ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Elders, families and kinship of the Wurundjeri tribe of the Kulin Nation who were the custodians of University land for many centuries. We acknowledge that the land on which we meet was the place of age-old ceremonies of celebration, initiation and renewal, and that the Wurundjeri people's living culture has and has a unique role in the life of this region.
DISCLAIMER
The information contained in Victoria University’s 2009 Faculty of Technical and Trades Innovation Handbook was current at 31 August 2008.
In today’s university environment, changes to courses occur far more frequently than in the past. For current information on Victoria University’s courses, readers are advised to access the University’s online courses database at www.vu.edu.au/courses
If you have difficulty in accessing this material electronically, please phone (03) 9919 6100 for assistance.

IMPORTANT INFORMATION
The course details in this handbook (plus details of all other Victoria University courses) can also be searched on the University’s online courses database at www.vu.edu.au/courses
This handbook can be downloaded as a pdf file from the Victoria University website at www.vu.edu.au/courses/handbooks
HOW TO USE THIS HANDBOOK

Victoria University's 2009 Faculty of Technical and Trades Innovation Handbook is designed to provide students with detailed information on course structures and subject details for undergraduate and postgraduate courses offered by the faculty in 2009.

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 Faculty of Technical and Trades Innovation in 2009. Although all attempts have been made to make the information as accurate as possible, students should check with the faculty that the information is accurate when planning their courses.

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

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

OTHER INFORMATION

Information about course fees, articulation and credit transfer, recognition of prior learning, admission and enrolment procedures, examinations, and services available to students can be accessed on the University’s website or by contacting the University directly.
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School of Automotive and Engineering Technology

Below are details of courses offered by the School of Automotive and Engineering Technology in 2009. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

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

Advanced Diploma of Engineering Technology (Principal Technical Officer)
Course Code: 14309VIC

Campus TBC
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.

20020VIC Advanced Diploma of Engineering Technology (I)
Course Code: 20020VIC

No intake in 2008
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 II IN AUTOMOTIVE TECHNOLOGY STUDIES

Course Code: 21560VIC

Campus: Werribee, 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

Unit Code | Hours
---|---
VBN644 | Carry out Industry Research | 40
AURC270103A | Apply Safe Working Practices | 20

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 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

<table>
<thead>
<tr>
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<td>MEM1.2FA</td>
<td>APPLY PRINCIPLES OF OH&amp;S IN A WORK ENVIRONMENT</td>
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<td>MEM1.2AB</td>
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<td>VBN768</td>
<td>DEVELOP AN INDIVIDUAL CAREER PLAN FOR THE ENGINEERING INDUSTRY</td>
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<td>VBN769</td>
<td>PERFORM BASIC MACHINING PROCESSES</td>
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<td>VBN770</td>
<td>APPLY BASIC FABRICATION TECHNIQUES</td>
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<td>VBN771</td>
<td>APPLY ELECTROTECHNOLOGY PRINCIPLES IN AN ENGINEERING WORK ENVIRONMENT</td>
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<tr>
<td>VBN772</td>
<td>USE COMPUTERS FOR ENGINEERING RELATED WORK ACTIVITIES</td>
</tr>
<tr>
<td>VBN773</td>
<td>PRODUCE BASIC ENGINEERING SKETCHES AND DRAWINGS</td>
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<tr>
<td>VBN774</td>
<td>PERFORM BASIC COMPUTATIONAL PRINCIPLES IN ENGINEERING WORK ACTIVITIES</td>
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<tr>
<td>VBN776</td>
<td>USE BASIC ENGINEERING CONCEPTS TO PLAN THE MANUFACTURE OF ENGINEERING COMPONENTS</td>
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<td>VBN777</td>
<td>HANDLE ENGINEERING MATERIALS</td>
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<td>VBN778</td>
<td>PRODUCE BASIC ENGINEERING COMPONENTS AND PRODUCTS USING FABRICATION AND MACHINING</td>
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A minimum of one unit, selected by the student with the approval of the Head of Department from the following:

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

**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**

- **Course Code:** MCMS200A
  - **Hours:** 40

**Elective Units of Study**

Choose one of the following units of study:

- **MCMS201A** 
  - **SUSTAIN PROCESS IMPROVEMENTS**
  - **Hours:** 40

- **MCMS401A**
  - **ENSURE PROCESS IMPROVEMENTS ARE SUSTAINED**
  - **Hours:** 50

**CERTIFICATE III IN COMPETITIVE MANUFACTURING**

**Course Code:** MCMS30104

**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**

- **Unit Code:** MCMS200A
  - **Hours:** 40

**Elective Units of Study**

Choose one of the following units of study:

- **MCMS201A**
  - **SUSTAIN PROCESS IMPROVEMENTS**
  - **Hours:** 40

- **MCMS401A**
  - **ENSURE PROCESS IMPROVEMENTS ARE SUSTAINED**
  - **Hours:** 50
### Unit Code

**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>
</tr>
<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>MCMC410A</td>
<td>50</td>
</tr>
</tbody>
</table>

**MCM Systems**

At least one of the following units of study:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCMC410A</td>
<td>50</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>
<td>40</td>
</tr>
<tr>
<td>MCMT231A</td>
<td>30</td>
</tr>
<tr>
<td>MCMT240A</td>
<td>40</td>
</tr>
<tr>
<td>MCMT250A</td>
<td>30</td>
</tr>
<tr>
<td>MCMT251A</td>
<td>30</td>
</tr>
<tr>
<td>MCMT260A</td>
<td>40</td>
</tr>
<tr>
<td>MCMT261A</td>
<td>30</td>
</tr>
<tr>
<td>MCMT270A</td>
<td>30</td>
</tr>
<tr>
<td>MCMT271A</td>
<td>30</td>
</tr>
<tr>
<td>MCMT280A</td>
<td>50</td>
</tr>
<tr>
<td>MCMT281A</td>
<td>30</td>
</tr>
</tbody>
</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**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCMC410A</td>
<td>50</td>
</tr>
</tbody>
</table>

**MCM Systems**

At least one of the following units must be chosen:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCMSS400A</td>
<td>50</td>
</tr>
<tr>
<td>MCMSS401A</td>
<td>50</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

At least two of the following units must be chosen:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCMC410A</td>
<td>50</td>
</tr>
<tr>
<td>MCMC430A</td>
<td>50</td>
</tr>
<tr>
<td>MCMC432A</td>
<td>50</td>
</tr>
<tr>
<td>MCMC440A</td>
<td>50</td>
</tr>
<tr>
<td>MCMC450A</td>
<td>50</td>
</tr>
<tr>
<td>MCMC451A</td>
<td>50</td>
</tr>
<tr>
<td>MCMC452A</td>
<td>40</td>
</tr>
</tbody>
</table>
## FACULTY OF TECHNICAL AND TRADES INNOVATION

### Unit Code | Hours
--- | ---
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

Sufficient additional units should be chosen from the CMI units to achieve the required ten units.

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## CERTIFICATE IV IN MANUFACTURING TECHNOLOGY

**Course Code:** MCM40204  
**Campus:** Sunshine  
**Career Opportunities:** Drafting Technical Assistant.

### Scope of Delivery

This course is offered on a full-time and part-time basis.

### Course Objectives

The aim of this new course is to offer technical pathways to school leavers.

### Entry Requirements

Students will be required to complete an application. There are no set entry requirements for this course.

### Course Duration

The course may be offered on a full time basis over 780 hours or part time equivalent.

### Course Structure

Students must complete the prescribed core and elective units from the MCM04 Training Package. This course consists of 3 core units and at least 12 elective units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Units of Study</td>
<td></td>
</tr>
<tr>
<td>MCMT251A</td>
<td>APPLY QUALITY STANDARDS</td>
</tr>
<tr>
<td>MEM30.12A</td>
<td>APPLY MATHEMATICAL TECHNIQUES IN A MANUFACTURING, ENGINEERING OR RELATED</td>
</tr>
<tr>
<td>MEM16.8A</td>
<td>INTERACT WITH COMPUTING TECHNOLOGY</td>
</tr>
<tr>
<td>Elective Units of Study</td>
<td></td>
</tr>
<tr>
<td>AUM4003A</td>
<td>INTERPRET CUSTOMER REQUIREMENTS</td>
</tr>
<tr>
<td>LMTPRGN-05A</td>
<td>PARTICIPATE IN PRODUCT ENGINEERING</td>
</tr>
<tr>
<td>MCMS201A</td>
<td>SUSTAIN PROCESS IMPROVEMENTS</td>
</tr>
<tr>
<td>MCMT230A</td>
<td>APPLY COST FACTORS TO WORK PRACTICES</td>
</tr>
<tr>
<td>MEM12.24A</td>
<td>PERFORM COMPUTATIONS</td>
</tr>
<tr>
<td>MEM16.6A</td>
<td>ORGANISE AND COMMUNICATE INFORMATION</td>
</tr>
<tr>
<td>MEM30.1A</td>
<td>USE COMPUTER AIDED DESIGN SYSTEMS TO PRODUCE BASIC ENGINEERING DRAWINGS</td>
</tr>
<tr>
<td>MEM30.2A</td>
<td>PRODUCE BASIC ENGINEERING GRAPhICS</td>
</tr>
<tr>
<td>MEM30.3A</td>
<td>PRODUCE DETAILED ENGINEERING DRAWINGS</td>
</tr>
<tr>
<td>MEM30.4A</td>
<td>USE CAD TO CREATE AND DISPLAY 3D MODELS</td>
</tr>
<tr>
<td>MEM30.7A</td>
<td>SELECT COMMON ENGINEERING MATERIALS</td>
</tr>
<tr>
<td>MEM30.8A</td>
<td>APPLY BASIC ECONOMIC AND ERGONOMIC CONCEPTS TO EVALUATE ENGINEERING APPLICATIONS</td>
</tr>
<tr>
<td>MEM30.10A</td>
<td>SET UP BASIC HYDRAULIC CIRCUITS</td>
</tr>
<tr>
<td>MEM30.11A</td>
<td>SET UP BASIC PNEUMATIC CIRCUITS</td>
</tr>
<tr>
<td>MEM30.13A</td>
<td>ASSIST IN THE PREPARATION OF A BASIC WORKPLACE LAYOUT</td>
</tr>
<tr>
<td>MEM30.16A</td>
<td>UNDERTAKE BASIC PROCESS PLANNING</td>
</tr>
<tr>
<td>MEM30.19A</td>
<td>USE RESOURCE PLANNING SOFTWARE SYSTEMS IN MANUFACTURING</td>
</tr>
<tr>
<td>MEM30.20A</td>
<td>DEVELOP AND MANAGE A PLAN FOR A SIMPLE MANUFACTURING RELATED PROJECT</td>
</tr>
<tr>
<td>MEM30.25A</td>
<td>ANALYSE A SIMPLE ELECTRICAL SYSTEM CIRCUIT</td>
</tr>
<tr>
<td>UTPNEG147A</td>
<td>PERFORM ELECTRICAL/ELECTRONIC DRAFTING</td>
</tr>
</tbody>
</table>

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## 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**

**Unit Code**

**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
- **MCMT620A** 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 5S SYSTEM IN A MANUFACTURING ENVIRONMENT 60
- **MCMT650A** DETERMINE AND IMPROVE PROCESS CAPABILITY 60
- **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

**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.

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**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**

**Unit Code**

**Core Units of Study**

- **MEM13014B** APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT 10
- **MEM14004A** PLAN TO UNDERTAKE A ROUTINE TASK 10
- **MEM15024A** APPLY QUALITY PROCEDURES 10
- **MEM16007A** WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10

**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 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.

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

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

CERTIFICATE II IN ENGINEERING (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
Unit Code   Hours
Core Units of Study
MEM12023A   PERFORM ENGINEERING MEASUREMENTS 30
MEM13014B   APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT 10
MEM14004A   PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM15002A   APPLY QUALITY SYSTEMS 20
MEM15024A   APPLY QUALITY PROCEDURES 10
MEM16006A   ORGANISE AND COMMUNICATE INFORMATION 20
MEM16007A   WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM17003A   ASSIST IN THE PROVISION OF ON THE JOB TRAINING 20

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

Course Code: MEM30105

Campus: Sunshine, 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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM12014B</td>
<td>APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT</td>
<td>10</td>
</tr>
<tr>
<td>MEM14004A</td>
<td>PLAN TO UNDERTAKE A ROUTINE TASK</td>
<td>10</td>
</tr>
<tr>
<td>MEM15002A</td>
<td>APPLY QUALITY SYSTEMS</td>
<td>20</td>
</tr>
<tr>
<td>MEM15024A</td>
<td>APPLY QUALITY PROCEDURES</td>
<td>10</td>
</tr>
<tr>
<td>MEM16007A</td>
<td>WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT</td>
<td>10</td>
</tr>
<tr>
<td>MEM12023A</td>
<td>PERFORM ENGINEERING MEASUREMENTS</td>
<td>30</td>
</tr>
<tr>
<td>MEM12024A</td>
<td>PERFORM COMPUTATIONS</td>
<td>30</td>
</tr>
<tr>
<td>MEM13014B</td>
<td>APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT</td>
<td>10</td>
</tr>
<tr>
<td>MEM14004A</td>
<td>PLAN TO UNDERTAKE A ROUTINE TASK</td>
<td>10</td>
</tr>
<tr>
<td>MEM14005A</td>
<td>PLAN A COMPLETE ACTIVITY</td>
<td>20</td>
</tr>
<tr>
<td>MEM15002A</td>
<td>APPLY QUALITY SYSTEMS</td>
<td>20</td>
</tr>
<tr>
<td>MEM15024A</td>
<td>APPLY QUALITY PROCEDURES</td>
<td>10</td>
</tr>
<tr>
<td>MEM16006A</td>
<td>ORGANISE AND COMMUNICATE INFORMATION</td>
<td>20</td>
</tr>
<tr>
<td>MEM16007A</td>
<td>WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT</td>
<td>10</td>
</tr>
<tr>
<td>MEM16008A</td>
<td>INTERACT WITH COMPUTING TECHNOLOGY</td>
<td>20</td>
</tr>
<tr>
<td>MEM17003A</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 to the value of at least 40 points, including any prerequisites.

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.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM12023A</td>
<td>PERFORM ENGINEERING MEASUREMENTS</td>
<td>30</td>
</tr>
<tr>
<td>MEM12024A</td>
<td>PERFORM COMPUTATIONS</td>
<td>30</td>
</tr>
<tr>
<td>MEM13014B</td>
<td>APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT</td>
<td>10</td>
</tr>
<tr>
<td>MEM14004A</td>
<td>PLAN TO UNDERTAKE A ROUTINE TASK</td>
<td>10</td>
</tr>
<tr>
<td>MEM14005A</td>
<td>PLAN A COMPLETE ACTIVITY</td>
<td>20</td>
</tr>
<tr>
<td>MEM15002A</td>
<td>APPLY QUALITY SYSTEMS</td>
<td>20</td>
</tr>
<tr>
<td>MEM15024A</td>
<td>APPLY QUALITY PROCEDURES</td>
<td>10</td>
</tr>
<tr>
<td>MEM16006A</td>
<td>ORGANISE AND COMMUNICATE INFORMATION</td>
<td>20</td>
</tr>
</tbody>
</table>
Unit Code | Hours
--- | ---
MEM16007A | WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT | 10
MEM16008A | INTERACT WITH COMPUTING TECHNOLOGY | 20
MEM17003A | ASSIST IN THE PROVISION OF ON THE JOB TRAINING | 20

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

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**CERTIFICATE III IN ENGINEERING (FABRICATION TRADE) (I)**

**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**

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

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

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**CERTIFICATE III IN ENGINEERING (TECHNICAL)**

**Course Code:** MEM30505

**Campus** Footscray Nicholson, Newport, Malton.

**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.

**Course Duration**
1 year part-time.

**Course Structure**

| Unit Code | Hours |
--- | --- |
MEM16006A | ORGANISE AND COMMUNICATE INFORMATION | 20
MEM16008A | INTERACT WITH COMPUTING TECHNOLOGY | 20

**Elective Units of Study**
Select eight units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006, including any prerequisites.
CERTIFICATE IV IN ENGINEERING

Course Code: MEM40105

Campus: 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.

Course Structure
Unit Code   Hours
Core Units of Study
MEM12023A PERFORM ENGINEERING MEASUREMENTS 30
MEM12024A PERFORM COMPUTATIONS 30
MEM13014B APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT 10
MEM14004A PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM14005A PLAN A COMPLETE ACTIVITY 20
MEM15002A APPLY QUALITY SYSTEMS 20
MEM15003A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM15024A APPLy QUALITY PROCEDURES 10
MEM16006A ORGANISE AND COMMUNICATE INFORMATION 20
MEM16007A INTERACT WITH COMPUTING TECHNOLOGY 20
MEM16008A ASIST IN THE PROVISION OF ON THE JOB TRAINING 20
Elective Units of Study
Select specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006, from the group 1 list to the value of at least 12 points, and from the group 2 list to bring the total value of Specialisation units in groups 1 and 2 to at least 112 points, including any prerequisites.

CERTIFICATE IV IN ENGINEERING - HIGHER ENGINEERING TRADE

Course Code: MEM40198

No intake in 2008

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 (I)

Course Code: MEM50105

Campus: Sunshine

Career Opportunities
Technical Officer, Engineering Assistant
FACULTY OF TECHNICAL AND TRADES INNOVATION

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
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</thead>
<tbody>
<tr>
<td>MEM12023A</td>
<td>PERFORM ENGINEERING MEASUREMENTS 30</td>
</tr>
<tr>
<td>MEM12024A</td>
<td>PERFORM COMPUTATIONS 30</td>
</tr>
<tr>
<td>MEM12025A</td>
<td>USE GRAPHICAL TECHNIQUES AND PERFORM SIMPLE STATISTICAL COMPUTATIONS 20</td>
</tr>
<tr>
<td>MEM13014B</td>
<td>APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT 10</td>
</tr>
<tr>
<td>MEM14004A</td>
<td>PLAN TO UNDERTAKE A ROUTINE TASK 10</td>
</tr>
<tr>
<td>MEM14005A</td>
<td>PLAN A COMPLETE ACTIVITY 20</td>
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<td>ORGANISE AND COMMUNICATE INFORMATION 20</td>
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<td>WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10</td>
</tr>
<tr>
<td>MEM16008A</td>
<td>INTERACT WITH COMPUTING TECHNOLOGY 20</td>
</tr>
<tr>
<td>MEM16009A</td>
<td>RESEARCH AND ANALYSE ENGINEERING INFORMATION 20</td>
</tr>
<tr>
<td>MEM16011A</td>
<td>COMMUNICATE WITH INDIVIDUALS AND SMALL GROUPS 20</td>
</tr>
<tr>
<td>MEM16012A</td>
<td>INTERPRET SPECIFICATIONS AND MANUALS 40</td>
</tr>
<tr>
<td>MEM16014A</td>
<td>REPORT TECHNICAL INFORMATION 20</td>
</tr>
<tr>
<td>MEM17003A</td>
<td>ASSIST IN THE PROVISION OF ON THE JOB TRAINING 20</td>
</tr>
<tr>
<td>MEM30012A</td>
<td>APPLY MATHEMATICAL TECHNIQUES IN A MANUFACTURING, ENGINEERING OR RELATED 40</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, units from the group 1 list to a maximum value of 100 points, and completion of up to 12 points from the group 2 list and completion of Specialisation units from the group 3 list to bring the total value of Specialisation units in groups 1 and 2 to at least 136 points.

CERTIFICATE IV IN CIVIL CONSTRUCTION SUPERVISION

Course Code: RII40206

Campus
Sunshine

Career Opportunities
Foreman, Site Supervisor, Works Supervisor.

Scope of Delivery
Part-time, Flexible delivery.

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

Entry Requirements
Successful completion of Year 11 or successful completion of Cert III in Civil Construction or have a minimum language, and numeracy skills that is equivalent to level 3 of the National Reporting system.

Course Duration
40 weeks/1 year.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIICC401A</td>
<td>SUPERVISE CIVIL WORKS 80</td>
</tr>
<tr>
<td>BSBCM411A</td>
<td>MONITOR A SAFE WORKPLACE 50</td>
</tr>
<tr>
<td>BSBLM405B</td>
<td>IMPLEMENT OPERATIONAL PLAN 50</td>
</tr>
<tr>
<td>BSBLM412A</td>
<td>PROMOTE TEAM EFFECTIVENESS 50</td>
</tr>
<tr>
<td>MNQGEN400A</td>
<td>APPLY SITE RISK MANAGEMENT SYSTEM 40</td>
</tr>
</tbody>
</table>

(a) Elective Units of Study
A minimum of seven elective units to be completed made up of:

- a minimum of two units from the specified Civil Construction General Operations units listed
- a minimum of two units from the specified Civil Construction Technical Specialist units listed
- a maximum of one unit, relevant to the job function, drawn from elsewhere in the Resources and Infrastructure Civil Construction Training Package or other endorsed Training Packages at any level.
SUBJECTS

Below are subject details for courses offered by the School of Automotive and Engineering Technology in 2009.

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

AUM4003A INTERPRET CUSTOMER REQUIREMENTS
Content: This unit identifies the competence required to be able, in conjunction with professional and other staff, to interpret customer requirements and apply them to the design, development and production of motor vehicles.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

AUM9001A MONITOR AND MAINTAIN WORKPLACE ENVIRONMENT
Content: This unit recognises that safety, security and care for the environment is everybody’s responsibility. The unit covers the competencies required for the maintenance of a safe and secure workplace and external environment within the Automotive Manufacturing (Passenger Vehicle) industry, in accordance with enterprise policy and procedures, OH&S and environmental legislation and community standards.
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

AUM9002A RECEIVE AND DISPATCH MATERIALS, EQUIPMENT AND TOOLS
Content: Receive and check materials/components/parts and equipment/tools required for the job; Unpack and store materials/components/parts and equipment/tools as required for the job; Stock/store materials/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: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

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

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

AUM9008A MAINTAIN EFFECTIVE WORKPLACE RELATIONSHIPS
Content: Give and receive information, messages and advice as required by the job; Instruct and deliver training to others on 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: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

AUR18676A TEST, SERVICE AND REPLACE BATTERY
Content: This unit identifies the competence required to service, remove, replace 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

AUR18708A CARRY OUT MINOR REPAIRS TO ELECTRICAL CIRCUITS/SYSTEMS
Content: This unit identifies the competence required to carry out relevant operations to measure vehicle using specialised equipment.
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

AUR26864A REMOVE AND REPLACE VEHICLE BODY PANELS, PANEL SECTIONS AND ANCILLARY FITTINGS
Content: This unit identifies the competence required to carry out replacement/repair operations on a vehicle with major damage.
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

AUR26108A CARRY OUT PRE-REPAIR OPERATIONS
Content: This unit identifies the competence required to clean components by mechanical or chemical means and remove components in preparation for either storage or repair.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

AUR26508A CARRY OUT MAJOR REPAIRS AND BODY AND UNDERFRAME REALIGNMENT
Content: This unit identifies the competence required to carry out misalignment repair operations.
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

AUR27064A REMOVE AND REPLACE MECHANICAL UNITS/ASSEMBLIES
Content: This unit identifies the competence required to remove relevant operations to measure vehicle using specialised equipment.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

AUR26083A CARRY OUT MINOR SURFACES
Content: This unit identifies the competence required to carry out relevant operations to preserve original panel sections.
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

AUR26508A CARRY OUT MAJOR REPAIRS AND BODY AND UNDERFRAME REALIGNMENT
Content: This unit identifies the competence required to carry out misalignment repair operations.
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

AUR26108A CARRY OUT PRE-REPAIR OPERATIONS
Content: This unit identifies the competence required to clean components by mechanical or chemical means and remove components in preparation for either storage or repair.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

AUR26203A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

AUR31649A PREPARE VEHICLE/COMPONENT/EQUIPMENT FOR CUSTOMER USE
Content: This unit identifies the competence required to clean, and perform a final inspection of repaired/manufactured/modified vehicle/component/equipment before delivery to a customer.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

AUR70421A ESTABLISH RELATIONS WITH CUSTOMERS  
Content: This unit identifies the competence required to develop and maintain communication with customers.  
Nominal Hours: 20 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

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

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

AURT3814A CARRY OUT TUNGSTEN ARE 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

LMTPRGN-05A PARTICIPATE IN PRODUCT ENGINEERING
Content: This unit covers the skills and knowledge required to participate in product engineering in a TCF enterprise.
Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

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

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

MCMC620A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MCMC6201A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MCMC640A 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: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MCMC640A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MCMC650A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MCMC650A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
MCMS602A 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: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MCMS603A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

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

MCMT251A APPLY QUALITY STANDARDS
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

MCMT261A USE SCADA SYSTEMS IN MANUFACTURING
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

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

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

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

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

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

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

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

MCMT460A Facilitate the use of planning software systems in manufacturing
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MCMT461A Facilitate SCADA systems in a manufacturing team or work area
Content: This unit covers the knowledge and skills required 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

MCMT620A Develop quick changeover procedures
Content: This unit covers the knowledge and skills needed to develop/improve changeovers.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

MCMT640A MANAGE 5S SYSTEM IN A MANUFACTURING ENVIRONMENT

Content: This unit covers knowledge and skills needed for the overall management of the 5S system in a manufacturing organisation.

Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

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

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

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

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

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

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

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: One or more of the following: written assignment, written test,
This unit covers working within a quality improvement system, either individually or in a team situation.

Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM12.25A USE GRAPHICAL TECHNIQUES AND PERFORM SIMPLE STATISTICAL COMPUTATIONS
Content: This unit covers interpreting and constructing graphs and charts from given or determined data, and performing basic statistical calculations.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM12023A PERFORM ENGINEERING MEASUREMENTS
Content: This unit covers performing measurement skills requiring straightforward use of mechanical measuring devices and associated calculations.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM12024A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM12025A USE GRAPHICAL TECHNIQUES AND PERFORM SIMPLE STATISTICAL COMPUTATIONS
Content: This unit covers interpreting and constructing graphs and charts from given or determined data, and performing basic statistical calculations.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM13.14A APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT
Content: This unit covers occupational health and safety procedures in an engineering or similar work environment.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM13.14B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

MEM13014B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM14.4A PLAN TO UNDERTAKE A ROUTINE TASK
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

MEM14004A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM14005A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM15.2A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM15.2B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
MEM15002A APPLY QUALITY SYSTEMS
Content: This unit covers working within a quality improvement system, either individually or in a team situation.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM15004A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM16.11A COMMUNICATE WITH INDIVIDUALS AND SMALL GROUPS
Content: This unit covers communicating effectively across a range of communication networks in the workplace. Communication levels include interpersonal (one-to-one), person-to-group, and mediated (e.g. telephone, letter, memo).
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM16.12A INTERPRET SPECIFICATIONS AND MANUALS
Content: This unit covers identifying, accessing, interpreting and analysing technical information in an enterprise, including quality documentation, equipment manufacturer specifications, engineering data sheets and national standards. It also covers explaining and using the information, and identifying implications of changes to technical information.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM16.14A REPORT TECHNICAL INFORMATION
Content: This unit covers preparing reports of a technical nature on tasks or assignments within the employee’s skill and competence.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM16.6A ORGANISE AND COMMUNICATE INFORMATION
Content: This unit covers accessing, organising and communicating information related to processes or tasks.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM16.7A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

MEM16.9A RESEARCH AND ANALYSE ENGINEERING INFORMATION
Content: This unit covers researching and analysing information and preparing the information for dissemination.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM16006A ORGANISE AND COMMUNICATE INFORMATION
Content: This unit covers accessing, organising and communicating information related to processes or tasks.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM16007A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM16008A INTERACT WITH COMPUTING TECHNOLOGY
Content: This unit covers accessing, inputting and storing information used in manufacturing, engineering or related environments, using computing technology.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM16009A RESEARCH AND ANALYSE ENGINEERING INFORMATION
Content: This unit covers researching and analysing information and preparing the information for dissemination.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM16011A COMMUNICATE WITH INDIVIDUALS AND SMALL GROUPS
Content: This unit covers communicating effectively across a range of communication networks in the workplace. Communication levels include interpersonal (one-to-one), person-to-group, and mediated (e.g. telephone, letter, memo).
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
MEM16012A INTERPRET SPECIFICATIONS AND MANUALS
Content: This unit covers identifying, accessing, interpreting and analysing technical information in an enterprise, including quality documentation, equipment manufacturer specifications, engineering data sheets and national standards. It also covers explaining and using the information, and identifying implications of changes to technical information.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM16014A REPORT TECHNICAL INFORMATION
Content: This unit covers preparing reports of a technical nature on tasks or assignments within the employee’s skill and competence.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

MEM17003A ASSIST IN THE PROVISION OF ON THE JOB TRAINING
Content: This unit covers assisting in the provision of on the job training to others while undertaking normal duties.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM18.1AB USE HAND TOOLS
Content: This unit covers the competencies required to use hand tools selected from a wide range for a variety of applications.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM18.2A USE POWER TOOLS/HANDHELD OPERATIONS
Content: This unit covers the competencies required to use power tools/handheld operations selected from a wide range for a variety of applications.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM2.11C5A 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 objective analysis of available data.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM25.7A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM30.10A SET UP BASIC HYDRAULIC CIRCUITS
Content: This unit covers setting up and selecting components associated with single linear hydraulic systems.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM30.11A SET UP BASIC PNEUMATIC CIRCUITS
Content: This unit covers setting up and selecting components associated with single linear pneumatic systems.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM30.12A APPLY MATHEMATICAL TECHNIQUES IN A MANUFACTURING, ENGINEERING OR RELATED
Content: This unit covers applying the concepts of mathematics to appropriate and simple engineering situations within the individual’s area of engineering expertise.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM30.13A ASSIST IN THE PREPARATION OF A BASIC WORKPLACE LAYOUT
Content: This unit covers assisting in the charting and analysis of basic manufacturing operations including assisting in the preparation of workplace layouts.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM30.18A UNDERTAKE BASIC PROCESS PLANNING
Content: This unit covers undertaking a basic determination of process specifications and production sequence for a manufacturing operation. Related units: Where interfacing between manufacturing processes is required, Unit 30.21 (Prepare a simple production schedule) should be selected.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM30.19A USE RESOURCE PLANNING SOFTWARE SYSTEMS IN MANUFACTURING
Content: This unit covers accessing and using Enterprise Resource Planning (ERP), Materials Requirement or Resource Planning (MRP) software systems in conjunction with Just in Time techniques.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
MEM30.1A USE COMPUTER AIDED DESIGN SYSTEMS TO PRODUCE BASIC ENGINEERING DRAWINGS
Content: This unit covers producing basic engineering drawings using a CAD system, under the direction of a supervisor. Related Units: If basic engineering drawings are required, then Unit 30.2 ( Produce basic engineering graphics) should be selected. If detailed engineering drawings are required, then Unit 30.3 ( Produce detailed engineering drawings) should be selected.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM30.2A PRODUCE BASIC ENGINEERING GRAPHICS
Content: This unit covers producing drawings or similar graphical representations where the critical dimensions and associated tolerances and design specifications are predetermined. Related Units: If CAD skills are required, then Unit 30.1 (Use computer aided drafting systems to produce basic engineering drawings) and its prerequisites should be selected. If additional CAD skills are required, then Unit 30.4 (Use CAD to create and display 3D models) should also be selected. If fully detailed drawings are required, then Unit 30.3 (Produce detailed engineering drawings) should be selected.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM30.3A PRODUCE DETAILED ENGINEERING DRAWINGS
Content: This unit covers producing detailed drawings of engineering components complete with surface texture details and dimensions.
Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM30.4A USE CAD TO CREATE AND DISPLAY 3D MODELS
Content: This unit covers using a CAD program to produce and plot basic three dimensional view drawings.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM30.7A SELECT COMMON ENGINEERING MATERIALS
Content: This unit covers recognising common materials used in engineering, assisting in the selection of a material for a specific application, and performing tests to evaluate the properties of materials.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM30.8A APPLY BASIC ECONOMIC AND ERGONOMIC CONCEPTS TO EVALUATE ENGINEERING APPLICATIONS
Content: This unit covers participating in the application of the basic concepts of economic and ergonomic principles and procedures to evaluate an engineering application prior to production.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

MNQGEN400A APPLY SITE RISK MANAGEMENT SYSTEM
Content: This unit covers the risk management responsibilities of an employee with supervisory responsibilities on a work site. It includes the requirements for: providing information to work groups; applying and monitoring participative arrangements, providing risk training, identifying hazards, assessing risks, controlling risks and the maintaining of risk management records.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

RIIC401A SUPERVISE CIVIL WORKS
Content: This unit covers the supervision of civil works tasks. It includes the requirements for planning, preparing, initiating, monitoring, adjusting and reporting of civil works tasks.
Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

UTPNG147A PERFORM ELECTRICAL/ELECTRONIC DRAFTING
Content: This refers to the drafting of electrical circuits and use of drawing equipment as applied to the production of schematic and wiring diagrams.
Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN644 CARRY OUT INDUSTRY RESEARCH
Content: This unit forms part of the competency bank designed to prepare students for a career in the automotive industry. It covers the competency to carry out research activities into the culture and structure of an automotive industry sector workplace.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
It also requires the student to prepare for and plan the task, and produce a technical report.

**Nominal Hours:** 40 Hours

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

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

**VBN769 PERFORM BASIC MACHINING PROCESSES**

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

**VBN770 APPLY BASIC FABRICATION TECHNIQUES**

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

**VBN771 APPLY ELECTROTECHNOLOGY PRINCIPLES IN AN ENGINEERING WORK ENVIRONMENT**

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

**VBN772 USE COMPUTERS FOR ENGINEERING RELATED WORK ACTIVITIES**

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

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

**VBN774 PERFORM BASIC COMPUTATIONAL PRINCIPLES IN ENGINEERING WORK ACTIVITIES**

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

**VBN776 USE BASIC ENGINEERING CONCEPTS TO PLAN THE MANUFACTURE OF ENGINEERING COMPONENTS**

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

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

**VBN778 PRODUCE BASIC ENGINEERING COMPONENTS AND PRODUCTS USING FABRICATION AND MACHINING**

**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 and machining techniques. This involves identifying the required manufacturing methods, planning the operations, preparing materials and tooling, producing components and assembling components. The unit is intended as a broad based unit with a practical, project-based focus. It develops the basic skills and techniques attained through the pre-requisite machining and fabrication units and prepares the candidate for later elective specialisation units.

**Nominal Hours:** 60 Hours

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

**VBN779 PERFORM CUTTING, GRINDING AND TURNING OPERATIONS**

**Content:** This unit of competency sets out the knowledge and skills required to produce a range of basic engineering components and products by cutting, grinding and turning techniques. This involves identifying the required manufacturing methods, planning the operations, preparing materials and equipment, producing components and assembling components. The unit is intended to develop the basic skills and techniques attained through the prerequisite machining, drawing interpretation, materials handling and OHS units.

**Nominal Hours:** 60 Hours

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
**VBN780 FORM, BEND AND SHAPE ENGINEERING MATERIALS**

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

**VBN781 USE FUNDAMENTAL REFRIGERATION PRINCIPLES AND PROCESSES TO FABRICATE ENGINEERING STRUCTURES**

**Content:** This unit of competency sets out the knowledge and skills required to make refrigeration and air conditioning equipment operational. This involves retrofitting existing domestic and light commercial refrigeration and air conditioning equipment with alternative refrigerants, reconditioning/replacing components, returning to service, testing equipment, and completing basic service reports for administrative action.

**Nominal Hours:** 60 Hours

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

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

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

**VBN785 ASSEMBLE AND TEST ELECTRONIC ENGINEERING EQUIPMENT AND MAKE IT OPERATIONAL**

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

Below are details of courses offered by the School of Construction Industries in 2009. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

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

CERTIFICATE III IN PLUMBING AND GASFITTING RE-ENROLLING STUDENTS ONLY

Course Code: 20085VIC

No intake in 2008
Campus Sunshine Campus.

Career Opportunities
Licensed 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

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FACULTY OF TECHNICAL AND TRADES INNOVATION

Unit Code   Hours
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VAJ335  FIXING ROOF COVER (CONCEALED FIXED METHOD) 10
VAJ411  IDENTIFICATION OF COMPONENTS OF MECHANICAL SERVICES EQUIPMENT 6
VAJ368  IDENTIFICATION AND PRINCIPLE OF OPERATIONS OF WATER HEATING SYSTEMS 6
VAJ372  PLAN READING AND ID OF IN-LINE EQUIPMENT ON WATER HEATING AND VENTILATION 6
VAJ451  INSTALLING HEATING WATER SYSTEMS IN COPPER TUBE 26
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VAJ369  INSTALLING GAS FIRED WARM AIR FURNACE AND DUCTED SYSTEM 12
VAJ360  INSTALLING GAS FIRED SMALL BORE HEATING SYSTEM 12
VAJ558  PRINCIPLES OF SOLAR HEATING FOR DOMESTIC HOT WATER SYSTEMS 8
VAJ582  PRINCIPLES OF INSTALLATION OF A LOW PRESSURE HWS AND TANK IN A CEILING 12
VAJ371  OXY ACETYLENE PLATE AND PIPE WELDING AND ARC WELDING OF MILD STEEL PLATE 22

Stage 3 (a minimum of 190 nominal hours)

VAJ362  LPG INSTALLATIONS 14
VAJ460  INSTALLING HEATING WATER SYSTEMS IN MILD STEEL PIPE 30
VAJ369  INSTALLING GAS FIRED WARM AIR FURNACE AND DUCTED SYSTEM 12
VAJ360  INSTALLING GAS FIRED SMALL BORE HEATING SYSTEM 12
VAJ558  PRINCIPLES OF SOLAR HEATING FOR DOMESTIC HOT WATER SYSTEMS 8
VAJ582  PRINCIPLES OF INSTALLATION OF A LOW PRESSURE HWS AND TANK IN A CEILING 12
VAJ371  OXY ACETYLENE PLATE AND PIPE WELDING AND ARC WELDING OF MILD STEEL PLATE 22

Core Units of Study

Unit Code   Hours
ABC501  INTRODUCTION TO FURNISHING INDUSTRY 8
LMFCR0001A  FOLLOW SAFE WORKING POLICIES AND PRACTICES 40
LMFCR0002A  COMMUNICATE IN THE WORKPLACE 20
LMFCR0003A  CARRY OUT MEASUREMENTS AND CALCULATIONS 20
### Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LMFCR0004A</td>
<td>Work Effectively with Others</td>
<td>15</td>
</tr>
<tr>
<td>LMFFM1010A</td>
<td>Construct Basic Timber Furnishing Product</td>
<td>100</td>
</tr>
<tr>
<td>LMFFM2010A</td>
<td>Use Furniture Making Sector Hand and Power Tools</td>
<td>40</td>
</tr>
<tr>
<td>LMFFM2020A</td>
<td>Assemble Furnishing Components</td>
<td>20</td>
</tr>
<tr>
<td>LMFFM2030A</td>
<td>Prepare Surfaces for Finishing</td>
<td>24</td>
</tr>
<tr>
<td>LMFFM2040A</td>
<td>Join Solid Timber</td>
<td>8</td>
</tr>
<tr>
<td>LMFFM2060A</td>
<td>Hand Make Timber Joints</td>
<td>40</td>
</tr>
<tr>
<td>LMFFM2070A</td>
<td>Set up, Operate and Maintain Basic Static Machines</td>
<td>56</td>
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<tr>
<td>LMFFM3010A</td>
<td>Construct Furniture Using Leg and Rail Method</td>
<td>64</td>
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<tr>
<td>LMFFM3020A</td>
<td>Prepare Cutting List from Plans and Job Specification</td>
<td>16</td>
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<tr>
<td>LMFFM3030A</td>
<td>Move and Store Materials and Products</td>
<td>16</td>
</tr>
<tr>
<td>TDTD397C</td>
<td>Handle Dangerous Goods/Hazardous Substances</td>
<td>40</td>
</tr>
<tr>
<td>ABC999</td>
<td>Industry Placement</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.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
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<tbody>
<tr>
<td>LMFFM2003A</td>
<td>Select and Apply Hardware</td>
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<tr>
<td>LMFFM2004A</td>
<td>Apply Sheet Laminates by Hand</td>
<td>8</td>
</tr>
<tr>
<td>LMFFM2007A</td>
<td>Follow Plans to Assemble Production Furniture</td>
<td>16</td>
</tr>
<tr>
<td>LMFFM2011A</td>
<td>Apply Manufactured Board Conversion Techniques</td>
<td>16</td>
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<tr>
<td>LMFFM2012A</td>
<td>Set up, Operate and Maintain Pressure and Clamping Machines</td>
<td>20</td>
</tr>
<tr>
<td>LMFFM3021A</td>
<td>Set up, Operate and Maintain Drilling Machines</td>
<td>24</td>
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<tr>
<td>LMFFN3001A</td>
<td>Read and Interpret Work Documents</td>
<td>24</td>
</tr>
<tr>
<td>BSBCM107A</td>
<td>Operate a Personal Computer</td>
<td>20</td>
</tr>
<tr>
<td>LMFGG2002A</td>
<td>Apply First Aid</td>
<td>8</td>
</tr>
</tbody>
</table>

### 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 have 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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN234</td>
<td>Calculations for the Building Industry</td>
<td>20</td>
</tr>
<tr>
<td>VBN235</td>
<td>Communications for the Building Industry</td>
<td>20</td>
</tr>
<tr>
<td>VBN236</td>
<td>Quality Principles for the Building Industry</td>
<td>8</td>
</tr>
<tr>
<td>VBM987</td>
<td>Career Studies</td>
<td>16</td>
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<tr>
<td>VBN111</td>
<td>Basic First Aid</td>
<td>8</td>
</tr>
<tr>
<td>VBM985</td>
<td>Building and Construction Industry Inductions</td>
<td>16</td>
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<tr>
<td>VBM896</td>
<td>Workplace Documents and Plans</td>
<td>20</td>
</tr>
<tr>
<td>VBM88</td>
<td>Workplace Safety</td>
<td>40</td>
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<tr>
<td>VBM899</td>
<td>Building Structures</td>
<td>8</td>
</tr>
<tr>
<td>VBM990</td>
<td>Levelling</td>
<td>8</td>
</tr>
<tr>
<td>VBM991</td>
<td>Safe Handling of Power Tools</td>
<td>16</td>
</tr>
<tr>
<td>VBM992</td>
<td>Introduction to Scaffolding</td>
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</table>

#### Specialist Stream Modules - Bricklaying Stream

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>VBN097</td>
<td>Bricklaying Basic Skills</td>
<td>86</td>
</tr>
<tr>
<td>VBM993</td>
<td>Bricklaying Hand Tools</td>
<td>20</td>
</tr>
<tr>
<td>VBM994</td>
<td>Bricklaying Set Out, Base and Veneer Construction</td>
<td>100</td>
</tr>
<tr>
<td>VBM995</td>
<td>Masonry Blockwork</td>
<td>50</td>
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<tr>
<td>VBM996</td>
<td>Bricklaying Cavity, Piers and Wall Construction</td>
<td>100</td>
</tr>
<tr>
<td>VBM997</td>
<td>Concrete Technology</td>
<td>20</td>
</tr>
</tbody>
</table>
### Certificates 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**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>VBN234</td>
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<table>
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<td>VBN43</td>
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<td>VBN98</td>
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- **Painting and Decorating Stream**
- **Carpentry Stream**

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**FACULTY OF TECHNICAL AND TRADES INNOVATION**

<table>
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<tr>
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<td>60</td>
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<td>VBN003</td>
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<td>VBN008</td>
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<td>VBN009</td>
<td>24</td>
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<td>VBN010</td>
<td>8</td>
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<td>VBN034</td>
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**Painting and Decorating Stream**

<table>
<thead>
<tr>
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<tbody>
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<td>VBN040</td>
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<td>VBN041</td>
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<tr>
<td>VBN042</td>
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<td>VBN043</td>
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<td>70</td>
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**Carpentry Stream**

<table>
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<tbody>
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<td>VBN010</td>
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<tr>
<td>VBN034</td>
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</table>

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**Certificate II in Building and Construction [Painting & Decorating Pre-Apprenticeship]**
SCHOOL OF CONSTRUCTION INDUSTRIES

Unit Code Hours
VBN041 PAPER HANGING PRINCIPLES 20
VBN042 SPRAY PAINTING 32
VBN043 PROTECTIVE METAL COATINGS 40
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
Unit Code Hours
BCF2004A LAYOUT SIGNS 40
BCF2005A USE COLOUR MATCHING FOR SIGN WRITING 24
BCG1000A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION 20
BCG1001A CARRY OUT OH&S REQUIREMENTS 40
BCG1002A PLAN AND ORGANISE WORK 20
BCG1003A READ AND INTERPRET PLANS 36
BCG1004A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
BCG1005A USE HAND AND POWER TOOLS 80
BCG1006A USE SMALL PLANT AND EQUIPMENT 16
BCG1007A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
BCG1008A USE SIMPLE LEVELLING DEVICES 8
BCG1011A HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE 16
BCF2001A PREPARE SURFACES 32
VBM974 DEVELOP BASIC ILLUMINATED SIGNFACES 24
VBM975 PRODUCE BASIC COMPUTER AIDED MANUFACTURED SIGNS - VINYL 40
VBM976 PRODUCE A BASIC SIGN 76

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB50402A</td>
<td>UNDERTAKE FINANCIAL PLANNING</td>
<td>50</td>
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<tr>
<td>BSB50404A</td>
<td>UNDERTAKE BUSINESS PLANNING</td>
<td>60</td>
</tr>
<tr>
<td>BSB5410A</td>
<td>COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES</td>
<td>40</td>
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<tr>
<td>BSB5411A</td>
<td>MONITOR A SAFE WORKPLACE</td>
<td>50</td>
</tr>
<tr>
<td>BSB5412A</td>
<td>RECRUIT AND SELECT PERSONNEL</td>
<td>40</td>
</tr>
<tr>
<td>VBM903A</td>
<td>MANAGE SIGNAGE CONTRACTS</td>
<td>50</td>
</tr>
<tr>
<td>VBM904A</td>
<td>CREATE DECORATIVE BACKGROUND</td>
<td>40</td>
</tr>
<tr>
<td>VBM905A</td>
<td>USE AN AIRBRUSH TO CREATE SPECIAL EFFECTS ON SIGNAGE</td>
<td>76</td>
</tr>
<tr>
<td>VBM906A</td>
<td>USE ADVANCED FEATURES OF CAM APPLICATIONS TO PRODUCE SIGNS</td>
<td>76</td>
</tr>
</tbody>
</table>

CERTIFICATE II IN JOINERY/SHPFITTING/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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM903A</td>
<td>BUILDING AND CONSTRUCTION INDUSTRY INDUCTIONS</td>
<td>16</td>
</tr>
<tr>
<td>VBM904A</td>
<td>WORKPLACE DOCUMENTS AND PLANS</td>
<td>20</td>
</tr>
<tr>
<td>VBM905A</td>
<td>CAREER STUDIES</td>
<td>16</td>
</tr>
<tr>
<td>VBM906A</td>
<td>WORKPLACE SAFETY</td>
<td>40</td>
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<td>VBM907A</td>
<td>LEVELLING</td>
<td>8</td>
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<tr>
<td>VBM908A</td>
<td>BASIC FIRST AID</td>
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<tr>
<td>VBM909A</td>
<td>CALCULATIONS FOR THE BUILDING INDUSTRY</td>
<td>20</td>
</tr>
<tr>
<td>VBM910A</td>
<td>COMMUNICATIONS FOR THE BUILDING INDUSTRY</td>
<td>20</td>
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<tr>
<td>VBM911A</td>
<td>QUALITY PRINCIPLES FOR THE BUILDING INDUSTRY</td>
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</tr>
<tr>
<td>VBM912A</td>
<td>DRAFTING FOR THE JOINERY/SHPFITTING/STAIRBUILDING INDUSTRY</td>
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<tr>
<td>VBM913A</td>
<td>SMALL PLANT AND PORTABLE POWER TOOLS FOR THE JOINERY/SHPFITTING/STAIRBUILDING INDUSTRY</td>
<td>48</td>
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<tr>
<td>VBM914A</td>
<td>FORM SETOUTS AND TAKE OFF QUANTITIES IN JOINERY/SHPFITTING/STAIRBUILDING INDUSTRY</td>
<td>32</td>
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<tr>
<td>VBM915A</td>
<td>HAND TOOLS FOR JOINERY/SHPFITTING/STAIRBUILDING INDUSTRY</td>
<td>90</td>
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<tr>
<td>VBM916A</td>
<td>STATIC MACHINES</td>
<td>40</td>
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<tr>
<td>VBM917A</td>
<td>JOINERY/SHPFITTING/STAIRBUILDING INDUSTRY CONSTRUCTION WORK PROCESSES</td>
<td>120</td>
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<tr>
<td>VBM918A</td>
<td>DOOR AND WINDOW CONSTRUCTION</td>
<td>40</td>
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<tr>
<td>VBM919A</td>
<td>ALUMINIUM FABRICATION</td>
<td>24</td>
</tr>
<tr>
<td>VBM920A</td>
<td>SHOPFITTING DISPLAY UNITS</td>
<td>32</td>
</tr>
<tr>
<td>VBM921A</td>
<td>TIMBER STAIR CONSTRUCTION</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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>VBP201</td>
<td>SOURCE INFORMATION ON DESIGN IN THE INDUSTRY CONTEXT</td>
<td>20</td>
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<tr>
<td>VBP202</td>
<td>DEVELOP KNOWLEDGE OF DESIGN TERMINOLOGY AND CONCEPTS FOR INDUSTRY CONTEXT</td>
<td>40</td>
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<tr>
<td>VBP203</td>
<td>FOLLOW DESIGN PROCESS IN RELATION TO OWN WORK</td>
<td>40</td>
</tr>
</tbody>
</table>

(a) Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Elective Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFSAF01B</td>
<td>FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>15</td>
</tr>
<tr>
<td>BSBCMN204A</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
<td>15</td>
</tr>
<tr>
<td>LMFCR0002A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>20</td>
</tr>
<tr>
<td>BSBCMN202A</td>
<td>ORGANISE AND COMPLETE DAILY WORK ACTIVITIES</td>
<td>20</td>
</tr>
<tr>
<td>BSBCMN206A</td>
<td>PROCESS AND MAINTAIN WORKPLACE INFORMATION</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN208A</td>
<td>DELIVER A SERVICE TO CUSTOMERS</td>
<td>20</td>
</tr>
<tr>
<td>BSBCMN209A</td>
<td>PROVIDE INFORMATION TO CLIENTS</td>
<td>20</td>
</tr>
<tr>
<td>BSBCMN210A</td>
<td>IMPLEMENT IMPROVED WORK PRACTICES</td>
<td>30</td>
</tr>
</tbody>
</table>

PRACTICAL DESIGN SKILLS

Complete a minimum of two units.

Units may be selected from relevant Training Packages/accredited courses and/or the Unit Bank Qualifications Framework for Applied Design in Industry: [Version 1 June 2005] that enable participants to develop design related skills. Selection must be guided by the industry context, vocational outcome sought, local industry requirements and be appropriate to the AQF level.

(b) Elective Units of Study

TECHNICAL / SPECIALIST SKILLS

Complete a minimum of three units. Units may be selected from relevant Training Packages/accredited courses and/or the Unit Bank listed in the Qualifications Framework for Applied Design in Industry: [Version 1 June 2005] that enable participants to develop technical/specialist competence. Selection must be guided by the industry context, vocational outcome sought, local industry requirements and be appropriate to the AQF level.

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.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN235</td>
<td>COMMUNICATIONS FOR THE BUILDING INDUSTRY</td>
<td>20</td>
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<tr>
<td>VBM987</td>
<td>CAREER STUDIES</td>
<td>16</td>
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<tr>
<td>VNI11</td>
<td>BASIC FIRST AID</td>
<td>8</td>
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<tr>
<td>VBM988</td>
<td>WORKPLACE SAFETY</td>
<td>40</td>
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<tr>
<td>VBM990</td>
<td>LEVELLING</td>
<td>8</td>
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<tr>
<td>VBN234</td>
<td>CALCULATIONS FOR THE BUILDING INDUSTRY</td>
<td>20</td>
</tr>
<tr>
<td>VBM989</td>
<td>BUILDING STRUCTURES</td>
<td>8</td>
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<tr>
<td>VBN987</td>
<td>PLUMBING INDUSTRY INDUCTION</td>
<td>64</td>
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<tr>
<td>VBN988</td>
<td>HAND AND POWER TOOLS IN THE PLUMBING INDUSTRY</td>
<td>72</td>
</tr>
<tr>
<td>VBM989</td>
<td>TECHNICAL DRAWING AND PLAN DEVELOPMENT FOR PLUMBING</td>
<td>40</td>
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<tr>
<td>VBN990</td>
<td>PLUMBING FIXTURES, FITTINGS AND APPLIANCES</td>
<td>8</td>
</tr>
<tr>
<td>VBN992</td>
<td>INTRODUCTION TO WELDING AND CUTTING IN THE PLUMBING INDUSTRY</td>
<td>32</td>
</tr>
<tr>
<td>VBN993</td>
<td>CUT AND FLASH PENETRATIONS</td>
<td>16</td>
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<tr>
<td>VBN994</td>
<td>FIXING APPLICATIONS FOR THE PLUMBING INDUSTRY</td>
<td>8</td>
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<tr>
<td>VBN991</td>
<td>TUBES AND PIPES IN PLUMBING</td>
<td>40</td>
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<tr>
<td>VBM995</td>
<td>SHEETMETAL PRACTICES</td>
<td>60</td>
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<tr>
<td>VBM997</td>
<td>CONCRETE TECHNOLOGY</td>
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</tr>
</tbody>
</table>

CERTIFICATE II IN BUILDING AND CONSTRUCTION (BRICKLAYING, CARPENTRY, PAINTING AND DECORATING) – PREAPPRENTICESHIP

Course Code: 21844VIC

Campus Newport.

Career Opportunities

Bricklaying, Carpentry, Painting and Decorating
Scope of Delivery
Full time (Bricklaying, Carpentry, Painting and Decorating)
Part time (Painting and Decorating ONLY)

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

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

Course Duration
16 weeks full-time or part time equivalent.

Course Structure
Unit Code   Hours
Core Units of Study
VBQM697 WORKPLACE SAFETY AND INDUSTRY INDUCTION 40
VBQM698 WORKPLACE PROCEDURES FOR ENVIRONMENTAL SUSTAINABILITY 16
VBQM699 BASIC FIRST AID 8
VBQM700 BUILDING STRUCTURES 8
VBQM701 CALCULATIONS FOR THE BUILDING INDUSTRY 20
VBQM702 CAREER STUDIES 16
VBQM703 COMMUNICATIONS FOR THE BUILDING INDUSTRY 20
VBQM704 INTRODUCTION TO SCAFFOLDING 24
VBQM705 LEVELLING 8
VBQM706 QUALITY PRINCIPLES FOR THE BUILDING INDUSTRY 8
VBQM707 SAFE HANDLING AND USE OF PLANT AND POWER TOOLS 16
VBQM708 WORKPLACE DOCUMENTS AND PLANS 20
Stream specific Units of Study - Bricklaying
VBQM709 BRICKLAYING HAND TOOLS 60
VBQM710 BRICKLAYING BASIC SKILLS 126
VBQM711 BRICKLAYING VENEER CONSTRUCTION PRINCIPLES 100
VBQM712 BRICKLAYING CAVITY CONSTRUCTION PRINCIPLES 100
VBQM713 MASONRY BLOCKWORK 50
Stream specific Units of Study - Carpentry
VBQM714 CARPENTRY HAND TOOLS 80
VBQM715 CARPENTRY POWER TOOLS 64
VBQM716 BASIC SETTING OUT 24
VBQM717 SUB-FLOOR FRAMING 36
VBQM718 WALL FRAMING 48
VBQM719 ROOF FRAMING 40
VBQM720 EXTERNAL CLADDING 24
VBQM721 INSTALLATION OF WINDOW AND DOOR FRAME 24
VBQM722 INTERIOR FIXING 40
VBQM723 INTRODUCTION TO DEMOLITION 16
VBQM724 FORMWORK FOR CONCRETING 40
Stream specific Units of Study - Painting and Decorating
VBQM725 PAINTING AND DECORATING HAND TOOLS 40
VBQM726 SURFACE PREPARATION 80
VBQM727 PAINT PRINCIPLES 12
VBQM728 COLOUR THEORY AND PRACTICE 32
VBQM729 PAINT APPLICATION 140
VBQM730 TIMBER STAINING AND CLEAR FINISHING PRINCIPLES 40
VBQM731 PROTECTIVE METAL COATINGS 40
VBQM732 SPRAY PAINTING 32
VBQM733 PAPERHANGING PRINCIPLES 20

CERTIFICATE IV IN BUILDING DRAFTING
Course Code: 3476

Campus Newport
Re-enrolling 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

<table>
<thead>
<tr>
<th>Course Structure</th>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Units of Study</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABC001</td>
<td>CONSTRUCTION 1</td>
<td>54</td>
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<tr>
<td>ABC002</td>
<td>CONSTRUCTION 2</td>
<td>36</td>
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<tr>
<td>ABC005</td>
<td>MATERIALS 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC009</td>
<td>COMPUTER AIDED DRAFTING 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC010</td>
<td>COMPUTER AIDED DRAFTING 2</td>
<td>36</td>
</tr>
<tr>
<td>ABC020</td>
<td>DESIGN 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC021</td>
<td>DESIGN 2</td>
<td>36</td>
</tr>
<tr>
<td>ABC036</td>
<td>DRAWING OFFICE PRACTICE 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC041</td>
<td>PRESENTATION DRAWINGS 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC042</td>
<td>PRESENTATION DRAWINGS 2</td>
<td>36</td>
</tr>
<tr>
<td>ABC047</td>
<td>SURVEYING AND MEASURED DRAWING 1</td>
<td>18</td>
</tr>
<tr>
<td>ABC049</td>
<td>DRAFTING TECHNOLOGY 1</td>
<td>18</td>
</tr>
<tr>
<td>ABC050</td>
<td>DRAFTING TECHNOLOGY 2</td>
<td>18</td>
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<td>ABC055</td>
<td>WORKING DRAWINGS 1</td>
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<tr>
<td>ABC056</td>
<td>WORKING DRAWINGS 2</td>
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<tr>
<td>ABC112</td>
<td>DRAFTING STUDIO 1</td>
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<tr>
<td>ABC113</td>
<td>DRAFTING STUDIO 2</td>
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<td>ABC114</td>
<td>DRAFTING STUDIO 3</td>
<td>50</td>
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<tr>
<td>ABC033</td>
<td>DRAFTING PRACTICAL EXPERIENCE 1</td>
<td>200</td>
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<tr>
<td><strong>Elective Units of Study</strong></td>
<td>One module selected by the student, with the approval of the Head of Department, from -</td>
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<tr>
<td>ABC120</td>
<td>APPLIED MATHEMATICS FOR BUILDING</td>
<td>40</td>
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<tr>
<td>ABC086</td>
<td>STRUCTURES 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC105</td>
<td>TIMBER FRAME DESIGN</td>
<td>36</td>
</tr>
</tbody>
</table>

**ADVANCED DIPLOMA OF BUILDING DESIGN AND PROJECT ADMINISTRATION**

Course Code: 403555A

**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.

**Course Duration**
The course may be offered on a full-time over 1670 hours or part-time equivalent.

<table>
<thead>
<tr>
<th>Course Structure</th>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Units of Study</strong></td>
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</tr>
<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>
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<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 BUILDINGS</td>
<td>40</td>
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<tr>
<td>LCTH</td>
<td>PRODUCE WORKING DRAWINGS FOR A SINGLE STOREY PRIVATE RESIDENCE</td>
<td>90</td>
</tr>
<tr>
<td>LCTK</td>
<td>PRODUCE WORKING DRAWINGS FOR A TWO STOREY PRIVATE RESIDENCE</td>
<td>90</td>
</tr>
<tr>
<td>LCTL</td>
<td>PROVIDE DESIGN SOLUTIONS FOR PRIVATE RESIDENTIAL DWELLINGS</td>
<td>40</td>
</tr>
<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>LCTP</td>
<td>APPLY DRAFTING OFFICE PROJECT ADMINISTRATION PROCESSES</td>
<td>40</td>
</tr>
<tr>
<td>LCTR</td>
<td>APPLY PRINCIPLES OF CONSTRUCTION TECHNOLOGY TO TYPE “B” AND “C” COMMERCIAL BUILDINGS</td>
<td>120</td>
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<td>LCTS</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>
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<tr>
<td>LCTW</td>
<td>EVALUATE MATERIALS FOR CONSTRUCTION OF COMMERCIAL BUILDINGS</td>
<td>40</td>
</tr>
</tbody>
</table>
DIPLOMA OF BUILDING DESIGN AND TECHNOLOGY

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCTA</td>
<td>50</td>
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<tr>
<td>LCTB</td>
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<tr>
<td>LCTC</td>
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<tr>
<td>LCTD</td>
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<tr>
<td>LCTE</td>
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<tr>
<td>LCTF</td>
<td>100</td>
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<tr>
<td>LCTG</td>
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<tr>
<td>LCTH</td>
<td>90</td>
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<td>LCTK</td>
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<td>LCTL</td>
<td>40</td>
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<td>LCWA</td>
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<td>LCWC</td>
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<tr>
<td>LCWN</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>Unit Code</th>
<th>Core Units of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCTA</td>
<td>APPLY DRAFTING OFFICE ADMINISTRATION PROCESSES</td>
</tr>
<tr>
<td>LCTB</td>
<td>APPLY PRINCIPLES OF CONSTRUCTION TECHNOLOGY TO PRIVATE RESIDENTIAL DWELLINGS</td>
</tr>
<tr>
<td>LCTC</td>
<td>CARRY OUT A SITE SURVEY OF AN EXISTING BUILDING</td>
</tr>
<tr>
<td>LCTD</td>
<td>CREATE TECHNICALLY PROJECTED PRESENTATION VIEWS OF ARCHITECTURAL DESIGN CONCEPTS</td>
</tr>
<tr>
<td>LCTE</td>
<td>EVALUATE MATERIALS FOR CONSTRUCTION OF RESIDENTIAL DWELLINGS</td>
</tr>
<tr>
<td>LCTF</td>
<td>PRODUCE 2D ARCHITECTURAL DRAWINGS USING CAD SOFTWARE</td>
</tr>
<tr>
<td>LCTG</td>
<td>PRODUCE DRAWING DOCUMENTATION FOR PRIVATE RESIDENTIAL BUILDINGS</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>
</tr>
<tr>
<td>LCTL</td>
<td>PROVIDE DESIGN SOLUTIONS FOR PRIVATE RESIDENTIAL DWELLINGS</td>
</tr>
<tr>
<td>LCTM</td>
<td>PROVIDE DESIGN SOLUTIONS FOR SMALL RESIDENTIAL LIVING UNITS</td>
</tr>
<tr>
<td>LCTN</td>
<td>USING SKETCHING PRESENTATION TECHNIQUES TO COMMUNICATE DESIGN CONCEPTS</td>
</tr>
<tr>
<td>LCWN</td>
<td>APPLY PRINCIPLES OF TIMBER FRAMING DESIGN TO ONE OR TWO STOREY BUILDINGS</td>
</tr>
</tbody>
</table>

CERTIFICATE III IN OFF SITE CONSTRUCTION (SHOPFITTING)

Course Code: BCF30100

Campus: Newport

Career Opportunities
The graduates will receive this qualification to enable them to work within the shopfitting and interior installation industry.

Scope of Delivery
Student attend on block release.

Course Objective
This course will provide formal qualifications to employees already working actively in the industry as well as new apprentices entering this specialist area.

Entry Requirements
Employed within the industry or employed as an apprentice.

Course Duration
3 years, part-time.

Course Structure
To achieve Certificate III in Off Site Construction (Shopfitting), all core competencies plus 8 electives shall be chosen with a maximum of 1 from the 1000 series, a maximum of 2 from the 2000 series and 5 from the 3000 series as outlined in BCF00 training package.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</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>
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<tr>
<td>BCG1006A</td>
<td>USE SMALL PLANT AND EQUIPMENT</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>BCG2000A</td>
<td>ASSEMBLE SIMPLE PARTITION FRAMES</td>
</tr>
<tr>
<td>BCG2001A</td>
<td>PREPARE SURFACES</td>
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<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>MEA2.5C11A</td>
<td>MEASURE WITH GRADUATED DEVICES</td>
</tr>
<tr>
<td>BCF2010A</td>
<td>MAINTAIN INVENTORY AND CONTROL, STOCK</td>
</tr>
<tr>
<td>BCF2012A</td>
<td>PACKAGE MANUFACTURED PRODUCTS FOR TRANSPORT</td>
</tr>
<tr>
<td>BCF2013A</td>
<td>ASSEMBLE COMPONENTS</td>
</tr>
<tr>
<td>BCF2014A</td>
<td>MANUALLY CUT GLASS TO SIMPLE SHAPES</td>
</tr>
<tr>
<td>BCF2015A</td>
<td>USE ALUMINIUM SECTIONS FOR FABRICATION</td>
</tr>
<tr>
<td>BCF2018A</td>
<td>APPLY AND INSTALL SEALANT AND SEALANT DEVICES</td>
</tr>
<tr>
<td>BCF2016A</td>
<td>PREPARE FOR OFF-SITE MANUFACTURING PROCESS</td>
</tr>
</tbody>
</table>
Unit Code   Hours
BCG2000A PREPARE SURFACES 32
BCF3000A MAINTAIN STATIC MACHINERY 12
BCF3001A SETUP STATIC MACHINERY 12
BCF3012A SETTING OUT CABINETS, SHOWCASES, WALL UNITS, COUNTERS AND WORK STATIONS 16
BCF3013A ASSEMBLE CABINETS, SHOWCASES, WALL UNITS, COUNTERS AND WORK STATIONS 32
BCF3014A SET OUT SHOPFRONTS, COMMERCIAL ENTRIES, BULKHEADS AND COMPONENT FITTINGS 16
BCF3017A FABRICATE SHOPFRONTS, COMMERCIAL ENTRIES, BULKHEADS AND COMPONENT FITTINGS 40
BCF3018A ASSEMBLE/INSTALL SHOPFRONT, COMMERCIAL ENTRIES, BULKHEADS AND COMPONENTS 40
BCF3023A APPLY FINISHES 16
BCF3036A SHIFT MATERIALS MANUALLY 12
BCF3037A SET OUT AND LEVEL 8
BCF3038A APPLY AND TRIM DECORATIVE FINISHES 40
BCF3041A CUT AND INSTALL GLASS 16
BCF3042A MARK OFF/OUT 20

Elective Units of Study
BCG1007A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
BCG1010A CARRY OUT CONCRETING TO SIMPLE FORMS 40
BCG1016A PREPARE FOR CONSTRUCTION PROCESS (CARPENTRY) 40
BCG1019A PREPARE FOR CONSTRUCTION PROCESS (PAINTING AND DECORATING) 40
BCG2002A OXY/LPG ACETYLENE CUTTING 20
BCG2007A OPERATE ELEVATED WORK PLATFORMS (EWP) 20
BCG2008A USE EXPLOSIVE POWER TOOLS (EPT) 16
BCG2009A CARRY OUT LOAD SLINGING OF OFF-SITE MATERIALS 40
BCG2011A USE COMPUTERS 24
BCG3012A CONSTRUCT AND ERECT TIMBER WALL FRAMING 60
BCG3016A INSTALL SUB FLOOR FRAMING 8
BCG3045A APPLY PAINT BY SPRAY 80
MEMS.15AA WELD WITH MANUAL METAL ARCH WELDING PROCESS (MMAW) 60
BCG3071A ASSEMBLE FABRICATED COMPONENTS 40
BCG3084A INSTALL FRAMED CEILING (SHEET AND BOARDS) 120
BCG3096A APPLY PAINT BY BRUSH/ROLLER 100
BCG3104A INSTALL CURTAIN WALLING 40
BCF3002A USE COMPUTER CONTROLLED MACHINERY 40
BCF3003A IDENTIFY STAIR CONSTRUCTION AND THE FACTORS GOVERNING STAIR DESIGN 8
BCF3004A SET OUT STAIRS 8
BCF3005A MANUFACTURE STAIR COMPONENTS — STRAIGHT FLIGHTED STAIRS 24
BCF3006A ASSEMBLE AND INSTALL STAIRS 24
BCF3008A IDENTIFY WINDOW AND DOOR CONSTRUCTION 8
BCF3009A SETTING OUT OF WINDOWS AND DOORS 8
BCF3010A MANUFACTURE COMPONENTS FOR DOOR AND WINDOW FRAMES, DOORS AND SASHES 40
BCF3011A ASSEMBLE (DOOR/WINDOWS) 16
BCF3014A PREPARE ALUMINIUM FOR ASSEMBLY 16
BCF3015A ASSEMBLE ALUMINIUM FRAMEWORK 16
BCF3024A INSTALL INTERNAL LINING 40
BCF3049A MANUFACTURE ALUMINIUM GRILLS AND LOUVRES 40

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
Unit Code   Hours
Core Units of Study
BCG1000A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION 20
BCG1001A CARRY OUT OH&S REQUIREMENTS 40

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### Elective Units of Study

Eight units (totalling 162 nominal hours, including at least one 1000 series and two 2000 series units pursuant to paragraph 4(b)(i)) selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in:

1. Off-site Construction Training Package BCF00, Australian National Training Authority, 2000;

### Certificate III in Off Site Construction (Stairs)

**Course Code:** BCF30300

**Campus:** Newport

**Career Opportunities**

The graduates will receive this qualification to enable them to work within the commercial and residential stairbuilding industry.

**Scope of Delivery**

Student attend on block release.

**Course Objective**

This course will provide formal qualifications to employees already working actively in the industry as well as new apprentices entering this specialist area.

**Entry Requirements**

Employed within the industry or employed as an apprentice.

**Course Duration**

3 years, part-time.

**Course Structure**

To achieve Certificate III in Off Site Construction (Shopfitting), all core competencies plus 8 electives shall be chosen with a maximum of 1 from the 1000 series, a maximum of 2 from the 2000 series and 5 from the 3000 series as outlined in BCF00 training package.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BCG1000A</td>
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<td>BCF3008A</td>
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<td>BCG2012A</td>
<td>8</td>
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<tr>
<td>MEM2.5C11A</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units of Study
### Unit Code Hours

**BCG2000A**  ASSEMBLE SIMPLE PARTITION FRAMES 32  
**BCG2001A**  PREPARE SURFACES 32  
**BCG2004A**  CARRY OUT LEVELLING 16  
**BCG2012A**  MAKE SET-OUTS 8  
**MEM2.5C11**  MEASURE WITH GRADUATED DEVICES 20  
**BFC2010A**  MAINTAIN INVENTORY AND CONTROL, STOCK 10  
**BFC2012A**  PACKAGE MANUFACTURED PRODUCTS FOR TRANSPORT 10  
**BFC2013A**  ASSEMBLE COMPONENTS 32  
**BFC2016A**  PREPARE FOR OFF-SITE MANUFACTURING PROCESS 32  
**BFC2001A**  USE STATIC MACHINES 32  
**BFC3000A**  MAINTAIN STATIC MACHINERY 12  
**BFC3001A**  SETUP STATIC MACHINERY 12  
**BFC3003A**  IDENTIFY STAIR CONSTRUCTION AND THE FACTORS GOVERNING STAIR DESIGN 8  
**BFC3004A**  SET OUT STAIRS 8  
**BFC3005A**  MANUFACTURE STAIR COMPONENTS — STRAIGHT FLIGHTED STAIRS 24  
**BFC3006A**  ASSEMBLE AND INSTALL STAIRS 24  
**BFC3007A**  MANUFACTURE AND INSTALL CONTINUOUS HAND-RAILING AND SPECIAL STAIR COMPONENTS 56  
**BFC3036A**  SHIFT MATERIALS MANUALLY 12  
**BFC3037A**  SET OUT AND LEVEL 8  
**BFC3039A**  MANUFACTURE STAIR COMPONENTS — CURVED AND GEOMETRIC STAIRS 56  
**BFC3042A**  MARK OFF/OUT 20  

#### Elective Units of Study

**BGC1007A**  ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40  
**BGC1010A**  CARRY OUT CONCRETING TO SIMPLE FORMS 40  
**BGC1016A**  PREPARE FOR CONSTRUCTION PROCESS (CARPENTRY) 40  
**BGC1019A**  PREPARE FOR CONSTRUCTION PROCESS (PAINTING AND DECORATING) 40  
**BGC2002A**  OXY/LPG ACETYLENE CUTTING 20  
**BGC2008A**  USE EXPLOSIVE POWER TOOLS (EPT) 16  
**BGC2009A**  CARRY OUT CONCRETE WORK 40  
**BFC2011A**  USE COMPUTERS 24  
**BFC2014A**  MANUALLY CUT GLASS TO SIMPLE SHAPES 4  
**BFC2015A**  USE ALUMINIUM SECTIONS FOR FABRICATION 40  
**BFC2018A**  APPLY AND INSTALL SEALANT AND SEALANT DEVICES 16  
**BGC3045A**  APPLY PAINT BY SPRAY 80  
**MEMS.15A**  WELD WITH MANUAL METAL ARCH WELDING PROCESS (MMAW) 60  
**BGC3071A**  ASSEMBLE FABRICATED COMPONENTS 40  
**BGC3096A**  APPLY PAINT BY BRUSH/ROLLER 100  
**BFC3002A**  USE COMPUTER CONTROLLED MACHINERY 40  
**BFC3014A**  PREPARE ALUMINIUM FOR ASSEMBLY 16  
**BFC3015A**  ASSEMBLE ALUMINIUM FRAMEWORK 16  
**BFC3023A**  APPLY FINISHES 16  
**BFC3024A**  INSTALL INTERNAL LINING 40  
**BFC3038A**  APPLY AND TRIM DECORATIVE FINISHES 40  
**BFC3041A**  CUT AND INSTALL GLASS 16

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**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.

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BCF2001A</td>
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<tr>
<td>BCF2004A</td>
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<td>BCF2005A</td>
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<td>BCF3052A</td>
<td>56</td>
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<td>BCF30700</td>
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</table>
CERTIFICATE II IN GENERAL CONSTRUCTION
Course Code: BCG20198

Campus Newport.

Career Opportunities
Transition to Apprenticeship.

Scope of Delivery
Full-time.

Course Objective
The objective for offering this qualification is to upskill students in preparation for their apprentice training.

Entry Requirements
Students must be attending Australian Technical College (ATC) Sunshine. The intention is to only offer this course to ATC students.

Selection Procedures / Selection Criteria
Must be an ATC student.

Course Duration
This course is offered 5 days over 13 weeks.

Course Structure
Unit Code Hours
Core Units of Study
Unit of Study Code Hours
BCG1002A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION 20
BCG1003A CARRY OUT OH&S REQUIREMENTS 40
BCG1004A PLAN AND ORGANISE WORK 20
BCG1005A USE HAND AND POWER TOOLS 80
BCG1006A USE SMALL PLANT AND EQUIPMENT 16
BCG1007A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
BCG1008A USE SIMPLE LEVELLING DEVICES 8
BCG1009A 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;
**FACULTY OF TECHNICAL AND TRADES INNOVATION**

<table>
<thead>
<tr>
<th>Unit Code</th>
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<tr>
<td>Elective Units of Study</td>
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<tr>
<td>BCG1015A PREPARE FOR CONSTRUCTION PROCESS (BRICK/BLOCK LAYING)</td>
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<td>BCG1016A PREPARE FOR CONSTRUCTION PROCESS (CARPENTRY)</td>
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<tr>
<td>BCG1017A PREPARE FOR CONSTRUCTION PROCESS (DEMOLITION)</td>
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<td>BCG2005A ERECT AND STRIP FORMWORK FOR CONCRETE WORK</td>
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<td>BCG2008A USE EXPLOSIVE POWER TOOLS (EPT)</td>
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</tr>
<tr>
<td>BCG2010A REMOVE/REPLACE DOOR AND WINDOW FURNITURE</td>
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</tbody>
</table>

**CERTIFICATE III IN BRICKLAYING/BLOCKLAYING**

Course Code: BCG30103

Campus Industry Only VETASSESS

Career Opportunities

Employed as qualified bricklayer/blocklayer in a nationally recognised skills shortage demand area.

Scope of Delivery

TBA.

Course Objective

The issuing of the qualification deems that Victoria University has certified that immigration applicants have met all criteria of the course.

Entry Requirements

The qualification is offered to tradespersons working in the bricklaying/blocklaying sector in overseas locations as a general bricklayer and have met the practical skills assessment testing.

Course Duration

TBA.

Course Structure

Students must successfully complete 22 core competency units and 5 elective competency units as specified in BCG03 Training Package.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
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<tr>
<td>BCGCM1001B FOLLOW OH&amp;S POLICIES AND PROCEDURES</td>
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<tr>
<td>BCGCM1002B WORK EFFECTIVELY IN THE GENERAL CONSTRUCTION INDUSTRY</td>
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<tr>
<td>BCGCM1003B PLAN AND ORGANISE WORK</td>
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<td>BCGCM1004B CONDUCT WORKPLACE COMMUNICATION</td>
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<td>BCGCM1005B CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
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<td>BCGCM2001B READ AND INTERPRET PLANS AND SPECIFICATIONS</td>
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<td>BCGCM2006B APPLY BASIC LEVELLING PROCEDURES</td>
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<td>BCGCM2008B ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING</td>
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<td>BCGCM2009B CARRY OUT BASIC DEMOLITION</td>
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<tr>
<td>BGBL2001B HANDLE AND PREPARE BRICKLAYING/BLOCKLAYING MATERIALS</td>
<td>16</td>
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<tr>
<td>BGBL2002B USE BRICK LAYING AND BLOCK LAYING TOOLS AND EQUIPMENT</td>
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<tr>
<td>BGBL3002B CARRY OUT MASONRY VENEER CONSTRUCTION</td>
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<td>BGBL3003B CARRY OUT CAVITY BRICK CONSTRUCTION</td>
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<td>BGBL3004B CONSTRUCT MASONRY STEPS AND STAIRS</td>
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<td>BGBL3005B LAY MASONRY WALLS AND CORNERS</td>
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<td>BGBL3006B LAY MULTI THICKNESS WALLS AND PIERS</td>
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<td>BGBL3009B INSTALL FLASHINGS AND DAMP PROOF COURSE (DPC)</td>
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<td>BGBL3010B CONSTRUCT MASONRY ARCHES</td>
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<td>BGBL3011B CONSTRUCT CURVED WALL</td>
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<td>BGBL3014B INSTALL FIRE RATED MASONRY CONSTRUCTION</td>
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<td>BGCACA3002B CARRY OUT SETTING OUT</td>
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<td>BGC6020303 CARRY OUT CONCRETING TO SIMPLE FORMS</td>
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<td>BCGCM2007B USE EXPLOSIVE POWER TOOLS</td>
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<td>BCGCM3001B OPERATE ELEVATED WORK PLATFORMS</td>
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<td>BGBL3001B LAY PAVING</td>
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<td>BGBL3007B INSTALL GLASS BLOCK WORK</td>
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<td>BGBL3008B INSTALL AERATED AUTOCLAVED CONCRETE (AAC) PRODUCTS</td>
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<td>BGBL3012B CONSTRUCT FIREPLACES AND CHIMNEYS</td>
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<td>BGBL3013B CONSTRUCT MASONRY STRUCTURAL SYSTEMS</td>
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<td>BGBL3015B CONSTRUCT DECORATIVE BRICKWORK</td>
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<td>BGBL3016B CONSTRUCT BATTERED MASONRY WALLS AND PIERS</td>
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<td>BGBL3017B CARRY OUT TUCK POINTING TO BRICKWORK</td>
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<tr>
<td>BCGSF2004B PLACE AND FIX REINFORCEMENT MATERIALS</td>
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<tr>
<td>BSBSBM301A RESEARCH BUSINESS OPPORTUNITIES</td>
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**CERTIFICATE III IN CARPENTRY**

Course Code: BCG30203

Campus Industry Only - VETASSESS

Career Opportunities

Employed as qualified carpenter in a nationally recognised skills shortage demand area.
Scope of Delivery
TBA.

Course Objective
The issuing of the qualification deems that Victoria University has certified that immigration applicants have met all criteria of the course.

Entry Requirements
The qualification is offered to tradespersons working in the carpentry sector in overseas locations as a general carpenter and have met the practical skills assessment testing.

Course Duration
TBA.

Course Structure
Students must successfully complete 19 units of study and 11 elective units of study as specified in BCG03 Training Package.

Unit Code   Hours
Core Units of Study
BCGCM1001B FOLLOW OHS POLICIES AND PROCEDURES 40
BCGCM1002B WORK EFFECTIVELY IN THE GENERAL CONSTRUCTION INDUSTRY 20
BCGCM1003B PLAN AND ORGANISE WORK 20
BCGCM1004B CONDUCT WORKPLACE COMMUNICATION 20
BCGCM1005B CARRY OUT MEASUREMENTS AND CALCULATIONS 20
BCGCM2001B READ AND INTERPRET PLANS AND SPECIFICATIONS 36
BCGCM2002B CARRY OUT EXCAVATION 16
BCGCM3007B USE EXPLOSIVE POWER TOOLS 16
BCGCM2008B ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
BCGCA2001B HANDLE CARPENTRY MATERIALS 16
BCGCA2002B USE CARPENTRY TOOLS AND EQUIPMENT 96
BCGCM2003B CARRY OUT CONCRETING TO SIMPLE FORMS 16
BCGCA3001B CARRY OUT GENERAL DEMOLITION TO MINOR BUILDING STRUCTURES 32
BCGCA3002B CARRY OUT SETTING OUT 12
BCGCA3004B CONSTRUCT WALL FRAMES 40
BCGCA3005B CONSTRUCT CEILING FRAMES 32
BCGCA3007B HANDLE CARPENTRY MATERIALS 16
BCGCA3008B USE CARPENTRY TOOLS AND EQUIPMENT 96
BCGCM3001B OPERATE ELEVATED WORK PLATFORMS 20
BCGCA3003B ERECT AND DISMANTLE FORMWORK FOR FOOTINGS AND SLABS ON GROUND 24
BCGCA3004B INSTALL FLOORING SYSTEMS 24
BCGCA3009B CONSTRUCT ADVANCED ROOFS 80
BCGCA3012B FRAME AND FIT WET AREA FIXTURES 24
BCGCA3016B CONSTRUCT TIMBER EXTERNAL STAIRS 36
BCGCA3017B INSTALL LINING, PANELLING AND MOULDING 40
BCGCA3018B CONSTRUCT, ERECT AND DISMANTLE FORMWORK FOR STAIRS AND RAMPS 40
BCGCA3019B ERECT AND DISMANTLE FORMWORK FOR SUSPENDED SLABS, COLUMNS, BEAMS AND WALLS 60
BCGCA3020B INSTALL CURTAIN WAllING 40
BCGCA3021B INSTALL CURTAIN WAllING 40
BCGF2002B CUT AND BEND MATERIALS USING OXY/LPG EQUIPMENT 20
BCF3006A ASSEMBLE AND INSTALL STAIRS 24
BCPCM101B WELD USING ARC WELDING EQUIPMENT 16
BSBSBM301A RESEARCH BUSINESS OPPORTUNITIES 30
LMFFM3006A INSTALL FURNISHING PRODUCTS 24
LMFGG2008A GLAZE/REGLAZE RESIDENTIAL WINDOWS AND DOORS 72

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 wallcoverings 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 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.

Unit of Study Code Hours

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1000A</td>
<td>CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION</td>
<td>20</td>
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<tr>
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<td>CARRY OUT OHS REQUIREMENTS</td>
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<td>BCG1002A</td>
<td>PLAN AND ORGANISE WORK</td>
<td>20</td>
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<td>BCG1003A</td>
<td>READ AND INTERPRET PLANS</td>
<td>36</td>
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<tr>
<td>BCG1004A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
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<tr>
<td>BCG1005A</td>
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<td>USE SMALL PLANT AND EQUIPMENT</td>
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<tr>
<td>BCG1007A</td>
<td>ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING</td>
<td>40</td>
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<tr>
<td>BCG1008A</td>
<td>USE SIMPLE LEVELLING DEVICES</td>
<td>8</td>
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<tr>
<td>BCG1011A</td>
<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE</td>
<td>16</td>
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<tr>
<td>BCG1019A</td>
<td>PREPARE FOR CONSTRUCTION PROCESS (PAINTING AND DECORATING)</td>
<td>40</td>
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<tr>
<td>BCG2001A</td>
<td>PREPARE SURFACES</td>
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<tr>
<td>BCG2007A</td>
<td>OPERATE ELEVATED WORK PLATFORMS (EWP)</td>
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<tr>
<td>BCG2010A</td>
<td>REMOVE/REPLACE DOOR AND WINDOW FURNITURE</td>
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<td>BCG3044A</td>
<td>APPLY DECORATIVE FINISHES</td>
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<td>APPLY PAINT BY BRUSH/ROLLER</td>
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<td>BCG3098A</td>
<td>APPLY CLEAR TIMBER FINISH</td>
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<td>BCG3100A</td>
<td>PREPARE SURFACES FOR PAINTING AND DECORATING</td>
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<tr>
<td>BCG3101A</td>
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<td>REPLACE GLASS</td>
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<td>BCG3092A</td>
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<tr>
<td>BCG3103A</td>
<td>APPLY INDUSTRIAL PROTECTIVE COATINGS</td>
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</table>

Note: Electives offered will be selected by the School and dependant upon availability.

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 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 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.

<table>
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<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
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<tr>
<td>BCG1000A</td>
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<td>BCG1001A</td>
<td>CARRY OUT OH&amp;S REQUIREMENTS</td>
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<td>PLAN AND ORGANISE WORK</td>
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<td>BCG1003A</td>
<td>READ AND INTERPRET PLANS</td>
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<td>BCG1004A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
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<td>BCG1005A</td>
<td>USE HAND AND POWER TOOLS</td>
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<td>USE SMALL PLANT AND EQUIPMENT</td>
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<td>BCG1007A</td>
<td>ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING</td>
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<td>BCG1008A</td>
<td>USE SIMPLE LEVELLING DEVICES</td>
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<td>CARRY OUT CONCRETING TO SIMPLE FORMS</td>
<td>40</td>
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<tr>
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<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE</td>
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<td>BCG1015A</td>
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<td>PREPARE SURFACES</td>
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<td>BCG2003A</td>
<td>CARRY OUT GENERAL DEMOLITION</td>
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<td>BCG2004A</td>
<td>CARRY OUT LEVELLING</td>
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<td>BCG2007A</td>
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<td>BCG3011A</td>
<td>CARRY OUT BASIC SETTING OUT</td>
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<td>INSTALL DOOR FRAMES</td>
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<td>BCG3107A</td>
<td>CARRY OUT VENEER CONSTRUCTION</td>
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<td>BCG3108A</td>
<td>CARRY OUT SOLID BRICK CONSTRUCTION</td>
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<td>BCG3109A</td>
<td>CONSTRUCT MASONRY STEPS AND STARS</td>
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<td>BCG3110A</td>
<td>LAY BRICKS AND BLOCKS (WALL AND CORNER)</td>
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<td>BCG3111A</td>
<td>LAY MULTI-THICKNESS WALLS AND PIERS</td>
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<tr>
<td>BCG3112A</td>
<td>CONSTRUCT MASONRY ARCH - EMI-CIRCULAR AND SEGMENTAL</td>
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<td>BCG3113A</td>
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<tr>
<td>BCG3114A</td>
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Elective Units of Study

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<td>BCG3048A</td>
<td>INSTALL GLASS BLOCKWORK</td>
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<td>BCG3047A</td>
<td>ERECT CEILING FRAMING (PITCHED ROOF)</td>
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<tr>
<td>BCG3068A</td>
<td>CONSTRUCT BATTERED MASONRY SURFACES</td>
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<tr>
<td>BCG3069A</td>
<td>CONSTRUCT FIREPLACE AND CHIMNEY</td>
<td>48</td>
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<tr>
<td>BCG3115A</td>
<td>LAY SEGMENTAL/UNIT PAVING</td>
<td>24</td>
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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 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, student 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 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.

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<tr>
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<tbody>
<tr>
<td>BCG1000A</td>
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<tr>
<td>BCG1001A</td>
<td>CARRY OUT OH&amp;S REQUIREMENTS</td>
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<tr>
<td>BCG1002A</td>
<td>PLAN AND ORGANISE WORK</td>
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<td>BCG1003A</td>
<td>READ AND INTERPRET PLANS</td>
<td>36</td>
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<td>BCG1004A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
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<tr>
<td>BCG1005A</td>
<td>USE HAND AND POWER TOOLS</td>
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<td>USE SMALL PLANT AND EQUIPMENT</td>
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<td>BCG1007A</td>
<td>ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING</td>
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<td>BCG1008A</td>
<td>USE SIMPLE LEVELLING DEVICES</td>
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<td>BCG1009A</td>
<td>CARRY OUT EXCAVATION AND INSTALL SUPPORT</td>
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<td>BCG1010A</td>
<td>CARRY OUT CONCRETING TO SIMPLE FORMS</td>
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<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE</td>
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<td>BCG2002A</td>
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<td>BCG2003A</td>
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<td>BCG2004A</td>
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<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>
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<tr>
<td>BCG3010A</td>
<td>INSTALL WINDOWS TO WALL FRAMING</td>
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<td>BCG3011A</td>
<td>CARRY OUT BASIC SETTING OUT</td>
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<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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<td>BCG3023A</td>
<td>INSTALL EXTERIOR CLADDING</td>
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<td>CONSTRUCT TIMBER EXTERNAL STAIRS</td>
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<tr>
<td>BCG3025A</td>
<td>INSTALL EXTERNAL OR INTERNAL DOORS</td>
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<td>BCG3027A</td>
<td>CONSTRUCT WET AREA CONSTRUCTION/INSTALLATION</td>
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<tr>
<td>BCG3029A</td>
<td>FIX TIMBER MOULDINGS</td>
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<tr>
<td>BCG3031A</td>
<td>ERECT DOOR JAMB/FRAME (BUILT-IN UNIT)</td>
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<td>BCG3120A</td>
<td>FIX LININGS AND PANELLING</td>
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<td>BCG3015A</td>
<td>ERECT TIMBER ROOF TRUSSES</td>
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<td>BCG3018A</td>
<td>ERECT STEEL ROOF TRUSSES</td>
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<tr>
<td>BCG3019A</td>
<td>CONSTRUCT AND ERECT STEEL WALL FRAMING</td>
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<tr>
<td>BCG3020A</td>
<td>CONSTRUCT TIMBER ROOF STRUCTURES — IRREGULAR ROOFS</td>
<td>40</td>
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<td>BCG3026A</td>
<td>INSTALL FITMENTS</td>
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<tr>
<td>BCG3032A</td>
<td>FIX TIMBER RAKING MOULDS</td>
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<td>BCG3033A</td>
<td>RESTORE/RENOVATE WINDOWS AND FRAMES</td>
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<td>BCG3034A</td>
<td>ERECT/DISMANTLE FORMWORK</td>
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<td>BCG3122A</td>
<td>ERECT/DISMANTLE SLIP FORM FORMWORK</td>
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Note: Electives offered will be selected by the School and dependant upon the availability of suitable teaching resources.

CERTIFICATE IV IN BUILDING AND CONSTRUCTION (BUILDING)

Course Code: BCG40106

Campus Newport

Career Opportunities
Quantity surveying, manager, supervisor.

Scope of Delivery
This course is offered on a part-time basis.

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

Entry Requirements
To qualify for admission to the course, students must have successful completion of year 11 or equivalent and possession of sufficient literacy and numeracy skills as required by 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.

Selection Procedures/Selection Criteria
Students will need to submit a written application. There may also be an interview process in relation to selection.

Course Duration
The course may be offered on a part time basis over 740 – 860 hours.

Course Structure

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<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BCGBC4001A</td>
<td>APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR LOW-RISE BUILDING PROJECTS</td>
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<tr>
<td>BCGBC4002A</td>
<td>MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE</td>
<td>40</td>
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<tr>
<td>BCGBC4003A</td>
<td>SELECT AND PREPARE A CONSTRUCTION CONTRACT</td>
<td>40</td>
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<tr>
<td>BCGBC4004A</td>
<td>IDENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING AND CONSTRUCTION PROJECTS</td>
<td>60</td>
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<tr>
<td>BCGBC4005A</td>
<td>PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING</td>
<td>40</td>
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<tr>
<td>BCGBC4006A</td>
<td>SELECT, PRODUCE AND STORE CONSTRUCTION MATERIALS FOR LOW-RISE PROJECTS</td>
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<td>BCGBC4007A</td>
<td>PLAN BUILDING OR CONSTRUCTION WORK</td>
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<td>BCGBC4008A</td>
<td>CONDUCT ON-SITE SUPERVISION OF THE BUILDING AND CONSTRUCTION PROJECT</td>
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<td>BCGBC4009A</td>
<td>APPLY LEGAL REQUIREMENTS TO BUILDING AND CONSTRUCTION PROJECTS</td>
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<td>BCGBC4010A</td>
<td>APPLY STRUCTURAL PRINCIPLES TO RESIDENTIAL LOW-RISE CONSTRUCTIONS</td>
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<td>APPLY STRUCTURAL PRINCIPLES TO COMMERCIAL LOW-RISE CONSTRUCTIONS</td>
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<td>MANAGE FINANCES</td>
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<td>MINIMISE WASTE ON THE BUILDING AND CONSTRUCTION SITE</td>
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<tr>
<td>BSBSBM404A</td>
<td>UNDERTAKE BUSINESS PLANNING</td>
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<td>BSBSBM405A</td>
<td>MONITOR AND MANAGE BUSINESS OPERATIONS</td>
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<td>BSBSBM402A</td>
<td>UNDERTAKE FINANCIAL PLANNING</td>
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CERTIFICATE IV IN BUILDING AND CONSTRUCTION (ESTIMATING)

Course Code: BCG40306

Campus
Newport

Career Opportunities
Building Estimator.

Scope of Delivery
This course is offered on a part-time basis.

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

Entry Requirements
To qualify for admission to the course, students must have successful completion of year 11 or equivalent and possession of sufficient literacy and numeracy skills as required by 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.

Selection Procedures/Selection Criteria
Students will need to submit a written application. There may also be an interview process in relation to selection.

Course Duration
The course may be offered on a part time basis over 610 – 850 hours.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCGBC4001A</td>
<td>APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR LOW-RISE BUILDING PROJECTS</td>
<td>40</td>
</tr>
<tr>
<td>BCGBC4004A</td>
<td>IDENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING AND CONSTRUCTION PROJECTS</td>
<td>60</td>
</tr>
<tr>
<td>BCGBC4005A</td>
<td>PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING</td>
<td>40</td>
</tr>
<tr>
<td>BCGBC4010A</td>
<td>APPLY STRUCTURAL PRINCIPLES TO RESIDENTIAL LOW-RISE CONSTRUCTIONS</td>
<td>160</td>
</tr>
<tr>
<td>BCGBC4011A</td>
<td>APPLY STRUCTURAL PRINCIPLES TO COMMERCIAL LOW-RISE CONSTRUCTIONS</td>
<td>80</td>
</tr>
<tr>
<td>BCGBC4012A</td>
<td>READ AND INTERPRET PLANS AND SPECIFICATIONS</td>
<td>30</td>
</tr>
<tr>
<td>BCGBC4013A</td>
<td>PREPARE AND EVALUATE TENDER DOCUMENTATION</td>
<td>20</td>
</tr>
<tr>
<td>BSBSBM407A</td>
<td>MANAGE A SMALL TEAM</td>
<td>40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Elective Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN214A</td>
<td>CREATE AND USE SIMPLE SPREADSHEETS</td>
<td>20</td>
</tr>
<tr>
<td>BCGBC4006A</td>
<td>SELECT, PRODUCE AND STORE CONSTRUCTION MATERIALS FOR LOW-RISE PROJECTS</td>
<td>40</td>
</tr>
<tr>
<td>BCGBC4014A</td>
<td>PREPARE SIMPLE BUILDING SKETCHES AND DRAWINGS</td>
<td>40</td>
</tr>
<tr>
<td>BCGBC4015A</td>
<td>PREPARE SPECIFICATIONS FOR ALL CONSTRUCTION WORKS</td>
<td>20</td>
</tr>
<tr>
<td>BCGBC4016A</td>
<td>ADMINISTER A CONSTRUCTION CONTRACT</td>
<td>20</td>
</tr>
<tr>
<td>BCGBC4017A</td>
<td>ARRANGE RESOURCES AND PREPARE FOR THE BUILDING OR CONSTRUCTION PROJECT</td>
<td>20</td>
</tr>
<tr>
<td>BCGBC4021A</td>
<td>MINIMISE WASTE ON THE BUILDING AND CONSTRUCTION SITE</td>
<td>20</td>
</tr>
</tbody>
</table>
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 take off 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.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCGSV5001A</td>
<td>ASSESS THE CONSTRUCTION OF DOMESTIC SCALE BUILDINGS</td>
</tr>
<tr>
<td>BCGSV5002A</td>
<td>EVALUATE MATERIALS FOR CONSTRUCTION OF DOMESTIC SCALE BUILDINGS</td>
</tr>
<tr>
<td>BCGSV5003A</td>
<td>PRODUCE WORKING DRAWINGS FOR RESIDENTIAL BUILDINGS</td>
</tr>
<tr>
<td>BCGSV5004A</td>
<td>APPLY LEGISLATION TO URBAN DEVELOPMENT AND BUILDING CONTROLS</td>
</tr>
<tr>
<td>BCGSV5005A</td>
<td>APPLY FOOTING AND GEOMECHANICAL DESIGN PRINCIPLES FOR DOMESTIC SCALE BUILDINGS</td>
</tr>
<tr>
<td>BCGSV5006A</td>
<td>ASSESS CONSTRUCTION FAULTS IN RESIDENTIAL BUILDINGS</td>
</tr>
<tr>
<td>BCGSV5007A</td>
<td>UNDERTAKE SITE SURVEYS AND SET OUT PROCEDURES TO BUILDING PROJECTS</td>
</tr>
<tr>
<td>BCGSV5008A</td>
<td>APPLY BUILDING CONTROL LEGISLATION TO BUILDING SURVEYING</td>
</tr>
<tr>
<td>BCGSV5009A</td>
<td>ASSESS THE IMPACT OF FIRE ON BUILDING MATERIALS</td>
</tr>
<tr>
<td>BCGSV5010A</td>
<td>INTERACT WITH CLIENTS IN A REGULATED ENVIRONMENT</td>
</tr>
<tr>
<td>BCGSV5011A</td>
<td>APPLY BUILDING CODES AND STANDARDS TO RESIDENTIAL BUILDINGS</td>
</tr>
<tr>
<td>BCGSV5012A</td>
<td>ASSESS TIMBER FRAMED DESIGNS FOR ONE AND TWO STOREY BUILDINGS</td>
</tr>
<tr>
<td>BCGSV5013A</td>
<td>APPLY PRINCIPLES OF ENERGY EFFICIENT DESIGN TO BUILDINGS</td>
</tr>
<tr>
<td>BCGSV5014A</td>
<td>APPLY BUILDING SURVEYING PROCEDURES TO RESIDENTIAL BUILDINGS</td>
</tr>
<tr>
<td>BCGSV5015A</td>
<td>ASSESS STRUCTURAL REQUIREMENTS FOR DOMESTIC SCALE BUILDINGS</td>
</tr>
</tbody>
</table>

Elective Unit of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSADM506A</td>
<td>MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT</td>
</tr>
<tr>
<td>BSBM4006A</td>
<td>MAINTAIN BUSINESS TECHNOLOGY</td>
</tr>
<tr>
<td>CHCCOM3A</td>
<td>UTILISE SPECIALIST COMMUNICATION SKILLS</td>
</tr>
<tr>
<td>CHCCOM4A</td>
<td>DEVELOP, IMPLEMENT &amp; PROMOTE EFFECTIVE COMMUNICATION TECHNIQUES</td>
</tr>
<tr>
<td>ICAITU128A</td>
<td></td>
</tr>
<tr>
<td>ICAITU129A</td>
<td>OPERATE A WORD PROCESSING APPLICATION</td>
</tr>
<tr>
<td>ICAITU130A</td>
<td>OPERATE A SPREADSHEET APPLICATION</td>
</tr>
<tr>
<td>ICAITU131A</td>
<td>OPERATE A DATABASE APPLICATION</td>
</tr>
<tr>
<td>ICAITU133A</td>
<td>SEND AND RETRIEVE INFORMATION OVER THE INTERNET USING BROWSERS AND EMAIL</td>
</tr>
</tbody>
</table>

DIPLOMA OF BUILDING AND CONSTRUCTION (BUILDING)
Course Code: BCG50206

Campus Newport.
Career Opportunities
Quantity surveyor, manager, supervisor.
Scope of Delivery
This course is offered on a full-time basis.
Course Objective
The aim is that graduates will acquire specialist skill and knowledge in quantity surveying, tendering, planning and scheduling construction technology in residential and commercial buildings.
Entry Requirements
To qualify for admission to the course, students must have successful completion of year 11 or equivalent and possession of sufficient literacy and numeracy skills as required by 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.
Selection Procedures/Selection Criteria
Students will need to submit a written application. There may also be an interview process in relation to selection.
Course Duration
The course may be offered on a full time basis over 980 – 1610 hours.
### Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
</tr>
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<tbody>
<tr>
<td>BCGBC5001A</td>
<td>APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR MEDIUM-RISE BUILDING PROJECTS 200</td>
</tr>
<tr>
<td>BCGBC5002A</td>
<td>SUPERVISE THE PLANNING OF MEDIUM-RISE BUILDING OR CONSTRUCTION WORK 200</td>
</tr>
<tr>
<td>BCGBC5003A</td>
<td>APPLY STRUCTURAL PRINCIPLES TO THE CONSTRUCTION OF MEDIUM-RISE BUILDINGS 300</td>
</tr>
<tr>
<td>BSRPM505A</td>
<td>APPLY PRINCIPLES OF OHS RISK MANAGEMENT 30</td>
</tr>
<tr>
<td>BSRPM506A</td>
<td>MANAGE PROJECT QUALITY 40</td>
</tr>
<tr>
<td>BSRPM507A</td>
<td>MANAGE PROJECT RISK 40</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Elective Units of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCGBC5006A</td>
<td>APPLY SITE SURVEYS AND SET OUT PROCEDURES TO MEDIUM-RISE BUILDING PROJECTS 110</td>
</tr>
<tr>
<td>BCGBC5007A</td>
<td>ADMINISTER THE LEGAL OBLIGATIONS OF A BUILDING OR CONSTRUCTION CONTRACT 100</td>
</tr>
<tr>
<td>BCGBC5008A</td>
<td>IDENTIFY SERVICES LAYOUT AND CONNECTION METHODS TO MEDIUM-RISE CONSTRUCTION PROJECTS 140</td>
</tr>
<tr>
<td>BCGBC5010A</td>
<td>MANAGE CONSTRUCTION WORK/PROJECTS 150</td>
</tr>
<tr>
<td>BCGBC5011A</td>
<td>MANAGE BUILDING OR CONSTRUCTION, ENVIRONMENTAL MANAGEMENT PRACTICES AND PROCESSES 150</td>
</tr>
<tr>
<td>BCGBC5012A</td>
<td>MANAGE THE APPLICATION AND MONITORING OF ENERGY CONSERVATION AND MANAGEMENT PRACTICES AND PROCESSES 150</td>
</tr>
</tbody>
</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 with building theory and surveying related to residential, industrial and commercial buildings. Graduates will have developed specialist skills and knowledge in plan preparation, drafting quantities take off estimating scheduling, construction technology OHS, 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.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCGSV6001A</td>
<td>ASSESS THE CONSTRUCTION OF BUILDINGS UP TO 3 STOREYS 72</td>
</tr>
<tr>
<td>BCGSV6002A</td>
<td>PRODUCE WORKING DRAWINGS FOR BUILDINGS UP TO 3 STOREYS 40</td>
</tr>
<tr>
<td>BCGSV6003A</td>
<td>ASSESS CONSTRUCTION FAULTS IN BUILDINGS UP TO 3 STOREYS 40</td>
</tr>
<tr>
<td>BCGSV6004A</td>
<td>APPLY FOOTINGS AND GEOMECHANICAL DESIGN PRINCIPLES TO BUILDINGS UP TO 3 STOREYS 40</td>
</tr>
<tr>
<td>BCGSV6005A</td>
<td>EVALUATE SERVICES LAYOUT AND CONNECTION METHODS FOR RESIDENTIAL AND COMMERCIAL BUILDINGS UP TO 3 STOREYS 40</td>
</tr>
<tr>
<td>BCGSV6006A</td>
<td>EVALUATE THE USE OF CONCRETE FOR RESIDENTIAL AND COMMERCIAL BUILDINGS UP TO 3 STOREYS 40</td>
</tr>
<tr>
<td>BCGSV6007A</td>
<td>ASSESS STRUCTURAL REQUIREMENTS FOR BUILDINGS UP TO 3 STOREYS 40</td>
</tr>
<tr>
<td>BCGSV6008A</td>
<td>APPLY BUILDING CODES AND STANDARDS TO BUILDINGS UP TO 3 STOREYS 72</td>
</tr>
<tr>
<td>BCGSV6009A</td>
<td>IMPLEMENT PERFORMANCE BASED CODES AND RISK MANAGEMENT PRINCIPLES FOR BUILDINGS UP TO 3 STOREYS 72</td>
</tr>
<tr>
<td>BCGSV6010A</td>
<td>APPLY FIRE TECHNOLOGY TO BUILDINGS UP TO 3 STOREYS 40</td>
</tr>
<tr>
<td>BCGSV6011A</td>
<td>APPLY LEGAL PROCEDURES TO BUILDING SURVEYING 40</td>
</tr>
<tr>
<td>BCGSV6012A</td>
<td>FACILITATE COMMUNITY DEVELOPMENT CONSULTATION 40</td>
</tr>
<tr>
<td>BCGSV6013A</td>
<td>CO-ORDINATE ASSET REFURBISHMENT 72</td>
</tr>
<tr>
<td>BCGSV6014A</td>
<td>MANAGE AND PLAN LAND USE 40</td>
</tr>
<tr>
<td>BCGSV6015A</td>
<td>ANALYSE AND PRESENT BUILDING SURVEYING RESEARCH INFORMATION 90</td>
</tr>
<tr>
<td>BCGSV6016A</td>
<td>APPLY BUILDING SURVEYING PROCEDURES TO BUILDINGS UP TO 3 STOREYS 90</td>
</tr>
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</table>

**Elective Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Elective Units of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>BXS154L606</td>
<td>MANAGE HUMAN RESOURCES 40</td>
</tr>
<tr>
<td>LGAPLEM502A</td>
<td>APPLY ECOLOGICALLY SUSTAINABLE DEVELOPMENT PRINCIPLES TO THE BUILT ENVIRONMENT 60</td>
</tr>
<tr>
<td>LMFFT4010A</td>
<td>IDENTIFY AND CALCULATE PRODUCTION COSTS 36</td>
</tr>
</tbody>
</table>

### 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**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCPMA2001A</td>
<td>WORK EFFECTIVELY IN THE PLUMBING AND SERVICES SECTOR</td>
<td>12</td>
</tr>
<tr>
<td>BCPMA2002A</td>
<td>CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION</td>
<td>12</td>
</tr>
<tr>
<td>BCPMA2003A</td>
<td>CARRY OUT OH&amp;S REQUIREMENTS</td>
<td>36</td>
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<tr>
<td>BCPMA2004A</td>
<td>READ PLANS AND CALCULATE PLUMBING QUANTITIES</td>
<td>8</td>
</tr>
<tr>
<td>BCPMA2005A</td>
<td>HANDLE AND STORE PLUMBING MATERIALS</td>
<td>6</td>
</tr>
<tr>
<td>BCPMA2006A</td>
<td>USE PLUMBING HAND AND POWER TOOLS</td>
<td>40</td>
</tr>
<tr>
<td>BCPMA2007A</td>
<td>CARRY OUT LEVELLING</td>
<td>6</td>
</tr>
<tr>
<td>BCPMA2010A</td>
<td>MARK OUT MATERIALS</td>
<td>20</td>
</tr>
<tr>
<td>BCPMA2011A</td>
<td>APPLY FIRST AID IN THE WORKPLACE</td>
<td>8</td>
</tr>
<tr>
<td>BCPDR2001A</td>
<td>LOCATE AND CLEAR BLOCKAGES</td>
<td>8</td>
</tr>
<tr>
<td>BCPDR2002A</td>
<td>INSTALL DOMESTIC TREATMENT PLANTS</td>
<td>16</td>
</tr>
<tr>
<td>BCPDR2004A</td>
<td>INSTALL STORMWATER AND SUB-SOIL DRAINAGE SYSTEMS</td>
<td>8</td>
</tr>
<tr>
<td>BCPDR2005A</td>
<td>DRAIN WORKSITE</td>
<td>4</td>
</tr>
<tr>
<td>BCPDR2006A</td>
<td>INSTALL PRE-FABRICATED INSPECTION OPENINGS AND ENCLOSURES</td>
<td>4</td>
</tr>
<tr>
<td>BCPDR3002A</td>
<td>INSTALL BELOW GROUND SANITARY DRAINAGE SYSTEMS</td>
<td>26</td>
</tr>
<tr>
<td>BCPDR3003A</td>
<td>INSTALL ON SITE DISPOSAL SYSTEM</td>
<td>8</td>
</tr>
<tr>
<td>BCSC3003B</td>
<td>INSTALL TRENCH SUPPORT</td>
<td>16</td>
</tr>
<tr>
<td>BCGO3020A</td>
<td>CARRY OUT CONCRETING TO SIMPLE FORMS</td>
<td>16</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

Four elective units from the following list:

- BCPMA2008A CUT AND JOIN SHEET METAL
- BCPMA2009A CUT WITH OXY-LPG/ACETYLENE
- BCPMA2012A WELD USING OXY-ACTYLENE EQUIPMENT
- BCPMA2013A WELD USING ARC WELDING EQUIPMENT
- BCPMA3002A WELD POLYETHYLENE (PE) PIPE USING FUSION METHOD
- BCPDR2003A MAINTAIN EFFLUENT DISINFECTION SYSTEMS
- BCPDR3001A PLAN THE LAYOUT FOR A RESIDENTIAL SANITARY DRAINAGE SYSTEM
- BCPDR3004A INSTALL WATER MAINS PIPE SYSTEMS
- BCSP2003A COLLECT AND STORE ROOF WATER
- BCPNS3005A INSTALL PRE-TREATMENT FACILITIES

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**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.

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**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.

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**Course Structure**

**Unit Code**  **Hours**

**Core Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LMFSCR0001A</td>
<td>FOLLOW SAFE WORKING POLICIES AND PRACTICES</td>
<td>40</td>
</tr>
<tr>
<td>LMFSCR0002A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>20</td>
</tr>
<tr>
<td>LMFSCR0003A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
</tr>
<tr>
<td>LMFSCR0004A</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
<td>15</td>
</tr>
<tr>
<td>LMFSPC0001A</td>
<td>PREPARE SURFACES FOR FINISHING</td>
<td>24</td>
</tr>
<tr>
<td>LMFSPC0002A</td>
<td>USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS</td>
<td>40</td>
</tr>
<tr>
<td>LMFSPC0003A</td>
<td>ASSEMBLE FURNISHING COMPONENTS</td>
<td>20</td>
</tr>
<tr>
<td>LMFSPC0004A</td>
<td>HAND MAKE TIMBER JOINTS</td>
<td>40</td>
</tr>
<tr>
<td>LMFSPC0010A</td>
<td>SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES</td>
<td>56</td>
</tr>
<tr>
<td>LMFSPC0011A</td>
<td>APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES</td>
<td>16</td>
</tr>
<tr>
<td>LMFSPC0012A</td>
<td>PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS</td>
<td>60</td>
</tr>
<tr>
<td>LMFSGN3001A</td>
<td>READ AND INTERPRET WORK DOCUMENTS</td>
<td>24</td>
</tr>
<tr>
<td>LMFSGN3002A</td>
<td>ESTIMATE AND COST JOB</td>
<td>16</td>
</tr>
<tr>
<td>TDTC397C</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

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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

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<tr>
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### Certificates

#### Certificate II in Engineering – Production [Boatbuilding Pre-apprenticeship]

**Course Code:** MEM20198

No intake in 2008

**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 Boating Services

**Course Code:** MEM20305

**Campus:** Newport

**Career Opportunities:**

Range of employment in the marine industry, eg boatbuilder, marine cabinet maker, marine diesel mechanic, marine upholsterer, marina worker, charter boat operator.

**Scope of Delivery:**

Full-time.

**Course Objective:**

To provide a pathway for secondary students into the marine industry, to give students exposure to a wide range of the specific vocational areas in the marine industry.

**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:**

Full time for 10 weeks.

**Course Structure**

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<tr>
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<td>MEM50.2B</td>
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<td>MEM50.3B</td>
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</table>

(a) **Elective Units of Study**

A minimum of six units of study from the following:

- **MEM4.18B** GENERAL WOODWORKING MACHINE OPERATIONS 40
CERTIFICATE III IN MARINE CRAFT CONSTRUCTION
Course Code: MEM30603
No intake in 2008
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
Unit Code   Hours
Core Units of Study
MEM1.3A UNDERTAKE INTERACTIVE WORKPLACE COMMUNICATION 20
MEM1.2A APPLY PRINCIPLES OF OH&S IN A WORK ENVIRONMENT 20
MEM1.3A APPLY QUALITY PROCEDURES 20
MEM1.6A PLAN TO UNDERTAKE A ROUTINE TASK 20
MEM2.1C1A APPLY QUALITY SYSTEMS 20
MEM2.2C1A ORGANISE AND ANALYSE INFORMATION 20
MEM2.3C1A OPERATE IN A WORK BASED TEAM ENVIRONMENT 20
MEM2.4C1A ASSIST IN THE PROVISION OF ON-THE-JOB TRAINING 20
MEM2.5C1A MEASURE WITH GRADUATED DEVICES 20
MEM2.6C1A PLAN AN ACTIVITY 20
MEM2.7C1A PERFORM COMPUTATIONS - BASIC 20
MEM2.8C1A PERFORM COMPUTER OPERATIONS 20
MEM2.9C1A PERFORM COMPUTER OPERATIONS 20
Unit Code   Hours
Elective Units of Study
Units together totalling 760 hours from the following:
MEM4.1AB GENERAL WOODWORKING MACHINE OPERATIONS 40
MEM8.1AB APPLY PROTECTIVE COATINGS (BASIC) 40
MEM9.2A INTERPRET AND PRODUCE 3-DIMENSIONAL CURVES 40
MEM12.7A MARK OFF/OUT STRUCTURAL FABRICATIONS AND SHAPES 40
MEM25.2A FORM AND INTEGRATE FIBRE RE-INFORCED STRUCTURES 40
MEM25.3A SET UP MARINE STRUCTURES 40
MEM25.4A FAIR AND SHAPE SURFACES 20
MEM25.5A CONSTRUCT AND ASSEMBLE MARINE VESSEL TIMBER STRUCTURES 80
MEM25.7A MAINTAIN MARINE SURFACES 40
MEM25.9A FORM TIMBER USING HOT PROCESSES 20
MEM25.8A REPAIR MARINE SURFACES AND STRUCTURES 40
SCHOOL OF CONSTRUCTION INDUSTRIES

MEM25.10AA PERFORM FITOUT PROCEDURES 40
MEM25.13AA PRODUCE 3-DIMENSIONAL PLUGS/MOULDLS 120
MEM25.14AA PERFORM MARINE SLIPPING OPERATIONS 20
MEM50.3AA FOLLOW WORK PROCEDURES TO MAINTAIN MARINE ENVIRONMENT 10
MEM50.4AA MAINTAIN QUALITY OF ENVIRONMENT BY FOLLOWING MARINE CODES 10
MEM9.1AA DRAW AND INTERPRET SKETCH 20
MEM9.2AA INTERPRET TECHNICAL DRAWING 40
MEM18.1AB USE HAND TOOLS 20
MEM18.2AA USE HAND TOOLS/HAND HELD OPERATIONS 20
MEM13.3AA WORK SAFELY WITH INDUSTRIAL CHEMICALS AND MATERIALS 20

Or

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.
Course Duration
3 years Part-time

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
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</thead>
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<tr>
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<td>PERFORM ENGINEERING MEASUREMENTS</td>
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<td>MEM12.24A</td>
<td>PERFORM COMPUTATIONS</td>
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<tr>
<td>MEM13.14B</td>
<td>APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT</td>
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<tr>
<td>MEM14.4A</td>
<td>PLAN TO UNDERTAKE A ROUTINE TASK</td>
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<tr>
<td>MEM14.5A</td>
<td>PLAN A COMPLETE ACTIVITY</td>
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<td>MEM15.2A</td>
<td>APPLY QUALITY SYSTEMS</td>
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<td>APPLY QUALITY PROCEDURES</td>
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<td>MEM16.6A</td>
<td>ORGANISE AND COMMUNICATE INFORMATION</td>
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<tr>
<td>MEM16.7A</td>
<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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<tr>
<td>MEM17.3A</td>
<td>ASSIST IN THE PROVISION OF ON THE JOB TRAINING</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 to the value of at least 40 points, including any prerequisites.

DIPLOMA OF BUILDING DESIGN AND DRAFTING
Course Code: 3474

Campus Newport
Re-enrolling students only
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

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#### Elective Units of Study

One of the following:

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<td>36</td>
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</tbody>
</table>

# To be selected by student with the approval of the Head of Department.

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### Diploma of Building (I)

**Course Code:** SA3475

**Campus:** Newport

Re-enrolling students only

**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.

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*56*
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**

<table>
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**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**

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**CERTIFICATE IV IN BUILDING**

**Course Code:** SA3477

**Campus:** Newport

**Re-enrolling students only**

**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**

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<td>ABC073</td>
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**Elective Units of Study**
Select 1 unit with approval from Head of Department from:

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<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tr>
<td>ABC086</td>
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<td>ABC120</td>
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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 School of Construction Industries in 2009.

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

ABC001 CONSTRUCTION 1
Content: Construction principles, standards and services commonly used in single storey residential scale buildings.
Nominal Hours: 54 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

ABC003 CONSTRUCTION 3
Content: To provide the students with knowledge of construction principles, standards and services commonly used in wide span buildings.
Nominal Hours: 36-54 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

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

ABC009 COMPUTER AIDED DRAFTING 1
Content: This module is designed to provide the student with the basic skills to use Computer Aided Drafting (CAD) for the production of simple architectural drawings, and provide the basis for further studies in CAD.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC010 COMPUTER AIDED DRAFTING 2
Content: This module is designed to provide the student with the knowledge and skills to use Computer Aided Drafting (CAD) for the production of prototype and complex 2D Architectural drawings at an advanced level.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC011 COMPUTER AIDED DRAFTING 3 3D MODELS
Content: This module is designed to provide the student with the knowledge and skills to create Architectural 3D Models for the purpose of providing external and internal perspective views.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC012 COMPUTER AIDED DRAFTING 4 – SURFACE RENDERING
Content: This module is designed to provide the student with the knowledge and skills to create single image computer generated, surface rendered perspective views of Architectural 3D Models.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC013 COMPUTER AIDED DRAFTING 5 – ANIMATION
Content: This module is designed to provide the student with the knowledge and skills to create “FLY BY” and “WALKTHROUGH” animations of surface rendered Architectural 3D models.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC014 COMPUTER AIDED DRAFTING 6 – CUSTOMISATION
Content: This module aims to provide the student with the knowledge and skills to customise software to enhance production and speed of drawing in an Architectural practice.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
ABC020 DESIGN 1
Content: Design 1 exposes students to the skills required for the implementation of systematic and creative techniques in solving simple design problems and the ability to distinguish, analyse and categorise the factors affecting them.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC021 DESIGN 2
Content: Design 2 provides students with the opportunity to further develop skills obtained in Design 1 through the application of problem solving design techniques to simple building forms (e.g. two storey residential buildings).
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC022 DESIGN 3
Content: Design 3 provides students with the opportunity to further develop skills obtained in Design 2 through the application of problem solving design techniques relating to buildings for public use.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC023 DESIGN 4
Content: Design 4 provides students with the opportunity to further extend their design skills, to solve a broader range of design problems.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC027 ARCHITECTURAL HISTORY 1
Content: Architectural History 1 provides students with the opportunity to develop an understanding of the pattern of development of architecture and building technology in Europe until 1825, and its relevance to Australia. To develop research skills utilising a range of secondary (published) documentary sources, to record and analysis evidence, to argue a well reasoned case in a report. To develop an appreciation of the significance, diversity and richness of the built environment’s cultural heritage, its relevance to the contemporary Australian environment, and the notion of architectural quality.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC028 ARCHITECTURAL HISTORY 2
Content: Architectural History 2 provides students with the opportunity to develop an understanding of the pattern of development of architecture and building technology in Europe and USA from 1825 until the present day and in Australia from 1788 until the present day, and to develop research skills.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC030 MODEL MAKING 1
Content: This module will provide students with the necessary knowledge and skills in selecting media, construction techniques and model types to produce detailed architectural scale models.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC032 ARCHITECTURAL PHOTOGRAPHY
Content: To provide the knowledge and skills necessary for students to create photographic and multi technology images through the safe use of dark room facilities, photographic techniques, computer interfaces, and electronic imaging media.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC033 DRAFTING 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. Please also refer to the Assessment Criteria at the end of the module.
Nominal Hours: 200 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC034 DRAFTING PRACTICAL EXPERIENCE 2
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. Please also refer to the Assessment Criteria at the end of the module.
Nominal Hours: 600 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC036 DRAWING OFFICE PRACTICE 1
Content: Identify and apply the basic administration processes used in an architectural drawing office.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC038 DRAWING OFFICE PRACTICE 2
Content: Extend students’ knowledge and skills to the professional procedures required in a medium sized architectural drawing office, including the use of contracts and specifications.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC041 PRESENTATION DRAWINGS 1
Content: To provide students with the opportunity to gain skills in the preparation of two and three dimensional presentation drawings for domestic scale buildings.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC042 PRESENTATION DRAWINGS 2
Content: Presentation Drawings 2 provides students with the opportunity to further develop skills gained in Presentation Drawings 1 required for the preparation of advanced two and three dimensional presentation drawings and model making skills for domestic scale buildings.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
ABC043 PRESENTATION DRAWINGS 3
Content: Presentation Drawings 3 extends the skills students have acquired in Presentation Drawings 1 and 2 to provide students with the opportunity to develop skills in the preparation of visual material for the presentation of large schemes including aerial views.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC044 PRESENTATION DRAWINGS 4
Content: Presentation Drawings 4 extends the skills student has acquired in Presentation Drawings 1, 2 and 3 in the preparation of visual material for the presentation of major projects including manual rendering of CAD generated drawings.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC047 SURVEYING AND MEASURED DRAWING 1
Content: This module will provide the student with the skills to accurately record the size and features of an existing site and structure of residential scale by the preparation of site notes and to graphically record this information by means of current standard drafting practice.
Nominal Hours: 18 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC048 SURVEYING AND MEASURED DRAWINGS 2
Content: This module will provide the student with the skills and theoretical knowledge to accurately record the size and features of a structure by the preparation of site notes and measurements for the purpose of historical presentation and for alterations and additions.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC049 DRAFTING TECHNOLOGY 1
Content: This module will provide drafting students with skills which are necessary to solve construction detailing problems graphically and to illustrate building construction of simple single storey residential buildings.
Nominal Hours: 18 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC050 DRAFTING TECHNOLOGY 2
Content: This module will provide drafting students with the skills necessary to solve construction detailing problems graphically and to illustrate building construction associated with residential scale buildings up to three storeys in height.
Nominal Hours: 18 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC051 DRAFTING TECHNOLOGY 3
Content: This module will provide drafting students with skills for production of graphical solutions to construction problems which arise in the design development stages of buildings studies in Construction 3.
Nominal Hours: 18 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC052 DRAFTING TECHNOLOGY 4
Content: This module will provide drafting students with the skills for the production of graphical solutions to construction detailing problems which arise in Construction 4.
Nominal Hours: 18 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC053 WORKING DRAWINGS 1
Content: To provide the participants with basic skills required to read and interpret plans and specifications and undertake basic architectural drafting of a small single storey residential scale building.
Nominal Hours: 72 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC056 WORKING DRAWINGS 2
Content: On completion of the module participants should be able to develop sketch plans to working drawings for low rise residential scale buildings up to three storeys. Selection of building materials and construction techniques should be a feature of this module.
Nominal Hours: 72 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC057 WORKING DRAWINGS 3
Content: To provide the learner with the theoretical knowledge and practical ability to prepare working drawings for wide span industrial and commercial structures with light or heavy cladding up to 3 storeys in height.
Nominal Hours: 72 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC058 WORKING DRAWINGS 4
Content: To provide the learner with the theoretical knowledge and practical ability to prepare working drawings for commercial/residential structures to an effective height of 25m.
Nominal Hours: 72 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

ABC061 BUILDERS WORKING DRAWINGS 1A
Content: Read and interpret plans and specifications and undertake basic architectural drafting.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

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

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

ABC070 COST CONTROL AND PLANNING 2
Prerequisite(s): ABC002 Construction 2, ABC076 Building Quantities and Estimating 1.
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC073 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. Please also refer to the Assessment Criteria at the end of the Module.
Nominal Hours: 200 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

ABC078 BUILDING QUANTITIES AND ESTIMATING 3
Content: This module will provide the learner with the procedures and skills to take-off the nett quantities used in commercial buildings up to an effective height of 25m and industrial buildings.
Nominal Hours: 54 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC079 BUILDING QUANTITIES AND ESTIMATING 4
Content: This module will provide the learner with procedures and skills necessary to: Evaluate an invitation to tender; Predict the nett cost of construction; Prepare and submit a tender for commercial buildings up to an effective height of 25m and industrial projects.
Nominal Hours: 54 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC082 BUILDING SITE SUPERVISION
Content: Knowledge of supervision techniques as they apply to building sites.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

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

**ABC088 BUILDING TECHNOLOGY 1**
Prerequisite(s): ABC005 Materials 1, ABC001 Construction 1, ABC002 Construction 2, ABC062 Builder’s Working Drawings 1.
Content: Resolve construction problems for single storey and low rise residential buildings.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

**ABC091 BUSINESS MANAGEMENT FOR BUILDING INDUSTRY 1**
Content: Staff and contractual management for small to medium sized projects.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

**ABC096 CONSTRUCTION SAFETY**
Content: Apply safety principles on medium rise and wide span building sites.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**ABC102 RESIDENTIAL SITE SAFETY**
Content: Provides the participants with the knowledge to apply safety.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

**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, obtain work experience related skills; successful completion of this module counts as 5 days towards the Practical Experience module.
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**ABC113 DRAFTING STUDIO 2**
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, obtain work experience related skills; successful completion of this module counts as 5 days towards the Practical Experience module.
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
ABC114 DRAFTING STUDIO 3
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, obtain work experience related skills, successful completion of this module counts as 5 days towards the Practical Experience module.
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

ABC120 APPLIED MATHEMATICS FOR BUILDING
Content: This unit gives the student the knowledge and skills to apply mathematics for building.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC125 DRAFTING STUDIO 4
Content: Drafting Studio.
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC126 DRAFTING STUDIO 5
Content: Drafting studio
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC128 BUILDING STUDIO 4
Content: Building studio.
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC129 BUILDING STUDIO 5
Content: Building studio.
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC501 INTRODUCTION TO FURNISHING INDUSTRY
Content: To develop knowledge of historical, recent and emerging trends in the furnishing industry.
Nominal Hours: 8 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC999 INDUSTRY PLACEMENT
Content: Industry Placement
Nominal Hours: 114 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

BCF2004A LAYOUT SIGNS
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF2005A USE COLOUR MATCHING FOR SIGN WRITING
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
**BCF2009A CARRY OUT LOAD SLINGING OF OFF-SITE MATERIALS**

**Content:** This unit covers the following: Plan and prepare work; Move, locate and secure load; Clean.

**Nominal Hours:** 40 Hours

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

**BCF2010A MAINTAIN INVENTORY AND CONTROL, STOCK**

**Content:** Identify stock materials and equipment; Maintain inventory/stock lists; Store and record stocks; Control stock.

**Nominal Hours:** 10 Hours

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

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

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

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

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

**BCF2015A USE ALUMINIUM SECTIONS FOR FABRICATION**

**Content:** This unit will cover the following: Plan and prepare work; Identify extruded aluminium sections; Identify methods of joining sections; Use sections to construct frames; Clean up.

**Nominal Hours:** 40 Hours

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

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

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

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

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

**BCF3002A USE COMPUTER CONTROLLED MACHINERY**

**Content:** This unit applies to the programming, loading and operating of computer controlled machinery for the production of components. Manufacturing applications are involved with Shopfitting, Joinery and Stairbuilding work.

**Nominal Hours:** 40 Hours

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

**BCF3003A IDENTIFY STAIR CONSTRUCTION AND THE FACTORS GOVERNING STAIR DESIGN**

**Content:** This unit will cover the following: Identify stair construction and components, Identify factors governing design of a stair, Determine the rise and going for steps on a stair, Identify stairs incorporating landings with straight flights, Identify use of winders, Identify geometric stairs

**Nominal Hours:** 8 Hours

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

**BCF3004A SET OUT STAIRS**

**Content:** This unit will cover the following: Plan and prepare for work, Prepare stair material for setting out, Set out stringers for a stair, Set out newels, Set out component parts.

**Nominal Hours:** 8 Hours

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
BCF3005A MANUFACTURE STAIR COMPONENTS — STRAIGHT FLIGHTED STAIRS
Content: This unit covers the following: Plan and prepare work, Prepare strings for assembly, Prepare newels for assembly, Cut treads, risers and wedges to length, prepare balustrade components, Prepare landing structural components, Finish surfaces and pre-assemble stair, Clean up.
Nominal Hours: 24 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3006A ASSEMBLE AND INSTALL STAIRS
Content: This unit applies to the assembling of prepared components to assemble and install a timber stair to location.
Nominal Hours: 24 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3007A MANUFACTURE AND INSTALL CONTINUOUS HAND-RAILING AND SPECIAL STAIR COMPONENTS
Content: This unit applies to the preparing, joining and installing of continuous handrail and special stair components. Special stair components include wreaths, scrolls, bullnosed steps and decorative features.
Nominal Hours: 56 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

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

BCF3012A SETTING OUT CABINETS, SHOWCASES, WALL UNITS, COUNTERS AND WORK STATIONS
Content: This unit covers the following: Plan and prepare work; Develop width set out; Develop height set out; Develop depth set out; Mark out material for components; Clean up.
Nominal Hours: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3013A ASSEMBLE CABINETS, SHOWCASES, WALL UNITS, COUNTERS AND WORK STATIONS
Content: This unit covers the following: Plan and prepare work; Establish datum and plumb lines; Prepare opening; Assemble shopfront; Fit bulkhead; Install assembly; Clean up.
Nominal Hours: 32 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3014A PREPARE ALUMINIUM FOR ASSEMBLY
Content: This unit covers the following: Plan and prepare work; Cutting extrusion; Prepare extrusions for assembly; Clean up.
Nominal Hours: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3015A ASSEMBLE ALUMINIUM FRAMEWORK
Content: This unit covers the following: Plan and prepare work, Assemble components, Clean up.
Nominal Hours: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3016A SET OUT SHOPFRONTS, COMMERCIAL ENTRIES, BULKHEADS AND COMPONENT FITTINGS
Content: This unit covers the following: Plan and prepare; Undertake site measurements; Clean up.
Nominal Hours: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3017A FABRICATE SHOPFRONTS, COMMERCIAL ENTRIES, BULKHEADS AND COMPONENT FITTINGS
Content: This unit covers the following: Plan and prepare work; Assemble components of framework; Pre-fit component fittings; Prepare for packaging; Clean up.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3018A ASSEMBLE/INSTALL SHOPFRONT, COMMERCIAL ENTRIES, BULKHEADS AND COMPONENTS
Content: This unit covers the following: Plan and prepare work; Establish datum and plumb lines; Prepare opening; Assemble shopfront; Fit bulkhead; Install assembly; Clean up.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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;
BCF3023A APPLY FINISHES
Content: This unit will cover the following: Identify various types of finishing applications; Plan and prepare for finish application; Apply stain to a surface/veneered surface; Apply lacquers to a surface; Apply paint/sealer to a surface; Apply powder to a surface for baked finish; Clean up.
Nominal Hours: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3024A INSTALL INTERNAL LINING
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

BCF3028A WRITE TICKETS AND SHOWCARDS
Content: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3029A APPLY WATER GILDING – GLASS
Content: Plan and prepare work; Screen print; Identify and solve problems; Maintain equipment and tools.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3030A SCREEN PRINT
Content: Plan and prepare work; Screen print; Identify and solve problems; Maintain equipment and tools.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3036A SHIFT MATERIALS MANUALLY
Content: Plan and prepare work; Manually handle material; Shift material using tools and equipment; Clean up.
Nominal Hours: 12 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3037A SET OUT AND LEVEL
Content: Plan and prepare work; Use automatic/spirit level to identify/determine levels; Set out alignment to given co-ordinates; Set up vertical levels; Clean up.
Nominal Hours: 8 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

BCF3039A MANUFACTURE STAIR COMPONENTS – CURVED AND GEOMETRIC STAIRS
Content: This unit applies to the manufacturing processes to prepare and manufacture components for the assembly of curved and geometric stairs.
Nominal Hours: 56 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

BCF3049A MANUFACTURE ALUMINIUM GRILLS AND LOUVRES
Content: This unit applies to the manufacturing processes in fabricating aluminium material and assembling of components to produce grills and louvres cooling towers, air conditioning and air ventilation system operations.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
BCF3052A SIGN WRITE TO SIMPLE FORMS
Content: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Nominal Hours: 56 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3053A SIGN WRITE TO DECORATIVE FORMS
Content: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Nominal Hours: 72 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3054A APPLY GRAPHICS USING PRESSURE SENSITIVE FILMS
Content: Plan and prepare work; Layout sign; Weed out vinyl; Apply transfer tape; Apply vinyl; Clean up finished sign.
Nominal Hours: 24 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3055A APPLY GRAPHICS TO ILLUMINATED SIGNFACES
Content: Plan and prepare work; Layout sign; Apply vinyl to signage; Spray application to signage; Clean up finished sign.
Nominal Hours: 24 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3056A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS – VINYL
Content: Plan and prepare work; Start up and operate computer; Maintain equipment; Identify and solve operating problems; Clean up.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3057A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS – DIGITAL
Content: Plan and prepare work; Start up and operate computer; Maintain equipment; Identify and solve operating problems; Clean up.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3058A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS – 3D DIMENSIONAL
Content: Plan and prepare work; Start up and operate computer; Identify and solve operating problems; Maintain equipment; Clean up.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3062A HAND RENDER PICTORIALS
Content: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG1009A CARRY OUT EXCAVATION AND INSTALL SUPPORT
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG1015A PREPARE FOR CONSTRUCTION PROCESS (BRICK/ BLOCK LAYING)
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; Mixture; Install bricks/blocks; Clean up.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG1016A PREPARE FOR CONSTRUCTION PROCESS (CARPENTRY)
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 and equipment appropriate for construction process; Select materials and cut components; Distribute components; Clean up.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG1017A PREPARE FOR CONSTRUCTION PROCESS (DEMOLITION)
Content: This unit consists of: • Plan for demolition process • Prepare materials for demolition process • Prepare work area for demolition process • Use tools and equipment for construction processes • Set up plant and equipment for initial demolition processes • Clean up
Nominal Hours: 20 Hours
Assessment: Competency shall be assessed while work is undertaken under direct supervision with regular checks, but may include some autonomy when working as part of a team. Competency in this unit may be determined concurrently, based on an integrated project work. Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be a comprehensive assessment.

BCG1019A PREPARE FOR CONSTRUCTION PROCESS (PAINTING AND DECORATING)
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; Assist with initial preparation of surfaces for painting and decorating; Assist with preparing surfaces for final finish; Clean up.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BG2000A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BG2001A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BG2002A OXY/LPG ACETYLENE CUTTING
Content: This unit will cover the following: Set up; Cut material; Shut down; Clean up.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BG2003A 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; Demolish building/structure; Clean up.
Nominal Hours: 32 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BG2004A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BG2005A 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 concrating to simple forms.
Content: Plan and prepare work; Assist with the erection of formwork; Strip formwork; Clean up.
Nominal Hours: 24 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BG2006A USE EXPLOSIVE POWER TOOLS (EPT)
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1006A Use hand and power tools, BCG1010A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BG2010A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BG2012A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BG3009A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BG3010A INSTALL WINDOWS TO WALL FRAMING
Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG2004A Carry out levelling.
Content: Plan and prepare work; Install timber or aluminium window frame; Clean up.
Nominal Hours: 12 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BG3012A 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 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BG3014A ERECT TIMBER PITCHED ROOF FRAMING
Prerequisite(s) BCG1016A Prepare for construction process (carpentry), BCG2012A Construct and erect timber wall framing, BCG3004A 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
ceiling framing (pitched roof), BCG3014A Erect timber pitched roof framing.

irregular roof

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: 24 Hours

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

BCG3016A INSTALL SUB FLOOR FRAMING
Prerequisite(s): BCG1003A Read and interpret plans, BCG1005A Use hand and power tools, BCG1008A Use simple levelling 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: 32 Hours

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

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

BCG3018A ERECT STEEL ROOF TRUSSES
Prerequisite(s): BCG1006A Use small plant and equipment, BCG2006A Carry out steel fixing, BCG3019A Construct and erect steel wall framing.

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

Nominal Hours: 24 Hours

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

BCG3019A CONSTRUCT AND ERECT STEEL WALL FRAMING
Prerequisite(s): BCG1006A Use small plant and equipment, BCG2006A Carry out steel fixing.

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

Nominal Hours: 40 Hours

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

BCG3020A CONSTRUCT TIMBER ROOF STRUCTURES – IRREGULAR ROOF
Prerequisite(s): BCG3012A Construct and erect timber wall framing, BCG3047A 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 splayed plan end; Construct dormers in roof surfaces; Complete eaves and barge ends; Clean up.

Nominal Hours: 40 Hours

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

BCG3021A INSTALL DOOR FRAMES
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3022A FINISH EAVES
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 scaffolding; Construct framework and line eaves; Clean up.

Nominal Hours: 12 Hours

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

BCG3023A INSTALL EXTERIOR CLADDING
Prerequisite(s): BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG1011A Handle construction materials and safely use of waste, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.

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

BCG3024A CONSTRUCT TIMBER EXTERNAL STAIRS
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3025A INSTALL EXTERNAL OR INTERNAL DOORS
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 architrave’s; Hang sliding door; Fit trim and door hardware; Clean up.

Nominal Hours: 40 Hours

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
BCG3026A INSTALL FITMENTS
Prerequisite(s) BCG1005A Use hand and power tools, BCG1016A Prepare for construction process (carpentry), BCG2001A Prepare surfaces, BCG2004A Carry out levelling, BCG2006 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3027A CONSTRUCT WET AREA CONSTRUCTION/INSTALLATION
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; Clean up.
Nominal Hours: 24 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3029A FIX TIMBER MOULDINGS
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/jambs; Cut and fit scotia mould to windows; Construct and install pelmets; Fit and fix skirting; Clean up.
Nominal Hours: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3030A REPLACE GLASS
Prerequisite(s) BCG1005A Use hand and power tools, BCG1011A Handle construction materials and safely dispose of waste. BCG2001A Prepare surfaces.
Content: Plan and prepare work; Remove damaged glass; Replace glass; Repair surface finish; Clean up.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3031A ERECT DOOR JAMB/FRAME (BUILT-IN UNIT)
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: 6 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3032A FIX TIMBER RAKING 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3033A RESTORE/RENOVATE WINDOWS AND FRAMES
Prerequisite(s) BCG3010A Install windows to wall framing.
Content: Select and prepare materials and equipment; Restore and renovate curved window frame; Restore and renovate a casement window; Restore and renovate a double hung window; Clean up.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3034A ERECT/DISMANTLE FORMWORK
Prerequisite(s) BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1016A Prepare for consolation process (carpentry), BCG2005A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3035A ERECT/DISMANTLE JUMP FORM FORMWORK
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG2004A Carry out levelling, BCG3034A Erect/dismantle formwork.
Content: Plan and prepare work; Set out; Assemble core form system; Locate and install penetrations; Install reinforcement; Close shutters; Place concrete; Strip shutters; Jump system; Dismantle system; Clean up.
Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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 clarifier finish, BCG3045A Apply paint by spray, BCG3010A Prepare surfaces for painting and decorating.
Content: Plan and prepare work; Prepare application area; Apply mirror paint finish; Apply 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
BCG3047A ERECT CEILING FRAMING (PITCHED ROOF)
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: One or more of the following: written assignment, written test,
simulation, observation, demonstration, discussion, questioning, presentation,
campus/workplace projects and RTO/workplace assignments.

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

BCG3068A CONSTRUCT BATTERED MASONRY SURFACES
Content: This unit gives the student the knowledge and skills to construct battered
masonry surfaces.
Nominal Hours: 32 Hours
Assessment: One or more of the following: written assignment, written test,
simulation, observation, demonstration, discussion, questioning, presentation,
campus/workplace projects and RTO/workplace assignments.

BCG3069A CONSTRUCT FIREPLACE AND CHIMNEY
Prerequisite(s): BCG1015A Prepare for construction process (brick/block laying),
BCG3011A Carry out basic setting out, BCG3107A Carry out veneer construction,
BCG3108A Carry out brick construction.
Content: Plan and prepare work; Set out and prepare base; Construct base; Construct
hearth and firebox; Construct fireplace and face brickwork; Form throat and chimney
shaft; Complete chimney; Rake/rule joints; Clean up.
Nominal Hours: 48 Hours
Assessment: One or more of the following: written assignment, written test,
simulation, observation, demonstration, discussion, questioning, presentation,
campus/workplace projects and RTO/workplace assignments.

BCG3071A ASSEMBLE FABRICATED COMPONENTS
Content: This unit will cover the following: Plan and prepare work; Identify assembly
method and construct jigs if required; Check all components to be assembled are
available; Select tools and fixtures for fabrication assembly; Assemble fabricated
components; Clean up.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test,
simulation, observation, demonstration, discussion, questioning, presentation,
campus/workplace projects and RTO/workplace assignments.

BCG3084A INSTALL FRAMED CEILING (SHEET AND BOARDS)
Content: This unit covers the following: Prepare for installation; Erect scaffolding; Set
out; Install supporting framework; Fix sheets; Fix boards to ceiling framework; Clean up.
Nominal Hours: 120 Hours
Assessment: One or more of the following: written assignment, written test,
simulation, observation, demonstration, discussion, questioning, presentation,
campus/workplace projects and RTO/workplace assignments.

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

BCG3096A APPLY PAINT BY BRUSH/ROLLER
Prerequisite(s): BCG1005A Use hand and power tools, 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: One or more of the following: written assignment, written test,
simulation, observation, demonstration, discussion, questioning, presentation,
campus/workplace projects and RTO/workplace assignments.

BCG3097A MATCH SPECIFIED PAINT COLOUR9/
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: One or more of the following: written assignment, written test,
simulation, observation, demonstration, discussion, questioning, presentation,
campus/workplace projects and RTO/workplace assignments.

BCG3100A PREPARE SURFACES FOR PAINTING AND
DECORATING
Prerequisite(s): BCG1006A Use small plant and equipment.
Content: Select and prepare materials and equipment; Erect work platform; Prepare
new or un-coated surfaces for painting or clear finish; Prepare previously coated
surfaces for painting or clear finish; Prepare surface for wallpaper; Remove wallpaper
and prepare surface for painting; Prepare surface for decorative painted finishes;
Clean up.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test,
simulation, observation, demonstration, discussion, questioning, presentation,
campus/workplace projects and RTO/workplace assignments.

BCG3101A APPLY WALLPAPER
Prerequisite(s): BCG1008A Use simple levelling devices, BCG1006A Use small plant
and equipment, BCG2001A Prepare surfaces.
Content: Select and prepare materials and equipment; Erect work platform; Prepare
surface and wallpaper; Apply wallpaper; Clean up.
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test,
simulation, observation, demonstration, discussion, questioning, presentation,
campus/workplace projects and RTO/workplace assignments.

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

BCG3104A INSTALL CURTAIN WALLING
Content: This unit will cover the following: Plan and prepare work; Install curtain walling; Caulk seal curtain walling; Clean up.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3107A CARRY OUT VENEER CONSTRUCTION
Prerequisite(s): BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1009A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3110A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3108A CARRY OUT SOLID BRICK CONSTRUCTION
Prerequisite(s): BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1009A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner).
Content: Plan and prepare work; Set out brickwork; Construct base brickwork; Position door and window frames; Construct cavity and single brick walls; Rake/rule joints; Clean up.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3109A CONSTRUCT MASONRY STEPS AND STAIRS
Prerequisite(s): BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, B11A Carry out basic setting out, BCG3110A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3110A LAY BRICKS AND BLOCKS (WALL AND CORNER)
Prerequisite(s): BCG1003A Read and interpret plans, BCG1007A Erect and dismantle restricted height scaffolding, BCG1009A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, B11A Carry out basic setting out, BCG3110A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3111A LAY MULTI-THICKNESS WALLS AND PIERS
Prerequisite(s): BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner), BCG3108A Carry out solid brick construction.
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3112A CONSTRUCT MASONRY ARCH — SEMI-CIRCULAR AND SEGMENTAL
Prerequisite(s): BCG2004A Carry out levelling, BCG3110A Carry out solid brick construction, BCG3112A Lay bricks and blocks (wall and corner), BCG3111A Lay multi-thickness walls and piers.
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3113A CONSTRUCT CURVED WALL
Prerequisite(s): BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner), BCG3108A Carry out solid brick construction.
Content: Plan and prepare work; Set out; Lay first course; Lay subsequent courses and complete wall; Clean up.
Nominal Hours: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3114A CONSTRUCT MASONRY BLOCKWORK
Prerequisite(s): BCG1003A Read and interpret plans, BCG1007A Erect and dismantle restricted height scaffolding, BCG1009A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3112A Lay bricks and blocks (wall and corner).
Content: Plan and prepare work; Set out blockwork; Construct masonry blockwork; Place reinforcement and concrete; Install bond beam; Clean up.
Nominal Hours: 32 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3115A LAY SEGMENTAL/UNIT PAVING
Prerequisite(s): BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1015A Prepare for construction process (carpentry), BCG1016A Carry out concreting to simple forms, BCG2004A Carry out levelling, BCG3111A Lay bricks and blocks (wall and corner).
Content: Define soil type and determine paving material; Prepare to lay paving; Construct paving; Clean up.
Nominal Hours: 24 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3116A FIX LININGS AND PANELLING
Prerequisite(s): BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1016 Prepare for construction process (carpentry), BCG2000A Assemble simple partition es, BCG2001A Prepare surfaces.
Content: Plan and prepare work; Locate and prepare frame/surface; Install lining to frame/surface; Clean up.
Nominal Hours: 24 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3117A ERECT/DISMANTLE SLIP FORM FORMWORK
Prerequisite(s): BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1015A Prepare for construction process (carpentry), BCG2000A Assemble simple partition es, BCG2001A Prepare surfaces.
Content: Plan and prepare work; Set out slip form; Construct walls and piers in slip form; Clean up.
Nominal Hours: 24 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBC4001A APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR LOW-RISE BUILDING PROJECTS

Content: This unit of competency specifies the outcomes required to access, interpret and apply relevant building codes and standards applicable to the construction processes of residential and low-rise commercial buildings (‘low-rise’ licensing classification with reference to Class 1 and 10 construction and Classes 2 to 9 with a gross floor area not exceeding 2000m2, not including Type A or Type B construction). To successfully construct low-rise buildings requires a thorough knowledge of the purpose and content of the Building Code of Australia (BCA) coupled with the ability to interpret other codes and standards related to a specific building.

Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBC4002A MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

Content: This unit specifies the outcomes required to conduct an OHS risk analysis, including the inspection of workplaces for hazards. The development and implementation of appropriate responses to reduce risks are also addressed, including responses required by State/Territory legislation and regulation. The unit requires that candidates have a comprehensive and appropriate understanding of the complex range of legislative and workplace requirements for managing risk in building and construction workplaces.

Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBC4003A SELECT AND PREPARE A CONSTRUCTION CONTRACT

Content: This unit specifies the outcomes required to select and prepare appropriate construction contracts including the sections, clauses and conditions for low-rise construction projects. The ability to interpret complex documents, communicate clearly and succinctly and negotiate are essential skills. This unit of competency supports the needs of builders, project managers, estimators and managers in the building and construction industry who have a responsibility for selecting and preparing contracts for building work.

Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBC4004A IDENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING AND CONSTRUCTION PROJECTS

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

Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBC4005A PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

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

Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBC4006A SELECT, PRODUCE AND STORE CONSTRUCTION MATERIALS FOR LOW-RISE PROJECTS

Content: This unit specifies the outcomes required to supervise the systems through which materials are typically selected, acquired and stored on site for projects described by the Building Code of Australia as low-rise building or construction work (‘low-rise’ licensing classification with reference to Class 1 and 10 construction and Class 2 to 9 with a gross floor area not exceeding 2000m2, not including Type A or Type B construction). It ensures the delivery to the site of materials which meet contract specifications and service requirements for low-rise projects.

Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBC4007A PLAN BUILDING OR CONSTRUCTION WORK

Content: This unit specifies the outcomes required to plan on-site activities, including the employment of physical and human resources and the development of documentation and advice for relevant authorities concerning residential and commercial projects. The ability to identify appropriate resources and suppliers, assess the availability of and requirements for skilled labour are essential.

Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBC4008A CONDUCT ON-SITE SUPERVISION OF THE BUILDING AND CONSTRUCTION PROJECT

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

Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBC4009A APPLY LEGAL REQUIREMENTS TO BUILDING AND CONSTRUCTION PROJECTS

Content: This unit of competency specifies the outcomes required to apply legal requirements to building and construction projects of residential and low-rise commercial buildings (‘low-rise’ licensing classification with reference to Class 1 and 10 construction and Classes 2 to 9 with a gross floor area not exceeding 2000m2, not including Type A or Type B construction). Application of legal requirements includes the capacity to ensure compliance with all contractual requirements. A thorough knowledge of the application of current legal and regulatory requirements is essential.

Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
BCGBC4010A APPLY STRUCTURAL PRINCIPLES TO RESIDENTIAL LOW-RISE CONSTRUCTIONS

Content: This unit specifies the outcomes required to apply structural principles to the erection or demolition of low-rise residential structures using conventional methods. The unit addresses those structures classified by the Building Code of Australia as classes 1 and class 10. Knowledge of the application of structural principles in accordance with the Australian Standards is essential.

Nominal Hours: 160 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBC4011A APPLY STRUCTURAL PRINCIPLES TO COMMERCIAL LOW-RISE CONSTRUCTIONS

Content: This unit specifies the outcomes required to apply structural principles to the erection or demolition of low-rise projects of a more complex nature than single residential dwellings and which are typically commercial structures classified in the Building Code of Australia as classes 2 to 9 with a gross floor area not exceeding 2000 m² but not including Type A or Type B construction. Knowledge of the application of structural principles in accordance with the Australian Standards is essential.

Nominal Hours: 160 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBC4012A READ AND INTERPRET PLANS AND SPECIFICATIONS

Content: This unit specifies the outcomes required to read and interpret plans and specifications applicable to medium-rise residential and commercial projects in order to inform estimation, planning and supervisory activities.

Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBC4013A PREPARE AND EVALUATE TENDER DOCUMENTATION

Content: This unit specifies the outcomes required to evaluate contract specifications and information and to prepare tender documents associated with projects in the building and construction industries. Knowledge of tender preparation and interpretation of project demands and requirements and the capability to bring together a body of diverse information are essential. How to find the information and present it in a manner which meets organisational needs in short time frames is important, as is the ability to manage time effectively.

Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBC4014A PREPARE SIMPLE BUILDING SKETCHES AND DRAWINGS

Content: This unit of competency specifies the outcomes required to produce sketches and drawings. The sketches may be used to clarify or communicate ideas to clients or other parties. They also may be simplified versions taken from architectural drawings and designed to capture design concepts or options. The sketches may be used for estimating purposes and to show measurements and other requirements for building and construction works. This unit does not describe more complex drafting skills.

Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBC4015A PREPARE SPECIFICATIONS FOR ALL CONSTRUCTION WORKS

Content: This unit of competency specifies the outcomes required to prepare specifications, using standard forms of specification as a basis. The preparation of a clearly understood specification for construction works requires establishing the level of detail required and identifying all the inherent contractual obligations. The capacity to develop specifications that may range from outline to detailed specifications and which conform to NATSPEC or other industry standards is required. The specifications may stipulate materials, quality of work and project timelines. In order to achieve the outcomes for this unit, knowledge of relevant industry legislation and standards, and the ability to research information and communicate well with clients are required.

Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBC4016A ADMINISTER A CONSTRUCTION CONTRACT

Content: This unit specifies the outcomes required to administer building and construction contracts for either residential or commercial projects.

Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBC4017A ARRANGE RESOURCES AND PREPARE FOR THE BUILDING OR CONSTRUCTION PROJECT

Content: This unit specifies the outcomes required to procure the physical and human resources necessary to ensure the development of on-site facilities and the availability of personnel, plant and equipment, materials and other site essential items for low-rise (‘low-rise’ licensing classification with reference to Class 1 and 10 construction and Classes 2 to 9 with a gross floor area not exceeding 2000m², not including Type A or Type B construction) construction projects. Knowledge of physical resource acquisition and supply processes, identification and procurement of suitable labour through the organisation’s own employees and/or subcontractors is essential.

Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBC4021A MINIMISE WASTE ON THE BUILDING AND CONSTRUCTION SITE

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

Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBC5001A APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR MEDIUM-RISE BUILDING PROJECTS

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

Nominal Hours: 200 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
FACULTY OF TECHNICAL AND TRADES INNOVATION

BCGBC5003A SUPERVISE THE PLANNING OF ON-SITE MEDIUM-RISE BUILDING OR CONSTRUCTION WORK
Content: This unit specifies the outcomes required to supervise the planning process and the organisation of on-site building or construction work projects up to and including medium-rise commercial and wide span buildings (medium-rise licensing classification with reference to Class 1 and 10 construction; Class 2 and 3 to a maximum of 3 storeys; Class 4 to 9 to a maximum of 3 storeys, not including Type A construction). Successful supervision of planning and organisation requires effective interpretation of contractual and planning requirements and development of strategies for utilising human and physical resources effectively in order to comply with contractual obligations. In order to achieve the outcomes for this unit, knowledge of relevant building and construction planning practices, state/territory building and construction codes, standards and regulations and human resource principles and practices are required.
Nominal Hours: 200 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBC5006A APPLY SITE SURVEYS AND SET OUT PROCEDURES TO MEDIUM-RISE BUILDING PROJECTS
Content: This unit specifies the outcomes required for applying site surveys and set out procedures to medium-rise building and construction projects. It addresses the skills and practices required to measure, record and interpret data using measuring and levelling equipment and to set out building projects. The ability to operate specific surveying equipment and apply calculations and knowledge of the BCA and Australian Standards are essential.
Nominal Hours: 110 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBC5007A ADMINISTER THE LEGAL OBLIGATIONS OF A BUILDING OR CONSTRUCTION CONTRACT
Content: This unit specifies the outcomes required to administer the legal obligations of a building or construction contract. It is concerned with licensing and/or builders’ registration and other legislative matters as appropriate, and administering the systems through which the obligations of complying with legislation are fulfilled. In order to achieve the outcomes for this unit, knowledge of relevant industry legislation, codes, standards, regulations, licensing, employee awards, agreements, OHS, taxation and insurance is required.
Nominal Hours: 100 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBC5008A APPLY STRUCTURAL PRINCIPLES TO THE CONSTRUCTION OF MEDIUM-RISE BUILDINGS
Content: This unit specifies the outcomes required to apply structural principles to the building of medium-rise buildings. The design and construction of medium-rise buildings requires the input of a range of skilled professionals, including architects and engineers. The building and construction professional plays a significant role within this project team and requires the ability to communicate effectively with building design professionals, and develop sound and safe practices in relation to structural procedures on site.
Nominal Hours: 300 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBC5009A IDENTIFY SERVICES LAYOUT AND CONNECTION METHODS TO MEDIUM-RISE CONSTRUCTION PROJECTS
Content: This unit specifies the outcomes required for identifying services drawings, specifications and service requirements for a range of medium-rise and wide span commercial projects. It requires an ability to identify and evaluate differing methods and services in accordance with building regulations and standards.
Nominal Hours: 140 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBC5010A MANAGE CONSTRUCTION WORK/PROJECTS
Content: This unit specifies the outcomes required to manage construction work and/or projects. Work or projects may involve fulfilling single- or multi-site commercial contractual obligations. To successfully manage construction projects requires knowledge of relevant industry legislation, codes, standards, methods, procedures and practices as well as the ability to communicate effectively with others.
Nominal Hours: 150 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBC5011A MANAGE BUILDING OR CONSTRUCTION, ENVIRONMENTAL MANAGEMENT PRACTICES AND PROCESSES
Content: This unit specifies the outcomes required to manage building or construction, environmental management practices and processes as part of the organisation’s overall management system. To successfully manage practices and processes requires a knowledge of current trends in environmental practices and methodologies, statistical analysis and legislative requirements.
Nominal Hours: 150 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBC5012A MANAGE THE APPLICATION AND MONITORING OF ENERGY CONSERVATION AND MANAGEMENT PRACTICES AND PROCESSES
Content: This unit specifies the outcomes required to manage the application and monitoring of energy conservation and management practices and processes within the building and construction industry. Successful application of the unit requires a knowledge of energy management practices and methodologies, statistical analysis, current trends and factors in energy conservation, legislative and regulatory requirements.
Nominal Hours: 150 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBL2001B HANDLE AND PREPARE BRICKLAYING/BLOCKLAYING MATERIALS
Content: This unit specifies the competency required to safely handle bricklaying and blocklaying materials manually and mechanically oratory mixing requirements and the environmental requirements for the disposal of waste test.
Nominal Hours: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBL2002B USE BRICK LAYING AND BLOCK LAYING TOOLS AND EQUIPMENT
Content: This unit specifies the competency required to use tools and equipment used in bricklaying and blocklaying safely and effectively. It includes the identification, selection and use of hand and power tools, plant and equipment used in masonry work.
Nominal Hours: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
BCGL3001B LAY PAVING
Content: This unit specifies the competency required to lay pavers on level and inclined surfaces. It includes the preparation, set out and laying of the paving.
Nominal Hours: 24 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGL3002B CARRY OUT MASONRY VENEER CONSTRUCTION
Content: This unit specifies the competency required to construct masonry veneer buildings and structures. It includes the planning, preparation, set out and installation of the masonry.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGL3003B CARRY OUT CAVITY BRICK CONSTRUCTION
Content: This unit specifies the competency required to construct cavity brick/block buildings and structures. It includes the planning, preparation, set out and installation of the masonry.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGL3004B CONSTRUCT MASONRY STEPS AND STAIRS
Content: This unit specifies the competency required to construct masonry steps, stairs and wing walls to different types and styles of buildings. It includes the planning, preparation, set out and installation of the masonry.
Nominal Hours: 32 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGL3005B LAY MASONRY WALLS AND CORNERS
Content: This unit specifies the competency required to construct masonry walls and corners to different types and styles of buildings. It includes the planning, preparation, set out and installation of the masonry.
Nominal Hours: 76 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGL3006B LAY MULTI THICKNESS WALLS AND PIERS
Content: This unit specifies the competency required to construct multi-thickness walls and piers for different types and styles of buildings. It includes the planning, preparation, set out and construction of the walls and piers.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGL3007B INSTALL GLASS BLOCK WORK
Content: This unit specifies the competency required to install glass blockwork to buildings. It includes the preparation, set out and installation of the blocks.
Nominal Hours: 8 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGL3008B INSTALL AERATED AUToclAVED CONCRETE (AAC) PRODuctS
Content: This unit specifies the competency required to install aerated autoclave concrete (AAC) products to different types and styles of buildings. It includes the planning, preparation, set out and installation requirements of the work.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGL3009B INSTALL FLASHINGS AND DAMP PROOF COURSE (DPC)
Content: This unit specifies the competency required to install flashings and damp proofing products to different types and styles of buildings. It includes the planning, preparation, set out and installation/application requirements of the work.
Nominal Hours: 8 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGL3010B CONSTRUCT MASONRY ARCHES
Content: This unit specifies the competency required to construct masonry arches within walls and above columns/attached piers. It includes the preparation, set out and construction of masonry walls and arches.
Nominal Hours: 100 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGL3011B CONSTRUCT CURVED WALL
Content: This unit specifies the competency required to construct a specified masonry curved wall. It includes the preparation, set out and construction of curved walls.
Nominal Hours: 32 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGL3012B CONSTRUCT FIREPLACES AND CHIMNEYS
Content: This unit specifies the competency required to construct brick fireplaces and chimneys in various types and styles of buildings. It includes the planning, preparation, set out and construction requirements of the work.
Nominal Hours: 48 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGL3013B CONSTRUCT MASONRY STRUCTURAL SYSTEMS
Content: This unit specifies the competency required to construct masonry load bearing walls and engaged and isolated piers. It includes the planning, preparation set out and construction requirements of the work.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGL3014B INSTALL FIRE RATED MASONRY CONSTRUCTION
Content: This unit specifies the competency required to construct fire rated masonry construction systems for fire resistant construction. It includes the planning, set out and installation requirements of the work.
Nominal Hours: 32 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
BCGBL3015B CONSTRUCT DECORATIVE BRICKWORK
Content: This unit specifies the competency required to install decorative brickwork to buildings. It includes the planning, set out, and laying of bricks to form a decorative finish.
Nominal Hours: 70 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBL3016B CONSTRUCT BATTED MASONRY WALLS AND PIERS
Content: This unit specifies the competency required to construct battered and piers masonry walls. It includes the preparation of the base and the laying of masonry or stone to form the wall.
Nominal Hours: 32 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGBL3017B CARRY OUT TUCK POINTING TO BRICKWORK
Content: This unit specifies the competency required to apply tuck pointing to brickwork to different types and styles of buildings. It includes the planning, preparation, set out and application of tuck pointing.
Nominal Hours: 12 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGCA2001B HANDLE CARPENTRY MATERIALS
Content: This unit specifies the competency required to safely manually handle, store and apply environmental management principles associated with carpentry materials and components. The unit includes preparing material for mechanical handling.
Nominal Hours: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGCA2002B USE CARPENTRY TOOLS AND EQUIPMENT
Content: Participants are assessed by the VU team in a simulated work environment with all practical assessment tasks conducted on site or at a designated venue.
Nominal Hours: 96 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGCA2003B ERECT AND DISMANTLE FORMWORK FOR FOOTINGS AND SLABS ON GROUND
Content: This unit specifies the competency required to erect and dismantle formwork for footings and slabs on ground for establishing levels and containment of finished concrete. The unit includes forming basic slabs, forming rebates to slabs on ground and steps to strip footings.
Nominal Hours: 24 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGCA3002B CARRY OUT SETTING OUT
Content: This unit specifies the competency required to identify site boundaries and survey indicators, establishing, measuring and setting up of profiled set outs for buildings and structural components of building work. The unit includes the positioning of a building and associated structures on a site.
Nominal Hours: 12 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGCA3003B INSTALL FLOORING SYSTEMS
Content: This unit specifies the competency required to plan, prepare, set out and install timber flooring systems to support imposed loads. The unit includes application in brick veneer, full masonry and timber frame construction.
Nominal Hours: 24 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGCA3004B CONSTRUCT WALL FRAMES
Content: This unit specifies the competency required to plan, prepare, set out, construct and erect load bearing and non load bearing wall frames for the different types of loadings determined by the roof top and bracing configuration. The unit includes set out, cutting and fabrication of both timber and metal wall frames, the erection, connection and bracing of wall frames to specifications.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGCA3005B CONSTRUCT CEILING FRAMES
Content: This unit specifies the competency required to plan, prepare, set out, construct and erect ceiling frames to accommodate ceiling joists, hanging beams, strutting beams and composite beams. The unit includes the selection of members and the setting out of the ceiling frame in conjunction with the roof members.
Nominal Hours: 32 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGCA3006B ERECT ROOF TRUSSES
Content: This unit specifies the competency required to select, set out, erect and brace roof trusses to accommodate roof coverings for waterproofing purposes. The unit includes gable, hip and valley and hip roofing types.
Nominal Hours: 24 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGCA3007B CONSTRUCT A PITCHED ROOF
Content: This unit specifies the competency required to select, set out, construct and erect pitched roofs to accommodate roof coverings for waterproofing purposes. The unit includes scotch valley gable, hip and valley, broken hip and valley and combinations thereof.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGCA3008B CONSTRUCT EAVES
Content: This unit specifies the competency required to prepare, set out and construct eaves including the cutting and fixing of fascias and barges to provide a finish between the wall and the roof. The unit includes boxed eaves and the finish to gable ends.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test,
BGCA3009B CONSTRUCT ADVANCED ROOFS
Content: This unit specifies the competency required to plan, prepare, set out and construct pitched roofs on irregular plan building shapes which may have skewed, splayed ends or hexagonal ends. The unit includes such roofs that may include dormer windows and may be of gable, hip, hip and valley or combinations thereof that are applied to different types and styles of buildings.
Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGCA3010B INSTALL AND REPLACE WINDOWS AND DOORS
Content: This unit specifies the competency required to plan, prepare, set out and install window and door units and to replace window and door units to different types and styles of buildings for access, security, weatherproofing and replacement of defective windows and doors. The unit includes timber and metal window and door units.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGCA3011B REFURBISH TIMBER SASHES TO WINDOW FRAMES
Content: This unit specifies the competency required to refurbish timber sashes to window frames to rectify operation of external windows for ongoing use. The unit includes timber casement windows, double hung windows and the refitting of timber sashes.
Nominal Hours: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGCA3012B FRAME AND FIT WET AREA FIXTURES
Content: This unit specifies the competency required to install supporting framework for fixtures and flashings associated with the wet area construction for a bath, a shower base, a sink/basin unit and preparation for wet area linings. The unit includes bathroom, laundry, shower, toilet and en-suite wet areas.
Nominal Hours: 24 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGCA3013B INSTALL LINING, PANELLING AND MOULDING
Content: This unit specifies the competency required to prepare, set out and install lining and panelling to either masonry or timber/metal framed walls. The unit includes the installation of mouldings to provide decorative finishes.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGCA3014B CONSTRUCT BULKHEADS
Content: This unit specifies the competency required to construct bulkheads to conceal services and/or for decorative purposes. The unit includes straight, curved and geometric shaped bulkheads generally constructed in-situ and may include prefabricated fillets.
Nominal Hours: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGCA3015B ASSEMBLE PARTITIONS
Content: This unit specifies the competency required to set out and assemble partitions for the purpose of dividing areas into useable spaces. The unit includes prefabricated and demountable partitions constructed of timber or metal.
Nominal Hours: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGCA3016B CONSTRUCT TIMBER EXTERNAL STAIRS
Content: This unit specifies the competency required to construct and install timber external stairs that may involve one or more flights to provide access into a structure. The unit includes timber treads and stringers.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGCA3017B INSTALL EXTERIOR CLADDING
Content: This unit specifies the competency required to install material finishes applied to the external framed wall surface for the purpose of weatherproofing and securing the building. The unit includes sheet material, weatherboarding of timber, plastic, metal and fibre cement sheet.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGCA3018B CONSTRUCT, ERECT AND DISENTANGLE FORMWORK FOR STAIRS AND RAMPS
Content: This unit specifies the competency required to construct, erect and dismantle formwork for stairs and ramps to form up the concrete that may involve one or more flights to provide access between floors and/or landings. The unit includes timber, metal or prefabricated formwork.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGCA3019B ERECT AND DISENTANGLE FORMWORK TO SUSPENDED SLABS, COLUMNS, BEAMS AND WALLS
Content: This unit specifies the competency required to erect and dismantle formwork to suspended slabs, columns, beams and walls to contain concrete in above ground construction. The unit includes timber, metal or prefabricated formwork of modular or in-situ design.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGCA3020B ERECT AND DISENTANGLE JUMP FORM FORMWORK
Content: This unit specifies the competency required to erect and dismantle jump form formwork to form wall structures where the formwork process is continuous. The unit includes curved or straight jump form formwork.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGCA3021B ERECT AND DISENTANGLE SLIP FORM FORMWORK
Content: This unit specifies the competency required to erect and dismantle slip form formwork to form wall structures where the formwork process is continuous. The unit includes curved or straight slip form formwork.
This unit specifies the competency required to plan allotted tasks to work safely on a General Construction site. This unit includes preparation. The unit includes the set up, testing and use of levelling devices and the completion of clear-up activities. 
Nominal Hours: 20 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BGCASM2002B INSTALL TRENCH SUPPORT**

Content: This unit covers the competency, background and underpinning knowledge required to prepare for and sustain effective work within the General Construction Industry. It covers the identification and clarification of the General Construction Industry work context, scope and employment conditions, the acceptance of responsibility by the individual, criteria for working in a team, individual career path improvement activities and the participation in site meetings.  
Nominal Hours: 20 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BGCASM1000B APPLY BASIC LEVELLING PROCEDURES**

Content: This unit specifies the competency required to carry out levelling in a single plane for the purpose of establishing correct and accurate set out of buildings components. The unit includes the set up, testing and use of levelling devices, establishing and transferring heights using a range of levelling equipment.  
Nominal Hours: 8 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
BGCM2007B 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. The unit includes both direct action and indirect action explosive powered fastening tools.
Nominal Hours: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGCM2008B 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. The unit includes placement of safety barriers and only involves modular scaffolding restricted to a height of 4 metres.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGCM2009B CARRY OUT BASIC DEMOLITION
Content: This unit specifies the competency required to remove components from single storey buildings and structures using basic demolition techniques. This unit includes the preparation of the site for the demolition process and the removal of components.
Nominal Hours: 32 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGCM3001B 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. The unit includes locating, setting up, operation and shut down.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGCM0203B CARRY OUT CONCRETING TO SIMPLE FORMS
Content: This unit specifies the competency required to safely install formwork, reinforcement, place and finish concrete for the construction of minor slabs, pathways and other minor works to a specified design finish.
Nominal Hours: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGCS2004B PLACE AND FIX REINFORCEMENT MATERIALS
Content: This unit specifies the competency required to place and fix reinforcement for concrete work as part of construction processes. The unit includes the planning and preparation for the work, the final preparation for placement, the placing and fixing of reinforcement, the checking of the reinforcement and the completion of clean-up activities.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGCSV5001A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGCSV5002A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGCSV5003A 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 line work, 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGCSV5004A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGCSV5005A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BGCSV5006A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
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 L-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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

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

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; Assess plans and specifications for size, span and spacing of structural members for timber stumps, floor bearers and joists.

Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

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

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

BCGSV6003A ASSESS CONSTRUCTION FAULTS IN BUILDINGS UP TO 3 STOREYS
Content: Identify and analyse the construction faults on building sites up to 3 storeys; 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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 affect concrete; Determine the cost effectiveness and environmental issues when dealing with recycled materials.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

BCGSV6010A APPLY FIRE TECHNOLOGY TO BUILDINGS UP TO 3 STOREYS
Content: Evaluate smoke control in buildings; Analyse passive fire 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

BCGSV6013A CO-ORDINATE ASSET REFURBISHMENT
Content: Establish refurbishment and/or inspection requirements; Evaluate and report inspection outcomes; Implement services contract/s.
Nominal Hours: 72 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
**BCGSV6014A 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:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**BCGSV6015A 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:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**BCGSV6016A 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:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**BCPCM2001A 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:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**BCPCM2002A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION**

**Content:** This unit specifies the competency required to communicate effectively through oral, visual and written means of communications to facilitate work practices which are safe, meet specifications and provide quality outcomes.

**Nominal Hours:** 12 Hours

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

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**BCPCM2003A 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:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**BCPCM2004A READ PLANS AND CALCULATE PLUMBING QUANTITIES**

**Content:** This unit specifies the competency required to use and interpret plans and specifications associated with construction work and the ability to accurately complete measurements and calculations to establish quantities of materials for plumbing work.

**Nominal Hours:** 8 Hours

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

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**BCPCM2005A HANDLE AND STORE PLUMBING MATERIALS**

**Content:** This unit specifies the competency required to safely handle and store plumbing materials and to identify and address environmental concerns and associated hazards, including the disposal of waste.

**Nominal Hours:** 6 Hours

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

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**BCPCM2006A 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:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**BCPCM2007A CARRY OUT LEVELLING**

**Content:** This unit specifies the competency required to plan and use levelling equipment to establish, record and apply those levels to plumbing work applications.

**Nominal Hours:** 6 Hours

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

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**BCPCM2008A 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:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**BCPCM2009A CUT WITH OXY-LPG/ACETYLENE**

**Content:** This unit specifies the competency required to use oxy-LPG or oxy-acetylene equipment to carry out basic cutting of mild steel in support of plumbing applications and fabrication to meet job specifications.

**Nominal Hours:** 8 Hours

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

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**BCPCM2010A MARK OUT MATERIALS**

**Content:** This unit specifies the competency required to mark out plumbing materials prior to fabricating piping, steel sections, ducting (sheet materials), roofing and cladding.

**Nominal Hours:** 20 Hours

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

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**BCPCM2011A APPLY FIRST AID IN THE WORKPLACE**

**Content:** This unit specifies the competency required to provide basic first aid in the workplace.

**Nominal Hours:** 8 Hours

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

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**BCPCM2012A WELD USING OXY-ACETYLENE EQUIPMENT**

**Content:** This unit specifies the competency required to weld metals associated with the fabrication, installation and repair of plumbing components and systems, using oxy-acetylene equipment.

**Nominal Hours:** 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BCPCM2013A WELD USING ARC WELDING EQUIPMENT**
Content: This unit specifies the competency required to weld metals associated with the fabrication and installation of plumbing components, using arc welding equipment.
Nominal Hours: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BCPCM3002A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BCPCDR2006A INSTALL PRE-FABRICATED INSPECTION OPENINGS AND ENCLOSURES**
Content: This unit specifies the competency required to install pre-fabricated inspection openings and enclosures.
Nominal Hours: 4 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BCPCDR2001A LOCATE AND CLEAR BLOCKAGES**
Content: This unit specifies the competency required to locate and clear blockages to sanitary plumbing, water and sewerage pipe installations and drainage/roof installations, with the use of mechanically operated drain clearing machines and attachments, and manually operated drain cleaning tools and equipment.
Nominal Hours: 8 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BCPCDR2002A INSTALL DOMESTIC TREATMENT PLANTS**
Content: This unit specifies the competency required to install pre-cast concrete and/or glass reinforced plastic domestic treatment plants.
Nominal Hours: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BCPCDR2003A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BCPCDR2004A INSTALL STORMWATER AND SUB-SOIL DRAINAGE SYSTEMS**
Content: This unit specifies the competency required to install stormwater and sub-soil drainage systems up to the point(s) of connection.
Nominal Hours: 8 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BCPCDR2005A DRAIN WORKSITE**
Content: This unit specifies the competency required to remove water from a work site, either temporarily or permanently, through stormwater and sub-soil drainage systems. It includes the installation of submersible and non-submersible type pumps, suitable for pumping unscreened roof water, sub-soil water and surface water.
Nominal Hours: 4 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BCPCDR3001A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BCPCDR3002A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BCPCDR3003A INSTALL ON SITE DISPOSAL SYSTEM**
Content: This unit specifies the competency required to install on-site effluent disposal systems from septic sewerage tanks for 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BCPCDR3004A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

BSBCM206A PROCESS AND MAINTAIN WORKPLACE INFORMATION
Content: This unit covers the skills and knowledge required to collect, process, store and maintain workplace information and its systems. It includes the maintenance of filing and record systems.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BSBCM208A DELIVER A SERVICE TO CUSTOMERS
Content: This unit covers the skills and knowledge required to identify customer needs and provide a service to customers within a prescribed framework.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BSBCM209A PROVIDE INFORMATION TO CLIENTS
Content: This unit covers the skills and knowledge required to greet clients and determine their needs in accordance with the organisation’s requirements.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BSBCM406A MAINTAIN BUSINESS TECHNOLOGY
Content: Maintain performance of hardware and software; Provide basic system administration; Identify future technology requirements.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BSX154L606 MANAGE HUMAN RESOURCES
Content: Manage project organisation and staffing; Manage staff performance; Lead the project team.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

CHCOM4A 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: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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 drafts-person in an office, working under limited supervision.
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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 Dwellings.
Nominal Hours: 120 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

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

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

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 covers the skills required to read and interpret codes, plans/ specifications, and to undertake the production of architectural working drawings for new or additions for two storey residential dwellings Classes 1 and 10 complying with the Building Code of Australia (BCA) under limited supervision.
Nominal Hours: 90 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LCTL PROVIDE DESIGN SOLUTIONS FOR PRIVATE 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

LCTP APPLY DRAFTING OFFICE PROJECT ADMINISTRATION PROCESSES
Prerequisite(s): LCTA 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 draftsman, working under minimal supervision.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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 and Commercial Type B and C buildings.
Nominal Hours: 120 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

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

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

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

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

LCWC PROVIDE DESIGN SOLUTIONS FOR TYPE ‘C’ BUILDINGS
Prerequisite(s): All core units in the Certificate IV in Residential Drafting, except LCTG Produce drawing documentation for Private Residential Buildings
Content: This unit relates to creating design solutions for Type C 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

LCWE APPLY PRINCIPLES OF DESIGN, DOCUMENTATION AND PROJECT ADMINISTRATION TO BUILDINGS
Prerequisite(s): Attainment of the Diploma of Building Design and Technology
Content: This unit relates to the application of design, design resolution, contract documentation and project administration principles, methods and standards complying with the provisions of the Building Code of Australia (BCA) for all buildings up to and including Type A Construction. (This unit is intended to cover the competencies required to perform the typical role of a Project Team Leader on a large job in a medium to large office).
Nominal Hours: 120 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LCWF UNDERTAKE RESEARCH FOR A BUILDING DESIGN RELATED PROJECT
Content: This unit relates to the development of skills and knowledge to design, execute and document the research for a building design related project.
Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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 plans to apply ecologically sustainable development principles to the built environment; Monitor and review strategies for the application of ecologically sustainable development principles to the built environment.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
LMFCR0002A COMMUNICATE IN THE WORKPLACE
Content: Gather, convey and receive information and ideas; Draft routine correspondence.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFCR0003A CARRY OUT MEASUREMENTS AND CALCULATIONS
Content: Obtain measurements; Perform simple calculations; Estimate approximate quantities.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFCR0004A WORK EFFECTIVELY WITH OTHERS
Content: Develop effective workplace relationships; Contribute to workgroup activities.
Nominal Hours: 15 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFF2004A PREPARE SURFACES FOR FINISHING
Content: Prepare for surface preparation; Prepare surfaces; Clean work area and maintain equipment.
Nominal Hours: 24 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFM1001A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFM2001A USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS
Content: Identify hand and power tools; Select hand tools; Use hand tools; Select power tools; Use power tools; Clean up work area and tools.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFM2002A ASSEMBLE FURNISHING COMPONENTS
Content: Prepare for assembly; Assemble components; Clean work area and maintain equipment.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFM2003A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFM2004A 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: 8 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFM2005A JOIN SOLID TIMBER
Content: Prepare the work; Layout and prepare materials; Join timber; Finalise operation and maintain equipment.
Nominal Hours: 8 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFM2006A HAND MAKE TIMBER JOINTS
Content: Plan and prepare for work; Make joint; Complete housekeeping.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFM2007A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFM2010A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFM2011A APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES
Content: Prepare for work; Set up machines; Apply conversion techniques; Clean up work area and maintain equipment.
Nominal Hours: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFM2012A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
**LMFFM3002A CONSTRUCT FURNITURE USING LEG AND RAIL METHOD**
Content: Prepare for work; Complete construction; Finalise operation.
Nominal Hours: 64 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**LMFFM3003A PRODUCE ANGLED AND CURVED FURNITURE USING MANUFACTURED BOARD**
Content: Prepare for work; Complete construction; Finalise operation.
Nominal Hours: 64 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

**LMFFM3005A FABRICATE CUSTOM FURNITURE**
Content: Prepare for work; Complete construction; Assembly custom furniture; Clean work area and maintain equipment.
Nominal Hours: 64 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**LMFFM3006A INSTALL FURNISHING PRODUCTS**
Content: Prepare the work; Complete installation; Finalise operation clean work site.
Nominal Hours: 24 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

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

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

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

**LMFFM3025A SET UP, OPERATE AND MAINTAIN ROUTING AND SHAPING MACHINES**
Content: Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

**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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
LMFGG2008A GLAZE/REGLAZE RESIDENTIAL WINDOWS AND DOORS
Content: This unit addresses the knowledge and skills required to fit glass to residential windows and doors.
Nominal Hours: 72 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

LMFGN3001A READ AND INTERPRET WORK DOCUMENTS
Content: Identify document type and purpose; Read and interpret the document; Plan own work sequence; Maintain document files.
Nominal Hours: 24 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

LMFGN3033A CONSTRUCT JIGS AND FIXTURES
Content: This unit gives the student the knowledge and skills to construct jigs and fixtures.
Nominal Hours: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

MEM1.10B OPERATE MOBILE LOAD SHIFTING EQUIPMENT
Content: This unit covers operating mobile load shifting equipment, including moving and placing loads.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM1.11B UNDERTAKE MANUAL HANDLING
Content: This unit covers lifting and moving materials manually.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM1.12AA 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM1.3AA WORK SAFELY WITH INDUSTRIAL CHEMICALS AND MATERIALS
Content: Use personal protection equipment; Identify emergency procedures; Observe safe working practices.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM1.3B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM1.8C USE HAND TOOLS
Content: This unit covers using a range of hand tools for a variety of general engineering applications.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM1.8AA USE Hand TOOLS/HAND HELD OPERATIONS
Content: Use power tools.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
MEM18.2B USE POWER TOOLS/HAND HELD OPERATIONS
Content: This unit covers using a range of hand held power tools and fixed power tools for hand held operations for a variety of general engineering applications.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM2.1C12A APPLY QUALITY SYSTEMS
Content: Understand and follow standard operational or specification requirements; Engage in quality improvement.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM2.2C11A ORGANISE AND ANALYSE INFORMATION
Content: Access information and/or records; Give verbal and/or written reports.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

MEM2.4C11A ASSIST IN THE PROVISION OF ON-THE-JOB TRAINING
Content: Determine role of on-the-job training; Provide on-the-job training; Report on trainee performance.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM2.5C11 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

MEM2.6C10A PLAN A COMPLETE ACTIVITY
Content: Identify activity requirements; Plan process to complete activity; Modify plan.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM2.7C10A PERFORM COMPUTATIONS - BASIC
Content: Apply four basic rules of calculation; Perform basic calculations involving fractions and decimals.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM2.8C10A PERFORM COMPUTATIONS
Prerequisite(s): MEM2.7C10 Perform Computations - Basic
Content: Estimate approximate answers; Perform basic calculations involving percentages; Apply the four basic rules to algebraic expression; Perform basic calculations involving proportions; Interpret charts and graphs; Produce charts and graphs from given information.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM2.9C10A PERFORM COMPUTER OPERATIONS
Content: Identify uses of computers in the workplace; Access information using computers; Input data correctly into a computer; Output data using a computer system.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM25.10AA PERFORM FITOUT PROCEDURES
Content: Determine job requirements; construct fitout components; assemble fitout components; install components.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM25.13AA PRODUCE 3-DIMENSIONAL PLUGS/MOULDS
Content: Determine plug requirements; construct plug; finish plug; determine mould requirements; produce mould.
Nominal Hours: 120 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM25.14AA PERFORM MARINE SLIPPING OPERATIONS
Content: Set up slipping facilities; perform hauling out procedures; perform launching procedures.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM25.1B APPLY FIBRE REINFORCED PLASTICS
Content: This unit covers applying and forming/shaping fibre reinforced materials. It covers the use of manual and mechanical methods using a variety of glass reinforcements and other fibres. Typical applications include marine vessel and aircraft construction.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM25.2A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM25.2AA FORM AND INTEGRATE FIBRE RE-INFORCED STRUCTURES
Content: Form components; integrate components; undertake post curing of materials.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM25.3AA SET UP MARINE STRUCTURES
Content: Inspect & prepare site; undertake levelling and measurement readings; erect marine vessel structures.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM25.4AA FAIR AND SHAPE SURFACES
Content: Determine job requirements; prepare for filling/sanding/grinding operations; perform filling/sanding/grinding operations.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM25.5AA CONSTRUCT AND ASSEMBLE MARINE VESSEL TIMBER STRUCTURES
Content: Determine job requirements; construct marine vessel timber components; assemble components.
Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM25.7AA MAINTAIN MARINE SURFACES
Content: Inspect vessel and identify maintenance/repair requirements; clean and prepare vessel sectors and surfaces; perform cosmetic maintenance/repair; finish surfaces.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM25.7A MAINTAIN MARINE VESSEL SURFACES
Content: This unit covers performing cosmetic maintenance/repair of surfaces, including fibre reinforced plastics, timber and metal surfaces.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM25.8AA REPAIR MARINE SURFACES AND STRUCTURES
Content: Determine nature and extent of damage and subsequent repair requirements; remove damaged sectors; repair damaged sectors.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM25.9AA FORM TIMBER USING HOT PROCESSES
Content: Determine job requirements; prepare jigs and templates; form timber shapes.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM4.18AB GENERAL WOODWORKING MACHINE OPERATIONS
Content: Determine job requirements; Set up woodworking machinery; operate woodworking machines; Check finished component.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM5.12C PERFORM ROUTINE MANUAL METAL ARC WELDING
Content: This unit covers preparing the materials and carrying out routing manual metal arc welding (MMAW).
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM5.15AA WELD WITH MANUAL METAL ARC WELDING PROCESS (MMAW)
Content: This unit will cover the following: Prepare materials for welding; Select welding machine settings and electrodes; Assemble and set up welding equipment; Identify distortion prevention measures; Weld materials by correct process to quality described in Australian Standard 1554 General Purpose or equivalent; Inspect welds; Correct faults.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM5.3B SOFT SOLDERING (BASIC)
Content: This unit applies to performing soft soldering applications of ferrous and non-ferrous materials, using straightforward techniques, where heat damage to components or finish of soldered joint is not critical.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
MEM5.50B PERFORM ROUTINE GAS METAL ARC WELDING
Content: This unit covers preparing materials and routine gas metal arc welding (GMAW).
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM5.5B CARRY OUT MECHANICAL CUTTING
Content: This unit covers setting up and operating a range of mechanical cutting and holing equipment.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM5.7C MANUAL HEATING AND THERMAL CUTTING
Content: This unit covers performing manual heating, thermal cutting and gouging including the assembly and disassembly of the equipment on a range of materials (ferrous, non-ferrous and non-metallic) using a variety of methods.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM50.10B RESPOND TO BOATING EMERGENCIES AND INCIDENTS
Content: This unit covers dealing with boating emergencies and incidents including the use of safety equipment and the provision of assistance to others in distress. It also includes identifying safety equipment and dealing with on-board emergencies. This unit was developed by the National Marine Safety Committee (NMSC).
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM50.1B CLASSIFY RECREATIONAL BOATING TECHNOLOGIES AND FEATURES
Content: This unit covers identifying vessel features, fittings and fixtures; correctly identifying power and transmission systems; describing system operating purpose; and using appropriate terminology.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM50.2B WORK SAFELY ON MARINE CRAFT
Content: This unit covers identifying risks and safely working on and moving around vessels - for sales, service or repair - on and out of the water.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM50.3AA FOLLOW WORK PROCEDURES TO MAINTAIN MARINE ENVIRONMENT
Content: Identify from work procedures and personal observation activities that may impact on the environment; complete housekeeping duties; follow clean up procedures; assist the business to attain the quality of the environment.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM50.3B FOLLOW WORK PROCEDURES TO MAINTAIN THE MARINE ENVIRONMENT
Content: This unit covers conducting work on vessels or equipment without adversely affecting the quality of the marine environment.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM50.4AA MAINTAIN QUALITY OF ENVIRONMENT BY FOLLOWING MARINE CODES
Content: Assess the environmental implications of the task to be conducted; select work area and method; dispose of potential pollutants; support implementation of marine and slipway management plans.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM50.4B MAINTAIN QUALITY OF ENVIRONMENT BY FOLLOWING MARINA CODES
Content: This unit covers workers in the industry controlling pollution through the limitation, capture and disposal of pollutants in the marine environment.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM50.5B REFUEL VESSELS
Content: This unit covers refuelling vessels and appliances.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM50.6B CHECK OPERATIONAL CAPABILITY OF MARINE CRAFT
Content: This unit covers conducting basic checks on the operational condition of vessels in or out of the water.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM50.7B CHECK OPERATIONAL CAPABILITY OF SAILS AND SAIL OPERATING EQUIPMENT
Content: This unit covers conducting basic checks on vessel sail systems.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM50.8B CARRY OUT TRIP PREPARATION AND PLANNING
Content: This unit covers undertaking the required steps to plan and prepare for a safe boating trip. It includes maintenance of the boat and safety equipment as well as mooring and berthing apparatus. This unit was developed by the National Marine Safety Committee (NMSC).
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
MEMS0.9B SAFELY OPERATE A POWERED RECREATIONAL BOAT
Content: This unit covers safely handling/operating a powered recreational boat on coastal and inland waters. It includes manoeuvring and handling the boat as well as safe navigation and anchoring. This unit was developed by the National Marine Safety Committee (NMSC).
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEMS8.14AA APPLY PROTECTIVE COATINGS (BASIC)
Content: Determine job requirements; work piece prepared for application of protective coating; equipment prepared for application of surface coating materials; apply single pack coatings; clean and store equipment; inspect finish surface; selected and maintain personal protective equipment.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEMS9.1AA DRAW AND INTERPRET SKETCH
Content: Prepare freehand sketch; Interpret details from freehand and sketch.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEMS9.21A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEMS9.21AA 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEMS9.2AA INTERPRET TECHNICAL DRAWING
Content: Interpret technical drawings; Select correct technical drawing.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEMS9.2B INTERPRET TECHNICAL DRAWING
Content: This unit covers interpreting technical drawing applying to any of the full range of engineering disciplines.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTS97B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

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

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; plaster board; compressed fibre cement sheet; roof tiles; metal deck roof; corrugated steel roof.
Nominal Hours: 27 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAA828 FIXING DEVICES
Content: To identify and select appropriate pipe fixing devices; fix pipes and fittings to building members.
Nominal Hours: 6 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAB907 DISPOSAL SYSTEM JOINTS
Content: Safe Work Practices; Vitrified Clay Pipe; Cast Iron Pipe; UPVC Pipe; Copper and Copper Alloy
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test,
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: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

VAD202 INDUSTRY INDUCTION
Content: Calculation and Comprehension Skills; Trade Background; Occupational Health & Safety
Nominal Hours: 38 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAE502 OXY ACETYLENE WELDING AND CUTTING
Content: Safety in Welding; Mild Steel Welding; Mild Steel Cutting; Lead Welding
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAF763 SHEETMETAL PRACTICES
Content: Introduction to Drawing Equipment and Practices; Basic Plane Geometry; Developments; Pattern Cutting
Nominal Hours: 81 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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; Dissimilar Metals.
Nominal Hours: 12 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ131 ADVANCED GAS
Content: Advanced gas.
Nominal Hours: 3 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
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: 15 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ343 DESIGNING SANITARY PLUMBING SYSTEMS
Content: Fixtures; Fixtures 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 Disconnecter 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; Farm 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ352 DESIGNING SEWERAGE DRAINS
Content: Basic Function of a Property Services Drain; Liquid Flow in the Drainage System; Air Flow in the Drainage System; Unwanted 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: 35 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ353 DISHWASHING MACHINE
Content: Water Supply; Methods of Connection to the Property Drain
Nominal Hours: 5 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

VAJ356 FIXING ROOF COVER (PIERCED FIXED METHOD)
Content: Materials; Insulation; Installation Methods; Safe Working Procedure
Nominal Hours: 8 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ357 FLUSHOMETER
Content: Water Supply Mains Pressure; Gravity feed; Operation of the Flushometer; Installation; Commissioning; Maintenance.
Nominal Hours: 5 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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; Flammable Gas Safety Devices thermo-electric flame failure device, electronic flame failure device.
Nominal Hours: 8 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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; Skirted Convector; Fan Convector; Ducted Warm Air Convector (fan coil); Slab Floor Manifolds and Lines; Controls.
Nominal Hours: 12 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ362 LPG INSTALLATIONS
Content: Mobile Vehicles Cylinder Installations; Fitting Lines; Installation of Appliances; Fusing; Ventilation; Consumer Instruction. Marine Craft Cylinder Installations; Fitting Lines; Installation of Appliances; Fusing; Ventilation; Consumer Instruction
Nominal Hours: 14 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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; Gradation Trenches
Nominal Hours: 8 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ364 MECHANICAL SERVICES WELDING
Content: Safety; Equipment; Pipe Joining; Mild Steel Welding: Arc, Oxy-Acetylene; Silver Brazing; Oxy-Acetylene Cutting
Nominal Hours: 24 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ365 PVC WELDING FOR ROOF PLUMBERS
Content: Operation of plastic welding equipment; Joint preparation; Filler rod selection; Junction preparation; Bend preparation; Tacking and checking; Roof gap size; Penetration; Butt welding technique; Fillet welding technique
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test,
simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ366 FLASHING LARGE PENETRATION THROUGH ROOF
Content: Tiled Roof; Pierced Fixed Roof; Concealed Fixed Roof
Nominal Hours: 26 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

VAJ368 IDENTIFICATION AND PRINCIPLE OF OPERATIONS OF WATER HEATING SYSTEMS
Content: Heat; Temperature; Heat Transmission; Expansion; System Components; Boiler; Piping; Emitter; Controls
Nominal Hours: 6 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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 arc equipment: Run of beads on 8mm Plate; Pad Weld 75mm Square; Fillet Weld on 8mm Plate
Nominal Hours: 22 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

VAJ373 PROPERTY DRAIN
Content: Install property drains, locating the drains to collect the discharge from at least four specified fixtures and connect to simulated “Sewerage Authorities Point”.
Nominal Hours: 24 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

VAJ379 FLOOR WASTE GULLY
Content: Use and Siteing of F.W.G.; Fixture Connections to a F.W.G.; F.W.G. Connections to the Drain
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ380 INSTALLING CONCEALED ROOF GUTTERS
Content: Roof Gutter Design; Roof Gutter Support; Prevention of Overflow; Downpipe Connections; Provision for Expansion
Nominal Hours: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ381 LOCATIGN AND CLEARING BLOCKAGES IN DRAINS
Content: Causes and Prevention of Blockages; Blockage Location Procedures; Operation of Clearing Equipment
Nominal Hours: 15 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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: 12 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
VAJ384 DESIGNING STORM WATER DRAINS
Content: Materials; Stormwater Design; Construction Requirements; Testing of Stormwater Installations
Nominal Hours: 15 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ385 COMPONENT SERVICING
Content: Systematic Testing; Safety Devices; Regulators; Control Valves; Thermostats; Gas Meters
Nominal Hours: 38 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ386 COMMISSIONING WATER AND AIR SYSTEMS
Content: Commissioning Water Systems; Commissioning Air Systems
Nominal Hours: 8 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

VAJ391 BATH
Content: Bath Support; Flashing of Baths; Water Connection; Discharge Pipe Connections to the Drain
Nominal Hours: 12 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

VAJ400 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: 8 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

VAJ413 INSTALLING DOWN PIPES
Content: Materials; Joining Techniques; Support; Thermal Expansion; Dismantling Catchments; Sizing; Connections to Stormwater
Nominal Hours: 12 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

VAJ418 TRENCH SHORING
Content: Describe graphically, and explain the shoring requirement for drain trenches and install soldier sets and closed sheet shoring in drainage trenches.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
VAJ431 TWIN CYLINDER LPG SYSTEM AND FITTING LINE
Content: Liquidifiable 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: 8 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

VAJ460 INSTALLING HEATING WATER SYSTEMS IN MILD STEEL PIPE
Content: Equipment; Interpretation of Plans; Mild Steel Pipe Joining, Butt Welds, Flanges, Bending
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

VAJ462 VENTED 50MM DISCHARGE PIPE
Content: Preparation of Working Drawing; Fabrication of Assembly
Nominal Hours: 12 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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; Type of Systems; Ducting; Outlets
Nominal Hours: 24 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

VAJ501 SIZE AND DESIGN INDUSTRIAL 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ502 WATER CLOSET
Content: Installing the Pan; Installing the Cistern; Discharge Pipe Connection to the Drain
Nominal Hours: 13 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ503 INSTANTANEOUS HWS
Content: Types of Units Available and their operation; Location of Fluided Heaters; Location of Balanced Flue Heaters; Cold Water Connection; Gas Connection; Hot Water Installation; Commissioning
Nominal Hours: 8 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

VAJ523 SHOWER
Content: Cast In-Situ Shower Base Installation; Pre-Cast Shower Base Installation; Water Connection; Discharge Pipe Connections to the Drain
Nominal Hours: 12 Hours
Assessment: One or more of the following: written assignment, written test,
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

VAJ559 SPACE HEATER
Content: Space Heater Operation; Space Heater Location and Size; Fueling Requirements; Gas Connection; Electrical Connection; Commissioning
Nominal Hours: 12 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

VBM975 PRODUCE BASIC COMPUTER AIDED MANUFACTURED SIGNS - VINYL
Content: Plan and prepare work; Start up and operate computer; Solve routine operating problems; Clean up.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBM976 PRODUCE A BASIC SIGN
Content: Plan and prepare work; Apply materials to layout; Clean up.
Nominal Hours: 76 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBM981 MANAGE SIGNAGE CONTRACTS
Content: Define a signage contract; Select a signage contract; Administer a contract; Finalise a contract.
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBM982 CREATE DECORATIVE BACKGROUNDS
Content: Plan and prepare work; Prepare application area; Set up and test airbrush equipment; Apply paint by spray; Clean up and store equipment.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBM983 USE AN AIRBRUSH TO CREATE SPECIAL EFFECTS ON SIGNAGE
Content: Plan and prepare work; Prepare materials, unit and application area; Set up and test airbrush equipment; Apply paint by spray; Clean up and store equipment.
Nominal Hours: 76 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBM984 USE ADVANCED FEATURES OF CAM APPLICATIONS TO PRODUCE SIGNS
Content: Plan and prepare work; Manipulate data; Access and use support resources; Configure the computing environment; Present work to client.
Nominal Hours: 76 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBM985 BUILDING AND CONSTRUCTION INDUSTRY INDUCTIONS
Content: Plan and prepare work; Start up and operate computer; Solve routine operating problems; Clean up.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

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

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

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

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**VBM993 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:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**VBM994 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:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**VBM995 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:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**VBM996 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:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**VBM997 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:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**VBM998 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:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**VBM999 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:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

VBN040 TIMBER FINISHING, STAINING AND PRESERVATION PRINCIPLES
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: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

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

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

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

VBN111 BASIC FIRST AID
Content: The purpose of this module is to provide the student with skills, ability and knowledge to render basic first aid support to injured people.
Nominal Hours: 8 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN234 CALCULATIONS FOR THE BUILDING INDUSTRY
Content: Fractions and decimals; Ratio, proportion and percent; Perimeters, areas and volumes; Units, quantities and costs.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

VBN236 QUALITY PRINCIPLES FOR THE BUILDING INDUSTRY
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN695 DRAFTING FOR THE JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY
Content: The purpose of this module is to provide the participant with the knowledge and skills necessary to sketch drawings and draft basic plans used in the joinery/
shopfitting/stairbuilding industry.
Nominal Hours: 12 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN702 ALUMINIUM FABRICATION
Content: The purpose of this module is to provide the participant with the skills and knowledge to identify, prepare and fabricate aluminium extrusions.
Nominal Hours: 24 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN696 SMALL PLANT AND PORTABLE POWER TOOLS FOR THE JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY
Content: The purpose of this module is to provide the participant with the skills and knowledge necessary to safely operate and maintain small plant and portable power tools used in the joinery/shopfitting/stairbuilding industry.
Nominal Hours: 48 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN697 FORM SETOUTS AND TAKE OFF QUANTITIES IN JOINERY/SHOPFITTING/STAIRBUILDING
Content: The purpose of this module is to provide the participant with the skills and knowledge required to form basic setouts and determine quantities within the joinery/shopfitting/stairbuilding industry.
Nominal Hours: 32 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN698 HAND TOOLS FOR JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY
Content: The purpose of this module is to provide the participant with the skills and knowledge necessary to use and maintain hand tools in the joinery/shopfitting/stairbuilding industry.
Nominal Hours: 90 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN699 STATIC MACHINES
Content: The purpose of this module is to provide the participant with the skills and knowledge to set up and use static machinery under supervision within the joinery/shopfitting/stairbuilding industry.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN700 JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY CONSTRUCTION WORK PROCESSES
Content: The purpose of this module is to provide the participant with the skills and knowledge necessary to engage in construction work processes within the joinery/shopfitting/stairbuilding industry.
Nominal Hours: 120 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN701 DOOR AND WINDOW CONSTRUCTION
Content: The purpose of this module is to provide the participant with the skills and knowledge required to construct basic doors and windows.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN703 SHOPFITTING DISPLAY UNITS
Content: The purpose of this module is to provide the participant with the skills and knowledge necessary to construct display units as relevant to the shopfitting industry.
Nominal Hours: 32 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN704 TIMBER STAIR CONSTRUCTION
Content: The purpose of this module is to provide the participant with the skills and knowledge necessary to construct and assemble basic timber stairs.
Nominal Hours: 48 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN987 PLUMBING INDUSTRY INDUCTION
Content: The purpose of this module is to provide the student with skills, ability and knowledge to enable them to confidently embark on a career in the bricklaying, carpentry or painting and decoration trades.
Nominal Hours: 64 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN988 HAND AND POWER TOOLS IN THE PLUMBING INDUSTRY
Content: The purpose of this module is to provide the participant with skills and knowledge necessary to use and maintain hand and power tools in the plumbing industry.
Nominal Hours: 72 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN989 TECHNICAL DRAWING AND PLAN DEVELOPMENT FOR PLUMBING
Content: The purpose of this module is to provide the participant with skills and knowledge necessary to read, interpret and develop technical drawings and plans related to the plumbing industry and to mark out materials for plumbing applications.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN990 PLUMBING FIXTURES, FITTINGS AND APPLIANCES
Content: The purpose of this module is to provide the participant with skills and knowledge to identify and classify fixtures, controls and appliances in plumbing applications.
Nominal Hours: 8 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
VBN991 TUBES AND PIPES IN PLUMBING
Content: The purpose of this module is to provide the participant with skills and knowledge to fabricate and assemble drainage, gas and water tube and pipe systems for plumbing installations.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN992 INTRODUCTION TO WELDING AND CUTTING IN THE PLUMBING INDUSTRY
Content: The purpose of this module is to provide the participant with skills and knowledge to apply basic welding and cutting techniques safely in the plumbing industry.
Nominal Hours: 32 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN993 CUT AND FLASH PENETRATIONS
Content: The purpose of this module is to provide the participant with skills and knowledge required to cut holes in materials and flash penetrations in plumbing applications.
Nominal Hours: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN994 FIXING APPLICATIONS FOR THE PLUMBING INDUSTRY
Content: The purpose of this module is to provide the participant with skills and knowledge required to apply fixing techniques in plumbing applications.
Nominal Hours: 8 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN995 SHEETMETAL PRACTICES
Content: The purpose of this module is to provide the participant with skills and knowledge necessary to cut, fold, join and seal various metals and metal forms using appropriate techniques.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBP201 SOURCE INFORMATION ON DESIGN IN THE INDUSTRY CONTEXT
Content: This unit gives the student the knowledge and skills to source information on design in the industry context.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBP202 DEVELOP KNOWLEDGE OF DESIGN TERMINOLOGY AND CONCEPTS FOR INDUSTRY CONTEXT
Content: This unit gives the student the knowledge and skills to develop knowledge of design terminology and concepts for industry context.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBP203 FOLLOW DESIGN PROCESS IN RELATION TO OWN WORK
Content: This unit gives the student the knowledge and skills to follow design process in relation to own work.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBQM697 WORKPLACE SAFETY AND INDUSTRY INDUCTION
Content: The purpose of this module is to introduce the participant to the building and construction industry and provide the skills, ability and knowledge required to ensure the safety of themselves and others while working.
Nominal Hours: 40 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM698 WORKPLACE PROCEDURES FOR ENVIRONMENTAL SUSTAINABILITY
Content: The purpose of this module is to provide the participant with the knowledge and skills to identify activities and procedures in the building and construction industry which may impact on environmental sustainability and to identify and implement procedures to minimise their effect.
Nominal Hours: 16 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM700 BUILDING STRUCTURES
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to identify different building structures found in the commercial and housing sectors of the building and construction industry.
Nominal Hours: 8 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM701 CALCULATIONS FOR THE BUILDING INDUSTRY
Content: The purpose of this module is to provide the participant with the knowledge and skills to practically apply mathematics in the building industry.
Nominal Hours: 20 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

VBQM702 CAREER STUDIES
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to enable them to confidently embark on a career in the building industry.
Nominal Hours: 16 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

VBQM703 COMMUNICATIONS FOR THE BUILDING INDUSTRY
Content: The purpose of this module is to provide the participant with the knowledge and skills to effectively communicate in the building and construction industry at a simple, routine and predictable level.
Nominal Hours: 20 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.
**VBQM704 INTRODUCTION TO SCAFFOLDING**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to understand the safe erection, use and disassembly of restricted height scaffolding.
Nominal Hours: 24 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM705 LEVELLING**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to select and apply levelling in the building industry.
Nominal Hours: 8 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM706 QUALITY PRINCIPLES FOR THE BUILDING INDUSTRY**
Content: The purpose of this module is to provide the participant with the knowledge and skills to apply quality principles and practices within the building and construction industry.
Nominal Hours: 8 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM707 SAFE HANDLING AND USE OF PLANT AND POWER TOOLS**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to safely operate, maintain and use small plant and portable power tools under direct supervision in their industry sector. This module does not address carpentry specific power tools.
Nominal Hours: 16 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM708 WORKPLACE DOCUMENTS AND PLANS**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge necessary to read and interpret documents and plans.
Nominal Hours: 20 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM709 BRICKLAYING HAND TOOLS**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge related to the use of hand tools and equipment used in the bricklaying sector of the building and construction industry.
Nominal Hours: 60 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM710 BRICKLAYING BASIC SKILLS**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply basic bricklaying skills. This module also includes an appreciation of the principles of concrete.
Nominal Hours: 126 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM711 BRICKLAYING VENEER CONSTRUCTION PRINCIPLES**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply brick veneer construction principles.
Nominal Hours: 100 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM712 BRICKLAYING CAVITY CONSTRUCTION PRINCIPLES**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply brick cavity construction principles.
Nominal Hours: 100 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM713 MASONRY BLOCKWORK**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply masonry blockwork construction principles. (Excludes the practical application of reinforced concrete masonry bond beams.)
Nominal Hours: 50 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM714 CARPENTRY HAND TOOLS**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to select, maintain and apply hand tools and equipment used in the carpentry sector of the building and construction industry.
Nominal Hours: 80 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM715 CARPENTRY POWER TOOLS**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to select, safely operate and maintain power tools used in the carpentry sector of the building construction industry.
Nominal Hours: 64 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM716 BASIC SETTING OUT**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to set out a building.
Nominal Hours: 24 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM717 SUB-FLOOR FRAMING**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to construct subfloor framing.
Nominal Hours: 36 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM718 WALL FRAMING**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to construct wall framing.
Nominal Hours: 48 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM719 ROOF FRAMING**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to construct roof framing.
Nominal Hours: 40 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM720 EXTERNAL CLADDING**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to install external cladding.
Nominal Hours: 24 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM721 INSTALLATION OF WINDOW AND DOOR FRAME**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to install window and door frames.
Nominal Hours: 24 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM722 INTERIOR FIXING**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to install interior fixing.
Nominal Hours: 40 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM723 INTRODUCTION TO DEMOLITION**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge necessary to demolish internal structures.
Nominal Hours: 16 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM724 FORMWORK FOR CONCRETING**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to construct formwork for concreting.
Nominal Hours: 40 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM725 PAINTING AND DECORATING HAND TOOLS**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge related to the use of hand tools and equipment used in the painting and decorating sector of the building and construction industry.
Nominal Hours: 40 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM726 SURFACE PREPARATION**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to prepare surfaces in the painting and decorating industry.
Nominal Hours: 80 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM727 PAINT PRINCIPLES**
Content: The purpose of this module is to provide the participant with the ability and knowledge to discuss the principles of paint.
Nominal Hours: 12 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM728 COLOUR THEORY AND PRACTICE**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply colour mixing principles.
Nominal Hours: 32 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM729 PAINT APPLICATION**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply both oil and water based paints.
Nominal Hours: 140 Hours

**VBQM730 TIMBER STAINING AND CLEAR FINISHING PRINCIPLES**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply timber staining, finishing and preservation.
Nominal Hours: 40 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM731 PROTECTIVE METAL COATINGS**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply protective metal coatings.
Nominal Hours: 40 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM732 SPRAY PAINTING**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply surface coatings using spray painting equipment.
Nominal Hours: 32 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM733 PAPERHANGING PRINCIPLES**
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to hang wallpaper.
Nominal Hours: 20 Hours
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.
CERTIFICATE III IN PUBLIC TRANSPORT CUSTOMER SERVICE & COMPLIANCE
Course Code: 21757VIC
Campus Industry Only Delivery.
Career Opportunities
Authorised Officers with Public Transport Companies.
Scope of Delivery
Full-time or part-time
Course Objective
To provide base knowledge for people to be able to function in their new occupation. Also to increase the customer focus of people in these job roles.
Entry Requirements
Not applicable
Selection Procedures/Selection Criteria
Contact the department on 9919 7600.
Course Duration
Full-time over 486 hours or part-time equivalent.
Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Units of Study</td>
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</tr>
<tr>
<td>BSBCMN101A</td>
<td></td>
</tr>
<tr>
<td>TDTE397B</td>
<td>PARTICIPATE IN BASIC WORKPLACE COMMUNICATION</td>
</tr>
<tr>
<td>TDIF197B</td>
<td>FOLLOW OHS PROCEDURES</td>
</tr>
<tr>
<td>TDIT297C</td>
<td>APPLY CUSTOMER SERVICE SKILLS</td>
</tr>
<tr>
<td>TDITL197B</td>
<td>COMPLETE WORKPLACE ORIENTATION/INDUCTION PROCEDURES</td>
</tr>
<tr>
<td>THNCR01B</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
</tr>
<tr>
<td>VBQU206A</td>
<td>PROVIDE TRAVEL INFORMATION TO CUSTOMERS</td>
</tr>
<tr>
<td>TDAII403A</td>
<td>PROVIDE TRANSPORT SERVICES TO PASSENGERS WITH SPECIAL NEEDS</td>
</tr>
<tr>
<td>TDTE701A</td>
<td>USE COMMUNICATION SYSTEMS</td>
</tr>
<tr>
<td>TDTE897B</td>
<td>PROCESS WORKPLACE DOCUMENTATION</td>
</tr>
<tr>
<td>TDTE1901A</td>
<td>ENSURE A SAFE ON-BOARD PASSENGER AND WORKING ENVIRONMENT</td>
</tr>
<tr>
<td>TDTE697B</td>
<td>APPLY ACCIDENT-EMERGENCY PROCEDURES</td>
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<tr>
<td>TDGR701A</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
</tr>
<tr>
<td>TDOR198B</td>
<td>PROVIDE REVENUE PROTECTION MEASURES</td>
</tr>
<tr>
<td>PRSSO208A</td>
<td>GIVE EVIDENCE IN COURT</td>
</tr>
<tr>
<td>PRSSO305A</td>
<td>MANAGE CONFLICT THROUGH NEGOTIATION</td>
</tr>
<tr>
<td>PRSSO316A</td>
<td>CONTROL PERSONS USING EMPTY HAND TECHNIQUES</td>
</tr>
<tr>
<td>TDTE497B</td>
<td>PREPARE WORKPLACE DOCUMENTS</td>
</tr>
<tr>
<td>TDOR198B</td>
<td>MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR</td>
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COURSE IN BASIC EARTHMOVING
Course Code: 21768VIC
Campus Werribee
Career Opportunities
To engage in work as an earthmoving operator.
Scope of Delivery
Full-time, Part-time.
Course Objective
To provide students with a vocation skill that is in high demand and provides successful participants with a ticket to operate earthmoving equipment.
Entry Requirements
Literacy and numeracy skills Level 1 recommended.
Course Duration
10 working days.
Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Units of Study</td>
<td></td>
</tr>
<tr>
<td>VBQU205</td>
<td>OPERATE EARTHMOVING EQUIPMENT SAFELY</td>
</tr>
</tbody>
</table>
COURSE IN CONSTRUCTION (OHS INDUCTION)
Course Code: 21883VIC

Campus Industry Only Delivery.
Career Opportunities
Contact the Department on (03) 9919 7600.

Course Objective
This course provides the participants with the skills and knowledge to work safely in the construction industry. It is recognised by WorkSafe for the registration of construction workers for OHS induction.

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
This is offered as 1 day course (6 hours).

Course Structure
The structure of the course comprises 1 Unit of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>VPAU349</td>
<td>6</td>
</tr>
</tbody>
</table>

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 (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
The structure of the course comprises 1 Unit of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>BCC1003A</td>
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<tr>
<td>BCC1009A</td>
<td>8</td>
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<tr>
<td>BCC1012A</td>
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<tr>
<td>BCC1013A</td>
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</tr>
<tr>
<td>BCC1014A</td>
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<td>BCC2003A</td>
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<tr>
<td>BCC2005A</td>
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<td>BCC2009A</td>
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<td>BCG1000A</td>
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<td>BCG1001A</td>
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<tr>
<td>BCG1002A</td>
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<tr>
<td>BCG1004A</td>
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<td>BCG1008A</td>
<td>8</td>
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<td>BCG1010A</td>
<td>40</td>
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<tr>
<td>BCG1011A</td>
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</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>
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<tbody>
<tr>
<td>BCC3002A</td>
<td>CONDUCT BACKHOE/LOADER OPERATIONS</td>
<td>200</td>
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<tr>
<td>BCC3003A</td>
<td>CONDUCT DOZER OPERATIONS</td>
<td>240</td>
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<tr>
<td>BCC3004A</td>
<td>CONDUCT EXCAVATOR OPERATIONS</td>
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<tr>
<td>BCC3005A</td>
<td>CONDUCT FRONT END LOADER OPERATIONS</td>
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<tr>
<td>BCC3006A</td>
<td>CONDUCT GRADER OPERATIONS</td>
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<tr>
<td>BCC3007A</td>
<td>CONDUCT SCRAPER OPERATIONS</td>
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<td>BCC3008A</td>
<td>CONDUCT SKID STEER LOADER OPERATIONS</td>
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<td>BCC3014A</td>
<td>CONDUCT PIPELAYER OPERATIONS</td>
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<tr>
<td>BCC3015A</td>
<td>CONDUCT RECYCLER OPERATIONS</td>
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**Group B**

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<th>Unit Code</th>
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<th>Hours</th>
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<tr>
<td>BCC3001A</td>
<td>CONDUCT TIP TRUCK OPERATIONS</td>
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<tr>
<td>BCC3009A</td>
<td>CONDUCT ROLLER OPERATIONS</td>
<td>80</td>
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<tr>
<td>BCC310A</td>
<td>CONDUCT WATER CART OPERATIONS</td>
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<tr>
<td>BCC312A</td>
<td>CONDUCT DUMP TRUCK OPERATIONS</td>
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<tr>
<td>BCC313A</td>
<td>CONDUCT FORKLIFT OPERATIONS</td>
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<tr>
<td>BCC317A</td>
<td>CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS</td>
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<tr>
<td>BCC318A</td>
<td>CONDUCT MATERIALS SPREADER OPERATIONS</td>
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</tr>
<tr>
<td>BCC319A</td>
<td>CONDUCT PROFILE PLANER OPERATIONS</td>
<td>80</td>
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</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**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
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<td>FOLLOW OH&amp;S POLICIES AND PROCEDURES</td>
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<td>BCCCM1002B</td>
<td>CONDUCT WORKPLACE COMMUNICATION</td>
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<td>BCCCM1003B</td>
<td>PLAN AND ORGANISE WORK</td>
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<tr>
<td>BCCCM1004B</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
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<tr>
<td>BCCCM1005B</td>
<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF NONTOXIC</td>
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<td>USE CIVIL CONSTRUCTION HAND AND POWER TOOLS</td>
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<td>USE SMALL PLANT AND EQUIPMENT</td>
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<td>BCCCM2003B</td>
<td>READ AND INTERPRET PLANS AND SPECIFICATIONS</td>
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<td>BCCCM2004B</td>
<td>DRAIN AND DEWATER SITE</td>
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<td>BCCCM2005B</td>
<td>CARRY OUT MANUAL EXCAVATION</td>
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<td>BCCCM2006B</td>
<td>SUPPORT PLANT OPERATIONS</td>
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<td>BCCCM2007B</td>
<td>SPREAD AND COMPACT MATERIALS MANUALLY</td>
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<td>BCCCM2008B</td>
<td>CARRY OUT BASIC LEVELLING</td>
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<td>BCCCM2009B</td>
<td>WORK IN CONFINED SPACES</td>
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<td>BCCCM3003B</td>
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<tr>
<td>BCCCM2014B</td>
<td>IDENTIFY, LOCATE AND PROTECT UNDERGROUND SERVICES</td>
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<tr>
<td>BCCRM2001B</td>
<td>REPAIR POTHOLES</td>
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**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.

**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**

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</table>

**Certificate I in Transport and Distribution (Warehousing and Storage)**

**Course Code:** TDT10102

**Campus**
Industry Only Delivery.

**Career Opportunities**
Storeperson or Wharehouse 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**

Core Units of Study

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 (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 (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 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 (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 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 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
TDTB2901A   USE AND MAINTAIN MINOR MECHANICAL EQUIPMENT 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 LIGHT LOAD SHIFTING EQUIPMENT 40
TDTD2298B   CONDUCT WEIGHBRIDGE OPERATIONS 20
TDTD4501A   OPERATE SPECIALISED LIGHT LOAD SHIFTING EQUIPMENT 40
TDTD3397C   HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES 40
TDTD497B   LOAD AND UNLOAD GOODS/CARGO 30
TDTD797B   PREPARE CARGO FOR TRANSFER WITH SLINGS 40
TDTD9197B   PRESENT ROUTINE WORKPLACE INFORMATION 40
TDTD701A   USE COMMUNICATION SYSTEMS 20
TDTD897B   PROCESS WORKPLACE DOCUMENTATION 20
TDTF697B   APPLY ACCIDENT-EMERGENCY PROCEDURES 20
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
HLTFA1A   APPLY BASIC FIRST AID 10
TDTG701A   WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
TDTHG97C   INTERPRET ROAD MAPS AND NAVIGATE PRE-DETERMINED ROUTES 20
TDTH398B   PRIORITISE COURIER/DELIVERY OPERATIONS 30
TDTGCS001A   CREATE CUSTOMER RELATIONSHIP 10
TDTGCS002A   DEAL WITH CUSTOMER FEEDBACK 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.

Unit Code   Hours
TDTA397B   CONNECT AND DISCONNECT REEFER UNITS   40
TDTA997B   COMPLETE AND CHECK IMPORT/EXPORT DOCUMENTATION   20
TDTA1197B   PACKAGE GOODS   20
TDTA1397B   RECEIVE GOODS   20
TDTA1497B   USE PRODUCT KNOWLEDGE TO COMPLETE WORK OPERATIONS   20
TDTA2197B   DESPATCH STOCK   20
TDTA2297B   PARTICIPATE IN STOCKTAKES   20
TDTB197B   CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT   40
TDTB397B   CARRY OUT VEHICLE SERVICING AND MAINTENANCE   30
TDTB497B   CARRY OUT VEHICLE INSPECTION   20
TDTB797B   CARRY OUT MAINTENANCE OF TRAILERS   40
TDTB997B   CARRY OUT INSPECTION OF TRAILERS   30
TDTB2901A   USE AND MAINTAIN MINOR MECHANICAL EQUIPMENT   20
TDTC297B   DRIVE LIGHT RIGID VEHICLE   40
TDTC397B   DRIVE MEDIUM RIGID VEHICLE   40
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<td>HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES</td>
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<td>TDTD497B</td>
<td>LOAD AND UNLOAD GOODS/CARGO</td>
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<tr>
<td>TDTD797B</td>
<td>PREPARE CARGO FOR TRANSFER WITH SLINGS</td>
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<td>TDTD1097B</td>
<td>OPERATE A FORKLIFT</td>
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<td>TDTD1297B</td>
<td>OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT</td>
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<td>MOVE MATERIALS MECHANICALLY USING AUTOMATED EQUIPMENT</td>
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<td>TDTD1697B</td>
<td>LOAD AND UNLOAD EXPLOSIVES AND DANGEROUS GOODS</td>
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<td>TDTD1897B</td>
<td>HANDLE FURNITURE AND EFFECTS</td>
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<td>TDTD1997B</td>
<td>PACK AND UNPACK CARTONS DURING A REMOVAL</td>
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<td>TDTD2098B</td>
<td>OPERATE SPECIALISED LIGHT LOAD SHIFTING EQUIPMENT</td>
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<td>COMPARE AND PROCESS EXPORT DOCUMENTATION</td>
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<td>CONDUCT WEIGHBRIDGE OPERATIONS</td>
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<td>TDTD2998B</td>
<td>PREPARE ARTICLES FOR DELIVERY</td>
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<td>OPERATE AND MAINTAIN FIRE-FIGHTING EQUIPMENT</td>
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<td>PRWMW107A</td>
<td>MOVE WASTE USING LOAD SHIFTING EQUIPMENT</td>
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<td>IDENTIFY WASTES AND HAZARDS</td>
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<td>APPLy FATIGUE MANAGEMENT STRATEGIES</td>
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<td>APPLy SAFE PROCEDURES WHEN HANDLING/TRANSPORTING DANGEROUS GOODS OR EXPLOSIVES</td>
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<td>PRESENT ROUTINE WORKPLACE INFORMATION</td>
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<td>TDTI701A</td>
<td>USE COMMUNICATION SYSTEMS</td>
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<td>PROCESS WORKPLACE DOCUMENTATION</td>
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<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
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<td>INTERPRET ROAD MAPS AND NAVIGATE PRE-DETERMINED ROUTES</td>
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<td>PRIORITISE COURIER/DELIVERY OPERATIONS</td>
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<td>TDTI197B</td>
<td>PROVIDE FREIGHT FORWARDING SERVICES TO CUSTOMERS</td>
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<td>APPLY BASIC FIRST AID</td>
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<td>TDTGC5001A</td>
<td>CREATE CUSTOMER RELATIONSHIP</td>
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<td>TDTGC5002A</td>
<td>DEAL WITH CUSTOMER FEEDBACK</td>
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<td>TDTGC5004A</td>
<td>MEET CUSTOMER NEEDS AND EXPECTATIONS</td>
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<td>TDTGC5006A</td>
<td>ADDRESS CUSTOMER NEEDS</td>
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<td>APPLY QUALITY PROCEDURES</td>
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<td>TDTI197B</td>
<td>USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE</td>
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<td>TDTI201A</td>
<td>APPLY KEYBOARD SKILLS</td>
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<td>PERFORM ELECTRONIC DATA INTERCHANGE (EDI) TO TRANSMIT DOCUMENTATION</td>
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<td>COMPLETE ROUTINE ADMINISTRATIVE TASKS</td>
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<td>UNDERTAKE LOADING AND UNLOADING IN A DESIGNATED SECURED ENVIRONMENT</td>
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<td>CONDUCT FINANCIAL TRANSACTIONS</td>
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<td>TDTI201A</td>
<td>PREPARE AND PROCESS FINANCIAL DOCUMENTS</td>
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<td>CONDUCT COURIER/DELIVERY CASH TRANSACTIONS</td>
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<td>TDTI701A</td>
<td>CARE FOR THE ENVIRONMENT</td>
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<tr>
<td>TDTI1097B</td>
<td>MONITOR AND PROCESS ATTENDANCE RECORDS</td>
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<td>TDTI197B</td>
<td>PROVIDE REVENUE PROTECTION MEASURES</td>
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<td>TDTI197B</td>
<td>ADMINISTER SECURITY OF ASSETS AND FACILITIES</td>
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<td>TDTI201A</td>
<td>MAINTAIN PETTY CASH ACCOUNT</td>
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<tr>
<td>TDTI201A</td>
<td>SELL PRODUCTS AND SERVICES</td>
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**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.

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<th>Course Title</th>
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<td>CONNECT AND DISCONNECT REEFER UNITS</td>
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<td>TDTB197B</td>
<td>CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT</td>
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<td>TDTD397C</td>
<td>HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES</td>
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<tr>
<td>TDTD497B</td>
<td>LOAD AND UNLOAD GOODS/CARGO</td>
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<tr>
<td>TDTD797B</td>
<td>PREPARE CARGO FOR TRANSFER WITH SLINGS</td>
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<tr>
<td>TDTE197B</td>
<td>PRESENT routine workplace information</td>
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<tr>
<td>TDTF701A</td>
<td>USE COMMUNICATION SYSTEMS</td>
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<tr>
<td>TDTG997B</td>
<td>PROCESS workplace documentation</td>
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<td>TDTJ701A</td>
<td>APPLY ACCIDENT-EMERGENCY PROCEDURES</td>
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<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
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<td>TDTK197B</td>
<td>APPLY QUALITY PROCEDURES</td>
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<td>USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE</td>
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<td>TDTK798B</td>
<td>PERFORM ELECTRONIC DATA INTERCHANGE (EDI) TO TRANSMIT SHIPPING DOCUMENTATION</td>
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<td>TDTE899B</td>
<td>COMPLETE ROUTINE ADMINISTRATIVE TASKS</td>
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<td>TDTE701A</td>
<td>CARE FOR THE ENVIRONMENT</td>
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<td>TDTE497B</td>
<td>USE PRODUCT KNOWLEDGE TO COMPLETE WORK OPERATIONS</td>
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<td>TDTE2201A</td>
<td>DIAGNOSE AND RECTIFY MINOR FAULTS</td>
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<tr>
<td>TDTE2301A</td>
<td>PROVIDE SANITATION AND WATER SERVICES SUPPORT TO PASSENGER TRANSPORTATION UNITS</td>
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<tr>
<td>TDTF2901A</td>
<td>USE AND MAINTAIN MINOR MECHANICAL EQUIPMENT</td>
<td>20</td>
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<tr>
<td>TDTF197B</td>
<td>OPERATE A FORKLIFT</td>
<td>40</td>
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<tr>
<td>TDTF297B</td>
<td>OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT</td>
<td>40</td>
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<tr>
<td>TDTF197B</td>
<td>MOVE MATERIALS MECHANICALLY USING AUTOMATED EQUIPMENT</td>
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<td>TDTF297B</td>
<td>LOAD AND UNLOAD EXPLOSIVES AND DANGEROUS GOODS</td>
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<tr>
<td>TDTF297B</td>
<td>CONDUCT WEIGHBRIDGE OPERATIONS</td>
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<td>OPERATE SPECIALISED LIGHT LOAD SHIFTING EQUIPMENT</td>
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<td>TDTF197B</td>
<td>APPLY FATIGUE MANAGEMENT STRATEGIES</td>
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<td>TDTF197B</td>
<td>APPLY SAFE PROCEDURES WHEN HANDLING/TRANSPORTING DANGEROUS GOODS OR EXPLOSIVES</td>
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<tr>
<td>TDTF197B</td>
<td>OPERATE AND MAINTAIN FIRE-FIGHTING EQUIPMENT</td>
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<td>TDTF197B</td>
<td>ENSURE A SAFE ON-BOARD PASSENGER AND WORKING ENVIRONMENT</td>
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<td>TDTF59801</td>
<td>APPLY SAFEWORKING RULES AND REGULATIONS TO RAIL OPERATIONS</td>
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<tr>
<td>TDTL39801</td>
<td>MONITOR AND PROCESS ATTENDANCE RECORDS</td>
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<td>TDTL4981A</td>
<td>MONITOR AND RECORD ROLLING STOCK LOCATIONS</td>
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<td>TDTL4981A</td>
<td>HANDLE CUSTOMER LUGGAGE/PROPERTY</td>
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<tr>
<td>TDTL4981A</td>
<td>PREPARE FOR TRAIN DEPARTURE</td>
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<tr>
<td>TDTL19801</td>
<td>PROVIDE REVENUE PROTECTION MEASURES</td>
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<td>TDTL39801</td>
<td>ADMINISTER SECURITY OF ASSETS AND FACILITIES</td>
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<td>TDTL19801</td>
<td>MAINTAIN PETTY CASH ACCOUNT</td>
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<td>TDTL39801</td>
<td>SELL PRODUCTS AND SERVICES</td>
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<td>HLF1A</td>
<td>APPLY BASIC FIRST AID</td>
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<td>TDTG09001</td>
<td>CREATE CUSTOMER RELATIONSHIP</td>
<td>10</td>
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<td>TDTG09002</td>
<td>DEAL WITH CUSTOMER FEEDBACK</td>
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<tr>
<td>TDTG09004</td>
<td>MEET CUSTOMER NEEDS AND EXPECTATIONS</td>
<td>10</td>
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<tr>
<td>TDTG09006</td>
<td>ADDRESS CUSTOMER NEEDS</td>
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</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.

Selection Procedures/Selection Criteria
Contact the department on 9919 7600.

Course Duration
Full-time over 240-470 hours or part-time equivalent.

Course Structure
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 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.
(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
TDB2978 TEST EQUIPMENT AND ISOLATE FAULTS 20
TDTE497B PREPARE WORKPLACE DOCUMENTS 20
TDTE297B ESTIMATE/CALCULATE MASS, AREA AND QUANTIFY DIMENSIONS 30
TDTE397B IMPLEMENT AND MONITOR OHS PROCEDURES 30
TDFG397B ORGANISE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES IN THE WORKPLACE 30
TDG297B LEAD WORK TEAM OR GROUP 40
TDI2978 APPLY QUALITY SYSTEMS 40
TDI598B SAMPLE, INSPECT AND TEST PRODUCTS TO SPECIFICATIONS 20
TDI698B IMPLEMENT GRAIN PROTECTION PROCEDURES 40
TDI2978 UNDERTAKE EMPLOYEE PAYROLL ACTIVITIES 20
TDI3978 CONDUCT INDUCTION PROCESS 20
TDI499B CONDUCT CONTROL PROCEDURES FOR TRANSFERRING EXPLOSIVES AND DANGEROUS/SPECIALISED GOODS 40
TDI2978 MAINTAIN FINANCIAL RECORDS IN A SMALL BUSINESS 40
TDI298B DOCUMENT A RECORDS SYSTEM 30
TDI399B IDENTIFY AND CLASSIFY RECORDS TO BE CAPTURED 40
TDI698B PROVIDE RECORDS RETRIEVAL SERVICE 20
TDI798B SENTENCE RECORDS 60
TDI898B UNDERTAKE DISPOSAL PROGRAM 30
TDI998B UNDERTAKE MOVEMENT OF RECORDS 20
SCHOOL OF INDUSTRY SKILLS TRAINING

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<th>Description</th>
<th>Hours</th>
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<td>OPERATE COMPUTERISED MAIL AND PARCELS SORTING EQUIPMENT</td>
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<td>TDTW701A</td>
<td>CODE AND COORDINATE VIDEO-CODING OPERATIONS</td>
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<tr>
<td>TDTW801A</td>
<td>CARRY OUT CULLER FACER CANCELLER (CFC) OPERATIONS</td>
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<tr>
<td>TDTA1097B</td>
<td>COORDINATE GOODS TO BOND PREMISES</td>
<td>20</td>
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<tr>
<td>TDTA1197B</td>
<td>COMPLETE RECEIVAL/DESPATCH DOCUMENTATION</td>
<td>40</td>
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<tr>
<td>TDTA1297B</td>
<td>USE INVENTORY SYSTEMS TO ORGANISE STOCK CONTROL</td>
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<td>TDTA1397B</td>
<td>APPLY PRODUCT KNOWLEDGE TO ORGANISE WORK OPERATIONS</td>
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<td>TDTA1497B</td>
<td>ORGANISE DESPATCH OPERATIONS</td>
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<td>TDTA1597B</td>
<td>ORGANISE RECEIVAL OPERATIONS</td>
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<tr>
<td>TDTA1697B</td>
<td>ORGANISE WAREHOUSE RECORDS OPERATIONS</td>
<td>30</td>
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<td>TDTA1797B</td>
<td>CONTROL AND ORDER STOCK</td>
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<td>TDTA1897B</td>
<td>RECEIVE AND STORE STOCK</td>
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<td>TDTD1097B</td>
<td>LOAD AND UNLOAD VEHICLES CARRYING SPECIAL LOADS</td>
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<tr>
<td>TDTD1197B</td>
<td>IDENTIFY AND LABEL EXPLOSIVES AND DANGEROUS GOODS</td>
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<tr>
<td>TDTD1297B</td>
<td>USE SPECIALISED LIQUID BULK GAS TRANSFER EQUIPMENT</td>
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<td>USE SPECIALISED LIQUID BULK TRANSFER EQUIPMENT (GRAVITY/PRESSURISED)</td>
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<td>TDTD1497B</td>
<td>PREPARE FOR TRANSPORT OF PACKAGED DANGEROUS GOODS</td>
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<td>TDTD1597B</td>
<td>PREPARE FOR TRANSPORT OF PACKAGED DANGEROUS GOODS IN BULK</td>
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<td>TDTD1697B</td>
<td>RIG LOAD</td>
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<td>TDTD3097B</td>
<td>OPERATE A VEHICLE-MOUNTED LOADING CRANE</td>
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<td>TDTD3197B</td>
<td>OPERATE A BOOM TYPE ELEVATING WORK PLATFORM</td>
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<td>TDTD3297B</td>
<td>LIFT AND MOVE LOAD USING MOBILE CRANE UP TO AND INCLUDING 20 TONNES</td>
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<td>TDTD3397B</td>
<td>CONTROL LIFT AND MOVEMENT OF CRANE</td>
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<td>TDTD3497B</td>
<td>SHIFT LOADS USING GANTRY EQUIPMENT</td>
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<td>TDTD3597B</td>
<td>SHIFT LOADS USING CRANES</td>
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<tr>
<td>TDTD3697B</td>
<td>CONSOLIDATE MANIFEST DOCUMENTATION</td>
<td>20</td>
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<td>TDTD3797B</td>
<td>UNDERTAKE RIGGER, DOGGER AND DRIVER COMMUNICATION</td>
<td>20</td>
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<tr>
<td>TDTD3897B</td>
<td>ESTIMATE/CALCULATE LOAD SHIFTING REQUIREMENTS FOR A MOBILE CRANE</td>
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<td>TDTD3997B</td>
<td>IMPLEMENT/MONITOR PROCEDURES WHEN WAREHOUSING/STORING DANGEROUS GOODS AND/OR HAZARDOUS SUBSTANCES</td>
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<td>TDTD4097B</td>
<td>APPLY AND MONITOR WORKPLACE SECURITY PROCEDURES</td>
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<td>TDTD4197B</td>
<td>DESTROY RECORDS</td>
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<td>HLTFA2A</td>
<td>APPLY ADVANCED FIRST AID</td>
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<tr>
<td>TDTCST03A</td>
<td>PROCESS CUSTOMER COMPLAINTS</td>
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<tr>
<td>BSBCM310A</td>
<td>DELIVER AND MONITOR A SERVICE TO CUSTOMERS</td>
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<td>BSBCM320A</td>
<td>ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT</td>
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<tr>
<td>BSZ402A</td>
<td>TRAIN SMALL GROUPS</td>
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<tr>
<td>BSZ402A</td>
<td>CONDUCT ASSESSMENT</td>
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CERTIFICATE III IN TRANSPORT AND DISTRIBUTION (ROAD TRANSPORT)

Course Code: TDT30202

Campus: Industry Only Delivery.

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 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.
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<th>Description</th>
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<td>MAINTAIN CONTAINER/CARGO RECORDS</td>
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<td>PROCESS RECEIPT AND DELIVERY OF CONTAINERS AND CARGO</td>
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<td>TDTA897B</td>
<td>TRANSFER CARGO</td>
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<td>TEST EQUIPMENT AND ISOLATE FAULTS</td>
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<td>TDTB597B</td>
<td>CARRY OUT MAINTENANCE OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS</td>
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<td>CARRY OUT INSPECTION OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS</td>
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<tr>
<td>TDTC497C</td>
<td>DRIVE HEAVY RIGID VEHICLE</td>
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<td>TDTC597C</td>
<td>DRIVE HEAVY COMBINATION VEHICLE</td>
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<td>TDTC797B</td>
<td>OPERATE VEHICLE CARRYING SPECIAL LOADS</td>
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<td>TDTC897B</td>
<td>DRIVE COACH/BUS</td>
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<td>ESTIMATE/CALCULATE MASS, AREA AND QUANTIFY DIMENSIONS</td>
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<td>TDTD497B</td>
<td>PREPARE WORKPLACE DOCUMENTS</td>
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<tr>
<td>TDTD997B</td>
<td>USE PILOT AND ESCORT COMMUNICATION</td>
<td>20</td>
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<tr>
<td>TDTE397B</td>
<td>IMPLEMENT AND MONITOR OHS PROCEDURES</td>
<td>20</td>
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<td>TDTG297B</td>
<td>LEAD WORK TEAM OR GROUP</td>
<td>40</td>
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<tr>
<td>TDTI401A</td>
<td>IDENTIFY MAJOR ROADS, SERVICES AND ATTRACTIONS</td>
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<tr>
<td>TDTI297B</td>
<td>APPLY QUALITY SYSTEMS</td>
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<td>TDTI598B</td>
<td>SAMPLE, INSPECT AND TEST PRODUCTS TO SPECIFICATIONS</td>
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<td>UNDERTAKE EMPLOYEE PAYROLL ACTIVITIES</td>
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<td>TDTE497B</td>
<td>PLAN AND NAVIGATE ROUTES</td>
<td>20</td>
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<tr>
<td>TDTI997B</td>
<td>MAINTAIN FINANCIAL RECORDS IN A SMALL BUSINESS</td>
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<tr>
<td>TDTI498B</td>
<td>ORGANISE FREIGHT INVOICING AND PAYMENT</td>
<td>30</td>
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<td>ESTIMATE/CALCULATE MASS, AREA AND QUANTIFY DIMENSIONS</td>
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<td>COORDINATE GOODS TO BOND PREMISES</td>
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<td>APPLY PRODUCT KNOWLEDGE TO ORGANISE WORK OPERATIONS</td>
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<td>TDTI897B</td>
<td>ORGANISE DESPATCH OPERATIONS</td>
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<td>TDTA2497B</td>
<td>ORGANISE WAREHOUSE RECORDS OPERATIONS</td>
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<td>TDTA3801A</td>
<td>CONTROL AND ORDER STOCK</td>
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<td>TDTA3901A</td>
<td>RECEIVE AND STORE STOCK</td>
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<tr>
<td>TDTB1198B</td>
<td>SET UP AND RIG CRANE FOR LIFT</td>
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<td>TDTB1298B</td>
<td>PLAN JOB AND SET UP WORK AREAS</td>
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<td>TDTB1398B</td>
<td>MAINTAIN MOBILE CRANES</td>
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<td>TDTB1498B</td>
<td>LOAD AND UNLOAD WHEELED OR TRACKED CRANE</td>
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<td>TDTB1598B</td>
<td>UNDERTAKE SITE INSPECTION</td>
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<td>DE-RIG, PACK AND STORE TOOLS AND EQUIPMENT</td>
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<td>TDTC1097B</td>
<td>ASSEMBLE AND DISMANTLE BOOM OR JIB</td>
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<td>TDK0798B</td>
<td>PILOT OR ESCORT OVERSIZED AND/OR OVERMASSED LOADS</td>
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<td>TRANSPORT PASSENGERS WITH DISABILITIES</td>
<td>40</td>
</tr>
<tr>
<td>TDTF397B</td>
<td>IMPLEMENT AND MONITOR OHS PROCEDURES</td>
<td>30</td>
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<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>TDTH297C</td>
<td>PLAN AND NAVIGATE ROUTES</td>
<td>20</td>
</tr>
<tr>
<td>TDTJ997B</td>
<td>MAINTAIN FINANCIAL RECORDS IN A SMALL BUSINESS</td>
<td>40</td>
</tr>
<tr>
<td>TDTJ498B</td>
<td>ORGANISE FREIGHT INVOICING AND PAYMENT</td>
<td>30</td>
</tr>
<tr>
<td>TDTE1097B</td>
<td>DOCUMENT A RECORDS SYSTEM</td>
<td>30</td>
</tr>
<tr>
<td>TDTJ398B</td>
<td>IDENTIFY AND CLASSIFY RECORDS TO BE CAPTURED</td>
<td>40</td>
</tr>
<tr>
<td>TDTI698B</td>
<td>PROVIDE RECORDS RETRIEVAL SERVICE</td>
<td>20</td>
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<tr>
<td>TDTJ798B</td>
<td>SENTENCE RECORDS</td>
<td>60</td>
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<td>TDTJ898B</td>
<td>UNDERTAKE DISPOSAL PROGRAM</td>
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<td>TDTJ998B</td>
<td>UNDERTAKE MOVEMENT OF RECORDS</td>
<td>20</td>
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<tr>
<td>TDTL197B</td>
<td>PILOT OR ESCORT OVERSIZED AND/OR OVERMASSED LOADS</td>
<td>20</td>
</tr>
<tr>
<td>TDTL297B</td>
<td>OPERATE A MOBILE CRANE UP TO AND INCLUDING 20 TONNES ON A DEMOLITION SITE</td>
<td>40</td>
</tr>
<tr>
<td>TDTL397B</td>
<td>OPERATE A BOOM TYPE ELEVATING WORK PLATFORM</td>
<td>30</td>
</tr>
<tr>
<td>TDTL497B</td>
<td>USE SPECIALISED LIQUID BULK GAS TRANSFER EQUIPMENT</td>
<td>40</td>
</tr>
<tr>
<td>TDTL598B</td>
<td>USE SPECIALISED LIQUID BULK TRANSFER EQUIPMENT (GRAVITY/PRESSURISED)</td>
<td>40</td>
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<tr>
<td>TDTL798B</td>
<td>PREPARE FOR TRANSPORT OF PACKAGED DANGEROUS GOODS</td>
<td>40</td>
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<td>TDTL898B</td>
<td>PREPARE FOR TRANSPORT OF PACKAGED DANGEROUS GOODS IN BULK</td>
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</tr>
<tr>
<td>TDTL998B</td>
<td>RIG LOAD</td>
<td>40</td>
</tr>
<tr>
<td>TDTL397B</td>
<td>OPERATE A vehicle-mounted loading crane</td>
<td>40</td>
</tr>
<tr>
<td>TDTL499B</td>
<td>OPERATE A MOBILE CRANE UP TO AND INCLUDING 20 TONNES ON A DEMOLITION SITE</td>
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<tr>
<td>TDTL599B</td>
<td>OPERATE A BOOM TYPE ELEVATING WORK PLATFORM</td>
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<tr>
<td>TDTL698B</td>
<td>LIFT AND MOVE LOAD USING MOBILE CRANE UP TO AND INCLUDING 20 TONNES</td>
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<tr>
<td>TDTL409B</td>
<td>CONTROL LIFT AND MOVEMENT OF CRANE</td>
<td>20</td>
</tr>
<tr>
<td>TDTL4198B</td>
<td>UNDERTAKE CASH-IN-TRANSIT LOADING AND UNLOADING IN AN UNSECURED ENVIRONMENT</td>
<td>30</td>
</tr>
<tr>
<td>TDTL4301A</td>
<td>SHIFT LOADS USING GANTRY EQUIPMENT</td>
<td>80</td>
</tr>
<tr>
<td>TDTL1097B</td>
<td>PILOT OR ESCORT OVERSIZED AND/OR OVERMASSED LOADS</td>
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<td>TDTL1298B</td>
<td>CONSOLIDATE MANIFEST DOCUMENTATION</td>
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<tr>
<td>TDTL1398B</td>
<td>IDENTIFY AND LABEL EXPLOSIVES AND DANGEROUS GOODS</td>
<td>20</td>
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<tr>
<td>TDTL2097B</td>
<td>CARE FOR LIVESTOCK IN TRANSIT</td>
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<tr>
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<td>USE SPECIALISED LIQUID BULK TRANSFER EQUIPMENT (GRAVITY/PRESSURISED)</td>
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<td>40</td>
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<tr>
<td>TDTL2898B</td>
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<tr>
<td>TDTL2998B</td>
<td>OPERATE A BOOM TYPE ELEVATING WORK PLATFORM</td>
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</tr>
<tr>
<td>TDTL3098B</td>
<td>LIFT AND MOVE LOAD USING MOBILE CRANE UP TO AND INCLUDING 20 TONNES</td>
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<tr>
<td>TDTL409B</td>
<td>CONTROL LIFT AND MOVEMENT OF CRANE</td>
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<tr>
<td>TDTL4198B</td>
<td>UNDERTAKE CASH-IN-TRANSIT LOADING AND UNLOADING IN AN UNSECURED ENVIRONMENT</td>
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</tr>
<tr>
<td>TDTL4301A</td>
<td>SHIFT LOADS USING GANTRY EQUIPMENT</td>
<td>80</td>
</tr>
<tr>
<td>TDTL1097B</td>
<td>PILOT OR ESCORT OVERSIZED AND/OR OVERMASSED LOADS</td>
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</tr>
<tr>
<td>TDTL1298B</td>
<td>CONSOLIDATE MANIFEST DOCUMENTATION</td>
<td>40</td>
</tr>
<tr>
<td>TDTL1398B</td>
<td>IDENTIFY AND LABEL EXPLOSIVES AND DANGEROUS GOODS</td>
<td>20</td>
</tr>
<tr>
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<td>CARE FOR LIVESTOCK IN TRANSIT</td>
<td>30</td>
</tr>
<tr>
<td>TDTL2398B</td>
<td>USE SPECIALISED LIQUID BULK TRANSFER EQUIPMENT (GRAVITY/PRESSURISED)</td>
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<tr>
<td>TDTL2498B</td>
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<tr>
<td>TDTL2598B</td>
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<td>40</td>
</tr>
<tr>
<td>TDTL2698B</td>
<td>RIG LOAD</td>
<td>40</td>
</tr>
<tr>
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<td>40</td>
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<tr>
<td>TDTL2898B</td>
<td>OPERATE A MOBILE CRANE UP TO AND INCLUDING 20 TONNES ON A DEMOLITION SITE</td>
<td>60</td>
</tr>
<tr>
<td>TDTL2998B</td>
<td>OPERATE A BOOM TYPE ELEVATING WORK PLATFORM</td>
<td>30</td>
</tr>
<tr>
<td>TDTL3098B</td>
<td>LIFT AND MOVE LOAD USING MOBILE CRANE UP TO AND INCLUDING 20 TONNES</td>
<td>40</td>
</tr>
</tbody>
</table>
### Certificate III in Transport and Distribution (Rail Operations)

**Course Code:** TDT30402

**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 for 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>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTA297B</td>
<td>Maintain Container/Cargo Records</td>
<td>20</td>
</tr>
<tr>
<td>TDTA497B</td>
<td>Process Receipt and Delivery of Containers and Cargo</td>
<td>40</td>
</tr>
<tr>
<td>TDTA897B</td>
<td>Transfer Cargo</td>
<td>40</td>
</tr>
<tr>
<td>TDTB297B</td>
<td>Test Equipment and Isolate Faults</td>
<td>20</td>
</tr>
<tr>
<td>TDTB297B</td>
<td>Estimate/Calculate Mass, Area and Quantify Dimensions</td>
<td>30</td>
</tr>
<tr>
<td>TDTB497B</td>
<td>Prepare Workplace Documents</td>
<td>20</td>
</tr>
<tr>
<td>TDTF397B</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>TDTI397B</td>
<td>Provide Customer Service in Passenger Vehicles/Vessels</td>
<td>20</td>
</tr>
<tr>
<td>TDTI797C</td>
<td>Provide Freight Forwarding Information to Customers</td>
<td>40</td>
</tr>
<tr>
<td>TDTI997B</td>
<td>Provide On-Board Services to Customers</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>TDTL498B</td>
<td>Organise Freight Invoicing and Payment</td>
<td>30</td>
</tr>
<tr>
<td>TDTA1797B</td>
<td>Apply Product Knowledge to Organise Work Operations</td>
<td>40</td>
</tr>
<tr>
<td>TDTA3801A</td>
<td>Control and Order Stock</td>
<td>40</td>
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<tr>
<td>TDTA3901A</td>
<td>Receive and Store Stock</td>
<td>40</td>
</tr>
<tr>
<td>TDTB1801A</td>
<td>Conduct Full Train Examination</td>
<td>40</td>
</tr>
<tr>
<td>TDTB1901A</td>
<td>Test Train Braking System</td>
<td>30</td>
</tr>
<tr>
<td>TDTB2001A</td>
<td>Visually Inspect Stationary Train</td>
<td>80</td>
</tr>
<tr>
<td>TDTB2101A</td>
<td>Conduct Train Roll by Inspection</td>
<td>20</td>
</tr>
<tr>
<td>TDTB2501A</td>
<td>Prepare, Start and Shut Down Motive Power Unit</td>
<td>150</td>
</tr>
<tr>
<td>TDTB2601A</td>
<td>Prepare for Train Operation</td>
<td>40</td>
</tr>
<tr>
<td>TDTB2701A</td>
<td>Set Up and Shut Down On-Train Remote Control System</td>
<td>30</td>
</tr>
<tr>
<td>TDTI197B</td>
<td>Transport Passengers with Disabilities</td>
<td>40</td>
</tr>
<tr>
<td>TDTI1701A</td>
<td>Shunt Rolling Stock</td>
<td>120</td>
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<tr>
<td>TDTI1801A</td>
<td>Operate On-Train Remote Control System</td>
<td>40</td>
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</tbody>
</table>
### 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 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) 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.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>TDT2101A</td>
<td>DRIVE TRAM</td>
</tr>
<tr>
<td>TDT1197B</td>
<td>CONDUCT SPECIALISED FORKLIFT OPERATIONS</td>
</tr>
<tr>
<td>TDT1597B</td>
<td>IDENTIFY AND LABEL EXPLOSIVES AND DANGEROUS GOODS</td>
</tr>
<tr>
<td>TDT2398B</td>
<td>USE SPECIALISED LIQUID BULK GAS TRANSFER EQUIPMENT</td>
</tr>
<tr>
<td>TDT2498B</td>
<td>USE SPECIALISED LIQUID BULK TRANSFER EQUIPMENT (GRAVITY/PRESSURISED)</td>
</tr>
<tr>
<td>TDT3198B</td>
<td>RIG LOAD</td>
</tr>
<tr>
<td>TDT3397B</td>
<td>OPERATE A VEHICLE-MOUNTED LOADING CRANE</td>
</tr>
<tr>
<td>TDT3598B</td>
<td>OPERATE A BOOM TYPE ELEVATING WORK PLATFORM</td>
</tr>
<tr>
<td>TDT4098B</td>
<td>CONTROL LIFT AND MOVEMENT OF CRANE</td>
</tr>
<tr>
<td>TDT4301A</td>
<td>SHIFT LOADS USING GANTRY EQUIPMENT</td>
</tr>
<tr>
<td>TDT4401A</td>
<td>SHIFT LOADS USING CRANES</td>
</tr>
<tr>
<td>TDE1298B</td>
<td>CONSOLIDATE MANIFEST DOCUMENTATION</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>TDE1801A</td>
<td>MAINTAIN FREIGHT RECORDS</td>
</tr>
<tr>
<td>TDE1901A</td>
<td>WORK WITH TRAVEL AGENCIES AND SALES OUTLETS</td>
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<tr>
<td>TDF1397B</td>
<td>COORDINATE BREAKDOWNS AND EMERGENCIES</td>
</tr>
<tr>
<td>TDF5401A</td>
<td>APPLY 'CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK' TO SHUNTING ON THE NETWORK</td>
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<tr>
<td>TDL1301A</td>
<td>ALLOCATE MOTIVE POWER</td>
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<tr>
<td>TDL1901A</td>
<td>ASSIST WITH TRAIN OPERATIONS</td>
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<tr>
<td>TDL4501A</td>
<td>ORGANISE SERVICES FOR SPECIAL EVENTS</td>
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<tr>
<td>TDL5101A</td>
<td>PLAN TRAIN CONSISTS</td>
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<tr>
<td>TDT2998B</td>
<td>MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR</td>
</tr>
<tr>
<td>TDT5010A</td>
<td>MAINTAIN SECURITY OF RAILWAY PROPERTY AND REVENUE</td>
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<td>TDT6010A</td>
<td>APPLY AND MONITOR WORKPLACE SECURITY PROCEDURES</td>
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<td>TDIQ301A</td>
<td>ADVISE ON AND CONSTRUCT RATES FOR CUSTOMERS</td>
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<td>BS2404A</td>
<td>TRAIN SMALL GROUPS</td>
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<td>BS2402A</td>
<td>CONDUCT ASSESSMENT</td>
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<tr>
<td>HLFA2A</td>
<td>APPLY ADVANCED FIRST AID</td>
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<tr>
<td>TDGCAST03A</td>
<td>PROCESS CUSTOMER COMPLAINTS</td>
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<tr>
<td>BSBCMN310A</td>
<td>DELIVER AND MONITOR A SERVICE TO CUSTOMERS</td>
</tr>
<tr>
<td>BSBCMN302A</td>
<td>ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT</td>
</tr>
<tr>
<td>TDTB197B</td>
<td>CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT</td>
</tr>
<tr>
<td>TDTB1198B</td>
<td>SET UP AND RIG CRANE FOR LIFT</td>
</tr>
<tr>
<td>TDTB1298B</td>
<td>PLAN JOB AND SET UP WORK AREAS</td>
</tr>
<tr>
<td>TDTB1398B</td>
<td>MAINTAIN MOBILE CRANES</td>
</tr>
<tr>
<td>TDTB1498B</td>
<td>LOAD AND UNLOAD WHEELED OR TRACKED CRANE</td>
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<tr>
<td>TDTB1598B</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>TDTGC97C</td>
<td>DRIVE HEAVY RIGID VEHICLE</td>
</tr>
<tr>
<td>TDTCS97C</td>
<td>DRIVE HEAVY COMBINATION VEHICLE</td>
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</table>
Unit Code | Course Title                                                      | Hours |
---|-------------------------------------------------------------------|-------|
TDTC1097B | PILOT OR ESCORT OVERSIZED AND/OR OVERMASSED LOADS                | 20    |
TDTD197B  | SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS             | 20    |
TDTD1097B | OPERATE A FORKLIFT                                              | 40    |
TDTD397B  | MOVE MATERIALS MECHANICALLY USING AUTOMATED EQUIPMENT            | 40    |
*TDTD3198B| RIG LOAD                                                         | 40    |
TDTD397B  | OPERATE A VEHICLE-MOUNTED LOADING CRANE                         | 40    |
TDTD498B  | OPERATE A MOBILE CRANE UP TO AND INCLUDING 20 TONNES ON A DEMOLITION SITE | 60    |
TDTS598B  | 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    |
TDTE897B  | PROCESS WORKPLACE DOCUMENTATION                                  | 20    |
TDTE997B  | USE PILOT AND ESCORT COMMUNICATION                               | 20    |
*TDTD1598B| UNDERTAKE RIGGER/DOGGER AND DRIVER COMMUNICATION                | 20    |
*TDTD1698B| ESTIMATE/CALCULATE LOAD SHIFTING REQUIREMENTS FOR A MOBILE CRANE | 20    |
*TDTF197B | FOLLOW OHS PROCEDURES                                           | 20    |
*TDTF297B | CONDUCT HOUSEKEEPING ACTIVITIES                                  | 20    |
*TDTF697B | APPLY ACCIDENT-EMERGENCY PROCEDURES                              | 20    |
HLTFA2A   | APPLY ADVANCED FIRST AID                                         | 30    |
*TDTI297C | APPLY CUSTOMER SERVICE SKILLS                                    | 30    |
TDTJ197B  | APPLY QUALITY PROCEDURES                                        | 40    |
TDTE897B  | USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE | 40    |
TDTL197B  | COMPLETE WORKPLACE ORIENTATION/INDUCTION PROCEDURES             | 30    |

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 TDTO2(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 TDTO2(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 TDTO2(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 for 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>Hours</th>
</tr>
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<tbody>
<tr>
<td>TDTA597B</td>
<td>CHECK AND EVALUATE RECORDS AND DOCUMENTATION 20</td>
</tr>
<tr>
<td>TDTE697B</td>
<td>MONITOR CRANE OPERATIONS 40</td>
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<tr>
<td>TDTJ997B</td>
<td>DIRECT CRANE OPERATIONS 40</td>
</tr>
<tr>
<td>TDTU497C</td>
<td>COLLECT, ANALYSE AND PRESENT WORKPLACE DATA AND INFORMATION 30</td>
</tr>
<tr>
<td>TDTF797B</td>
<td>IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY PROCEDURES 40</td>
</tr>
<tr>
<td>TDTG598B</td>
<td>ORGANISE TRANSPORT WORKLOAD 10</td>
</tr>
<tr>
<td>TDTG698B</td>
<td>FACILITATE WORK TEAMS 50</td>
</tr>
<tr>
<td>TDTI197C</td>
<td>COORDINATE QUALITY CUSTOMER SERVICE 30</td>
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<td>TDTI598B</td>
<td>MARKET SERVICES AND PRODUCTS TO CLIENTS 40</td>
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<td>TDTL597C</td>
<td>APPLY CONFLICT/GRIEVANCE RESOLUTION STRATEGIES 40</td>
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<td>TDTI998B</td>
<td>MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 50</td>
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<td>TDTM197B</td>
<td>DEVELOP PLANS TO MEET CUSTOMER AND ORGANISATION NEEDS 50</td>
</tr>
<tr>
<td>TDTG297B</td>
<td>FACILITATE AND CAPITALISE ON CHANGE IN THE WORKPLACE 50</td>
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<td>TDTI598B</td>
<td>MANAGE WORKPLACE INFORMATION 60</td>
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<td>MONITOR SUPPLIER PERFORMANCE 30</td>
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<tr>
<td>TDTQ298B</td>
<td>SOURCE GOODS/SERVICES AND EVALUATE CONTRACTORS 30</td>
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<tr>
<td>TDTU101A</td>
<td>IMPLEMENT AND MONITOR ENVIRONMENTAL PROTECTION POLICIES AND PROCEDURES 20</td>
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<td>TDTA297B</td>
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<tr>
<td>TDTA2597C</td>
<td>CHECK AND EVALUATE RECORDS AND DOCUMENTATION 20</td>
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<tr>
<td>TDTA2898B</td>
<td>ASSESS AND MONITOR OPTIMUM STOCK LEVELS 40</td>
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<td>TDTA3198B</td>
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<td>TDTA3298B</td>
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<td>TDTB3898B</td>
<td>SUPERVISE MOBILE CRANE OPERATIONS 40</td>
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<tr>
<td>TDTB198B</td>
<td>APPLY WORKPLACE STATISTICS 20</td>
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<td>TDTV198B</td>
<td>DEVELOP AND MAINTAIN A SAFE WORKPLACE 50</td>
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<td>TDTU1098B</td>
<td>ASSESS AND CONFIRM CUSTOMER TRANSPORT REQUIREMENTS 40</td>
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<td>TDTL198B</td>
<td>COORDINATE THE ERECTION AND DISMANTLING OF TEMPORARY STORE FACILITIES 40</td>
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<td>TDTL3001A</td>
<td>CONTROL A FURNITURE WAREHOUSE 60</td>
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<td>TDTL3201A</td>
<td>IMPLEMENT EQUAL EMPLOYMENT EQUITY STRATEGIES 20</td>
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<td>TDTL3301A</td>
<td>PROMOTE EFFECTIVE WORKPLACE PRACTICE 20</td>
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<td>TDTL3401A</td>
<td>DEVELOP ROSTERS 20</td>
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<tr>
<td>TDTL3701A</td>
<td>APPLY AND AMEND ROSTERS 20</td>
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<td>TDTQ1001A</td>
<td>MAINTAIN CUSTOMER CREDIT ACCOUNTS AND SERVICES 20</td>
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<tr>
<td>BSZ406A</td>
<td>PLAN A SERIES OF TRAINING SESSIONS 30</td>
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<td>BSZ407A</td>
<td>DELIVER TRAINING SESSIONS 50</td>
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<tr>
<td>BSZ408A</td>
<td>REVIEW TRAINING 15</td>
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<tr>
<td>BSZ401A</td>
<td>PLAN ASSESSMENT 15</td>
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<td>BSZ403A</td>
<td>REVIEW ASSESSMENT 5</td>
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<td>DEVELOP ASSESSMENT PROCEDURES 25</td>
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<tr>
<td>BSZ407A</td>
<td>DEVELOP ASSESSMENT TOOLS 25</td>
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</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 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 | 15
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
TDTE997B | DIRECT CRANE OPERATIONS | 40
TDTE697C | COLLECT, ANALYSE AND PRESENT WORKPLACE DATA AND INFORMATION | 30
TDTE797B | IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY PROCEDURES | 40
TDTE598B | ORGANISE TRANSPORT WORKLOAD | 10
TDTE698B | FACILITATE WORK TEAMS | 50
TDTE197C | COORDINATE QUALITY CUSTOMER SERVICE | 30
TDTE598B | MARKET SERVICES AND PRODUCTS TO CLIENTS | 40
TDTE898B | MONITOR TRANSPORT ACTIVITIES AT INTERCHANGES | 40
TDTE597C | APPLY CONFLICT/GRIEVANCE RESOLUTION STRATEGIES | 40
TDTE797C | COORDINATE FLEET CONTROL LOGISTICS | 40
TDTE998B | 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
TDTP698B | ADMINISTER INTERNATIONAL TRADING ACCOUNTS | 60
TDTP998B | MONITOR SUPPLIER PERFORMANCE | 30
TDTP298B | SOURCE GOODS/SERVICES AND EVALUATE CONTRACTORS | 30
TDTP101A | IMPLEMENT AND MONITOR ENVIRONMENTAL PROTECTION POLICIES AND PROCEDURES | 20
TDTP2597C | REGULATE TEMPERATURE CONTROLLED STOCK | 20
TDTP398B | ORGANISE CARGO FOR EXPORT | 40
TDTP3198B | CONSOLIDATE FREIGHT | 30
TDTP3298B | ORGANISE TRANSPORT OF FREIGHT OR GOODS | 20
TDTP3398B | ORGANISE INTERNATIONAL TRANSPORT OF FREIGHT | 40
TDTP3098B | SUPERVISE MOBILE CRANE OPERATIONS | 40
TDTP3298B | PLAN AND CONDUCT SPECIALISED LIFT | 40
TDTE1398B | APPLY WORKPLACE STATISTICS | 20
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 Duration
The course may be offered on a full-time basis over 450-1710 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 7 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 and up to 4 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 |
---|---|
TDA597B | 20 |
TDA697B | 20 |
TDA2597C | 20 |
TDA3197B | 30 |
TDA2929B | 20 |
TDIC402A | 80 |
TDIC501A | 160 |
TDIC601A | 20 |
TDIC901A | 200 |
TDTC2201A | 120 |
TDTC2301A | 200 |
TDTC2401A | 200 |
TDTE1397B | 20 |
TDTF1497B | 50 |
TDTF2101A | 40 |
TDTF5101A | 20 |
TDTF5201A | 20 |
TDTI1601A | 40 |
TDTI1701A | 40 |
TDTL1097B | 40 |
TDTL301A | 20 |
TDTL331A | 20 |
TDTL341A | 20 |
TDTL351A | 20 |
TDTL361A | 20 |
TDTL371A | 40 |
TDTL401A | 30 |
TDTL421A | 30 |
TDTL431A | 20 |
TDTL441A | 30 |
TDTL471A | 30 |
TDTL5001A | 20 |
Unit Code | Hours
----------|-------
TDTQ1001A | 20
TDTD897B | 40
TDTD997B | 40
TDFE697C | 30
TDFP797B | 40
TDFG698B | 50
TDTI197C | 30
TDTI598B | 40
TDTI898B | 40
TDTL597C | 40
TDTL998B | 50
TDTM997B | 30
TDTN297B | 50
TDTN598B | 60
TDTU101A | 20
BSZ406A | 30
BSZ407A | 50
BSZ408A | 15
BSZ401A | 15
BSZ403A | 5
BSZ506A | 25
BSZ507A | 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 Objectives
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.
CERTIFICATE I IN TRANSPORT & LOGISTICS (WAREHOUSING AND STORAGE)

Course Code: TLI10107

Campus: Industry Only Delivery.

Career Opportunities
The course provides students with the knowledge and skills required to undertake work in the operations sector of the Warehousing and Storage industry.

Scope of Delivery
Part-time.

Course Objective
To give participants the breadth, depth and complexity of knowledge and skills to perform a defined range of activities most of which may be routines and predictable.

Entry Requirements
There are no formal entry requirements.

Course Duration
180 hours over 6 months

Course Structure
Students must successfully complete a total of 7 units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TLID107C</td>
<td>20</td>
</tr>
<tr>
<td>TLID207C</td>
<td>20</td>
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<tr>
<td>TUE307C</td>
<td>40</td>
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<tr>
<td>TLIG107C</td>
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</tbody>
</table>

CERTIFICATE I IN TRANSPORT & LOGISTICS (ROAD TRANSPORT)

Course Code: TLI10207

Campus: Industry Only Delivery.

Career Opportunities
The course provides students with the knowledge and skills required to undertake work in the operations sector of the Road Transport industry.

Scope of Delivery
Part-time.

Course Objective
To give participants the breadth, depth and complexity of knowledge and skills to perform a defined range of activities most of which may be routines and predictable.

Entry Requirements
There are no formal entry requirements.

Course Duration
200 hours over 6 months

Course Structure
Students must successfully complete a total of 7 units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TLIC107C</td>
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<td>TLIG107C</td>
<td>40</td>
</tr>
</tbody>
</table>

CERTIFICATE I IN TRANSPORT & LOGISTICS (RAIL OPERATIONS)

Course Code: TLI10407

Campus: Industry Only Delivery.

Career Opportunities
The course provides students with the knowledge and skills required to undertake work as Station Assistants.

Scope of Delivery
Part-time.

Course Objective
To give participants the skills, knowledge and qualification to perform a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedure for performing current practices, and provision of some leadership and guidance to others in the application and planning of the skills.

Entry Requirements
There are no formal entry requirements.

Course Duration
200 hours over 6 months
Course Structure
Students must successfully complete a total of 7 units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Elective Units of Study</th>
<th>Hours</th>
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<tr>
<td>TLIL107C</td>
<td>COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES</td>
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<td>TLIF107C</td>
<td>FOLLOW OH&amp;S PROCEDURES</td>
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<tr>
<td>TLID107C</td>
<td>SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS</td>
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<tr>
<td>TLIE307C</td>
<td>PARTICIPATE IN BASIC WORKPLACE COMMUNICATION</td>
<td>40</td>
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<td>TLIG107C</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
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<td>TLII207C</td>
<td>APPLY CUSTOMER SERVICE SKILLS</td>
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<td>TIE507C</td>
<td>CARRY OUT BASIC WORKPLACE CALCULATIONS</td>
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Certificate II in Transport & Logistics (Warehousing and Storage)
Course Code: TLI20107

Campus: Industry Only Delivery.

Career Opportunities
The course provides students with the knowledge and skills required to undertake work in the operations sector of the Warehousing and Storage industry.

Scope of Delivery
Part-time.

Course Objective
To give participants the skills, knowledge and qualification to perform a prescribed range of functions involving known routines and procedures and some accountability for the quality outcomes.

Entry Requirements
There are no formal entry requirements.

Course Duration
380 hours over 1 year

Course Structure
Students must successfully complete a total of 14 units.

<table>
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<tr>
<td>TLI1207C</td>
<td>PICK AND PROCESS ORDERS</td>
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<td>TLI2107C</td>
<td>DESPATCH STOCK</td>
<td>20</td>
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<tr>
<td>TLI8107C</td>
<td>CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT</td>
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<tr>
<td>TLI1007C</td>
<td>OPERATE A FORKLIFT</td>
<td>40</td>
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<td>TLI1107C</td>
<td>APPLY QUALITY PROCEDURES</td>
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<tr>
<td>TLI107C</td>
<td>USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE</td>
<td>40</td>
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<tr>
<td>TLI1007C</td>
<td>SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS</td>
<td>20</td>
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<tr>
<td>TLI1207C</td>
<td>SHIFT A LOAD USING MANUALLY OPERATED EQUIPMENT</td>
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<tr>
<td>TLI507C</td>
<td>PARTICIPATE IN BASIC WORKPLACE COMMUNICATION</td>
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<td>TLI1007C</td>
<td>CARRY OUT BASIC WORKPLACE CALCULATIONS</td>
<td>20</td>
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<td>FOLLOW OH&amp;S PROCEDURES</td>
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<td>CONDUCT HOUSEKEEPING ACTIVITIES</td>
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<td>TLI107C</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
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</tbody>
</table>

Certificate II in Transport & Logistics (Road Transport)
Course Code: TLI20207

Campus: Industry Only Delivery.

Career Opportunities
The course provides students with the knowledge and skills required to undertake work in the operations sector of the Road Transport industry.

Scope of Delivery
Part-time.

Course Objective
To give participants the skills, knowledge and qualification to perform a prescribed range of functions involving known routines and procedures and some accountability for the quality outcomes.

Entry Requirements
There are no formal entry requirements.

Course Duration
390 hours over 1 year
## Course Structure

**Unit Code** | **Hours**
--- | ---
**Students must successfully complete a total of 14 units.**

### Elective Units of Study

#### Certificate II

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSBCMN200A</td>
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<td>TLIC307C</td>
<td>DRIVE MEDIUM RIGID VEHICLE</td>
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<td>TLID407C</td>
<td>LOAD AND UNLOAD GOODS/CARGO</td>
<td>30</td>
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<tr>
<td>TLIIE807C</td>
<td>PROCESS WORK PLACE DOCUMENTATION</td>
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<tr>
<td>TLIJ107C</td>
<td>APPLY QUALITY PROCEDURES</td>
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<tr>
<td>TLIK107C</td>
<td>USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE</td>
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#### Certificate I

<table>
<thead>
<tr>
<th>Unit Code</th>
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<tbody>
<tr>
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<td>TLIIE307C</td>
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<td>TLIF507C</td>
<td>CARRY OUT BASIC WORKPLACE CALCULATIONS</td>
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<td>WORK EFFECTIVELY WITH OTHERS</td>
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### Certificate II in Transport & Logistics (Rail Operations)

**Course Code:** TLI20407

**Campus:** Industry Only Delivery.

**Career Opportunities**

The course provides students with the knowledge and skills required to undertake work as Station Assistants.

**Scope of Delivery**

Part-time.

**Course Objective**

To give participants the skills, knowledge and qualification to perform a prescribed range of functions involving known routines and procedures and some accountability for the quality outcomes.

**Entry Requirements**

There are no formal entry requirements.

**Course Duration**

380 hours over 1 year

#### Course Structure

**Unit Code** | **Hours**
--- | ---
**Students must successfully complete a total of 14 units.**

### Elective Units of Study

#### Certificate II

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
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<tbody>
<tr>
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<td>PROCESS WORK PLACE DOCUMENTATION</td>
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<td>TLIF607C</td>
<td>APPLY ACCIDENT-EMERGENCY PROCEDURES</td>
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<td>TLIK107C</td>
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<td>TLIK307C</td>
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<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
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<td>ADVISE AND CONSTRUCT FARES FOR CUSTOMERS</td>
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#### Certificate I

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<tbody>
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<td>SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS</td>
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<td>TLIG107C</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
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<td>CARRY OUT BASIC WORKPLACE CALCULATIONS</td>
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</table>

### Certificate III in Transport & Logistics (Warehousing and Storage)

**Course Code:** TLI30107

**Campus:** Industry Only Delivery.

**Career Opportunities**

The course provides students with the knowledge and skills required to undertake work in the operations sector of the Warehousing and Storage industry.

**Scope of Delivery**

Part-time.

**Course Objective**

To give participants the skills, knowledge and qualification to perform a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in the selection of equipment, services or contingency measure and within known time constraints.

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130
Entry Requirements
There are no formal entry requirements.

Course Duration
630 hours over 2 years

Course Structure
Students must successfully complete a total of 21 units.

Unit Code

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<tr>
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<th>Hours</th>
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<td>ORGANISE DESPATCH OPERATIONS</td>
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<td>LEAD A WORK TEAM OR GROUP</td>
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<td>CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT</td>
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<td>TLID1007C</td>
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<td>TLE307C</td>
<td>PARTICIPATE IN BASIC WORKPLACE COMMUNICATION</td>
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<td>CARRY OUT BASIC WORKPLACE CALCULATIONS</td>
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<td>TLF107C</td>
<td>FOLLOW OH&amp;S PROCEDURES</td>
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<td>CONDUCT HOUSEKEEPING ACTIVITIES</td>
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<td>WORK EFFECTIVELY WITH OTHERS</td>
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</table>

CERTIFICATE III IN TRANSPORT & LOGISTICS (ROAD TRANSPORT)

Course Code: TLI30207

Campus
Industry Only Delivery.

Career Opportunities
The course provides students with the knowledge and skills required to undertake work in the operations sector of the Road Transport industry.

Scope of Delivery
Part-time.

Course Objective
To give participants the skills, knowledge and qualification to perform a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in the selection of equipment, services or contingency measure and within known time constraints.

Entry Requirements
There are no formal entry requirements.

Course Duration
610 hours over 2 years

Course Structure
Students must successfully complete a total of 21 units.

Certificate III

Unit Code

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<th>Unit Code</th>
<th>Hours</th>
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<td>TLE2007C</td>
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<td>COORDINATE BREAKDOWNS AND EMERGENCIES</td>
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Certificate II

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<td>DRIVE MEDIUM RIGID VEHICLE</td>
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<td>LOAD AND UNLOAD GOODS/CARGO</td>
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<td>TLIK107C</td>
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### Certificate I

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<td>CARRY OUT BASIC WORKPLACE CALCULATIONS</td>
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<td>FOLLOW OH&amp;S PROCEDURES</td>
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### Certificate III

**Course Code**: TLI30407

**Campus**: Industry Only Delivery.

**Career Opportunities**
The course provides students with the knowledge and skills required to undertake work as Station Assistants.

**Scope of Delivery**
Part-time.

**Course Objective**
To give participants the skills, knowledge and qualification to perform a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedure for performing current practices, and provision of some leadership and guidance to others in the application and planning of the skills.

**Entry Requirements**
There are no formal entry requirements.

**Course Duration**
580 hours over 2 years

**Course Structure**

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</table>

### Certificate II

**Course Code**: TLI40107

**Campus**: Industry Only Delivery.

**Career Opportunities**
The course provides students with the knowledge and skills required to undertake work in the operations sector of the Warehousing and Storage industry.

**Scope of Delivery**
Part-time.

**Course Objective**
To give participants the skills, knowledge and qualification to perform a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedure for performing current practices, and provision of some leadership and guidance to others in the application and planning of the skills.

**Entry Requirements**
There are no formal entry requirements.

**Course Duration**
910 hours over 3 years

### Certificate IV

**Course Code**: TLI40107

**Campus**: Industry Only Delivery.

**Career Opportunities**
The course provides students with the knowledge and skills required to undertake work in the operations sector of the Warehousing and Storage industry.

**Scope of Delivery**
Part-time.

**Course Objective**
To give participants the skills, knowledge and qualification to perform a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedure for performing current practices, and provision of some leadership and guidance to others in the application and planning of the skills.

**Entry Requirements**
There are no formal entry requirements.

**Course Duration**
910 hours over 3 years
### Course Structure

Students must successfully complete a total of 28 units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
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<td>DEVELOP AND MAINTAIN A SAFE WORKPLACE</td>
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</table>

### CERTIFICATE IV IN TRANSPORT & LOGISTICS (ROAD TRANSPORT)

**Course Code:** TL40207

**Campus:** Industry Only Delivery.

**Career Opportunities**

The course provides students with the knowledge and skills required to undertake work in the operations sector of the Road Transport industry.

**Scope of Delivery**

Part-time.

**Course Objective**

To give participants the skills, knowledge and qualification to perform a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedure for performing current practices, and provision of some leadership and guidance to others in the application and planning of the skills.

**Entry Requirements**

There are no formal entry requirements.

**Course Duration**

810 hours over 3 years

**Course Structure**

Students must successfully complete a total of 28 units.

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<td>CHECK AND EVALUATE RECORDS AND DOCUMENTATION</td>
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<td>TLIA207C</td>
<td>ORGANISE TRANSPORT OF FREIGHT AND GOODS</td>
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<td>DEVELOP AND MAINTAIN A SAFE WORKPLACE</td>
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<td>TLIF707C</td>
<td>IMPLEMENT AND COORDINATE ACCIDENT–EMERGENCY PROCEDURES</td>
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<td>DEVELOP AND MAINTAIN A SAFE WORKPLACE</td>
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<td>TLII307B</td>
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### FACULTY OF TECHNICAL AND TRADES INNOVATION

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### Certificate I

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### Certificate IV in Transport & Logistics (Rail Operations)

**Course Code:** TLI40407

**Campus:** Industry Only Delivery.

**Career Opportunities**
The course provides students with the knowledge and skills required to undertake work as Station Assistants.

**Scope of Delivery**
Part-time.

**Course Objective**
To give participants the skills, knowledge and qualification to perform a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedure for performing current practices, and provision of some leadership and guidance to others in the application and planning of the skills.

**Entry Requirements**
There are no formal entry requirements.

**Course Duration**
1160 hours over 3 years

**Course Structure**
Students must successfully complete a total of 28 units.

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### Elective Units of Study

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CERTIFICATE IV IN TRANSPORT AND LOGISTICS (ROAD TRANSPORT – DRIVING INSTRUCTION)

Course Code: TLI41207

Campus: Werribee.

Career Opportunities
Motor vehicle driving instruction.

Scope of Delivery
This course is offered on a part-time basis.

Course Objective
To give participants the skills, knowledge and qualification to teach others to obtain a licence to drive a motor vehicle.

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
9 weeks.

Course Structure
Students must successfully complete a total of 11 core units.

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<th>Description</th>
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<td>BSBKMN301A</td>
<td>DELIVER AND MONITOR A SERVICE TO CUSTOMERS</td>
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<tr>
<td>BSBRRG304A</td>
<td>MAINTAIN BUSINESS RECORDS</td>
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<td>TAADE1301B</td>
<td>PROVIDE TRAINING THROUGH INSTRUCTION AND DEMONSTRATION OF WORK SKILLS</td>
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<td>TAADE1403B</td>
<td>FACILITATE INDIVIDUAL LEARNING</td>
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<td>TAADE5402B</td>
<td>DESIGN AND DEVELOP LEARNING PROGRAMS</td>
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<td>TLIG707B</td>
<td>COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES</td>
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<td>COMPLETE ROUTINE ADMINISTRATIVE TASKS</td>
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<td>TLIM107A</td>
<td>DEVELOP SAFE DRIVING BEHAVIORS IN OTHERS</td>
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SUBJECTS

Below are subject details for courses offered by the School of Industry Skills Training in 2009.

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

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

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

**BCC1012A SPREAD AND COMPACT MATERIAL MANUALLY**
- **Content:** Plan and prepare job; Spread and compact materials; Clean up.
- **Nominal Hours:** 2-12 Hours
- **Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

**BCC1014A CONTROL CONSTRUCTION TRAFFIC**
- **Content:** Plan and prepare work; Co-ordinate site traffic; Operate radio; Clean up.
- **Nominal Hours:** 4 Hours
- **Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

**BCC2005A REPAIR PAVEMENTS**
- **Content:** Plan and prepare work; Repair potholes; Clean up.
- **Nominal Hours:** 36 Hours
- **Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

**BCC3003A CONDUCT DOZER OPERATIONS**
- **Content:** Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate dozer; Clear timber; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
- **Nominal Hours:** 240 Hours
- **Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

**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; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
- **Nominal Hours:** 200 Hours
- **Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
rock types and their characteristics; Carry out operator maintenance; Clean up.
Nominal Hours: 240 Hours
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCC3007A CONDUCT SCRAPER OPERATIONS
Content: Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate scraper; Couple machines; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Clean up.
Nominal Hours: 160 Hours
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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 soil and rock types and their characteristics; Carry out operator maintenance; Clean up.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

BCC3014A CONDUCT PIPELAYER OPERATIONS
Content: Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate pipelayer; 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: 80 Hours
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCC3015A CONDUCT RECYCLER OPERATIONS
Content: Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate recycler; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Clean up.
Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCC3017A CONDUCT TELESCOPIC MATERIALSHandler OPERATIONS
Content: Plan and prepare work; Conduct pre-operational checks; Operate telescopic materials handler; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCC3018A CONDUCT MATERIALS SPREADER OPERATIONS
Content: Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate materials spreader; Carry out operator maintenance; Clean up.
Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCC3019A CONDUCT PROFILE PLANNER OPERATIONS
Content: Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate profile planer; Carry out operator maintenance; Clean up.
Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

BCCCM1001C 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. This unit includes emergency procedures, identification of hazards applicable to civil construction workplaces and basic risk assessment.
Nominal Hours: 40 Hours
Assessment: Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

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

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

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

**BCCCM1005B HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF NONTOXIC**

**Content:** Handle construction materials and safely dispose of nontoxic

**Nominal Hours:** 16 Hours

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

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

**BCCCM2002C 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. The unit covers the selection of the most appropriate equipment, the planning and preparation for work, the conduct of checks, the use of the plant or equipment and the post operational maintenance and clean up.

**Nominal Hours:** 16 Hours

**Assessment:** Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

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

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

**BCCCM2005B CARRY OUT MANUAL EXCAVATION**

**Content:** This unit specifies the competency required to carry out safe and effective manual excavation for situations requiring benching and battering but not requiring formal shoring. It includes the minimum criteria for competency assessment.

**Nominal Hours:** 8 Hours

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

**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:** 8 Hours

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

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

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

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

**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. This unit includes the set out, installation and removal of shoring.

**Nominal Hours:** 40 Hours

**Assessment:** Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

**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. This unit includes setting out, reinforcing, erecting and dismantling formwork, placing, finishing and curing concrete.
Nominal Hours: 40 Hours  
Assessment: Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

**BCCCM2013C 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. This unit includes operating a radio and using a stop-slow bat.

Nominal Hours: 40 Hours  
Assessment: Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

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

**BCCCM3001B CONSTRUCT AND DISMANTLE TEMPORARY FENCING AND GATES**

Content: This unit specifies the competency required to construct, maintain and dismantle fences and gates to isolate work sites or re-fence existing land owners property. It includes the minimum criteria for competency assessment. This unit includes isolation fences and gates for equipment and materials preventing accidents due to unauthorised access on civil construction sites.

Nominal Hours: 40 Hours  
Assessment: Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

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

**BCCCM3003C 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. The unit includes traffic management plans for public and private roads, parking areas and restricted access construction sites.

Nominal Hours: 20 Hours  
Assessment: Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

**BCCCM3005B CARRY OUT SITE BASED RISK CONTROL PROCESSES**

Content: This unit covers the competency to carry out site based risk control processes. It includes the minimum criteria for competency assessment. The unit covers the three preliminary steps of identifying site based hazards, assessing the risk and identification of unacceptable risk situations. It requires the referral of critical unacceptable risk situations to others. For other circumstances it requires the identification of courses of action, the initiation of action and the completion of site records and reports.

Nominal Hours: 40 Hours  
Assessment: Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

**BCCPO3001C CONDUCT BACKHOE/LOADER OPERATIONS**

Content: This unit specifies the competency required to conduct civil construction backhoe/loader operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the backhoe/loader for a range of mandatory tasks, the fitting, use and removal of attachments and operator maintenance activities.

Nominal Hours: 200 Hours  
Assessment: Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

**BCCPO3003B CONDUCT EXCAVATOR OPERATIONS**

Content: This unit specifies the competency required to conduct civil construction excavator operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the excavator for a range of mandatory tasks, the fitting, use and removal of attachments and operator maintenance activities.

Nominal Hours: 200 Hours  
Assessment: Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

**BCCPO3004B CONDUCT WHEELED FRONT END LOADER OPERATIONS**

Content: This unit specifies the competency required to conduct civil construction front end loader operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the front end loader for a range of mandatory tasks, the fitting, use and removal of attachments and operator maintenance activities.

Nominal Hours: 160 Hours  
Assessment: Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

**BCCPO3006B CONDUCT GRADER OPERATIONS**

Content: This unit specifies the competency required to conduct civil construction grader operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the grader for a range of mandatory tasks, the fitting, use and removal of attachments and operator maintenance activities.

Nominal Hours: 240 Hours  
Assessment: Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

**BCCPO3008B CONDUCT SKID STEER LOADER OPERATIONS**

Content: This unit specifies the competency required to conduct civil construction skid steer loader operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the skid steer loader for a range of mandatory tasks, the fitting, use and removal of attachments and operator maintenance activities.

Nominal Hours: 80 Hours  
Assessment: Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

**BCCPO3013B CONDUCT ROLLER OPERATIONS**

Content: This unit specifies the competency required to conduct civil construction roller operations to roll and compact materials. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the roller for a range of mandatory tasks and the conduct of operator maintenance activities.

Nominal Hours: 80 Hours  
Assessment: Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.
### BCCP03014B CONDUCT WATER CART OPERATIONS
**Content:** This unit specifies the competency required to conduct civil construction water cart operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the water cart for a range of mandatory tasks, and the conduct of operator maintenance and work finalisation activities.

**Nominal Hours:** 40 Hours

**Assessment:** Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

### BCCP03016B CONDUCT DUMP TRUCK OPERATIONS
**Content:** This unit specifies the competency required to conduct civil construction dump truck operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the dump truck for a range of mandatory tasks, and the conduct of operator maintenance and work finalisation activities.

**Nominal Hours:** 40 Hours

**Assessment:** Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

### BCCRC3003B LAY PAVERS
**Content:** This unit specifies the competency required to lay pavers. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the preparation of the base or sub-base, the cutting and laying of pavers, including the finishing and work finalisation activities.

**Nominal Hours:** 36 Hours

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

### BCCRM2001B 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:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

### BCG1000A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION
**Content:** Conduct detailed communications with colleagues at a workplace in an interactive manner, requiring a range of competencies, including verbal and non-verbal communication.

**Nominal Hours:** 36 Hours

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

### BCG1002A PLAN AND ORGANISE WORK
**Content:** The unit covers planning and organisation of work to ensure safe practice, including the preparation of work plans, site layout, and the coordination of resources.

**Nominal Hours:** 20 Hours

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

### BCG1003A READ AND INTERPRET PLANS
**Content:** This unit specifies the competency required to read and interpret plans of drainage systems and to locate key features from sectional details and elevations. It includes the minimum criteria for competency assessment.

**Nominal Hours:** 36 Hours

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

### BCG1004A CARRY OUT MEASUREMENTS AND CALCULATIONS
**Content:** This unit specifies the competency required to carry out measurements and calculations of drainage systems. It includes the minimum criteria for competency assessment.

**Nominal Hours:** 20 Hours

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

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

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

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

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

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

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

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**BCG2009A CARRY OUT 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 work; Carry out concrete placement; Clean up site.

**Nominal Hours:** 40 Hours

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

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**BCG3013A 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:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**BCG3021A CONDUCT FORKLIFT OPERATIONS**

**Prerequisite(s):** BCG1001A Carry out OH&S requirements, BCG1006A Use small plant and equipment, BCG1011A Handle construction materials and safely dispose of waste, BCG1018A Operate construction process (metalwork).

**Content:** Plan and prepare work; Select equipment; Sling loads; Move load; Remove gear.

**Nominal Hours:** 32 Hours

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

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**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, BCG2007A Operate elevated work platforms (EWP).

**Content:** Plan and prepare work; Select equipment; Sling loads; Move load; Remove gear.

**Nominal Hours:** 80 Hours

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

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**BCG3043A OPERATE HOIST**

**Prerequisite(s):** BCG1001A Carry out OH&S requirements, BCG1006A Use small plant and equipment, BCG1011A Handle construction materials and safely dispose of waste, BCG2007A Operate elevated work platforms (EWP).

**Content:** Plan and prepare work; Conduct daily safety check; Record results; Operate hoist.

**Nominal Hours:** 24 Hours

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

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**BSBCM216A DELIVER A SERVICE TO CUSTOMERS**

**Content:** This unit specifies the outcomes required to deal with customer relationships at an introductory operational level. It covers the knowledge and skills required when meeting and greeting customers to create a positive impression and to establish rapport with the customer.

**Nominal Hours:** 20 Hours

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical

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BSMCN217A PROCESS CUSTOMER FEEDBACK  
**Content:** This unit specifies the outcomes required to deal with customer feedback at an introductory operational level.  
**Nominal Hours:** 30 Hours  
**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

BSBRKG304A MAINTAIN BUSINESS RECORDS  
**Content:** This unit describes the work required to maintain the records of a business or records system in good order on a day-to-day basis. It includes the work to gather together records that are subject to business or records system updates, to perform those updates, and to retrieve reports from the system in response to a request.  
**Nominal Hours:** 30 Hours  
**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

ICAB4075B USE A LIBRARY OR PREEXISTING COMPONENTS  
**Content:** This unit defines the competency required to identify, evaluate and incorporate reuse components from a library or other source as part of a software project.  
**Nominal Hours:** 40 Hours  
**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

MEM11.15A INVENTORY MANAGEMENT  
**Content:** This unit applies to the supervision of a warehouse inventory system used by other warehouse, production, maintenance or management personnel.  
**Nominal Hours:** 60 Hours  
**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

PRMWM11A RESPOND TO WASTE EMERGENCY  
**Prerequisite(s):** Nil  
**Content:** Identify nature of emergency; Respond to emergency; Review emergency response; Assist with clean-up; Document and report emergency.  
**Nominal Hours:** 20 Hours  
**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

PRMWM15A MOVE WASTE USING LOAD SHIFTING EQUIPMENT  
**Prerequisite(s):** Nil  
**Content:** Organise for moving; Perform routine checks on load shifting equipment; Start and operate load shifting equipment; Organise for loading; Load and unload waste; Move waste; shut down and secure load shifting equipment; Carry out basic housekeeping and maintenance; Document moving activities. Required Reading to be advised  
**Nominal Hours:** 40 Hours  
**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

PRMWM444A IDENTIFY WASTES AND HAZARDS  
**Prerequisite(s):** Nil  
**Content:** Identify wastes; Identify hazards.  
**Nominal Hours:** 15 Hours  
**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

PRSSO208A GIVE EVIDENCE IN COURT  
**Content:** This competency standard covers the skills and knowledge required to present evidence in a judicial or quasi-judicial environment. It requires the ability to prepare for legal proceedings, present evidence and follow up outcomes of proceedings. This work would be carried out under routine supervision and within organisational guidelines.  
**Nominal Hours:** 4 Hours  
**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

PRSSO305A MANAGE CONFLICT THROUGH NEGOTIATION  
**Content:** This competency standard covers the process of using communication techniques to manage a conflict situation. It requires the ability to assess security risk situations, accurately receive and relay information, adapt interpersonal styles and techniques to varying social and cultural environments, and evaluate responses. This work would be carried out under limited supervision within organisational guidelines.  
**Nominal Hours:** 16 Hours  
**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

PRSSO316A CONTROL PERSONS USING EMPTY HAND TECHNIQUES  
**Content:** This competency standard covers the process of selecting and applying appropriate empty hand techniques to minimise risk to self and others. It requires the ability to use force in circumstances where there is a risk to safety, within requirements of applicable legislation. Competency also requires a knowledge of the procedures for conducting an arrest. This work would be carried out under limited supervision within organisational guidelines.  
**Nominal Hours:** 16 Hours  
**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

PSGGOV205A PARTICIPATE IN WORKPLACE CHANGE  
**Content:** This unit covers participation in the change process within a workgroup. It includes suggesting options for change and contributing to the implementation of change.  
**Nominal Hours:** 20 Hours  
**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

SRSCOPO003A 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:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
TDA11403A PROVIDE TRANSPORT SERVICES TO PASSENGERS WITH SPECIAL NEEDS
Content: TBA
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDA1097B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDA1197B PACKAGE GOODS
Content: Select materials and pack and unwrap products; Label packaged products/loads.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDA1297B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDA1397B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDA1497B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDA1597B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDA1697B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDA1797B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDA1897B ORGANISE DESPATCH OPERATIONS
Content: Plan and organise despatch operations; Organise the storage and despatch of stock; Complete documentation.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDA1997B ORGANISE RECEIVAL OPERATIONS
Content: Plan and organise receival operations; Organise the storage of stock; Complete documentation.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDA2097B REPLENISH STOCK
Content: Participate in stock rotation activities; Interpret and fill replenishment request; Complete stock replenishment.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDA2197B DESPATCH STOCK
Content: Analyse order to identify work requirements; Follow workplace order picking processes to prepare goods for despatch; Complete despatch following workplace procedures and schedules.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDA2297B PARTICIPATE IN STOCKTAKES
Content: Prepare for stocktake; Stocktake and count stock; Identify stock discrepancies; Complete documentation.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDA2397B COORDINATE STOCKTAKES
Content: Plan stocktake; Coordinate stocktake; Identify stock discrepancies; Adjust documentation
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
TDTA2497B ORGANISE WAREHOUSE RECORDS OPERATIONS
Content: Identify record management databases, storage types and technologies; Store warehouse records; Use record management systems to retrieve information.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTA2597C REGULATE TEMPERATURE CONTROLLED STOCK
Content: Identify goods requiring temperature control; Monitor temperature; Identify and rectify problems.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTA2698B MONITOR STORAGE FACILITIES
Content: Determine site functions and operations; Monitor storage operations.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTA2898B ASSESS AND MONITOR OPTIMUM STOCK LEVELS
Content: Assess projected demand; Assess variables that impact upon optimum stock levels; Determine optimum inventory levels; Monitor optimum inventory levels.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTA297B MAINTAIN CONTAINER/CARGO RECORDS
Content: Process container/cargo documentation; Maintain records of container/cargo movements; Monitor container/cargo and maintain records.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTA3098B ORGANISE CARGO FOR EXPORT
Content: Confirm correct preparation of consignment; Organise the loading of cargo; Process documentation.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTA3198B CONSOLIDATE FREIGHT
Content: Assess scope to consolidate freight; Prepare consignment documentation.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTA3298B ORGANISE TRANSPORT OF FREIGHT OR GOODS
Content: Plan transport operations; Organise the transport of freight; Complete organisation process.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTA3398B ORGANISE INTERNATIONAL TRANSPORT OF FREIGHT
Content: Confirm customer requirements; Organise freight arrangements; Communicate with shipping agents and authorities.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTA3801A CONTROL AND ORDER STOCK
Content: Maintain stock levels and records; Organise and administer stocktaking; Identify stock losses; Process stock orders; Follow up orders; Complete documentation.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTA3901A RECEIVE AND STORE STOCK
Content: Take delivery of stock; Store stock; Rotate and maintain stock; Complete documentation.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTA397B CONNECT AND DISCONNECT REEFER UNITS
Content: Plug/unplug reefer units to power sources; Attach/detach clip-on units.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTA4101A MANUALLY SORT MAIL AND PARCELS
Content: Prepare to sort mail and parcels manually; Sort mail and parcels manually; Complete process for manually sorting mail and parcels.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTA4201A DESPATCH MAIL
Content: Prepare to despatch mail; Despatch mail; Complete despatch of mail.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTA4301A CONSOLIDATE MAIL
Content: Prepare for consolidation of mail; Consolidate mail; Complete consolidation of mail.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
TDTA4501A PROCESS INTERNATIONAL PARCELS AND LETTERS
Content: Prepare to process international parcels and mail; Process air mail parcels and letters; Process economy air surface parcels.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTA4601A PROCESS PARCELS AND LETTERS
Content: Prepare to process parcels and mail manually; Prepare process for parcels and mail.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTA4701A STREAM MAIL
Content: Prepare to stream mail; Stream mail; Complete streaming of mail.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTA497B PROCESS RECEIPT AND DELIVERY OF CONTAINERS AND CARGO
Content: Check stacking/discharge list at commencement of shift; Assess and plan container/cargo consolidation; Allocate stack positions; Identify and check containers/cargo; Check and complete documentation.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTA597B CHECK AND EVALUATE RECORDS AND DOCUMENTATION
Content: Check Documentation; Analyse and evaluate records
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTA697B ORGANISE AND MONITOR TERMINAL/WHARF OPERATIONS
Content: Organise equipment, machinery and personnel; Identify, assess and manage potential risks; Monitor work performance and progress; Monitor status of pending work; Solve problems and make decisions; Complete shift and prepare for next shift.
Nominal Hours: 20-40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTA897B TRANSFER CARGO
Content: Prepare for load transfer; Transfer cargo; Complete transfer.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTA997B COMPLETE AND CHECK IMPORT/EXPORT DOCUMENTATION
Content: Identity procedures required for documentation for import/export of goods; Complete and check documentation to meet regulatory and workplace requirements.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDB1198B SET UP AND RIG CRANE FOR LIFT
Content: Position and stabilise crane; Assemble crane.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDB1298B PLAN JOB AND SET UP WORK AREAS
Content: Obtain and confirm job instructions/work specifications; Coordinate loading of gear and equipment; Assess job requirements and work area; Design job plan; Set up work area.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDB1398B MAINTAIN MOBILE CRANES
Content: Plan maintenance operations; Complete pre-maintenance checks; Identify and assess any faults found; Conduct maintenance operations and safety check; Complete maintenance records.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDB1498B LOAD AND UNLOAD WHEELED OR TRACKED CRANE
Content: Inspect site; Unload/load crane from/onto float; Secure crane for travel.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDB1598B UNDERTAKE SITE INSPECTION
Content: Arrange site inspection; Clarify customer requirements; Define job requirements; Complete records.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDB1698B DE-RIG, PACK AND STORE TOOLS AND EQUIPMENT
Content: Inspect tools and equipment; Secure outriggers; Pack and store tools and equipment; Complete records.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDB1798B ASSEMBLE AND DISMANTLE BOOM OR JIB
Content: Plan assembly/dismantling; Assemble/dismantle boom or jib.
Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDB1801A CONDUCT FULL TRAIN EXAMINATION
Content: Prepare for examination; Prepare train for examination; Examine rolling stock; Examine loads; Document and action examination results.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDBT1901A TEST TRAIN BRAKING SYSTEM
Content: Plan and prepare for train brake inspection and testing; Inspect and test train brake operation; Deal with identified faults; Record brake test.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDBT197B CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT
Content: Inspect equipment and work area; Check equipment operational capability; Identify and assess impact of faults on work requirements; Record and report results of inspection and testing.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDBT2001A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDBT2101A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDBT2201A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDBT2301A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDBT2501A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
Nominal Hours: 30 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDBT897B CARRY OUT MAINTENANCE OF TRAILERS  
Content: Identify faults and perform routine maintenance; Carry out repairs on trailers; Complete documentation.  
Nominal Hours: 40 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDBT899B CARRY OUT INSPECTION OF TRAILERS  
Content: Check the trailer; Clean trailer; Complete documentation.  
Nominal Hours: 30 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDBT998B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDC1097B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDC1197B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDC1401A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDC1501A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDC1601A CONDUCT MARSHALLING OPERATIONS  
Content: Establish marshalling requirements; Plan rolling stock movements; Position rolling stock; Prepare and distribute documentation.  
Nominal Hours: 20 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDC1701A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDC1801A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDC1901A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDC197B DRIVE VEHICLE  
Content: Drive the vehicle; Monitor and maintain vehicle performance; Monitor traffic and road conditions.  
Nominal Hours: 30 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDC2101A DRIVE TRAM  
Content: Plan and prepare to drive tram; Carry out pre-operational checks; Maneuvre and position tram; Drive tram safely; Drive tram efficiently; Berth and secure tram.  
Nominal Hours: 40 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDC2201A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDC2301A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

TDTC497B DRIVE HEAVY RIGID VEHICLES
Content: Drive the heavy rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

TDTC597C DRIVE HEAVY COMBINATION VEHICLE
Content: Drive the heavy combination vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

TDTC797B OPERATE VEHICLE CARRYING SPECIAL LOADS
Content: Carry out pre-operational checks; Drive a vehicle carrying special loads.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTC897B DRIVE COACH/BUS
Content: Drive the coach; Monitor traffic and road conditions; Monitor and maintain coach/bus performance.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTC997B DRIVE TAXICAB
Content: Drive the taxi; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDDT1097B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDDT1197B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDDT1297B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDDT1397B MOVE MATERIALS MECHANICALLY USING AUTOMATED EQUIPMENT
Content: Select load moving equipment; Move goods; Check goods and complete documentation.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDDT1497B 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: One or more of the following: written assignment, written test,
simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

TDTD1897B HANDLE FURNITURE AND EFFECTS
Content: Prepare for removal; Move furniture items; Load vehicle.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTD1997B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

TDTD2298B CONDUCT WEIGHTBRIDGE OPERATIONS
Content: Set up for weighbridge operations; Weigh loaded vehicles; Weigh unloaded vehicles; Complete weighbridge operations.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTD2398B USE SPECIALISED LIQUID BULK GAS TRANSFER EQUIPMENT
Content: Plan work; Transfer material; Monitor and operate controls; Complete operations.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

TDTD2998B PREPARE ARTICLES FOR DELIVERY
Content: Check and organise articles for delivery; Store articles for delivery; Maintain records.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTD3098B SUPERVISE MOBILE CRANE OPERATIONS
Content: Implement operational plan; Direct operations; Support crane personnel; Resolve site problems as requested.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
TDTD3198B RIG LOAD
Content: Prepare for transfer of load; Assess lifting requirements; Secure load; Detach load.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

TDTD3397B OPERATE A VEHICLE-MOUNTED LOADING CRANE
Content: Position and stabilise crane; Operate vehicle-mounted crane; Monitor lift conditions; Pack up crane; Complete job records.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

TDTD3698B LIFT AND MOVE LOAD USING MOBILE CRANE UP TO AND INCLUDING 20 TONNES
Content: Operate mobile crane; Monitor lift conditions; Implement shut-down procedures; Pack up crane; Complete job records.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTD3997C HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES
Content: Identity requirements for working with dangerous goods and/or hazardous substances; Confirm site incident procedures; Select handling techniques.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTD4098B CONTROL LIFT AND MOVEMENT OF CRANE
Content: Provide lift instructions; Monitor lift; Place and secure load.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

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

TDTD497B LOAD AND UNLOAD GOODS/CARGO
Content: Load and unload goods/cargo; Secure and protect load; Complete documentation.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTD797B PREPARE CARGO FOR TRANSFER WITH SLINGS
Content: Prepare for transfer of cargo; Calculate Safe Working Load or Working Load Limit of slings and loads; Sling cargo and unslip cargo; Strap and unstrap Goods.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTD897B MONITOR CRANE OPERATIONS
Content: Monitor work performance and progress; Monitor personnel working in operational area; Solve problems and make decisions.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
TDTD997B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

TDE1298B CONSOLIDATE MANIFEST DOCUMENTATION
Content: Identify required documentation; Process documentation.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

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

TDE1701A UNDERTAKE INITIAL REMOVAL SURVEY
Prerequisite(s) Nil
Content: Park vehicle; Define job requirements; Complete records.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDE1801A MAINTAIN FREIGHT RECORDS
Content: Record freight receipt; Record freight despatch.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDE1901A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDE1978 PRESENT ROUTINE WORKPLACE INFORMATION
Content: Prepare and present document; Prepare and deliver oral presentation.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDE2978 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDE3978 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDE4978 PREPARE WORKPLACE DOCUMENTS
Content: Plan workplace document; Prepare workplace document; Complete workplace forms.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
TDTE97C 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTE701A USE COMMUNICATION SYSTEMS
Content: Identify system features; Communicate using communications technology; Maintain communication equipment operational status; Complete documentation.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTE897B PROCESS WORKPLACE DOCUMENTATION
Content: Plan documentation; Complete documentation.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTE997B USE PILOT AND ESCORT COMMUNICATION
Content: Operate communications equipment and resources; Maintain records.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTE1097B APPLY FATIGUE MANAGEMENT STRATEGIES
Content: Identify and act upon signs of fatigue; Implement strategies to minimise fatigue.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTE1297B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTE1397B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTE14988 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDF1801A OPERATE AND MAINTAIN FIRE-FIGHTING EQUIPMENT
Content: Use fire-fighting equipment; Maintain fire-fighting equipment.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDF1901A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDF1997B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDF201A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDF2201A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDF297B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDF397B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

**TDTFS101A 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; Camply 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**TDTFS201A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**TDTFS401A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**TDTFS801A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

**TDTF797B IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY PROCEDURES**
Content: Respond to the incident; Coordinate on-site activities; Complete follow-up actions.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**TDG197B WORK EFFECTIVELY WITH OTHERS**
Content: Contribute to determination of appropriate work roles; Contribute to the planning of the activity; Work with others.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**TDG297B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**TDG598B 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: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**TDG698B FACILITATE WORK TEAMS**
Content: Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Encourage and facilitate the work of teams.
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**TDG701A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**TDGC5001A CREATE CUSTOMER RELATIONSHIP**
Content: Establish contact with customers; Present a positive organisational image.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
TDTGCS002A DEAL WITH CUSTOMER FEEDBACK
Content: Handle customer feedback; Record customer feedback.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTGCS004A MEET CUSTOMER NEEDS AND EXPECTATIONS
Content: Identify customer needs and expectations; Provide the identified customer needs and expectations.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTGCS006A ADDRESS CUSTOMER NEEDS
Content: Assist customer to articulate needs; Satisfy complex customer needs.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTGCS006A ADDRESS CUSTOMER NEEDS
Content: Assist customer to articulate needs; Satisfy complex customer needs.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTGST03A PROCESS CUSTOMER COMPLAINTS
Content: This unit involves the skills and knowledge required to handle negative feedback/complaints from customers, whether formal or informal. It typically applies 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 ‘rational’ type of responsibility, as it is primarily about accepting responsibility for the processing of customer complaints.
Nominal Hours: 10 hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTH401A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTH1601A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTH1701A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTH197C PLAN AND NAVIGATE ROUTES
Content: Interpret street maps; Plan routes; Follow planned route.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTH197C PLAN AND NAVIGATE ROUTES
Content: Interpret street maps; Plan routes; Follow planned route.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTH297C APPLY CUSTOMER SERVICE SKILLS
Content: Deal with customer inquiries; Monitor customer satisfaction.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTH397B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTH398B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTH398B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

Prerequisite(s) Nil
Content: Deal with customer freight forwarding inquiries; Explain the process of freight forwarding.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDI797C PROVIDE FREIGHT FORWARDING INFORMATION TO CUSTOMERS
Content: Deal with customer freight forwarding inquiries; Explain the process of freight forwarding.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDI898B MONITOR TRANSPORT ACTIVITIES AT INTERCHANGES
Content: Monitor transport and passenger movements; Identify coordination problems; Inform customers of irregularities.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDI998B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDI997B APPLY QUALITY PROCEDURES
Content: Apply quality concepts; Trial improvements; Implement improvements.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDI297B APPLY QUALITY SYSTEMS
Content: Work within a quality improvement system; Use quality improvement systems, tools and techniques.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDI398B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDI498B IMPLEMENT GRAIN MONITORING MEASURES
Content: Install grain quality control equipment; Monitor the quality of stored commodities.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDI598B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDI698B IMPLEMENT GRAIN PROTECTION PROCEDURES
Content: Identify required pest control measures; Plan and prepare for application of pest control measures; Monitor application of pest control measures; Ventilate fumigated storages; Maintain records.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDI397B APPLY KEYBOARD SKILLS
Content: Apply occupational health and safety principles; Enter data.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDI798B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDI898B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDI098B ASSESS AND CONFIRM CUSTOMER TRANSPORT REQUIREMENTS
Content: Assess goods/stock to be transported; Determine transit requirements; Complete documentation.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDI298B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
TDTL3001A CONTROL A FURNITURE WAREHOUSE
Content: Determine size functions and operations; Receive and despatch furniture; Maintain inventory; Maintain warehouse security; Monitor storage operations; Complete records.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTL3101A MONITOR AND PROCESS ATTENDANCE RECORDS
Content: Monitor attendance records; Process attendance records.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

TDTL3401A ARRANGE ALTERNATIVE PASSENGER TRANSPORT
Content: Identify and confirm transport requirements; Arrange alternative transport; Monitor and update transport arrangements.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

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

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

TDTL3978 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

**TDTL4101A MONITOR AND RECORD ROLLING STOCK LOCATIONS**
*Content:* Identify rolling stock; Identify planned movements; Verify and record movement.
*Nominal Hours:* 30 Hours
*Assessment:* One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

**TDTL4301A ALLOCATE FREIGHT**
*Content:* Confirm train consist; Review freight load plan; Allocate freight to wagons.
*Nominal Hours:* 20 Hours
*Assessment:* One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**TDTL4401A ORGANISE FREIGHT YARD MOVEMENT**
*Content:* Identify loading/unloading requirements and priorities; Coordinate freight yard movement activities.
*Nominal Hours:* 40 Hours
*Assessment:* One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

**TDTL4601A HANDLE CUSTOMER LUGGAGE/PROPERTY**
*Content:* Handle customer luggage/property; Process lost luggage/property.
*Nominal Hours:* 20 Hours
*Assessment:* One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**TDTL4701A COORDINATE TRAIN MOVEMENT ACTIVITIES**
*Content:* Communicate with drivers; Communicate with staff and customers; Oversee train disability.
*Nominal Hours:* 30 Hours

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

**TDTL4901A DEVELOP TRAIN PLANS AND SCHEDULES**
*Content:* Analyse train requirements; Establish train specifications; Establish train section run times; Monitor and update train requirements.
*Nominal Hours:* 30 Hours
*Assessment:* One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

**TDTL597C APPLY CONFLICT/GRIEVANCE RESOLUTION STRATEGIES**
*Content:* Identify potential conflict situations; Implement conflict resolution strategies; Use effective interpersonal skills.
*Nominal Hours:* 40 Hours
*Assessment:* One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

**TDTL898B COMPLETE ROUTINE ADMINISTRATIVE TASKS**
*Content:* Receive and distribute incoming mail; Receive and dispatch outgoing mail; File documents; Receive and relay written and oral messages.
*Nominal Hours:* 10 Hours
*Assessment:* One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

TDTO1198B PROVIDE REVENUE PROTECTION MEASURES

Content: Prepare for revenue protection activities; Implement revenue protection procedures.

Nominal Hours: 20 Hours

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

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

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

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

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

TDTO398B UNDERTAKE LOADING AND UNLOADING IN A DESIGNATED SECURED ENVIRONMENT

Prerequisite(s) Nil

Content: Select loading site; Undertake load transfer; Complete transfer documentation.

Nominal Hours: 20 Hours

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

TDTO498B CONDUCT CONTROL PROCEDURES FOR TRANSFERRING EXPLOSIVES AND DANGEROUS/SPECIALISED GOODS

Content: Clarify movements of dangerous, hazardous or high risk goods; Implement safety and hazard control procedures for loading, unloading or goods movement activities; Review and complete goods transfer operation.

Nominal Hours: 40 Hours

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

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

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

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

TDP1098B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTP1978 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTQ297B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTQ598B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTQ1001A MAINTAIN CUSTOMER CREDIT ACCOUNTS AND SERVICES
Content: Establish and maintain customer credit accounts and services; Maintain customer information system.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTQ1101A MAINTAIN PETTY CASH ACCOUNT
Content: Prepare petty cash documentation; Conduct cash transactions.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTQ1201A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTQ1301A ADVISE ON AND CONSTRUCT FARES FOR CUSTOMERS
Content: Advise on fares; Construct fares and itineraries; Issue documents.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTQ197C CONDUCT FINANCIAL TRANSACTIONS
Content: Operate point of sale equipment; Transact sale; Clear register; Maintain sales documents.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

TDTQ498B ORGANISE FREIGHT INVOICING AND PAYMENT
Content: Prepare invoices; Coordinate documentation; Process payments.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

TDTQ998B CONDUCT COURIER/DELIVERY CASH TRANSACTIONS
Prerequisite(s) Nil
Content: Establish price with customers; Conduct cash transaction; Record cash transaction details.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTQ198B MONITOR SUPPLIER PERFORMANCE
Content: Administer supplier contract; Complete documentation.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTQ298B SOURCE GOODS/SERVICES AND EVALUATE CONTRACTORS
Content: Analyse supply requirements; Evaluate potential contractors.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test,
simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**TDT1098B DESTROY RECORDS**
Content: Collect records to be destroyed; Select destruction mode; Destroy records; Document procedures.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**TDT198B CAPTURE RECORDS INTO A RECORDS KEEPING SYSTEM**
Content: Identify records to be captured; Register the record.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**TDTT298B DOCUMENT A RECORDS SYSTEM**
Content: Identify the records creators and their accountability requirements; Locate the records creators in their organisational structure; Identify the activities/function documented by the records; Analyse and describe the record keeping system in which the records are created to identify the series; Describe the links between record keeping series; Describe the anomalies to the normal order of the series; Document the records series and its relationships over time.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

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

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

**TDTT898B UNDERTAKE DISPOSAL PROGRAM**
Content: Prepare for disposal activities; Undertake disposal activities; Supervise disposal actions; Seek approval for disposal actions.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**TDTT98B UNDERTAKE MOVEMENT OF RECORDS**
Content: Select records for movement; Maintain control of records; Transfer records.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**TDTU010A IMPLEMENT AND MONITOR ENVIRONMENTAL PROTECTION POLICIES AND PROCEDURES**
Content: Access information concerning environmental protection regulations and procedures; Implement and monitor procedures concerning environmental hazards; Implement and monitor environmental control procedures; Implement and monitor environmental protection training procedures; Implement and monitor environmental protection records procedures.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**TDTU070A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

**TDTV498B UNDERTAKE PALLET REPAIRS**
Content: Inspect and assess pallet condition; Repair non-conforming pallets; Complete Operations.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

**TDTV698B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**TDTV798B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**TDTV898B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

**TDTW601A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**TDTW701A CODE AND COORDINATE VIDEO-CODING OPERATIONS**
Content: Prepare to video-code mail; Video-code mail; Resolve problems with video-coding process; Complete video-coding process.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**TDTW801A CARRY OUT CULLER FACER CANCELLER (CFC) OPERATIONS**
Content: Prepare to use CFC machine; Complete CFC operations.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**THHGE108 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**TLIA107C SECURE CARGO**
Content: This unit involves the skills and knowledge required to secure cargo including preparing to secure cargo/containers, lashing and unlashing cargo, protecting cargo from weather, and packing and unpacking cargo. It may apply in cargo securing contexts in the stevedoring, transport, distribution and allied industries.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Oral interview; Profiling; RPL.

**TLIA1207C PICK AND PROCESS ORDERS**
Content: This unit involves the skills and knowledge required to pick and process orders in accordance with workplace requirements including identifying workplace order picking processes, policies and procedures; picking and despatching orders, and recording stock levels.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Oral interview; Profiling; RPL.

**TLIA1307C RECEIVE GOODS**
Content: This unit involves the skills and knowledge required to receive goods in accordance with regulatory and workplace requirements, including identifying workplace procedures and documentation requirements for the receipt of goods; checking and inspecting goods on arrival and completing workplace documentation; and unloading, packing and storing stock.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Oral interview; Profiling; RPL.
exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIA1407C USE PRODUCT KNOWLEDGE TO COMPLETE WORK OPERATIONS
Content: This unit involves the skills and knowledge required to use product knowledge to complete work operations in accordance with workplace requirements including identifying products in a subsection of a warehouse or other storage area, examining quality and reporting on products, and using inventory and labelling systems to identify and locate products.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIA1507C COMPLETE RECEIVAL/DESPATCH DOCUMENTATION
Content: This unit involves the skills and knowledge required to complete receipt/despatch documentation in accordance with regulatory and workplace requirements including analysing orders to identify work requirements to fill order, following workplace order documentation processes, and finalising documentation in accordance with workplace procedures and any relevant regulatory requirements.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIA1707C APPLY PRODUCT KNOWLEDGE TO WORK OPERATIONS
Content: This unit involves the skills and knowledge required to apply product knowledge to the organisation of work operations including identifying and categorising products, matching products to locations based on specified criteria, and assisting individuals to solve stock identification and location problems.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIA1807C COORDINATE STOCKTAKES
Content: This unit involves the skills and knowledge required to coordinate stocktakings in accordance with workplace requirements including planning stocktakes, coordinating stocktake activities, identifying stock discrepancies, and adjusting documentation in accordance with workplace procedures and relevant regulatory requirements.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIA2007C REPLENISH STOCK
Content: This unit involves the skills and knowledge required to replenish stock in accordance with workplace requirements including participating in stock rotation activities, interpreting and filling replenishment requests, and completing all required stock replenishment tasks.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIA2107C DESPATCH STOCK
Content: This unit involves the skills and knowledge required to despatch stock in accordance with workplace requirements including analysing orders to identify work requirements, following workplace order picking processes to prepare goods for despatch, and completing despatch tasks in accordance with workplace procedures and schedules.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIA2207C PARTICIPATE IN STOCK TAKES
Content: This unit involves the skills and knowledge required to participate in stocktakings in accordance with workplace requirements including preparing for stocktakings, conducting stocktakings, counting stock, identifying stock discrepancies, and completing all required documentation.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIA2307C COORDINATE STOCKTAKES
Content: This unit involves the skills and knowledge required to coordinate stocktakings in accordance with workplace requirements including planning stocktakings, coordinating stocktake activities, identifying stock discrepancies, and adjusting documentation in accordance with workplace procedures and relevant regulatory requirements.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIA3207C ORGANISE TRANSPORT OF FREIGHT AND GOODS
Content: This unit involves the skills and knowledge required to organise the transport of freight or goods, including planning the transport operations, organising the transport of the freight, completing the required documentation and finalising the organisational process.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIA507C CHECK AND EVALUATE RECORDS AND DOCUMENTATION
Content: This unit involves the skills and knowledge required to check and evaluate records and documentation in accordance with regulatory and workplace requirements including checking documentation and analysing and evaluating records.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIA907D COMPLETE AND CHECK IMPORT/EXPORT DOCUMENTATION
Content: This unit involves the skills and knowledge required to complete import and export documentation, including identifying procedures required for documentation for
import/export of goods, and completing and checking documentation in accordance with the requirements of Customs and related legislation and workplace procedures.

**Nominal Hours:** 20 Hours

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

**TLIB107C CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT**

**Content:** This unit involves the skills and knowledge required to check and assess the operational capabilities of equipment in accordance with workplace requirements, including inspecting equipment and work area, checking the operational capability of equipment and its safety devices, identifying and assessing the impact of faults on safety and work requirements, and recording and reporting the results of inspection and testing in accordance with workplace procedures and relevant regulatory requirements.

**Nominal Hours:** 40 Hours

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

**TLIB2807B MAINTAIN AND USE HAND TOOLS**

**Content:** This unit involves the skills and knowledge required to maintain and use hand tools in accordance with workplace requirements, including selecting and using hand tools to complete workplace tasks, maintaining basic hand tools in accordance with manufacturers instructions, and securing and storing hand tools in accordance with workplace procedures.

**Nominal Hours:** 20 Hours

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

**TLIB407C CARRY OUT VEHICLE INSPECTION**

**Content:** This unit involves the skills and knowledge required to carry out an inspection of a commercial vehicle, including action to implement vehicle manufacturers specifications for routine checks, to clean the vehicle, and to ensure that all specified safety requirements are met and that the vehicle is operational to the requirements of both the workplace and the relevant state/territory roads and traffic authority.

**Nominal Hours:** 20 Hours

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

**TLC107C DRIVE VEHICLES**

**Content:** This unit involves the skills and knowledge required to drive commercial light vehicles and cars safely, including the systematic, safe and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition, and performance and effective management of hazardous situations. Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory Road Traffic Authority.

**Nominal Hours:** 30 Hours

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

**TLC1907B DRIVE TRAIN TO OPERATIONAL REQUIREMENTS**

**Content:** This unit involves the skills and knowledge required to drive a train to operational requirements in accordance with the requirements of relevant workplace procedures. This includes applying train management techniques to manage the movement of a train and, as the driver of a motive power unit, to conduct all movements and related activities required to achieve operational requirements. It also includes responding effectively to external factors and emergencies, handling a train to a relief crew and analyzing it at the end of a journey.

**Nominal Hours:** 200 Hours

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

**TLC2307B OPERATE TRAIN WITH DUE CONSIDERATIONS TO ROUTE CONDITIONS**

**Content:** This unit involves the skills and knowledge required to operate a train with due consideration of route conditions in accordance with relevant workplace procedures and relevant regulatory requirements. This includes identifying route requirements, applying route knowledge to the planning of a train journey, and using route knowledge during a train journey in accordance with workplace requirements and standards.

**Nominal Hours:** 200 Hours

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

**TLC2707A STABLE A MOTIVE POWER UNIT**

**Content:** This unit involves the skills and knowledge required to stable a motive power unit in accordance with relevant workplace practices, rail regulations and codes of practice. It includes determining the required stability location, shunting and securing the train, stabilizing and securing the motive power unit, carrying out all required post-operational checks and completing post-operational paperwork.

**Nominal Hours:** 20 Hours

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

**TLC307C DRIVE MEDIUM RIGID VEHICLE**

**Content:** This unit involves the skills and knowledge required to drive a medium rigid vehicle safely including systematic and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition and performance and effective management of hazardous situations. Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory Road Traffic Authority.

**Nominal Hours:** 40 Hours

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

**TLC3607A APPLY SAFE DRIVING BEHAVIOURS**

**Content:** This unit involves the high-level safe driving skills and knowledge required by drivers to enable them to apply safe driving behaviours. This includes higher order skills, such as hazard perception, risk control and safe driving judgment, decision making and multi-tasking.

**Nominal Hours:** 60 Hours

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.
**TLIC407D DRIVE HEAVY RIGID VEHICLE**

**Content:** This unit involves the skills and knowledge required to drive a heavy rigid vehicle safely including systematic and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition and performance, and effective management of hazardous situations. Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory Road Traffic Authority.

**Nominal Hours:** 40 Hours

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

**TLIC607C DRIVE MULTI-COMBINATION VEHICLE**

**Content:** This unit involves the skills and knowledge required to drive a multi-combination vehicle safely, including systematic and efficient control of all vehicle functions, coupling and uncoupling of dollies, monitoring of traffic and road conditions, management of vehicle condition and performance, and effective management of hazardous situations. Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory Road Traffic Authority.

**Nominal Hours:** 40 Hours

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

**TLIC707C OPERATE VEHICLE CARRYING SPECIAL LOADS**

**Content:** This unit involves the skills and knowledge required to drive a vehicle carrying a special load safely including compliance with road traffic authority and other relevant government regulations and company policies; and effective management of hazardous situations.

**Nominal Hours:** 40 Hours

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

**TLIC707D OPERATE VEHICLE CARRYING SPECIAL LOADS**

**Content:** This unit involves the skills and knowledge required to drive a vehicle carrying a special load safely including compliance with road traffic authority and other relevant government regulations and company policies; and effective management of hazardous situations.

**Nominal Hours:** 40 Hours

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

**TLID1007C OPERATE A FORKLIFT**

**Content:** This unit involves the skills and knowledge required to operate a forklift, including checking forklift condition, driving the forklift to fulfil operational requirements, monitoring site conditions, and monitoring and maintaining forklift performance. Assessment of this unit will usually be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory OH&S authority.

**Nominal Hours:** 40 Hours

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

**TLID107C SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS**

**Content:** This unit involves the skills and knowledge required to shift loads using manual handling methods, including assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation in accordance with the plan.

**Nominal Hours:** 20 Hours

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

**TLID1207C OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT**

**Content:** This unit involves the skills and knowledge required to operate specialised load shifting equipment in accordance with workplace requirements and relevant regulatory requirements, including planning work for the current working conditions; using controls and equipment operating systems to manage movement of the unit and accessory operations; locating load and identifying load characteristics; moving materials and loads; monitoring and operating controls; and stopping, parking and securing equipment after operation.

**Nominal Hours:** 40 Hours

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

**TLID1607C LOAD AND UNLOAD EXPLOSIVES AND DANGEROUS GOODS**

**Content:** This unit involves the skills and knowledge required to load and unload explosives and dangerous goods, including identifying explosives/dangerous goods, loading and unloading explosives/dangerous goods using appropriate equipment, and checking the vehicle to ensure that the load is secured and the vehicle is marked in accordance with regulatory requirements.

**Nominal Hours:** 30 Hours

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

**TLID207C SHIFT A LOAD USING MANUALLY OPERATED EQUIPMENT**

**Content:** This unit involves the skills and knowledge required to shift loads using manually-operated mechanical equipment, including assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation with the aid of the equipment in accordance with the plan.

**Nominal Hours:** 20 Hours

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

**TLID307C PARTICIPATE IN BASIC WORKPLACE COMMUNICATION**

**Content:** This unit involves the skills and knowledge required to shift loads using manually-operated mechanical equipment, including assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation with the aid of the equipment in accordance with the plan.

**Nominal Hours:** 40 Hours

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.
TLID307D HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES
Content: This unit involves the skills and knowledge required to handle dangerous goods and hazardous substances, including identifying requirements for working with dangerous goods and/or hazardous substances, confirming site incident procedures, selecting handling techniques, and handling and storing dangerous goods and hazardous substances.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLID407C LOAD AND UNLOAD GOODS/CARGO
Content: This unit involves the skills and knowledge required to load and unload goods and cargo, including loading and unloading goods, securing and protecting the load and completing all required documentation.
Nominal Hours: 30 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLID407D LOAD AND UNLOAD GOODS/CARGO
Content: This unit involves the skills and knowledge required to load and unload goods and cargo, including loading and unloading goods, securing and protecting the load and completing all required documentation.
Nominal Hours: 30 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIE107C PARTICIPATE IN BASIC WORKPLACE COMMUNICATION
Content: This unit involves the skills and knowledge required to participate in basic workplace communication. It specifically includes industry-related tasks using manual and electronic processes. It specifically includes the skills and knowledge needed to estimate and calculate manual load shifting requirements.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIE507C CARRY OUT BASIC WORKPLACE CALCULATIONS
Content: This unit involves the skills and knowledge required to carry out basic workplace calculations, including carrying out required mathematical operations, preparing basic estimates of mass, size and volume, and interpreting basic graphical representations of mathematical information. It includes calculations for routine industry-related tasks using manual and electronic processes. It specifically includes the skills and knowledge needed to estimate and calculate manual load shifting requirements.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIE707B USE COMMUNICATION SYSTEMS
Content: This unit involves the skills and knowledge required to use communication systems including identifying system features, operating a communication system effectively, using appropriate communication protocols when using a system, maintaining equipment, and completing documentation.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIE807C PROCESS WORKPLACE DOCUMENTATION
Content: This unit involves the skills and knowledge required to process workplace documentation including planning the documentation to fulfill the identified purpose and completing the documentation in accordance with requirements. Documentation may include forms, logs, diaries and basic hand-written or typed reports. It may also include entry of information into computer-based documents and forms.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIE107C ESTIMATE/CALCULATE MASS, AREA AND QUANTITY DIMENSIONS
Content: This unit involves the skills and knowledge required to estimate and calculate mass and area and quantity dimensions of loads as part of work functions in the transport, stowing, warehousing, and/or storage sectors. This includes estimating loads to be transported or placed in storage, identifying mass, area and volume limitations of available transport/storage systems and carrying out calculations required to organise load(s) to match identified transport/storage limitations.
Nominal Hours: 30 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIF1007C APPLY FATIGUE MANAGEMENT STRATEGIES
Content: This unit involves the skills and knowledge required to apply fatigue management strategies, including identifying and acting upon signs of fatigue and implementing appropriate strategies to minimise fatigue during work activities.
Nominal Hours: 30 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIF107C FOLLOW OH&S PROCEDURES
Content: This unit involves the skills and knowledge required to follow and apply OH&S procedures when carrying out work activities, including identifying and following workplace procedures for hazard identification and risk control, contributing to arrangements for the management of occupational health and safety, and completing occupational health and safety records.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

TLIF1307C COORDINATE BREAKDOWNS AND EMERGENCIES
Content: This unit involves the skills and knowledge required to coordinate breakdowns and emergencies, including evaluating the breakdown/emergency situation, consulting with relevant personnel/emergency authorities, coordinating activities at the breakdown/emergency site, and completing all required reports and documentation.
Nominal Hours: 30 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIF1407C DEVELOP AND MAINTAIN A SAFE WORKPLACE
Content: This unit involves the skills and knowledge required to develop and maintain a safe workplace, including providing and informing personnel about OH&S legislation, codes and standards; planning and implementing safety requirements in accordance with regulations; monitoring, adjusting and reporting safety performance; investigating and reporting non-conformance; and evaluating the OH&S system and related policies, procedures and programs.
Nominal Hours: 50 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIF207C CONDUCT HOUSEKEEPING ACTIVITIES
Content: This unit involves the skills and knowledge required to conduct housekeeping activities in the workplace, including identifying required housekeeping requirements, procedures and resources for different areas of the workplace, monitoring and maintaining cleanliness and tidiness in the workplace, and completing assigned housekeeping tasks.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIF2107B RESPOND TO TRAIN DRIVING EMERGENCIES AND ABNORMAL SITUATIONS
Content: This unit involves the skills and knowledge required to respond to emergencies and abnormal situations when driving a train in accordance with regulatory requirements, relevant codes of practice and workplace procedures, including identifying and responding to emergency situations and abnormal situations; arranging follow-on support and assistance; and communicating with staff in accordance with workplace procedures and relevant safety/crime code requirements.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIF307C IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY PROCEDURES
Content: This unit involves the skills and knowledge required to implement and monitor OH&S procedures, including accessing information about OH&S and the workplace policies and procedures, implementing and monitoring procedures for identifying and assessing hazards, implementing and monitoring/auditing procedures for controlling risks, planning and supervising housekeeping arrangements, and implementing and monitoring procedures for dealing with hazardous events.
Nominal Hours: 30 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

TLIF607C APPLY ACCIDENT-EMERGENCY PROCEDURES
Content: This unit involves the skills and knowledge required to apply accident emergency procedures, including responding to an incident, controlling and assisting at an accident or emergency site, finalising accident-emergency processes, and completing reports and other required documentation in accordance with regulatory requirements and workplace procedures.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIF707C IMPLEMENT AND COORDINATE ACCIDENT EMERGENCY PROCEDURES
Content: This unit involves the skills and knowledge required to implement and coordinate accident-emergency procedures, including responding to the incident, conducting on-site activities, and completing follow-up actions.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIG107C WORK EFFECTIVELY WITH OTHERS
Content: This unit involves the basic skills and knowledge required to work effectively with others in a workplace including contributing to determination of appropriate work roles, contributing to the planning of activities, and working with others to complete the activities.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIG207C LEAD A WORK TEAM OR GROUP
Content: This unit involves the skills and knowledge required to lead a work team or group including participating in team/group planning, managing and developing team/group performance, participating in and facilitating the work team/group in its achievement of workplace tasks, and documenting and reviewing work team/group performance.
Nominal Hours: 40 Hours
The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIG507C DEVELOP AND MAINTAIN A SAFE WORKPLACE
Content: This unit involves the skills and knowledge required to organise transport workload, including organising and accepting responsibility for own workload, participating in identifying and meeting own learning needs, and planning and organising a personal daily routine.
Nominal Hours: 10 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIG707C WORK IN A SocialLY DIVERSE ENVIRONMENT
Content: This unit involves the skills and knowledge required to work in a socially diverse environment, including the development and application of the cultural awareness that is required by all people working in the transport and distribution industries. It includes the cultural awareness required for serving customers and working with colleagues from diverse backgrounds.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

TLIH107D INTERPRET ROAD MAPS AND NAVIGATE PRE-DETERMINED ROUTES
Content: This unit involves the skills and knowledge required to interpret road maps and navigate routes as part of transport operations including identifying and determining the most appropriate route, and completing required route documentation in accordance with operational requirements.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIH207C PLAN AND NAVIGATE ROUTES
Content: This unit involves the skills and knowledge required to plan and navigate routes as part of transport operations, including interpreting information from a road map, street directory and a GPS (Global Positioning System) device, planning the most appropriate route taking into account pertinent factors, and completing required trip documentation in accordance with operational requirements.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIH207D PLAN AND NAVIGATE ROUTES
Content: This unit involves the skills and knowledge required to plan and navigate routes as part of transport operations, including interpreting information from a road map, street directory and a GPS (Global Positioning System) device, planning the most appropriate route taking into account pertinent factors, and completing required trip documentation in accordance with operational requirements.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIH307C PRIORITISE COURIER/Delivery OPERATIONS
Content: This unit involves the skills and knowledge required to coordinate and prioritise courier/delivery operations including identifying work requirements, planning and preparing for work, undertaking work operations, adjusting to changing work priorities, and completing work activities to operational requirements.
Nominal Hours: 30 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLI207C APPLY CUSTOMER SERVICE SKILLS
Content: This unit involves the skills and knowledge required to apply routine customer service skills to relevant workplace operations including dealing with customer inquiries, monitoring customer satisfaction and taking appropriate action to satisfy customer needs.
Nominal Hours: 30 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

TLI107C APPLY QUALITY PROCEDURES
Content: This unit involves the skills and knowledge required to apply quality procedures within work activities including applying quality concepts to work, planning and trialing improvements in work processes and implementing improvements confirmed through the trials.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLI207C APPLY QUALITY SYSTEMS
Content: This unit involves the skills and knowledge required to apply quality systems in workplace operations including working within a quality improvement system and using quality improvement systems, tools and techniques in accordance with enterprise procedures.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

TLI107C USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE
Content: This unit involves the skills and knowledge required to use infotechnology devices and computer applications in the workplace including identifying computer equipment and systems, setting up and shutting down equipment for use, and inputting, retrieving and presenting files/data in accordance with work requirements.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.
TLIK307C APPLY KEYBOARD SKILLS

Content: This unit involves the skills and knowledge required to enter data into an information technology device using a keyboard including the application of OH&S principles to keyboard operations and the accurate entry of the data.

Nominal Hours: 20 Hours

Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIL107C COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES

Content: This unit involves the skills and knowledge required to complete workplace orientation and induction procedures when commencing a new work role, including identifying major areas of the workplace in terms of functions, organisational structures and occupations, and understanding and accepting responsibility for own workload. It also includes the application of ethical practices in work activities, receiving and acting constructively on personal feedback, participating in the identification and meeting of one's own learning needs, and planning and organising a personal daily routine.

Nominal Hours: 30 Hours

Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

TLIL3107B MONITOR AND PROCESS ATTENDANCE RECORDS

Content: This unit involves the skills and knowledge required to monitor and process attendance records in accordance with regulatory and workplace requirements, including monitoring attendance records and checking and processing attendance information.

Nominal Hours: 20 Hours

Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIL3307B PROMOTE EFFECTIVE WORKPLACE PRACTICE

Content: This unit involves the skills and knowledge required to promote effective workplace practice, including contributing positively to the work team environment, observing and promoting work safety procedures, maintaining and promoting the well-being of workplace team(s), and participating in competency development activities.

Nominal Hours: 20 Hours

Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIL507D APPLY CONFLICT/GRIEVANCE RESOLUTION STRATEGIES

Content: This unit involves the skills and knowledge required to apply conflict resolution strategies to resolve grievances that may occur in the course of work, including identifying potential conflict situations, implementing appropriate conflict resolution strategies, and using effective interpersonal skills. Grievances and conflict situations may include those between employees in the workplace, between employees and managers, as well as grievances that might be raised by customers.

Nominal Hours: 40 Hours

Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIL807C COMPLETE ROUTINE ADMINISTRATIVE TASKS

Content: This unit involves the skills and knowledge required to complete routine administrative activities in a transport, warehousing, distribution and/or storage workplace, including receiving and distributing incoming mail, receiving and despatching outgoing mail, filing documents, and receiving and relaying written and oral messages.

Nominal Hours: 10 Hours

Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

TLIL907C MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Content: This unit involves the skills and knowledge required to manage personal work priorities and own professional development, including managing own qualities, goals, plans and performance; setting and meeting own work priorities; and developing and maintaining own professional competence.

Nominal Hours: 30 Hours

Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIM107A DEVELOP SAFE DRIVING BEHAVIOURS IN OTHERS

Content: This unit involves the skills and knowledge required by driving instructors to teach clients from diverse backgrounds how to develop and maintain safe driving strategies. These strategies include recognising and dealing with behavioural barriers to learning, developing vehicle control skills, interpreting and applying regulatory requirements and road laws, developing critical higher order skills such as hazard perception and responding appropriately, exercising risk management strategies that contribute to safe driving techniques and meeting community expectations.

Nominal Hours: 60 Hours

Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

TLIO1607B APPLY AND MONITOR WORKPLACE SECURITY PROCEDURES

Content: This unit involves the skills and knowledge required to apply and monitor security procedures in workplaces in the postal, warehousing, stevedoring, transport, distribution and allied industries in accordance with workplace and regulatory requirements. This includes checking and monitoring personnel and goods entering the worksite, carrying out surveillance of work areas, dealing with security incidents and emergencies, and completing required reports and surveillance documentation.

Nominal Hours: 40 Hours

Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLIQ1307B ADVISE AND CONSTRUCT FARES FOR CUSTOMERS

Content: This unit involves the skills and knowledge required to advise on and construct fares for customers in accordance with regulatory and workplace requirements, including advising on air, coach, ferry, tram, bus and rail fares; constructing fares and itineraries; and issuing documents.

Nominal Hours: 30 Hours

Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.
**TLIU070B CARE FOR THE ENVIRONMENT**

Content: This unit covers the skills and knowledge required to care for the environment when operating and maintaining equipment and/or vehicles including minimising the effects of pollution during operations, minimising the effects of pollution during maintenance, and transporting and handling environmentally hazardous materials safely and in accordance with environmental protection regulations and guidelines.

Nominal Hours: 20 Hours

Assessment: The following methods may be used in assessing units: Written tests; Written responses, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

**UEENEE002B ASSEMBLE, SET UP AND TEST PERSONAL COMPUTERS**

Content: This unit covers assembly, setting up and testing personal computers as directed in computer service manuals. It encompasses safe working practices, checking computer components, assembling components to form a basic personal computer, installing and testing basic operating system, drivers and application software, following written and oral instruction and applying customer relations procedures.

Nominal Hours: 80 Hours

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

**UEENEE009B SET UP AND TEST GAMING/GAMES EQUIPMENT**

Content: This unit covers setting-up of electronic gaming and games equipment to manufacturers instructions in compliance with regulations. It encompasses safe working practices, connection and secure placement of gaming/games equipment, following written and oral instruction and procedures and customer relations.

Nominal Hours: 60 Hours

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

**UEENEE010B INSTALL COMMERCIAL AUDIO/VIDEO SYSTEM COMPONENTS**

Content: This unit covers installation of components for audio/video facilities in buildings and premises. The unit encompasses working safely and to specifications and standards, matching equipment with that specified for a given location, terminating and interconnecting cables/conductors and completing the necessary installation documentation.

Nominal Hours: 120 Hours

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

**UEENEE029B DIAGNOSE AND RECTIFY FAULTS IN NAVIGATION SYSTEMS**

Content: This unit covers fault finding and repair of faults in navigation systems. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical diagnostic methods and knowledge of navigation system components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 60 Hours

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

**VBQU025 OPERATE EARTHMOVING EQUIPMENT SAFELY**

Content: Provides basic training in the safe operation of earthmoving equipment including front end loader, skidsteer, backhoe and excavator and includes assessment and issue of NFE card.

Nominal Hours: 80 Hours

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

**VBQU026 PROVIDE TRAVEL INFORMATION TO CUSTOMERS**

Content: This unit gives the student the knowledge and skills to provide travel information to customers.

Nominal Hours: 20 Hours

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

**VBQU027 APPREHEND OFFENDERS**

Content: This unit gives the student the knowledge and skills to apprehend offenders.

Nominal Hours: 40 Hours

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

**VPAU349 WORK SAFELY IN THE CONSTRUCTION INDUSTRY**

Content: This unit of competency specifies the outcomes required to undertake OHS induction training within the construction industry. It requires the ability to demonstrate personal awareness of OHS legislative requirements and the basic principles of risk management and prevention of injury and illness in the construction industry. Licensing requirements will apply to this unit of competency.

Nominal Hours: 6 Hours

Assessment: Assessment methods may include more than one of the following: Practical assessment; Oral questioning; Written test; Simulated project-based activity.
SCHOOL OF IT AND ELECTROTECHNOLOGY

Below are details of courses offered by the School of IT and Electrotechnology in 2008. 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.

COURSES 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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBP119</td>
<td>PERFORM BASIC NETWORK AND COMPUTER ASSEMBLY</td>
</tr>
<tr>
<td>VBP120</td>
<td>PERFORM BASIC NETWORK AND COMPUTER MAINTENANCE</td>
</tr>
<tr>
<td>VBP121</td>
<td>INSTALL AND CONFIGURE BASIC NETWORK AND COMPUTER OPERATING SYSTEMS</td>
</tr>
<tr>
<td>ICAITS032B</td>
<td>PROVIDE NETWORK SYSTEM ADMINISTRATION</td>
</tr>
<tr>
<td>ICTTC136A</td>
<td>INSTALL, MAINTAIN AND MODIFY CUSTOMER PREMISES COMMUNICATION CABLES- ACA RESTRICTED RULE</td>
</tr>
<tr>
<td>VBP122</td>
<td>INSTALL AND TEST A HOME ENTERTAINMENT SYSTEM</td>
</tr>
<tr>
<td>VBP123</td>
<td>BUILD A SMALL WIRELESS LAN</td>
</tr>
<tr>
<td>VBP124</td>
<td>INSTALL AND TEST A WIRELESS INTERCOM SYSTEM</td>
</tr>
<tr>
<td>VBP125</td>
<td>CONDUCT SITE SURVEY FOR A WIRELESS NETWORK</td>
</tr>
<tr>
<td>VBP126</td>
<td>SET UP AND OPERATE A WIRELESS COMMUNICATIONS LINK</td>
</tr>
<tr>
<td>VBP127</td>
<td>INSTALL COMMUNICATIONS ANTENNAS</td>
</tr>
<tr>
<td>VBP136</td>
<td>OPERATE A SMALL POWER SUPPLY SYSTEM</td>
</tr>
<tr>
<td>VBP137</td>
<td>ASSEMBLE AND CONNECT AN EXTRA LOW VOLTAGE BATTERY POWER SOURCE</td>
</tr>
<tr>
<td>VBP138</td>
<td>MAINTAIN RECHARGEABLE BATTERY SYSTEMS</td>
</tr>
<tr>
<td>VBP139</td>
<td>IDENTIFY AND LOCATE BUILDING BLOCKS OF A CENTRALISED POWER GENERATION SYSTEM</td>
</tr>
<tr>
<td>VBP140</td>
<td>SET UP AN EXTRA LOW VOLTAGE EMERGENCY POWER SUPPLY SYSTEM (NOT EXCEEDING 32V)</td>
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<tr>
<td>VBP141</td>
<td>INSTALL A SUSTAINABLE EXTRA LOW VOLTAGE ENERGY POWER SYSTEM</td>
</tr>
<tr>
<td>VBP128</td>
<td>SET UP AND TEST AN EMBEDDED CONTROL SYSTEM</td>
</tr>
<tr>
<td>VBP129</td>
<td>TEST AND VERIFY CORRECT OPERATION OF A “BY-WIRE” CONTROL SYSTEM</td>
</tr>
<tr>
<td>VBP130</td>
<td>IMPLEMENT A DIGITAL CIRCUIT USING A PROGRAMMABLE LOGIC DEVICES (PLD)</td>
</tr>
<tr>
<td>VBP131</td>
<td>CONSTRUCT AND CONFIGURE A BASIC ROBOTIC SYSTEM</td>
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<tr>
<td>VBP132</td>
<td>PROGRAM A BASIC ROBOTIC SYSTEM</td>
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<tr>
<td>ICTTC010C</td>
<td>PLACE, SECURE AND TERMINATE OPTICAL FIBRE CABLE</td>
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<tr>
<td>VBP133</td>
<td>PLAN AND BUILD A SYSTEM USING PHOTONIC EQUIPMENT</td>
</tr>
<tr>
<td>VBP134</td>
<td>USE PHOTONIC EQUIPMENT IN ENGINEERING TECHNOLOGY</td>
</tr>
<tr>
<td>VBP135</td>
<td>USE PHOTONIC EQUIPMENT IN COMMUNICATIONS TECHNOLOGY</td>
</tr>
</tbody>
</table>
CERTIFICATE IV IN ELECTRICAL

Course Code: 21767VIC

Campus: Sunshine
Re-enrolling Students Only

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

Scope of Delivery
Part-time, Flexible delivery.

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

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

Course Duration
This course is only offered on a part-time basis either 4 or 8 hours per week.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>PMBOHS409A</td>
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<tr>
<td>VBQU448</td>
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<td>VBQU451</td>
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Stream 2 Programmable Logic Controllers

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<th>Unit Code</th>
<th>Hours</th>
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<tr>
<td>MCMT261A</td>
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<tr>
<td>VBQU452</td>
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<td>VBQU453</td>
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<td>VBQU454</td>
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<td>VBQU455</td>
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Stream 3 Motor Control

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<tr>
<td>VBQU456</td>
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<td>VBQU457</td>
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<td>VBQU458</td>
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<td>VBQU459</td>
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<td>VBQU460</td>
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Stream 4 Industrial Control

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<th>Unit Code</th>
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<tbody>
<tr>
<td>VBQU461</td>
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<tr>
<td>VBQU462</td>
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<tr>
<td>VBQU463</td>
<td>60</td>
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<tr>
<td>VBQU464</td>
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</tbody>
</table>

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

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<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tr>
<td>ICAU1128B</td>
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<tr>
<td>ICAU1129B</td>
<td>30</td>
</tr>
<tr>
<td>ICAU1133B</td>
<td>25</td>
</tr>
</tbody>
</table>
### Elective Units of Study

Achieve three electives chosen from the list below.

- BSBCM106A  FOLLOW WORKPLACE SAFETY PROCEDURES 10
- CUVSP11A   APPLY TECHNIQUES TO PRODUCE DIGITAL IMAGES 50
- ICA2015B   INSTALL SOFTWARE APPLICATIONS 20
- ICA193B    CONNECT WORKSTATION TO THE INTERNET 30
- ICA2008B   MAINTAIN INVENTORIES FOR EQUIPMENT, SOFTWARE AND DOCUMENTATION 10
- ICA2014B   CONNECT HARDWARE PERIPHERALS 20
- ICA2017B   MAINTAIN SYSTEM INTEGRITY 20
- ICA243B    DETECT AND PROTECT FROM SPAM AND DESTRUCTIVE SOFTWARE 10
- ICAT1206B  CHECK SITE SECURITY 15
- ICAU113B   OPERATE A DATABASE APPLICATION 40
- ICAU132B   OPERATE A PRESENTATION PACKAGE 25
- ICAU204B   LOCATE AND USE RELEVANT ONLINE INFORMATION 20
- ICAU211B   OPERATE ACCOUNTING APPLICATIONS 30
- ICAU213B   CONDUCT ONLINE TRANSACTIONS 10
- ICAU215B   USE PERSONAL PRODUCTIVITY TOOL 20
- ICAU205B   OPERATE COMPUTER HARDWARE 20
- ICAU207B   MAINTAIN EQUIPMENT AND CONSUMABLES 20
- ICAU203B   INTEGRATE COMMERCIAL COMPUTING PACKAGES 30
- ICAU202B   COMMUNICATE IN THE WORKPLACE 20

### CERTIFICATE II IN INFORMATION TECHNOLOGY

**Course Code:** ICA20105

**Campus:** TBA.

**Career Opportunities**
The qualification provides foundation general computing and employment skills that enable participation in an information technology environment in any industry. Such a qualification could equip an individual to undertake roles such as office assistant or to work in records management at a junior level.

**Scope of Delivery**
Full-time; Part-time; VET in Schools program

**Course Objective**
Provides foundation ICT skills and knowledge for an individual to be an effective ICT user or employee.

**Entry Requirements**
There are no specific entry requirements for this qualification. However, prerequisite arrangements for any non-ICA05 elective units in this qualification should be checked with the originating Training Package.

**Course Duration**
The course is 1 semester full-time.

**Course Structure**

#### Elective Units of Study

Achieve 3 Elective Units chosen from the following electives list - PLUS achieve 3 Elective Units chosen from the following sources (listed in recommended order)

ICA20105 Electives list above; and or from elsewhere in the ICA05 Information and Communications Technology Training Package ICA05 (at Certificate II or Certificate III); and/or preferred Training Packages: (BSB01 Business Services; ICT02 Telecommunications; CUF01 Film, TV, Radio and Multimedia; ICP05 Printing and Graphic Arts; WRR02 Retail, CUV03 Visual Arts, Craft and Design (at Certificate II or Certificate III); and/or any other Training Package (at Certificate II or Certificate III) based on documented industry or enterprise need.

- ICA2003B   RECEIVE AND PROCESS ORAL AND WRITTEN COMMUNICATION 20
- ICA3218B   CREATE USER DOCUMENTATION 20
- ICA2015B   INSTALL SOFTWARE APPLICATIONS 20
- ICA3021B   CONNECT INTERNAL HARDWARE COMPONENTS 20
- ICA2008B   MAINTAIN INVENTORIES FOR EQUIPMENT, SOFTWARE AND DOCUMENTATION 10
- ICA2009B   INTERACT WITH CLIENTS 20
- ICA2010B   APPLY PROBLEM SOLVING TECHNIQUES TO ROUTINE MALFUNCTIONS 20
- ICA2014B   CONNECT HARDWARE PERIPHERALS 20
- ICA2016B   RECORD CLIENT SUPPORT REQUIREMENTS 10
- ICA2017B   MAINTAIN SYSTEM INTEGRITY 20
## FACULTY OF TECHNICAL AND TRADES INNOVATION

### Unit Code  Hours
- ICAS2243B DETECT AND PROTECT FROM SPAM AND DESTRUCTIVE SOFTWARE 10
- ICAS3034B DETERMINE AND ACTION NETWORK PROBLEMS 30
- ICAS3115B MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER 20
- ICAS3121B ADMINISTER NETWORK PERIPHERALS 20
- ICAS2234B CARE FOR COMPUTER HARDWARE 20
- ICAU2005B RUN STANDARD DIAGNOSTIC TESTS 20
- ICAU1228B OPERATE A PERSONAL COMPUTER 30
- ICAU2007B MAINTAIN EQUIPMENT AND CONSUMABLES 20
- ICAU3004B APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 20
- ICAU3019B MIGRATE TO NEW TECHNOLOGY 20
- ICAW2011B WORK INDIVIDUALLY OR AS A TEAM MEMBER TO ACHIEVE ORGANISATIONAL GOALS 20
- ICPK315A APPLY KNOWLEDGE AND REQUIREMENTS OF THE MULTIMEDIA SECTOR 60
- ICPW321A CAPTURE A DIGITAL IMAGE 40
- ICPW326A ACCESS AND USE THE INTERNET 20

**CERTIFICATE III IN INFORMATION TECHNOLOGY (SOFTWARE APPLICATIONS)**

**Course Code:** ICA30105

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

**Career Opportunities**
- Call Centre Support Representative
- Client Support Officer
- Computer Operator
- Customer Liaison
- Customer Service Representative
- Help Desk Officer
- Help Desk Technician
- ICT Operations Support
- ICT User Support
- IT Technician
- Maintenance Technician
- PC Support
- PC Support Specialist
- Sales Support Technician
- Support Technician
- User Support Specialist

**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:

**Course Duration**
- The course may be offered on over six 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>BSBCMN106A</td>
<td>10</td>
</tr>
<tr>
<td>ICAD2012B</td>
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<tr>
<td>ICAU1128B</td>
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<td>ICAU2005B</td>
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<td>ICAU2006B</td>
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<td>ICAU2013B</td>
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<tr>
<td>ICAU2231B</td>
<td>20</td>
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<tr>
<td>ICAU2001B</td>
<td>20</td>
</tr>
<tr>
<td>ICAW2002B</td>
<td>20</td>
</tr>
</tbody>
</table>

**Specialist Stream Units Of Study**

**Specialist Core Stream - Applications (4 Units)**
- ICAU3019B MIGRATE TO NEW TECHNOLOGY 20
- ICAU3028B CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS 60
- ICAU3126B USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40
- ICAU3110B IMPLEMENT SYSTEM SOFTWARE CHANGES 20

**Specialist Core Stream - Network Administration (6 Units)**
- ICAU301B INSTALL AND MANAGE A NETWORK 40
- ICAU302A PROVIDE BASIC SYSTEM ADMINISTRATION 20
- ICAU302B PROVIDE NETWORK SYSTEMS ADMINISTRATION 20
- ICAU303B DETERMINE AND ACTION NETWORK PROBLEMS 30
- ICAU3120B CONFIGURE AND ADMINISTER A NETWORK OPERATING SYSTEM 50

### Certificate iii in Information Technology (Software Applications)
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAS3121B</td>
<td>ADMINISTER NETWORK PERIPHERALS</td>
<td>20</td>
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<tr>
<td></td>
<td><strong>SPECIALIST CORE STREAM - SUPPORT (5 UNITS)</strong></td>
<td></td>
</tr>
<tr>
<td>ICAI3021B</td>
<td>CONNECT INTERNAL HARDWARE COMPONENTS</td>
<td>20</td>
</tr>
<tr>
<td>ICAI3024B</td>
<td>PROVIDE BASIC SYSTEM ADMINISTRATION</td>
<td>20</td>
</tr>
<tr>
<td>ICAI3115B</td>
<td>MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER</td>
<td>20</td>
</tr>
<tr>
<td>ICAU3019B</td>
<td>MIGRATE TO NEW TECHNOLOGY</td>
<td>20</td>
</tr>
<tr>
<td>ICTCC330B</td>
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</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
- ICA30105 electives listed in the ICA05 Training Package
- Elsewhere in the Information and Communications Technology Training Package (ICA05) at Certificate III or Certificate IV level.

A minimum of two elective units from the following sources:

- A minimum of two elective units of study from the following sources:
- A minimum of two elective units of study from the following sources:

<table>
<thead>
<tr>
<th>Course Code: ICA40205</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus:</strong> TBC</td>
</tr>
<tr>
<td><strong>Re-enrolling Students Only</strong></td>
</tr>
<tr>
<td><strong>Career Opportunities</strong></td>
</tr>
<tr>
<td><strong>Scope of Delivery</strong></td>
</tr>
<tr>
<td><strong>Course Objective</strong></td>
</tr>
<tr>
<td><strong>Entry Requirements</strong></td>
</tr>
<tr>
<td><strong>Course Duration</strong></td>
</tr>
<tr>
<td><strong>Course Structure</strong></td>
</tr>
<tr>
<td><strong>Core Units of Study</strong></td>
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<tr>
<td>BSBCMN3044A</td>
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<tr>
<td>ICAS4022B</td>
</tr>
<tr>
<td>ICAS4106B</td>
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<tr>
<td>ICAS4113B</td>
</tr>
<tr>
<td>ICAS4114B</td>
</tr>
<tr>
<td>ICAT4221B</td>
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<tr>
<td>ICAW4214B</td>
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<tr>
<td>PSPPM402B</td>
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</table>
### Certificate IV in Information Technology (Network Management)

**Course Code:** ICA40399

**Campus:** Industry Workplace.

**Re-enrolling Students Only**

**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**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITS004B</td>
<td>APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>ICAITS005B</td>
<td>OPERATE COMPUTER HARDWARE</td>
<td>20</td>
</tr>
<tr>
<td>ICAITS006B</td>
<td>OPERATE COMPUTING PACKAGES</td>
<td>20</td>
</tr>
<tr>
<td>ICAITS007B</td>
<td>MAINTAIN EQUIPMENT AND CONSUMABLES</td>
<td>20</td>
</tr>
<tr>
<td>ICAITS012B</td>
<td>DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES</td>
<td>40</td>
</tr>
<tr>
<td>ICAITS013B</td>
<td>INTEGRATE COMMERCIAL COMPUTING PACKAGES</td>
<td>40</td>
</tr>
<tr>
<td>ICAITS014B</td>
<td>INSTALL SOFTWARE APPLICATIONS</td>
<td>30</td>
</tr>
<tr>
<td>ICAITS015B</td>
<td>INSTALL SYSTEM INTEGRITY</td>
<td>20</td>
</tr>
<tr>
<td>ICAITS025B</td>
<td>RUN STANDARD DIAGNOSTIC TESTS</td>
<td>20</td>
</tr>
<tr>
<td>ICAITS031B</td>
<td>PROVIDE ADVICE TO CLIENTS</td>
<td>40</td>
</tr>
<tr>
<td>ICAITS121A</td>
<td>ADMINISTER NETWORK PERIPHERALS</td>
<td>20</td>
</tr>
<tr>
<td>ICAITS122A</td>
<td>PROVIDE NETWORK SYSTEM ADMINISTRATION</td>
<td>40</td>
</tr>
<tr>
<td>ICAITS123A</td>
<td>CREATE USER AND TECHNICAL DOCUMENTATION</td>
<td>20</td>
</tr>
<tr>
<td>ICAITS120A</td>
<td>ADMINISTER AND CONFIGURE A NETWORK OPERATING SYSTEM</td>
<td>50</td>
</tr>
<tr>
<td>ICAITS101A</td>
<td>INSTALL AND MANAGE NETWORK PROTOCOLS</td>
<td>40</td>
</tr>
<tr>
<td>ICAITS024B</td>
<td>PROVIDE BASIC SYSTEM ADMINISTRATION</td>
<td>20</td>
</tr>
</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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**FACULTY OF TECHNICAL AND TRADES INNOVATION**

**Unit Code**

**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)**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ICAB4060B</td>
<td>IDENTIFY PHYSICAL DATABASE REQUIREMENTS</td>
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<tr>
<td>ICAB4136B</td>
<td>USE STRUCTURED QUERY LANGUAGE TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA</td>
<td>60</td>
</tr>
<tr>
<td>ICAS4107B</td>
<td>MANAGE RESOLUTION OF SYSTEM FAULTS ON A LIVE SYSTEM</td>
<td>40</td>
</tr>
<tr>
<td>ICAS4108B</td>
<td>COMPLETE DATABASE BACK-UP AND RECOVERY</td>
<td>30</td>
</tr>
<tr>
<td>ICAS4125B</td>
<td>MONITOR AND ADMINISTER A DATABASE</td>
<td>30</td>
</tr>
<tr>
<td>ICAB4170B</td>
<td>BUILD A DATABASE</td>
<td>30</td>
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</tbody>
</table>

**Help Desk (7 Units)**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAS4023B</td>
<td>PROVIDE ONE-TO-ONE INSTRUCTION</td>
<td>20</td>
</tr>
<tr>
<td>ICAS4033B</td>
<td>ASSIST WITH POLICY DEVELOPMENT FOR CLIENT SUPPORT PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>ICAS4109B</td>
<td>EVALUATE SYSTEM STATUS</td>
<td>20</td>
</tr>
<tr>
<td>ICAS4134B</td>
<td>PROVIDE FIRST-LEVEL REMOTE HELP DESK SUPPORT</td>
<td>30</td>
</tr>
<tr>
<td>ICAW4027B</td>
<td>RELATE TO CLIENTS ON A BUSINESS LEVEL</td>
<td>40</td>
</tr>
<tr>
<td>ICTCC121A</td>
<td>USE AN ENTERPRISE INFORMATION SYSTEM</td>
<td>40</td>
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</tbody>
</table>

**CERTIFICATE IV IN INFORMATION TECHNOLOGY (NETWORK MANAGEMENT)**

**Course Code:** ICA40399

**Campus:** Industry Workplace.

**Re-enrolling Students Only**

**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**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITU004B</td>
<td>APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>20</td>
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<tr>
<td>ICAITU005B</td>
<td>OPERATE COMPUTER HARDWARE</td>
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<tr>
<td>ICAITU006B</td>
<td>OPERATE COMPUTING PACKAGES</td>
<td>20</td>
</tr>
<tr>
<td>ICAITU007B</td>
<td>MAINTAIN EQUIPMENT AND CONSUMABLES</td>
<td>20</td>
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<tr>
<td>ICAITU012B</td>
<td>DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES</td>
<td>40</td>
</tr>
<tr>
<td>ICAITU013B</td>
<td>INTEGRATE COMMERCIAL COMPUTING PACKAGES</td>
<td>40</td>
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<tr>
<td>ICAITS014B</td>
<td>INSTALL SOFTWARE APPLICATIONS</td>
<td>30</td>
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<td>40</td>
</tr>
<tr>
<td>ICAITS123A</td>
<td>CREATE USER AND TECHNICAL DOCUMENTATION</td>
<td>20</td>
</tr>
<tr>
<td>ICAITS120A</td>
<td>ADMINISTER AND CONFIGURE A NETWORK OPERATING SYSTEM</td>
<td>50</td>
</tr>
<tr>
<td>ICAITS101A</td>
<td>INSTALL AND MANAGE NETWORK PROTOCOLS</td>
<td>40</td>
</tr>
<tr>
<td>ICAITS024B</td>
<td>PROVIDE BASIC SYSTEM ADMINISTRATION</td>
<td>20</td>
</tr>
</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.
Two from the following:

**Unit Code** | **Hours**
--- | ---
ICPMM65DA | CREATE WEB PAGES WITH MULTIMEDIA
ICAITS110B | IMPLEMENT SYSTEM SOFTWARE CHANGES
ICAITS114B | IMPLEMENT MAINTENANCE PROCEDURES
ICAITS108B | COMPLETE DATABASE BACK-UP AND RECOVERY
ICAITS113B | IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS
BSX154L403 | APPLY SKILLS IN TIME MANAGEMENT
BSX154L405 | APPLY SKILLS IN QUALITY MANAGEMENT
ICAITU019C | MIGRATE TO NEW TECHNOLOGY
ICAITS125B | MONITOR AND ADMINISTER A DATABASE
ICAITS035C | ASSIST WITH ANALYSIS OF EMERGING TECHNOLOGY
ICAITS115B | MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER
ICAITS029B | EVALUATE SYSTEM STATUS
ICAITS021B | CONNECT INTERNAL HARDWARE COMPONENTS
ICAITU028C | CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS
ICAITU026B | COORDINATE AND MAINTAIN TEAMS

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.

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**DIPLOMA IN INFORMATION TECHNOLOGY (GENERAL) (I)**

**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:

**Course Duration**

12-18 months full time study.

**Course Structure**

**Core Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>BSBCMN106A</td>
<td>FOLLOW WORKPLACE SAFETY PROCEDURES</td>
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<tr>
<td>ICAU2012B</td>
<td>DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES</td>
</tr>
<tr>
<td>ICAU1128B</td>
<td>OPERATE A PERSONAL COMPUTER</td>
</tr>
<tr>
<td>ICAU2005B</td>
<td>OPERATE COMPUTER HARDWARE</td>
</tr>
<tr>
<td>ICAU2006B</td>
<td>OPERATE COMPUTING PACKAGES</td>
</tr>
<tr>
<td>ICAU1013B</td>
<td>INTEGRATE COMMERCIAL COMPUTING PACKAGES</td>
</tr>
<tr>
<td>ICAU2231B</td>
<td>USE COMPUTER OPERATING SYSTEM</td>
</tr>
<tr>
<td>ICAU2001B</td>
<td>WORK EFFECTIVELY IN AN IT ENVIRONMENT</td>
</tr>
<tr>
<td>ICAU2002B</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
</tr>
</tbody>
</table>

Achieve all six core units below

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSBSM505A</td>
<td>MANAGE PROJECT QUALITY</td>
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<tr>
<td>ICAAS056B</td>
<td>PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS</td>
</tr>
<tr>
<td>ICAAS055B</td>
<td>TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS</td>
</tr>
<tr>
<td>ICAAS039B</td>
<td>MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE</td>
</tr>
<tr>
<td>ICAAS020B</td>
<td>ENSURE PRIVACY FOR USERS</td>
</tr>
<tr>
<td>PSSPM020B</td>
<td>MANAGE COMPLEX PROJECTS</td>
</tr>
</tbody>
</table>

**Specialist Stream Units of Study**

Achieve 9 specialist core stream units (by choosing 3 units from each of 3 specialist core streams below — E business and Management, Client Support, Communication and Documentation, Hardware and Operating Systems, Networks, Software, Multimedia and Websites, Database)

**SPECIALIST CORE STREAM - E-BUSINESS AND MANAGEMENT**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAAS054B</td>
<td>VALIDATE QUALITY AND COMPLETENESS OF SYSTEM DESIGN SPECIFICATIONS</td>
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<tr>
<td>ICAAS038B</td>
<td>DETERMINE ACCEPTABLE DEVELOPERS FOR PROJECTS</td>
</tr>
<tr>
<td>ICAAS048B</td>
<td>IDENTIFY NEW TECHNOLOGY MODELS FOR BUSINESS</td>
</tr>
<tr>
<td>ICAAS051B</td>
<td>GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS</td>
</tr>
<tr>
<td>ICAAS088B</td>
<td>EVALUATE AND NEGOTIATE VENDOR OFFERINGS</td>
</tr>
<tr>
<td>ICAAS020B</td>
<td>IMPLEMENT RISK MANAGEMENT PROCESSES</td>
</tr>
<tr>
<td>ICAAS011B</td>
<td>REVIEW AND MANAGE DELIVERY OF MAINTENANCE SERVICES</td>
</tr>
<tr>
<td>Unit Code</td>
<td>Hours</td>
</tr>
<tr>
<td>-----------</td>
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<tr>
<td>SPECIALIST CORE STREAM - CLIENT SUPPORT</td>
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<tr>
<td>BSBFLM512A</td>
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<td>SPECIALIST CORE STREAM - COMMUNICATION AND DOCUMENTATION</td>
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<td>SPECIALIST CORE STREAM - SOFTWARE</td>
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<td>ICA5203B</td>
<td>15</td>
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<tr>
<td>ICAUS208B</td>
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<tr>
<td>SPECIALIST CORE STREAM - DATABASE</td>
<td></td>
</tr>
<tr>
<td>ICA5046B</td>
<td>30</td>
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<tr>
<td>ICA5049B</td>
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<tr>
<td>ICA5050B</td>
<td>40</td>
</tr>
<tr>
<td>ICA5147B</td>
<td>30</td>
</tr>
<tr>
<td>Elective Units of Study</td>
<td></td>
</tr>
<tr>
<td>Achieve 3 Elective Units Chosen from the ICA50105 specialist core (above) or specialist elective streams (below) not already selected - PLUS</td>
<td></td>
</tr>
<tr>
<td>Achieve 3 Elective Units Chosen from the following sources (Listed in Recommended Order)</td>
<td></td>
</tr>
<tr>
<td>any of the above core or 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</td>
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<tr>
<td>SPECIALIST ELECTIVES STREAM - E-BUSINESS AND MANAGEMENT</td>
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</tr>
<tr>
<td>BSBEBUS510A MANAGE E-BUSINESS OUTSOURCING</td>
<td>25</td>
</tr>
<tr>
<td>BSBEBUS511A IMPLEMENT A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM514A MANAGE PEOPLE</td>
<td>60</td>
</tr>
<tr>
<td>BSBP508A MANAGE PROJECT RISK</td>
<td>40</td>
</tr>
<tr>
<td>BSBEBUS505A IMPLEMENT NEW TECHNOLOGIES FOR BUSINESS</td>
<td>60</td>
</tr>
<tr>
<td>ICA5150B EVALUATE VENDOR PRODUCTS AND EQUIPMENT</td>
<td>20</td>
</tr>
<tr>
<td>ICA5155B PLAN PROCESS RE ENGINEERING STRATEGIES FOR BUSINESS</td>
<td>30</td>
</tr>
<tr>
<td>ICA5143B IMPLEMENT PROCESS REENGINEERING STRATEGIES IN AN ORGANISATION</td>
<td>20</td>
</tr>
<tr>
<td>SPECIALIST ELECTIVES STREAM - CLIENT SUPPORT</td>
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</tr>
<tr>
<td>BSBEBUS510A MANAGE E-BUSINESS OUTSOURCING</td>
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<tr>
<td>BSBFLM509B FACILITATE CONTINUOUS IMPROVEMENT</td>
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<td>ICAS4116B MANAGE E-BUSINESS OUTSOURCING</td>
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<tr>
<td>SPECIALIST ELECTIVES STREAM - NETWORKS</td>
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<tr>
<td>ICA5045B PRODUCE NETWORK ARCHITECTURE DESIGN</td>
<td>30</td>
</tr>
<tr>
<td>ICA5123B MANAGE NETWORK SECURITY</td>
<td>50</td>
</tr>
<tr>
<td>ICA5140B DESIGN A SERVER</td>
<td>30</td>
</tr>
<tr>
<td>ICA5162B INSTALL, CONFIGURE AND TEST A PAYMENT GATEWAY</td>
<td>30</td>
</tr>
<tr>
<td>SPECIALIST ELECTIVES STREAM - SOFTWARE</td>
<td></td>
</tr>
<tr>
<td>ICA5048B DEVELOP CONFIGURATION MANAGEMENT PROTOCOLS</td>
<td>30</td>
</tr>
</tbody>
</table>
DIPLOMA OF INFORMATION TECHNOLOGY (SOFTWARE DEVELOPMENT)

Course Code: ICA50299

Campus: TBA.

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSX154L501</td>
<td>Guide Application of Project Integrative Processes</td>
</tr>
<tr>
<td>BSX154L602</td>
<td>Manage Scope</td>
</tr>
<tr>
<td>ICAITAD048B</td>
<td>Develop Configuration Management</td>
</tr>
<tr>
<td>ICAITAD041A</td>
<td>Determine Client Business Expectations and needs</td>
</tr>
<tr>
<td>ICAITAD042B</td>
<td>Confirm Client Business Needs</td>
</tr>
<tr>
<td>ICAITAD043B</td>
<td>Develop and Present a Feasibility Report</td>
</tr>
<tr>
<td>ICAITAD056B</td>
<td>Prepare Disaster Recovery/Contingency Plans</td>
</tr>
<tr>
<td>ICAITB059B</td>
<td>Contribute to the Development of the Detailed Technical Design</td>
</tr>
<tr>
<td>ICAITB069B</td>
<td>Develop Software</td>
</tr>
<tr>
<td>ICAITT079B</td>
<td>Perform Integration Test</td>
</tr>
<tr>
<td>ICAITB082B</td>
<td>Manage the Testing Process</td>
</tr>
<tr>
<td>ICAITT077B</td>
<td>Develop Detailed Test Plan</td>
</tr>
<tr>
<td>SX154L604</td>
<td>Manage Cost</td>
</tr>
<tr>
<td>BSX154L605</td>
<td>Manage Quality</td>
</tr>
<tr>
<td>ICAITAD050A</td>
<td>Develop Detailed Component Specification from Project Specification</td>
</tr>
<tr>
<td>ICAITD083B</td>
<td>Develop and Conduct Client Acceptance Test</td>
</tr>
<tr>
<td>ICAITAD044A</td>
<td>DEVELOP SYSTEM INFRASTRUCTURE DESIGN PLAN</td>
</tr>
<tr>
<td>ICAITAD046A</td>
<td>MODEL PREFERRED SYSTEM SOLUTIONS</td>
</tr>
<tr>
<td>ICAITB065A</td>
<td>PREPARE THE BUILD PHASE</td>
</tr>
<tr>
<td>ICAITAD049A</td>
<td>DEVELOP LOGICAL ABSTRACTION FROM REQUIREMENTS (OOA)</td>
</tr>
<tr>
<td>ICAITAD051A</td>
<td>DESIGN CLIENT USER INTERFACE</td>
</tr>
<tr>
<td>ICAITB072A</td>
<td>DEVELOP INTEGRATION BLUEPRINT</td>
</tr>
<tr>
<td>ICAITB073A</td>
<td>PILOT THE DEVELOPED SYSTEM</td>
</tr>
<tr>
<td>ICAITB068A</td>
<td>BUILD USING RAD</td>
</tr>
<tr>
<td>ICAITB074A</td>
<td>MONITOR THE SYSTEM PILOT</td>
</tr>
<tr>
<td>ICAITD090A</td>
<td>CONDUCT PRE-INSTALLATION AUDIT FOR SOFTWARE INSTALLATION</td>
</tr>
<tr>
<td>ICAITD091A</td>
<td>CONDUCT POST-IMPLEMENTATION REVIEW</td>
</tr>
<tr>
<td>ICAITD078A</td>
<td>PERFORM UNIT TEST</td>
</tr>
</tbody>
</table>
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

Unit Code Hours

Core Units of Study

BSBM0505A MANAGE PROJECT QUALITY 40
ICA5056B PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS 30
ICA5045B PRODUCE NETWORK ARCHITECTURE DESIGN 30
ICA5158B TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS 20
ICA5099B INSTALL AND MANAGE COMPLEX NETWORKS 60
ICA5100B BUILD AN INTERNET INFRASTRUCTURE 0
ICA5202B ENSURE PRIVACY FOR USERS 20
PSBM0502B MANAGE COMPLEX PROJECTS 80

Specialist Units of Study
Achieve 6 Elective Units from the Specialist Electives list below:

ICA5044B DEVELOP SYSTEM INFRASTRUCTURE DESIGN PLAN 30
ICA5144B DETERMINE BEST-FIT TOPOLOGY FOR A LOCAL NETWORK 20
ICA5145B IDENTIFY BEST-FIT TOPOLOGY FOR A WIDE AREA NETWORK 20
ICA5151B GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS 30
ICA5159B BUILD A SECURITY SHIELD FOR A NETWORK 40
ICA5160B BUILD AND CONFIGURE A SERVER 50
ICA5237B BUILD A HIGH PERFORMANCE SECURITY PERIMETER 30
ICA5173B INSTALL AND CONFIGURE A SINGLE-SEGMENT LOCAL AREA NETWORK SWITCH 10
ICA5174B INSTALL HIGH-END SWITCHES IN MULTI-SWITCHED LOCAL AREA NETWORKS 10
ICA5176B INSTALL AND CONFIGURE ROUTER 20
ICA5196B IMPLEMENT SECURE ENCRYPTION TECHNOLOGIES 20
ICA5197B INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES 25
ICA5039B MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE 20
ICA5102B ESTABLISH AND MAINTAIN CLIENT USER LIAISON 20
ICA5123B MANAGE NETWORK SECURITY 50
ICA5192B 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; CU01 Film, TV 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:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
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<tr>
<td>ICA02012B</td>
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<tr>
<td>ICAU112B</td>
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<tr>
<td>ICAU2005B</td>
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<td>ICAU2006B</td>
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<tr>
<td>ICAU2013B</td>
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<tr>
<td>ICAU2231B</td>
<td>20</td>
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<tr>
<td>ICAU2001B</td>
<td>20</td>
</tr>
<tr>
<td>ICAU2002B</td>
<td>20</td>
</tr>
</tbody>
</table>

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

Course Duration
12 — 18 months full-time

Course Structure

<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>
<td>ICAAS046B</td>
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<td>ICAAS050B</td>
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<td>ICAAS155B</td>
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<td>ICAAS068B</td>
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<td>ICAAS098B</td>
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<td>ICAAS102B</td>
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<td>ICAAS202B</td>
<td>20</td>
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<tr>
<td>PPSM502B</td>
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</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.

Course Structure
Unit Code   Hours
Core Units of Study
BSBPM505A   MANAGE PROJECT QUALITY 40
ICA65054B   VALIDATE QUALITY AND COMPLETENESS OF SYSTEM DESIGN SPECIFICATIONS 20
ICA65056B   PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS 30
ICA65141B   DESIGN DYNAMIC WEBSITES TO MEET TECHNICAL REQUIREMENTS 40
ICA65144B   DEVELOP WEBSITE INFORMATION ARCHITECTURE 30
ICA65151B   GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS 30
ICA65158B   TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS 20
ICAB5165B   CREATE DYNAMIC PAGES 30
ICAB5180B   INTEGRATE DATABASE WITH A WEBSITE 25
ICAP5039B   MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE 20
ICAS5102B   ESTABLISH AND MAINTAIN CLIENT USER LIASON 20
ICAS5202B   ENSURE PRIVACY FOR USERS 20
ICAT5081B   PERFORM SYSTEMS TEST 30
ICAT5083B   DEVELOP AND CONDUCT CLIENT ACCEPTANCE TEST 20
ICAT5208B   USE SITE SERVER TOOLS FOR TRANSACTION MANAGEMENT 20
PSPPM502B   MANAGE COMPLEX PROJECTS 80

Elective Units of Study
Achieve 4 Elective Units Chosen from the following sources 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; CU01 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 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, 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
Unit Code   Hours
Core Units of Study
BSBPM505A   MANAGE PROJECT QUALITY 40
ICA65056B   PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS 30
ICA65158B   TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS 20
ICAB5223B   APPLY INTERMEDIATE OBJECT-ORIENTED LANGUAGE SKILLS 50
ICAB5226B   APPLY ADVANCED OBJECT-ORIENTED LANGUAGE SKILLS 80
ICAB5227B   APPLY ADVANCED PROGRAMMING SKILLS IN ANOTHER LANGUAGE 80
ICAS5202B   ENSURE PRIVACY FOR USERS 20
ICAT5079B   PERFORM INTEGRATION TEST 30
PSPPM502B   MANAGE COMPLEX PROJECTS 80

Specialist Units of Study
Achieve 4 Elective Units from the Specialist Electives list below:
ICA65054B   VALIDATE QUALITY AND COMPLETENESS OF SYSTEM DESIGN SPECIFICATIONS 20
ICA65151B   GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS 30
ICAB5068B   BUILD USING RAPID APPLICATION DEVELOPMENT 40
ICAB5228B   MAINTAIN FUNCTIONALITY OF LEGACY CODE PROGRAMS 40
ICAB5230B   MAINTAIN CUSTOM SOFTWARE 40
ICAP5039B   MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE 20
ICAS5102B   ESTABLISH AND MAINTAIN CLIENT USER LIASON 20
ICAT5081B   PERFORM SYSTEMS TEST 30
Elective Units of Study
Achieve 4 Elective Units chosen 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; CUFO1 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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Core Units of Study</td>
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</tr>
<tr>
<td>CUFMEM02A</td>
<td>AUTHOR A MULTIMEDIA PRODUCT</td>
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<tr>
<td>ICASS202B</td>
<td>ENSURE PRIVACY FOR USERS</td>
</tr>
<tr>
<td>ICPMM581A</td>
<td>MANAGE MULTIMEDIA PRODUCTION</td>
</tr>
<tr>
<td>ICPMM582A</td>
<td>MANAGE MULTIMEDIA PROJECTS</td>
</tr>
<tr>
<td>ICPPP411A</td>
<td>MANAGE COMPLEX PROJECTS</td>
</tr>
<tr>
<td>PSPPM502B</td>
<td>MANAGE COMPLEX PROJECTS</td>
</tr>
<tr>
<td>Specialist Elective Units of Study</td>
<td></td>
</tr>
</tbody>
</table>
| 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
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CUFMA01A</td>
<td>PRODUCE AND MANIPULATE DIGITAL IMAGES</td>
</tr>
<tr>
<td>CUFMEM06A</td>
<td>DESIGN A MULTIMEDIA PRODUCT</td>
</tr>
<tr>
<td>CUFMEM07A</td>
<td>APPLY PRINCIPLES OF VISUAL DESIGN AND COMMUNICATION TO THE DEVELOPMENT OF A MULTIMEDIA PRODUCT</td>
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<tr>
<td>CUFMEM10A</td>
<td>DESIGN AND CREATE A MULTIMEDIA INTERFACE</td>
</tr>
<tr>
<td>ICP0911A</td>
<td>DEVELOP A DETAILED DESIGN CONCEPTS</td>
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ANIMATION
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<tr>
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<th>Hours</th>
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<tbody>
<tr>
<td>CUFMA01A</td>
<td>DEVELOP AND IMPLEMENT DESIGNS FOR ANIMATION</td>
</tr>
<tr>
<td>CUFMA03A</td>
<td>CREATE 2D DIGITAL ANIMATION</td>
</tr>
<tr>
<td>CUFMA04A</td>
<td>CREATE 3D DIGITAL ANIMATION</td>
</tr>
<tr>
<td>CUFMA05A</td>
<td>CREATE 3D DIGITAL MODELS AND IMAGES</td>
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</table>

GAMES DEVELOPMENT
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<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFMEM09A</td>
<td>APPLY PRINCIPLES OF GAME DESIGN TO A MULTIMEDIA PRODUCT</td>
</tr>
<tr>
<td>ICA40588</td>
<td>APPLY SKILLS IN OBJECT ORIENTED DESIGN</td>
</tr>
<tr>
<td>ICAB4075B</td>
<td>USE A LIBRARY OR PREEXISTING COMPONENTS</td>
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<td>ICAB4219B</td>
<td>APPLY INTRODUCTORY OBJECT ORIENTED LANGUAGE SKILLS</td>
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<tr>
<td>ICAB5223B</td>
<td>APPLY INTERMEDIATE OBJECT-ORIENTED LANGUAGE SKILLS</td>
</tr>
<tr>
<td>ICAB5226B</td>
<td>APPLY ADVANCED OBJECT-ORIENTED LANGUAGE SKILLS</td>
</tr>
<tr>
<td>ICAT4242B</td>
<td>PERFORM UNIT TEST FOR A CLASS</td>
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WEBSITE
<table>
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<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICA5035B</td>
<td>RESEARCH AND REVIEW HARDWARE TECHNOLOGY OPTIONS FOR ORGANISATIONS</td>
</tr>
<tr>
<td>ICAB4137B</td>
<td>PRODUCE BASIC CLIENT SIDE SCRIPT FOR DYNAMIC WEB PAGES</td>
</tr>
<tr>
<td>ICAB5165B</td>
<td>CREATE DYNAMIC PAGES</td>
</tr>
<tr>
<td>ICAT1838</td>
<td>ENSURE WEBSITE CONTENT MEETS TECHNICAL SPECIFICATIONS AND STANDARDS</td>
</tr>
<tr>
<td>ICAT1838</td>
<td>CONFIRM ACCESSIBILITY OF WEBSITE DESIGN FOR PEOPLE WITH SPECIAL NEEDS</td>
</tr>
<tr>
<td>ICAT4185B</td>
<td>CREATE A WEBSITE TESTING PROCEDURE</td>
</tr>
<tr>
<td>ICAT4186B</td>
<td>CONDUCT OPERATIONAL ACCEPTANCE TESTS OF WEBSITES</td>
</tr>
<tr>
<td>CUFEM122A</td>
<td>UPDATE WEB PAGES</td>
</tr>
</tbody>
</table>

MULTIMEDIA DEVELOPMENT
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFMEM07A</td>
<td>USE AN AUTHORING TOOL TO CREATE AN INTERACTIVE SEQUENCE</td>
</tr>
<tr>
<td>CUFMEM04A</td>
<td>TEST A MULTIMEDIA PRODUCT</td>
</tr>
<tr>
<td>CUFMEM10A</td>
<td>DESIGN AND CREATE A MULTIMEDIA INTERFACE</td>
</tr>
<tr>
<td>CUFMEM11A</td>
<td>DESIGN THE NAVIGATION FOR A MULTIMEDIA PRODUCT</td>
</tr>
<tr>
<td>CUFMEM17A</td>
<td>WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBEBUS609A</td>
<td>40</td>
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<tr>
<td>PSPPM601B</td>
<td>50</td>
</tr>
<tr>
<td>ICA6187B</td>
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</tbody>
</table>

Specialist Stream Units of Study
A minimum of five units from one of the specialist streams:

SYSTEMS OR SOFTWARE PROCESS IMPROVEMENT

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSBEBUS609A</td>
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</tr>
<tr>
<td>BSBFLM509B</td>
<td>60</td>
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<tr>
<td>BSBFLM510B</td>
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<tr>
<td>ICA6149B</td>
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<td>ICA6157B</td>
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SYSTEMS DEVELOPMENT

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tr>
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<tr>
<td>ICA6149B</td>
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<tr>
<td>ICA6157B</td>
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<tr>
<td>PSSTS301A</td>
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E-LEARNING

<table>
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<th>Hours</th>
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<tbody>
<tr>
<td>CUFMEM06A</td>
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<tr>
<td>TAASS501A</td>
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<tr>
<td>TAADES501A</td>
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<tr>
<td>TAENV501A</td>
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KNOWLEDGE MANAGEMENT

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSBEBUS511A</td>
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<tr>
<td>BSBEBUS609A</td>
<td>40</td>
</tr>
<tr>
<td>ICA5216B</td>
<td>20</td>
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<tr>
<td>ICA6150B</td>
<td>20</td>
</tr>
<tr>
<td>ICA6138B</td>
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</tbody>
</table>

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.
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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSBEBUS605A</td>
<td>IDENTIFY AND IMPLEMENT E-BUSINESS INNOVATION</td>
</tr>
<tr>
<td>ICAA5004B</td>
<td>DEVELOP SYSTEM INFRASTRUCTURE DESIGN PLAN</td>
</tr>
<tr>
<td>ICAA6052B</td>
<td>DESIGN AN INFORMATION SECURITY FRAMEWORK</td>
</tr>
<tr>
<td>ICAA6053B</td>
<td>DESIGN SYSTEM SECURITY AND CONTROLS</td>
</tr>
<tr>
<td>ICAAI52B</td>
<td>IMPLEMENT RISK MANAGEMENT PROCESSES</td>
</tr>
<tr>
<td>ICAAI687B</td>
<td>IMPLEMENT CHANGE MANAGEMENT PROCESSES</td>
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<tr>
<td>ICPPP411A</td>
<td>UNDERTAKE A COMPLEX DESIGN BRIEF</td>
</tr>
<tr>
<td>PRSTS301A</td>
<td>IDENTIFY TECHNICAL SECURITY REQUIREMENTS</td>
</tr>
<tr>
<td>PRSSM504A</td>
<td>PREPARE SECURITY RISK MANAGEMENT PLAN</td>
</tr>
<tr>
<td>PSPPM601B</td>
<td>DIRECT COMPLEX PROJECT ACTIVITIES</td>
</tr>
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(B) Elective Units of Study
A minimum of four units from the following which have not previously counted in a Diploma qualification:
ICA0045B | PRODUCE NETWORK ARCHITECTURE DESIGN | 30 |
ICA0056B | PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS | 30 |
ICA0141B | DESIGN DYNAMIC WEBSITES TO MEET TECHNICAL REQUIREMENTS | 40 |
ICA0145B | IDENTIFY BEST-FIT TOPOLOGY FOR A WIDE AREA NETWORK | 20 |
ICAB159B | BUILD A SECURITY SHIELD FOR A NETWORK | 40 |
ICAB160B | BUILD AND CONFIGURE A SERVER | 50 |
ICAB237B | BUILD A HIGH PERFORMANCE SECURITY PERIMETER | 30 |
ICAB238B | BUILD A HIGHLY SECURE FIREWALL | 30 |
ICAB5098B | INSTALL AND MANAGE COMPLEX NETWORKS | 60 |
ICA0100B | BUILD AN INTERNET INFRASTRUCTURE | 0 |
ICA0176B | INSTALL AND CONFIGURE ROUTER | 20 |
ICA0197B | INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES | 25 |
ICAS192B | CONFIGURE AN INTERNET GATEWAY | 20 |
ICAS199B | MANAGE BUSINESS WEBSITES AND SERVERS | 30 |

(C) Elective Units of Study
A minimum of five units from the following: (Listed in Recommended Order)
ICA00205 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.
CERTIFICATE II IN TELECOMMUNICATIONS CABLELING
Course Code: ICT20302
Campus: Sunshine
Career Opportunities
Telecommunications and data communications cable installer.
Scope of Delivery
Full-time, Part-time, Flexible delivery.
Course Objective
Installation of telecommunications and data cabling and cabling products on customer premises in accordance with Australian Communications Authority requirements under the auspices of the industry registration regime.
Entry Requirements
Have successfully completed year 11 and be of mature age and demonstrate to the Head of Department that they are capable of successfully completing the course. Applicants may be selected through a direct application and interview.
Course Duration
Full time study is for 6 months - 28 hours/week.
Course Structure
<table>
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<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tr>
<td>ICTTC006C</td>
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<td>ICTTC008C</td>
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<td>ICTTC012C</td>
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<td>ICTTC016C</td>
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<td>ICTTC017C</td>
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<td>ICTTC022C</td>
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<td>ICTTC136B</td>
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<tr>
<td>ICTTC137B</td>
<td>100</td>
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<tr>
<td>ICTTC138B</td>
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</tbody>
</table>

CERTIFICATE II IN TECHNICAL SECURITY
Course Code: PRS20203
Campus: Sunshine
Career Opportunities
Graduates would be qualified to install security systems.
Scope of Delivery
Full-time and part-time basis.
Course Objectives
To give participants the skills, knowledge, confidence and qualification to be able to work in the Technical Security field.
Entry Requirements
There are no formal entry requirements for this 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
The selection process may include an interview.
Course Duration
The course is 256 nominal hours full-time or part-time.
Course Structure
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRSTS201A</td>
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<tr>
<td>PRSTS202A</td>
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<td>PRSS0201A</td>
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<td>PRSS0202A</td>
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<tr>
<td>PRSS0203A</td>
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<td>ICTTC136B</td>
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<tr>
<td>PRSTS207A</td>
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</tr>
<tr>
<td>Elective Unit of Study</td>
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</tbody>
</table>

CERTIFICATE II IN COMPUTER ASSEMBLY AND REPAIR
Course Code: UEE20507
Campus: TBA
Career Opportunities
Graduates of this course could be employed in the following areas: PC assembly and repairs, computer and electronics sales and sales support, computer installations this course is a pathway into higher studies in electrotechnology.
Scope of Delivery
TBA.

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

Entry Requirements
Applicants must be 17 years of age or older.

Course Duration
TBA.

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

Unit Code   Hours  
Core Units of Study
UEENEED002B  ASSEMBLE, SET UP AND TEST PERSONAL COMPUTERS  80
UEENEED004B  USE ENGINEERING APPLICATIONS SOFTWARE  40
UEENEED043B  INSTALL AND CONFIGURE OPERATING SYSTEMS AND SOFTWARE  40
UEENEED046B  SET UP AND CONFIGURE BASIC LOCAL AREA NETWORK  40
UEENEEO01B  APPLY OHS PRACTICES IN THE WORKPLACE  20
UEENEED02B  DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS  40
UEENEED03B  SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS  40
UEENEED22B  CERTIFICATE II IN COMPUTER ASSEMBLY AND REPAIR  20
UEENEED33B  PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN  20

Elective Units of Study
UEENEEO01B  MAINTAIN DOCUMENTATION  20
UEENEEO02B  SOURCE AND PURCHASE MATERIAL/PARTS FOR INSTALLATION OR SERVICE JOBS  20
UEENEEO08B  RECEIVE AND STORE MATERIALS AND EQUIPMENT FOR ELECTROTECHNOLOGY WORK  20
UEENEEO1B  DELIVER A SERVICE TO CUSTOMERS  20
UEENEEO1B  USE BASIC COMPUTER APPLICATIONS RELEVANT TO A WORKPLACE  20
UEENEEO2B  PROVIDE BASIC INSTRUCTION IN THE USE OF ELECTROTECHNOLOGY APPARATUS  20
UEENE042A  PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES  20
UEEED012B  SUPPORT COMPUTER HARDWARE AND SOFTWARE  120
UEENE05B  UNDERTAKE COMPUTATIONS IN AN ELECTROTECHNOLOGY ENVIRONMENT  120
UEENEAD01B  ASSEMBLE ELECTRONIC APPARATUS  40
UEENE04B  SOLVE PROBLEMS IN MULTIPLE PATH D.C. CIRCUITS  40
UEENE07B  USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS  40
UEENE01B  SOLVE PROBLEMS IN MULTIPLE PATH A.C. CIRCUITS  40
UEENE05B  FIX AND SECURE EQUIPMENT  20

CERTIFICATE III IN ELECTROTECHNOLOGY ELECTRICIAN
Course Code: UEE30807

Campus: Sunshine

Career Opportunities
Graduates of this course would be employed as Licensed A Grade Electrician.

Scope of Delivery
Part-time, block release.

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

Entry Requirements
To qualify for admission to the course, applicants must be employed as an apprentice electrical trades person.

Course Duration
TBA.

Course Structure
Unit Code   Hours  
Core Units of Study
Students must successfully complete all 17 core units, at least 2 stream core competency standard units as prescribed and the required electives to complete a unit strand total of 6 in Schedule 3.
UEENEEO2B  PARTICIPATE IN ELECTRICAL WORK AND COMPETENCY DEVELOPMENT ACTIVITIES  20
UEENE01B  APPLY OHS PRACTICES IN THE WORKPLACE  20
UEENE02B  DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS  40
UEENE03B  SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS  40
UEENE04B  SOLVE PROBLEMS IN MULTIPLE PATH D.C. CIRCUITS  40
UEENE05B  FIX AND SECURE EQUIPMENT  20
UEENE07B  USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS  40
UEENE08B  LAY WIRING AND TERMINATE ACCESSORIES FOR EXTRA-LOW VOLTAGE CIRCUITS  40
UEENE33B  DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTRICAL  20
UEENE01B  SOLVE PROBLEMS IN ELECTROMAGNETIC CIRCUITS  60
UEENE02B  SOLVE PROBLEMS IN SINGLE AND THREE PHASE LOW VOLTAGE CIRCUITS  80
UEENE03B  INSTALL WIRING AND ACCESSORIES FOR LOW VOLTAGE CIRCUITS  80
### Unit Code and Hours

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>UEENEEG004B</td>
<td>INSTALL LOW VOLTAGE ELECTRICAL APPARATUS AND ASSOCIATED EQUIPMENT</td>
<td>80</td>
</tr>
<tr>
<td>UEENEEG005B</td>
<td>VERIFY COMPLIANCE AND FUNCTIONALITY OF GENERAL ELECTRICAL INSTALLATIONS</td>
<td>40</td>
</tr>
<tr>
<td>UEENEEG007B</td>
<td>SELECT AND ARRANGE EQUIPMENT FOR GENERAL ELECTRICAL INSTALLATIONS</td>
<td>120</td>
</tr>
<tr>
<td>UEENEEG008B</td>
<td>FIND AND REPAIR FAULTS IN ELECTRICAL APPARATUS AND CIRCUITS</td>
<td>100</td>
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<tr>
<td>UEENEEG009B</td>
<td>DEVELOP AND CONNECT CONTROL CIRCUITS</td>
<td>60</td>
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<tr>
<td>UEENECD018B</td>
<td>MAINTAIN DOCUMENTATION</td>
<td>20</td>
</tr>
<tr>
<td>UEENECD028B</td>
<td>SOURCE AND PURCHASE MATERIAL/PARTS FOR INSTALLATION OR SERVICE JOBS</td>
<td>20</td>
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<tr>
<td>UEENECD038B</td>
<td>PROVIDE QUOTATIONS FOR INSTALLATION OR SERVICE JOBS</td>
<td>20</td>
</tr>
<tr>
<td>UEENECD10B</td>
<td>DELIVER A SERVICE TO CUSTOMERS</td>
<td>20</td>
</tr>
<tr>
<td>UEENEDE001B</td>
<td>USE BASIC COMPUTER APPLICATIONS RELEVANT TO A WORKPLACE</td>
<td>20</td>
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<tr>
<td>UEENEDE009B</td>
<td>COMPLY WITH SCHEDULED AND PREVENTATIVE MAINTENANCE PROGRAM PROCESSES</td>
<td>20</td>
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<tr>
<td>UEENEDE020B</td>
<td>PROVIDE BASIC INSTRUCTION IN THE USE OF ELECTROTECHNOLOGY APPARATUS</td>
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<tr>
<td>UEENEKD042A</td>
<td>PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
<td>20</td>
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<tr>
<td>UEENEF002B</td>
<td>LAY AND CONNECT CABLES FOR MULTIPLE ACCESS TO TELECOMMUNICATION SERVICES</td>
<td>120</td>
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<tr>
<td>UEENEDE048B</td>
<td>USE ENGINEERING APPLICATIONS SOFTWARE</td>
<td>40</td>
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<tr>
<td>UEENEDE078B</td>
<td>DEVELOP, ENTER AND VERIFY PROGRAMS FOR PROGRAMMABLE LOGIC CONTROLLERS USING LADDER INSTRUCTION SET</td>
<td>60</td>
</tr>
<tr>
<td>UEENEDE026B</td>
<td>DESIGN A COMPUTER BASED CONTROL SYSTEM</td>
<td>120</td>
</tr>
<tr>
<td>UEENEDE027B</td>
<td>DEVELOP STRUCTURED PROGRAMS TO CONTROL EXTERNAL DEVICES</td>
<td>40</td>
</tr>
<tr>
<td>UEENEDE288B</td>
<td>DEVELOP AND TEST CODE FOR MICROCONTROLLER DEVICES</td>
<td>60</td>
</tr>
<tr>
<td>UEENEDE020B</td>
<td>PROVIDE BASIC INSTRUCTION IN THE USE OF ELECTROTECHNOLOGY APPARATUS</td>
<td>20</td>
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<tr>
<td>UEENEEG035B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN A.C. MOTOR DRIVE SYSTEMS</td>
<td>80</td>
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<tr>
<td>UEENEEH001B</td>
<td>CARRY OUT BASIC REPAIRS TO COMPUTER EQUIPMENT BY REPLACEMENT OF MODULES/SUB-ASSEMBLIES</td>
<td>40</td>
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<tr>
<td>UEENEEH002B</td>
<td>CARRY OUT BASIC REPAIRS TO ELECTRONIC APPARATUS BY REPLACEMENT OF COMPONENTS</td>
<td>40</td>
</tr>
<tr>
<td>UEENEEH033B</td>
<td>CARRY OUT ROUTINE REPAIRS TO BUSINESS EQUIPMENT</td>
<td>120</td>
</tr>
<tr>
<td>UEENEEH004B</td>
<td>SET UP AND TEST RESIDENTIAL AUDIO/VIDEO EQUIPMENT</td>
<td>40</td>
</tr>
<tr>
<td>UEENEEH005B</td>
<td>VERIFY COMPLIANCE AND FUNCTIONALITY OF CUSTOM ELECTRONIC INSTALLATIONS</td>
<td>40</td>
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<tr>
<td>UEENEEH06B</td>
<td>ASSEMBLE AND SET UP FIXED AUDIO/VIDEO COMPONENTS AND SYSTEMS IN BUILDINGS AND PREMISES</td>
<td>120</td>
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<tr>
<td>UEENEEH07B</td>
<td>CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN GENERAL ELECTRONIC APPARATUS</td>
<td>40</td>
</tr>
<tr>
<td>UEENEEH08B</td>
<td>ASSEMBLE AND ERECT RECEPTION ANTENNAE AND SIGNAL DISTRIBUTION EQUIPMENT</td>
<td>60</td>
</tr>
<tr>
<td>UEENEEH09B</td>
<td>SET UP AND TEST GAMING/GAMES EQUIPMENT</td>
<td>60</td>
</tr>
<tr>
<td>UEENEEH10B</td>
<td>INSTALL COMMERCIAL AUDIO/VIDEO SYSTEM COMPONENTS</td>
<td>120</td>
</tr>
<tr>
<td>UEENEEH11B</td>
<td>TROUBLESHOOT D.C. POWER SUPPLIES WITH SINGLE PHASE INPUT</td>
<td>40</td>
</tr>
<tr>
<td>UEENEEH12B</td>
<td>TROUBLESHOOT DIGITAL SUBSYSTEMS</td>
<td>80</td>
</tr>
<tr>
<td>UEENEEH13B</td>
<td>TROUBLESHOOT AMPLIFIERS</td>
<td>80</td>
</tr>
<tr>
<td>UEENEEH14B</td>
<td>TROUBLESHOOT FREQUENCY DEPENDENT CIRCUITS</td>
<td>80</td>
</tr>
<tr>
<td>UEENEEH15B</td>
<td>DEVELOP SOFTWARE SOLUTIONS IN MICROCONTROLLER BASED SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>UEENEEH15B</td>
<td>DEVELOP SOFTWARE SOLUTIONS IN MICROCONTROLLER BASED SYSTEMS</td>
<td>60</td>
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<tr>
<td>UEENEEH16B</td>
<td>FIND AND REPAIR FAULTS IN THE MICROWAVE AMPLIFIER SECTIONS IN ELECTRONIC APPARATUS</td>
<td>40</td>
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<tr>
<td>UEENEEH17B</td>
<td>CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN AUDIO AND VIDEO REPLAY/RECORDINGAPPARATUS</td>
<td>120</td>
</tr>
<tr>
<td>UEENEEH18B</td>
<td>FIND AND REPAIR FAULTS IN ELECTRONIC APPARATUS</td>
<td>40</td>
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<tr>
<td>UEENEEH19B</td>
<td>CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN TELEVISION RECEIVERS</td>
<td>120</td>
</tr>
<tr>
<td>UEENEEH20B</td>
<td>FIND AND REPAIR FAULTS IN GAMING AND GAMES EQUIPMENT</td>
<td>80</td>
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<tr>
<td>UEENEEH21B</td>
<td>FIND AND REPAIR FAULTS IN HIGH VOLUME OFFICE EQUIPMENT</td>
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<tr>
<td>UEENEEH22B</td>
<td>FIND AND REPAIR FAULTS IN REMOTE CONTROL APPARATUS</td>
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<tr>
<td>UEENEEH23B</td>
<td>FIND AND REPAIR FAULTS IN MICROWAVE HEATING APPARATUS</td>
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<tr>
<td>UEENEEH24B</td>
<td>CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN AUDIO COMPONENTS</td>
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<tr>
<td>UEENEEH25B</td>
<td>PROVIDE SOLUTIONS TO SINGLE PHASE ELECTRONIC POWER CONTROL PROBLEMS</td>
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<tr>
<td>UEENEEH26B</td>
<td>PROVIDE SOLUTIONS TO POLYPHASE ELECTRONIC POWER CONTROL PROBLEMS</td>
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<tr>
<td>UEENEEH27B</td>
<td>COMMISSION COMMERCIAL RADIO FREQUENCY (RF) TRANSMISSION AND RECEPTION SYSTEMS</td>
<td>60</td>
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<tr>
<td>UEENEEH28B</td>
<td>INSTALL MICROWAVE AND ANTENNAE AND WAVGUIDES</td>
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<tr>
<td>UEENEEH29B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN NAVIGATION SYSTEMS</td>
<td>60</td>
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<tr>
<td>UEENEEH30B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN SATELLITEBASED SURVEILLANCE AND OBSERVATION SYSTEMS</td>
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<tr>
<td>UEENEEH31B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN RADAR APPARATUS AND SYSTEMS</td>
<td>120</td>
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<tr>
<td>UEENEEH32B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN GLOBAL POSITIONING SYSTEMS</td>
<td>60</td>
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<tr>
<td>UEENEEH33B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN TELECOMMUNICATION APPARATUS AND SYSTEMS</td>
<td>60</td>
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<tr>
<td>UEENEEH34B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN ELECTRONIC MEDICAL EQUIPMENT</td>
<td>120</td>
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<tr>
<td>UEENEEH35B</td>
<td>DESIGN CUSTOM ELECTRONIC INSTALLATIONS</td>
<td>120</td>
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<tr>
<td>UEENEEH36B</td>
<td>DESIGN COMMERCIAL AUDIO/VIDEO INSTALLATIONS</td>
<td>120</td>
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<tr>
<td>UEENEEH37B</td>
<td>PROGRAM AND COMMISSION COMMERCIAL AUDIO/VIDEO SYSTEMS</td>
<td>40</td>
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<tr>
<td>UEENEEH38B</td>
<td>FIND AND REPAIR FAULTS IN COMPLEX POWER SUPPLIES</td>
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<td>UEENEEH39B</td>
<td>TROUBLESHOOT BASIC AMPLIFIERS</td>
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<td>UEENEEH40B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN SONAR APPARATUS AND SYSTEMS</td>
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<tr>
<td>UEENEEH41B</td>
<td>MANAGE ELECTRONICS/COMPUTER SYSTEMS PROJECTS</td>
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<tr>
<td>UEENEEH42B</td>
<td>TROUBLESHOOT OSCILLATORS</td>
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<tr>
<td>UEENEEH43B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN DIGITAL SUBSYSTEMS OF ELECTRONIC CONTROLS</td>
<td>60</td>
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<tr>
<td>UEENEEH44B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN ANALOGUE CIRCUITS AND COMPONENTS IN ELECTRONIC CONTROL SYSTEMS</td>
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<tr>
<td>UEENEEH45B</td>
<td>DEVELOP SOLUTIONS TO ANALOGUE ELECTRONIC PROBLEMS</td>
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<tr>
<td>UEENEEH46B</td>
<td>SOLVE FUNDAMENTAL PROBLEMS IN ELECTRONIC COMMUNICATIONS SYSTEMS</td>
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Unit Code | Hours
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UEENEEH047B | ASSESS COMPLIANCE OF ELECTRONIC APPARATUS | 60
UEENEEH048B | DESIGN AND DEVELOP ADVANCED DIGITAL SYSTEMS | 40
UEENEEH049B | DEVELOP SOLUTIONS TO AUDIO ELECTRONIC PROBLEMS | 60
UEENEEH050B | ASSEMBLE AND SET UP BASIC WIRED AND WIRELESS SECURITY SYSTEMS | 80
UEENEEH051B | INSTALL LARGE WIRED AND WIRELESS SECURITY SYSTEMS | 100
UEENEEH052B | ENTER INSTRUCTIONS AND TEST BASIC WIRED AND WIRELESS SECURITY SYSTEMS | 40
UEENEEH053B | PROGRAM AND TEST LARGE WIRED AND WIRELESS SECURITY SYSTEMS | 120
UEENEEH054B | PROGRAM AND COMMISSION COMMERCIAL SECURITY ALARMS SYSTEMS | 60
UEENEEH055B | PROGRAM AND COMMISSION COMMERCIAL SECURITY ACCESS CONTROL SYSTEMS | 60
UEENEEH056B | PROGRAM AND COMMISSION COMMERCIAL SECURITY CLOSED CIRCUIT TELEVISION (CCTV) SYSTEMS | 60
UEENEEH057B | DESIGN INTEGRATED SECURITY SYSTEMS FOR A SINGLE SITE | 40
UEENEEH058B | DESIGN INTEGRATED SENSOR SYSTEMS | 60
UEENEEH060B | PLAN ELECTRONIC PROJECTS | 60
UEENEEH061B | POSITION AND TERMINATE FIRE DETECTION AND WARNING SYSTEM APPARATUS | 40
UEENEEH062B | VERIFY COMPLIANCE AND FUNCTIONALITY OF FIRE PROTECTION INSTALLATIONS | 60
UEENEEH063B | ENTER AND VERIFY PROGRAMS IN PREPARATION FOR COMMISSIONING FIRE PROTECTION SYSTEMS | 40
UEENEEH064B | COMMISSION COMMERCIAL FIRE PROTECTION SYSTEMS | 40
UEENEEH065B | FIND AND REPAIR FAULTS IN FIRE PROTECTION SYSTEMS | 40
UEENEEH066B | FAULT FIND MICROCONTROLLER BASED HARDWARE | 40
UEENEEH067B | COMMISSION ELECTRONICS AND COMMUNICATIONS SYSTEMS | 20
UEENEEH068B | MODIFY-REDESIGN OF ELECTRONICS AND COMMUNICATIONS SYSTEMS | 20
UEENEEH069B | SOLVE PROBLEMS IN ELECTRONIC CIRCUITS | 100
UEENEEH070B | TERMINATE AND CONNECT COMPONENTS, CONDUCTORS, WIRING AND CABLES FOR ELECTRONIC CIRCUITS | 40
UEENEEH071B | FIND AND REPAIR FAULTS IN TELEVISION RECEIVERS | 120
UEENEEH072B | FIND AND REPAIR FAULTS IN COMMUNICATION SYSTEMS | 80
UEENEEH073B | FIND AND REPAIR FAULTS IN PROFESSIONAL AUDIO REPRODUCTION COMPONENTS | 120
UEENEEH074B | FIND AND REPAIR FAULTS IN AUDIO/VIDEORECORDING EQUIPMENT | 0
UEENEEH075B | FIND AND RECTIFY FAULTS AND MALFUNCTIONS IN SECURITY SYSTEM INSTALLATIONS | 60
UEENEEH076B | DIAGNOSE AND RECTIFY FAULTS IN DISPLAY CIRCUITS | 60
UEENEEH077B | DIAGNOSE AND RECTIFY FAULTS IN RECORDING AND PLAY APPARATUS | 60
UEENEEH078B | DIAGNOSE AND RECTIFY FAULTS IN PICTURE CIRCUITS | 60
UEENEEH079B | DIAGNOSE AND RECTIFY FAULTS IN DIGITAL TELEVISION APPARATUS | 80
UEENEEH080B | DIAGNOSE AND RECTIFY FAULTS IN DIGITAL TRANSMISSION SYSTEMS | 80
UEENEEH081B | DESIGN PRINTED CIRCUIT BOARDS | 40
UEENEEH082B | DEVELOP SOLUTIONS TO RF AMPLIFIERS PROBLEMS | 40
UEENEEH083B | ANALYSE THE PERFORMANCE OF WIRELESSBASED ELECTRONIC SYSTEMS | 40
UEENEEH084B | MODIFY DSP BASED SUB-SYSTEMS | 80
UEENEEH085B | DESIGN A SIGNAL-CONDITIONING SUBSYSTEM | 80
UEENEEH086B | INSTALL AND SET UP TRANSDUCERS AND SENSING DEVICES | 40
UEENEEH087B | CO-ORDINATE MAINTENANCE OF RENEWABLE ENERGY APPARATUS AND SYSTEMS | 20
UEENEEH088B | PLAN RENEWABLE ENERGY PROJECTS | 60
UEENEEH089B | CARRY OUT BASIC REPAIRS TO RENEWABLE ENERGY APPARATUS BY REPLACEMENT OF COMPONENTS | 60
UEENEEH090B | ASSEMBLE AND SET UP PHOTOVOLTAIC APPARATUS IN DOMESTIC DWELLINGS | 20
UEENEEH091B | SOLVE BASIC PROBLEMS IN PHOTOVOLTAIC ENERGY APPARATUS | 80
UEENEEH092B | INSTALL AND SET UP GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS | 40
UEENEEH093B | DIAGNOSE FAULTS IN RENEWABLE ENERGY CONTROL SYSTEMS | 60
UEENEEH094B | SOLVE BASIC PROBLEMS IN STAND-ALONE RENEWABLE ENERGY SYSTEMS | 60
UEENEEH095B | DESIGN RENEWABLE ENERGY HEATING SYSTEMS | 120
UEENEEH096B | SOLVE BASIC PROBLEMS IN WIND ENERGY CONVERSION SYSTEMS | 60
UEENEEH097B | DESIGN WIND ENERGY CONVERSION SYSTEMS RATED TO 10 KW | 60
UEENEEH098B | DEVELOP STRATEGIES TO ADDRESS SUSTAINABILITY ISSUES | 20
UEENEEH099B | DESIGN HYBRID POWER SYSTEMS | 80
UEENEEH100B | INSTALL STAND-ALONE PHOTOVOLTAIC POWER SYSTEMS | 60
UEENEEH101B | DESIGN GRID CONNECTED POWER SUPPLY SYSTEMS | 120
UEENEEH102B | PREPARE GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS FOR LV CONNECTION | 40
UEENEEH103B | DEVELOP ENGINEERING SOLUTIONS TO RENEWABLE ENERGY PROBLEMS | 60
UEENEEH104B | DEVELOP STRATEGIES FOR EFFECTIVE ENERGY REDUCTION IN BUILDINGS | 60
UEENEEH105B | REPORT ON THE INTEGRITY OF EXPLOSIONPROTECTED EQUIPMENT IN HAZARDOUS AREAS | 20

ADVANCED DIPLOMA OF ELECTRICAL ENGINEERING
Course Code: UEE60107

Campus: Sunshine
Career Opportunities
Graduates of this course would be employed as electronics technician, electrical technician, technical officer(electrical), electrical engineer.

Scope of Delivery
Full-time, Part-Time.

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

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Entry Requirements
To qualify for admission to the course, applicants must be a currently registered electrician.

Course Duration
2 years.

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UENEEE001B</td>
<td>APPLY OHS PRACTICES IN THE WORKPLACE</td>
<td>20</td>
</tr>
<tr>
<td>UENEEE002B</td>
<td>DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS</td>
<td>40</td>
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<tr>
<td>UENEEE003B</td>
<td>SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS</td>
<td>40</td>
</tr>
<tr>
<td>UENEEE004B</td>
<td>SOLVE PROBLEMS IN MULTIPLE PATH D.C. CIRCUITS</td>
<td>40</td>
</tr>
<tr>
<td>UENEEE005B</td>
<td>FIX AND SECURE EQUIPMENT</td>
<td>20</td>
</tr>
<tr>
<td>UENEEE007B</td>
<td>USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS</td>
<td>40</td>
</tr>
<tr>
<td>UENEEE008B</td>
<td>LAY WIRING AND TERMINATE ACCESSORIES FOR EXTRA-LOW VOLTAGE CIRCUITS</td>
<td>40</td>
</tr>
<tr>
<td>UENEEE011B</td>
<td>MANAGE RISK IN ELECTROTECHNOLOGY ACTIVITIES</td>
<td>100</td>
</tr>
<tr>
<td>UENEEE017B</td>
<td>IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES</td>
<td>20</td>
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<tr>
<td>UENEEE024B</td>
<td>COMPILE AND PRODUCE AN ELECTROTECHNOLOGY REPORT</td>
<td>60</td>
</tr>
<tr>
<td>UENEEE033B</td>
<td>DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTRICAL</td>
<td>20</td>
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<tr>
<td>UENEEE038B</td>
<td>PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN</td>
<td>20</td>
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<tr>
<td>UENEEE046B</td>
<td>IDENTIFY EFFECTS OF ENERGY ON MACHINERY AND MATERIALS IN AN ELECTROTECHNOLOGY ENVIRONMENT</td>
<td>120</td>
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<tr>
<td>UENEEE047B</td>
<td>IDENTIFY BUILDING TECHNIQUES, METHODS AND MATERIALS USED IN ELECTROTECHNOLOGY WORK ACTIVITIES</td>
<td>120</td>
</tr>
<tr>
<td>UENEEE050B</td>
<td>UNDERTAKE COMPUTATIONS IN AN ELECTROTECHNOLOGY ENVIRONMENT</td>
<td>120</td>
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<tr>
<td>UENEE071B</td>
<td>WRITE SPECIFICATIONS FOR ELECTRICAL ENGINEERING PROJECTS</td>
<td>40</td>
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<tr>
<td>UENEG001B</td>
<td>SOLVE PROBLEMS IN ELECTROMAGNETIC CIRCUITS</td>
<td>60</td>
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<tr>
<td>UENEG002B</td>
<td>SOLVE PROBLEMS IN SINGLE AND THREE PHASE LOW VOLTAGE CIRCUITS</td>
<td>80</td>
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<tr>
<td>UENEG007B</td>
<td>SELECT AND ARRANGE EQUIPMENT FOR GENERAL ELECTRICAL INSTALLATIONS</td>
<td>120</td>
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<tr>
<td>UENEG047B</td>
<td>PROVIDE COMPUTATIONAL SOLUTIONS TO POWER ENGINEERING PROBLEMS</td>
<td>60</td>
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<td>UENEG048B</td>
<td>SOLVE PROBLEMS IN COMPLEX MULTIPLE PATH POWER CIRCUITS</td>
<td>60</td>
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<tr>
<td>UENEG049B</td>
<td>SOLVE PROBLEMS IN COMPLEX POLYPHASE POWER CIRCUITS</td>
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<tr>
<td>UENEG069B</td>
<td>MANAGE ELECTRICAL PROJECTS</td>
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<tr>
<td>UENEG070B</td>
<td>PLAN ELECTRICAL PROJECTS</td>
<td>60</td>
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</table>

Stream Core Competency Standard Units
At least 2 of the following competency standard units to be achieved

| BSBFLMS03B | MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS | 60 |
| BSBFLMS06B | MANAGE WORKPLACE INFORMATION SYSTEMS | 60 |
| BSBFLMS09B | FACILITATE CONTINUOUS IMPROVEMENT | 60 |
| BSBFLMS10B | FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION | 60 |
| BSBFLMS12B | ENSURE TEAM EFFECTIVENESS | 60 |

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
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<tbody>
<tr>
<td>UENEEM001B</td>
<td>REPORT ON THE INTEGRITY OF EXPLOSIONPROTECTED EQUIPMENT IN HAZARDOUS AREAS</td>
<td>20</td>
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<tr>
<td>UENEEM002B</td>
<td>ATTEND TO BREAKDOWNS IN HAZARDOUS AREAS</td>
<td>20</td>
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<tr>
<td>UENEEM003B</td>
<td>USE AND MAINTAIN THE INTEGRITY OF PORTABLE GAS DETECTION DEVICES</td>
<td>20</td>
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<tr>
<td>UENEEM004B</td>
<td>INSTALL EXPLOSION-PROTECTED EQUIPMENT AND WIRING SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>UENEEM005B</td>
<td>INSTALL AND MAINTAIN INTEGRITY OF FIXED GAS DETECTION EQUIPMENT</td>
<td>20</td>
</tr>
<tr>
<td>UENEEM006B</td>
<td>MAINTAIN EQUIPMENT IN HAZARDOUS AREAS</td>
<td>60</td>
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<tr>
<td>UENEEM007B</td>
<td>OVERHAUL AND REPAIR EXPLOSIONPROTECTED EQUIPMENT</td>
<td>60</td>
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<tr>
<td>UENEEM008B</td>
<td>ASSESS EXPLOSION-PROTECTED EQUIPMENT FOR COMPLIANCE WITH STANDARDS</td>
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<tr>
<td>UENEEM009B</td>
<td>TEST INSTALLATIONS IN HAZARDOUS AREAS</td>
<td>40</td>
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<tr>
<td>UENEEM010B</td>
<td>CONDUCT CLOSE INSPECTION OF EXISTING HAZARDOUS AREAS INSTALLATIONS</td>
<td>20</td>
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<tr>
<td>UENEEM011B</td>
<td>CONDUCT DETAILED INSPECTION OF HAZARDOUS AREAS INSTALLATIONS</td>
<td>40</td>
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<tr>
<td>UENEEM012B</td>
<td>DEVELOP AND MANAGE MAINTENANCE PROGRAMS FOR HAZARDOUS AREAS ELECTRICAL EQUIPMENT</td>
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<tr>
<td>UENEEM013B</td>
<td>ENSURE THE SAFETY OF HAZARDOUS AREAS</td>
<td>20</td>
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<tr>
<td>UENEEM014B</td>
<td>DESIGN AND DEVELOP MODIFICATIONS TO EXPLOSION-PROTECTED EQUIPMENT</td>
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<tr>
<td>UENEEM015B</td>
<td>CLASSIFY HAZARDOUS AREAS</td>
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<tr>
<td>UENEEM016B</td>
<td>DESIGN ELECTRICAL INSTALLATIONS IN HAZARDOUS AREAS</td>
<td>20</td>
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<tr>
<td>UENEEM017B</td>
<td>DESIGN EXPLOSION-PROTECTED ELECTRICAL SYSTEMS</td>
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<tr>
<td>UENEED007B</td>
<td>DEVELOP, ENTER AND VERIFY PROGRAMS FOR PROGRAMMABLE LOGIC CONTROLLERS USING LADDER INSTRUCTION SET</td>
<td>60</td>
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<tr>
<td>UENEED026B</td>
<td>DESIGN A COMPUTER BASED CONTROL SYSTEM</td>
<td>120</td>
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<tr>
<td>UENEED027B</td>
<td>DEVELOP STRUCTURED PROGRAMS TO CONTROL EXTERNAL DEVICES</td>
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<tr>
<td>UENEED028B</td>
<td>DEVELOP AND TEST CODE FOR MICROCONTROLLER DEVICES</td>
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<td>UENEED020B</td>
<td>PROVIDE BASIC INSTRUCTION IN THE USE OF ELECTROTECHNOLOGY APPARATUS</td>
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<tr>
<td>UENEED035B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN A.C. MOTOR DRIVE SYSTEMS</td>
<td>80</td>
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<tr>
<td>UENEEE001B</td>
<td>CARRY OUT BASIC REPAIRS TO COMPUTER EQUIPMENT BY REPLACEMENT OF MODULES/SUB-ASSEMBLIES</td>
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<td>Unit Code</td>
<td>Description</td>
<td>Hours</td>
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<tr>
<td>UEEN002B</td>
<td>CARRY OUT BASIC REPAIRS TO ELECTRONIC APPARATUS BY REPLACEMENT OF COMPONENTS</td>
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<tr>
<td>UEEN003B</td>
<td>CARRY OUT ROUTINE REPAIRS TO BUSINESS EQUIPMENT</td>
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<tr>
<td>UEEN004B</td>
<td>SET UP AND TEST RESIDENTIAL AUDIO/VIDEO EQUIPMENT</td>
<td>40</td>
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<tr>
<td>UEEN005B</td>
<td>VERIFY COMPLIANCE AND FUNCTIONALITY OF CUSTOM ELECTRONIC INSTALLATIONS</td>
<td>40</td>
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<tr>
<td>UEEN006B</td>
<td>ASSEMBLE AND SET UP FIXED AUDIO/VIDEO COMPONENTS AND SYSTEMS IN BUILDINGS AND PREMISES</td>
<td>120</td>
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<tr>
<td>UEEN008B</td>
<td>CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN GENERAL ELECTRONIC APPARATUS</td>
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<tr>
<td>UEEN009B</td>
<td>ASSEMBLE AND ERECT RECEPTION ANTEENNA AND SIGNAL DISTRIBUTION EQUIPMENT</td>
<td>60</td>
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<tr>
<td>UEEN010B</td>
<td>INSTALL COMMERCIAL AUDIO/VIDEO SYSTEM COMPONENTS</td>
<td>120</td>
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<tr>
<td>UEEN011B</td>
<td>TROUBLESHOOT D.C. POWER SUPPLIES WITH SINGLE PHASE INPUT</td>
<td>40</td>
</tr>
<tr>
<td>UEEN012B</td>
<td>TROUBLESHOOT DIGITAL SUBSYSTEMS</td>
<td>80</td>
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<tr>
<td>UEEN013B</td>
<td>TROUBLESHOOT AMPLIFIERS</td>
<td>80</td>
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<tr>
<td>UEEN014B</td>
<td>TROUBLESHOOT FREQUENCY DEPENDENT CIRCUITS</td>
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<tr>
<td>UEEN015B</td>
<td>DEVELOP SOFTWARE SOLUTIONS IN MICROCONTROLLER BASED SYSTEMS</td>
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<tr>
<td>UEEN016B</td>
<td>FIND AND REPAIR FAULTS IN THE MICROWAVE AMPLIFIER SECTIONS IN ELECTRONIC APPARATUS</td>
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<tr>
<td>UEEN017B</td>
<td>CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN AUDIO AND VIDEO REPLAY/RECORDING APPARATUS</td>
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<tr>
<td>UEEN018B</td>
<td>FIND AND REPAIR FAULTS IN ELECTRONIC APPARATUS</td>
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<tr>
<td>UEEN019B</td>
<td>CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN TELEVISION RECEIVERS</td>
<td>120</td>
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<tr>
<td>UEEN020B</td>
<td>FIND AND REPAIR FAULTS IN GAMING AND GAMES EQUIPMENT</td>
<td>80</td>
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<tr>
<td>UEEN021B</td>
<td>FIND AND REPAIR FAULTS IN HIGH VOLUME OFFICE EQUIPMENT</td>
<td>120</td>
</tr>
<tr>
<td>UEEN022B</td>
<td>FIND AND REPAIR FAULTS IN REMOTE CONTROL APPARATUS</td>
<td>60</td>
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<tr>
<td>UEEN023B</td>
<td>FIND AND REPAIR FAULTS IN MICROWAVE HEATING APPARATUS</td>
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<td>UEEN024B</td>
<td>CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN AUDIO COMPONENTS</td>
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<tr>
<td>UEEN025B</td>
<td>PROVIDE SOLUTIONS TO SINGLE PHASE ELECTRONIC POWER CONTROL PROBLEMS</td>
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<td>UEEN026B</td>
<td>PROVIDE SOLUTIONS TO POLYPHASE ELECTRONIC POWER CONTROL PROBLEMS</td>
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<td>INSTALL MICROWAVE AND ANTENNA AND WAVEGUIDES</td>
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<td>DIAGNOSE AND RECTIFY FAULTS IN NAVIGATION SYSTEMS</td>
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<td>DIAGNOSE AND RECTIFY FAULTS IN SATELLITEBASED SURVEILLANCE AND OBSERVATION SYSTEMS</td>
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<td>DIAGNOSE AND RECTIFY FAULTS IN RADAR APPARATUS AND SYSTEMS</td>
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<td>DIAGNOSE AND RECTIFY FAULTS IN GLOBAL POSITIONING SYSTEMS</td>
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<td>DIAGNOSE AND RECTIFY FAULTS IN ELECTRONIC MEDICAL EQUIPMENT</td>
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<td>DESIGN CUSTOM ELECTRONIC INSTALLATIONS</td>
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<td>PROGRAM AND COMMISSION COMMERCIAL AUDIO/VIDEO SYSTEMS</td>
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<td>FIND AND REPAIR FAULTS IN COMPLEX POWER SUPPLIES</td>
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<td>TROUBLESHOOT BASIC AMPLIFIERS</td>
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<td>DIAGNOSE AND RECTIFY FAULTS IN SONAR APPARATUS AND SYSTEMS</td>
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<td>MANAGE ELECTRONICS/COMPUTER SYSTEMS PROJECTS</td>
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<td>UEEN042B</td>
<td>TROUBLESHOOT OSCILLATORS</td>
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<td>DESIGN AND DEVELOP ADVANCED DIGITAL SYSTEMS</td>
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<td>ASSEMBLE AND SET UP BASIC WIRED AND WIRELESS SECURITY SYSTEMS</td>
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<td>INSTALL LARGE WIRED AND WIRELESS SECURITY SYSTEMS</td>
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<td>ENTER INSTRUCTIONS AND TEST BASIC WIRED AND WIRELESS SECURITY SYSTEMS</td>
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<td>PROGRAM AND COMMISSION COMMERCIAL SECURITY ALARM SYSTEMS</td>
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<td>PROGRAM AND COMMISSION COMMERCIAL SECURITY ACCESS CONTROL SYSTEMS</td>
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<td>DEVELOP BASIC INTEGRATED SECURITY SYSTEMS PLAN</td>
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<td>DESIGN INTEGRATED SECURITY SYSTEMS FOR A SINGLE SITE</td>
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<td>POSITION AND TERMINATE FIRE DETECTION AND WARNING SYSTEM APPARATUS</td>
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<td>ENTER AND VERIFY PROGRAMS IN PREPARATION FOR COMMISSIONING FIRE PROTECTION SYSTEMS</td>
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<td>MODIFY-REDENIGN OF ELECTRONICS AND COMMUNICATIONS SYSTEMS</td>
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<td>TERMINATE AND CONNECT COMPONENTS, CONDUCTORS, WIRING AND CABLES FOR ELECTRONIC CIRCUITS</td>
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<td>UEEN071B</td>
<td>FIND AND REPAIR FAULTS IN TELEVISION RECEIVERS</td>
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### FACULTY OF TECHNICAL AND TRADES INNOVATION

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<td>UEEENEEH072B</td>
<td>FIND AND REPAIR FAULTS IN COMMUNICATION SYSTEMS</td>
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<td>UEEENEEH073B</td>
<td>FIND AND REPAIR FAULTS IN PROFESSIONAL AUDIO REPRODUCTION COMPONENTS</td>
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<td>UEEENEEH074B</td>
<td>FIND AND REPAIR FAULTS IN AUDIO/VIDEO RECORDING EQUIPMENT</td>
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<td>FIND AND RECTIFY FAULTS AND MALFUNCTIONS IN SECURITY SYSTEM INSTALLATIONS</td>
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<td>DIAGNOSE AND RECTIFY FAULTS IN DISPLAY CIRCUITS</td>
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<td>DIAGNOSE AND RECTIFY FAULTS IN RECORDED AND REPLAY APPARATUS</td>
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<td>UEEENEEH078B</td>
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<td>UEEENEEH080B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN DIGITAL TRANSMISSION SYSTEMS</td>
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<td>UEEENEEH081B</td>
<td>DESIGN PRINTED CIRCUIT BOARDS</td>
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<td>UEEENEEH082B</td>
<td>DEVELOP SOLUTIONS TO RF AMPLIFIERS PROBLEMS</td>
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<td>UEEENEEH083B</td>
<td>ANALYSE THE PERFORMANCE OF WIRELESS-BASED ELECTRONIC SYSTEMS</td>
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<td>UEEENEEH084B</td>
<td>MODIFY DSP-BASED SUB-SYSTEMS</td>
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<td>UEEENEEH085B</td>
<td>DESIGN A SIGNAL-CONDITIONING SUBSYSTEM</td>
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<td>UEEENEO01B</td>
<td>INSTALL AND SETUP TRANSDUCERS AND SENSING DEVICES</td>
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<td>UEEENEO10B</td>
<td>CO-ORDINATE MAINTENANCE OF RENEWABLE ENERGY APPARATUS AND SYSTEMS</td>
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<td>UEEENEO22B</td>
<td>PLAN RENEWABLE ENERGY PROJECTS</td>
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<td>UEEENEO23B</td>
<td>CARRY OUT BASIC REPAIRS TO RENEWABLE ENERGY APPARATUS BY REPLACEMENT OF COMPONENTS</td>
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<td>UEEENEO24B</td>
<td>ASSEMBLE AND SET UP PHOTOVOLTAIC APPARATUS IN DOMESTIC DWELLINGS</td>
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<td>UEEENEO25B</td>
<td>SOLVE BASIC PROBLEMS IN PHOTOVOLTAIC ENERGY APPARATUS</td>
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<td>UEEENEO26B</td>
<td>INSTALL AND SET UP GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS</td>
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<td>UEEENEO27B</td>
<td>DIAGNOSE FAULTS IN RENEWABLE ENERGY CONTROL SYSTEMS</td>
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<td>UEEENEO28B</td>
<td>SOLVE BASIC PROBLEMS IN STAND-ALONE RENEWABLE ENERGY SYSTEMS</td>
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<td>UEEENEO29B</td>
<td>DESIGN RENEWABLE ENERGY HEATING SYSTEMS</td>
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<td>UEEENEO30B</td>
<td>SOLVE BASIC PROBLEMS IN WIND ENERGY CONVERSION SYSTEMS</td>
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<td>UEEENEO31B</td>
<td>DESIGN WIND ENERGY CONVERSION SYSTEMS RATED TO 10 KW</td>
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<td>UEEENEO32B</td>
<td>DEVELOP STRATEGIES TO ADDRESS SUSTAINABILITY ISSUES</td>
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<tr>
<td>UEEENEO33B</td>
<td>DESIGN HYBRID POWER SYSTEMS</td>
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<td>UEEENEO34B</td>
<td>INSTALL STAND-ALONE PHOTOVOLTAIC POWER SYSTEMS</td>
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<td>UEEENEO35B</td>
<td>DESIGN GRID CONNECTED POWER SUPPLY SYSTEMS</td>
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<td>UEEENEO36B</td>
<td>PREPARE GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS FOR LV CONNECTION</td>
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<td>UEEENEO40B</td>
<td>DEVELOP ENGINEERING SOLUTIONS TO RENEWABLE ENERGY PROBLEMS</td>
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<td>UEEENEO41B</td>
<td>DEVELOP STRATEGIES FOR EFFECTIVE ENERGY REDUCTION IN BUILDINGS</td>
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<tr>
<td>UEEENEO01B</td>
<td>REPORT ON THE INTEGRITY OF EXPLOSION-PROTECTED EQUIPMENT IN HAZARDOUS AREAS</td>
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### ADVANCED DIPLOMA OF COMPUTER SYSTEMS ENGINEERING

**Course Code:** UEE60407

**Campus:** Sunshine

**Career Opportunities**

Graduates of this course could be employed in the following areas: MCSE & CCNE Systems/Network Administrator, ICT Network Specialist, ICT Security Specialist, IT Security Administrator, IT Security Analyst/Engineer, Network and Systems Manager, Network Engineer, Security Administrator, Web Administrator.

**Scope of Delivery**

TBA.

**Course Objective**

People gaining this qualification are able to design, validate/evaluate and administer computer networks and systems, manage risk, estimate and manage projects and provide technical advice/sales.

**Entry Requirements**

Applicants must have successfully completed UEE20507 or equivalent.

**Course Duration**

TBA.

**Course Structure**

**Unit Code**

**Core Units of Study**

Students must successfully complete a minimum of 10 core units plus 2 stream cores, and either 21 electives as specified or 17 electives and 3 imported electives as specified in this application.

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<tr>
<td>UEEENEO044B</td>
<td>COMMISSION COMPUTER SYSTEMS</td>
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<tr>
<td>UEEENEO45B</td>
<td>MODIFY-REDISEIGN OF COMPUTER SYSTEM</td>
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<td>UEEENEO01B</td>
<td>APPLY OHS PRACTICES IN THE WORKPLACE</td>
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<td>UEEENEO15B</td>
<td>DEVELOP DESIGN BRIEFS FOR ELECTROTECHNOLOGY PROJECTS</td>
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<tr>
<td>UEEENEO17B</td>
<td>IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES</td>
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<tr>
<td>UEEENEO32B</td>
<td>CERTIFICATE II IN COMPUTER ASSEMBLY AND REPAIR</td>
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<td>UEEENEO38B</td>
<td>PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN</td>
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<td>UEEENEO78B</td>
<td>CONTRIBUTE TO RISK MANAGEMENT IN ELECTROTECHNOLOGY SYSTEMS</td>
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<td>UEEENEO41B</td>
<td>MANAGE ELECTRONICS/COMPUTER SYSTEMS PROJECTS</td>
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<td>UEEENEO08B</td>
<td>DESIGN AND DEVELOP ELECTRONICS/COMPUTER PROJECTS</td>
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<td>BSFLMS506B</td>
<td>MANAGE WORKPLACE INFORMATION SYSTEMS</td>
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<td>BSFLMS512B</td>
<td>ENSURE TEAM EFFECTIVENESS</td>
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### Elective Units of Study

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<td>UEENEEE011B</td>
<td>DEVELOP OBJECT ORIENTED CODE</td>
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<td>EVALUATE AND MODIFY PROGRAMS WRITTEN IN OBJECT ORIENTED CODE</td>
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<td>UEENEEE029B</td>
<td>DEVELOP BASIC WEB PAGES FOR ENGINEERING APPLICATIONS</td>
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<td>UEENEEE017B</td>
<td>INSTALL AND CONFIGURE INTERNETWORKING SYSTEMS</td>
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<td>UEENEEE010B</td>
<td>SET UP AND CREATE CONTENT FOR A WEB SERVER</td>
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<td>UEENEEE048B</td>
<td>PLAN COMPUTER SYSTEMS PROJECT</td>
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<td>UEENEEE002B</td>
<td>ASSEMBLE, SET UP AND TEST PERSONAL COMPUTERS</td>
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<td>UEENEEE028B</td>
<td>DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS</td>
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<td>UEENEEE014B</td>
<td>DESIGN AND MANAGE ENTERPRISE NETWORKS</td>
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<td>UEENEEE015B</td>
<td>ADMINISTER USER NETWORKS</td>
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<td>UEENEEE016B</td>
<td>DEVELOP NETWORK SERVICES</td>
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<td>UEENEEE018B</td>
<td>DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS</td>
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<td>UEENEEE013B</td>
<td>INSTALL AND ADMINISTER UNIX BASED COMPUTERS</td>
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<td>UEENEEE024B</td>
<td>INTEGRATE MULTIPLE COMPUTER OPERATING SYSTEMS ON A CLIENT SERVER NETWORK</td>
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<td>UEENEEE023B</td>
<td>DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS — WIRELESS LANS/WANS</td>
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<td>DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS — SECURITY</td>
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<td>WRITE SPECIFICATIONS FOR COMPUTER SYSTEMS ENGINEERING PROJECTS</td>
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<td>ESTIMATE ELECTROTECHNOLOGY PROJECTS</td>
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<td>UEENE043B</td>
<td>INSTALL AND CONFIGURE OPERATING SYSTEMS AND SOFTWARE</td>
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<td>UEENE046B</td>
<td>SET UP AND CONFIGURE BASIC LOCAL AREA NETWORK</td>
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<td>SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS</td>
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<td>ICAM00029B</td>
<td>INSTALL NETWORK HARDWARE TO A NETWORK</td>
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<tr>
<td>ICAM178B</td>
<td>IMPLEMENT BACKBONE TECHNOLOGIES IN A LOCAL AREA NETWORK</td>
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<td>ICAM1436B</td>
<td>USE STRUCTURED QUERY LANGUAGE TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA</td>
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<td>DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS — REMOTE ACCESS</td>
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<td>DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS — MULTI-LAYER SWITCHING</td>
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<td>UEENEEE012B</td>
<td>SUPPORT COMPUTER HARDWARE AND SOFTWARE</td>
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<td>PROVIDE PROGRAMMING SOLUTION FOR ENGINEERING PROBLEMS</td>
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<td>COMPILE AND PRODUCE AN ELECTROTECHNOLOGY REPORT</td>
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<td>USE ENGINEERING APPLICATIONS SOFTWARE</td>
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<td>PREPARE TENDER SUBMISSIONS FOR ELECTROTECHNOLOGY PROJECTS</td>
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<tr>
<td>UEENEEE001B</td>
<td>USE BASIC COMPUTER APPLICATIONS RELEVANT TO A WORKPLACE</td>
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### ADVANCED DIPLOMA OF ELECTRICAL – TECHNOLOGY

**Course Code:** UEE61307

**Campus:** Sunshine

**Career Opportunities**
Graduates of this course would be employed as electronics technician, technical officer (electrical), sales and sales support.

**Scope of Delivery**
Full-time, Part-time.

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

**Entry Requirements**
To qualify for admission to the course, applicants must have successfully completed VCE/VCAL or equivalent or entry via internal pathway qualifications.

**Course Duration**
2 years.

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

**Unit Code**

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<th>Title</th>
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<td>DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS</td>
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<td>UEENEEE003B</td>
<td>SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS</td>
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<td>UEENEEE004B</td>
<td>SOLVE PROBLEMS IN MULTIPLE PATH D.C. CIRCUITS</td>
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<td>FIX AND SECURE EQUIPMENT</td>
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<td>USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS</td>
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<td>UEENEEE008B</td>
<td>LAY WIRING AND TERMINATE ACCESSORIES FOR EXTRA-LOW VOLTAGE CIRCUITS</td>
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<td>UEENEEE033B</td>
<td>DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTRICAL</td>
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<td>PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN</td>
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<td>UEENEEE046B</td>
<td>IDENTIFY EFFECTS OF ENERGY ON MACHINERY AND MATERIALS IN AN ELECTROTECHNOLOGY ENVIRONMENT</td>
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Unit Code | Hours
----------|--------
UEENEEE050B | UNDERTAKE COMPUTATIONS IN AN ELECTROTECHNOLOGY ENVIRONMENT | 120
UEENEGG001B | SOLVE PROBLEMS IN ELECTROMAGNETIC CIRCUITS | 60
UEENEGG002B | SOLVE PROBLEMS IN SINGLE AND THREE PHASE LOW VOLTAGE CIRCUITS | 80
UEENEGG047B | PROVIDE COMPUTATIONAL SOLUTIONS TO POWER ENGINEERING PROBLEMS | 60
UEENEGG048B | SOLVE PROBLEMS IN COMPLEX MULTIPLE PATH POWER CIRCUITS | 60
UEENEGG049B | SOLVE PROBLEMS IN COMPLEX POLYPHASE POWER CIRCUITS | 60

Stream Core Competency Standard Units:
At least 3 of the following competency standard units to be achieved
UEENEC001B | MAINTAIN DOCUMENTATION | 20
UEENEC002B | SOURCE AND PURCHASE MATERIAL/PARTS FOR INSTALLATION OR SERVICE JOBS | 20
UEENEC003B | PROVIDE QUOTATIONS FOR INSTALLATION OR SERVICE JOBS | 20
UEENEC010B | DELIVER A SERVICE TO CUSTOMERS | 20

Stream Core Competency Standard Units:
At least 3 of the following competency standard units to be achieved
UEENED001B | USE BASIC COMPUTER APPLICATIONS RELEVANT TO A WORKPLACE | 20
UEENEEG020B | PROVIDE BASIC INSTRUCTION IN THE USE OF ELECTROTECHNOLOGY APPARATUS | 20
BSBFML506B | MANAGE WORKPLACE INFORMATION SYSTEMS | 60
BSBFML512B | ENSURE TEAM EFFECTIVENESS | 60

Elective Units of Study:
In accordance with Schedules 3, 4, 5 and 6 which form in integral part of this qualification, achieve a Unit Strand Total of at least 50 of which at least 33 shall be selected from Schedule 5 or higher and not more than 18 from Schedule 4 as specified.
UEENEM001B | REPORT ON THE INTEGRITY OF EXPLOSIONPROTECTED EQUIPMENT IN HAZARDOUS AREAS | 20
UEENEM002B | ATTEND TO BREAKDOWNS IN HAZARDOUS AREAS | 20
UEENEM003B | USE AND MAINTAIN THE INTEGRITY OF PORTABLE GAS DETECTION DEVICES | 20
UEENEM004B | INSTALL EXPLOSION-PROTECTED EQUIPMENT AND WIRING SYSTEMS | 60
UEENEM005B | INSTALL AND MAINTAIN INTEGRITY OF FIXED GAS DETECTION EQUIPMENT | 20
UEENEM006B | MAINTAIN EQUIPMENT IN HAZARDOUS AREAS | 60
UEENEM007B | OVERHAUL AND REPAIR EXPLOSIONPROTECTED EQUIPMENT | 60
UEENEM008B | ASSESS EXPLOSION-PROTECTED EQUIPMENT FOR COMPLIANCE WITH STANDARDS | 40
UEENEM009B | TEST INSTALLATIONS IN HAZARDOUS AREAS | 40
UEENEM010B | CONDUCT CLOSE INSPECTION OF EXISTING HAZARDOUS AREAS INSTALLATIONS | 20
UEENEM011B | CONDUCT DETAILED INSPECTION OF HAZARDOUS AREAS INSTALLATIONS | 40
UEENEM012B | DEVELOP AND MANAGE MAINTENANCE PROGRAMS FOR HAZARDOUS AREAS ELECTRICAL EQUIPMENT | 20
UEENEM013B | ENSURE THE SAFETY OF HAZARDOUS AREAS | 20
UEENEM014B | DESIGN AND DEVELOP MODIFICATIONS TO EXPLOSION-PROTECTED EQUIPMENT | 40
UEENEM015B | CLASSIFY HAZARDOUS AREAS | 40
UEENEM016B | DESIGN ELECTRICAL INSTALLATIONS IN HAZARDOUS AREAS | 20
UEENEM017B | DESIGN EXPLOSION-PROTECTED ELECTRICAL SYSTEMS | 20
UEENED007B | DEVELOP, ENTER AND VERIFY PROGRAMS FOR PROGRAMMABLE LOGIC CONTROLLERS USING LADDER INSTRUCTION SET | 60
UEENED026B | DESIGN A COMPUTER BASED CONTROL SYSTEM | 120
UEENED027B | DEVELOP STRUCTURED PROGRAMS TO CONTROL EXTERNAL DEVICES | 40
UEENED028B | DEVELOP AND TEST CODE FOR MICROCONTROLLER DEVICES | 60
UEENED029B | PROVIDE BASIC INSTRUCTION IN THE USE OF ELECTROTECHNOLOGY APPARATUS | 20
UEENEGG035B | DIAGNOSE AND RECTIFY FAULTS IN A.C. MOTOR DRIVE SYSTEMS | 80
UEENEGG014B | CARRY OUT BASIC REPAIRS TO COMPUTER EQUIPMENT BY REPLACEMENT OF MODULES/SUB-ASSEMBLIES | 40
UEENEH002B | CARRY OUT BASIC REPAIRS TO ELECTRONIC APPARATUS BY REPLACEMENT OF COMPONENTS | 40
UEENEH003B | CARRY OUT ROUTINE REPAIRS TO BUSINESS EQUIPMENT | 120
UEENEH004B | SET UP AND TEST RESIDENTIAL AUDIO/VIDEO EQUIPMENT | 40
UEENEH005B | VERIFY COMPLIANCE AND FUNCTIONALITY OF CUSTOM ELECTRONIC INSTALLATIONS | 40
UEENEH006B | ASSEMBLE AND SET UP FIXED AUDIO/VIDEO COMPONENTS AND SYSTEMS IN BUILDINGS AND PREMISES | 120
UEENEH007B | CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN GENERAL ELECTRONIC APPARATUS | 40
UEENEH008B | ASSEMBLE AND ERECT RECEPTION ANTENNAE AND SIGNAL DISTRIBUTION EQUIPMENT | 60
UEENEH009B | SET UP AND TEST GAMING/GAMES EQUIPMENT | 60
UEENEH010B | INSTALL COMMERCIAL AUDIO/VIDEO SYSTEM COMPONENTS | 120
UEENEH011B | TROUBLESHOOT D.C. POWER SUPPLIES WITH SINGLE PHASE INPUT | 40
UEENEH012B | TROUBLESHOOT DIGITAL SUBSYSTEMS | 80
UEENEH013B | TROUBLESHOOT AMPLIFIERS | 80
UEENEH014B | TROUBLESHOOT FREQUENCY DEPENDENT CIRCUITS | 80
UEENEH015B | DEVELOP SOFTWARE SOLUTIONS IN MICROCONTROLLER BASED SYSTEMS | 60
UEENEH016B | FIND AND REPAIR FAULTS IN THE MICROWAVE AMPLIFIER SECTIONS IN ELECTRONIC APPARATUS | 40
UEENEH017B | CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN AUDIO AND VIDEO REPLAY/RECORDINGAPPARATUS | 120
UEENEH018B | FIND AND REPAIR FAULTS IN ELECTRONIC APPARATUS | 40
UEENEH019B | CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN TELEVISION RECEIVERS | 120
UEENEH020B | FIND AND REPAIR FAULTS IN GAMING AND GAMES EQUIPMENT | 80
UEENEH021B | FIND AND REPAIR FAULTS IN HIGH VOLUME OFFICE EQUIPMENT | 120
UEENEH022B | FIND AND REPAIR FAULTS IN HIGH VOLUME OFFICE EQUIPMENT | 120
UEENEH023B | FIND AND REPAIR FAULTS IN MICROWAVE HEATING APPARATUS | 40
UEENEH024B | CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN AUDIO COMPONENTS | 40
UEENEH025B | PROVIDE SOLUTIONS TO SINGLE PHASE ELECTRONIC POWER CONTROL PROBLEMS | 60
UEENEH026B | PROVIDE SOLUTIONS TO POLYPHASE ELECTRONIC POWER CONTROL PROBLEMS | 60
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<tr>
<td>UEENEOH027B</td>
<td>COMMISSION COMMERCIAL RADIO FREQUENCY (RF) TRANSMISSION AND RECEPTION SYSTEMS</td>
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<td>UEENEOH028B</td>
<td>INSTALL MICROWAVE AND ANTENNAE AND WAVEGUIDES</td>
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<td>UEENEOH029B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN NAVIGATION SYSTEMS</td>
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<td>UEENEOH030B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN SATELLITE-BASED SURVEILLANCE AND OBSERVATION SYSTEMS</td>
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<td>UEENEOH031B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN RADAR APPARATUS AND SYSTEMS</td>
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<td>DIAGNOSE AND RECTIFY FAULTS IN GLOBAL POSITIONING SYSTEMS</td>
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<td>DIAGNOSE AND RECTIFY FAULTS IN TELECOMMUNICATION APPARATUS AND SYSTEMS</td>
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<td>DIAGNOSE AND RECTIFY FAULTS IN ELECTRONIC MEDICAL EQUIPMENT</td>
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<td>UEENEOH035B</td>
<td>DESIGN CUSTOM ELECTRONIC INSTALLATIONS</td>
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<td>UEENEOH036B</td>
<td>DESIGN COMMERCIAL AUDIO/VIDEO INSTALLATIONS</td>
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<td>UEENEOH037B</td>
<td>PROGRAM AND COMMISSION COMMERCIAL AUDIO/VIDEO SYSTEMS</td>
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<td>UEENEOH038B</td>
<td>FIND AND REPAIR FAULTS IN COMPLEX POWER SUPPLIES</td>
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<td>UEENEOH039B</td>
<td>TROUBLESHOOT BASIC AMPLIFIERS</td>
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<td>UEENEOH040B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN SONAR APPARATUS AND SYSTEMS</td>
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<td>UEENEOH041B</td>
<td>MANAGE ELECTRONICS/COMPUTER SYSTEMS PROJECTS</td>
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<td>UEENEOH042B</td>
<td>TROUBLESHOOT OSCILLATORS</td>
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<td>UEENEOH043B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN DIGITAL SUBSYSTEMS OF ELECTRONIC CONTROLS</td>
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<td>UEENEOH044B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN ANALOGUE CIRCUITS AND COMPONENTS IN ELECTRONIC CONTROL SYSTEMS</td>
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<td>UEENEOH045B</td>
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<td>UEENEOH046B</td>
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<td>UEENEOH047B</td>
<td>ASSESS COMPLIANCE OF ELECTRONIC APPARATUS</td>
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<td>UEENEOH048B</td>
<td>DESIGN AND DEVELOP ADVANCED DIGITAL SYSTEMS</td>
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<td>UEENEOH049B</td>
<td>DEVELOP SOLUTIONS TO AUDIO ELECTRONIC PROBLEMS</td>
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<td>UEENEOH050B</td>
<td>ASSEMBLE AND SET UP BASIC WIRED AND WIRELESS SECURITY SYSTEMS</td>
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<td>INSTALL LARGE WIRED AND WIRELESS SECURITY SYSTEMS</td>
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<td>UEENEOH052B</td>
<td>ENTER INSTRUCTIONS AND TEST BASIC WIRED AND WIRELESS SECURITY SYSTEMS</td>
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<td>PROGRAM AND TEST LARGE WIRED AND WIRELESS SECURITY SYSTEMS</td>
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<td>UEENEOH054B</td>
<td>PROGRAM AND COMMISSION COMMERCIAL SECURITY ALARM SYSTEMS</td>
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<td>UEENEOH056B</td>
<td>PROGRAM AND COMMISSION COMMERCIAL SECURITY CLOSED CIRCUIT TELEVISION (CCTV) SYSTEMS</td>
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<tr>
<td>UEENEOH057B</td>
<td>DEVELOP BASIC INTEGRATED SECURITY SYSTEMS PLAN</td>
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<tr>
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<td>DESIGN INTEGRATED SECURITY SYSTEMS FOR A SINGLE SITE</td>
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<td>UEENEOH059B</td>
<td>DESIGN INTEGRATED COMPLEX SECURITY SYSTEMS</td>
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<td>UEENEOH060B</td>
<td>PLAN ELECTRONIC PROJECTS</td>
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<td>UEENEOH061B</td>
<td>POSITION AND TERMINATE FIRE DETECTION AND WARNING SYSTEM APPARATUS</td>
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<td>UEENEOH062B</td>
<td>VERIFY COMPLIANCE AND FUNCTIONALITY OF FIRE PROTECTION INSTALLATIONS</td>
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<td>UEENEOH063B</td>
<td>ENTER AND VERIFY PROGRAMS IN PREPARATION FOR COMMISSIONING FIRE PROTECTION SYSTEMS</td>
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<td>FIND AND REPAIR FAULTS IN FIRE PROTECTION SYSTEMS</td>
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<td>FAULT FIND MICROCONTROLLER BASED HARDWARE</td>
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<td>COMMISSION ELECTRONICS AND COMMUNICATIONS SYSTEMS</td>
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<td>UEENEOH068B</td>
<td>MODIFY-REDESIGN OF ELECTRONICS AND COMMUNICATIONS SYSTEMS</td>
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<td>SOLVE PROBLEMS IN ELECTRONIC CIRCUITS</td>
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<td>UEENEOH070B</td>
<td>TERMINATE AND CONNECT COMPONENTS, CONDUCTORS, WIRING AND CABLES FOR ELECTRONIC CIRCUITS</td>
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<td>UEENEOH071B</td>
<td>FIND AND REPAIR FAULTS IN TELEVISION RECEIVERS</td>
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<td>UEENEOH072B</td>
<td>FIND AND REPAIR FAULTS IN COMMUNICATION SYSTEMS</td>
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<td>UEENEOH073B</td>
<td>FIND AND REPAIR FAULTS IN PROFESSIONAL AUDIO REPRODUCTION COMPONENTS</td>
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<td>FIND AND RECTIFY FAULTS AND MALFUNCTIONS IN SECURITY SYSTEM INSTALLATIONS</td>
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<td>UEENEOH076B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN DISPLAY CIRCUITS</td>
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<td>UEENEOH077B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN RECORDING AND REPLAY APPARATUS</td>
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<td>UEENEOH078B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN CAMERA CIRCUITS</td>
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<td>UEENEOH079B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN DIGITAL TELEVISION APPARATUS</td>
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<td>UEENEOH080B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN DIGITAL TRANSMISSION SYSTEMS</td>
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<td>UEENEOH081B</td>
<td>DESIGN PRINTED CIRCUIT BOARDS</td>
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<td>UEENEOH082B</td>
<td>DEVELOP SOLUTIONS TO RF AMPLIFIERS PROBLEMS</td>
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<td>UEENEOH083B</td>
<td>ANALYSE THE PERFORMANCE OF WIRELESS-BASED ELECTRONIC SYSTEMS</td>
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<td>UEENEOH084B</td>
<td>MODIFY DSP BASED SUB-SYSTEMS</td>
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<td>UEENEOH085B</td>
<td>DESIGN A SIGNAL-CONDITIONING SUBSYSTEM</td>
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<td>UEENEOH086B</td>
<td>INSTALL AND SET UP TRANSUDERS AND SENSING DEVICES</td>
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<td>UEENEOX010B</td>
<td>CO-ORDINATE MAINTENANCE OF RENEWABLE ENERGY APPARATUS AND SYSTEMS</td>
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<td>UEENEOX022B</td>
<td>PLAN RENEWABLE ENERGY PROJECTS</td>
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<td>UEENEOX023B</td>
<td>CARRY OUT BASIC REPAIRS TO RENEWABLE ENERGY APPARATUS BY REPLACEMENT OF COMPONENTS</td>
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<td>UEENEOX024B</td>
<td>ASSEMBLE AND SET UP PHOTOVOLTAIC APPARATUS IN DOMESTIC DWELLINGS</td>
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<td>UEENEOX025B</td>
<td>SOLVE BASIC PROBLEMS IN PHOTOVOLTAIC ENERGY APPARATUS</td>
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<td>UEENEOX026B</td>
<td>INSTALL AND SET UP GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS</td>
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<td>DIAGNOSE FAULTS IN RENEWABLE ENERGY CONTROL SYSTEMS</td>
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<td>UEENEOX028B</td>
<td>SOLVE BASIC PROBLEMS IN STAND-ALONE RENEWABLE ENERGY SYSTEMS</td>
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<tr>
<td>UEENEOX029B</td>
<td>DESIGN RENEWABLE ENERGY HEATING SYSTEMS</td>
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<tr>
<td>UEENEOX030B</td>
<td>SOLVE BASIC PROBLEMS IN WIND ENERGY CONVERSION SYSTEMS</td>
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CERTIFICATE I IN ELECTROTECHNOLOGY [ENGINEERING] [PRE APPRENTICESHIP]

Course Code: UTE10102

Campus: Sunshine.

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.

Course Structure

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<td>UENEM001B</td>
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CERTIFICATE II IN ELECTROTECHNOLOGY DATA COMMUNICATIONS

Course Code: UTE20299

Campus: Sunshine

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 11v
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

Unit Code   Hours
Core Units of Study
UTENES105GA INSTALL AND TERMINATE WIRING SYSTEMS (CABLING/WIRING SUPPORT AND PROTECTION) 20
UTENES105HA INSTALL AND TERMINATE WIRING SYSTEMS — NETWORK COMMUNICATIONS 20
UTENES201FB PERFORM BASIC REPAIR TO ELECTRICAL/ELECTRONIC APPARATUS — DATA COMMUNICATIONS 60
UTENES202FB ASSEMBLE/DISASSEMBLE ELECTRICAL/ELECTRONIC COMPONENTS — DATA COMMUNICATIONS 100
UTENES401FB PERFORM FUNCTIONAL APPARATUS CHECKS — DATA COMMUNICATIONS 180
Elective Units of Study
A minimum of one unit from the following:
UTENES002A ATTEND TO BREAKDOWN 20
UTENES003A TRANSPORT APPARATUS AND MATERIALS 20
UTENES005A CO-ORDINATE MATERIALS 20

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

Unit Code   Hours
Core Units of Study
UTENES201AC PERFORM BASIC REPAIR TO ELECTRICAL/ELECTRONIC APPARATUS (COMPUTER SYSTEMS) 60
UTENES202AC ASSEMBLE/DISASSEMBLE ELECTRICAL/ELECTRONIC COMPONENTS (COMPUTER SYSTEMS) 100
UTENES401AC PERFORM FUNCTIONAL APPARATUS CHECKS (COMPUTER SYSTEMS) 180
UTENES002A ATTEND TO BREAKDOWN 20

CERTIFICATE III IN ELECTROTECHNOLOGY SYSTEMS ELECTRICIAN
Course Code: UTE31199

Campus: Sunshine.
Re-enrolling Students Only
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

Unit Code   Hours
Core Units of Study
UTENES009A PARTICIPATE IN THE TRAINING OF OTHERS 20
UTENES105GA INSTALL AND TERMINATE WIRING SYSTEMS (CABLING/WIRING SUPPORT AND PROTECTION) 20
UTENES105JA INSTALL AND TERMINATE WIRING SYSTEMS (POWER AND CONTROL—LOW VOLTAGE) 20
UTENES106BA UTENES206BA MAINTAIN AND REPAIR APPARATUS AND CIRCUITS (ELECTRICAL) 180
UTENES301BA UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND CIRCUITS (ELECTRICAL) 180
UTENES402BA TEST APPARATUS AND CIRCUITS (ELECTRICAL) 200
UTENES501BA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND CIRCUITS (ELECTRICAL) 180
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.

**ADVANCED DIPLOMA OF COMPUTER SYSTEMS ENGINEERING**

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>UTENES304AA</td>
<td>180</td>
</tr>
<tr>
<td>UTENES406AA</td>
<td>180</td>
</tr>
<tr>
<td>UTENES504AA</td>
<td>200</td>
</tr>
</tbody>
</table>

**ADVANCED DIPLOMA OF ELECTRICAL ENGINEERING**

Course Code: UTE60299

Campus: Sunshine

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>UTENES304BA</td>
<td>180</td>
</tr>
<tr>
<td>UTENES406BA</td>
<td>180</td>
</tr>
<tr>
<td>UTENES504BA</td>
<td>200</td>
</tr>
</tbody>
</table>
Unit Code | Elective Units of Study | Hours
--- | --- | ---
UTENES002A | ATTEND TO BREAKDOWN | 20
UTENES008A | PROVIDE TECHNICAL LEADERSHIP IN THE WORKPLACE | 20
UTENES009A | PARTICIPATE IN THE TRAINING OF OTHERS | 20
UTENES011A | CO-ORDINATE WORK OF OTHERS | 20

Optional Units
A further selection can be made by choosing one further unit if required:

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
Re-enrolling Students Only

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;
- 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.

Selection Procedures/Selection Criteria
Apply through VTAC.

Course Duration
The course is 600 nominal hours full-time or part-time.

Course Structure

Unit Code | Hours
--- | ---

Core Units of Study
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.
SUBJECTS

Below are subject details for courses offered by the School of IT and Electrotechnology in 2009.

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

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

BSBEBUS610A 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: 25 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

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

BSBFLM512B ENSURE TEAM EFFECTIVENESS
Content: Frontline managers have an active role in managing the continuous improvement process in achieving the organisation’s objectives. Their position, closely associated with the creation and delivery of products and services, means that they play an important part in influencing the ongoing development of the organisation. At this level, work will normally be carried out within complex and diverse methods and procedures which require the exercise of considerable discretion and judgement, using a range of problem solving and decision making strategies.
Nominal Hours: 60 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

BSBPM505A MANAGE PROJECT QUALITY
Content: This unit specifies the outcomes required to manage quality within projects. It covers determining quality requirements, implementing quality assurance processes, and using review and evaluation to make quality improvements in current and future projects.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

BSBPM508A MANAGE PROJECT RISK
Content: This unit specifies the outcomes required to manage risk within a project in order to avoid adverse effects on project outcomes. It covers determining, monitoring and controlling project risks, and assessing risk management outcomes.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

BSX154L403 APPLY SKILLS IN TIME MANAGEMENT
Content: Contribute to the development of project schedules; apply personal time management procedures; apply schedule management skills; participate in assessing time management.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

BSX154L405 APPLY SKILLS IN QUALITY MANAGEMENT
Content: Contribute to quality planning; Contribute to implementation of project quality assurance; Contribute to continuous improvement process.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

BSX154L605 MANAGE QUALITY
Content: Develop quality requirements; Manage quality assurance; Improve project quality.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

CUFANM01A DEVELOP AND IMPLEMENT DESIGNS FOR ANIMATION
Content: This unit describes the skills and knowledge required to interpret the creative brief, develop and implement animation designs for productions within the cultural industries.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

CUFCAM03A COMPOSE CAMERA SHOTS AND OPERATE A CAMERA
Content: This unit describes the skills and knowledge required to interpret the creative brief, develop and produce storyboards for animated productions within the cultural industries.
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
CUFCAM04A OPERATE A CAMERA UNDER SPECIAL CONDITIONS
Content: This unit describes the skills and knowledge required to interpret the creative brief, establish and produce the layout drawing specifications and produce layout drawings for animated productions within the cultural industries.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAI2015A INSTALL SOFTWARE APPLICATIONS
Content: This unit defines the competency required to install or upgrade basic software applications using a commercial applications program
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAI2015B INSTALL SOFTWARE APPLICATIONS
Content: This unit defines the competency required to install or upgrade basic software applications using a commercial applications program
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA4041A DETERMINE AND CONFIRM CLIENT BUSINESS EXPECTATIONS AND NEEDS
Content: This unit defines the competency required to determine client business requirements and verify the accuracy of the information gathered.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA4041B DETERMINE AND CONFIRM CLIENT BUSINESS EXPECTATIONS AND NEEDS
Content: This unit defines the competency required to determine client business requirements and verify the accuracy of the information gathered.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA4058A APPLY SKILLS IN OBJECT ORIENTED DESIGN
Content: This unit defines the competency required to apply the cyclic process of iteration from identification of class, instance, role and type to the final complete object-oriented model of the application.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA4058B APPLY SKILLS IN OBJECT ORIENTED DESIGN
Content: This unit defines the competency required to apply the cyclic process of iteration from identification of class, instance, role and type to the final complete object-oriented model of the application.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5035A RESEARCH AND REVIEW HARDWARE TECHNOLOGY OPTIONS FOR ORGANISATIONS
Content: This unit defines the competency required to apply research skills in conjunction with reviewing hardware solutions, as part of an analysis of emerging technology.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5035B RESEARCH AND REVIEW HARDWARE TECHNOLOGY OPTIONS FOR ORGANISATIONS
Content: This unit defines the competency required to apply research skills in conjunction with reviewing hardware solutions, as part of an analysis of emerging technology.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5044A DEVELOP SYSTEM INFRASTRUCTURE DESIGN PLAN
Content: This unit defines the competency required to specify the hardware, network, software and infrastructure required to support the system.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5044B DEVELOP SYSTEM INFRASTRUCTURE DESIGN PLAN
Content: This unit defines the competency required to specify the hardware, network, software and infrastructure required to support the system.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5045A PRODUCE NETWORK ARCHITECTURE DESIGN
Content: This unit defines the competency required to specify the design of the required network architecture.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5045B PRODUCE NETWORK ARCHITECTURE DESIGN
Content: This unit defines the competency required to specify the design of the required network architecture.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5046A MODEL PREFERRED SYSTEM SOLUTIONS
Content: This unit defines the competency required to fit a physical model into the design phase of the methodology.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICA5046B MODEL PREFERRED SYSTEM SOLUTIONS
Content: This unit defines the competency required to fit a physical model into the design phase of the methodology.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5048A DEVELOP CONFIGURATION MANAGEMENT PROTOCOLS
Content: This unit defines the competency required to develop administrative and technical procedures throughout the life cycle of a system, network, software and documentation project.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5049A DEVELOP HIGH LEVEL OBJECT ORIENTED CLASS SPECIFICATIONS
Content: This unit defines the competency required to analyse requirements and produce a set of high-level object-oriented class specifications.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5049B DEVELOP HIGH LEVEL OBJECT ORIENTED CLASS SPECIFICATIONS
Content: This unit defines the competency required to analyse requirements and produce a set of high-level object-oriented class specifications.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5050A DEVELOP DETAILED COMPONENT SPECIFICATIONS FROM PROJECT SPECIFICATIONS
Content: This unit defines the competency required to analyse requirements of the project specifications in order to produce a set of high-level component specifications.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5050B DEVELOP DETAILED COMPONENT SPECIFICATIONS FROM PROJECT SPECIFICATIONS
Content: This unit defines the competency required to analyse requirements of the project specifications in order to produce a set of high-level component specifications.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5054A VALIDATE QUALITY AND COMPLETENESS OF SYSTEM DESIGN SPECIFICATIONS
Content: This unit defines the competency required to check the system specifications against outcomes and quality standards. System quality may refer to the network system, a program or a project.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5054B VALIDATE QUALITY AND COMPLETENESS OF SYSTEM DESIGN SPECIFICATIONS
Content: This unit defines the competency required to check the system specifications against outcomes and quality standards. System quality may refer to the network system, a program or a project.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5056A PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS
Content: This unit defines the competency required to analyse the impact of the system on the organisation and carry out risk analysis, disaster recovery and contingency planning for the project.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5056B PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS
Content: This unit defines the competency required to analyse the impact of the system on the organisation and carry out risk analysis, disaster recovery and contingency planning for the project.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5138A DETERMINE ACCEPTABLE DEVELOPERS FOR PROJECTS
Content: This unit defines the competency required to ensure that development projects are contracted to developers who are credible and able to accomplish the task within the confines of the mutually agreed parameters of the project.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5138B DETERMINE ACCEPTABLE DEVELOPERS FOR PROJECTS
Content: This unit defines the competency required to ensure that development projects are contracted to developers who are credible and able to accomplish the task within the confines of the mutually agreed parameters of the project.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5139A DESIGN A DATABASE
Content: This unit defines the competency required to establish client needs and technical requirements and to design a database that meets those requirements.
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test,
ICAAS139B DESIGN A DATABASE
Content: This unit defines the competency required to establish client needs and technical requirements and to design a database that meets those requirements.
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAAS140A DESIGN A SERVER
Content: This unit defines the competency required to choose appropriate hardware and software and to design a server.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAAS140B DESIGN A SERVER
Content: This unit defines the competency required to choose appropriate hardware and software and to design a server.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAAS141A DESIGN DYNAMIC WEBSITES TO MEET TECHNICAL REQUIREMENTS
Content: This unit defines the competency required to produce a plan that analyses specified technical requirements and then designs, builds and tests a dynamic website so that it meets those technical requirements.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAAS141B DESIGN DYNAMIC WEBSITES TO MEET TECHNICAL REQUIREMENTS
Content: This unit defines the competency required to produce a plan that analyses specified technical requirements and then designs, builds and tests a dynamic website so that it meets those technical requirements.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAAS143A IMPLEMENT PROCESS REENGINEERING STRATEGIES IN AN ORGANISATION
Content: This unit defines the competency required to consider a variety of potential process re-engineering strategies and to make appropriate selections for implementation in an organisation.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAAS143B IMPLEMENT PROCESS REENGINEERING STRATEGIES IN AN ORGANISATION
Content: This unit defines the competency required to consider a variety of potential process re-engineering strategies and to make appropriate selections for implementation in an organisation.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAAS144A DETERMINE BEST-FIT TOPOLOGY FOR A LOCAL NETWORK
Content: This unit defines the competency required to determine the most appropriate way of networking computers to meet user needs and business requirements.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAAS144B DETERMINE BEST-FIT TOPOLOGY FOR A LOCAL NETWORK
Content: This unit defines the competency required to determine the most appropriate way of networking computers to meet user needs and business requirements.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAAS145A DETERMINE BEST-FIT TOPOLOGY FOR A WIDE AREA NETWORK
Content: This unit defines the competency required to identify the best way computers and local area networks (LANs) can be connected to make a wide area network (WAN).
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAAS145B DETERMINE BEST-FIT TOPOLOGY FOR A WIDE AREA NETWORK
Content: This unit defines the competency required to identify the best way computers and local area networks (LANs) can be connected to make a wide area network (WAN).
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAAS146A DEVELOP WEBSITE INFORMATION ARCHITECTURE
Content: This unit defines the competency required to develop information architecture for a complex website that meets current and future business requirements.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAAS146B DEVELOP WEBSITE INFORMATION ARCHITECTURE
Content: This unit defines the competency required to develop information architecture for a complex website that meets current and future business requirements.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAAS147A DETERMINE SUITABILITY OF DATABASE FUNCTIONALITY AND SCALABILITY
Content: This unit defines the competency required to identify current and future business requirements for a database.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test,
ICAA5147B DETERMINE SUITABILITY OF DATABASE FUNCTIONALITY AND SCALABILITY
Content: This unit defines the competency required to identify current and future business requirements for a database.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5148A IDENTIFY NEW TECHNOLOGY MODELS FOR BUSINESS
Content: This unit defines the competency required to identify opportunities for using new technology to support and enable efficient models of business.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5148B IDENTIFY NEW TECHNOLOGY MODELS FOR BUSINESS
Content: This unit defines the competency required to identify opportunities for using new technology to support and enable efficient models of business.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5150A EVALUATE VENDOR PRODUCTS AND EQUIPMENT
Content: This unit defines the competency required to evaluate a range of vendor products and equipment against a client’s business requirements.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5150B EVALUATE VENDOR PRODUCTS AND EQUIPMENT
Content: This unit defines the competency required to evaluate a range of vendor products and equipment against a client’s business requirements.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5151A GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS
Content: This unit defines the competency required to identify, analyse and document business requirements.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5151B GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS
Content: This unit defines the competency required to identify, analyse and document business requirements.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5153A MODEL DATA OBJECTS
Content: This unit defines the competency required to understand business operations, identify entities and data, diagrammatically represent their relationships and prepare a data model.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5153B MODEL DATA OBJECTS
Content: This unit defines the competency required to understand business operations, identify entities and data, diagrammatically represent their relationships and prepare a data model.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5154A MODEL DATA PROCESSES
Content: This unit defines the competency required to gather process data and business information in order to model data processes within an organisation.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5154B MODEL DATA PROCESSES
Content: This unit defines the competency required to gather process data and business information in order to model data processes within an organisation.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5158A TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS
Content: This unit defines the competency required to identify the needs of a business or business process and quantify those needs into technical requirements that will enable the business or process to meet expectation.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5158B TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS
Content: This unit defines the competency required to identify the needs of a business or business process and quantify those needs into technical requirements that will enable the business or process to meet expectation.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA6052A DESIGN AN IT SECURITY FRAMEWORK
Content: This unit defines the competency required to evaluate IT security requirements for a new system and to plan for controls and contingencies.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA6052B DESIGN AN IT SECURITY FRAMEWORK
Content: This unit defines the competency required to evaluate IT security requirements for a new system and to plan for controls and contingencies.
Clients using standard products develop macros and templates for campus/workplace projects and workplace assignments.

ICAA6053A DESIGN SYSTEM SECURITY AND CONTROLS
Content: This unit defines the competency required to design the controls that ensure the organisational system is secure from both a legal and business perspective.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA6053B DESIGN SYSTEM SECURITY AND CONTROLS
Content: This unit defines the competency required to design the controls that ensure the organisational system is secure from both a legal and business perspective.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA6149A IMPLEMENT QUALITY ASSURANCE PROCESSES FOR BUSINESS SOLUTIONS
Content: This unit defines the competency required to define and implement quality assurance processes and procedures to ensure that business solutions achieve quality performance expectations.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA6149B IMPLEMENT QUALITY ASSURANCE PROCESSES FOR BUSINESS SOLUTIONS
Content: This unit defines the competency required to define and implement quality assurance processes and procedures to ensure that business solutions achieve quality performance expectations.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA6157A DEVELOP TECHNICAL REQUIREMENTS FOR A BUSINESS SOLUTION
Content: This unit defines the competency required to develop technical and related requirements that will enable business solutions to be implemented in an organisation.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA6157B DEVELOP TECHNICAL REQUIREMENTS FOR A BUSINESS SOLUTION
Content: This unit defines the competency required to develop technical and related requirements that will enable business solutions to be implemented in an organisation.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB3018A DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS
Content: This unit defines the competency required to develop macros and templates for clients using industry-recognised software applications.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB3018B DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS
Content: This unit defines the competency required to develop macros and templates for clients using industry-recognised software applications.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4060A IDENTIFY PHYSICAL DATABASE REQUIREMENTS
Content: This unit defines the competency required to create a physical database using a data dictionary and design specifications.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4060B IDENTIFY PHYSICAL DATABASE REQUIREMENTS
Content: This unit defines the competency required to create a physical database using a data dictionary and design specifications.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4075A USE A LIBRARY OR PREEXISTING COMPONENTS
Content: This unit defines the competency required to identify, evaluate and incorporate reuse components from a library or other source as part of a software project.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4135A CREATE A SIMPLE MARK UP LANGUAGE DOCUMENT TO SPECIFICATION
Content: This unit defines the competency required to design, create and save a simple mark-up language document to a given specification using a text editor rather than an authoring tool.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4135B CREATE A SIMPLE MARK UP LANGUAGE DOCUMENT TO SPECIFICATION
Content: This unit defines the competency required to design, create and save a simple mark-up language document to a given specification using a text editor rather than an authoring tool.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4136A USE STRUCTURED QUERY LANGUAGE TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA
Content: This unit defines the competency required to use a structured query language (SQL) to define, create and manipulate database structures and associated data in a relational database.
Nominal Hours: 60 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4136B USE STRUCTURED QUERY LANGUAGE TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA  
Content: This unit defines the competency required to use a structured query language (SQL) to define, create and manipulate database structures and associated data in a relational database.  
Nominal Hours: 60 Hours  
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

ICAB4137A PRODUCE BASIC CLIENT SIDE SCRIPT FOR DYNAMIC WEB PAGES  
Content: This unit defines the competency required to produce a number of client side scripts for dynamic web pages, utilising a range of relevant features from different appropriate languages.  
Nominal Hours: 40 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4137B PRODUCE BASIC CLIENT SIDE SCRIPT FOR DYNAMIC WEB PAGES  
Content: This unit defines the competency required to produce a number of client side scripts for dynamic web pages, utilising a range of relevant features from different appropriate languages.  
Nominal Hours: 40 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4169A USE DEVELOPMENT SOFTWARE AND IT TOOLS TO BUILD A BASIC WEBSITE  
Content: This unit defines the competency required to build a basic website that is consistent with design and technical requirements, and business expectations.  
Nominal Hours: 20 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4169B USE DEVELOPMENT SOFTWARE AND IT TOOLS TO BUILD A BASIC WEBSITE  
Content: This unit defines the competency required to build a basic website that is consistent with design and technical requirements, and business expectations.  
Nominal Hours: 20 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4170A BUILD A DATABASE  
Content: This unit defines the competency required to build and implement a database using an established design.  
Nominal Hours: 30 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4170B BUILD A DATABASE  
Content: This unit defines the competency required to build and implement a database
ICAB5062A PERFORM DATA CONVERSION
Content: This unit defines the competency required to translate data from one format to another by means of a data conversion process
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5062B PERFORM DATA CONVERSION
Content: This unit defines the competency required to translate data from one format to another by means of a data conversion process
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5065A PREPARE FOR THE BUILD PHASE
Content: This unit defines the competency required to prepare the development environment for the build phase and actual coding of the system
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5065B PREPARE FOR THE BUILD PHASE
Content: This unit defines the competency required to prepare the development environment for the build phase and actual coding of the system
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

BS066A COORDINATE THE BUILD PHASE
Content: This unit defines the competency required to coordinate activities to be carried out during the build phase and actual coding of the system.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5066B COORDINATE THE BUILD PHASE
Content: This unit defines the competency required to coordinate activities to be carried out during the build phase and actual coding of the system.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5068A BUILD USING RAPID APPLICATION DEVELOPMENT
Content: This unit defines the competency required to build using rapid application development (RAD) tools.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5068B BUILD USING RAPID APPLICATION DEVELOPMENT
Content: This unit defines the competency required to build using rapid application development (RAD) tools.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5072A DEVELOP INTEGRATION BLUEPRINT
Content: This unit defines the competency required to document and maintain details of integration-technology and architectural components important in developing an integration blueprint.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5072B DEVELOP INTEGRATION BLUEPRINT
Content: This unit defines the competency required to document and maintain details of integration-technology and architectural components important in developing an integration blueprint.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5159A BUILD A SECURITY SHIELD FOR A NETWORK
Content: This unit defines the competency required to build a security shield for a wireless local area network (WLAN) or local area network (LAN).
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5159B BUILD A SECURITY SHIELD FOR A NETWORK
Content: This unit defines the competency required to build a security shield for a wireless local area network (WLAN) or local area network (LAN).
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5160A BUILD AND CONFIGURE A SERVER
Content: This unit defines the competency required to build, configure and test a server.
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5160B BUILD AND CONFIGURE A SERVER
Content: This unit defines the competency required to build, configure and test a server.
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5161A BUILD A DOCUMENT USING EXTENSIBLE MARK UP LANGUAGE
Content: This unit defines the competency required to design and build a valid extensible mark-up language (XML) document to suit a specified requirement.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5161B BUILD A DOCUMENT USING EXTENSIBLE MARK UP LANGUAGE
Content: This unit defines the competency required to design and build a valid extensible mark-up language (XML) document to suit a specified requirement.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test,
content, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5162A INSTALL, CONFIGURE AND TEST A PAYMENT GATEWAY
Content: This unit defines the competency required to install, configure and test a payment gateway which enables translation of electronic payment information provided online into a form accessible to a merchant processor.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5162B INSTALL, CONFIGURE AND TEST A PAYMENT GATEWAY
Content: This unit defines the competency required to install, configure and test a payment gateway which enables translation of electronic payment information provided online into a form accessible to a merchant processor.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5165A CREATE DYNAMIC PAGES
Content: This unit defines the competency required to build active or dynamic web pages.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5165B CREATE DYNAMIC PAGES
Content: This unit defines the competency required to build active or dynamic web pages.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5177A BUILD JAVA APPLETS
Content: This unit defines the competency required to compile and run an applet that executes in Java-enabled browsers and interacts with users.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5177B BUILD JAVA APPLETS
Content: This unit defines the competency required to compile and run an applet that executes in Java-enabled browsers and interacts with users.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5179A BUILD DECKS USING WIRELESS MARK UP LANGUAGE
Content: This unit defines the competency required to create wireless mark-up language (WML) decks.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5179B BUILD DECKS USING WIRELESS MARK UP LANGUAGE
Content: This unit defines the competency required to create wireless mark-up language (WML) decks.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5180A INTEGRATE DATABASE WITH A WEBSITE
Content: This unit defines the competency required to ensure database connectivity with a website.
Nominal Hours: 25 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5180B INTEGRATE DATABASE WITH A WEBSITE
Content: This unit defines the competency required to ensure database connectivity with a website.
Nominal Hours: 25 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5223A APPLY INTERMEDIATE OBJECT-ORIENTED LANGUAGE SKILLS
Content: This unit defines the competency required to undertake intermediate-level programming tasks using an object-oriented programming language
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5223B APPLY INTERMEDIATE OBJECT-ORIENTED LANGUAGE SKILLS
Content: This unit defines the competency required to undertake intermediate-level programming tasks using an object-oriented programming language
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5226A APPLY ADVANCED OBJECT-ORIENTED LANGUAGE SKILLS
Content: This unit defines the competency required to undertake advanced programming tasks using an object-oriented programming language.
Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5226B APPLY ADVANCED OBJECT-ORIENTED LANGUAGE SKILLS
Content: This unit defines the competency required to undertake advanced programming tasks using an object-oriented programming language.
Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5227A APPLY ADVANCED PROGRAMMING SKILLS IN ANOTHER LANGUAGE
Content: This unit defines the competency required to undertake advanced...
programming tasks using a selected choice of another programming language. The second language may be an object-oriented language.

Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5227B APPLY ADVANCED PROGRAMMING SKILLS IN ANOTHER LANGUAGE
Content: This unit defines the competency required to undertake advanced programming tasks using a selected choice of another programming language. The second language may be an object-oriented language.
Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5228A MAINTAIN FUNCTIONALITY OF LEGACY CODE PROGRAMS
Content: This unit defines the competency required to maintain the functionality of legacy code programs.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5228B MAINTAIN FUNCTIONALITY OF LEGACY CODE PROGRAMS
Content: This unit defines the competency required to maintain the functionality of legacy code programs.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5230A MAINTAIN CUSTOM SOFTWARE
Content: This unit defines the competency required to maintain software so that it continues to meet client user requirements.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5230B MAINTAIN CUSTOM SOFTWARE
Content: This unit defines the competency required to maintain software so that it continues to meet client user requirements.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5237A BUILD A HIGH PERFORMANCE SECURITY PERIMETER
Content: This unit defines the competency required to build high-level security and network functionality into a network by configuring a firewall appropriately.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5237B BUILD A HIGH PERFORMANCE SECURITY PERIMETER
Content: This unit defines the competency required to build high-level security and network functionality into a network by configuring a firewall appropriately.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD2003A RECEIVE AND PROCESS ORAL AND WRITTEN COMMUNICATION
Content: Receive and process oral communication from clients; Receive and process written communication; Respond to incoming telephone calls; Make telephone calls
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD2003B RECEIVE AND PROCESS ORAL AND WRITTEN COMMUNICATION
Content: Receive and process oral communication from clients; Receive and process written communication; Respond to incoming telephone calls; Make telephone calls
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD2012A DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES
Content: Design documents to meet organisational needs; Access, retrieve, manipulate and save data
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD2012B DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES
Content: Design documents to meet organisational needs; Access, retrieve, manipulate and save data
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD3218A CREATE USER DOCUMENTATION
Content: This unit defines the competency required to create user documentation that is clear to the target audience and is easy to navigate.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAD3218B CREATE USER DOCUMENTATION
Content: This unit defines the competency required to create user documentation that is clear to the target audience and is easy to navigate.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD4043A DEVELOP AND PRESENT A FEASIBILITY REPORT
Content: This unit defines the competency required to research and present a range of feasible scenarios to the client.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD4043B DEVELOP AND PRESENT A FEASIBILITY REPORT
Content: This unit defines the competency required to research and present a range of feasible scenarios to the client.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD4190A MAINTAIN INFORMATION STANDARDS
Content: This unit defines the competency required to establish and maintain information standards in the context of information stored on client websites. The primary focus of this unit relates to the merchant/customer e-commerce relationship and the accuracy and usability of the organisation’s website information and processes.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD4190B MAINTAIN INFORMATION STANDARDS
Content: This unit defines the competency required to establish and maintain information standards in the context of information stored on client websites. The primary focus of this unit relates to the merchant/customer e-commerce relationship and the accuracy and usability of the organisation’s website information and processes.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD4217A CREATE TECHNICAL DOCUMENTATION
Content: This unit defines the competency required to create technical documentation that is clear to the target audience and easy to navigate.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD4217B CREATE TECHNICAL DOCUMENTATION
Content: This unit defines the competency required to create technical documentation that is clear to the target audience and easy to navigate.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD5092A UPDATE AND DOCUMENT OPERATIONAL PROCEDURES
Content: This unit defines the competency required to assess, update and document the operational procedures required to use the system.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD5092B UPDATE AND DOCUMENT OPERATIONAL PROCEDURES
Content: This unit defines the competency required to assess, update and document the operational procedures required to use the system.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD5210A ANALYSE INFORMATION AND ASSIGN META TAGS
Content: This unit defines the competency required to analyse material and assign meta-tags to ensure the accurate and consistent retrieval of information by users.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD5210B ANALYSE INFORMATION AND ASSIGN META TAGS
Content: This unit defines the competency required to analyse material and assign meta-tags to ensure the accurate and consistent retrieval of information by users.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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: ICAU2005A Operate computer hardware; ICAU2006A Operate computing packages; ICAU2231A Use computer operating system. The following units are linked and form an appropriate cluster: ICAS2016A Record client support requirements; ICAS2017A Maintain system integrity; ICAU2005A Operate computer hardware; ICAU2006A Operate computing packages ICAU2231A Use computer operating system.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAI2015B INSTALL SOFTWARE APPLICATIONS
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: ICAU2005A Operate computer hardware; ICAU2006A Operate computing packages; ICAU2231A Use computer operating system. The following units are linked and form an appropriate cluster: ICAS2016A Record client support requirements; ICAS2017A Maintain system integrity; ICAU2005A Operate computer hardware; ICAU2006A Operate computing packages ICAU2231A Use computer operating system.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICA13020A INSTALL AND OPTIMISE OPERATING SYSTEM SOFTWARE
Content: This unit defines the competency required to install operating system software and to make adjustments as a means of optimising the system to accommodate business and client needs.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA13020B INSTALL AND OPTIMISE OPERATING SYSTEM SOFTWARE
Content: This unit defines the competency required to install operating system software and to make adjustments as a means of optimising the system to accommodate business and client needs.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA13021A CONNECT INTERNAL HARDWARE COMPONENTS
Content: This unit defines the competency required to modify and connect system hardware components according to client and user requirements.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA13021B CONNECT INTERNAL HARDWARE COMPONENTS
Content: This unit defines the competency required to modify and connect system hardware components according to client and user requirements.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA13101B INSTALL AND MANAGE A NETWORK
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. This unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multi media. This unit may be applied to domestic, commercial or industrial installations.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA13110A IMPLEMENT SYSTEM SOFTWARE CHANGES
Content: This unit defines the competency required to implement system software changes and to handover the modified system to the client’s operational area.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA13110B IMPLEMENT SYSTEM SOFTWARE CHANGES
Content: This unit defines the competency required to implement system software changes and to handover the modified system to the client’s operational area.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA14029A INSTALL NETWORK HARDWARE TO A NETWORK
Content: This unit defines the competency required to plan, manage and install new hardware components in a network.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA14029B INSTALL NETWORK HARDWARE TO A NETWORK
Content: This unit define the competency required to plan, manage and install new hardware components in a network.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

ICA14030A INSTALL SOFTWARE TO NETWORKED COMPUTERS
Content: This unit defines the competency required to plan, manage and support the installation of new or upgrade software to networked computers according to vendor and organisation specifications.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA14030B INSTALL SOFTWARE TO NETWORKED COMPUTERS
Content: This unit defines the competency required to plan, manage and support the installation of new or upgrade software to networked computers according to vendor and organisation specifications.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA14097B INSTALL AND CONFIGURE A NETWORK
Content: This unit defines the competency required to plan and carry out the installation or network hardware and software and initial configuration according to organisational guidelines.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA14189A ENSURE WEBSITE CONTENT MEETS TECHNICAL PROTOCOLS AND STANDARDS
Content: This unit defines the competency required to prepare a range of content for a website in accordance with customer specifications while ensuring that content is compatible with appropriate technical and infrastructure protocols.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA14189B ENSURE WEBSITE CONTENT MEETS TECHNICAL PROTOCOLS AND STANDARDS
Content: This unit defines the competency required to prepare a range of content for a website in accordance with customer specifications while ensuring that content is compatible with appropriate technical and infrastructure protocols.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICA5087A ACQUIRE SYSTEM COMPONENTS

Content: This unit defines the competency required to identify system components and to follow procedures to purchase those components.

Nominal Hours: 10 Hours

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

ICA5088A ACQUIRE SYSTEM COMPONENTS

Content: This unit defines the competency required to identify system components and to follow procedures to purchase those components.

Nominal Hours: 10 Hours

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

ICA5088A EVALUATE AND NEGOTIATE VENDOR OFFERINGS

Content: This unit defines the competency required to evaluate and recommend a vendor to supply components and to negotiate with the vendor for supply.

Nominal Hours: 10 Hours

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

ICA5089A INSTALL AND MANAGE COMPLEX NETWORKS

Content: This unit defines the competency required to ensure that the system is operational prior to hand over for client use.

Nominal Hours: 60 Hours

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

ICA5089B INSTALL AND MANAGE COMPLEX NETWORKS

Content: This unit defines the competency required to ensure that the system is operational prior to hand over for client use.

Nominal Hours: 60 Hours

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

ICA5100A BUILD AN INTERNET INFRASTRUCTURE

Content: This unit defines the competency required to design and implement an infrastructure for internet services.

Nominal Hours: 50 Hours

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

ICA5100B BUILD AN INTERNET INFRASTRUCTURE

Content: This unit defines the competency required to design and implement an infrastructure for internet services.

Nominal Hours: 50 Hours

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

ICA5152A IMPLEMENT RISK MANAGEMENT PROCESSES

Content: This unit defines the competency required to implement procedures that identify, analyse, evaluate and monitor risks involving ICT systems and technology. This includes the development and management of contingency plans.

Nominal Hours: 20 Hours

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

ICA5152B IMPLEMENT RISK MANAGEMENT PROCESSES

Content: This unit defines the competency required to implement procedures that identify, analyse, evaluate and monitor risks involving ICT systems and technology. This includes the development and management of contingency plans.

Nominal Hours: 20 Hours

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

ICA5172B IMPLEMENT BACKBONE TECHNOLOGIES IN A LOCAL AREA NETWORK

Content: This unit defines the competency required to implement core layer (backbone) connectivity in a LAN for applications between floors in a multi-storey building or between separate buildings.

Nominal Hours: 40 Hours

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

ICA5173A INSTALL AND CONFIGURE A SINGLE-SEGMENT LOCAL AREA NETWORK SWITCH

Content: This unit defines the competency required to select, install and test a single switch on one segment of a local area network (LAN).

Nominal Hours: 10 Hours

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

ICA5173B INSTALL AND CONFIGURE A SINGLE-SEGMENT LOCAL AREA NETWORK SWITCH

Content: This unit defines the competency required to select, install and test a single switch on one segment of a local area network (LAN).

Nominal Hours: 10 Hours

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

ICA5174A INSTALL HIGH-END SWITCHES IN MULTI-SWITCHED LOCAL AREA NETWORKS

Content: This unit defines the competency required to install, configure and test high-end switches, in an extended star network.

Nominal Hours: 10 Hours

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

ICA5174B INSTALL HIGH-END SWITCHES IN MULTI-SWITCHED LOCAL AREA NETWORKS

Content: This unit defines the competency required to install, configure and test high-end switches, in an extended star network.

Nominal Hours: 10 Hours

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICA5176A INSTALL AND CONFIGURE ROUTER  
Content: This unit defines the competency required to install and configure a router to a basic level.  
Nominal Hours: 20 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5176B INSTALL AND CONFIGURE ROUTER  
Content: This unit defines the competency required to install and configure a router to a basic level.  
Nominal Hours: 20 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5196A IMPLEMENT SECURE ENCRYPTION TECHNOLOGIES  
Content: This unit defines the competency required to ensure secure encryption is applied and monitored.  
Nominal Hours: 20 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5196B IMPLEMENT SECURE ENCRYPTION TECHNOLOGIES  
Content: This unit defines the competency required to ensure secure encryption is applied and monitored.  
Nominal Hours: 20 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5197A INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES  
Content: This unit defines the competency required to develop, install and maintain an authentication processes.  
Nominal Hours: 25 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5197B INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES  
Content: This unit defines the competency required to develop, install and maintain an authentication processes.  
Nominal Hours: 25 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5216A MONITOR AND IMPROVE KNOWLEDGE MANAGEMENT SYSTEM  
Content: This unit defines the competency required to monitor and improve a knowledge management system.  
Nominal Hours: 20 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5216B MONITOR AND IMPROVE KNOWLEDGE MANAGEMENT SYSTEM  
Content: This unit defines the competency required to monitor and improve a knowledge management system.  
Nominal Hours: 20 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA6187A IMPLEMENT CHANGE MANAGEMENT PROCESSES  
Content: Plan IT system changes; Identify technology system change needs; Implement change; Monitor and review implementation.  
Nominal Hours: 30 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA6187B IMPLEMENT CHANGE MANAGEMENT PROCESSES  
Content: Plan IT system changes; Identify technology system change needs; Implement change; Monitor and review implementation.  
Nominal Hours: 30 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5176A INSTALL AND CONFIGURE ROUTER  
Content: This unit defines the competency required to install and configure a router to a basic level.  
Nominal Hours: 20 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA6187A IMPLEMENT CHANGE MANAGEMENT PROCESSES  
Content: Plan IT system changes; Identify technology system change needs; Implement change; Monitor and review implementation.  
Nominal Hours: 30 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA6187B IMPLEMENT CHANGE MANAGEMENT PROCESSES  
Content: Plan IT system changes; Identify technology system change needs; Implement change; Monitor and review implementation.  
Nominal Hours: 30 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5196A IMPLEMENT SECURE ENCRYPTION TECHNOLOGIES  
Content: This unit defines the competency required to ensure secure encryption is applied and monitored.  
Nominal Hours: 20 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5196B IMPLEMENT SECURE ENCRYPTION TECHNOLOGIES  
Content: This unit defines the competency required to ensure secure encryption is applied and monitored.  
Nominal Hours: 20 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5197A INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES  
Content: This unit defines the competency required to develop, install and maintain an authentication processes.  
Nominal Hours: 25 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5197B INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES  
Content: This unit defines the competency required to develop, install and maintain an authentication processes.  
Nominal Hours: 25 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5216A MONITOR AND IMPROVE KNOWLEDGE MANAGEMENT SYSTEM  
Content: This unit defines the competency required to monitor and improve a knowledge management system.  
Nominal Hours: 20 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5216B MONITOR AND IMPROVE KNOWLEDGE MANAGEMENT SYSTEM  
Content: This unit defines the competency required to monitor and improve a knowledge management system.  
Nominal Hours: 20 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAITAD049A DEVELOP LOGICAL ABSTRACTION FROM REQUIREMENTS (OOA)
Content: Analyse behaviour of objects; Prepare state model; Describe roles and responsibilities of classes; Iterate and review the object model
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITAD050A DEVELOP DETAILED COMPONENT SPECIFICATION FROM PROJECT SPECIFICATION
Content: Analyse components; Prepare schema; Prepare component model; Iterate and review model.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITAD051A DESIGN CLIENT USER INTERFACE
Content: Prepare design for interface; Design and document the system user interface.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITAD052A DESIGN IT SECURITY FRAMEWORK
Content: Determine legal requirements for IT security; Determine commercial requirements for IT security; Determine application requirements for IT security; Conduct risk analysis Formulate IT security objectives.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITAD053A DESIGN SYSTEM SECURITY AND CONTROLS
Content: This unit describes the controls that should be designed in the system to ensure the system is secure from both a legal and business perspective.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITAD054A VALIDATE QUALITY AND COMPLETENESS OF DESIGN
Content: Check completeness of high level decision; Review all aspects of the system design; Review design and confirm with client.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITAD055A DETERMINE TRANSITION STRATEGY
Content: Confirm delivery and acceptance plan; Confirm data take-up plan; Confirm cut-over plan.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITAD056B PREPARE DISASTER RECOVERY/CONTINGENCY PLANS
Content: Evaluate impact of system on business continuity; Evaluate threats to system; Formulate prevention and recovery strategy; Develop project plan to support strategy.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITAD058A APPLY SKILLS IN OBJECT ORIENTED DESIGN
Content: Derive the high level design from specification; Refine the design; Validate the design.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITB061B MONITOR PHYSICAL DATABASE IMPLEMENTATION
Content: Undertake DBMS modelling; Monitor database performance.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITB062A PERFORM DATA CONVERSION
Content: Prepare system for conversion; Perform data conversion.
Nominal Hours: 15 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITB063A MONITOR DATA CONVERSION
Content: This unit describes the skills required to successfully prepare and support data conversion.
Nominal Hours: 5 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITB064B PREPARE SOFTWARE DEVELOPMENT REVIEW
Content: Review software standards; Review implementation standards; Review software metrics and milestones.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

ICAITB066A CO-ORDINATE THE BUILD PHASE
Content: Provide development environment; Design work units; Review designs and estimates with programmers.
Nominal Hours: 5 Hours
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITB068A BUILD USING RAD

Content: Construct the application using RAD; Prepare the handover stage.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITB069B DEVELOP SOFTWARE

Content: Code each program module; Review each program module; Document each program module.
Nominal Hours: 280 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITB071A REVIEW SOFTWARE DEVELOPMENT

Content: Review quality standards; Determine development quality issues; Review specific development quality areas.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

ICAITB073A PILOT THE DEVELOPED SYSTEM

Content: This unit gives the student the knowledge and skills to pilot the development system.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITB074A MONITOR THE SYSTEM PILOT

Content: Monitor implementation of pilot system; Evaluate pilot system.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

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

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

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

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

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

ICAITD128A CREATE USER AND TECHNICAL DOCUMENTATION

Content: Determine documentation standards and requirements; Produce technical software documentation; Create client user documentation; Obtain endorsement/sign-off.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITI090A CONDUCT PRE-INSTALLATION AUDIT FOR SOFTWARE INSTALLATION

Content: Assess compatibility of existing software; Confirm interoperability of software with environment; Assess system capacity to install ordered software;
Prepare and distribute audit report.

Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAIT090B CONDUCT PRE-INSTALLATION AUDIT FOR SOFTWARE INSTALLATION

Content: Assess compatibility of existing software; Confirm interoperability of software with environment; Assess system capacity to install ordered software; Prepare and distribute audit report.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAIT091A CONDUCT POST-IMPLEMENTATION REVIEW

Content: Schedule review; Carry out review; Document and publish results.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAIT097B INSTALL AND CONFIGURE A NETWORK

Content: Confirm client requirements and network equipment; Install hardware; Install software; Configure and test network; Document and sign off.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAIT100B BUILD AN INTERNET INFRASTRUCTURE

Content: Plan and design an Internet to meet business requirements; Install and configure Internet infrastructure to meet business requirements; Install and configure Internet services to meet business requirements; Monitor security and Internet access; Ensure user accounts controlled; Manage and support the Internet.
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAIT101A INSTALL AND MANAGE NETWORK PROTOCOLS

Content: Install and configure network protocol environment; Install network protocol applications.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITPM129A APPLY SKILLS IN PROJECT INTEGRATION

Content: Contribute to integration of the nine functions of project management; Contribute to the coordination of internal and external environments; Contribute to the support of project activities throughout the life cycle.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAIT014C CONNECT HARDWARE PERIPHERALS

Content: Confirm requirements of client; Obtain required peripherals; Connect hardware peripherals.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAIT015B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAIT017B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAIT020B INSTALL AND OPTIMISE SYSTEM SOFTWARE

Content: This unit defines the competency required to apply aspects of systems optimisation.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAIT021B CONNECT INTERNAL HARDWARE COMPONENTS

Content: This unit defines the competency required to connect internal hardware components according to specifications.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAIT024B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAIT025B RUN STANDARD DIAGNOSTIC TESTS

Content: Operate system diagnostics; Scan system for viruses.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAIT029B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAIT030B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITS032B PROVIDE NETWORK SYSTEM ADMINISTRATION
Content: This unit expresses the competency required to technically manage elements of a network.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

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

ICAITS102B ESTABLISH AND MAINTAIN CLIENT USER LIASION
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

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

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

ICAITS109B EVALUATE SYSTEM STATUS
Content: Determine scope and evaluation parameters; Carry out evaluation; Report on evaluation.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

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

ICAITS113B IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS
Content: Diagnose problems; Configure database; Tune database.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

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

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

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

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

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

ICAITS125B MONITOR AND ADMINISTER A DATABASE
Content: Start up a database; Manage database; Manage database access.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITS036A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITS037A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITS077C DEVELOP DETAILED TEST PLAN
Content: Prepare test environment and gather tools; Prepare test data; Complete test plan.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITS078A PERFORM UNIT TEST
Content: Prepare for unit test; Conduct unit test; Analyse and classify results.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITS078B PERFORM UNIT TEST
Content: Prepare for unit test; Conduct unit test; Analyse and classify results.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITS079B PERFORM INTEGRATION TEST
Content: Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITS080A PERFORM SPECIFIC UNIT TEST FOR OO CLASS
Content: Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITS080B PERFORM SPECIFIC UNIT TEST FOR OO CLASS
Content: Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITS082C MANAGE THE TESTING PROCESS
Content: Develop test schedule; Complete test procedures; Review the completeness and accuracy of the system.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITS083B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAITU084A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU084B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITW011B PARTICIPATE IN A TEAM AND INDIVIDUALLY TO ACHIEVE ORGANISATION GOALS
Content: Establish own work schedule; Participate in team structure.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITW026B COORDINATE AND MAINTAIN TEAMS
Content: Establish, develop and improve teams; Coordinate team; Delegate responsibility and authority.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITW027B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

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

ICAITU006A OPERATE COMPUTING PACKAGES
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU006B OPERATE COMPUTING PACKAGES
Content: This unit defines the competency required to identify, select and correctly operate desktop applications for a range of purposes
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU006C OPERATE COMPUTING PACKAGES
Content: Use appropriate software; Access, retrieve and manipulate data; Access and use help; Use keyboard and equipment.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU007B MAINTAIN EQUIPMENT AND CONSUMABLES
Content: Clean disc drives and peripherals; Replace and maintain consumables and supplies; Maintain peripherals.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU012B DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES
Content: Design documents to meet organisational requirements; Access, retrieve and manipulate data.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU012C DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES
Content: Design documents to meet organisational requirements; Access, retrieve and manipulate data.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU013B INTEGRATE COMMERCIAL COMPUTING PACKAGES
Content: Produce required organisational documents; Determine and use help.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

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

ICAITU126B USE ADVANCED FEATURES OF COMPUTER APPLICATIONS
Content: Manipulate data; Access and use support resources; Configure the computing environment.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU127B SUPPORT 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU129A OPERATE A WORD PROCESSING APPLICATION
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

ICAITU131A OPERATE A DATABASE APPLICATION
Content: Create a database; Customise basic settings; Create reports; Create forms; Retrieve information.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU132A OPERATE A PRESENTATION PACKAGE
Content: Create presentations; Customise basic settings; Format presentations; Add slide show effects; Print presentation and notes.

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

ICAITU134A CUSTOMISE PACKAGED SOFTWARE FOR BUSINESSES
Content: Determine customisation requirements of business; Analyse impact of customisation on system relationship; Provide support for customised application; Obtain client feedback.
Nominal Hours: 50-60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU133B SUPPORT SYSTEM SOFTWARE FOR BUSINESSES
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU135A OPERATE A WORD PROCESSING APPLICATION FOR BUSINESS
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU136A OPERATE A SPREADSHEET APPLICATION FOR BUSINESS
Content: Create spreadsheets; Customise basic settings; Format spreadsheets; Incorporate objects and charts in spreadsheets; Print spreadsheets.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU137A OPERATE A DATABASE APPLICATION FOR BUSINESS
Content: Create a database; Customise basic settings; Create reports; Create forms; Retrieve information.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU138A OPERATE A PRESENTATION PACKAGE FOR BUSINESS
Content: Create presentations; Customise basic settings; Format presentations; Add slide show effects; Print presentation and notes.

ICAITU133A JOIN THE INTERNET
Content: Access the internet; Search the internet; Send and organise messages; Create an address book.
Nominal Hours: 25 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU134A CUSTOMISE PACKAGED SOFTWARE FOR BUSINESSES
Content: Determine customisation requirements of business; Analyse impact of customisation on system relationship; Provide support for customised application; Obtain client feedback.
Nominal Hours: 50-60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU135A OPERATE A WORD PROCESSING APPLICATION FOR BUSINESS
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU136A OPERATE A SPREADSHEET APPLICATION FOR BUSINESS
Content: Create spreadsheets; Customise basic settings; Format spreadsheets; Incorporate objects and charts in spreadsheets; Print spreadsheets.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU137A OPERATE A DATABASE APPLICATION FOR BUSINESS
Content: Create a database; Customise basic settings; Create reports; Create forms; Retrieve information.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU138A OPERATE A PRESENTATION PACKAGE FOR BUSINESS
Content: Create presentations; Customise basic settings; Format presentations; Add slide show effects; Print presentation and notes.

ICAITU133A JOIN THE INTERNET
Content: Access the internet; Search the internet; Send and organise messages; Create an address book.
Nominal Hours: 25 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU134A CUSTOMISE PACKAGED SOFTWARE FOR BUSINESSES
Content: Determine customisation requirements of business; Analyse impact of customisation on system relationship; Provide support for customised application; Obtain client feedback.
Nominal Hours: 50-60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU135A OPERATE A WORD PROCESSING APPLICATION FOR BUSINESS
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU136A OPERATE A SPREADSHEET APPLICATION FOR BUSINESS
Content: Create spreadsheets; Customise basic settings; Format spreadsheets; Incorporate objects and charts in spreadsheets; Print spreadsheets.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU137A OPERATE A DATABASE APPLICATION FOR BUSINESS
Content: Create a database; Customise basic settings; Create reports; Create forms; Retrieve information.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU138A OPERATE A PRESENTATION PACKAGE FOR BUSINESS
Content: Create presentations; Customise basic settings; Format presentations; Add slide show effects; Print presentation and notes.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAP6040A DEVELOP CONTRACTS AND MANAGE CONTRACTED PERFORMANCE
Content: Establish contract; Monitor contract
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAP6040B DEVELOP CONTRACTS AND MANAGE CONTRACTED PERFORMANCE
Content: Establish contract; Monitor contract
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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: ICAT1206A Check site security; ICAU1208A Operate a personal computer; ICAT1303A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS1193B CONNECT WORKSTATION TO THE INTERNET
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: ICAT1206A Check site security; ICAU1208A Operate a personal computer; ICAT1303A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2008A MAINTAIN INVENTORIES FOR EQUIPMENT, SOFTWARE AND DOCUMENTATION
Content: This unit defines the competency required to record and store details of software, hardware and technical documentation. The following units are linked and form an appropriate cluster: ICAS2016A Record client support requirements.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2008B MAINTAIN INVENTORIES FOR EQUIPMENT, SOFTWARE AND DOCUMENTATION
Content: This unit defines the competency required to record and store details of software, hardware and technical documentation. The following units are linked and form an appropriate cluster: ICAS2016A Record client support requirements.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2009A INTERACT WITH CLIENTS
Content: Deliver support to clients; Respond to client complaints;
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2009B INTERACT WITH CLIENTS
Content: Deliver support to clients; Respond to client complaints;
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2010A APPLY PROBLEM SOLVING TECHNIQUES TO ROUTINE MALFUNCTIONS
Content: Identify problems; Recommend solutions to problem
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2010B APPLY PROBLEM SOLVING TECHNIQUES TO ROUTINE MALFUNCTIONS
Content: Identify problems; Recommend solutions to problem
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2014A CONNECT HARDWARE PERIPHERALS
Content: This unit defines the competency required to connect hardware peripherals according to instructions.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2014B CONNECT HARDWARE PERIPHERALS
Content: This unit defines the competency required to connect hardware peripherals according to instructions.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2016A RECORD CLIENT SUPPORT REQUIREMENTS
Content: Log requests for support; Prioritise support requests with appropriate personal
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2016B RECORD CLIENT SUPPORT REQUIREMENTS
Content: Log requests for support; Prioritise support requests with appropriate personal
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2017A MAINTAIN SYSTEM INTEGRITY
Content: This unit defines the competency required to protect and secure standalone
or client server environments.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2017B MAINTAIN SYSTEM INTEGRITY
Content: This unit defines the competency required to protect and secure standalone or client server environments.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

ICAS2243B DETECT AND PROTECT FROM SPAM AND DESTRUCTIVE SOFTWARE
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

ICAS3024B PROVIDE BASIC SYSTEM ADMINISTRATION
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

ICAS3031B PROVIDE ADVICE TO CLIENTS
Content: Analyse client support issues; Provide advice on software, hardware or network; Obtain client feedback.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

ICAS3032B PROVIDE NETWORK SYSTEMS ADMINISTRATION
Content: Provide client access and security; Input into and disseminate disaster recovery plan; Monitor network performance
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

ICAS3034B DETERMINE AND ACTION NETWORK PROBLEMS
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

ICAS3115B MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER
Content: Determine and undertake required equipment maintenance; Diagnose and repair faults; Update documentation and make recommendations for future maintenance.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAS3120B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS3121A ADMINISTER NETWORK PERIPHERALS
Content: Install peripherals to a network; Configure peripheral services to manage peripherals; Administrate and support peripheral services; Maintain peripherals and fix common problems
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS3121B ADMINISTER NETWORK PERIPHERALS
Content: Install peripherals to a network; Configure peripheral services to manage peripherals; Administrate and support peripheral services; Maintain peripherals and fix common problems
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS3234A CARE FOR COMPUTER HARDWARE
Content: Establish safe work practices; Establish location requirements for hardware and peripherals; Establishe maintenance practices; Determine appropriate hardware quality standards
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS3234B CARE FOR COMPUTER HARDWARE
Content: Establish safe work practices; Establish location requirements for hardware and peripherals; Establishe maintenance practices; Determine appropriate hardware quality standards
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4023A PROVIDE ONE-TO-ONE INSTRUCTION
Content: Determine client need; Organise instruction resources; Provide appropriate instruction; Obtain client feedback
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4023B PROVIDE ONE-TO-ONE INSTRUCTION
Content: Determine client need; Organise instruction resources; Provide appropriate instruction; Obtain client feedback
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

ICAS4033B ASSIST WITH POLICY DEVELOPMENT FOR CLIENT SUPPORT PROCEDURES
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

ICAS4106B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

ICAS4107B MANAGE RESOLUTION OF SYSTEM FAULTS ON A LIVE SYSTEM
Content: Determine maintenance methodologies and repositories; Implement change management system; Report review of results.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

ICAS4108B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4109A EVALUATE SYSTEM STATUS
Content: Determine scope and evaluation parameters; Carry out evaluation; Report an evaluation.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4109B EVALUATE SYSTEM STATUS
Content: Determine scope and evaluation parameters; Carry out evaluation; Report an evaluation.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4113A IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS
Content: Diagnose problems; Configure database; Tune database.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4113B IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS
Content: Diagnose problems; Configure database; Tune database.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

ICAS4114B IMPLEMENT MAINTENANCE PROCEDURES
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

ICAS4116B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4125A MONITOR AND ADMINISTER A DATABASE
Content: Start up a database; Manage database; Manage database access.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4125B MONITOR AND ADMINISTER A DATABASE
Content: Start up a database; Manage database; Manage database access.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

ICAS4127B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

ICAS4134B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4191A MAINTAIN WEBSITE PERFORMANCE
Content: Benchmark website performance; Track website performance; Tune performance; Initiate and monitor performance improvement.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**ICAS4191B MAINTAIN WEBSITE PERFORMANCE**
**Content:** Benchmark website performance; Track website performance; Tune performance; Initiate and monitor performance improvement.
**Nominal Hours:** 30 Hours
**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

**ICAS4201B 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:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**ICAS5102A ESTABLISH AND MAINTAIN CLIENT USER LIAISON**
**Content:** Determine support areas; Develop support procedures; Assign support personnel.
**Nominal Hours:** 20 Hours
**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**ICAS5102B ESTABLISH AND MAINTAIN CLIENT USER LIAISON**
**Content:** Determine support areas; Develop support procedures; Assign support personnel.
**Nominal Hours:** 20 Hours
**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**ICAS5103A ESTABLISH AND MAINTAIN CLIENT USER LIAISON DURING SUPPORT ACTIVITY**
**Content:** Identify support procedures; Undertake support Gather feedback.
**Nominal Hours:** 20 Hours
**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**ICAS5103B ESTABLISH AND MAINTAIN CLIENT USER LIAISON DURING SUPPORT ACTIVITY**
**Content:** Identify support procedures; Undertake support Gather feedback.
**Nominal Hours:** 20 Hours
**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

**ICAS5104B 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:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

**ICAS5105B COORDINATE CHANGE REQUESTS**
**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:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**ICAS5111A REVIEW AND MANAGE DELIVERY OF MAINTENANCE SERVICES**
**Content:** Review service standards; Review infrastructure Determin and implement solutions; Organise reviews.
**Nominal Hours:** 20 Hours
**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**ICAS5111B REVIEW AND MANAGE DELIVERY OF MAINTENANCE SERVICES**
**Content:** Review service standards; Review infrastructure Determine and implement solutions; Organise reviews.
**Nominal Hours:** 20 Hours
**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

**ICAS5123B 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.
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

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

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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAT4186A CONDUCT OPERATIONAL ACCEPTANCE TESTS OF WEBSITES
Content: Prepare test; Test individual pages; Test page relationships; Evaluate test results.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT4186B CONDUCT OPERATIONAL ACCEPTANCE TESTS OF WEBSITES
Content: Prepare test; Test individual pages; Test page relationships; Evaluate test results.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

ICAT4221B LOCATE EQUIPMENT, 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT4242A PERFORM UNIT TEST FOR A CLASS
Content: Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT4242B PERFORM UNIT TEST FOR A CLASS
Content: Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT5079A PERFORM INTEGRATION TEST
Content: Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT5079B PERFORM INTEGRATION TEST
Content: Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT5081A PERFORM SYSTEMS TEST
Content: Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT5081B PERFORM SYSTEMS TEST
Content: Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

ICAT5083B DEVELOP AND CONDUCT CLIENT ACCEPTANCE TEST
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU1128A OPERATE A PERSONAL COMPUTER
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU1128B OPERATE A PERSONAL COMPUTER
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
**ICAU1129B 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:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**ICAU1130A OPERATE A SPREADSHEET APPLICATION**

Content: This unit defines the competency required to correctly operate spreadsheet applications and perform basic operations.

**Nominal Hours:** 30 Hours

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

**ICAU1130B OPERATE A SPREADSHEET APPLICATION**

Content: This unit defines the competency required to correctly operate spreadsheet applications and perform basic operations.

**Nominal Hours:** 30 Hours

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

**ICAU1131A OPERATE A DATABASE APPLICATION**

Content: This unit defines the competency required to operate database applications and perform basic operations.

**Nominal Hours:** 40 Hours

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

**ICAU1131B OPERATE A DATABASE APPLICATION**

Content: This unit defines the competency required to operate database applications and perform basic operations.

**Nominal Hours:** 40 Hours

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

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

**ICAU1132B OPERATE A PRESENTATION PACKAGE**

Content: This unit defines the competency required to operate presentation applications and perform basic operations.

**Nominal Hours:** 25 Hours

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

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

**ICAU1133B LOCATE AND USE RELEVANT ONLINE INFORMATION**

Content: This unit defines the competency required to use search engines to locate required information on the internet and assess the content of sites for accuracy, currency and/or authority.

**Nominal Hours:** 20 Hours

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

**ICAU1129B 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:** 25 Hours
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: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU2006B 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: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

ICAU2007B MAINTAIN EQUIPMENT AND CONSUMABLES
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU2013A INTEGRATE COMMERCIAL COMPUTING PACKAGES
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU2013B INTEGRATE COMMERCIAL COMPUTING PACKAGES
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU2231A USE COMPUTER OPERATING SYSTEM
Content: Configure operating system; Use operating system; Optimise operating system; Support input and output devices.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU2231B USE COMPUTER OPERATING SYSTEM
Content: Configure operating system; Use operating system; Optimise operating system; Support input and output devices.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU3004A APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES
Content: Determine OHS issues relating to immediate work environment; Document and disseminate OHS requirements; Provide basic ergonomic advice.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU3004B APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES
Content: Determine OHS issues relating to immediate work environment; Document and disseminate OHS requirements; Provide basic ergonomic advice.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

ICAU3019B MIGRATE TO NEW TECHNOLOGY
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAU3028A CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS
Content: Analyse customisation requirements; Develop customisation; Provide support for customised application;
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU3028B CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS
Content: Analyse customisation requirements; Develop customisation; Provide support for customised application;
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

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

ICAU3126B-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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU3126B-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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

ICAU4207A APPLY WEB AUTHORING TOOL TO CONVERT CLIENT DATA FOR WEBSITES
Content: Create files; Create formatting templates; Define library items; Develop templates; Identify authoring requirements; Create simple forms; Create simple navigation;
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU4207B APPLY WEB AUTHORING TOOL TO CONVERT CLIENT DATA FOR WEBSITES
Content: Create files; Create formatting templates; Define library items; Develop templates; Identify authoring requirements; Create simple forms; Create simple navigation;
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU5208A USE SITE SERVER TOOLS FOR TRANSACTION MANAGEMENT
Content: Confirm task requirements; Select tools; Use tools; Review server tools and task requirements;
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU5208B USE SITE SERVER TOOLS FOR TRANSACTION MANAGEMENT
Content: Confirm task requirements; Select tools; Use tools; Review server tools and task requirements;
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAUI128A OPERATE A PERSONAL COMPUTER
Content: This unit defines the competency required to operate a personal computer, including starting the PC, logging in, using and understanding desktop icons and their links to underlying program, navigating a directory structure, saving work, printing, closing down the PC.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA2W001A WORK EFFECTIVELY IN AN IT ENVIRONMENT
Content: Identify IT in an organisation and related relevant policies and procedures; Identify IT equipment, software and operating systems used by the organisation
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA2W001B WORK EFFECTIVELY IN AN IT ENVIRONMENT
Content: Identify IT in an organisation and related relevant policies and procedures; Identify IT equipment, software and operating systems used by the organisation
ICAW2002A COMMUNICATE IN THE WORKPLACE
Content: This unit defines the competency required to provide limited client support through verbal and non-verbal communication and to effectively communicate with colleagues.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAW2002B COMMUNICATE IN THE WORKPLACE
Content: This unit defines the competency required to provide limited client support through verbal and non-verbal communication and to effectively communicate with colleagues.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAW2011A WORK INDIVIDUALLY OR AS A TEAM MEMBER TO ACHIEVE ORGANISATIONAL GOALS
Content: Establish own work schedule; Participate in team structure
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAW2011B WORK INDIVIDUALLY OR AS A TEAM MEMBER TO ACHIEVE ORGANISATIONAL GOALS
Content: Establish own work schedule; Participate in team structure
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

ICAW4027B RELATE TO CLIENTS ON A BUSINESS LEVEL
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

ICAW4214B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICCT1138B INSTALL, MAINTAIN AND MODIFY CUSTOMER PREMISES COMMUNICATIONS CABLES: ACA LIFT RULE
Content: This unit defines the level of competence that is required for the purpose of the Australian Communications Authority’s “Lift” Cabling Provider Rule. Lift cabling is used between the local distributor (LD) adjacent to the lift machine/motor room and the lift control cubicle and lift cars.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

ICPM263A ACCESS AND USE THE INTERNET
Content: Identify and use local resources; Identify and use remote resources
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICPM321A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICPM346A INTEGRATE 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICPM422A INTEGRATE 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICPMM43CA INCORPORATE DIGITAL PHOTOGRAPHY INTO MULTIMEDIA PRESENTATIONS

Content: Use a digital camera; Incorporate digital photography into a multimedia sequence; Create a collage of digital photography and 2D graphics.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICPMM581A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICPMM582A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICPMM63BA ACCESS THE INTERNET

Content: Identify and use local resources and identify and use remote resources.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

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

ICCPP311A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICCPP411A 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: 80 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICTC006C PLACE AND SECURE 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. This unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs and multi media. This unit applies to high-speed data and fibre optic cabling. This unit may be applied to domestic, commercial or industrial installations.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICTC008C TERMINATE METALLIC CONDUCTOR CABLE

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. This unit applies to all communication applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs and multi media. This unit may be applied to domestic, commercial or industrial installations. This unit applies to all metallic conductor cable types including coaxial and structured (category 5, 6 & 7) cabling. It also applies to the joining of cable in a terminating block (in/out block). Specific units of competency apply to the placing, securing and termination of particular cable types and should be used in association with this unit where applicable.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICTC010C 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.
ICCTC012C INSTALL FUNCTIONAL AND PROTECTIVE TELECOMMUNICATIONS EARTHING SYSTEMS

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. This unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multi media. This unit may be applied to domestic, SOHO (Small Office Home Office), commercial or industrial installations and covers multi-storey and multi-site locations.

Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICCTC016C JOINT COPPER 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. This unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multi media. This unit may be applied to domestic, SOHO (Small Office Home Office), commercial or industrial installations and covers multi-storey and multi-site locations.

Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICCTC017C ALTER SERVICES TO EXISTING CABLE SYSTEM

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. This unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multi media. This unit may be applied to domestic, commercial or industrial installations. This unit applies to the joining of copper telecommunications cable that may occur in underground situations, in pits or in jointing enclosures or above ground customer premises. It applies to all metallic conductor cable types other than co-axial and certified category 5 installations.

Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICCTC022C ORGANISE AND MONITOR CABLELING TO ENSURE COMPLIANCE WITH REGULATORY AND INDUSTRY STANDARDS

Content: This unit applies to the organisation and monitoring or work within a work team. It applies to all metallic conductor cable types other than co-axial and certified category 5 installations. This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment. This unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multi media. This unit may be applied to domestic, commercial or industrial installations.

Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICCTC136A INSTALL, MAINTAIN AND MODIFY CUSTOMER PREMISES COMMUNICATION CABLELING - 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. Restricted cabling is used in typical domestic premises but is also found in some small office/home offices and small business premises situations. Restricted cabling is used in typical domestic premises but is also found in some small office/home offices and small business premises situations. 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICCTC136B INSTALL MAINTAIN AND MODIFY CUSTOMER PREMISES COMMUNICATION CABLELING - ACA

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. Restricted cabling is used in typical domestic premises but is also found in some small office/home offices and small business premises situations. Restricted cabling is used in typical domestic premises but is also found in some small office/home offices and small business premises situations. 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICCTC137B INSTALL MAINTAIN AND MODIFY CUSTOMER PREMISES COMMUNICATIONS CABLELING - ACA OPEN RULE

Content: This unit defines the level of competence that is required for the purpose of the Australian Communications Authority’s “Open” Cabling Provider Rule. This rule is associated with small installations connected to sockets and larger commercial and industry installations involving multi-pair cables, backbone cabling, multi-storey buildings and more complicated termination modules and distributors. This unit applies to customer cabling terminated on distributors. It applies to the installation, maintenance and modification of indoor, external, underground cabling at the levels stated in the range of variables. Customer cabling, for the purpose of this standard, may be used to connect devices for a range of applications, including: telecommunications (phones and facsimile), data including video and multimedia, security and alarms, and fire protection. This unit meets the minimum ACA "prescribed level of knowledge and skill that safeguards matters of health, safety, network integrity and addresses matters of interoperability where customer equipment and standard telephone service are involved" only.

Nominal Hours: 100 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

PMBOHS409A ESTABLISH, MAINTAIN AND EVALUATE AN OH&S SYSTEM

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

Nominal Hours: 40 Hours
Assessment: Written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, profiling on internet, RTO/workplace projects and RTO/workplace assignments.

PRSSM504A PREPARE SECURITY RISK MANAGEMENT PLAN

Content: Evaluate and prioritise risks; Develop action plans; Identify management requirements; Design treatment options; Develop risk management plan.
PRSSO201A COMMUNICATE EFFECTIVELY IN THE SECURITY INDUSTRY
Content: This competency standard covers the skills and knowledge required to facilitate effective exchanges of information in a security environment. It requires the ability to accurately receive and relay information in both verbal and written modes, adopt interpersonal styles and techniques to varying social and cultural environments, and complete routine correspondence and documentation. This work would be carried out under routine supervision within organisational guidelines.
Nominal Hours: 24 Hours
Assessment: Theory Tests, Assignments and skills based work simulations.

PRSSO202A MAINTAIN WORKPLACE SAFETY
Content: This competency standard covers the skills and knowledge required to follow Occupational Health and Safety policies and procedures to ensure own safety and that of others in the workplace. It requires the ability to identify and control workplace risks and hazards, apply appropriate responses to emergency situations, and communicate workplace safety requirements. This work would be carried out under routine supervision within organisational guidelines. The unit is based on Generic Competency “A” in the National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards.
Nominal Hours: 16 Hours
Assessment: Theory Tests, Assignments and skills based work simulations.

PRSSO203A WORK EFFECTIVELY IN THE SECURITY INDUSTRY
Content: This competency standard covers the skills and knowledge required to work effectively within the security industry. It requires the ability to interpret and comply with legal and procedural requirements, complete daily work activities, and identify opportunities for professional development. These work functions would be carried out under routine supervision within organisational guidelines.
Nominal Hours: 40 Hours
Assessment: Theory Tests, Assignments and skills based work simulations.

PRSTS201A INSTALL SECURITY EQUIPMENT/SYSTEM
Content: This competency standard covers the skills and knowledge required to install a range of types of security equipment and systems. It requires the ability to select and use materials, tools and equipment appropriate to job requirements, effectively install security equipment/systems for the intended purpose, and complete documentation in an accurate and timely manner. This work applies in extra low voltage as defined through the Australian Standards AS 2201 (1986) environments. These work functions would be carried out under routine supervision within organisational guidelines.
Nominal Hours: 40 Hours
Assessment: Theory Tests, Assignments and skills based work simulations.

PRSTS202A INSTALL CCTV EQUIPMENT/SYSTEMS
Content: This competency standard covers the skills and knowledge required to install CCTV and audio systems. It requires the ability to accurately interpret work requirements, select and safely use suitable tools and equipment, and install CCTV and audio systems in an efficient and effective manner. This work applies in extra low voltage as defined through the current Australian Standards AS 2201 environments.
Nominal Hours: 30 Hours
Assessment: Theory Tests, Assignments and skills based work simulations.

PRSTS204A INSTALL CCTV EQUIPMENT/SYSTEMS
Content: This competency standard covers the skills and knowledge required to install CCTV and audio systems. It requires the ability to accurately interpret work requirements, select and safely use suitable tools and equipment, and install CCTV and audio systems in an efficient and effective manner. This work applies in extra low voltage as defined through the current Australian Standards AS 2201 environments.
Nominal Hours: 30 Hours
Assessment: Theory Tests, Assignments and skills based work simulations.

PRSTS207A PERFORM ROUTINE MAINTENANCE
Content: This competency standard covers the skills and knowledge required to perform routine servicing, adjustments and repairs on a range of security equipment and systems. It requires the ability to select and use tools appropriate to specific tasks, monitor operational effectiveness and accurately identify faults, carry out routine maintenance and maintain records systems. This work would be carried out under routine supervision within organisational guidelines.
Nominal Hours: 30 Hours
Assessment: Theory Tests, Assignments and skills based work simulations.

PRSTS301A IDENTIFY TECHNICAL SECURITY REQUIREMENTS
Content: Prepare to identify security requirements; Identify security requirements; Document security requirements.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

PSPPM402B IMPLEMENT SIMPLE PROJECTS
Content: Implement start-up activities; Coordinate project implementation; Monitor project; Arrange project follow-up activities.
Nominal Hours: 65 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

PSPPM502B MANAGE COMPLEX PROJECTS
Content: Manage start-up activities; Manage project implementation; Manage project integration; Coordinate project follow-up activities.
Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

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

TADEL503A 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: One or more of the following: written assignment, written test,
This unit covers the basic use of personal computers application relevant to a workplace. It encompasses switching the computer on, applying user preferences, selecting basic applications, entering and retrieving information and printing files.

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Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UENEED003B EVALUATE AND MODIFY PROGRAMS WRITTEN IN OBJECT ORIENTED CODE
Content: This unit covers evaluating and modifying programs based on object-oriented code. It encompasses safe working practices, following written and oral instruction and procedures, applying knowledge of object-oriented code scripting and testing and documenting outcomes.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UENEED004B USE ENGINEERING APPLICATIONS SOFTWARE
Content: This unit covers the use of computer application relevant to engineering support work functions. It encompasses safe working practices, using application menus and tools, entering and retrieving information, working with groups and transferring and printing files.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UENEED007B DEVELOP, ENTER AND VERIFY PROGRAMS FOR PROGRAMMABLE LOGIC CONTROLLERS USING LADDER INSTRUCTION SET
Content: This unit covers development, installation and testing of programs for programmable logic controllers (PLC) for a system requiring extended control functions. It encompasses working safely, applying knowledge of control systems, control system development methods, ladder logic control functions, using ladder instruction set, following written instructions and documenting program development and testing activities.
Nominal Hours: 120 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written responses; short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UENEED010B SET UP AND CREATE CONTENT FOR A WEB SERVER
Content: This unit covers installation, set up, implementation and provision of on-going support of web services. It encompasses working safely, installing and administering server software and databases, service side scripting, configuring access and security and documenting work activities.
Nominal Hours: 120 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UENEED011B DEVELOP OBJECT ORIENTED CODE
Content: This competency standard unit covers developing, implementing and testing object oriented programming solutions using object oriented programming language. It encompasses following development brief, using appropriate development software, writing code that features classes, inheritance, arrays, and advanced library components and documenting development activities.
Nominal Hours: 140 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UENEED012B SUPPORT COMPUTER HARDWARE AND SOFTWARE
Content: This unit covers upgrading and maintaining computers, computer devices and peripherals and installing, maintaining and configuring software. It encompasses safe working practices, installing and testing the upgrading components, locating faults in hardware components, replacing faulty subsystems, installing and testing the operating system and application software, testing functionality, rectifying malfunctions, following written and oral instruction and procedures and applying appropriate customer relations.
Nominal Hours: 120 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UENEED013B INSTALL AND ADMINISTER UNIX BASED COMPUTERS
Content: This unit covers the installation and administration of UNIX based and networked computers. It encompasses safe working practices, performing basic UNIX, Linux or Mac OS X operating system installation, administration functions of logging in and out, setting up GUI applications, manipulating text files, creating and searching files and directories, changing permissions, using text editors, identifying and modifying initialization files, streamlining command, execution using shell features, using basic network commands and documenting all administration activities.
Nominal Hours: 80 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UENEED014B DESIGN AND MANAGE ENTERPRISE NETWORKS
Content: This unit covers designing, managing, monitoring and diagnosing enterprise servers. It encompasses safe working practices, designing and managing Domain Name Server (DNS), Email servers, Dynamic Host Configuration Protocol (DHCP), Remote access servers, Network Address Translation (N/AT), Directory services, Authentication Servers and documenting all designing and managing activities.
Nominal Hours: 80 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UENEED015B ADMINISTER USER NETWORKS
Content: This unit covers the administration of network servers. It encompasses safe working practices, establishing and maintaining user and group permissions, network security and shared resource management, monitoring and optimising network systems performance and reliability, maintaining currency of the network and documenting all administration activities.
Nominal Hours: 80 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UENEED016B DEVELOP NETWORK SERVICES
Content: This unit covers develop services for network clients for emails, Internet access, shared resources . It encompasses safe working practices, installing and configuring Domain Name Server (DNS), email servers, Dynamic Host Configuration Protocol (DHCP), remote access servers, Network Address Translation (N/AT), directory services, Authentication Servers and documenting development activities.
Nominal Hours: 120 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
UENEED017B INSTALL AND CONFIGURE INTERNETWORKING SYSTEMS
Content: This competency standard unit covers the interconnection of networks. It encompasses safe working practice, basic installation and configuration of switches and routers and documenting installation and configuration activities.
Nominal Hours: 120 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UENEED018B DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS
Content: This competency standard unit covers the design, implementation and performance monitoring of internetworking systems. It encompasses safe working practice, evaluating customer requirements, applying sound design principles, using Wide Area Network (WAN) technologies, complying with regulation and standards, and documentation of design and performance monitoring.
Nominal Hours: 120 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UENEED019B DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS — ADVANCED ROUTING
Content: This unit covers the design, implementation and performance monitoring of Internetworking systems. It encompasses safe working practice, evaluating customer requirements, applying sound design principles, complying with regulation and standards, incorporation and advance configuration of remote access and documentation of design and performance monitoring.
Nominal Hours: 100 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UENEED020B DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS — REMOTE ACCESS
Content: This unit covers the design, implementation and performance monitoring of Internetworking systems. It encompasses safe working practice, evaluating customer requirements, applying sound design principles, complying with regulation and standards, incorporation and advance configuration of remote access and documentation of design and performance monitoring.
Nominal Hours: 100 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UENEED021B DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS — MULTI-LAYER SWITCHING
Content: This unit covers the design, implementation and performance monitoring of Internetworking systems. It encompasses safe working practice, evaluating customer requirements, applying sound design principles, complying with regulation and standards, incorporation and advance multi-layer switching technologies access and documentation of design and performance monitoring.
Nominal Hours: 100 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UENEED022B DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS — SECURITY
Content: This unit covers the design, implementation and performance monitoring of Internetworking systems. It encompasses safe working practice, evaluating customer requirements, applying sound design principles, complying with regulation and standards, incorporation of advance security technologies and documentation of design and performance monitoring.
Nominal Hours: 100 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UENEED023B DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS — WIRELESS LANS/WANS
Content: This competency standard unit covers the design, implementation and performance monitoring of internetworking systems. It encompasses safe working practice, evaluating customer requirements, applying sound design principles, complying with regulation and standards, incorporation and advanced wireless LANs technologies and documentation of design and performance monitoring.
Nominal Hours: 100 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UENEED024B INTEGRATE MULTIPLE COMPUTER OPERATING SYSTEMS ON A CLIENT SERVER NETWORK
Content: This competency standard unit covers interconnecting computers to form a local area network (LAN). It encompasses applying different computer and network operating systems on a single LAN, using network standards/protocols, selecting network topology and physical media, disaster planning recovery, performance management and documentation of work activities.
Nominal Hours: 80 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UENEED026B DESIGN A COMPUTER BASED CONTROL SYSTEM
Content: This unit covers the design of computer application for control processes. It encompasses apply knowledge of control devices, control systems, programmable logic controllers, supervisory control and data acquisition systems and control programming methods, developing alternative design schemes based on design brief, customer relations and documenting designs.
Nominal Hours: 120 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UENEED027B DEVELOP STRUCTURED PROGRAMS TO CONTROL EXTERNAL DEVICES
Content: This competency standard unit covers programming of microprocessor/ microcontroller devices to access external devices. The unit encompasses working safely, applying knowledge of control applications, and analogue and digital input/output signals, programming fundamentals, writing and testing program and documenting programming activities.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.
UEENEED028B DEVELOP AND TEST CODE FOR MICROCONTROLLER DEVICES

Content: This competency standard unit covers structured programming instructions for micro devices at a fundamental level. The unit encompasses working safely, applying knowledge device architecture and programming fundamentals, writing and testing specified instructions and documenting development activities.

Nominal Hours: 60 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/ exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED029B DEVELOP BASIC WEB PAGES FOR ENGINEERING APPLICATIONS

Content: This unit covers the development of web pages for engineering applications. It encompasses working safely, developing web pages using authoring tools, client-side scripting, fundamental server-side scripting and documenting development activities.

Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/ exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED043B INSTALL AND CONFIGURE OPERATING SYSTEMS AND SOFTWARE

Content: This unit covers installing and configuring an operating system and software on a personal computer. It encompasses safe working practices, installing and testing the operating system and application software, testing functionality, rectifying operating anomalies, following written and oral instruction and procedures and applying appropriate customer relations.

Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/ exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED044B COMMISSION COMPUTER SYSTEMS

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

Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/ exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED045B MODIFY-REDISEIGN OF COMPUTER SYSTEM

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

Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/ exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED046B SET UP AND CONFIGURE BASIC LOCAL AREA NETWORK

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

Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/ exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED048B PLAN COMPUTER SYSTEMS PROJECT

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

Nominal Hours: 60 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/ exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED051B PROVIDE PROGRAMMING SOLUTION FOR ENGINEERING PROBLEMS

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

Nominal Hours: 60 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/ exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED008B APPLY OHS PRACTICES IN THE WORKPLACE

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

Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/ exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED009B DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS

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

Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/ exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED034B SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS

Content: This unit covers providing known solutions to predictable problems in single path circuits operated at extra-low voltage as they apply to various electrotechnology work functions. It encompasses working safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable circuit problems.

Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/ exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
UEENEEE0048 SOLVE PROBLEMS IN MULTIPLE PATH D.C. CIRCUITS

Content: This unit covers determining correct operation of single source d.c. parallel and series-parallel circuits and providing solutions as they apply to various electrotechnology work functions. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in multiple path circuit.

Nominal Hours: 20 Hours

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

UEENEEE0058 FIX AND SECURE EQUIPMENT

Content: This unit covers fixing, securing and mounting techniques as apply in the various electrotechnology work functions. It encompasses the safe use of hand and portable power tools, safe lifting techniques, safe use of ladders and elevated platforms and the selection and safe application of fixing devices and supporting accessories/equipment.

Nominal Hours: 20 Hours

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

UEENEEE0078 USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS

Content: This unit covers the use of drawings, diagrams, equipment and cable schedules and manuals as they apply to the various electrotechnology work functions. It encompasses the rudiments for communicating with schematic, wiring and mechanical diagrams and equipment and cable/connection schedules, manuals, site and architectural drawings and plans showing the location of services, apparatus, plant and machinery.

Nominal Hours: 20 Hours

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

UEENEEE0088 LAY WIRING AND TERMINATE ACCESSORIES FOR EXTRA-LOW VOLTAGE CIRCUITS

Content: This unit covers the laying of wiring/cabling, connection of accessories and continuity and insulation resistance testing of circuits intended to operate at extra-low voltage. Typically this includes circuits and accessories for ELV powered devices, security, controls, integrated systems, audio/video systems. It encompasses the principles of single source, single load power circuits, control circuits and communications circuits, safe working practices and following work processes that satisfy electrical principles for safety and functionality.

Nominal Hours: 20 Hours

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

UEENEEE0098 COMPLY WITH SCHEDULED AND PREVENTATIVE MAINTENANCE PROGRAM PROCESSES

Content: This unit covers the quality assurance and risk management compliance processes for maintenance of the electrotechnology aspects of plant and equipment. It encompasses working safely and to technical, quality and risk management standards, work specifications and maintenance schedules, sample inspections, evaluating components and completing the necessary maintenance documentation.

Nominal Hours: 20 Hours

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

UEENEEE011B MANAGE RISK IN ELECTROTECHNOLOGY ACTIVITIES

Content: This unit covers managing risk related to OHS, environment, resources and financial viability. It encompasses identifying risk events, the likelihood and consequences of such events, evaluating risk, risk management planning and mitigation of risk.

Nominal Hours: 100 Hours

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

UEENEEE015B DEVELOP DESIGN BRIEFS FOR ELECTROTECHNOLOGY PROJECTS

Content: This unit covers developing requirement to be incorporated in to the design of electrotechnology projects. It encompasses determining the safety requirements to be met, establishing client expectations, ensuring cost effective solutions are pursued and documenting design requirements.

Nominal Hours: 40 Hours

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

UEENEEE017B IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES

Content: This unit covers the mandatory requirements of persons in a supervisory role to implement and monitor an organisation's occupational health and safety policies, procedures and programs. It encompasses understanding an organisation's OHS obligations, providing safety information to staff, implementing and monitoring participative arrangements, safety procedures and training and maintaining safety records.

Nominal Hours: 20 Hours

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

UEENEEE019B SOLVE PROBLEMS IN MULTIPLE PATH A.C. CIRCUITS

Content: This unit covers determining correct operation of single source ac parallel and series-parallel circuits and providing solutions as they apply to various electrotechnology work functions. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in multiple path circuits.

Nominal Hours: 40 Hours

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

UEENEEE020B PROVIDE BASIC INSTRUCTION IN THE USE OF ELECTROTECHNOLOGY APPARATUS

Content: This unit covers instructing customers/users in the use of electrotechnology apparatus. It encompasses appropriate customer relations, the use of apparatus manufacturer's instruction material, basic instruction methods and evaluation and completing documentation.

Nominal Hours: 20 Hours

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; oral test/technical interview; proficiency testing.
UEENEE0228 CARRY OUT PREPARATORY ELECTROTECHNOLOGY WORK ACTIVITIES
Content: This unit covers the carrying out of preparatory work related to any electrotechnology discipline. It encompasses working safely, following basic instructions under direct supervision. It will include electrotechnology support activities including the use of basic hand tools, the safe use of ladders and elevated work platforms and the fixing and securing of equipment under direction following routine work practices.
Nominal Hours: 60 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEE0248 COMPILE AND PRODUCE AN ELECTROTECHNOLOGY REPORT
Content: This unit covers complying and producing an electrotechnology report. It encompasses determining the safety requirements are met and all regulatory responsibilities are adhered to. The person competent in this unit must demonstrate an understanding of identifying information sources and collect and analyse and format information applicable to the electrotechnology industry and produce a report as required.
Nominal Hours: 60 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEE0328 CERTIFICATE II IN COMPUTER ASSEMBLY AND REPAIR
Content: This unit covers: Occupational work hazard identification; Identifying health and safety risks to workers; Classification of risks; Documenting control measures intended to eliminate or reduce the risk that could potentially arise during the conduct of work activities and; Consultation processes with those involved with computer systems work. This unit primarily deals with the process involved in completing documentation and/or making appropriate modifications to pre-prepared documents.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEE038B DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTRICAL
Content: This unit covers: Occupational work hazard identification; Identifying health and safety risks to workers; Classification of risks; Documenting control measures intended to eliminate or reduce the risk that could potentially arise during the conduct of work activities, and; Consultation processes with those involved with electrical work. This unit primarily deals with the process involved in completing documentation and/or making appropriate modifications to pre-prepared documents.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEE038B PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN
Content: This unit covers the application of skills and knowledge in taking responsibility for one’s own competency development. It encompasses understanding the structure of a competency development plan, participating the development of a personal competency development plan, understanding responsibilities and obligation under competency development plan, following activities for developing competency, self-monitoring competency development and meeting trainee obligations for periodic reporting of competency development activities.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEE040B IDENTIFY AND SELECT COMPONENTS/ASSESSORIES/MATERIALS FOR ELECTROTECHNOLOGY WORK ACTIVITIES
Content: This unit covers undertaking a schedule of work for selecting appropriately identified components, accessories or materials in an agreed time, to a quality standard and with a minimum of waste, using appropriate technology mediums where required.
Nominal Hours: 80 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEE041B USE OF ROUTINE EQUIPMENT/PLANT/TECHNOLOGIES IN AN ELECTROTECHNOLOGY ENVIRONMENT
Content: This unit covers routine tools, equipment and personnel protective equipment required to do work in the Electrotechnology environment, is used in accordance with the schedule of work to ensure work is completed in an agreed time, to a quality standard and with a minimum waste.
Nominal Hours: 60 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEE042B PRODUCE ROUTINE PRODUCTS FOR CARRYING OUT ELECTROTECHNOLOGY WORK ACTIVITIES
Content: This unit covers routine products required to do work in the Electrotechnology environment are produced in accordance with the schedule of work ensuring work is completed in an agreed time, to a quality standard and with a minimum waste.
Nominal Hours: 120 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEE046B IDENTIFY EFFECTS OF ENERGY ON MACHINERY AND MATERIALS IN AN ELECTROTECHNOLOGY ENVIRONMENT
Content: This unit covers effects of energy on machinery and/or materials used in an Electrotechnology environment are identified and completed in an agreed time, to a quality standard and using appropriate technology mediums, where required. It encompasses working safely, applying knowledge of identifying the effects of energy on machinery and materials in an Electrotechnology environment.
Nominal Hours: 120 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEE047B IDENTIFY BUILDING TECHNIQUES, METHODS AND MATERIALS USED IN ELECTROTECHNOLOGY WORK ACTIVITIES
Content: This unit covers identifying a range of techniques, methods and materials used in Electrotechnology work activities including types of fixing devices, segregation requirements, fixing structures, walls and floor structures, lifting techniques and other related building materials. It encompasses working safely, applying knowledge of identifying building techniques, methods and materials used in Electrotechnology work activities.
Nominal Hours: 120 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
**UEENEEE0508 UNDERTAKE COMPUTATIONS IN AN ELECTROTECHNOLOGY ENVIRONMENT**

**Content:** This unit covers computational and mathematical procedures to solve problems or to enhance given data. It encompasses working safely, applying knowledge of undertaking computations in electrotechnology environment.

**Nominal Hours:** 120 Hours

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

**UEENEEE0708 WRITE SPECIFICATIONS FOR COMPUTER SYSTEMS ENGINEERING PROJECTS**

**Content:** This unit covers developing requirement to be incorporated into the writing of specifications for computer systems engineering projects. It encompasses determining the safety requirements to be met, establishing client expectations, ensuring cost effective solutions are pursued and documenting design and technical requirements.

**Nominal Hours:** 40 Hours

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

**UEENEEE0718 WRITE SPECIFICATIONS FOR ELECTRICAL ENGINEERING PROJECTS**

**Content:** This unit covers developing requirement to be incorporated into the writing of specifications for electrical engineering projects. It encompasses determining the safety requirements to be met, establishing client expectations, ensuring cost effective solutions are pursued and documenting design and technical requirements.

**Nominal Hours:** 20 Hours

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

**UEENEEE0788 CONTRIBUTE TO RISK MANAGEMENT IN ELECTROTECHNOLOGY SYSTEMS**

**Content:** This unit covers contributing to the management of risk in electrotechnology systems related to OHS, environment, resources and financial viability. It encompasses contributing to the identification of electrotechnology systems risks; and risk events, the likelihood and consequences of such events, evaluating risk, risk management planning and mitigation of risk.

**Nominal Hours:** 20 Hours

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

**UEENEEF001B LAY AND CONNECT CABLING FOR DIRECT ACCESS TO TELECOMMUNICATIONS SERVICES**

**Content:** This unit covers the installation and termination of telecommunications cabling in buildings and premises. It encompasses working safely and to Australian Communications and Media Authority’s ‘Open’ Cabling Provider Rule, installing telephone line, two-pair (quad) cables, terminating on socket outlets, testing and compliance checks and completing cabling documentation.

**Nominal Hours:** 20 Hours

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

**UEENEEF002B LAY AND CONNECT CABLES FOR MULTIPLE ACCESS TO TELECOMMUNICATIONS SERVICES**

**Content:** This unit covers the laying and termination of telecommunications cabling in buildings and premises. It encompasses working safely and to Australian Communications and Media Authority’s ‘Open’ Cabling Provider Rule, installing multiple telephone line, multi-pair cables, backbone cabling, terminating in socket outlets, termination modules and distributors, testing and compliance checks and completing cabling documentation.

**Nominal Hours:** 120 Hours

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

**UEENEEF006B SOLVE PROBLEMS IN DATA AND VOICE COMMUNICATIONS CIRCUITS**

**Content:** This unit covers providing known solutions to predictable problems in single and multiple path circuits operated at extra low voltage as they apply to various data and voice communications work functions. It encompasses working safely, solving problems, including the use of basic voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable communication circuit problems.

**Nominal Hours:** 40 Hours

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

**UEENEEG001B SOLVE PROBLEMS IN ELECTROMAGNETIC CIRCUITS**

**Content:** This unit covers determining correct operation of electromagnetic circuits and providing solutions as they apply to electrical installations and equipment. It encompasses working safely, power circuit problems solving processes, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in multiple path circuit.

**Nominal Hours:** 60 Hours

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

**UEENEEG002B SOLVE PROBLEMS IN SINGLE AND THREE PHASE LOW VOLTAGE CIRCUITS**

**Content:** This unit covers ascertaining correct operation of single and three phase circuits and solving circuit problems as they apply to servicing, fault finding, installation and compliance work functions. It encompasses safe working practices, multiphase circuit arrangements, issue related to protection, power factor and MEN systems and solutions to circuit problems derived from calculated and measured parameters.

**Nominal Hours:** 80 Hours

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

**UEENEEG003B INSTALL WIRING AND ACCESSORIES FOR LOW VOLTAGE CIRCUITS**

**Content:** This unit covers the installation in building and premises of wiring endorses, cable support systems, cables and accessories and intended to operate at voltages up the 1,000 V.c. or 1,500 V.d.c. It encompasses working safely and to installation standards, routing cables to specified locations, terminating cables and connecting wiring at accessories and completing the necessary installation documentation.

**Nominal Hours:** 80 Hours

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
UENEE004B INSTALL LOW VOLTAGE ELECTRICAL APPARATUS AND ASSOCIATED EQUIPMENT

Content: This unit covers the installation of protection devices, switchgear and controlgear, appliances and luminaries and intended to operate at voltages up to 1,000V a.c. or 1,500V d.c. It encompasses working safely and to installation standards, matching equipment with that specified for a given location, placing and securing equipment accurately, making required circuit connections and completing the necessary installation documentation.

Nominal Hours: 80 Hours

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

UENEE005B VERIFY COMPLIANCE AND FUNCTIONALITY OF GENERAL ELECTRICAL INSTALLATIONS

Content: This unit covers inspection and testing to verify whether an electrical installation is safe and complies with all requirements. It encompasses working safely, visual inspections and mandatory, optional and functional test procedures, identifying non-compliance defects and mandatory reporting requirements.

Nominal Hours: 40 Hours

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

UENEE007B SELECT AND ARRANGE EQUIPMENT FOR GENERAL ELECTRICAL INSTALLATIONS

Content: This unit covers selecting equipment for electrical installations operating at voltages up to 1,000V a.c. or 1,500V d.c. to meet performance standards.

Nominal Hours: 120 Hours

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

UENEE008B FIND AND REPAIR FAULTS IN ELECTRICAL APPARATUS AND CIRCUITS

Content: This unit covers finding and repairing faults in electrical apparatus and interconnecting circuits and equipment operating at voltages up to 1,000V a.c. or 1,500V d.c. It encompasses working safely, reading circuit diagrams, sketching diagrams from traced wiring, logically applying fault finding procedures, conducting repairs and completing the necessary service documentation.

Nominal Hours: 100 Hours

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

UENEE009B DEVELOP AND CONNECT CONTROL CIRCUITS

Content: This unit covers developing, connecting and functionally testing electrical power and control circuits that perform specific control functions. It encompasses working safely; developing schematic/ladder diagrams and converting them to wiring diagrams; selecting and connecting contactors and control devices to perform a specific function.

Nominal Hours: 60 Hours

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

FACULTY OF TECHNICAL AND TRADES INNOVATION

UENEE035B DIAGNOSE AND RECTIFY FAULTS IN A.C. MOTOR DRIVE SYSTEMS

Content: This unit covers diagnosing and rectifying faults in systems controlling starting, speed, torque, power output, efficient running and braking of a.c. motors. The unit encompasses safe working practices, interpreting technical data, applying knowledge of a.c motors operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and reporting work activities and outcomes.

Nominal Hours: 80 Hours

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

UENEE047B PROVIDE COMPUTATIONAL SOLUTIONS TO POWER ENGINEERING PROBLEMS

Content: This unit covers the application of computational processes to solving problems encountered in power engineering. It encompasses working safely, applying problem solving techniques, using a range of mathematical processes, providing solutions to power engineering problems and justifying such solutions.

Nominal Hours: 60 Hours

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

UENEE048B SOLVE PROBLEMS IN COMPLEX SINGLE PATH POWER CIRCUITS

Content: This unit covers the determining correct operation of single path power circuits and providing solutions as they apply to electrical power engineering work functions. It encompasses working safely, problem solving procedures, including electrical measuring devices, applying appropriate circuit theorems and providing solutions derive from measurements and calculations and providing justification for such solutions.

Nominal Hours: 60 Hours

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

UENEE049B SOLVE PROBLEMS IN COMPLEX POLYPHASE POWER CIRCUITS

Content: This unit covers determining correct operation of complex polyphase power circuits and providing solutions as they apply to electrical power engineering work functions. It encompasses working safely, problem solving procedures, including using electrical measuring devices, applying appropriate circuit theorems and providing solutions derived from measurements and calculations and justification for such solutions.

Nominal Hours: 60 Hours

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

UENEE069B MANAGE ELECTRICAL PROJECTS

Content: This unit covers the management of electrical projects involving design, modifications, installation, and/ or maintenance of systems and equipment. The unit encompasses management of safety, budget variation, personnel, resources, critical path timelines and completion documentation.

Nominal Hours: 40 Hours

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
**UEENEE070B PLAN ELECTRICAL PROJECTS**

Content: This unit covers development and documentation of electrical project proposals, milestones and completions. The unit encompasses, establishing budgets, critical path analysis, development of workflow strategies, documenting, presenting and negotiating budgets and timelines.

Nominal Hours: 40 Hours

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

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**UEENEE001B CARRY OUT BASIC REPAIRS TO COMPUTER EQUIPMENT BY REPLACEMENT OF MODULES/SUB-ASSEMBLIES**

Content: This unit deals with the repair of computer equipment by replacement of slot/plug connected modules/sub-assemblies. It encompasses safe working practices, following written and oral instruction and procedures, basic testing techniques, dismantling and assembling apparatus and disconnecting and reconnecting components.

Nominal Hours: 60 Hours

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; Oral test/technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

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**UEENEE002B CARRY OUT BASIC REPAIRS TO ELECTRONIC APPARATUS BY REPLACEMENT OF COMPONENTS**

Content: This unit deals the replacement of electronic components, cabling and sub systems of electronic apparatus. It encompasses safe working practices, following written and oral instruction and procedures, basic testing techniques, dismantling and assembling apparatus and disconnecting and reconnecting components.

Nominal Hours: 40 Hours

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; Oral test/technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

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**UEENEE003B CARRY OUT ROUTINE REPAIRS TO BUSINESS EQUIPMENT**

Content: This unit covers the confirmation of predictable faults and repair of such faults by repair or replacement of mechanical/components and replacement of desktop and integrated components of business electronic equipment. It encompasses safe working practices, identifying and assembling apparatus and routine testing and repair procedures, verifying equipment operation and reporting.

Nominal Hours: 120 Hours

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; Oral test/technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

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**UEENEE004B SET UP AND TEST RESIDENTIAL AUDIO/VIDEO EQUIPMENT**

Content: This unit covers setting up of non-fixed audio and video equipment as directed in user manuals in a residential or business environment. It encompasses safe working practices, connection and secure and optimum placement of system components, following written and oral instruction and procedures and customer relations.

Nominal Hours: 40 Hours

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; Oral test/technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

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**UEENEE005B VERIFY COMPLIANCE AND FUNCTIONALITY OF CUSTOM ELECTRONIC INSTALLATIONS**

Content: This unit covers testing and visual inspection for verifying that a custom electronic system and components are safe and comply with requirements and functions as intended. It encompasses working safely, conducting compliance tests, conducting visual inspections, identifying non-compliance defects and mandatory reporting requirements.

Nominal Hours: 40 Hours

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; Oral test/technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

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**UEENEE006B ASSEMBLE AND SET UP FIXED AUDIO/VIDEO COMPONENTS AND SYSTEMS IN BUILDINGS AND PREMISES**

Content: This unit covers installing of fixed audio/video components and systems in a residential or business environment. It encompasses safe working practices; secure placement and connection of system components, following written and oral instruction and procedures and customer relations.

Nominal Hours: 120 Hours

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; Oral test/technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

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**UEENEE007B CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN GENERAL ELECTRONIC APPARATUS**

Content: This unit covers identifying predictable faults and repairing by replacement of subassemblies in electronic apparatus. It encompasses safe working practices, interpreting circuit diagrams and service manuals, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 40 Hours

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; Oral test/technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

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**UEENEE008B ASSEMBLE AND ERECT RECEPTION ANTENNAE AND SIGNAL DISTRIBUTION EQUIPMENT**

Content: This unit covers the installation, positioning and securing of terrestrial and satellite arrays and dishes and associated amplifiers and the reticulation of cables and connection of multiple access outlets and associated equipment. It encompasses safe working practices, selection of antennae and distribution components, installation techniques, use of testing devices and following written and oral instruction and procedures.

Nominal Hours: 60 Hours

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; Oral test/technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

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**UEENEE011B TROUBLESHOOT D.C. POWER SUPPLIES WITH SINGLE PHASE INPUT**

Content: This unit covers determining correct operation of independent power supplies and power supply sections of electronic apparatus. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in d.c. power supplies with single phases input.

Nominal Hours: 40 Hours

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; Oral test/technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.
UEENEEH012B TRoubleshoot DIGITAL SUBSYSTEMS
Content: This unit covers determining correct operation of digital systems. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in digital components circuits.
Nominal Hours: 80 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH013B TRoubleshoot AMPLIFIERS
Content: This unit covers determining correct operation of amplifiers. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in amplifier sections/circuits.
Nominal Hours: 80 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH014B TRoubleshoot FREQUENCY DEPENDENT CIRCUITS
Content: This unit covers determining correct operation of resonant circuits used in electronic apparatus. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in resonance circuits.
Nominal Hours: 80 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH015B DEVELOP SOFTWARE SOLUTIONS IN MICROCONTROLLER BASED SYSTEMS
Content: This unit covers developing, implementing and testing programming solutions in microcontroller based systems. It encompasses following development brief, using appropriate development software, writing code, applying problem solving procedures, testing and modifying of programs.
Nominal Hours: 60 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH016B FIND AND REPAIR FAULTS IN THE MICROWAVE AMPLIFIER SECTIONS IN ELECTRONIC APPARATUS
Content: This unit covers fault finding and repair of microwave amplifier sections in electronic apparatus. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH017B CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN AUDIO AND VIDEO REPLAY/RECORDING APPARATUS
Content: This unit covers identifying predictable faults and repairing by replacement of subassemblies in CD, DVD and tape replay/recording apparatus. The unit encompasses safe working practices, interpreting circuit diagrams and service manuals, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.
Nominal Hours: 120 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH018B FIND AND REPAIR FAULTS IN ELECTRONIC APPARATUS
Content: This unit covers fault finding and repairing of general electronic apparatus. The unit encompasses safe working practices, consulting apparatus service manuals, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH019B Carry out REPAIRS OF PREDICTABLE FAULTS IN TELEVISION RECEIVERS
Content: This unit covers identifying predictable faults and their repair by replacement of subassemblies in televisions. The unit encompasses safe working practices, interpreting circuit diagrams and service manuals, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.
Nominal Hours: 120 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH020B FIND AND REPAIR FAULTS IN GAMING AND GAMES EQUIPMENT
Content: This unit covers fault finding and repair of gaming equipment. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.
Nominal Hours: 80 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH021B FIND AND REPAIR FAULTS IN HIGH VOLUME OFFICE EQUIPMENT
Content: This unit covers fault finding and repair in high volume photo copiers (40 to 80 ppm), fax machines and the like. The unit encompasses safe working practices, interpreting electrical and mechanical diagrams, applying knowledge of office equipment to logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.
Nominal Hours: 120 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH022B FIND AND REPAIR FAULTS IN REMOTE CONTROL APPARATUS
Content: This unit covers fault finding and repair in remote control apparatus and devices. The unit encompasses safe working practices, interpreting circuit diagrams, applying knowledge of remote control to logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.
Nominal Hours: 60 Hours
**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**EEENEEH023B FIND AND REPAIR FAULTS IN MICROWAVE HEATING APPARATUS**

Content: This unit covers fault finding and repair in remote control apparatus and devices. The unit encompasses safe working practices, interpreting circuit diagrams, applying knowledge of electrical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.  
Nominal Hours: 40 Hours  
Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**EEENEEH024B CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN AUDIO COMPONENTS**

Content: This unit covers identifying predictable faults and repairing by replacement of subassemblies in audio components. The unit encompasses safe working practices, interpreting circuit diagrams and service manuals, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.  
Nominal Hours: 40 Hours  
Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**EEENEEH025B PROVIDE SOLUTIONS TO SINGLE PHASE ELECTRONIC POWER CONTROL PROBLEMS**

Content: This unit covers solving problems with electronic aspects of single phase power control devices and circuits. The unit encompasses safe working practices, interpreting diagrams, applying knowledge of electronic power control devices and their application, using effective problem solving techniques, safety and functional testing and reporting work activities and outcomes.  
Nominal Hours: 60 Hours  
Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**EEENEEH026B PROVIDE SOLUTIONS TO POLYPHASE ELECTRONIC POWER CONTROL PROBLEMS**

Content: This unit covers solving problems with electronic aspects of polyphase power control devices and circuits. The unit encompasses safe working practices, interpreting diagrams, applying knowledge of electronic power control devices and their application, using effective problem solving techniques, safety and functional testing and reporting work activities and outcomes.  
Nominal Hours: 60 Hours  
Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**EEENEEH027B COMMISSION COMMERCIAL RADIO FREQUENCY (RF) TRANSMISSION AND RECEPTION SYSTEMS**

Content: This unit covers the setting-up and adjusting of RF transmission and reception systems for optimum performance. It encompasses safe working practices, signal testing and analysis, adjusting equipment, following procedures and documenting.  
Nominal Hours: 60 Hours  
Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**EEENEEH028B INSTALL MICROWAVE AND ANTENNAE AND WAVEGUIDES**

Content: This unit covers the installation of waveguides and antennae for microwave communications systems. It encompasses working safely and to installation standards, matching hardware and accessories with that specified for a given location, installation techniques, pre commission adjustment of antennae and waveguides and following instruction and procedures.  
Nominal Hours: 60 Hours  
Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**EEENEEH030B DIAGNOSE AND RECTIFY FAULTS IN SATELLITEBASED SURVEILLANCE AND OBSERVATION SYSTEMS**

Content: This unit covers fault finding and repair faults in surveillance and observation systems. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of surveillance system components, rectify faults, safety and functional testing and completing the necessary service documentation.  
Nominal Hours: 120 Hours  
Assessment: The following methods may be used in assessing units: Written objective tests; Written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**EEENEEH031B DIAGNOSE AND RECTIFY FAULTS IN RADAR APPARATUS AND SYSTEMS**

Content: This unit covers fault finding and repair faults in radar apparatus and system. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of radar system components, rectify faults, safety and functional testing and completing the necessary service documentation.  
Nominal Hours: 60 Hours  
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**EEENEEH032B DIAGNOSE AND RECTIFY FAULTS IN GLOBAL POSITIONING SYSTEMS**

Content: This unit covers fault diagnosis and rectification in global positioning system. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of GPS system components, rectifying faults, safety and functional testing and completing the necessary service documentation.  
Nominal Hours: 60 Hours  
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**EEENEEH033B DIAGNOSE AND RECTIFY FAULTS IN TELECOMMUNICATION APPARATUS AND SYSTEMS**

Content: This unit covers fault diagnosis and rectification in telecommunication apparatus and systems. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of telecommunication system components, rectifying faults, safety and functional testing and completing the necessary service documentation.  
Nominal Hours: 60 Hours  
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
UEENEEH034B DIAGNOSE AND RECTIFY FAULTS IN ELECTRONIC MEDICAL EQUIPMENT
Content: This unit covers diagnosing and rectifying faults in the electronic aspects of electronic medical equipment. The unit encompasses safe working practices, interpreting process and circuit diagrams, applying knowledge of medical process controls to logical diagnosis procedures, rectifying faults, safety and functional testing and completing the necessary service documentation.
Nominal Hours: 120 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; oral assessment; profiling.

UEENEEH035B DESIGN CUSTOM ELECTRONIC INSTALLATIONS
Content: This unit covers the design of home entertainment aspects of custom electronic installations and energy control systems. It encompasses developing control scenarios based on a design brief, negotiating with architect/designer, builder and client and the like, applying knowledge of electronic audio/video components and home theatre acoustics and relevant electrical installation regulation, developing design drawings and obtaining approval for final design.
Nominal Hours: 120 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; oral assessment; profiling.

UEENEEH036B DESIGN COMMERCIAL AUDIO/VIDEO INSTALLATIONS
Content: This unit covers the design of audio/video facilities in meeting rooms, classrooms, studios, theatres, halls and the like. It encompasses applying knowledge of electronic audio/video components, acoustics and visual displays, analogue and digital communication, multimedia storage and reproduction, negotiating with clients and others and documenting design.
Nominal Hours: 120 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; oral assessment; profiling.

UEENEEH037B PROGRAM AND COMMISSION COMMERCIAL AUDIO/VIDEO SYSTEMS
Content: This unit covers testing, adjusting and balancing of audio/video facilities in meeting rooms, classrooms, studios, theatres, halls and the like. The unit encompasses working safely and to specifications, measuring and adjusting necessary parameters to meet specified performance, working with clients and documenting and certifying set performance parameters.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; oral assessment; profiling.

UEENEEH038B FIND AND REPAIR FAULTS IN COMPLEX POWER SUPPLIES
Content: This unit covers fault finding and repair of regulated and switch mode power supplies. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; oral assessment; profiling.

UEENEEH039B TROUBLESHOOT BASIC AMPLIFIERS
Content: This unit covers determining correct operation of basic amplifier circuits. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in basic amplifier circuits.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; oral assessment; profiling.

UEENEEH040B DIAGNOSE AND RECTIFY FAULTS IN SONAR APPARATUS AND SYSTEMS
Content: This unit covers fault finding and the repair of faults in sonar apparatus and system. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of sonar system components, rectifying faults, safety and functional testing and completing the necessary service documentation.
Nominal Hours: 120 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; oral assessment; profiling.

UEENEEH041B MANAGE ELECTRONICS/COMPUTER SYSTEMS PROJECTS
Content: This unit covers the management of electronics/computer systems projects involving management of safety, budget variation, personnel, resources, timelines and completion documentation.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; oral assessment; profiling.

UEENEEH042B TROUBLESHOOT OSCILLATORS
Content: This unit covers determining correct operation of discrete component and modularised oscillators. It encompasses working safely, problem solving procedures, including the use of voltage, current, resistance and phase measuring devices, providing solutions derived from measurements and calculations to predictable problems in oscillators.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; oral assessment; profiling.

UEENEEH043B DIAGNOSE AND RECTIFY FAULTS IN DIGITAL SUBSYSTEMS OF ELECTRONIC CONTROLS
Content: This unit covers diagnosing and rectifying faults in digital components of electronic control systems. The unit encompasses safe working practices, interpreting diagrams and technical data, applying knowledge of digital subsystems to logical fault finding processes, implementing fault rectification, safety and functional testing and reporting work activities and outcomes.
Nominal Hours: 60 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; oral assessment; profiling.

UEENEEH044B DIAGNOSE AND RECTIFY FAULTS IN ANALOGUE CIRCUITS AND COMPONENTS IN ELECTRONIC CONTROL SYSTEMS
Content: This unit covers diagnosing and rectifying faults in analogue applications in electronic control systems. The unit encompasses safe working practices, interpreting diagrams and technical data, applying knowledge of analogue circuits and
components to logical fault finding processes, implementing fault rectification, safety and functional testing and reporting work activities and outcomes.

Nominal Hours: 60 Hours

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

**UEENEE045B DEVELOP SOLUTIONS TO ANALOGUE ELECTRONIC PROBLEMS**

Content: This competency standard unit covers developing engineering solutions to resolve problems with analogue electronics. It encompasses working safely, applying extensive knowledge of analogue electronics circuit and device operation and their application, gathering and analysing data, applying problem solving techniques, developing and documenting solutions and alternatives.

Nominal Hours: 80 Hours

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

**UEENEE046B SOLVE FUNDAMENTAL PROBLEMS IN ELECTRONIC COMMUNICATIONS SYSTEMS**

Content: This unit covers ascertaining correct operation of communications systems and solving fundamental system problems as met in engineering support work functions. It encompasses working safely, problem solving techniques, the use of a range of measuring devices, providing solutions derived from measurements to predictable problems in electronic communication systems.

Nominal Hours: 40 Hours

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

**UEENEE047B ASSESS COMPLIANCE OF ELECTRONIC APPARATUS**

Content: This unit covers assessing electronic apparatus for compliance with a standard and/or regulation for the purpose of certification or approval. The unit encompasses safe working practices, determining specified requirements, inspecting, setting up performance tests, evaluating inspection and test results and documenting evaluation outcomes.

Nominal Hours: 60 Hours

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

**UEENEE048B DESIGN AND DEVELOP ADVANCED DIGITAL SYSTEMS**

Content: This unit covers the design and development of advanced digital systems. It encompasses working safely, following design brief, applying knowledge of digital components/devices, interpreting device/component specifications, constructing prototype devices, applying programming techniques to programmable devices, testing developed system prototype operation, verifying compliance of the design against the final brief, and documenting design and development work.

Nominal Hours: 40 Hours

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

**UEENEE049B DEVELOP SOLUTIONS TO AUDIO ELECTRONIC PROBLEMS**

Content: This unit covers developing engineering solutions to resolve problems with audio electronics. It encompasses working safely, applying extensive knowledge of audio electronics circuits and device operation and application, gathering and analysing data, applying problem solving techniques, developing and documenting solutions and alternatives.

Nominal Hours: 60 Hours

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

**UEENEE050B ASSEMBLE AND SET UP BASIC WIRED AND WIRELESS SECURITY SYSTEMS**

Content: This unit covers installing electronic security systems with up to 50 connected devices typically used in single domestic and small commercial premises. It encompasses, working safely and to standards, following oral and written instructions and procedures, securely placing and connecting security system components, and applying customer relation protocols.

Nominal Hours: 80 Hours

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

**UEENEE051B INSTALL LARGE WIRED AND WIRELESS SECURITY SYSTEMS**

Content: This unit covers ascertaining correct operation of communications systems and solving fundamental system problems as met in engineering support work functions. It encompasses working safely, problem solving techniques, the use of a range of measuring devices, providing solutions derived from measurements to predictable problems in electronic communication systems.

Nominal Hours: 40 Hours

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

**UEENEE052B ENTER INSTRUCTIONS AND TEST BASIC WIRED AND WIRELESS SECURITY SYSTEMS**

Content: This unit covers ascertaining correct operation of communications systems and solving fundamental system problems as met in engineering support work functions. It encompasses working safely, problem solving techniques, the use of a range of measuring devices, providing solutions derived from measurements to predictable problems in electronic communication systems.

Nominal Hours: 60 Hours

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

**UEENEE053B PROGRAM AND TEST LARGE WIRED AND WIRELESS SECURITY SYSTEMS**

Content: This unit covers programming functions and testing electronic security systems with up to 50 connected devices typically used in single domestic and small commercial premises. It encompasses safe working practices, basic programming as directed in user manuals, adjusting security devices, system testing and following written and oral instruction and procedures and customer relations.

Nominal Hours: 120 Hours

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

**UEENEE054B PROGRAM AND COMMISSION COMMERCIAL SECURITY ALARM SYSTEMS**

Content: This unit covers installation and testing of security alarm system typically used in commercial buildings and premises. The unit encompasses working safely, following specifications and security access scenarios, programming security alarm functions, using circuit diagrams and schedules, and providing as-programmed
This unit covers integrating security components to form a complete security system with up to 100 connected intrusion and access devices and based on common security scenarios. It encompasses applying knowledge of common security scenarios and security network standards and protocols, selecting network topology and physical media, disaster recovery planning, performance management and documentation of work activities.

Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEH058B DESIGN INTEGRATED SECURITY SYSTEMS FOR A SINGLE SITE
Content: This unit covers integrating security components to form a security system with multiple and interrelated subsystems. It encompasses applying knowledge of security scenarios and security network standards and protocols, selecting network topology and physical media, disaster recovery planning, performance management and negotiating with clients and others and documenting design.

Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEH059B DESIGN INTEGRATED COMPLEX SECURITY SYSTEMS
Content: This unit covers integrating security components to form a complex security system across multiple sites with multiple and related subsystems and remote monitoring and control. It encompasses applying knowledge of security scenarios and security network standards and protocols, selecting network topology and physical media, disaster recovery planning, performance management and negotiating with clients and others and documenting design.

Nominal Hours: 60 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEH060B PLAN ELECTRONIC PROJECTS
Content: This unit covers development and documentation of electronics project proposals, milestones and completions. The unit encompasses, establishing budgets, critical path analysis, development of workflow strategies, documenting, presenting and negotiating budgets and timelines.

Nominal Hours: 60 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEH061B POSITION AND TERMINATE FIRE DETECTION AND WARNING SYSTEM APPLIANCES
Content: This unit covers installing electronic fire detection and warning systems in buildings and premises. It encompasses, working safely and to standards, following oral and written instructions and procedures, securing placing and connecting fire detection system and warning, components, and applying customer relation protocols.

Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEH062B VERIFY COMPLIANCE AND FUNCTIONALITY OF FIRE PROTECTION INSTALLATIONS
Content: This unit covers testing and visual inspection for verifying that a fire protection system and components are safe, and comply with requirements and functions as intended. It encompasses working safely, conducting compliance tests, conducting visual inspections, identifying non-compliance defects and mandatory reporting requirements.

Nominal Hours: 60 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEH063B ENTER AND VERIFY PROGRAMS IN PREPARATION FOR COMMISSIONING FIRE PROTECTION SYSTEMS
Content: This unit covers programming fire protection systems that include multiple connected detection, warning and fire control devices and remote monitoring. It encompasses working safely, applying knowledge of fire protection scenarios, using fire protection standards and protocols, entering system instructions, testing functionality of fire protection components and system operation, and documentation of commissioning activities.

Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEH064B COMMISSION COMMERCIAL FIRE PROTECTION SYSTEMS
Content: This unit covers commissioning fire protection systems that include multiple connected detection, warning and fire control devices and remote monitoring. It encompasses working safely, applying knowledge of fire protection scenarios, using fire protection standards and protocols, entering system instructions, testing functionality of fire protection components and system operation, and documentation.
UEENEE065B FIND AND REPAIR FAULTS IN FIRE PROTECTION SYSTEMS

Content: This unit covers fault finding and repair of fire protection systems that include multiple connected detection, warning and fire control devices and remote monitoring to the subassembly level. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEE066B FAULT FIND MICROCONTROLLER BASED HARDWARE

Content: This unit covers determining correct operation of microcontroller systems. It encompasses working safely, problem solving procedures, providing solutions derived from measurements and calculations to predictable faults in microcontroller hardware.

Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEE067B COMMISSION ELECTRONICS AND COMMUNICATIONS SYSTEMS

Content: This competency standard unit covers undertaking commissioning procedures of electronics and communications systems to comply with predetermined parameters and delivery to client. It encompasses safe working practices, system parameter testing, analysis and adjusting to assure optimum performance, following procedures, and documenting final operating parameters and settings.

Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEE068B MODIFY-REDESIGN OF ELECTRONICS AND COMMUNICATIONS SYSTEMS

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

Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEE069B SOLVE PROBLEMS IN ELECTRONIC CIRCUITS

Content: This competency standard unit covers determining correct operation of single source parallel and series-parallel circuits and providing solutions as they apply to various electronic work functions. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in multiple path circuit.

Nominal Hours: 100 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEE070B TERMINATE AND CONNECT COMPONENTS, CONDUCTORS, WIRING AND CABLES FOR ELECTRONIC CIRCUITS

Content: This unit covers the implementation, performance and evaluation of component connections and terminations of conductors, wiring, cables, and other recognised mediums. It encompasses implementing reliable termination and connection processes, working to specifications, safe use of connection and termination tools, safe use of termination and/or soldering devices, selection and placement of components, termination and connection preparation, termination and connection techniques, and evaluating termination and connection work.

Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEE071B FIND AND REPAIR FAULTS IN TELEVISION RECEIVERS

Content: This unit covers fault finding and repair of faults in signal processing and scanning and deflection sections of television receivers. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 120 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEE072B FIND AND REPAIR FAULTS IN COMMUNICATION SYSTEMS

Content: This unit covers fault finding and repair of communication systems. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 80 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEE073B FIND AND REPAIR FAULTS IN PROFESSIONAL AUDIO REPRODUCTION COMPONENTS

Content: This unit covers fault finding and repair of professional and high-end audio amplifiers, preamplifiers, receivers, graphic equalizers, speakers and the like. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 120 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEE074B FIND AND REPAIR FAULTS IN AUDIO/VIDEO RECORDING EQUIPMENT

Content: This unit covers fault finding and repair of ACR, CD, VCR and DVD players/recorders. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 120 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH075B FIND AND RECTIFY FAULTS AND MALFUNCTIONS IN SECURITY SYSTEM INSTALLATIONS
Content: This unit covers fault finding and repair of security system installations. The unit encompasses safe working practices, interpreting circuit diagrams, applying knowledge of security systems to logical fault finding procedures, rectifying faults/ malfunctions, safety and functional testing and completing the necessary service documentation.
Nominal Hours: 60 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH076B DIAGNOSE AND RECTIFY FAULTS IN DISPLAY CIRCUITS
Content: This unit covers fault finding and repair of faults in cathode ray tubes, liquid crystal and plasma display circuits. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of display circuit components, rectifying faults, safety and functional testing and completing the necessary service documentation.
Nominal Hours: 60 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH077B DIAGNOSE AND RECTIFY FAULTS IN RECORDING AND REPLAY APPARATUS
Content: This unit covers fault finding and repair of faults in SACD, DVD and DVDA recording and replay apparatus. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of recording and replay apparatus components, rectifying faults, safety and functional testing and completing the necessary service documentation.
Nominal Hours: 60 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH078B DIAGNOSE AND RECTIFY FAULTS IN CAMERA CIRCUITS
Content: This unit covers fault finding and repair of faults in camera circuits. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of camera circuit components, rectifying faults, safety and functional testing and completing the necessary service documentation.
Nominal Hours: 60 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH079B DIAGNOSE AND RECTIFY FAULTS IN DIGITAL TELEVISION APPARATUS
Content: This unit covers fault finding and repair of faults in digital television apparatus. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of digital television apparatus circuit components, rectifying faults, safety and functional testing and completing the necessary service documentation.
Nominal Hours: 80 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH080B DIAGNOSE AND RECTIFY FAULTS IN DIGITAL TRANSMISSION SYSTEMS
Content: This unit covers fault finding and repair of faults in digital transmission systems. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of digital transmission systems circuit components, rectifying faults, safety and functional testing and completing the necessary service documentation.
Nominal Hours: 80 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH081B DESIGN PRINTED CIRCUIT BOARDS
Content: This unit covers the design of printed circuit boards. The unit encompasses application of knowledge of electronic circuits, components, component assemblies, developing alternative design schemes based on design brief, customer relations and documenting designs.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH082B DEVELOP SOLUTIONS TO RF AMPLIFIERS PROBLEMS
Content: This unit covers developing engineering solutions to resolve problems with RF amplifiers. It encompasses working safely, applying extensive knowledge of RF amplifier circuits and device operation and their application, gathering and analyzing data, applying problem solving techniques, developing and documenting solutions and alternatives.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH083B ANALYSE THE PERFORMANCE OF WIRELESS-BASED ELECTRONIC SYSTEMS
Content: This unit covers the analysis of wireless-based electronic systems to provide solutions to mobile communications performance. It encompasses working safely, applying extensive knowledge of mobile communications parameters, gathering and analysing data, applying problem solving techniques, developing and documenting results and solutions for use in design work.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH084B MODIFY DSP BASED SUB-SYSTEMS
Content: This unit covers modifying electronic DSP based sub-systems. It encompasses working safely, following design brief, apply knowledge of digital and analogue devices, interpreting device specifications, constructing prototypes, testing developed system prototype operation and documenting design and development work.
Nominal Hours: 80 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH085B DESIGN A SIGNAL-CONDITIONING SUBSYSTEM
Content: This unit covers designing signal-conditioning subsystems incorporating sensors and transducers and digital and analogue elements. It encompasses working safely, following design brief, apply knowledge of digital and analogue devices,
UEENEH088B DESIGN AND DEVELOP ELECTRONICS/COMPUTER PROJECTS
Content: This unit covers the design and development of electronics/computer systems projects. It encompasses working safely, designing, constructing, recording, evaluating and reporting of an electronics/computer systems design project.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEI001B INSTALL AND SET UP TRANSDUCERS AND SENSING DEVICES
Content: This unit covers the installation and setting up of transducers and sensors. It encompasses working safely and to installation standards, matching equipment with that specified for a given location, placing and securing equipment accurately, making required pneumatic, hydraulic and electrical circuit connections, adjusting and setting up devices to specifications and manufacturer instructions and completing the necessary installation documentation.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEEENG002B PREPARE REFRIGERATION TUBING AND FITTINGS
Content: This unit covers the basic connection of refrigeration and air conditioning piping/tubing and fittings. It encompasses the safe use of hand, fixed and portable power tools for cutting, flaring, bending, swaging, silver brazing copper tube to copper tube, Bundy tube and brass and steel fittings, measurement and reading drawings and diagrams.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEEENG003B DETERMINE THE BASIC OPERATING CONDITIONS OF VAPOUR COMPRESSION SYSTEMS
Content: This unit covers the determination of the operating conditions of vapour compression systems. It encompasses working safely, determining refrigerant pressures and temperatures and relevant air and water temperatures using measurement and basic calculation methods.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEEE0K10B CO-ORDINATE MAINTENANCE OF RENEWABLE ENERGY APPARATUS AND SYSTEMS
Content: This unit covers coordinating the maintenance of renewable energy apparatus and systems. It encompasses working safely, following maintenance schedules, ascertaining the extent of any repairs required, and the personnel needed to repair the breakdown, providing technical support to maintenance personnel and reporting.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEEENG012B PROVIDE BASIC SUSTAINABLE ENERGY SOLUTIONS FOR ENERGY REDUCTION IN DOMESTIC PREMISES
Content: This unit covers monitoring energy use and providing basic sustainable energy options to reduce the energy consumption in domestic residences. It encompasses working safely and providing basic sustainable energy solutions for energy reduction in domestic premises.
Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEEENG022B PLAN RENEWABLE ENERGY PROJECTS
Content: This unit covers development and documentation of renewable energy project proposals, milestones and completions. The unit encompasses, establishing budgets, critical path analysis, development of workflow strategies, documenting, presenting and negotiating budgets and timelines.
Nominal Hours: 60 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEEENG023B CARRY OUT BASIC REPAIRS TO RENEWABLE ENERGY APPARATUS BY REPLACEMENT OF COMPONENTS
Content: This unit deals with the replacement of electrical and nonelectrical components of renewable energy apparatus. It encompasses safe working practices, following written and oral instructions and procedures, basic testing techniques, disconnecting and reconnecting electrical/electronic components, dismantling and assembling apparatus and report repair activities.
Nominal Hours: 60 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEEENG024B ASSEMBLE AND SET UP PHOTOVOLTAIC APPARATUS IN DOMESTIC DWELLINGS
Content: This unit covers installing of photovoltaic apparatus in domestic dwellings. It encompasses safe working practices; secure placement and connection of apparatus, following written and oral instruction and procedures and customer relations.
Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEEENG025B SOLVE BASIC PROBLEMS IN PHOTOVOLTAIC ENERGY APPARATUS
Content: This unit covers providing known solutions to predictable problems in photovoltaic energy apparatus operated at extralow voltage. It encompasses working safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable circuit problems.
Nominal Hours: 80 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
**UEENEEK026B INSTALL AND SET UP GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS**

Content: This unit covers the installation, adjustment and set-up of photovoltaic power systems and connecting to a supply grid inverter. It encompasses working safely and to installation standards, matching components with that specified for a given location, placing and securing system components accurately, making required circuit connections and completing the necessary installation documentation.

Nominal Hours: 40 Hours

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

**UEENEEK027B DIAGNOSE FAULTS IN RENEWABLE ENERGY CONTROL SYSTEMS**

Content: This unit covers diagnosing and rectifying faults in renewable energy control systems. It encompasses working safely, reading circuit diagrams, sketching diagrams from traced wiring, logically applying fault finding procedures, conducting repairs and completing the necessary service documentation.

Nominal Hours: 60 Hours

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

**UEENEEK028B SOLVE BASIC PROBLEMS IN STAND-ALONE RENEWABLE ENERGY SYSTEMS**

Content: This unit covers providing known solutions to predictable problems in stand-alone renewable energy systems operated at extra-low voltage. It encompasses working safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable circuit problems.

Nominal Hours: 60 Hours

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

**UEENEEK029B DESIGN RENEWABLE ENERGY HEATING SYSTEMS**

Content: This unit covers the design of renewable energy heating systems and their installation. It encompasses following design briefs, incorporating schemes for protection of persons and property from dangers of system malfunction, ensuring other safety and performance standards and functional requirements are met and documenting design calculations and criteria.

Nominal Hours: 120 Hours

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

**UEENEEK030B SOLVE BASIC PROBLEMS IN WIND ENERGY CONVERSION SYSTEMS**

Content: This unit covers providing known solutions to predictable problems in wind energy conversion systems. It encompasses working safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable circuit problems.

Nominal Hours: 60 Hours

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

**UEENEEK031B DESIGN WIND ENERGY CONVERSION SYSTEMS RATED TO 10 KW**

Content: This unit covers the design of wind energy conversion systems and their installation. It encompasses following design briefs, incorporating schemes for protection of persons and property from dangers of system malfunction, ensuring other safety and performance standards and functional requirements are met and documenting design calculations and criteria.

Nominal Hours: 80 Hours

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

**UEENEEK032B DEVELOP STRATEGIES TO ADDRESS SUSTAINABILITY ISSUES**

Content: This unit covers developing strategies to address greenhouse gases and sustainability issues. It encompasses working safely, apply extensive knowledge of sustainable energy systems and components and their operating parameters, gathering and analysing data, applying problem solving techniques, developing and documenting alternatives solutions.

Nominal Hours: 20 Hours

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

**UEENEEK033B DESIGN HYBRID POWER SYSTEMS**

Content: This unit covers the design of hybrid power systems and their installation. It encompasses following design briefs, incorporating schemes for protection of persons and property from dangers of system malfunction, ensuring other safety and performance standards and functional requirements are met and documenting design calculations and criteria.

Nominal Hours: 80 Hours

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

**UEENEEK034B INSTALL STAND-ALONE PHOTOVOLTAIC POWER SYSTEMS**

Content: This competency standard unit covers the installation, adjustment and set up of stand-alone photovoltaic powersystems. It encompasses working safely and to installation standards, matching components with that specified for a given location, placing and securing system components accurately, making required circuit connections and completing the necessary installation documentation.

Nominal Hours: 60 Hours

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

**UEENEEK035B DESIGN GRID CONNECTED POWER SUPPLY SYSTEMS**

Content: This unit covers the design of grid connected power supply systems and their installation. It encompasses following design briefs, incorporating schemes for protection of persons and property from dangers of system malfunction, ensuring other safety and performance standards and functional requirements are met and documenting design calculations and criteria.

Nominal Hours: 120 Hours

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

**UEENEEK036B PREPARE GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS FOR LV CONNECTION**

Content: This competency standard unit covers the preparation of grid connected photovoltaic power systems for connection to an electricity supply grid via an inverter. It encompasses working safely and to installation standards, matching components...
with that specified for a given location, placing and securing system components accurately, preparing for the required circuit connections and completing the necessary installation documentation.

Nominal Hours: 40 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEK040B DEVELOP ENGINEERING SOLUTIONS TO RENEWABLE ENERGY PROBLEMS**

Content: This unit covers developing engineering solutions to resolve problems with renewable energy. It encompasses working safely, applying extensive knowledge of renewable energy systems and components and their operating parameters, gathering and analysing data, applying problem solving techniques, developing and documenting alternatives solutions.

Nominal Hours: 60 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEK041B DEVELOP STRATEGIES FOR EFFECTIVE ENERGY REDUCTION IN BUILDINGS**

Content: This unit covers evaluating energy used in buildings and developing and documenting strategies/methods to effectively reduce energy use without compromising occupancy standards. It encompasses working safely, setting up and conducting evaluation measurements and evaluating energy use from measured parameters.

Nominal Hours: 60 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEK042A PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES**

Content: This competency standard unit requires the worker to undertake methods of work practice that minimises energy and material usage and to seek energy reduction strategies in the workplace. The unit seeks to minimise negative impacts on the environment.

Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEM001B REPORT ON THE INTEGRITY OF EXPLOSIONPROTECTED EQUIPMENT IN HAZARDOUS AREAS**

Content: This unit covers the explosion-protection aspects of plant and machinery operation and maintenance. It requires the ability to visually identify any damage or deterioration of explosionprotected equipment, monitor changes in the explosion hazard and to implement procedures established to limit the risk of an explosion.

Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEM002B ATTEND TO BREAKDOWNS IN HAZARDOUS AREAS**

Content: This unit covers the explosion-protection aspects of attending to a breakdown in a hazardous area or of explosion-protected and associated equipment. It requires the ability to ascertain the nature of a breakdown, the extent of repairs required and the personnel needed to repair the breakdown.

Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEM003B USE AND MAINTAIN THE INTEGRITY OF PORTABLE GAS DETECTION DEVICES**

Content: This unit covers the gas detection aspects of ensuring a work place is safe from explosive and toxic gases and vapours. It requires the ability to use measuring instruments accurately, follow written instructions and to write instructions for others.

Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEM004B INSTALL EXPLOSION-PROTECTED EQUIPMENT AND WIRING SYSTEMS**

Content: This unit covers the explosion-protection aspects for installing explosion-protected and associated equipment and wiring systems. It requires the ability to match equipment with that specified for a given location, work safely, and to installation standards and complete the necessary installation documentation.

Nominal Hours: 60 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEM005B INSTALL AND MAINTAIN INTEGRITY OF FIXED GAS DETECTION EQUIPMENT**

Content: This unit covers the installation, calibration and response checking of permanent gas detection equipment. It requires the ability to match equipment with that specified for a given location and to use manufacturer manuals to maintain accuracy of gas monitoring devices.

Nominal Hours: 20 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEM006B MAINTAIN EQUIPMENT IN HAZARDOUS AREAS**

Content: This unit covers the explosion-protection aspects for maintaining explosion-protected and associated equipment and wiring systems. It requires the ability to follow a maintenance program, work safely, carry out maintenance to standards and manufacturer instructions and complete the necessary maintenance documentation.

Nominal Hours: 60 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEM007B OVERHAUL AND REPAIR EXPLOSIONPROTECTED EQUIPMENT**

Content: This unit covers the explosion-protection aspects of overhauling and repairing explosion-protected equipment. It requires the ability to establish and document the level of work required, arranging for the overhaul/repair to be carried, verify compliance of overhauled/repair equipment and complete the necessary documentation.

Nominal Hours: 60 Hours
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
UENEEM008B ASSESS EXPLOSION-PROTECTED EQUIPMENT FOR COMPLIANCE WITH STANDARDS

Content: This unit covers the explosion-protection aspects of assessing compliance of electrical equipment. It requires the ability to assess and to report on the integrity of equipment, gather assessment and test documentation from accredited testing stations and prepares submissions to accredited certification bodies.

Nominal Hours: 20 Hours

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

UENEEM009B TEST INSTALLATIONS IN HAZARDOUS AREAS

Content: This unit covers the explosion-protection aspects for electrical installations for hazardous areas. It requires the ability to select, prepare and use appropriate testing devices, work safely and to Standards and to interpret and record test results.

Nominal Hours: 40 Hours

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

UENEEM010B CONDUCT CLOSE INSPECTION OF EXISTING HAZARDOUS AREAS INSTALLATIONS

Content: This unit covers the explosion-protection aspects for conducting visual and close inspections of electrical installations for hazardous areas. It requires the ability to follow inspection programs, work safely, and identify conditions that affect the integrity of explosion-protection and document inspection findings.

Nominal Hours: 20 Hours

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

UENEEM011B CONDUCT DETAILED INSPECTION OF HAZARDOUS AREAS INSTALLATIONS

Content: This unit covers the explosion-protection aspects of conducting initial, periodic and sample audit inspections of explosion-protected equipment and installations. It requires the ability to audit a site dossier, work safely in a hazardous area, inspect against Standards and report and act on inspection results.

Nominal Hours: 40 Hours

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

UENEEM012B DEVELOP AND MANAGE MAINTENANCE PROGRAMS FOR HAZARDOUS AREAS ELECTRICAL EQUIPMENT

Content: This unit covers the explosion-protection aspects of plant maintenance schemes. It requires the ability to develop and manage maintenance programs incorporating strategies for periodic inspections, repair/overhaul/replacement of components and recording of maintenance outcomes.

Nominal Hours: 20 Hours

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

UENEEM013B ENSURE THE SAFETY OF HAZARDOUS AREAS

Content: This unit covers the explosion-protection aspects of ensuring that potentially explosive atmospheres, generated by production, processing or servicing activities, do not pose a hazard to persons, property or the environment.

Nominal Hours: 20 Hours

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

UENEEM014B DESIGN AND DEVELOP MODIFICATIONS TO EXPLOSION-PROTECTED EQUIPMENT

Content: This unit covers the explosion-protection aspects of designing and developing modifications to explosion-protected equipment. It requires the abilities in technical design and compliance assessments and documentation.

Nominal Hours: 40 Hours

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

UENEEM015B CLASSIFY HAZARDOUS AREAS

Content: This unit covers knowledge and skills to classify areas where potentially explosive materials may exist. It requires the ability to gather and analyse data relative to explosion hazards, determine the extent of risk and establish and document zones delineating the levels of risk.

Nominal Hours: 40 Hours

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

UENEEM016B DESIGN ELECTRICAL INSTALLATIONS IN HAZARDOUS AREAS

Content: This unit covers the explosion-protection aspects planning electrical installations for hazardous areas. It requires the ability to identify hazardous areas from classification diagrams, identical examples of previously classified areas or those given in standards and to select and locate explosion-protected equipment and wiring systems and other items that may influence the explosion-protection technique.

Nominal Hours: 20 Hours

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

UENEEM017B DESIGN EXPLOSION-PROTECTED ELECTRICAL SYSTEMS

Content: This unit covers the explosion-protection aspects of design electrical systems. It requires the ability to establish design briefs and to pursue economical and effective design solutions.

Nominal Hours: 20 Hours

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

UENEEP002B ATTACH CORDS AND PLUGS TO ELECTRICAL EQUIPMENT FOR CONNECTION TO A SINGLE PHASE 250 VOLT SUPPLY

Content: This unit covers attaching flexible cords and plugs to electrical equipment for connection to supplies up to 250V a.c. This may be incidental to or a primary and regular function of work related to a principle function in the workplace. It encompasses working safely, identifying plug configurations, selecting and using testing and measuring devices, terminating and connecting cords/plugs and conductors, safety testing and reporting.

Nominal Hours: 10 Hours

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
UENEEP008B CONDUCT IN-SERVICE SAFETY TESTING OF ELECTRICAL CORD ASSEMBLIES AND CORD CONNECTED EQUIPMENT

Content: This unit covers safety testing of electrical cord assemblies and cord connected equipment. It encompasses working safely, using portable apparatus tester, identifying faults, applying tagging, arranging for repair of faulty equipment and complete testing documentation.

Nominal Hours: 20 Hours

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

UETTDREL01A APPLY ENVIRONMENT AND SUSTAINABLE ENERGY PROCEDURES

Content: This Unit covers the implementation of relevant environmental procedures to specific projects/sites. It includes the identification of possible environmental risks and impacts, the undertaking of work in accordance with sustainable energy and energy conservation principles, the provision of re-cycling materials and the recording and reporting of environmental incidents. It also encompasses the process of reviewing and participating and contributing in environmental procedures according to established enterprise requirements.

Nominal Hours: 40 Hours

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

UETTDRELO2A OPERATE PLANT AND EQUIPMENT NEAR LIVE ELECTRICAL CONDUCTORS/APPARATUS

Content: This Unit covers determining correct operation of single source d.c. parallel and series-parallel circuits and providing solutions as they apply to various electrotechnology work functions. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in multiple path circuit.

Nominal Hours: 40 Hours

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

UTENES002A ATTEND TO BREAKDOWN

Content: Prepare to attend breakdown; Evaluate extent of work; Confirm completion.

Nominal Hours: 20 Hours

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

UTENES003A TRANSPORT APPARATUS AND MATERIALS

Content: Transport apparatus, plant accessories and materials.

Nominal Hours: 20 Hours

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

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

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

UTENES009A PARTICIPATE IN THE TRAINING OF OTHERS

Content: Plan and prepare for providing learning opportunities; Supervise/mentor learners; Verify activities undertaken by learner.

Nominal Hours: 20 Hours

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

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

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

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

UTENES053A PARTICIPATE IN JOB DATA RECORDS COLLECTION OF THE BUSINESS

Content: Prepare to contribute to operating plant and equipment; Contribute to operating plant and equipment; Complete contribution to operating plant and equipment.

Nominal Hours: 80 Hours

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

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: One or more of the following: written assignment; written text; simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
UTENES055A PRODUCE ROUTINE TOOLS/DEVICES FOR CARRYING OUT ELECTROTECH WORK ACTIVITIES

Content: Prepare routine tools and devices; Identify tools and devices; Check results routine tools and devices; Complete work activities.

Nominal Hours: 216 Hours

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

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

UTENES057A APPLY COMPUTATION WHEN USING EQUIPMENT/MATERIALS/CONCEPTS IN AN ELECTROTECH ENVIRONMENT

Content: Prepare to apply computations when using equipment, materials and concepts; Carry out computations when using equipment, materials and concepts; Confirm results of computations when using equipment, materials and concepts.

Nominal Hours: 180 Hours

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

UTENES058A IDENTIFY AFFECTS OF ENERGY ON MACHINERY/MATERIALS IN AN ELECTROTECH ENVIRONMENT

Content: Prepare to identify affects of energy on machinery and materials; Identify affects of energy on machinery and materials; Check results of affects of energy on machinery and materials.

Nominal Hours: 180 Hours

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

UTENES059A IDENTIFY BUILDING TECHNIQUES, METHODS AND MATERIALS USED IN ELECTROTECH WORK ACTIVITIES

Content: Prepare to identify building techniques, methods and materials; Identify building techniques, methods and materials; Confirm building techniques, methods and materials used.

Nominal Hours: 100 Hours

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

UTENES060A CARRY OUT ROUTINE WORK ACTIVITIES IN AN ELECTROTECH ENVIRONMENT

Content: Prepare to undertake routine work activities; Carry out work as instructed; Complete work activities.

Nominal Hours: 80 Hours

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

UTENES063A CONTRIBUTE TO THE OPERATION OF SUPPORT PLANT AND EQUIPMENT USED IN ELECTRICITY SUPPLY

Content: Plan and prepare to provide for learning opportunities; Supervise/mentor learners; Verify activities undertaken by learner.

Nominal Hours: 80 Hours

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

UTENES105GA INSTALL AND TERMINATE WIRING SYSTEMS
(CABLING/WIRING SUPPORT AND PROTECTION)

Content: Install wiring enclosures, cable support systems, cables and accessories.

Nominal Hours: 20 Hours

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

UTENES105HA INSTALL AND TERMINATE WIRING SYSTEMS – NETWORK COMMUNICATIONS

Content: Install wiring enclosures, cable support systems, cables and accessories.

Nominal Hours: 20 Hours

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

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

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

UTENES202AC ASSEMBLE/DISASSEMBLE ELECTRICAL/ELECTRONIC COMPONENTS (COMPUTER SYSTEMS)

Content: Plan and prepare to assemble/disassemble electrical/electronic components; Assemble/disassemble electrical/electronic components; Inspect and notify completion of work.

Nominal Hours: 100 Hours

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

UTENES202FB ASSEMBLE/DISASSEMBLE ELECTRICAL/ELECTRONIC COMPONENTS – DATA COMMUNICATIONS

Content: Assemble electrical/electronic components and disassemble electrical/electronic components.

Nominal Hours: 100 Hours

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
UTENES206BA MAINTAIN AND REPAIR APPARATUS AND CIRCUITS (ELECTRICAL)
Content: Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.
Nominal Hours: 180 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES301BA UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND CIRCUITS (ELECTRICAL)
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES304AA UNDERTAKE COMMISSIONING OF ADVANCED SYSTEMS AND APPARATUS (COMPUTER SYSTEMS)
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: 180-220 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

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: 180-220 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES401AC PERFORM FUNCTIONAL APPARATUS CHECKS (COMPUTER SYSTEMS)
Content: Plan and prepare for functional apparatus checks; Perform functional apparatus checks; Inspect and notify completion of work.
Nominal Hours: 180 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

UTENES402BA TEST APPARATUS AND CIRCUITS (ELECTRICAL)
Content: Plan and prepare for testing; Conduct testing; Notify completion of test.
Nominal Hours: 200 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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: 200-480 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES406BA DEVELOP COMPLEX TESTING AND EVALUATION PROCEDURES — (ELECTRICAL)
Content: Develop complex testing and evaluation procedures for advanced systems and associated apparatus.
Nominal Hours: 200 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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: 200-480 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES501BA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND CIRCUITS (ELECTRICAL)
Content: Plan and prepare for diagnosis of faults; Diagnose faults in apparatus and associated circuits; include status report(s).
Nominal Hours: 200 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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; Provide status report(s).
Nominal Hours: 200-480 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES504BA DIAGNOSE AND RECTIFY FAULTS IN ADVANCED SYSTEMS AND APPARATUS (ELECTRICAL)
Content: Diagnose and rectify faults in advanced systems and associated apparatus; include computing, electrical, electronics and instrumentation.
Nominal Hours: 200 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES601A CO-ORDINATE WORK OF OTHERS
Content: Co-ordinate, lead and participate in and facilitate the work of others appropriate to the level of autonomy in the workplace.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES602B DEVELOP COMMISSIONING PROGRAMS FOR APPARATUS AND ASSOCIATED CIRCUITS (ELECTRICAL)
Content: Develop programs for the commissioning/decommissioning of apparatus and associated circuits, including sequencing, test parameters and schedules.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES603B 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES702A 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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 projects in accordance with a project management plan.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBP119 PERFORM BASIC NETWORK AND COMPUTER ASSEMBLY
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBP120 PERFORM BASIC NETWORK AND COMPUTER MAINTENANCE
Content: This competency unit sets out the knowledge and skills required to maintain, upgrade and troubleshoot basic standalone computers and small networks consisting of a maximum of five computers linked by a network.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBP121 INSTALL AND CONFIGURE BASIC NETWORK AND COMPUTER OPERATING SYSTEMS
Content: This competency unit sets out the knowledge and skills required to install and configure computer and network operating systems. This unit covers stand-alone computer operating systems and network operating systems suitable for small networks not exceeding five workstations.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

VBP123 INSTALL AND CHECK A WIRELESS LOCAL AREA NETWORK
Content: This competency unit sets out the knowledge and skills required to install, 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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

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

VBP126 SET UP AND OPERATE A WIRELESS COMMUNICATIONS LINK
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: One or more of the following: written assignment, written test,
simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**VBP127 INSTALL COMMUNICATIONS ANTENNAS**
Content: This competency unit sets out the knowledge and skills required to install communications antennas. This includes basic receiving and transmitting antennas for mainly domestic, small commercial and short distance communications applications. This unit is not intended to cover the installation of antennas in complex communications networks and broadcasting applications and where the installation requires substantial mechanical support structures.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**VBP128 SET UP AND TEST AN EMBEDDED CONTROL SYSTEM**
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-automated operation of a wide range of consumer and industrial equipment.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**VBP129 TEST AND VERIFY CORRECT OPERATION OF A “BY-WIRE” CONTROL SYSTEM**
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**VBP130 IMPLEMENT A DIGITAL CIRCUIT USING A PROGRAMMABLE LOGIC DEVICES (PLD)**
Content: This unit of competency sets out the knowledge and skills required to implement, from a design file, digital circuits on programmable logic devices. These devices may include PLDs, CPLDs, FPGAs or similar technologies.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**VBP131 CONSTRUCT AND CONFIGURE A BASIC ROBOTIC SYSTEM**
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**VBP132 PROGRAM A BASIC ROBOTIC SYSTEM**
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**VBP133 PLAN AND BUILD A SYSTEM USING PHOTONIC EQUIPMENT**
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

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

**VBP136 OPERATE A SMALL POWER SUPPLY SYSTEM**
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**VBP137 ASSEMBLE AND CONNECT AN EXTRA LOW VOLTAGE BATTERY POWER SOURCE**
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: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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

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

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

VBUQ448 PREPARE SPECIFICATIONS FOR THE SUPPLY OF MATERIALS AND EQUIPMENT FOR ELECTROTECHNOLOGY PROJECTS
Content: Prepare specifications for the supply of materials and equipment for electrotechnology projects. This unit of competency sets out the knowledge and skills required to write technical specifications for the supply of materials and equipment associated with electrotechnology projects. This includes determining, specifying and documenting the performance requirements of materials and equipment for the electrotechnology project and comparing these specifications against available materials and equipment.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBUQ449 ESTIMATE ELECTROTECHNOLOGY PROJECTS
Content: This unit of competency sets out the knowledge and skills required to estimate costs for competitive quotations and tenders. This includes understanding job specifications, material take-offs, determining labour and site requirements, costing and documenting.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBUQ450 PROVIDE QUOTATIONS FOR INSTALLATION OR SERVICE JOBS
Content: This unit of competency sets out the knowledge and skills required to provide quotations for installation and service work. This includes understanding job specifications, using suppliers' catalogues, making enquiries telephone or email, selecting materials complying with the job requirements, estimating direct and indirect costs; completing quotation documentation and maintaining good customer relations.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBUQ451 CONDUCT AN ELECTRICAL CONTRACTING BUSINESS
Content: This unit of competency sets out the knowledge and skills required to regulate, technical, occupational and workplace relations requirements are met in conducting a contracting business. It includes applying knowledge of business practices, technical regulations and standards, legislated obligations in relation to safety, the environment, heritage sites, employment and human resources.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBUQ452 SET UP AND COMMISSION PROGRAMMABLE LOGIC CONTROLLERS
Content: This unit of competency sets out the knowledge and skills required to set up and commission programmable logic controllers. This includes selecting PLCs suitable for a given control application, determining interfacing requirements, performing installation and/or maintenance tasks, and setting up, testing and making adjustments as per specifications. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act 1998 and Electricity Safety (Installation) Regulations.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBUQ453 WRITE PROGRAMS FOR PROGRAMMABLE LOGIC CONTROLLERS
Content: This unit of competency sets out the knowledge and skills required to write, test and modify programs for programmable logic controllers (PLCs). This includes working safely, applying knowledge of control systems, program control functions, develop and test control programs using a range of programming language approaches developed for PLCs. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act 1998 and Electricity Safety (Installation) Regulations.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBUQ454 DEVELOP, ENTER AND VERIFY PROGRAMS FOR SCADA SYSTEMS
Content: This unit of competency sets out the knowledge and skills required to develop, install and test programs for supervisory control and data acquisition. This includes working safely, process analysis, developing database of process conditions, developing Human-Machine Interface (HMI), using dedicated SCADA software packages and documenting programs. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act 1998 and Electricity Safety (Installation) Regulations.
Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBUQ455 INTEGRATE PROGRAMMABLE LOGIC CONTROLLERS INTO INDUSTRIAL CONTROL PROCESSES
Content: This unit of competency sets out the knowledge and skills required to integrate programmable logic controllers into industrial control processes. This includes working safely, integrating various sensors and transducers with PLC I/O modules, using A/D and D/A converters with industrial computer systems, interfacing requirements between electronic modules and other system components, signal processing requirements for communication interfaces.
conditioning and use of programming techniques for converting electronic hardware signals into appropriate data structures for subsequent processing. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.

Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**VBQU460 EVALUATE PERFORMANCE OF ELECTRICAL MACHINES**

Content: This unit of competency sets out the knowledge and skills required to evaluate the performance of electrical machines across their load range. This includes working safely; setting up and conducting evaluation measurements, evaluating performance from measured parameters and documenting results and recommending any resulting corrective actions. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.

Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**VBQU456 DIAGNOSE AND RECTIFY FAULTS IN SERVO DRIVE SYSTEMS**

Content: This unit of competency sets out the knowledge and skills required to diagnose and rectify faults in servomotor control systems and stepper motor drive systems. This includes working safely; applying knowledge of servos/stepper drive operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and interpreting technical data. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.

Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**VBQU461 DIAGNOSE AND RECTIFY FAULTS IN INDUSTRIAL CONTROL EQUIPMENT AND SYSTEMS**

Content: This unit of competency sets out the knowledge and skills required to diagnose and rectify faults in industrial control equipment and systems. This includes working safely; applying knowledge of industrial control systems and operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and interpreting technical data. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.

Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**VBQU457 DIAGNOSE AND RECTIFY FAULTS IN AC MOTOR DRIVE SYSTEMS**

Content: This unit of competency sets out the knowledge and skills required to diagnose and rectify faults in AC motor control systems. This includes working safely; applying knowledge of AC motor control systems and operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and interpreting technical data. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.

Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**VBQU462 DIAGNOSE AND RECTIFY FAULTS IN ELECTRONIC POWER CONTROL SYSTEMS**

Content: This unit of competency sets out the knowledge and skills required to diagnose and rectify faults in electronic power control systems. This includes working safely; applying knowledge of industrial control systems and operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and interpreting technical data. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.

Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**VBQU463 DEVELOP, ENTER AND VERIFY PROGRAMS FOR INDUSTRIAL CONTROL SYSTEMS USING HIGH LEVEL LANGUAGE**

Content: This unit of competency sets out the knowledge and skills required to write, test and modify programs for programmable logic controllers (PLCs). This includes working safely; applying knowledge of control systems, program control functions and developing and testing control programs using a range of programming language approaches. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU464 PROVIDE SOLUTIONS TO PROBLEMS IN BASIC INDUSTRIAL CONTROL SYSTEMS

Content: This unit of competency sets out the knowledge and skills required to interpret process and circuit diagrams, perform functional tests, optimise control loops and report control system malfunction. This includes working safely; applying knowledge of control systems in collecting and analysing data and problem solving. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act 1998 and Electricity Safety (Installation) Regulations.

Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Elders, families and fundament of the Wurundjeri tribe of the Kulin Nation who were the custodians of University land for many centuries. We acknowledge that the land on which we meet was the place of age-old ceremony of celebration, initiation and renewal, and that the Kulin people's living culture had and has a unique role in the life of this region.