respond to change in the community; Initiate and implement organisational change within a planning framework.
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum

CHCORG10B MANAGE ORGANISATIONAL CHANGE

Content: Contribute to and promote effective work practices; Ensure practices of the organisation are appropriate; Respond to change in the community; Initiate and implement organisational change within a planning framework.
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum

CHCORG11A LEAD AND DEVELOP OTHERS

Content: Provide leadership, direction and guidance to the organisation; Maximise own performance outcomes; Manage effective work relationships; Manage and improve the performance of individuals; Support, participate and review group development; Support and develop managers.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCORG11B LEAD AND DEVELOP OTHERS

Content: Provide leadership, direction and guidance to the organisation; Maximise own performance outcomes; Manage effective work relationships; Manage and improve the performance of individuals; Support, participate and review group development; Support and develop managers.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCORG12A REVIEW ORGANISATIONAL EFFECTIVENESS

Content: Reflect upon own practice; Ensure continuing self-support and supervision; Operate within an agreed ethical code of practice/ethics.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

CHCORG12B WORK WITH OTHERS

Content: Contribute to the effective operation of the workgroup; Work co-operatively with others; Contribute to the development of policies, practices and structures of an organisation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCORG13A MANAGE ORGANISATIONAL STRATEGIC AND BUSINESS PLANNING

Content: Contribute to the effective operation of the workgroup; Work co-operatively with others; Contribute to the development of policies, practices and structures of an organisation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCORG14A MANAGE A SERVICE ORGANISATION

Content: Contribute to the development of policies, practices and structures of an organisation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCORG15A PROMOTE THE ORGANISATION

Content: Contribute to the development of policies, practices and structures of an organisation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCORG16A MANAGE TRAINING

Content: Contribute to the development of policies, practices and structures of an organisation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCORG19B DEVELOP AND MAINTAIN THE QUALITY OF SERVICE OUTCOMES

Content: Evaluate outcomes for clients accessing the service; Plan and implement changes/strategies to improve outcomes; Ensure client service standards and codes of practice; Manage quality assurance processes.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCORG20B PROMOTE AND REPRESENT THE SERVICE

Content: Promote community awareness of the clients, their needs and their importance; Promote the service to increase its profile in the community; Represent the service; Respond to negative publicity and perceptions, as required.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCORG21C CO-ORDINATE WORK

Content: Contribute to the development of policies, practices and structures of an organisation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCORG21D PROVIDE MENTORING SUPPORT TO COLLEAGUES

Content: Establish a relationship with mentoree; Offer mentoring support.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CHCORG21E REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE

Content: Reflect upon own practice; Ensure continuing self-support and supervision; Operate within an agreed ethical code of practice/ethics.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

CHCORG21F WORK WITH OTHERS

Content: Contribute to the effective operation of the workgroup; Work co-operatively with others; Contribute to the development of policies, practices and structures of an organisation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCORG21G PARTICIPATE IN THE WORK ENVIRONMENT

Content: Contribute to the effective operation of the workgroup; Work co-operatively with others; Contribute to the development of policies, practices and structures of an organisation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCORG21H FOLLOW THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES

Content: Applying relevant occupational health and safety legislation and codes of practice, including duties and responsibilities for all parties under the general duty of care and capacity to render first aid as required.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCORG21I MAINTAIN AN EFFECTIVE WORK ENVIRONMENT

Content: Work to achieve identified outcomes; Establish and maintain appropriate work relationships; Facilitate operation of the workgroup; Review and develop own performance.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCORG21J CO-ORDINATE THE WORK ENVIRONMENT

Content: Contribute to and promote effective work practices; Promote effective workplace relations; Facilitate work group activities; Develop and implement staffing processes as required; Advocate for workplace health and safety and fair employment practices.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCORG21K MANAGE WORKPLACE ISSUES

Content: Manage staff planning and recruitment; Manage work allocation; Evaluate workgroup effectiveness; Implement disciplinary and grievance procedures.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCORG21L ESTABLISH AND MANAGE NEW PROGRAMS AND SERVICES

Content: Complete strategic planning activities; Manage implementation of new program or service; Establish and manage organisational and operational arrangements; Undertake appropriate evaluation and reporting.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCORG21M MANAGE PROJECTS AND STRATEGIES

Content: Prepare a research plan; Implement appropriate research strategies; Organise and analyse information; Report the findings of the research.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCORG21N UNDERTAKE RESEARCH ACTIVITIES

Content: As per accredited curriculum

CHCORG21O COORDINATE POLICY DEVELOPMENT

Content: As per accredited curriculum

CHCORG21P MANAGE POLICY DEVELOPMENT

Content: As per accredited curriculum

CHCORG21Q PARTICIPATE IN THE WORK ENVIRONMENT

Content: As per accredited curriculum

CHCORG21R FOLLOW THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES

Content: As per accredited curriculum

CHCORG21S MAINTAIN AN EFFECTIVE WORK ENVIRONMENT

Content: As per accredited curriculum

CHCORG21T CO-ORDINATE THE WORK ENVIRONMENT

Content: As per accredited curriculum

CHCORG21U MANAGE WORKPLACE ISSUES

Content: As per accredited curriculum

CHCORG21V ESTABLISH AND MANAGE NEW PROGRAMS OR SERVICES

Content: As per accredited curriculum

CHCORG21W MANAGE PROJECTS AND STRATEGIES

Content: As per accredited curriculum

CHCP&R3A UNDERTAKE RESEARCH ACTIVITIES

Content: As per accredited curriculum

CHCP&R4A COORDINATE POLICY DEVELOPMENT

Content: As per accredited curriculum

CHCP&R5A MANAGE POLICY DEVELOPMENT

Content: As per accredited curriculum

CHCP&R6A RESOLVING DISPUTES

Content: As per accredited curriculum

CHCP&R7A RESOLVING DISPUTES

Content: As per accredited curriculum

CHCP&R8A RESOLVING DISPUTES

Content: As per accredited curriculum

CHCP&R9A RESOLVING DISPUTES

Content: As per accredited curriculum
CHCPOL4A DEVELOP AND IMPLEMENT POLICY
Content: Research and consult with others to develop policies; Test draft policies; Develop policy materials; Implement and review policies.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

CHCPOL5A MANAGE RESEARCH ACTIVITIES
Content: Initiate research efforts; Identify and acquire resources; Supervise research being undertaken; Interpret and act on analysis of research.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCPOL7A MANAGE POLICY DEVELOPMENT
Content: Identify future directions in organisational services; Manage policy development; Advocate for appropriate policy development.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCPR0T5C PROVIDE SUPERVISION IN THE COMMUNITY

CHCRH2A LEISURE AND HEALTH PROGRAMMING
Content: Identify the leisure and health needs of the client or group; Prepare activity/program plan; Identify and obtain required resources; Promote activity/program; Deliver activity/program; Evaluate activity/program.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCRH3B DEVELOP LEISURE AND RECREATION PROGRAMS FOR CLIENTS WITH SPECIAL NEED
Content: Identify and assess the specific requirements of special needs clients in leisure and health programs; Promote the role of leisure and health programs in enhancing the well being of special needs client(s); Plan required resources; Create an environment which fosters participation of special needs client(s) in leisure and health program; Manage and develop strategies to meet the requirements of special needs client(s) participating in leisure and health programs.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCYTH1C WORK EFFECTIVELY WITH YOUNG PEOPLE
Content: Develop a professional rapport with young people; Address issues associated with the culture of young people; Recognise that youth culture is distinct.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCYTH2C PROVIDE CARE AND PROTECTION FOR YOUNG PEOPLE
Content: Identify the needs and risks of young people; Respond to the needs and risks of young people; Provide support to young people.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CHCYTH3C SUPPORT YOUNG PEOPLE TO ADDRESS THEIR CIRCUMSTANCES
Content: Support young people to develop and use personal resources; Support young people to develop and use networks; Assist young people to monitor and evaluate strategies.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCYTH5C SUPPORT YOUTH PROGRAMS
Content: Identify the activity/program required; Prepare activity/program plan; Deliver activity/program; Evaluate activity program.
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum

CHCYTH6C PROVIDE APPROPRIATE SERVICES FOR YOUNG PEOPLE
Content: Establish effective rapport with young people and families; Assess the needs and circumstances of young people; Facilitate goal setting and action planning; Provide targeted assistance and referral.
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum

CHCYTH7C RESPOND TO CRITICAL SITUATIONS
Content: Minimise the impact of critical incidents; Prevent escalation of violent behaviour; Secure the safety of clients.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCYTH8B MANAGE SERVICE RESPONSE TO YOUNG PEOPLE IN CRISIS
Content: Implement a framework for preventing crisis situations; Support staff in responding to a crisis; Follow up crisis situations.
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum

HLTAH1A ASSIST WITH THE PROVISION OF AN ALLIED HEALTH THERAPY PROGRAM

HLTAMBAE1A ENABLE SAFE ACCESS AND EGRESS IN AN EMERGENCY
Content: This unit involves implementing procedures to enable safe access to a patient at the scene of a life-threatening incident and then safely removing the patient from the scene.
Nominal Hours: TBA
Assessment: As per accredited curriculum

HLTAMBAE2A IMPLEMENT SPECIALIST ACCESS AND EGRESS PROCEDURES
Content: This unit involves implementing specialised procedures necessary to overcome major obstacles to safe access and egress at the scene of an incident.
Nominal Hours: TBA
Assessment: As per accredited curriculum

HLTAMBAE3A FOLLOW PROCEDURES FOR ROUTINE SAFE EXTRICATION OF PATIENT
Content: This unit involves following procedures to ensure safe extrication of the patient under routine conditions.
Nominal Hours: TBA
Assessment: As per accredited curriculum

HLTAMBAE4A FOLLOW PROCEDURES FOR SAFE EXTRICATION OF PATIENT IN A LIFE THREATENING SITUATION
Content: This unit involves following procedures to ensure safe extrication of the patient at the scene of an incident that may be life threatening.
Nominal Hours: TBA
Assessment: As per accredited curriculum

HLTAMBCR2A DELIVER STANDARD PRE-HOSPITAL PATIENT CARE

HLTAMBFC1A COMMUNICATE WITHIN AN AMBULANCE ENVIRONMENT
Content: This unit covers the skills required to exercise effective communication skills within the Ambulance industry.
Nominal Hours: TBA
Assessment: As per accredited curriculum
SCHOOL OF HUMAN SERVICES, SCIENCE AND TECHNOLOGY

HLTAMBFC2A COMMUNICATE IN COMPLEX OR DIFFICULT SITUATION
Content: This Unit involves communication where there are special difficulties in conveying or receiving information in the context of providing ambulance services.
Nominal Hours: TBA
Assessment: As per accredited curriculum

HLTAMBPD1A MANAGE PERSONAL STRESSORS IN THE WORK ENVIRONMENT
Content: This unit involves recognising stress in the work environment and developing a personal stress management plan. It also involves providing and receiving support from colleagues in the management of stress at work.
Nominal Hours: TBA
Assessment: As per accredited curriculum

HLTAMBSC1A MANAGE ROUTINE SCENE
Content: This unit involves the routine management of a non-emergency situation to ensure safety at the scene.
Nominal Hours: TBA
Assessment: As per accredited curriculum

HLTAMBSC2A MANAGE SCENE OF SPECIAL EVENT

HLTAMBSC3A MANAGE THE SCENE OF AN EMERGENCY
Content: This unit involves management of procedures involving patient care at the scene of an emergency.
Nominal Hours: TBA
Assessment: As per accredited curriculum

HLTAMBT1A TRANSPORT NON-EMERGENCY PATIENTS
Content: This unit involves the transport of non-emergency patients, checking the ambulance vehicle and equipment.
Nominal Hours: TBA
Assessment: As per accredited curriculum

HLTAMBT2A TRANSPORT EMERGENCY PATIENTS
Content: This unit involves transportation of patients and other appropriate personnel under emergency circumstances.
Nominal Hours: TBA
Assessment: As per accredited curriculum

HLTCSD5A ASSIST WITH CLIENT/PATIENT MOVEMENT

HLTFA1A APPLY BASIC FIRST AID
Content: Assess the situation; Apply basic First Aid techniques; Communicate details of the incident.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

HLTMS5A PERFORM GENERAL HOUSEKEEPING DUTIES TO MAINTAIN CLEAN ENVIRONMENT
Content: Maximise safety during cleaning; Maintain surface cleaning and finishes; Ensure sanitation; Manage waste.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

PSPOHS401 IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS
Content: This unit covers implementation and monitoring of the organisation's occupational health and safety policies, procedures and programs in the relevant work area to achieve and maintain occupational health and safety standards. The unit is based on the National Guidelines for Integrating OHS Competencies into National Industry Competency Standards (NOHSC: 7025, 1998)
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

PUACOM005A FOSTER POSITIVE ORGANISATIONAL IMAGE IN THE COMMUNITY

PUAOHS003A IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES

PUAVEH001A DRIVE VEHICLES UNDER OPERATIONAL CONDITIONS;

SRCCRD002A APPLY THE PRINCIPLES OF COMMUNITY DEVELOPMENT TO COMMUNITY RECREATION WORK

SRCCR002A RESPOND TO CLIENTS AT RISK

SRFFSP007A PLAN AND DELIVER EXERCISE FOR MODERATE RISK CLIENTS WITH CARDIO-RESPIRATORY CONSIDERATIONS

SRXCAI002A ASSIST IN CONDUCTING A SPORT AND RECREATION SESSION FOR CLIENTS;

SRXEME002A PARTICIPATE IN THE CONTROL OF MINOR EMERGENCIES

SRXIND002A DEVELOP AND IMPLEMENT A CAREER PATH

SRXOR002A WORK EFFECTIVELY IN A SPORT AND RECREATION ORGANISATION

VAK247 WORK ENVIRONMENT – PLANNING WORK TASKS
Prerequisite(s) VAJ949 Foundations of Law 1.
Content: Placement provides participants with the knowledge, skills and experience required to plan and supervise the work of a work group.
Nominal Hours: 38 Hours
Assessment: As per accredited curriculum

VAK262 WORK ENVIRONMENT-SUPERVISION
Prerequisite(s) VAJ949 Foundations of Law 1.
Content: Placement provides participants with the knowledge, skills and experience required to plan and supervise the work of a work group.
Nominal Hours: 38 Hours
Assessment: As per accredited curriculum
VAK327 FIELD PLACEMENT 3 – WORK ENVIRONMENT-STAFFING
Content: This module will provide participants with the knowledge, skills and experience required to perform middle level management tasks of planning and organising work of a division or analogous management unit.
Nominal Hours: 38 Hours
Assessment: As per accredited curriculum

VAK602 FIELD PLACEMENT 4 – WORK ENVIRONMENT – PLANNING AND ORGANISING
Content: This module will provide participants with the knowledge, skills, and experience required to perform the middle level management tasks related to staffing a host organisation.
Nominal Hours: 38 Hours
Assessment: As per accredited curriculum

VAL689 SOCIOLOGY
Content: Theory and practice of community justice in terms of the dominant structures of Australian society regarding the nature and extent of inequality, and its manifestation in terms of class, gender, race and ethnicity.
Nominal Hours: 68 Hours
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBK280 LEGAL ASPECTS 1 FOR JUSTICE STUDIES
Content: This module will provide students with a general introductory framework of Australian law including its law making bodies and various aspects of the law within which to critically examine the criminal justice system and develop legal research skills.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

VBK281 LEGAL ASPECTS 2 FOR JUSTICE STUDIES
Content: The purpose of this module is to enable students to develop a comprehensive understanding of the judicial system, procedures of conducting an investigation, case file management, preservation and recording of evidence, the law of evidence, presentation of evidence in a court of law and witness responsibilities, court procedure and etiquette.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

VBK282 LEGAL ASPECTS 3 FOR JUSTICE STUDIES

VBK283 AUSTRALIAN CRIMINAL JUSTICE SYSTEM
Content: The purpose of this module is to provide students with the knowledge and understanding of the relevant Criminal Justice functions of law-enforcement systems, sentencing, correctional and court systems, within the framework of the Australian social environment. Students should also be familiar with recent changes in legislation, government policy interpretation and implementation and the introduction of privatisation within the fields of the constituent subject.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

VBK284 CRIMINOLOGY
Content: To introduce students to the study of crime, substantive areas of offending behaviour, and the implications of criminological knowledge for policy formulation and crime prevention strategy.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK285 JUSTICE DELIVERY
Content: The purpose of this module is to develop an understanding of the role and function and organisation of the departments and agencies, which comprise the justice delivery system. An emphasis will be placed on current issues relevant to community justice workers.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

VBK286 JUVENILE JUSTICE
Content: This module provides for an application of knowledge and skills regarding the law, procedures of institutions and structures involved within the juvenile justice system.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

VBK287 CRIME PREVENTION
Content: This module will enable students to develop a comprehensive knowledge of crime prevention strategies. It also aims to provide students with the ability to analyse techniques and theories used in early intervention and developmental approaches to crime prevention. A further module purpose is to enable students to evaluate, design and implement crime prevention strategies.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

VBK288 SOCIAL RESEARCH AND ANALYSIS
Content: On completion of this module students will be familiar with concepts in quantitative and qualitative social research, be able to carry out basic research and understand the role of research in Community Justice.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

VBK289 APPLIED PSYCHOLOGY
Content: The purpose of this module is to introduce students to the science of Psychology. On completion of this module, students will be able to apply knowledge of human behaviour provided by psychological research and study, in instances of those phenomena presented, to promote appropriate and effective interactions in the course of their work, including appropriate referral of people in crisis.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK290 CULTURAL DIVERSITY
Content: On completion of this module students will have gained a better awareness and understanding of the origins and nature of Australia’s multicultural society. By providing accurate information as well as opportunities for students to make contact with aboriginal and migrant individuals and services it seeks to dispel popular myths and develop attitudinal change and empathy in the participants.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

VBK291 JUSTICE COMMUNICATION
Content: The purpose of this module is to provide students with the necessary knowledge and skills to communicate effectively and to develop an understanding of the concepts and skills of mediation for managing conflict and resolving disputes in a justice environment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBK293 WORKPLACE PRACTICE
Content: The aim of the module is for students to acquire the skills, knowledge, attributes and professional practices that will contribute to the effective management of their workplace in the context of contemporary issues, and an environment of industrial change. This module provides competency-based training in the management of workplace practice in an environment of industrial change and award re-structuring, in a manner that will positively contribute to the effectiveness and efficiency of the organisation. As part of a suite of generic management skills this module is not designed for the industrial relations functional specialist but for first level line management.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum
VBK294 ORGANISATIONAL PRINCIPLES AND PRACTICE 1
Content: The purpose of this module is to provide students with knowledge of the principles and practice of management in a justice environment and to develop the necessary knowledge, skills and strategies to deal effectively with the issues of management in a justice environment.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

VBK295 ORGANISATIONAL PRINCIPLES AND PRACTICE 2
Content: The purpose of this module is to assist students in the analysis and further understanding of the theories behind the principles and practice of management in a justice environment and to assist them to develop and apply their own style of management to deal effectively with the issues of management in the justice environment.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

VBK301 CORRECTIONAL SYSTEMS
Content: To provide a critical understanding of historical perspectives and current management principles and practices of correctional systems.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

VBK302 HUMAN RIGHTS
Content: Human Rights and Advocacy aims to provide students with the knowledge and skills to practice legal advocacy within a human rights and community justice framework.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

VBK304 CONTEMPORARY POLICING
Content: The purpose of this module is to provide the student with a general knowledge of the structure and function of policing and the role of police in a contemporary society.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum
DEPARTMENT OF SPORT, RECREATION AND PERFORMANCE

Below are details of courses offered by the Department of Sport, Recreation and Performance in 2007. The most up-to-date course information is available online on the University’s searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to International students are marked with the (I) symbol.

GRADUATE CERTIFICATE IN CAREER COUNSELLING FOR ELITE PERFORMERS (DANCE, MUSIC, SPORT) (I)

Course Code: 21237VIC

This is a part time full-fee course

Campus: Online.

Career Opportunities
Athlete Career Education Adviser, Professional Sport Welfare Officer, Career Counsellor.

Scope of Delivery
This is a flexible course, but is generally offered on a part time basis over one year. The course is offered on-line through TAFEVC.

Course Objectives
The course aims to provide students with the knowledge and skills required to perform the role of career and education adviser to elite performers. It is designed to provide an accredited training program for people to work with elite performers on their career and education options.

Entry Requirements
To qualify for admission to the course applicants must possess a Bachelor Degree or Advanced Diploma in a related discipline, such as psychology, education, welfare or recreation, and demonstrate potential to undertake work at this level. Applicants are expected to be employed within the sports, dance or music industry or have access to significant work placement.

Where formal relevant qualifications are not held applicants must demonstrate to the satisfaction of the Head of Department a level of maturity, and an understanding of the industry sector and a commitment to work as a career and education adviser.

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

Selection Procedures/Selection Criteria
All applicants must complete a direct application form available from the Department. Selection into the course is based on prior experience, prior qualifications, interest and involvement in the industry.

Course Duration
The course is over 230 hours part time basis.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBK957</td>
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<td>VBK956</td>
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CERTIFICATE IV IN THEATRE ARTS

Course Code: 21679VIC

Campus: Footscray Nicholson and Sunbury Campuses.

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

Scope of Delivery
The course is full time

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

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

- Some performance experience
- Good communication skills (and ability to read, write and speak English)
- Positive team-work skills and attitudes

Applicants must attend a performance workshop/audition day that includes: Group warm-up and physical activities, devising and improvising activities, writing activities, individual interview.

Course Duration
The course is 1 year full time.

Course Structure

Core Units of Study

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

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<tr>
<td>VPB662</td>
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<tr>
<td>CUESS09A</td>
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<tr>
<td>CUSGEN04B</td>
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<td>CUETEM01B</td>
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</tbody>
</table>
DIPLOMA OF THEATRE ARTS (I)

Course Code: 21680VIC

Campus: Footscray Nicholson and Sunbury Campuses.

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

Scope of Delivery
The course is full time

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

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

• Some performance experience
• Good communication skills (and ability to read, write and speak English)
• Positive team-work skills and attitudes

Applicants must attend a performance workshop/audition day that includes: Group warm-up and physical activities, devising and improvising activities, writing activities, individual interview.

Course Duration
The course is 1 year full time.

Course Structure
Core Units of Study

<table>
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<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tr>
<td>VBP664</td>
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Elective Units of Study

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<th>Hours</th>
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<td>CUSRAD01A</td>
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<td>CUFPPOP03B</td>
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<td>50</td>
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<td>CUETEM08A</td>
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</tbody>
</table>

NB: In August each year students have the opportunity to create a performance for the tertiary school's drama festival (3DFest) in partnership with Malthouse Theatre. Some 3DFest performances will be selected for professional production in a showcase at the Malthouse Theatre (in South Melbourne). In semester four some students will be selected to attend an exchange program in the Netherlands.

CERTIFICATE III IN VISUAL ARTS & CONTEMPORARY CRAFT

Course Code: CUV30103

Campus: Footscray Nicholson.

Career Opportunities
Independent Arts Enterprise, Performance Artist, Artistic Director.

Scope of Delivery
Full time, Flexible delivery.

Course Objectives
This course is for artists and performers who have existing intermediate physical performance skills. It provides the opportunity to conceive, develop and perform a solo performance work in a collaborative artistic environment.

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

• Intermediate performance experience
• Developed a level of physical fitness suited to further training in physical theatre and/or dance
• Good communication skills (and ability to read, write and speak English)
• Positive interpersonal skills and attitudes

Performers seeking to enter this course should have developed a basic concept for a solo work (this concept can change during the course). You must attend a performance workshop/audition day that includes:

Group warm-up and physical activities, devising & improvising activities, Writing activities, Individual interview (applicants must present an outline for their solo work)

Selection Procedures
Applicants must attend an audition/interview and a portfolio presentation.

Course Duration
The course is one semester (12-15 weeks) full time.
## Course Structure

### Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUVCOR03A</td>
<td>DEVELOP, REFINE AND COMMUNICATE CONCEPT FOR OWN WORK</td>
</tr>
<tr>
<td>CUFSAF01B</td>
<td>FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
</tr>
<tr>
<td>CUVCOR08A</td>
<td>PRODUCE DRAWINGS TO REPRESENT AND COMMUNICATE THE CONCEPT</td>
</tr>
<tr>
<td>CUVCOR12A</td>
<td>REVIEW HISTORY AND THEORY FOR APPLICATION TO ARTISTIC PRACTICE</td>
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</table>

### Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CUVPRP01A</td>
<td>DEVELOP SELF AS AN ARTIST</td>
</tr>
<tr>
<td>CUVVS038A</td>
<td>RESEARCH &amp; EXPERIMENT WITH TECHNIQUES TO PRODUCE PERFORMANCE ART</td>
</tr>
<tr>
<td>CUSMPF03A</td>
<td>DEVELOP AND MAINTAIN STAGECRAFT SKILLS</td>
</tr>
<tr>
<td>CUSMPF04A</td>
<td>PREPARE SELF FOR PERFORMANCE</td>
</tr>
<tr>
<td>CUSMPF19A</td>
<td>USE PRIVATE PRACTICE TO REFINE PERFORMANCE TECHNIQUE</td>
</tr>
<tr>
<td>CUSADM03A</td>
<td>MANAGE A PROJECT</td>
</tr>
<tr>
<td>CUFPO03B</td>
<td>COMPILE A PRODUCTION SCHEDULE</td>
</tr>
<tr>
<td>CUFPO02B</td>
<td>DETERMINE RESOURCE REQUIREMENTS FOR TOTAL PRODUCTION</td>
</tr>
</tbody>
</table>

NB: This course is offered in the first semester of each year.

## CERTIFICATE III IN ARTS ADMINISTRATION

**Course Code:** CUV30403

**Campus:** Industry

**Scope of Delivery**
- Flexible Delivery

**Course Objectives**

The aim of the course is to provide training for the Arts and Culture industry for those who wish to work assisting in a range of administrative, marketing or events positions.

**Entry Requirements**

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 3.

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

**Selection Procedures**

Applicants would normally be enrolled as a trainee.

**Course Duration**

The course may be offered on a full time basis over 450 nominal hours or part time equivalent.

### Course Structure

#### Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUECOR02B</td>
<td>WORK WITH OTHERS</td>
</tr>
<tr>
<td>CUSGEN02B</td>
<td>WORK IN A CULTURALLY DIVERSE ENVIRONMENT</td>
</tr>
<tr>
<td>CUFSAF01B</td>
<td>FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
</tr>
<tr>
<td>CUVADM11A</td>
<td>WORK WITHIN AN ARTS ORGANISATION CONTEXT</td>
</tr>
</tbody>
</table>

#### Elective Units of Study

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

(i) At least two units must be selected from the following Training Package and must meet the requirements of Australian Qualifications Framework for a Certificate III:

- Business Services BSB01 (Common units, Recordkeeping, Specialist Administration, Governance)

(ii) At least three units must be selected from the following Training Packages and must meet the requirements of Australian Qualifications Framework for a Certificate III:

- Business Services BSB01 Common units, Recordkeeping, Specialist Administration, Governance;
- Museums and Library/Information Services CUL99, eg exhibitions;
- Visual Arts Craft and design CUV03;
- Entertainment CUE03, eg props, sets, scenic art, costume;
- Film, TV, Radio and Multimedia CUF01, eg multimedia, art and construction;
- Music CUS01, e.g. performance;
- Performing Arts (when endorsed);
- Or from the relevant Training Packages listed as per CUV30403.

The remaining five units may be selected from other areas of the Visual Arts Craft and Design Training Package or any relevant endorsed Training Package at the appropriate level.

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

## CERTIFICATE IV IN ARTS ADMINISTRATION

**Course Code:** CUV40503

**Campus:** Industry.

**Scope of Delivery**
- Flexible Delivery

**Course Objectives**

The aim of the course is to provide training for the Arts and Culture industry for those who wish to work in a range of administrative, marketing or events positions.

**Entry Requirements**

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

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Course Duration
The course may be offered on a full-time basis over 650 nominal hours or part-time equivalent.

Selection Procedures
Applicants would normally be enrolled as a trainee.

Course Structure
Core Units of Study

Unit of Study Code Hours
Unit Code                  Hours
CUSGEN02B WORK IN A CULTURALLY DIVERSE ENVIRONMENT 35
CUEOH501B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES 60
BSBFLM404A LEAD WORK TEAMS 50
CUVADM11A WORK WITHIN AN ARTS ORGANISATION CONTEXT 30
CUVADM32A WORK WITH ARTS PROFESSIONALS IN AN ARTS ORGANISATION 30
CUVADM10A DEVELOP AND IMPLEMENT ARTS ADMINISTRATION SYSTEMS AND PROCEDURES 60

Elective Units of Study
A minimum of thirteen units selected by the student, with the approval of the Head of Department.

(i) At least two units must be selected from the following Training Package and must meet the requirements of Australian Qualifications Framework for a Certificate IV:

- Business Services BSB01 (Common units, Recordkeeping, Specialist Administration, Governance)
- Museums and Library/Information Services CUL99, eg exhibitions
- Visual Arts Craft and design CUV03
- Entertainment CUE03, eg props, sets, scenic art, costume
- Film, TV, Radio and Multimedia CUF01, eg multimedia, art and construction
- Music CUS01, eg performance
- Performing Arts (when endorsed)
- Or from the relevant Training Packages listed as per CUV40503.

(ii) At least three units must be selected from the following Training Packages and must meet the requirements of Australian Qualifications Framework for a Certificate IV:

- Business Services BSB01 Common units, Recordkeeping, Specialist Administration, Governance
- Museums and Library/Information Services CUL99, eg exhibitions
- Visual Arts Craft and design CUV03
- Entertainment CUE03, eg props, sets, scenic art, costume
- Film, TV, Radio and Multimedia CUF01, eg multimedia, art and construction
- Music CUS01, eg performance
- Performing Arts (when endorsed)
- Or from the relevant Training Packages listed as per CUV40503.

(iii) The remaining eight units may be selected from other areas of the Visual Arts and Design Training Package or any relevant endorsed Training Package at the appropriate level.

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

CERTIFICATE II IN COMMUNITY RECREATION

Course Code: SRC20201

Campus: Footscray Park

Career Opportunities
A Community Recreation assistant

Scope of Delivery
Part time

Course Objective
To obtain the skills to work with clients in a Community Recreation setting.

Entry Requirements
This course is currently only offered through a VET in Schools program. To undertake a qualified student must be enrolled in a VCE program.

Course Duration
Full time basis over 290 nominal hours or part-time equivalent.

Course Structure
Core Units of Study

Unit Code                  Hours
PUXEME001A PROVIDE EMERGENCY CARE 0
SRXEME002A PARTICIPATE IN THE CONTROL OF MINOR EMERGENCIES 10
SRXCOM002A RECEIVE AND PASS ON INFORMATION TO FACILITATE EFFECTIVE ROUTINE COMMUNICATION 0
SRXCL500A DELIVER SERVICE TO CLIENTS 10
SRXIND002A DEVELOP AND IMPLEMENT A CAREER PATH 0
SRXOHS001A FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURES RELATED TO THE WORK BEING UNDERTAKEN IN ORDER TO ENSURE OWN SAFETY AND THAT OF OTHERS IN THE WORKPLACE 10
SRXRO002A WORK EFFECTIVELY IN A SPORT AND RECREATION ORGANISATION 10
SRXTEC002A OPERATE A COMPUTER AND PRINTER TO PRODUCE SIMPLE DOCUMENTS 10
SRXCAI002A ASSIST IN CONDUCTING A SPORT AND RECREATION SESSION FOR CLIENTS; 0
SRCCR002A APPLY THE PRINCIPLES OF COMMUNITY DEVELOPMENT TO COMMUNITY RECREATION WORK 0
SRCCR002A RESPOND TO CLIENTS AT RISK 0
SRCCRR002A APPLY POINT OF SALE HANDLING PROCEDURES IN A RECREATION SETTING 0
SRXCA 001A ASSIST IN PREPARING A SPORT AND RECREATION SESSION FOR CLIENTS 0
SRXTEM002A SUPPORT THE WORK OF A TEAM 10

Elective Units of Study
Units together totaling three, selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in--

- Qualifications Framework for the National Community Recreation Industry Training Package SRC01 (Version 1.00, January 2001); and
- Victorian Purchase Guide, SRF01, Fitness Industry Training Package (September 2001); and
- any industry training package, endorsed by the Australian National Training Authority, related to the recreation industry.
CERTIFICATE III IN FITNESS (I)
Course Code: SRF30206 Please note this is a full fee course

Campus: Footscray Park.
Career Opportunities
Fitness Instructor.
Scope of Delivery
Full time
Course Objective
The course provides students with the practical skills and knowledge to become a registered Fitness Instructor.
Entry Requirements
To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience.
Course Duration
Duration of the course is one semester full time (18 weeks).
Selection Procedures/ Selection Criteria
You must complete a direct application form available from the department. Selection will be based on interest/involvement in the fitness industry, previous education and/or qualifications and possible interview.
Course Structure
Core Units of Study
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXCLS003A</td>
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<tr>
<td>SRXCOM003A</td>
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<tr>
<td>SRXEME003A</td>
<td>8</td>
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<tr>
<td>SRXIND003A</td>
<td>10</td>
</tr>
<tr>
<td>SRXIND004A</td>
<td>8</td>
</tr>
<tr>
<td>SRXROG003A</td>
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</tr>
<tr>
<td>SRXRIS001A</td>
<td>10</td>
</tr>
<tr>
<td>SRXTEC003A</td>
<td>8</td>
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<tr>
<td>SRXFIT001A</td>
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<tr>
<td>SRXFIT003A</td>
<td>20</td>
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<tr>
<td>SRXFIT004A</td>
<td>15</td>
</tr>
<tr>
<td>SRXFIT005A</td>
<td>15</td>
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<tr>
<td>SRXTEM003A</td>
<td>8</td>
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<tr>
<td>SRXFAQA001A</td>
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<tr>
<td>SRFAER001A</td>
<td>20</td>
</tr>
<tr>
<td>SRFGYM001A</td>
<td>20</td>
</tr>
</tbody>
</table>

One unit selected by the student, with the approval of the Head of Department, from –
• Qualifications Framework for the National Fitness Industry Training Package SRF01 (Version 1.00, January 2001);
• Victorian Purchase Guide, SRF01, Fitness Industry Training Package (September 2001); and
• Any other nationally endorsed Industry Training Package related to the industry.

Course Fees: ~ $1,300

CERTIFICATE IV IN FITNESS (I)
Course Code: SRF40206

Campus: Footscray Park Campus (TAFE Fees Apply).
Career Opportunities
When you graduate you will be qualified to work as a Personal Trainer, Aerobic, Fitness or Aquatic Instructor.
Scope of Delivery
Full time.
Course Objective
The course provides advanced training for those employed, or seeking employment as an Aerobic, Fitness or Aquatic Instructor.
Entry Requirements
You must have completed year 12 and/or be able to demonstrate to the satisfaction of the Head of Department that you possess the necessary skills and knowledge to undertake formal study. You must have also completed Certificate III Fitness or equivalent.
Course Duration
This qualification is one semester full time (18 weeks).
Course Structure
Core Units of Study
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXCLS004A</td>
<td>7</td>
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<tr>
<td>SRXCOM004A</td>
<td>7</td>
</tr>
<tr>
<td>SRXOHS002A</td>
<td>12</td>
</tr>
<tr>
<td>SRXORG004A</td>
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</tbody>
</table>

One unit selected by the student, with the approval of the Head of Department, from –
• Qualifications Framework for the National Fitness Industry Training Package SRF01 (Version 1.00, January 2001);
• Victorian Purchase Guide, SRF01, Fitness Industry Training Package (September 2001); and
• Any other nationally endorsed Industry Training Package related to the industry.

Course Fees: ~ $1,300
SCHOOL OF HUMAN SERVICES, SCIENCE AND TECHNOLOGY

Unit Code | Hours
---|---
SRXORG005A | PARTICIPATE IN THE MEETING PROCESS | 6
SRXORG006A | CONDUCT PROJECTS | 15
SRXTCC004A | ASSIST WITH ANALYSIS AND USE OF EMERGING TECHNOLOGY | 7
SRXTEM005A | LEAD, MANAGE AND DEVELOP WORK TEAMS | 12

Fitness Stream Units of Study

Unit Code | Hours
---|---
SRXFIT007A | UNDERTAKE ADVANCED EXERCISE PLANNING AND PROGRAMMING | 20
SRXFIT008A | UTILISE A BROAD KNOWLEDGE OF EXERCISE SCIENCE IN EXERCISE PLANNING, PROGRAMMING AND INSTRUCTION | 30
SRXFIT009A | UNDERTAKE POSTURAL SCREENING AND APPRAISAL | 20
SRXFIT010A | UTILISE A BROAD RANGE OF FITNESS EQUIPMENT | 20
SRXFIT011A | PROVIDE EXERCISE FOR FITNESS INDUSTRY CLIENTS WITH SPECIAL REQUIREMENTS | 20
SRXFIT012A | UTILISE AN UNDERSTANDING OF MOTIVATIONAL PSYCHOLOGY WITH FITNESS CLIENTS | 20
SRXCAI006A | ORGANISE A SPORT AND RECREATION PROGRAM | 10
SRXCAI007A | CONDUCT A SPORT AND RECREATION PROGRAM | 10
SRXGRP002A | PROVIDE LEADERSHIP TO GROUPS | 6

Fitness Specialisation Elective Units of Study

Unit Code | Hours
---|---
SRFOLD001A | PLAN AND DELIVER EXERCISE FOR OLDER ADULTS | 30
SRFPIT001A | PLAN AND DELIVER PERSONAL TRAINING | 30
SRFSPP001A | PLAN AND DELIVER ADVANCED EXERCISE TO SPECIFIC POPULATIONS | 30

Elective Units of Study

Students must complete 4 elective units selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the list of relevant units in the –
- Qualifications Framework for the National Fitness Industry Training Package SRF01 (Version 1.0, January 2001);
- Victorian Purchase Guide, SRF01, Fitness Industry Training Package (September 2001); and
- Any other nationally endorsed Industry Training Package related to the industry.

DIPLOMA OF FITNESS

Course Code: SRF50204

Campus: Footscray Park Campus (TAFE Fees Apply).

Career Opportunities
Fitness Specialist/ Manager of a Fitness Centre.

Scope of Delivery
Full time.

Course Objective
The course provides advanced training for those employed, or seeking employment as an aerobic, fitness or aquatic instructor. It provides more detailed information regarding working with clients who have special needs and/or medical problems.

Entry Requirements
Successful completion of Certificate IV in Fitness SRF40206 or equivalent.

Course Duration
The course is one semester full time or part time equivalent.

Selection Procedures/ Selection Criteria
All applicants must apply through VTAC. Selection will be based on interest/involvement in the fitness industry, previous education and/or qualifications and possible interview.

Course Structure
Core Units of Study

Unit Code | Hours
---|---
BSBADM502A | MANAGE MEETINGS | 30
BSBMGT501A | MARKET SERVICES AND CONCEPTS TO INTERNAL CUSTOMERS | 60
BSBMGT502A | MANAGE PEOPLE PERFORMANCE | 60
BSBMGT507A | MANAGE ENVIRONMENTAL PERFORMANCE | 40
SRXGCS007A | DETERMINE NEEDS OF CLIENT POPULATIONS | 20
SRXINU004A | PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES | 12
SRXINU005A | MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE | 35
SRXINU006A | FOSTER THE VALUES AND ETHOS OF THE PHENOMENON OF PLAY | 25
SRXINU007A | MANAGE EVOLVING PATTERNS OF WORK TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE | 15
SRXOHN002A | MANAGE PROJECTS | 30
SRXOHS003B | STABILISH, MAINTAIN AND EVALUATE THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY SYSTEM | 15
SRXRK002A | MANAGE AN ORGANISATION'S RISK | 20

Specialisation Units of Study

Unit Code | Hours
---|---
SRFAHN001A | MAKE REFERRALS AND WORK COLLABORATIVELY WITH ALLIED HEALTH PROFESSIONALS WHERE APPROPRIATE | 0
SRFAHN002A | RECEIVE AND RESPOND TO REHABILITATION REFERRALS FROM ALLIED HEALTH PROFESSIONALS | 0
SRXFIT016A | APPLY INFORMATION FROM POSTURAL APPRAISALS TO FITNESS PROGRAMS FOR MODERATE RISK CLIENTS | 0
SRXFIT017A | PROVIDE NUTRITION INFORMATION TO CLIENTS WITH SPECIFIC REQUIREMENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES | 0
SRXFIT018A | APPLY ANATOMY AND PHYSIOLOGY TO FITNESS PROGRAMS FOR MODERATE RISK CLIENTS | 0
SRXFIT020A | PROVIDE BODY COMPOSITION MANAGEMENT PROGRAMMING FOR MODERATE RISK CLIENTS | 0
SRFFSP002A | PROVIDE INFORMATION ABOUT INJURY PREVENTION AND MANAGEMENT TO FITNESS CLIENTS | 0
SRFFSP003A | PLAN AND DELIVER EXERCISE TO PROMOTE PHYSICAL AND PSYCHOLOGICAL WELL—BEING IN LOW TO MODERATE RISK CLIENTS | 0
SRFFSP004A | PLAN AND DELIVER EXERCISE FOR MODERATE RISK CHILDREN AND YOUNG ADOLESCENTS | 0
SRFFSP005A | PLAN AND DELIVER EXERCISE FOR PEOPLE WITH A DISABILITY | 0

454
Unit Code | Hours | Description
--- | --- | ---
SRFFSP006A | 0 | PLAN AND DELIVER EXERCISE STRATEGIES FOR MUSCULOSKELETAL REHABILITATION
SRFFSP007A | 0 | PLAN AND DELIVER EXERCISE FOR MODERATE RISK CLIENTS WITH CARDIO–RESPIRATORY CONSIDERATIONS
SRFFSP008A | 0 | PLAN AND DELIVER EXERCISE FOR CLIENTS WITH MODERATE RISK OF METABOLIC SYNDROME
SRFFSP009A | 0 | PLAN AND DELIVER EXERCISE FOR MODERATE RISK CLIENTS WITH MUSCULOSKELETAL NEEDS
SRFFSP010A | 0 | PLAN AND DELIVER EXERCISE FOR LOW TO MODERATE RISK CLIENTS WITH NEUROLOGICAL IMPAIRMENT

**Elective Units of Study**

Students must complete 4 elective units selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the list of relevant units in the –
- Qualifications Framework for the National Fitness Industry Training Package SRF01 (Version 1.00, January 2001);
- Victorian Purchase Guide, SRF01, Fitness Industry Training Package (September 2001); and
- Any other nationally endorsed Industry Training Package related to the industry.

**CERTIFICATE II IN SPORT AND RECREATION**

**Course Code:** SRO20103

**Campus:** TBC

**Career Opportunities**
Further study, educational component of sport traineeship

**Scope of Delivery**
This course is only offered as a traineeship or as VET in schools.

**Course Objective**
This qualification facilitates the development of a range of knowledge and skills in the Sport and Recreation industry.

**Entry Requirements**
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 3.

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

**Selection Procedures/Selection Criteria**
Applicants would normally be employed as a trainee or be enrolled in the course through their existing VCE program.

**Course Duration**
The course may be offered on a part time basis over 1 year (508 nominal hours). This course is also available as a traineeship.

**Course Structure**

**Unit of Study Code Hours**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM201A</td>
<td>20</td>
<td>WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT</td>
</tr>
<tr>
<td>BSBCM202A</td>
<td>20</td>
<td>ORGANISE AND COMPLETE DAILY WORK ACTIVITIES</td>
</tr>
<tr>
<td>BSBCM203A</td>
<td>40</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
</tr>
<tr>
<td>BSBCM204A</td>
<td>15</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
</tr>
<tr>
<td>BSBCM210A</td>
<td>30</td>
<td>IMPLEMENT IMPROVED WORK PRACTICES</td>
</tr>
<tr>
<td>BSBCM215A</td>
<td>30</td>
<td>PARTICIPATE IN ENVIRONMENTAL WORK PRACTICES</td>
</tr>
<tr>
<td>ICAITU006A</td>
<td>60</td>
<td>OPERATE COMPUTING PACKAGES</td>
</tr>
<tr>
<td>SRXFAD001A</td>
<td>10</td>
<td>PROVIDE FIRST AID</td>
</tr>
<tr>
<td>SRXGCS002A</td>
<td>10</td>
<td>DEAL WITH CLIENT FEEDBACK</td>
</tr>
<tr>
<td>SRXINU001A</td>
<td>10</td>
<td>DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY</td>
</tr>
<tr>
<td>SRXOHS001B</td>
<td>10</td>
<td>FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES</td>
</tr>
</tbody>
</table>

**Specialisation Streams**
A minimum of one Certificate II in Sport and Recreation (SRO20103) specialist stream, selected by the student with the approval of the Head of Department, drawn from the Outdoor Recreation Training Package SRO03 (V1.00), Australian National Training Authority, 2003.
- Amenity Horticulture;
- Hospitality;
- General Administration;
- Retail.

**Elective Units of Study**
A minimum of five units, selected by the student with the approval of the Head of Department, at Australian Qualification Framework level I, II or III, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority.
SCHOOL OF HUMAN SERVICES, SCIENCE AND TECHNOLOGY

SUBJECTS

Below are subject details for courses offered by the Department of Sport, Recreation and Performance Development in 2007.

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

BSBCMN303A CONTRIBUTE TO THE EFFECTIVE WORKPLACE RELATIONSHIPS
Content: Contribute to effective workplace relationship
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BSBCMN305A ORGANISE WORKPLACE INFORMATION
Content: Collect and assess information; Organise information; Review information needs.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCADMIN5C WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION
Content: Complete workplace forms and documents; Store and maintain organisational information; Use and maintain equipment and machines; Manage inquiries in accordance with organisational policy and protocol.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCTC1A DELIVER A SERVICE CONSISTENT WITH THE ORGANISATION’S MISSION AND VALUES
Content: Operate within the mission and values of the organisation; Provide high quality counselling and support to clients
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CUEAUD03B OPERATE VISION SYSTEMS
Content: Participate in technical or creative run through; Prepare for vision system operation; Operate vision systems; Shut down and disassemble the equipment.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

CUEAUD06A APPLY A GENERAL KNOWLEDGE OF VISION SYSTEMS TO WORK ACTIVITIES
Content: Make preparations for simple vision system activities; Complete tasks using vision systems.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CUECOR2A WORK WITH OTHERS
Content: Participate in the work/group process; Contribute to the flow of information and ideas; Deal effectively with issues, problems and conflicts.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

CUECOS09A DEVELOP AND APPLY KNOWLEDGE OF COSTUME
Content: Research information on costume; Link research to costume design and production needs; Update and maintain knowledge of costume trends.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

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

CUEIND01B SOURCE AND APPLY ENTERTAINMENT INDUSTRY KNOWLEDGE
Content: Source and apply information on the structure and operation of the entertainment industry; Source and apply industry employment obligations and opportunities; Seek information on new technology; Seek opportunities to update industry knowledge.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

CUEIND02A RESEARCH AND EVALUATE THEATRICAL REFERENCE TO INFORM INDUSTRY PRACTICE
Content: Research theatrical references; Link research to industry practice; Update and maintain knowledge of theatrical trends.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CUELTG03B INSTALL AND OPERATE FOLLOW SPOTS
Content: Install follow spots; Participate in technical or creative run through; Prepare for follow spot operation; Operate follow spots; Shut down and disassemble equipment.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUELTG05B RECORD AND OPERATE STANDARD LIGHTING CUES
Content: Record, modify and replay lighting cues; Carry out procedures prior to plotting or operating lighting cues; Plot and operate lighting cues; Carry out basic troubleshooting procedures; Carry out post-performance procedures.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

CUELTG09A APPLY A GENERAL KNOWLEDGE OF LIGHTING TO WORK ACTIVITIES
Content: Make preparations for lighting set up; Complete tasks using lighting equipment.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CUEMAR02B UNDERTAKE MARKET RESEARCH
Content: Plan market research; Conduct research; Analyse research findings.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CUEMAR03B UNDERTAKE MARKETING ACTIVITIES
Content: Plan and organise marketing and promotional activities; Undertake a general public relations role; Review and report on promotional activities.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CUEPRP03A APPLY A GENERAL KNOWLEDGE OF PROPS CONSTRUCTION
Content: Select equipment and materials in preparation for construction; Use props construction techniques.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
CUEPRP04A USE CASTING AND MOULDING TECHNIQUES TO MAKE PROPS
Content: Assess the need for casting/moulding; Select moulding/casting techniques and equipment; Construct moulds and casts.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CUESCE05A APPLY A GENERAL KNOWLEDGE OF SCENIC ART
Content: Make preparations for scenic art production; Complete tasks using scenic art tools, equipment and materials.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CUESET10A CONSTRUCT MECHANICAL SETS
Content: Assess requirements for mechanical sets; Select equipment and materials for mechanical sets; Construct mechanical sets.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

CUESET11A DEVELOP SET CONSTRUCTION PLANS TO MEET DESIGN REQUIREMENTS
Content: Interpret the set design from a construction perspective; Develop set construction plans and drawings.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

CUESMT05B STAGE MANAGE THE PRODUCTION/EVENT
Content: Oversee preparation of the production/event; Coordinate the stage setup; Run the production/event; Maintain working relations and communication with production and performance team; Finalise the performance/event.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

CUESMT10A ORGANISE AND FACILITATE REHEARSALS
Content: Select and secure rehearsal venue; Coordinate physical elements for rehearsal; Create and distribute rehearsal documentation; Facilitate communication during rehearsal; Participate in rehearsals.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

CUESMT11A CREATE, UPDATE AND USE PRODUCTION REFERENCE DOCUMENTS
Content: Determine requirements for production reference documents; Create and maintain production reference documents; Use production reference documents during rehearsals.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

CUESMT12A ANALYSE PERFORMANCE OUTLINE/SCRIPT
Content: Read and analyse performance outline/script; Determine specific production requirements from performance outline/script; Integrate key information into planning and pre-production.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CUESOU07A APPLY A GENERAL KNOWLEDGE OF AUDIO TO WORK ACTIVITIES
Content: Make preparations for audio set-up Complete tasks using audio equipment
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CUESOU09A MANAGE AND COMPARE AUDIO REPLAY MATERIAL
Content: Assess source materials; Assemble source materials; Duplicate and record materials; Test and play materials on cue.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUESOU11A SET UP AND OPERATE STAGE MONITOR SYSTEMS
Content: Determine performance requirements; Specify stage monitor system; Set-up equipment and prepare for performance; Tune, equalise and adjust system for performance; Liaise with performers on requirements; Prepare sound mixing console for operation; Operate console during production; Complete work operations.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CUESOU13A SPECIFY, INSTALL AND OPERATE AUDIO FOR AN OUTDOOR EVENT
Content: Specify audio for an outdoor event; Install audio system for an outdoor event; Operate and monitor outdoor audio.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUESTA01B INSTALL STAGING ELEMENTS
Content: Prepare for installation of staging; Install staging elements; Check staging elements after installation.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

CUESTA05A APPLY A GENERAL KNOWLEDGE OF STAGING TO WORK ACTIVITIES
Content: Prepare stage area; Lay up floor and position set pieces.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CUETEM01B CO-ORDINATE PRODUCTION OPERATIONS
Content: Plan and organise workflow for production operations; Evaluate and monitor production operations; Solve problems and make decision in relation to production operations; Liaise with production colleagues to maximise quality.
Nominal Hours: 45 Hours
Assessment: As per accredited curriculum

CUETEM03B ESTABLISH AND MANAGE PRODUCTION REQUIREMENTS AND RESOURCES
Content: Establish production requirements; Complete plans for realisation of production requirements; Source and cost resources; Manage construction for installation.
Nominal Hours: 45 Hours
Assessment: As per accredited curriculum

CUETEM07A TOUR THE PRODUCTION
Content: Identify and plan tour requirements; Implement touring plans and variations; Provide briefings on tour requirements; Solve problems which arise on tour.
Nominal Hours: 140 Hours
Assessment: As per accredited curriculum

CUETEM08A REALISE PRODUCTIONS
Content: Establish and plan for production requirements; Implement and monitor the pre-production phase; Collaborate with production colleagues; Implement and monitor production/event operation; Evaluate the production/event.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

CUESOU13A SPECIFY, INSTALL AND OPERATE AUDIO FOR AN OUTDOOR EVENT
Content: Specify audio for an outdoor event; Install audio system for an outdoor event; Operate and monitor outdoor audio.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum
CUETGE15A HANDLE PHYSICAL ELEMENTS SAFELY DURING BUMP IN/BUMP OUT
Content: Prepare physical elements for transportation; Load/unload physical elements; Check condition of physical elements.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

CULGT02B PREPARE, INSTALL AND TEST LIGHTING EQUIPMENT
Content: Determine production requirements for lighting; Prepare lighting equipment for installation; Install lighting; Install lighting control system; Ensure electrical safety; Test and adjust lighting.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

CUFPO02B DETERMINE RESOURCE REQUIREMENTS FOR TOTAL PRODUCTION
Content: Identify resource requirements from script or performance outline; Prepare and present estimates; Prepare a schedule of resources.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUFPP03B COMPILE A PRODUCTION SCHEDULE
Content: Analyse and confirm resource schedule; Compile the production schedule; Agree to and distribute the production schedule.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

CUFSET03B MAKE SETS
Content: Determine set requirements; Prepare for set construction; Construct sets; Finish and check the set.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CUFWRT02A WRITE THE SCRIPT
Content: Plan and prepare to write the narrative; Develop the narrative.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUsADM03A MANAGE A PROJECT
Content: Determine scope of projects; Develop a plan for the limited project or section of the larger project; Administer and monitor project; Review project against plan.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUGEN02A WORK IN A CULTURALLY DIVERSE ENVIRONMENT
Content: Communicate with individuals from diverse backgrounds; Consult with workplace, stakeholder and community groups, where relevant.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUGEN03B COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT
Content: Cooperate in planning the project and strategy for producing it; Value and respect the skills of others and their contribution to the project; Set up and maintain productive workplace relationships; Use effective strategies for solving problems.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUGEN04B PARTICIPATE IN NEGOTIATIONS
Content: Plan the negotiation; Conduct the negotiation; Finalise the outcome.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUSMF04A PREPARE SELF FOR PERFORMANCE
Content: Plan for performance; Practise instrument and/or act; Monitor technical and artistic development to meet rehearsal and performance requirements; Observe OHS principles in private practice; Use body effectively and safely; Develop and use strategies to overcome the effects of performance anxiety.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUSMF19A USE PRIVATE PRACTICE TO REFINE PERFORMANCE TECHNIQUE
Content: Identify continuing performance goals to inform personal practice plans; Observe OHS principles in private practice sessions; Plan and use personal practice time effectively; Identify and address areas of technical weaknesses; Plan repertoire to meet identified performance development goals.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

CUSSQU05B INSTALL, ALIGN AND TEST AUDIO EQUIPMENT
Content: 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.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUVADM10A RESEARCH AND UTILISE REVENUE AND FUNDING OPPORTUNITIES
Content: Determine potential revenue opportunities; Evaluate potential revenue sources; Establish and maintain relationships with potential revenue sources; Implement strategies to enhance revenue; Evaluate revenue opportunities.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CUVADM11A WORK WITHIN AN ARTS ORGANISATION CONTEXT
Content: Apply knowledge of the arts industry; Adapt work practices to an arts organisation context; Liaise with other arts organisations.
Nominal Hours: 30 hours
Assessment: As per accredited curriculum

CUVADM13A RESEARCH AND CRITIQUE CULTURAL WORKS
Content: Research context of cultural work(s); Link research to cultural work(s); Present critique; Update and maintain knowledge of trends related to domain of cultural work(s).
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUCON06A DEVELOP CONCEPTS FOR ARTS ORGANISATIONS OR PROJECTS
Content: Clarify context for the concept; Generate concept; Consult on concept; Adjust and refine concept; Develop concept to pre-operational stage.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CUVCRR06A MAKE SCALE MODELS
Content: Determine scale model requirements; Organise resources for scale model making; Make scale models; Present scale models.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
CUVDSP15A RESEARCH AND APPLY
TECHNIQUES FOR APPLICATION TO SPATIAL
DESIGN
Content: Interpret the brief for the spatial design; Organise
resources for spatial design; Test design approaches for spatial
design; Fabricate a model or aspect of the design.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVSP38A RESEARCH & EXPERIMENT WITH
TECHNIQUES TO PRODUCE PERFORMANCE ART
Content: Inform work through experimentation with performance
work; Determine and organise resource requirements for new work;
Realise the performance work.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

SRFAER001A PLAN AND INSTRUCT A GROUP
EXERCISE CLASS
Content: Prepare an exercise to music tape; Plan a group exercise
fitness class; Instruct a group exercise to music class; Motivate
clients.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

SRFAHN001A MAKE REFERRALS AND WORK
COLLABORATIVELY WITH ALLIED HEALTH
PROFESSIONALS WHERE APPROPRIATE
Content: Communicating ideas and information; Collecting
analysing and organising information; Planning and organising
activities; Working with others and in teams; Using mathematical
ideas and techniques; Solving problems; Using technology.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

SRFAHN002A RECEIVE AND RESPOND TO
REHABILITATION REFERRALS FROM ALLIED
HEALTH PROFESSIONALS
Content: Communicating ideas and information; Collecting
analysing and organising information; Planning and organising
activities; Working with others and in teams; Using mathematical
ideas and techniques; Solving problems; Using technology.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

SRFAQ001A INSTRUCT WATER BASED FITNESS
CLASSES FOR THE GENERAL POPULATION
Content: Develop a plan for a water based fitness class; Prepare for
delivery of a water based fitness class; Display expertise in
instructing water based classes, using equipment; Instruct a water
based fitness class; Observe client performance during a water
based fitness class; Analyse and improve the effectiveness and
benefits of a water based fitness class.
Nominal Hours: 65 Hours
Assessment: As per accredited curriculum

SRFFIT001A PLAN AND DELIVERY EXERCISE
FOR CHILDREN AND YOUNG ADOLESCENTS
Content: Communicating ideas and information; Collecting
analysing and organising information; Planning and organising
activities; Working with others and in teams; Using mathematical
ideas and techniques; Solving problems; Using technology.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

SRFFIT001B PROVIDE ORIENTATION TO
CLIENTS PRIOR TO UNDERTAKING A FITNESS
PROGRAM
Content: Establish rapport with client; Identify general client fitness
requirements; Advise client on the benefits and procedures of fitness
appraisal and exercise prescription; Deliver and process a basic
health screening questionnaire.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

SRFFIT002A APPLY BASIC EXERCISE SCIENCE
TO FITNESS ACTIVITIES
Content: Apply basic exercise science to fitness activities; Report on
the fitness outcomes.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

SRFFIT003A UNDERTAKE CLIENT INDUCTION
AND SCREENING
Content: Conduct a pre-test screening procedure to identify whether
a medical appointment should be recommended to clients;
Determine the fitness goals and current physical activity patterns of
clients; Motivate and encourage clients to adhere to exercise
programs; Conduct a basic fitness appraisal; Interpret and apply the
results of a basic fitness appraisal to the fitness program for a client;
Motivate the client.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

SRFFIT003B UNDERTAKE CLIENT INDUCTION
AND SCREENING
Content: Conduct a pre-test screening procedure to identify whether
a medical appointment should be recommended to clients;
Determine the fitness goals and current physical activity patterns of
clients; Motivate and encourage clients to adhere to exercise
programs; Conduct a basic fitness appraisal; Interpret and apply the
results of a basic fitness appraisal to the fitness program for a client;
Motivate the client.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

SRFFIT004A DEVELOP BASIC FITNESS
PROGRAMS
Content: Gather pre-programming information, including a client’s
current fitness level; Develop a basic exercise plan of general
activities suited to client’s needs, lifestyle and exercise preferences;
Develop a fitness program for clients; Give clear and effective
instruction ensuring effective services provision and vocal
effectiveness; Supervise fitness activities and fitness appraisals in a
manner that makes the client feel at ease, safe and motivated;
Review and adapt a client’s exercise program in accordance with
their progress; Display an appropriate instructional style.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
SRFFIT004B DEVELOP BASIC FITNESS PROGRAMS
Content: Gather pre-programming information, including a client’s current fitness level; Develop a basic exercise plan of general activities suited to client’s needs, lifestyle and exercise preferences; Develop a fitness program for clients; Give clear and effective instruction ensuring effective services provision and vocal effectiveness; Supervise fitness activities in a manner that makes the client feel at ease, safe and motivated; Review and adapt a client’s exercise program in accordance with their progress; Display an appropriate instructional style.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

SRFFIT005A APPLY BASIC EXERCISE SCIENCE TO FITNESS INSTRUCTION
Content: Anatomical terminology and descriptions of the musculoskeletal structure of the body are used when instructing clients; Relate the functioning of the cardio-respiratory system to exercise instruction; Use a knowledge of the lever systems of the human body and resistance equipment to set safe and effective exercise intensities; Support fitness industry clients to adopt the fundamental principles of healthy eating; Demonstrate and apply an understanding of the factors that motivate people to commence and stay with a long term fitness program.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

SRFFIT005B APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION
Content: Anatomical terminology and descriptions of the musculoskeletal structure of the body are used when instructing clients; Relate the functioning of the cardio-respiratory system to exercise instruction; Apply a knowledge of the body’s energy systems to exercise instruction Use a knowledge of the lever systems of the human body and resistance equipment to set safe and effective exercise intensities; Demonstrate and apply an understanding of the factors that motivate people to commence and stay with a long term fitness program.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

SRFFIT006A USE AND MAINTAIN CORE FITNESS INDUSTRY EQUIPMENT
Content: Conduct basic maintenance of equipment and facilities of a fitness centre; Assist clients in the safe operation of the major types of equipment used in a fitness centre.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

SRFFIT006B USE AND MAINTAIN CORE FITNESS INDUSTRY EQUIPMENT
Content: Conduct basic maintenance of equipment and facilities of a fitness centre; Assist clients in the safe operation of the major types of equipment used in a fitness centre.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

SRFFIT007A UNDERTAKE ADVANCED EXERCISE PLANNING AND PROGRAMMING
Content: Use the principles and variables of programming that underlie exercise planning; Use a structured approach to exercise planning; Write plan for specific fitness adaptations; Evaluate and modify an existing exercise plans for fitness industry clients.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

SRFFIT007B UNDERTAKE RELEVANT EXERCISE PLANNING AND PROGRAMMING
Content: Use the principles and variables of programming that underlie exercise planning; Use a structured approach to exercise planning; Write plan for specific fitness adaptations; Evaluate and modify an existing exercise plans for fitness industry clients.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

SRFFIT008A UTILISE A BROAD KNOWLEDGE OF EXERCISE SCIENCE IN EXERCISE PLANNING, PROGRAMMING AND INSTRUCTION
Content: Apply a knowledge of musculoskeletal anatomy to exercise planning, programming, and instruction; Apply related concepts and principles of mechanics to exercise; Apply related concepts of physiology to exercise; Use functional appraisals to monitor physiological adaptations to exercise.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

SRFFIT009A UNDERTAKE POSTURAL SCREENING AND APPRAISAL
Content: Assess a client's range of joint motion; Analyse a client’s static posture; Assess a client’s dynamic posture; Analyse a client performing isolation exercises; Analyse a client performing a compound exercise; Work as part of an allied health team.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

SRFFIT009B UNDERTAKE POSTURAL APPRAISAL OF LOW RISK CLIENTS
Content: Prepare clients for postural appraisal; Assess low risk client’s range of movement at relevant joints; Analyse low risk client’s static posture; Observe client’s dynamic posture whilst performing fitness exercises and fitness activities; Deliver suitable exercises for clients with postural concerns with allied health professionals; Provide information to clients relating to posture; Work as part of an allied health team.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

SRFFIT010A UTILISE A BROAD RANGE OF FITNESS EQUIPMENT
Content: Plan an arrangement of equipment within a fitness facility; Evaluate and select equipment for a fitness facility; Develop and conduct general maintenance procedures for a fitness facility; Demonstrate and instruct the use of cardio-vascular equipment; Demonstrate and instruct the use of free weight equipment; Demonstrate and instruct the use of innovative exercise equipment.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

SRFFIT010B UTILISE A BROAD RANGE OF FITNESS EQUIPMENT
Content: Plan an arrangement of equipment within a fitness facility; Evaluate and select equipment for a fitness facility; Develop and conduct general maintenance procedures for a fitness facility; Demonstrate and instruct the use of cardio-vascular equipment; Demonstrate and instruct the use of free weight equipment; Demonstrate and instruct the use of innovative exercise equipment.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

SRFFIT011B PROVIDE EXERCISE FOR FITNESS INDUSTRY CLIENTS WITH SPECIAL REQUIREMENTS
Content: Screen clients for health, medical or injury conditions; Apply exercise considerations and guidelines to clients with identified special requirements.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

SRFFIT012A UTILISE AN UNDERSTANDING OF MOTIVATIONAL PSYCHOLOGY WITH FITNESS CLIENTS
Content: Implement motivational theory in fitness activities; Utilise motivational psychology; Demonstrate effective non verbal communication; Describe and demonstrate barriers to communication; Utilise arousal techniques to motivate clients.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
SRFFIT012B UTILISE AN UNDERSTANDING OF MOTIVATIONAL PSYCHOLOGY WITH FITNESS CLIENTS

Content: Implement motivational theory in fitness activities; Utilise motivational psychology; Demonstrate effective non verbal communication; Describe and demonstrate barriers to communication; Utilise arousal techniques to motivate clients.

Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

SRFFIT013B PROVIDE INFORMATION AND EXERCISE RELATED TO NUTRITION AND BODY COMPOSITION

Content: Explain the general principles of nutrition and health to clients; Estimate the body composition of clients; Develop and deliver an exercise plan and program designed to improve the body composition of low risk clients; Provide information about appropriate dietary modifications to reduce the level of body composition of low risk clients.

Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

SRFFIT014A PROVIDE ADVICE TO CLIENTS ON THE APPLICATION OF BASIC ANATOMY AND PHYSIOLOGY TO FITNESS PROGRAMS

Content: Apply a knowledge of the systems of the human body to movement and exercise; Apply an understanding of the structure and function of musculoskeletal system when providing information about fitness programs; Relate the structure and function of the cardiovascular system and respiratory system to fitness activities; Provide information about the structure and function of the digestive system; Apply knowledge of the structure and function of the nervous system to fitness activities.

Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

SRFFIT015A PROVIDE NUTRITION ADVICE TO CLIENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES

Content: Explain the relationship between nutrition, health and fitness to clients; Provide basic advice to clients about the fundamental principles of health eating; Provide nutritional information to clients regarding body composition management; Support fitness clients with body image issues; Refer client to allied health professionals or medical professional for further information or consultation.

Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

SRFFIT016A APPLY INFORMATION FROM POSTURAL APPRAISALS TO FITNESS PROGRAMS FOR MODERATE RISK CLIENTS

Content: Undertake client induction and screening for clients; Conduct postural appraisals tests to evaluate the clients mobility, stability, muscle strength and endurance; Observe and evaluate a client’s dynamic posture through observation of gait; Plan and design exercise programs for moderate risk clients with postural concerns, under the guidance of allied health professionals.

Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

SRFFIT017A PROVIDE NUTRITION INFORMATION TO CLIENTS WITH SPECIFIC REQUIREMENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES

Content: Collect information about the client’s current medical and nutritional status; Recognise clients with specific nutritional requirements; Determine the clients specific nutritional requirements; Provide nutritional information to clients with specific nutritional requirements, under the guidance of medical and allied health professionals; Develop and utilise a network of medical and allied health professionals to assist clients to implement a healthy eating plan.

Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

SRFFIT018A APPLY ANATOMY AND PHYSIOLOGY TO FITNESS PROGRAMS FOR MODERATE RISK CLIENTS

Content: Apply extensive knowledge of musculoskeletal anatomy and physiology to the prescription of exercise for moderate risk clients; Apply extensive knowledge of the anatomy and physiology of the cardiovascular system and respiratory system to the planning and delivering exercise programs for moderate risk clients; Relate the structure and function of the lymphatic system to exercise and exercise related injuries; Apply knowledge of the structure and function of the nervous system to exercise and fitness activities; Apply extensive knowledge of the anatomy and physiology of the endocrine system to the planning of exercise programs for moderate risk clients; Apply knowledge of the structure and function of the digestive system when providing advice about nutrition and body composition to moderate risk clients.

Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

SRFFSP001A PROVIDE BODY COMPOSITION MANAGEMENT PROGRAMMING FOR MODERATE RISK CLIENTS

Content: Educate the client on the relationship between exercise, nutrition and body composition management; Conduct goals and needs analysis that is appropriate for body composition management; Plan a program to effectively manage body composition in clients; Deliver a program to effectively manage body composition in clients; Monitor and reassess client progress and modify if necessary.

Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

SRFFSP002A PROVIDE INFORMATION ABOUT INJURY PREVENTION AND MANAGEMENT TO FITNESS CLIENTS

Content: Apply a knowledge of musculoskeletal injuries to fitness activities; Identify common exercise related musculoskeletal injuries resulting from fitness activities, and the associated management methods; Develop and apply injury prevention strategies applicable to fitness activities; Assist with the management of common exercise related musculoskeletal injuries under the guidance of allied health professionals; Develop a network of medical and allied health professionals.

Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

SRFFSP004A PLAN AND DELIVER EXERCISE FOR MODERATE RISK CHILDREN AND YOUNG ADOLESCENTS

Content: Develop a consultative network of other fitness trainers, allied health professionals and medical advisers; Apply pre-screening and baseline assessment protocols and procedures to moderate risk children and young adolescents; Develop a plan for an exercise class for moderate risk children and young adolescents; Instruct an exercise class for moderate risk children and young adolescents; Review a range of exercise programs for moderate risk children and young adolescents.

Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

SRFFSP005A PLAN AND DELIVER EXERCISE FOR PEOPLE WITH A DISABILITY

Content: Receive client presenting with disabilities; Explain and apply knowledge about the cause and consequences of specific musculoskeletal impairments and the role of exercise in management of these conditions; Apply basic exercise prescription principles to selecting, leading and instructing exercise for clients with disabilities.

Nominal Hours: TBA Hours
Assessment: As per accredited curriculum
SRFFSP006A PLAN AND DELIVER EXERCISE STRATEGIES FOR MUSCULOSKELETAL REHABILITATION
Content: Work within a network of allied health and medical professionals; Plan an exercise program to enhance the musculoskeletal rehabilitation; Instruct an appropriate exercise program to enhance musculoskeletal rehabilitation program; Reassess and if needed modify the rehabilitation program in consultation with an allied.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

SRFFSP008A PLAN AND DELIVER EXERCISE FOR CLIENTS WITH MODERATE RISK OF METABOLIC SYNDROME
Content: Demonstrate an understanding of risk factors contributing to and health implications of metabolic syndrome; Explain and apply knowledge about the role of exercise in preventing or managing metabolic syndrome; Apply basic principles of exercise prescription to selecting, leading and instructing exercise for clients with or moderate risk of metabolic syndrome; Evaluate an exercise program according to client progress; Demonstrate an ability to incorporate various modes of exercise as recommended for clients with or moderate risk of metabolic syndrome; Ensure safety of clients with or moderate risk of metabolic syndrome in exercise settings.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

SRFFSP010A PLAN AND DELIVER EXERCISE FOR LOW TO MODERATE RISK CLIENTS WITH NEUROLOGICAL IMPAIRMENT
Content: Explain and apply knowledge about the cause and consequences of specific neurological impairments and the role of exercise in management of these conditions; Apply basic exercise prescription principles to selecting, leading and instructing exercise for clients with neurological impairment; Apply and extend factors influencing exercise compliance to instruction and delivery of exercise for clients with neurological impairment; Evaluate an exercise program according to client progress; Ensure safety of clients with neurological impairment in a variety of exercise settings.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum

SRFGYM001A INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT
Content: Use the principles and variables of fitness that underpin planning and programming for a range of fitness outcomes; Develop basic fitness plans for apparently healthy clients, after taking into account the client’s fitness targets, current fitness level, and history of injuries or illness; Write a range of basic programs for a range of fitness adaptations, based on a prepared fitness plan; Instruct a range of basic programs for clients; Supervise a resistance training gym; Monitor the progress of clients on a range of basic fitness programs, and modify the programs as required to give progressive improvements in fitness; Motivate clients.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

SRFGYM001B INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT
Content: Identify standard fitness exercises to meet a range of fitness outcomes when planning fitness activities and programs; Demonstrate the correct technique of executing standard fitness exercises to fitness clients; Instruct client to perform standard fitness exercises including the correct use of fitness equipment; Monitor clients while performing fitness activities and provide appropriate feedback.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

SRFOLD001A PLAN AND DELIVER EXERCISE FOR OLDER ADULTS
Content: Work with a network of allied health and medical professionals; Develop fitness plans for older adults; Apply fitness assessment protocols and procedures to older adults; Apply older adult exercise guidelines to older adults; Modify exercises to incorporate the physical changes that occur with the ageing process when instructing older clients; Modify exercises to incorporate the social and psychological changes that occur with the ageing process when instructing older clients; Modify exercises to incorporate age related health conditions when planning exercise for older adults.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

SRFTPT001A PLAN AND DELIVER PERSONAL TRAINING
Content: Establish a personal training client base; Explain the concept of personal training to clients; Prepare personal training exercise plans; Instruct clients using the different learning styles and instructional techniques; Improve client exercise adherence; Apply motivational and teaching skills to a long term client.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

SRFSPP001A PLAN AND DELIVER ADVANCED EXERCISE TO SPECIFIC POPULATIONS
Content: Establish a specific population client base; Analyse the need to adapt a fitness program; Prepare session plans; Instruct clients; Explain to clients the factors affecting exercise adherence; Apply exercise guidelines to a special population; Work with a network of health and medical professionals; Motivate a specific population.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

SRFSPP002A DEVELOP AND APPLY AN AWARENESS OF SPECIFIC POPULATIONS TO EXERCISE DELIVERY
Content: Identify specific population clients; Provide advice to specific population clients regarding exercise testing and participation; Provide modifications to the delivery of exercise techniques, exercise programs, fitness equipment and/or facilities for specific populations under the guidance of medical or allied health professionals; Work with a network of medical and allied health professionals to deliver exercise for special populations.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

SRSAFT016A DEVELOP THE ADVANCED SKILLS OF AUSTRALIAN FOOTBALL
Content: Analyse on advanced skill of Australian football; Undertake drills, activities and/or games to develop the advanced skills of Australian football; Perform the advanced skills of Australian football under match conditions; Review and adapt the advanced skills in response to feedback.
Nominal Hours: 65 Hours
Assessment: As per accredited curriculum

SRSCGP015A ESTABLISH SELECTION POLICIES FOR ACTIVITIES
Content: Develop criteria for the selection team or group selectors, team or group officials and team or group members; Determine the rights of individuals within the activity selection process; Develop policies for the appointment of team or group selectors, team or group officials and team or group members.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum
SRSCGP016A IMPLEMENT WATER-BASED TRAINING PROGRAMS
Content: Develop water-based training programs appropriate to the athlete’s activity; Implement water-based training programs; Evaluate the effect of water-based training programs on the performance of an athlete/s.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

SRSCGP017A IMPLEMENT A TALENT IDENTIFICATION PROGRAM
Content: Determine physical, physiological and tactical requirements; Implement testing and evaluation of athlete/s to determine suitability; Devise and implement talent development programs to introduce identified athlete/s; Counsel athlete/s regarding their inclusion or non-inclusion in talent identification programs; Evaluate the effectiveness of the talent identification and talent development programs.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

SRSCOP001A PREPARE FOR PUBLIC SPEAKING
Content: Prepare for public speaking; Present a talk to a public forum.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

SRSCOP002A PLAN FOR AND PARTICIPATE IN A MEDIA INTERVIEW
Content: Collect information to plan a media interview; Undertake a media interview.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

SRSCOP004A DEVELOP NEGOTIATION SKILLS
Content: Collect information to develop a plan on how to negotiate to achieve an agreed outcome; Participate in a negotiation to an agreed outcome.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

SRSCOP005A DEMONSTRATE BASIC ASSERTIVE COMMUNICATION SKILLS
Content: Collect information to develop an interpersonal communication action plan; Demonstrate effective use of the key skills required for assertive communication.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

SRSCOP009B COLLECT INFORMATION ON DRUGS IN SPORT
Content: Collect information on professional advice available on drugs in sport; Collect information on the major types of drugs available in Australian society; Collect information on the effects on the human body of the major drugs; Collect information on the ways in which the use of performance enhancing, weight control and other drugs are controlled in Australian society.
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum

SRSCOP010B COLLECT INFORMATION ON STRESS MANAGEMENT
Content: Collect information on the impact stress can have on performance; Collect information on ways of effectively managing stress.
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum

SRSCOP013A DEVELOP A CAREER GOAL SETTING PLAN
Content: Collect information to develop a career goal setting plan; Develop a career goal setting plan; Evaluate the plan.
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum

SRSCOP015A PREPARE A PUBLIC SPEAKING PRESENTATION FOR INFORMATIVE, MOTIVATIONAL
Content: Collect information on informative, motivational and persuasive; Prepare an action plan to enhance the speaker’s presence during a presentation; Demonstrate the ability to effectively establish rapport with an audience and manage a presentation.
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum

SRSCOP016A PREPARE FOR A MEDIA INTERVIEW
Content: Collect information on the benefits of working cooperatively with the media; Collect information on the effective handling of questions during interviews.
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum

SRSCOP017B DEVELOP SELF AWARENESS
Content: Collect information on the role self awareness plays in achieving personal goals; Collect information on the impact positive and negative self-concept have on performance.
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum

SRSCOP018A DEVELOP ADVANCED ASSERTIVE COMMUNICATION SKILLS
Content: Identify different behavioural styles; Develop an action plan for implementing active listening skills; Demonstrate effective use of active listening skills; Demonstrate an ability to successfully communicate with all styles of behaviour.
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum

SRSCOP019A DEVELOP A SPONSORSHIP PROPOSAL
Content: Collect information to prepare a sponsorship proposal; Research the background of potential sponsors; Develop a sponsorship proposal; Develop a plan for on going servicing of sponsors.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

SRSCOP020A DEVELOP A PERSONAL FINANCIAL PLAN
Content: Collect information to prepare a personal financial plan; Prepare a personal financial plan.
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum

SRSCOP021A COLLECT INFORMATION ON CONTRACTS
Content: Collect information on the function of a contract as it applies to an athlete and their sport
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum

SRSCOP022A COLLECT INFORMATION ON ELITE ATHLETES
Content: Collect information on the characteristics of elite athletes
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum
SRSCOP023B DESIGN AN ATHLETE'S DIET
Content: Collect information on the different dietary strategies for optimising an athlete's body composition and sporting performance; Design a balanced diet that fulfils the training needs of an athlete; Design a diet for an athlete's competition and recovery requirements.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

SRSCOP024A PREPARE FOR AN OVERSEAS SPORTING EVENT
Content: Design a diet for an athlete's competition and recovery requirements; Optimising an athlete's body composition and sporting performance; Assess the impact of overseas travel on training and performance.
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum

SRSCOP024B PREPARE FOR AN OVERSEAS SPORTING EVENT
Content: Collect information necessary to obtain appropriate documentation for meeting overseas travel requirements; Collect information on the major differences between Australia and the country of destination; Develop a strategic plan to minimise the impact of overseas travel on training and performance.
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum

SRSCOP025B PREPARE FOR AN OVERSEAS SPORTING EVENT
Content: Prepare a travel plan and itinerary for an overseas sporting event; Collect information necessary to obtain appropriate documentation for meeting overseas travel requirements; Collect information on the major differences between Australia and the country of destination; Develop a strategic plan to minimise the impact of overseas travel on training and performance.
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum

SRSCOP026A PREPARE TO PARTICIPATE IN COMPETITION
Content: Prepare a goal setting plan; Collect information on how to mentally prepare to participate in competition.
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum

SRSCOP026A TEACH AND/OR DEVELOP THE ADVANCED SKILLS OF GOLF
Content: Analyse an advanced skill of golf; Identify preferred teaching methods and coaching/teaching styles to develop the advanced skills of golf; Assess player's readiness to acquire and perform the advanced skill/s of golf; Conduct drills, activities and/or games to teach or develop the advanced skills of golf; Review and adapt the teaching of an advanced skill in response to feedback.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

SRSLGF010A UNDERTAKE ADVANCED APPRAISAL AND ALTERATION OF EQUIPMENT IN GOLF
Content: Advanced appraisal golf equipment; Identify preferred equipment designs and fitting methods to enhance the advanced skills of golf; Identify acceptable methods of equipment repair and alteration; Assess suitability of equipment recommendation to player; Review and adapt the recommended equipment to the player.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

SRSLGF011A PERFORM THE ADVANCED SKILLS, TACTICS AND STRATEGIES OF PROFESSIONAL GOLF IN A COMPETITIVE SITUATION
Content: Develop advanced skills and strategies of golf; Participate in a pre-match analysis and preparation session; Demonstrate ability to implement agreed strategies and game plans, and make decisions during the game; Participate in a post-match analysis and follow-up.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

SRSLGF012A MANAGE THE FORMAT AND RESULTS OF GOLF COMPETITIONS AND TOURNAMENTS
Content: Establish criteria for participation in a specified competition; Plan and implement the format for a specified competition; Record and process the results of a specified competition.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

SRSLGF013A DEVELOP AND MANAGE JUNIOR DEVELOPMENT PROGRAMS IN GOLF
Content: Establish criteria for participation in a specified competition; Plan and implement the format for a specified program.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

SRSLGF014A MANAGE ON COURSE GOLF SHOP OPERATIONS
Content: Clarify pro shop's objectives via golf club's objectives; Prepare a marketing strategy; Manage pro shop's merchandising; Manage pro shops on course golf operations; Manage organisation pricing policies; Monitor and review organisation merchandising plan.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

SRSGOL011A DEVELOP THE ADVANCED SKILLS OF GOLF
Content: Undertake drills, activities and/or games to develop the advanced skills of golf; Perform the advanced skills of golf under competition conditions; Review and adapt advanced skills in response to feedback.
Nominal Hours: 45 Hours
Assessment: As per accredited curriculum

SRSGOL012A DEVELOP THE ADVANCED TACTICS AND STRATEGIES OF PROFESSIONAL GOLF IN A COMPETITIVE SITUATION
Content: Assess player's readiness to implement advanced tactics and strategies of golf; Perform pre-match/game/competition analysis and preparation; Pre-match/game/competition analysis and decision making; Post match/game/competition analysis and follow-up.
Nominal Hours: 45 Hours
Assessment: As per accredited curriculum

SRSGOL013A INTERPRET AND APPLY THE RULES OF GOLF AT THE ADVANCED LEVEL
Content: Assess conditions for a game; Observe a game and identify information on which to base fundamental decisions; Interpret and apply rules and etiquette in accord with the spirit of the game.
Nominal Hours: 45 Hours
Assessment: As per accredited curriculum
SRSGOL014A PARTICIPATE IN CONDITIONING FOR GOLF
Content: Identify physiology elements of golf; Identify and perform basic techniques to improve endurance; Identify and perform basic techniques to improve strength; Identify and perform basic techniques to improve power; Identify and perform basic techniques to improve flexibility.
Nominal Hours: 45 Hours
Assessment: As per accredited curriculum

SRSSPT002A OPERATE IN ACCORD WITH THE ACCEPTED ROLES AND RESPONSIBILITIES OF A SPORTS TRAINER
Content: Adhere to accepted safety and privacy practices; Develop positive relationships with health care professionals; Identify continuing professional development options; Create a non-judgmental environment; Appreciate ethical issues; Handle, maintain and store equipment; Store equipment.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

SRSSPT005A CONDUCT BASIC WARM-UP, STRETCHING AND COOL-DOWN PROGRAMS
Content: Define the scope of warm-ups and cool-downs; Implement warm-up program; Implement cool-down program; Conduct stretching programs.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

SRSSPT006A ASSIST WITH THE ONGOING MANAGEMENT OF SPORT INJURIES
Content: Assist health care professional to conduct, monitor and adjust ongoing injury management programs; Monitor minor or short term injuries or illnesses.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

SRSSPT007A TAPE ANKLE, THUMB AND FINGERS
Content: Prepare for taping; Apply taping techniques; Remove tape; Implement self-care; Position for effective taping.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

SRSSPT008A IMPLEMENT STRATEGIES FOR DEALING WITH MEDICAL CONDITIONS IN A SPORT SETTING
Content: Manage existing medical conditions; Recognise contraindications; Identify and address viral infections; Provide advice in relation to chronic conditions.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

SRSTHR001A IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID
Content: Operate as a sports first aider; Prepare and implement an injury prevention program; Assist with warm-up stretching and cool-down; Assist with fluid replacement; Follow defined sport first aid crisis management strategies; Follow defined sports first aid immediate injury management strategies; Transport the injured athlete; Complete and process reports; Store and maintain equipment.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

SRXCAI001A ASSIST IN PREPARING A SPORT AND RECREATION SESSION FOR CLIENTS
Content: Collect information to plan a session; Contribute suggestions towards planning for a session; Assist in making arrangements for a session.
Nominal Hours: TBA Hours
Assessment: As per accredited curriculum
CERTIFICATE IV IN TRAINING AND ASSESSMENT
Course Code: TAA40104
Course Location: Newport Campus

Career Opportunities
For people who are currently working in or wish to work in the area of training/teaching development, delivery and assessment. Upon completion of the 14 units of competence offered, participants will be eligible for a nationally recognised qualification and will meet the AQTF compliance standards for teachers/trainers.

Scope of Delivery
Part time.

Course Objective
The course aims to develop competencies to enter into a career as a trainer and/or assessor.

Entry Requirements
To qualify for admission to this course are specific entry requirements. All training is undertaken in English language. Basic English literacy and numeracy will be required as it is clearly stated in the Training Package, that several units within this course require an ability to read, examine and interpret written material. All applicants will need to have access to a practice environment (e.g. TAFE, other RTO or workplace). Some assessment must take place in the workplace (e.g. classroom, office, factory).

Selection Procedures/Selection Criteria
Not applicable.

Course Duration
Training Package: 255 – 305 nominal hours.
Average course duration is 14 weeks at 1 day per week. Evening/Weekend courses are also available.

Delivery Structure
The Staff College offers 2 options/courses of study from the Training and Assessment Training Package to meet individual needs.
Participants have the option of choosing one of the following 2 options:

Option One: Certificate IV in Training and Assessment
The Staff College offers the complete Certificate IV in Training & Assessment (12 core units and 2 elective units from a possible 12 elective units of study). This course is delivered in 3 parts over 14 days at one day per week. It is also offered over a number of Saturdays and weekday evenings.
In addition to attending training, students will be required to undertake research and project work. The course is structured to meet the needs of new entrants into training as well as those of established trainers with industry, corporations or registered training organisations. This broad mix of participants promotes peer learning through interaction and sharing of ideas and learning experiences. Our trainers use a diverse range of approaches to learning and teaching to meet varied student needs. Participants will have the opportunity to reflect on the learning experience, practice new skills and work on assessment tasks during the course to develop a range of learning strategies and assessment approaches.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>TAAASS401A</td>
<td>10</td>
</tr>
<tr>
<td>TAAASS402A</td>
<td>15</td>
</tr>
<tr>
<td>TAAASS403A</td>
<td>30</td>
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<tr>
<td>TAAASS404A</td>
<td>20</td>
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<td>TAADES401A</td>
<td>20</td>
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<tr>
<td>TAADES402A</td>
<td>40</td>
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<td>TAADEL401A</td>
<td>20</td>
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<tr>
<td>TAADEL403A</td>
<td>15</td>
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<td>TAADEL404A</td>
<td>15</td>
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<tr>
<td>TAAENV401A</td>
<td>10</td>
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<tr>
<td>TAAENV402A</td>
<td>10</td>
</tr>
<tr>
<td>TAAENV403A</td>
<td>10</td>
</tr>
</tbody>
</table>

Elective Units of Study
Students must complete a minimum of 2 electives from the list of units below. Alternatively, 1 of the 2 elective units can be selected from the TAA50104 Diploma of Training and Assessment, or any other Diploma or any other Certificate IV.
The * denotes the elective units offered by VU as part of course delivery for the Certificate IV in Training and Assessment. All other electives can be acquired through RPL/Credit Transfer.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBAUD402A</td>
<td>40</td>
</tr>
<tr>
<td>BBCCMN404A</td>
<td>30</td>
</tr>
<tr>
<td>BBCCMN405A</td>
<td>40</td>
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<tr>
<td>BBCCMN409A</td>
<td>20</td>
</tr>
<tr>
<td>BBBMKG406A</td>
<td>50</td>
</tr>
<tr>
<td>TAAASS301A</td>
<td>10</td>
</tr>
<tr>
<td>TAADEL301A</td>
<td>40</td>
</tr>
<tr>
<td>TAADEL402A*</td>
<td>20</td>
</tr>
<tr>
<td>TAADEL405A</td>
<td>30</td>
</tr>
<tr>
<td>TAAENV404A</td>
<td>35</td>
</tr>
<tr>
<td>TAALLN401A</td>
<td>30</td>
</tr>
<tr>
<td>TAATAS401A*</td>
<td>40</td>
</tr>
</tbody>
</table>

Option Two: Upgrade to the Certificate IV in Training and Assessment
This program is aimed at students who hold the BSZ40198 Certificate IV in Assessment & Workplace Training and are currently involved in training and want to upgrade to TAA40104 Certificate IV in Training & Assessment. This course will run for 4 days face-to-face covering the 5 units of competence listed below. In addition to this, students will be required to undertake research and project work plus present an RPL portfolio.
Unit of Study Code Nominal hours

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAAENV401A</td>
<td>10</td>
</tr>
<tr>
<td>TAAENV402A</td>
<td>10</td>
</tr>
<tr>
<td>TAAENV403A</td>
<td>10</td>
</tr>
<tr>
<td>TAADSE401A</td>
<td>20</td>
</tr>
<tr>
<td>TAATAS401A</td>
<td>40</td>
</tr>
</tbody>
</table>

The RPL process will cover the remaining 9 units.

DIPLOMA OF VOCATIONAL EDUCATION AND TRAINING PRACTICE

Course Code: 21697VIC

This course replaces the current 15560VIC Diploma of Vocational Education and Training course

Course Location: Newport Campus

Career Opportunities

The 21697VIC Diploma of Vocational Education and Training Practice is designed for TAFE Teachers and provides for professional growth within a recognised career structure in Victoria.

Scope of Delivery

Part time.

Course Objectives

The course aims to provide skills 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 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

Entry Requirements

To qualify for admissions to this course, applicants must have the TAA40104 Certificate IV Training and Assessment or BSZ40198 Certificate IV Assessment and Workplace Training or equivalent relevant competencies and employed in a teaching capacity or can demonstrate they can undertake the supervised teaching practicum.

Selection Procedures/Selection Criteria

Applicants must:

- have a TAA40104 Certificate IV Training and Assessment or a BSZ40198 Certificate IV in Assessment and Workplace Training or equivalent
- be employed in a 0.5 teaching capacity within a TAFE college
- have agreed commitment from workplace mentor/s and supervisor/s to support the applicant in carrying out the 200 hours supervised teaching practice
- be able to attend classes as per the timetable above

And preference will be given to applicants in the following order:

A. Current Teacher Level
B. Date of receipt of application

Course Duration

The course may be offered on a part time basis over 475 hours.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAAENV501A</td>
<td>40</td>
</tr>
<tr>
<td>TAADSE502A</td>
<td>50</td>
</tr>
<tr>
<td>VBN389</td>
<td>60</td>
</tr>
<tr>
<td>VBP892</td>
<td>50</td>
</tr>
<tr>
<td>TAADL502A</td>
<td>30</td>
</tr>
<tr>
<td>TAADL501A</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective Units of Study

Stream A

A minimum of two units from the following list:

- TAATAS501A UNDERTAKE ORGANISATIONAL TRAINING NEEDS ANALYSIS
- BSBMKG406A BUILD CLIENT RELATIONSHIPS
- VBP893 DEVELOP ASSESSMENT TOOLS FOR DIFFERENTIATING PERFORMANCE
- TAADSE505A RESEARCH AND DEVELOP COMPETENCY STANDARDS

Stream B

A minimum of two units from the following list or from any other Training Package that is relevant to Teaching and Learning. These units must be packaged at AQF5 level.

- TAADSE503A RESEARCH AND DESIGN E-LEARNING RESOURCES
- TAADSE504A DEVELOP AND EVALUATE E-LEARNING RESOURCES
- VBP894 INTEGRATE GENERIC SKILLS INTO TEACHING PRACTICE

All of the following modules are regarded as the equivalent of one elective:

- VBP632 COGNITIVE SKILLS
- VBP633 METACOGNITION
- VBP634 CRITICAL THINKING
- VBP635 CREATIVE THINKING
- VBP637 DECISION-MAKING
- VBP638 VISUAL COMMUNICATION AND SPATIAL REASONING

For application and enrolment details for this course please contact 9919 8378.
GRADUATE CERTIFICATE IN VOCATIONAL EDUCATION AND TRAINING

Course Code: 21205VIC

Course Location: Newport campus

Career Opportunities
Professional development to maximize and further develop existing skills of Vocational Education and Training (VET) professionals.

Scope of Delivery
One day a fortnight over 24 weeks.

Course Objective
The course aims to provide participants with a broadening of knowledge and skills, in a vocational education and training context, in the areas of: learning theories and practice; integrating technologies into learning processes; course design and evaluation; policy interpretation and implementation; research; responding to change; marketing; and strategic planning.

Entry Requirements
To qualify for admission to the course, applicants must:
(a) generally be employed in a registered training organisation, or other vocational education and training organisation or agency, or be involved in practical situations that enable them to apply knowledge and skills that they demonstrate to the satisfaction of the Head of Department
(b) have successfully completed the Diploma of Vocational Education and Training 15560VIC, or equivalent.

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

Selection Procedures/Selection Criteria
The applicant must:
• have a relevant qualification and expertise in their industry;
• have current or recent work experience in a VET environment (last 3 years);
• be currently working in an environment where the applicant can apply and reflect on the learning from the course;
• be able to attend the program of study as set out in the information kit.

Course Duration
The course may be offered on a full time basis over 200 nominal hours or part time equivalent.

Course Structure
Core Units of Study (120 nominal hours)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>V8K810</td>
<td>TEACHING &amp; LEARNING PRACTICES</td>
<td>80</td>
</tr>
<tr>
<td>V8K811</td>
<td>USING TECHNOLOGIES IN VET</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units of Study
At least two units selected from the following (each of which has a value of 40 nominal hours)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>V8K812</td>
<td>VET POLICY ANALYSIS AND IMPLEMENTATION</td>
<td>40</td>
</tr>
<tr>
<td>V8K813</td>
<td>RESEARCH METHODS</td>
<td>40</td>
</tr>
<tr>
<td>V8K814</td>
<td>EDUCATIONAL PLANNING AND DESIGN</td>
<td>40</td>
</tr>
<tr>
<td>V8K815</td>
<td>MARKETING AND STRATEGIC PLANNING</td>
<td>40</td>
</tr>
</tbody>
</table>
Below are subject details for courses offered by the Department of Staff Learning and Education Development in 2007.

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

TAAASS301A CONTRIBUTE TO ASSESSMENT
Content: Specifies the competency required to contribute to the assessment process.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

TAAASS401A PLAN AND ORGANISE ASSESSMENT
Content: Required to plan and organize the assessment process in a competency-based assessment system.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

TAAASS402A ASSESS COMPETENCE
Content: Competency required to assess the competence of a candidate.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

TAAASS403A DEVELOP ASSESSMENT TOOLS
Content: Specifies the competency required to develop assessment tools.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TAAASS404A PARTICIPATE IN ASSESSMENT VALIDATION
Content: Required to participate in an assessment validation process.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TAADEL301A PROVIDE TRAINING THROUGH INSTRUCTION AND DEMONSTRATION OF WORK SKILLS
Content: Competency required to conduct individual and group instruction and demonstration of work skills.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TAADEL401A PLAN AND ORGANISE GROUP-BASED DELIVERY
Content: Plan and organize training for individuals within a group.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TAADEL402A FACILITATE GROUP-BASED LEARNING
Content: Specifies the competency required to facilitate learning by individuals within a group.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TAADEL403A FACILITATE INDIVIDUAL LEARNING
Content: Specifies the competency required to facilitate individual learning through a one-on-one relationship between a learner and facilitator.
Nominal Hours: 15 Hours
Assessments: As per accredited curriculum

TAADEL404A FACILITATE WORK-BASED LEARNING
Content: Specifies the competency required to use work effectively as a learning process.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

TAADEL405A COORDINATE AND FACILITATE DISTANCE-BASED LEARNING
Content: Required to coordinate, organize and facilitate a distance-based learning process.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TAADEL501A FACILITATE E-LEARNING
Content: Facilitate learning delivered via electronic media.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TAADEL502A FACILITATE ACTION LEARNING PROJECTS
Content: Facilitate a group to engage in action learning projects.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TAADES401A USE TRAINING PACKAGES TO MEET CLIENT NEEDS
Content: Competency required to use Training Packages and accredited courses as a tool to support industry, organization or individual competency development needs.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TAADES501A USE TRAINING PACKAGES TO MEET CLIENT NEEDS
Content: Competency required to use Training Packages and accredited courses as a tool to support industry, organization or individual competency development needs.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TAADES502A DESIGN AND DEVELOP LEARNING PROGRAMS
Content: Required to conceptualise, design, develop and evaluate learning programs to meet an identified need for a group of learners, using appropriate criteria. Criteria may include competency standards and other specifications such as organizational performance standards, product equipment specifications and workplace procedures.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TAADES503A RESEARCH AND DESIGN E-LEARNING RESOURCES
Content: Research the requirements for e-learning resources and to design resources based on that research.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TAADES504A DEVELOP AND EVALUATE E-LEARNING RESOURCES
Content: Develop and evaluate e-learning resources based on an agreed design concept.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TAADES505A RESEARCH AND DEVELOP COMPETENCY STANDARDS
Content: Research and develop competency standards for particular work functions, work processes, work roles and work-related vocational outcomes.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum
TAAENV401A WORK EFFECTIVELY IN VOCATIONAL EDUCATION AND TRAINING
Content: Competency required to work effectively in the policy and operating environment of the vocational education and training sector.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

TAAENV402A FOSTER AND PROMOTE AN INCLUSIVE LEARNING CULTURE
Content: Unit specifies the competency required to foster and promote an environment which supports inclusive work practices and learning culture.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

TAAENV403A ENSURE A HEALTHY AND SAFE LEARNING ENVIRONMENT
Content: Competency required to ensure the health, safety and welfare of learners and candidates.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

TAAENV404A DEVELOP INNOVATIVE IDEAS AT WORK
Content: Develop innovative ideas in the workplace by addressing the skills needed to interpret or observe a need and to develop a detailed idea.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

TAATAS401A MAINTAIN INFORMATION REQUIREMENTS OF TRAINING AND/OR ASSESSMENT ORGANIZATIONS
Content: Requires to maintain training and/or Assessment: information requirements.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TAATAS501A UNDERTAKE ORGANISATIONAL TRAINING NEEDS ANALYSIS
Content: Undertake a training needs analysis (TNA) to identify the training and assessment needs of an organisation.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBH777 ASSESS LEARNING NEEDS OF INDIVIDUALS AND GROUPS
Content: Collect information from individuals on their learning aims, needs and styles; assess individuals' learning aims, needs and styles; assist individuals to select learning and teaching program options; comply with relevant organisational policies and procedures.
Nominal Hours: 30 hours
Assessment: As per accredited curriculum

VBH778 PLAN FOR TEACHING AND LEARNING
Content: Develop and customise program content in line with stakeholder requirements; select teaching and learning and assessment strategies to achieve program outcomes; develop and organise teaching and learning resources.
Nominal Hours: 40 hours
Assessment: As per accredited curriculum

VBH779 FACILITATE INDIVIDUAL AND GROUP LEARNING
Content: Identify requirements to support teaching and learning; manage and facilitate diverse learning; establish and maintain relationships with contributors to program delivery; evaluate and review learning outcomes.
Nominal Hours: 40 hours
Assessment: As per accredited curriculum

VBH780 MAINTAIN PROFESSIONAL COMPETENCE
Content: Assess skills and knowledge and evaluate need for professional development; engage in continuous professional development activities to maintain competency in teaching and learning practice and subject area; maintain industry and community networks; comply with relevant organisational policies and procedures.
Nominal Hours: 30 hours
Assessment: As per accredited curriculum

VBH781 WORK IN A TEAM
Content: Accept responsibility for, and co-ordinate own work; participate in work team; contribute to the monitoring and review of the team's performance.
Nominal Hours: 30 hours
Assessment: As per accredited curriculum

VBH782 CRITICALLY EXAMINE TEACHING AND LEARNING PRACTICE
Content: Utilise reflective practice strategies to study the way individuals and groups learn; develop and adapt teaching and learning practice; evaluate practice to ensure the effectiveness of outcomes.
Nominal Hours: 40 hours
Assessment: As per accredited curriculum

VBH783 DEVELOP BASIC ASSESSMENT TOOLS
Content: Identify appropriate assessment tools; assemble assessment tools; trial and review assessment tools.
Nominal Hours: 40 hours
Assessment: As per accredited curriculum

VBH784 DESIGN AND CUSTOMISE LEARNING RESOURCES
Content: Establish requirements for learning resources; develop learning resources in line with agreed parameters; evaluate and modify the learning resources.
Nominal Hours: 25 hours
Assessment: As per accredited curriculum

VBH785 ASSESS CLIENT NEEDS FOR PROGRAMS AND SERVICES
Content: Collect information on client needs in relation to the provision of programs and services; assess client information to determine appropriate program and service requirements; develop an implementation plan.
Nominal Hours: 25 hours
Assessment: As per accredited curriculum

VBH786 MANAGE FLEXIBLE TEACHING AND LEARNING PROGRAMS
Content: Assist learners to select appropriate modes of learning; organise facilities, equipment and resources; manage teaching and learning; evaluate and review learning systems and resources.
Nominal Hours: 25 hours
Assessment: As per accredited curriculum

VBH787 INTEGRATE TECHNOLOGY IN TEACHING AND LEARNING
Content: Select systems and resources in line with learners' requirements; manage technology-based teaching and learning; provide support to individual learners; evaluate and adapt teaching and learning systems and resources; use technological tools to access and manage information.
Nominal Hours: 25 hours
Assessment: As per accredited curriculum

VBH788 CONTRIBUTE TO QUALITY IMPROVEMENTS IN CLIENT SERVICE
Content: Identify opportunities for improvements in services, products and systems; monitor improvements in services, products and systems; evaluate improvements in services, products and systems.
Nominal Hours: 25 hours
Assessment: As per accredited curriculum
DEPARTMENT OF STAFF LEARNING AND EDUCATION DEVELOPMENT

**VBH789 DESIGN AND CUSTOMISE LEARNING PROGRAMS**
Content: Determine and negotiate program aims and objectives; select teaching and learning assessment strategies for meeting program aims and expected outcomes; monitor and evaluate program design.
Nominal Hours: 40 hours
Assessment: As per accredited curriculum

**VBH790 DEVELOP LEARNING PLANS FOR INDIVIDUALS WITH SPECIAL LEARNING NEEDS**
Content: Collect information on individual’s special learning needs; develop a learning plan to meet individual’s learning needs; identify ways of support learning plan.
Nominal Hours: 30 hours
Assessment: As per accredited curriculum

**VBH791 EVALUATE LEARNING PLANS AND RESOURCES**
Content: Determine purpose and methodology of the evaluation process; conduct an evaluation of programs and/or resources; report on evaluation results.
Nominal Hours: 40 hours
Assessment: As per accredited curriculum

**VBH792 MARKET AND PROMOTE PROGRAMS AND SERVICES**
Content: Develop a strategy for marketing and promotion of programs and services; implement marketing and promotional strategy; monitor and evaluate marketing strategies.
Nominal Hours: 30 hours
Assessment: As per accredited curriculum

**VBH793 CONSULT OF ORGANISATIONAL TRAINING AND DEVELOPMENT STRATEGIES**
Content: Determine aims and expected outcomes of the consultation; conduct organisational needs analysis; develop training and development plans.
Nominal Hours: 30 hours
Assessment: As per accredited curriculum

**VBH794 PROVIDE PROGRAMS AND SERVICES WITHIN AN INTERNATIONAL CONTEXT**
Content: Integrate cross-cultural information in plans for program and service provision; communicate and interact effectively with a wide range of individuals and groups; develop, customise and adapt teaching and learning practices and service provision; evaluate program and service provision.
Nominal Hours: 30 hours
Assessment: As per accredited curriculum

**VBH795 CO-ORDINATE PROGRAM AND SERVICE DELIVERY**
Content: Develop and co-ordinate systems and procedures; co-ordinate financial resources; co-ordinate facilities, equipment and resources; co-ordinate staff; identify and co-ordinate the roles of other partners in the delivery of partners in the delivery of programs and services; provide support for partners in program and service delivery; evaluate program and service delivery.
Nominal Hours: 30 hours
Assessment: As per accredited curriculum

**VBH796 UNDERTAKE RESEARCH IN VOCATIONAL EDUCATION AND TRAINING**
Content: Develop a research plan; collect and document information; critically analyse information and communicate findings.
Nominal Hours: 40 hours
Assessment: As per accredited curriculum

**VBH797 MANAGE PROJECTS**
Content: Identify and secure funding for potential projects; develop and implement project plan; manage project resources; monitor and evaluate project outcomes; report on project results.
Nominal Hours: 30 hours
Assessment: As per accredited curriculum

**VBK810 TEACHING & LEARNING PRACTICES**
Content: To provide the participants with broad-based knowledge and skills required to operate as an effective VET professional, with the opportunity to think in new and challenging ways about the teaching and learning environment in which they engage. Participants will be directly involved with educational planning and design as appropriate to the course area and teaching practice.
Nominal Hours: 80 hours
Assessment: As per accredited curriculum

**VBK811 SING TECHNOLOGIES IN VET**
Content: To provide the participants with broad-based knowledge and skills required to use technology as both an educational delivery method and an instructional design tool in order to provide greater flexibility and choice for learners. Participants will develop and integrate technology into learning processes, engage in collaborative learning and develop online resources for the VET context.
Nominal Hours: 40 hours
Assessment: As per accredited curriculum

**VBK812 VET POLICY ANALYSIS AND IMPLEMENTATION**
Content: To provide the participants with the knowledge and skills required to interpret Australian VET policy and devise and strategically manage it’s local implementation.
Nominal Hours: 40 hours
Assessment: As per accredited curriculum

**VBK813 RESEARCH METHODS**
Content: To provide participants with the knowledge and skills required to effectively design and implement a research project relevant to the VET system.
Nominal Hours: 40 hours
Assessment: As per accredited curriculum

**VBK814 EDUCATIONAL PLANNING AND DESIGN**
Content: To provide the participants with the knowledge and skills required to effectively plan and design programs in VET within relevant and changing organizational, cultural and political contexts.
Nominal Hours: 40 hours
Assessment: As per accredited curriculum

**VBN389 INNOVATION IN EDUCATION AND TRAINING**
Content: Participants identify and evaluate innovative ideas and practices in an education and training organisation.
Nominal Hours: 60 hours
Assessment: As per accredited curriculum

**VBP632 COGNITIVE SKILLS**
Content: Participants will learn to develop the lower and higher order cognitive skills of learners.
Nominal Hours: 12 hours
Assessment: As per accredited curriculum

**VBP633 METACOGNITION**
Content: Participants will learn to develop the metacognitive skills of learners.
Nominal Hours: 8 hours
Assessment: As per accredited curriculum

**VBP634 CRITICAL THINKING**
Content: Participants will learn to develop the critical thinking skills of learners.
Nominal Hours: 12 hours
Assessment: As per accredited curriculum

**VBP635 CREATIVE THINKING**
Content: Participants will learn to develop the creative thinking skills of learners.
Nominal Hours: 8 hours
Assessment: As per accredited curriculum
VBP637 DECISION-MAKING
Content: Participants will learn to develop the decision-making skills of learners.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

VBP638 VISUAL COMMUNICATION AND SPATIAL REASONING
Content: Participants will learn to develop the visual communication and spatial reasoning skills of learners within a learning environment.
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

VBP892 FACILITATE LEARNING IN COMPLEX ENVIRONMENTS
Content: Participants will learn to integrate and extend delivery and facilitation practices to support learning of a diverse client base operating in a range of complex contexts within the vocational education and training sector.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBP893 DEVELOP ASSESSMENT TOOLS FOR DIFFERENTIATING PERFORMANCE
Content: Participants will learn to design and develop assessment tasks that can differentiate levels of performance within a competency based assessment system.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBP894 INTEGRATE GENERIC SKILLS INTO TEACHING PRACTICE
Content: Participants will learn to identify generic skills and to integrate them within teaching practice.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum