DISCLAIMER

The information contained in Victoria University’s 2008 Faculty of Technical and Trades Innovation Handbook was current at 31 August 2007.

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

Because Victoria University regularly adds new Vocational Education (TAFE) courses to its offering, prospective students are strongly advised to search the University's online courses database at www.vu.edu.au/courses for the most up-to-date list of courses

This handbook can be downloaded as a pdf file from the Victoria University website at www.vu.edu.au/courses/handbooks
HOW TO USE THIS HANDBOOK

Victoria University’s 2008 Faculty of Technical and Trades Innovation Handbook is designed to provide students with detailed information on course structures and subject details for Vocational Education (TAFE) courses offered by the University in 2008.

The courses and subject details are listed according to the four schools within the Faculty of Technical and Trades Innovation.

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 2008. Although all attempts have been made to make the information as accurate as possible, students should check with the relevant faculty school that the information is accurate when planning their courses.

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

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

OTHER INFORMATION

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

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.

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);

DIPLOMA OF DESIGN TECHNOLOGY (MARINE VESSELS) (I)
Course Code: 21465VIC

Campus: TBA
Career Opportunities
Employment in the boat building/shipbuilding industry.

Scope of Delivery
Full-time or part-time.

Course Objective
The course provides participants with the skills and knowledge for employment where the duties may include preparation of boat designs and ship working and detail drawings.

Entry Requirements
To qualify for admission applicants must:
- demonstrate competence in reading, writing, speaking and listening to English;
- demonstrate competency in performing basic computations; and
- be employed in the boat building/shipbuilding industry or be able to access a significant work placement within the industry.

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

Course Duration
Full-time basis over a minimum of 720 hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBSBM405A</td>
<td>50</td>
</tr>
<tr>
<td>MEM9.10B</td>
<td>40</td>
</tr>
<tr>
<td>MEM18.30A</td>
<td>80</td>
</tr>
<tr>
<td>VBN224</td>
<td>120</td>
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<tr>
<td>VBN225</td>
<td>80</td>
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<tr>
<td>VBN227</td>
<td>100</td>
</tr>
<tr>
<td>VBN294</td>
<td>60</td>
</tr>
<tr>
<td>VBN302</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units of Study
Select a minimum of three units:
- MEM18.22 MAINTAIN, REPAIR, REPLACE FLUID POWER CONTROLS 80
- VBN223 DESIGN FOR ECONOMIC MANUFACTURE 80
- VBN226 ORDER SUPPLY MATERIALS FOR BUILDING VESSELS 30
- VBN228 DESIGN VESSEL SYSTEMS 80
- VBN295 ANALYSE ENGINEERING MATERIALS 40
- VBN303 EVALUATE ENGINEERING MATERIALS 40
- VBN374 PLAN THE DESIGN OPERATION OF THE VESSELS’ MACHINERY AND EQUIPMENT 80

DIPLOMA OF CONSTRUCTION & REPAIR TECHNOLOGY (MARINE VESSELS) (I)
Course Code: 21466VIC

Campus: TBC
Career Opportunities
Employment in the boat building/shipbuilding industry.

Scope of Delivery
Full-time basis or part-time.

Course Objective
The course provides participants with the skills and knowledge for employment where the duties may include but are not restricted to procurement, purchasing, planning and estimating.

Entry Requirements
- demonstrate competence in reading, writing, speaking and listening to English; AND
- demonstrate competency in performing basic computations; AND
- be employed in the boat building/shipbuilding industry or be able to access a significant work placement within the industry.

Course Duration
Full-time basis over 680 hours or part-time equivalent.
Course Structure

Unit Code   Hours
Core Units of Study
BSBSBM405A MONITOR AND MANAGE BUSINESS OPERATIONS 50
MEM9.10B CREATE 3D MODELS USING COMPUTER AIDED DESIGN SYSTEMS 40
MEM18.30A DIAGNOSE AND REPAIR LOW VOLTAGE ELECTRICAL SYSTEMS 80
VBN224 PREPARE A BASIC GENERAL ARRANGEMENT PLAN TO MEET OWNER’S REQUIREMENTS 120
VBN225 DESIGN A HULL STRUCTURE 80
VBN227 DERIVE STABILITY CURVES USING MANUAL AND COMPUTER-BASED PROCESSES 100
VBN293 IDENTIFY MATERIAL STRENGTHS 40
VBN294 APPLY STATICS TO ENGINEERING APPLICATIONS 60

Elective Units of Study
A minimum of three units:
MEM5.20A PERFORM ADVANCED WELDING USING GAS TUNGSTEN ARC WELDING PROCESS 80
MEM18.18A MAINTAIN PNEUMATIC SYSTEM COMPONENTS 40
MEM18.55A DISMANTLE, REPLACE AND ASSEMBLE ENGINEERING COMPONENTS 30
MEM25.11A INSTALL MARINE SYSTEMS 80
VBN251 PERFORM CAM 5 – 3D PROGRAMMING 40
VBN290 APPLY MARINE SURFACE COATING 40
VBN301 USE INDUSTRIAL ROBOTS 40

CERTIFICATE IV IN DESIGN TECHNOLOGY (MARINE VESSELS) (I)
Course Code: 21467VICTC

Career Opportunities
Employment in the boat building/shipbuilding industry
Scope of Delivery
Full-time and Part-time.
Course Objective
The course provides participants with the skills and knowledge for employment where the duties may include but are not restricted to undertaking responsibility for machinery selection from catalogues and for incorporating off-the-shelf items in boat and ship design and to make decisions on how off-the-shelf items can be incorporated into the overall design.

Entry Requirements
• demonstrate competence in reading, writing, speaking and listening to English
• demonstrate competency in performing basic computations; and
• be employed in the boat building/shipbuilding industry or be able to access a significant work placement within the industry.

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

Course Duration
340 hours full-time or part-time equivalent.

Course Structure

Unit Code   Hours
Core Units of Study
MEM9.9B CREATE 2D DRAWINGS USING CAD SYSTEMS 80
MEM13.3A WORK SAFELY WITH INDUSTRIAL CHEMICALS AND MATERIALS 20
VBN295 ANALYSE ENGINEERING MATERIALS 40
VBN372 ANALYSE THE MARINE ENVIRONMENT 40

Elective Units of Study
A minimum of five units:
MEM9.10B CREATE 3D MODELS USING COMPUTER AIDED DESIGN SYSTEMS 40
MEM9.21A INTERPRET AND PRODUCE CURVED 3D SHAPES 40
MEM18.30A DIAGNOSE AND REPAIR LOW VOLTAGE ELECTRICAL SYSTEMS 80
MEM18.55A DISMANTLE, REPLACE AND ASSEMBLE ENGINEERING COMPONENTS 30
MEM25.2A FORM AND INTEGRATE FIBRE-REINFORCED STRUCTURES 40
MEM25.11A INSTALL MARINE SYSTEMS 80
VBN226 ORDER SUPPLY MATERIALS FOR BUILDING VESSELS 30
VBN228 DESIGN VESSEL SYSTEMS 80
VBN288 DRAFT BOATBUILDING PLANS 20
VBN296 SUPPORT QUALITY CONTROL SYSTEMS 40
VBN302 IDENTIFY FLUID SYSTEMS 40
VBN371 PLAN THE MACHINERY ARRANGEMENTS FOR VESSELS 80

CERTIFICATE IV IN CONSTRUCTION AND REPAIR TECHNOLOGY (MARINE VESSELS) (I)
Course Code: 21468VICTC

Career Opportunities
Employment in the boat building/shipbuilding industry.
Scope of Delivery
Full-time or part-time.
Course Objective
The course provides participants with the skills and knowledge for employment where duties may include undertaking responsibility for marine manufacturing processes such as welding, fabrication and automated responses using robotics.

Entry Requirements
• demonstrate competence in reading, writing, speaking and listening to at least International English Language Testing System (IELTS) profile of 5.5 – 6;
demonstrate competency in performing basic computations; and
be employed in the boat building/shipbuilding industry or be able to access a significant work placement within the industry.

Course Duration
Full-time over 310 hours or part-time equivalent.

Course Structure
Unit Code   Hours

Core Units of Study
VBN372 ANALYSE THE MARINE ENVIRONMENT 40
VBN295 ANALYSE ENGINEERING MATERIALS 40
TDTA3801A CONTROL AND ORDER STOCK 40
MEM13.3A WORK SAFELY WITH INDUSTRIAL CHEMICALS AND MATERIALS 20

Elective Units of Study
A minimum of five units:
MEM5.10A UNDERTAKE FABRICATION, FORMING, BENDING AND SHAPING 80
MEM6.11A ASSEMBLE FABRICATED COMPONENTS 80
MEM18.3A USE TOOLS FOR PRECISION WORK 40
MEM18.6A DISMANTLE, REPAIR, REPLACE, ASSEMBLE AND FIT ENGINEERING COMPONENTS 60
MEM18.18A MAINTAIN PNEUMATIC SYSTEM COMPONENTS 40
MEM18.20A MAINTAIN HYDRAULIC SYSTEM COMPONENTS 40
MEM18.30A DIAGNOSE AND REPAIR LOW VOLTAGE ELECTRICAL SYSTEMS 80
MEM18.55A DISMANTLE, REPLACE AND ASSEMBLE ENGINEERING COMPONENTS 30
MEM25.7A MAINTAIN MARINE VESSELS SURFACES 40
MEM25.11A INSTALL MARINE SYSTEMS 80
VBN289 OPERATE STATIC MACHINERY 20
VBN302 IDENTIFY FLUID SYSTEMS 40

CERTIFICATE II IN AUTOMOTIVE TECHNOLOGY STUDIES
Course Code: 21560VIC

Campus: Melton, Newport.

Career Opportunities
Automotive industry.

Scope of Delivery
Full-time 400 nominal hours or part-time equivalent.

Course Objectives
This course provides pre-vocational skills, knowledge and practical experience in Automotive studies to school leavers, unemployed youth and persons looking for a career in the Automotive arena.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they can successfully complete the course.

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

Course Duration
The course may be offered on a full-time basis over 400 nominal hours or part-time equivalent.

Student Work Placement or Simulated Workplace
Student work placement is recommended to complement workplace assessment in accordance with competency evidence requirements.

Course Structure
Unit Code   Hours

Core Unit of Study
VBN644 CARRY OUT INDUSTRY RESEARCH 40
AURC270103A APPLY SAFE WORKING PRACTICES 20

Elective Units of Study
A minimum of 340 nominal hours of elective Units of Study selected from across the following specialisations:
- General;
- Automotive Mechanical;
- Vehicle Body;
- Maintenance;
- Electrical and Electronics;
- Vehicle Engine Reconditioning.

Elective Units of Study are selected with the approval of the Head of Department, having regard to the specialisation Units of Study listed in the Certificate II in Automotive Technology Studies 21560VIC, Accreditation Submission, Automotive Training Victoria, July 2004.

CERTIFICATE III IN ENGINEERING STUDIES
Course Code: 21565VIC

Campus: Sunshine.

Career Opportunities
This course provides a pathway into technician and para-professional occupations.

Scope of Delivery
Part-time.

Course Objectives
The course aims to:
- provide graduates with broad-based underpinning competencies which will enhance their entry-level employment prospects or facilitate further training through higher qualification levels within the manufacturing and engineering industries;
- provide experience in, and knowledge of a range of occupations enabling graduates to make more informed choices in the selection of vocational career paths;
- foster the development of social and personal skills relevant to participation in the engineering industry.

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

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

**Course Duration**
The course may be offered on a full-time basis over a minimum of 400 nominal hours or part-time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM1.2FA</td>
<td>APPLY PRINCIPLES OF OH&amp;S IN A WORK ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>MEM18.1AB</td>
<td>USE HAND TOOLS</td>
<td>20</td>
</tr>
<tr>
<td>MEM18.2A</td>
<td>USE POWER TOOLS/HANDHELD OPERATIONS</td>
<td>20</td>
</tr>
<tr>
<td>VBN768</td>
<td>DEVELOP AN INDIVIDUAL CAREER PLAN FOR THE ENGINEERING INDUSTRY</td>
<td>20</td>
</tr>
<tr>
<td>VBN769</td>
<td>PERFORM BASIC MACHINING PROCESSES</td>
<td>40</td>
</tr>
<tr>
<td>VBN770</td>
<td>APPLY BASIC FABRICATION TECHNIQUES</td>
<td>40</td>
</tr>
<tr>
<td>VBN771</td>
<td>APPLY ELECTROTECHNOLOGY PRINCIPLES IN AN ENGINEERING WORK ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>VBN772</td>
<td>USE COMPUTERS FOR ENGINEERING RELATED WORK ACTIVITIES</td>
<td>20</td>
</tr>
<tr>
<td>VBN773</td>
<td>PERFORM BASIC MACHINING PROCESSES FOR A RANGE OF ENGINEERING APPLICATIONS</td>
<td>20</td>
</tr>
<tr>
<td>VBN774</td>
<td>PERFORM BASIC COMPUTATIONAL PRINCIPLES IN ENGINEERING WORK ACTIVITIES</td>
<td>20</td>
</tr>
<tr>
<td>VBN768</td>
<td>DESIGN AND PROTOTYPE COMPONENTS AND/OR SMALL STRUCTURES USING ENGINEERING DESIGN PRINCIPLES</td>
<td>60</td>
</tr>
</tbody>
</table>

**Elective Units of Study**
A minimum of one unit, selected by the student with the approval of the Head of Department from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Elective Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN789</td>
<td>USE MANUAL AND/OR COMPUTER AIDED DRAFTING SYSTEMS TO DESIGN ENGINEERING COMPONENTS OR STRUCTURES</td>
<td>60</td>
</tr>
<tr>
<td>VBN790</td>
<td>PRODUCE ENGINEERING COMPONENTS BY PROGRAMMING AND OPERATING CNC MANUFACTURING CELLS</td>
<td>60</td>
</tr>
<tr>
<td>VBN791</td>
<td>PLACE, ASSEMBLE AND/OR FABRICATE ENGINEERING COMPONENTS BY PROGRAMMING AND OPERATING ROBOTS</td>
<td>60</td>
</tr>
<tr>
<td>VBN792</td>
<td>APPLY REFRIGERATION PRINCIPLES AND PROCESSES IN THE DESIGN OF BASIC REFRIGERATION SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>VBN793</td>
<td>CONTROL A SMALL MANUFACTURING SUB SYSTEM THROUGH THE APPLICATION OF ELECTRONIC CONTROL DEVICES AND SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>VBN794</td>
<td>APPLY ELECTRONIC CONTROL PRINCIPLES TO MACHINE SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>VBN795</td>
<td>EVALUATE MANUFACTURING PROCESSES FOR A RANGE OF ENGINEERING APPLICATIONS</td>
<td>60</td>
</tr>
</tbody>
</table>

**CERTIFICATE II IN ENGINEERING STUDIES**

**Course Code:** 21566VIC

**Campus:** Footscray Nicholson and Sunshine.

**Career Opportunities**
The Certificate II in Engineering Studies provides a pathway into an engineering apprenticeship.

**Scope of Delivery**
Full-time and part-time.

**Course Objectives**
The course aims to:
- provide graduates with broad-based underpinning competencies in a range of engineering skills such as basic machining, fabrication and use of tools which will enhance their entry-level employment prospects including in apprenticeships and traineeships.
- provide experience in, and knowledge of a range of occupations at engineering trade level enabling graduates to make more informed choices in the selection of vocational career paths;
- foster the development of social and personal skills relevant to participation in the engineering industry by integrating general competencies as part of the course.

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

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

**Course Duration**
The course may be offered on a full-time basis over a minimum of 400 nominal hours or part-time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM1.2FA</td>
<td>APPLY PRINCIPLES OF OH&amp;S IN A WORK ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>MEM18.1AB</td>
<td>USE HAND TOOLS</td>
<td>20</td>
</tr>
<tr>
<td>MEM18.2A</td>
<td>USE POWER TOOLS/HANDHELD OPERATIONS</td>
<td>20</td>
</tr>
<tr>
<td>VBN768</td>
<td>DEVELOP AN INDIVIDUAL CAREER PLAN FOR THE ENGINEERING INDUSTRY</td>
<td>20</td>
</tr>
<tr>
<td>VBN769</td>
<td>PERFORM BASIC MACHINING PROCESSES</td>
<td>40</td>
</tr>
<tr>
<td>VBN770</td>
<td>APPLY BASIC FABRICATION TECHNIQUES</td>
<td>40</td>
</tr>
<tr>
<td>VBN771</td>
<td>APPLY ELECTROTECHNOLOGY PRINCIPLES IN AN ENGINEERING WORK ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>VBN772</td>
<td>USE COMPUTERS FOR ENGINEERING RELATED WORK ACTIVITIES</td>
<td>20</td>
</tr>
<tr>
<td>VBN773</td>
<td>PRODUCE BASIC ENGINEERING SKETCHES AND DRAWINGS</td>
<td>20</td>
</tr>
</tbody>
</table>
Unit Code | Hours |
---|---|
VBN774 | PERFORM BASIC COMPUTATIONAL PRINCIPLES IN ENGINEERING WORK ACTIVITIES | 20 |
VBN776 | USE BASIC ENGINEERING CONCEPTS TO PLAN THE MANUFACTURE OF ENGINEERING COMPONENTS | 20 |
VBN777 | HANDLE ENGINEERING MATERIALS | 20 |
VBN778 | PRODUCE BASIC ENGINEERING COMPONENTS AND PRODUCTS USING FABRICATION AND MACHINING | 60 |

**Selective Units of Study**

A minimum of one unit, selected by the student with the approval of the Head of Department from the following:

VBN779 | PERFORM CUTTING, GRINDING AND TURNING OPERATIONS | 60 |
VBN780 | FORM, BEND AND SHAPE ENGINEERING MATERIALS | 60 |
VBN781 | USE FUNDAMENTAL REFRIGERATION PRINCIPLES AND PROCESSES TO FABRICATE ENGINEERING STRUCTURES | 60 |
VBN782 | PERFORM BASIC WELDING AND THERMAL CUTTING PROCESSES TO FABRICATE ENGINEERING STRUCTURES | 60 |
VBN783 | CREATE ENGINEERING DRAWINGS USING COMPUTER AIDED SYSTEMS | 60 |
VBN785 | ASSEMBLE AND TEST ELECTRONIC ENGINEERING EQUIPMENT AND MAKE IT OPERATIONAL | 60 |
VBN786 | FABRICATE BASIC JEWELLERY ITEMS | 60 |

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

**DIPLOMA OF ENGINEERING TECHNOLOGY**

**Course Code:** 21621VIC

**Campus:** Sunshine.

**Career Opportunities**

Advanced Technical and Management occupations for people aspiring in the public and private sector of engineering.

**Scope of Delivery**

Full-time, Part-time, Flexible delivery.

**Course Objectives**

To provide:

- non-trades pathways into technician and engineering associate qualifications for industry entrants;
- flexibility for engineering enterprises and workers to select training specifically targeted to update and enhance existing skills;
- opportunity for trades people to upgrade their qualifications;
- an opportunity to deliver specifically developed units of competency addressing robotics, advanced manufacturing and computer aided drafting;
- a course structure that allows the addition of additional units of competency, either endorsed or specifically designed, to meet future needs of the industry.

**Entry Requirements**

Have successfully completed year 11.

Or successfully completed a Certificate III in Engineering (from Training Package MEM98) or equivalent; or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of the National Reporting system (NRS).

**Selection Procedures/ Selection Criteria**

VCE with passes in English (Units 3 and 4), Mathematics (Units 1 and 2 or 3 and 4), Physics (Units 1 and 2 or 3 and 4) OR completion of Diploma of Engineering OR Engineering Technology Production Certificate OR Industrial training/ experience OR mature age entry.

**Course Duration**

Curriculum document – Nominal hours: 600hrs (additional 200hrs for non-trade entry). One year full-time [40 weeks].

**Course Structure**

Units of Study

**Non-trade entry**

Select from Table A in the Engineering Technology Curriculum Summary:

Units of competency equivalent to a training effort of at least 200 hours. It is strongly recommended that the selection include MEM1.1FA Apply principles of occupational health & safety in work environment.

Select from Table B in the Engineering Technology Curriculum Summary:

Units of competency equivalent to a training effort of at least 600 hours. Selection must be based on the following principles:

- a minimum of 80% of the training effort must be from units listed in Table B. The balance may be drawn from other endorsed training packages provided the units of competency are of an appropriate AQF level and relevant to an engineering job function or to enterprise requirements.
- at least 60% of the training effort must be from units of competency at AQF level 5.

**Trade entry**

Select from Table B in the Engineering Technology Curriculum Summary:

Units of competency equivalent to a training effort of at least 600 hours. Selection must be based on the following principles:

- a minimum of 80% of the training effort must be from units listed in Table B. The balance may be drawn from other endorsed training packages provided the units of competency are of an appropriate AQF level and relevant to an engineering job function or to enterprise requirements.
- at least 60% of the training effort must be from units of competency at AQF level 5.

Learners exiting prior to meeting any of these requirements will be issued with a Statement of Attainment for all units of competency successfully completed.

**ADVANCED DIPLOMA OF ENGINEERING TECHNOLOGY (I)**

**Course Code:** 21622VIC

**Campus:** Sunshine.

**Career Opportunities**

Advanced Technical and Management occupations for people aspiring in the public and private sector of engineering.

**Scope of Delivery**

Full-time, Part-time, Flexible delivery.

**Course Objectives**

To provide:

- non-trades pathways into technician and engineering associate qualifications for industry entrants;
- flexibility for engineering enterprises and workers to select training specifically targeted to update and enhance existing skills;
- opportunity for trades people to upgrade their qualifications;
• an opportunity to deliver specifically developed units of competency addressing robotics, advanced manufacturing and computer aided drafting;
• a course structure that allows the addition of additional units of competency, either endorsed or specifically designed, to meet future needs of the industry.

Entry Requirements
Have successfully completed year 11 OR
Successfully completed a Certificate III in Engineering (from Training Package MEM98) or equivalent or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of the National Reporting system (NRS). Details can be found @.

Selection Procedures/ Selection Criteria
VCE with passes in English (Units 3 and 4), Mathematics (Units 1 and 2 or 3 and 4), Physics (Units 1 and 2 or 3 and 4) OR completion of Diploma of Engineering OR Engineering Technology Production Certificate OR Industrial training/ experience OR mature age entry.

Course Duration
Two years full-time (80 weeks).

Course Structure
Core Units of Study
Non-trade entry
Select from Table A:
Units of competency equivalent to a training effort of at least 200 hours. It is strongly recommended that the selection include MEM1.1FA Apply principles of occupational health & safety in work environment.
Select from Table B:
Units of competency equivalent to a training effort of at least 1200 hours. Selection must be based on the following principles:
• A minimum of 80% of the training effort must be from units listed in Table B. The balance may be drawn from other endorsed training packages provided the units of competency are of an appropriate AQF level and relevant to an engineering job function or to enterprise requirements.
• At least 30% of the training effort must be from units of competency at AQF level 6.

Trade entry
Select from Table B:
Units of competency equivalent to a training effort of at least 1200 hours. Selection must be based on the following principles:
• A minimum of 80% of the training effort must be from units listed in Table B. The balance may be drawn from other endorsed training packages provided the units of competency are of an appropriate AQF level and relevant to an engineering job function or to enterprise requirements.
• At least 30% of the training effort must be from units of competency at AQF level 6.

CERTIFICATE II IN AUTOMOTIVE MANUFACTURING
Course Code: AUM20100

Campus: On-site
Career Opportunities
Vehicle Manufacturing Industry.

Scope of Delivery
Full-time.

Course Objectives
The course provides students with training in the vehicle manufacturing industry and to enable employment/progression in respective manufacturing areas.

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

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

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Course Duration
The course may be offered on a full-time basis over 410 nominal hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUM9001A</td>
<td>MONITOR AND MAINTAIN WORKPLACE ENVIRONMENT</td>
<td>50</td>
</tr>
<tr>
<td>AUM9002A</td>
<td>RECEIVE AND DISPATCH MATERIALS, EQUIPMENT AND TOOLS</td>
<td>50</td>
</tr>
<tr>
<td>AUM9003A</td>
<td>PREPARE AND PROCESS MATERIALS AND COMPONENTS</td>
<td>60</td>
</tr>
<tr>
<td>AUM9004A</td>
<td>PREPARE AND USE/OPErate EQUIPMENT, TOOLS AND/OR MACHINERY</td>
<td>60</td>
</tr>
<tr>
<td>AUM9005A</td>
<td>MONITOR AND MAINTAIN CONTINUOUS IMPROVEMENT OF SYSTEMS AND PROCESSES</td>
<td>60</td>
</tr>
<tr>
<td>AUM9006A</td>
<td>MONITOR AND MAINTAIN EQUIPMENT, TOOLS AND MACHINERY</td>
<td>40</td>
</tr>
<tr>
<td>AUM9007A</td>
<td>MANAGE PERSONAL WORK PRIORITIES</td>
<td>10</td>
</tr>
<tr>
<td>AUM9008A</td>
<td>MAINTAIN EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>50</td>
</tr>
<tr>
<td>AUM9009A</td>
<td>WORK EFFECTIVELY WITH OTHERS IN TEAMS</td>
<td>30</td>
</tr>
</tbody>
</table>

CERTIFICATE II IN AUTOMOTIVE VEHICLE SERVICING
Course Code: AUR20505

Campus: TBC
Career Opportunities
A specialist in the area of study undertaken

Scope of Delivery
Part-time

Course Objective
This qualification is a traineeship and will provide the skills to demonstrate basic operational knowledge in a moderate range of areas such as, apply a defined range of skills, apply known solutions to a limited range of predictable problems, perform a range of tasks where choice between a limited range of options is required, assess and record information from varied sources, take limited for own outputs in work and learning.

Entry Requirements
To qualify for admission to the course, applicants must have gained employment in the Automotive sector prior to commencement.
FACULTY OF TECHNICAL AND TRADES INNOVATION

Course Duration
Two years part-time.

Course Structure
Unit Code   Hours
Core Units of Study
AURC270103A APPLY SAFE WORKING PRACTICES 20
AURT271781A IMPLEMENT AND MONITOR ENVIRONMENTAL REGULATIONS IN THE AUTOMOTIVE MECHANICAL INDUSTRY 20

Elective Units of Study
(a) Fifteen units of competence from the Technical Inventory of the Automotive Industry Retail Service and Repair Training Package AUR05.
(b) Three units of competence from the Retail, Service and Repair or any endorsed training package that meet the needs of the enterprise. A maximum of three units may be at level three.

CERTIFICATE II IN AUTOMOTIVE MECHANICAL
Course Code: AUR20705
Campus: Newport Campus
Career Opportunities
A specialist in Automotive Mechanical and further study.
Scope of Delivery
Part-time
Course Objective
Provides skills and knowledge in Automotive Mechanics.
Entry Requirements
Students need to be employed under the Apprenticeship/Traineeship scheme.
Course Duration
2 years – 1 day per week

Course Structure
Unit Code   Hours
Core Units of Study
AURC270103A APPLY SAFE WORKING PRACTICES 20
AURC272003A APPLY ENVIRONMENTAL REGULATIONS AND BEST PRACTICE IN A WORKPLACE OR BUSINESS 20
OR
AURT271781A IMPLEMENT AND MONITOR ENVIRONMENTAL REGULATIONS IN THE AUTOMOTIVE MECHANICAL INDUSTRY 20

Elective Units of Study
Eight units of study from the Certificate II Technical Inventory list in the AUR05 Training Package
AND
Three units from the Retail, Service and Repair or any endorsed training package that meet the needs of the enterprise. When students have achieved units as individual units or as part of Certificate I that are consistent with the requirement of this qualification then credit should be given for these units.

CERTIFICATE III IN AUTOMOTIVE MECHANICAL TECHNOLOGY
Course Code: AUR30405
Campus: Newport Campus
Career Opportunities
Automotive Mechanic
Scope of Delivery
Part-time
Course Objective
Provides the skills and knowledge for those wanting to work in the Automotive Mechanical Technology industry.
Entry Requirements
Students need to be employed under the Apprenticeship/Traineeship scheme.
Course Duration
3 years – 1 day per week / Training Package – Nominal hours: 1100

Course Structure
Unit Code   Hours
Core Units of Study
AURC270103A APPLY SAFE WORKING PRACTICES 20
AURT366108A CARRY OUT DIAGNOSTIC PROCEDURES 20
AURT271781A IMPLEMENT AND MONITOR ENVIRONMENTAL REGULATIONS IN THE AUTOMOTIVE MECHANICAL INDUSTRY 20

Elective Units of Study
Twenty seven units of study from the Certificate III Technical Inventory list in the AUR05 Training Package
AND
Six units of competence from the Retail, Service and Repair or any endorsed training package that meet the needs of the enterprise.
For further information regarding this course, contact the Automotive Technology Unit on (03) 9919 8437.

CERTIFICATE III IN AUTOMOTIVE VEHICLE BODY
Course Code: AUR30805
Campus: Newport Campus.
Career Opportunities
When you graduate, you will be qualified to apply for Apprenticeships in panel and paint specialisation.
Scope of Delivery
Part-time.

Course Objective
This course provides training for persons working in the vehicle body sectors of the automotive industry.

Entry Requirements
Students enrolled as trainees must be employed under the Apprenticeship/Traineeship Scheme.

Selection Procedures / Selection Criteria
As above.

Course Duration
Part-time

Course Structure
Unit Code   Hours
Core units of study
AURC270103A  APPLY SAFE WORKING PRACTICES  20

(a) Elective Units of Study
A minimum of one of the following units:
AURC272003A  APPLY ENVIRONMENTAL REGULATIONS AND BEST PRACTICE IN A WORKPLACE OR BUSINESS  20
AURT271781A  IMPLEMENT AND MONITOR ENVIRONMENTAL REGULATIONS IN THE AUTOMOTIVE MECHANICAL INDUSTRY  20
AURV371481A  IMPLEMENT AND MONITOR ENVIRONMENTAL REGULATIONS IN THE AUTOMOTIVE MECHANICAL INDUSTRY  20

(b) Elective Units of Study
Twenty units of study from the Certificate III Technical Inventory list in the AUR05 Training Package. (c) Elective Units of Study
Six units of competence from the Retail, Service and Repair or any endorsed training package that meet the needs of the enterprise.

CERTIFICATE IV IN AUTOMOTIVE TECHNOLOGY
Course Code: AUR40205

Campus: Newport
Career Opportunities
Automotive Technician
Scope of Delivery
Part-time

Course Objective
Develops skills and knowledge in Automotive Technology.

Entry Requirements
Successful completion of the Certificate III in Automotive Technology AUR30405

Course Duration
1 year part-time / Training Package – Nominal hours 590

Course Structure
Unit Code   Hours
Pre-Requisite: Successful completion of the Certificate III in Automotive Technology AUR30405.
Core Units of Study
AURT466208A  CARRY OUT DIAGNOSIS OF COMPLEX SYSTEM FAULTS  80
PLUS
One unit of competence from the Environmental cluster;
PLUS
Eight units of competence that must be different from any achieved in a previous Certificate III qualification.

For further information regarding this course, contact the Automotive Technology Unit on (03) 9919 8437.

CERTIFICATE III IN COMPETITIVE MANUFACTURING
Course Code: MCM30104

Campus: Sunshine.
Career Opportunities
Team Leader – Manufacturing sector.
Scope of Delivery
Part-time, Flexible delivery, Workplace/on-site.

Course Objectives
To develop team leaders to a level of competence needed to act as an interface between members of their team and supervisors and managers.

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

Selection Procedures/ Selection Criteria
Applicants are selected via an interview process.

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

Course Structure
Unit Code   Hours
Core Units of Study
MCMS200A  APPLY COMPETITIVE MANUFACTURING PRACTICES  40
Elective Units of Study
Choose one of the following units of study:
MCMS201A  SUSTAIN PROCESS IMPROVEMENTS  40
MCMS401A  ENSURE PROCESS IMPROVEMENTS ARE SUSTAINED  50
### 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>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCMC210A</td>
<td>MANAGE THE IMPACT OF CHANGE ON OWN WORK</td>
<td>40</td>
</tr>
<tr>
<td>MCMC410A</td>
<td>LEAD CHANGE IN A MANUFACTURING ENVIRONMENT</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>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCMT421A</td>
<td>FACILITATE A JUST IN TIME (JIT) SYSTEM</td>
<td>50</td>
</tr>
<tr>
<td>MCMT430A</td>
<td>IMPROVE COST FACTORS IN WORK PRACTICES</td>
<td>50</td>
</tr>
<tr>
<td>MCMT432A</td>
<td>ANALYSE MANUAL HANDLING PROCESSES</td>
<td>50</td>
</tr>
<tr>
<td>MCMT440A</td>
<td>LEAD 5S IN A MANUFACTURING ENVIRONMENT</td>
<td>50</td>
</tr>
<tr>
<td>MCMT450A</td>
<td>UNDERTAKE PROCESS CAPABILITY IMPROVEMENTS</td>
<td>50</td>
</tr>
<tr>
<td>MCMT451A</td>
<td>MISTAKE PROOF A PRODUCTION PROCESS</td>
<td>50</td>
</tr>
<tr>
<td>MCMT452A</td>
<td>APPLY STATISTICS TO PROCESSES IN MANUFACTURING</td>
<td>40</td>
</tr>
<tr>
<td>MCMT460A</td>
<td>FACILITATE THE USE OF PLANNING SOFTWARE SYSTEMS IN MANUFACTURING</td>
<td>50</td>
</tr>
<tr>
<td>MCMT461A</td>
<td>FACILITATE SCADA SYSTEMS IN A MANUFACTURING TEAM OR WORK AREA</td>
<td>50</td>
</tr>
<tr>
<td>MCMT481A</td>
<td>UNDERTAKE PROACTIVE MAINTENANCE ANALYSES</td>
<td>50</td>
</tr>
<tr>
<td>PMASUP390A</td>
<td>USE STRUCTURED PROBLEM SOLVING TOOLS</td>
<td>20</td>
</tr>
</tbody>
</table>

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>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCMT230A</td>
<td>APPLY COST FACTORS TO WORK PRACTICES</td>
<td>40</td>
</tr>
<tr>
<td>MCMT231A</td>
<td>INTERPRET PRODUCT COSTS IN TERMS OF CUSTOMER REQUIREMENTS</td>
<td>30</td>
</tr>
<tr>
<td>MCMT240A</td>
<td>APPLY 5S PROCEDURES IN A MANUFACTURING ENVIRONMENT</td>
<td>40</td>
</tr>
<tr>
<td>MCMT250A</td>
<td>MONITOR PROCESS CAPABILITY</td>
<td>30</td>
</tr>
<tr>
<td>MCMT251A</td>
<td>APPLY QUALITY STANDARDS</td>
<td>30</td>
</tr>
<tr>
<td>MCMT260A</td>
<td>USE PLANNING SOFTWARE SYSTEMS IN MANUFACTURING</td>
<td>40</td>
</tr>
<tr>
<td>MCMT261A</td>
<td>USE SCADA SYSTEMS IN MANUFACTURING</td>
<td>30</td>
</tr>
<tr>
<td>MCMT270A</td>
<td>USE SUSTAINABLE ENERGY PRACTICES</td>
<td>30</td>
</tr>
<tr>
<td>MCMT271A</td>
<td>USE SUSTAINABLE ENVIRONMENT PRACTICES</td>
<td>30</td>
</tr>
<tr>
<td>MCMT280A</td>
<td>UNDERTAKE ROOT CAUSE ANALYSIS</td>
<td>50</td>
</tr>
<tr>
<td>MCMT281A</td>
<td>CONTRIBUTE TO THE APPLICATION OF A PROACTIVE MAINTENANCE STRATEGY</td>
<td>30</td>
</tr>
</tbody>
</table>

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**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>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCMC410A</td>
<td>LEAD CHANGE IN A MANUFACTURING ENVIRONMENT</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>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCM5400A</td>
<td>IMPLEMENT A COMPETITIVE MANUFACTURING SYSTEM</td>
<td>50</td>
</tr>
<tr>
<td>MCM5401A</td>
<td>ENSURE PROCESS IMPROVEMENTS ARE SUSTAINED</td>
<td>50</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

**MCM Tools**

At least two of the following units must be chosen:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCMT421A</td>
<td>FACILITATE A JUST IN TIME (JIT) SYSTEM</td>
<td>50</td>
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<tr>
<td>MCMT430A</td>
<td>IMPROVE COST FACTORS IN WORK PRACTICES</td>
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<tr>
<td>MCMT432A</td>
<td>ANALYSE MANUAL HANDLING PROCESSES</td>
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<tr>
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<td>LEAD 5S IN A MANUFACTURING ENVIRONMENT</td>
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<td>UNDERTAKE PROCESS CAPABILITY IMPROVEMENTS</td>
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</tr>
<tr>
<td>MCMT451A</td>
<td>MISTAKE PROOF A PRODUCTION PROCESS</td>
<td>50</td>
</tr>
<tr>
<td>MCMT452A</td>
<td>APPLY STATISTICS TO PROCESSES IN MANUFACTURING</td>
<td>40</td>
</tr>
<tr>
<td>MCMT460A</td>
<td>UNDERTAKE PROCESS CAPABILITY IMPROVEMENTS</td>
<td>50</td>
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<tr>
<td>MCMT461A</td>
<td>FACILITATE SCADA SYSTEMS IN A MANUFACTURING TEAM OR WORK AREA</td>
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</tr>
<tr>
<td>MCMT481A</td>
<td>UNDERTAKE PROACTIVE MAINTENANCE ANALYSES</td>
<td>50</td>
</tr>
<tr>
<td>PMASUP390A</td>
<td>USE STRUCTURED PROBLEM SOLVING TOOLS</td>
<td>20</td>
</tr>
</tbody>
</table>
Other relevant units of study
No more than four relevant units at the AQF 3, 4, or 5 level may be selected from another relevant endorsed Training Package. Units chosen should be relevant to the workplace and would normally be drawn from the appropriate sector Training Package, or possibly the Business Services Training Package.

Elective Units of Study
Balance of units
Sufficient additional units should be chosen from the CMI units to achieve the required ten units.

DIPLOMA OF COMPETITIVE MANUFACTURING
Course Code: MCM50104

Campus: Sunshine.
Career Opportunities
Supervisor or manager in manufacturing sector.
Scope of Delivery
Part-time, Flexible delivery, Other: Workplace/on-site.
Course Objectives
To develop supervisors and managers in best manufacturing practice.
Entry Requirements
To qualify for admission students must have written skills adequate to deal with the documentation requirements of the manufacturing sector and satisfy the Head of Department of their ability to complete the course.
Course Duration
Two years full-time or part-time equivalent

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCM Systems</td>
<td></td>
</tr>
<tr>
<td>At least one of the following units must be chosen:</td>
<td></td>
</tr>
<tr>
<td>MCM600A DEVELOP A COMPETITIVE MANUFACTURING SYSTEM</td>
<td>60</td>
</tr>
<tr>
<td>MCM601A ANALYSE AND MAP A VALUE CHAIN</td>
<td>60</td>
</tr>
<tr>
<td>MCM602A MANAGE A VALUE CHAIN</td>
<td>60</td>
</tr>
<tr>
<td>MCM603A DEVELOP MANUFACTURING RELATED BUSINESS PLANS</td>
<td>60</td>
</tr>
<tr>
<td>MCM Change/Interpersonal</td>
<td></td>
</tr>
<tr>
<td>At least one of the following units must be chosen:</td>
<td></td>
</tr>
<tr>
<td>MCM610A MANAGE RELATIONSHIPS WITH NON-CUSTOMER EXTERNAL ORGANIZATIONS</td>
<td>60</td>
</tr>
<tr>
<td>MCM611A MANAGE PEOPLE RELATIONSHIPS</td>
<td>60</td>
</tr>
<tr>
<td>MCM612A MANAGE WORKPLACE LEARNING</td>
<td>60</td>
</tr>
<tr>
<td>MCM Tools</td>
<td></td>
</tr>
<tr>
<td>At least two of the following units must be chosen:</td>
<td></td>
</tr>
<tr>
<td>MCT452A APPLY STATISTICS TO PROCESSES IN MANUFACTURING</td>
<td>40</td>
</tr>
<tr>
<td>MCT620A DEVELOP QUICK CHANGEOVER PROCEDURES</td>
<td>60</td>
</tr>
<tr>
<td>MCT621A DEVELOP A JUST IN TIME (JIT) SYSTEM</td>
<td>60</td>
</tr>
<tr>
<td>MCT630A OPTIMISE COST OF PRODUCT</td>
<td>60</td>
</tr>
<tr>
<td>MCT631A UNDERTAKE VALUE ANALYSIS OF PRODUCT COSTS IN TERMS OF CUSTOMER REQUIREMENTS</td>
<td>60</td>
</tr>
<tr>
<td>MCT640A MANAGE 5S SYSTEM IN A MANUFACTURING ENVIRONMENT</td>
<td>60</td>
</tr>
<tr>
<td>MCT650A DETERMINE AND IMPROVE PROCESS CAPABILITY</td>
<td>80</td>
</tr>
<tr>
<td>MCT660A DEVELOP THE APPLICATION OF ENTERPRISE SYSTEMS IN MANUFACTURING</td>
<td>60</td>
</tr>
<tr>
<td>MCT661A DETERMINE AND ESTABLISH INFORMATION COLLECTION REQUIREMENTS AND PROCESSES</td>
<td>60</td>
</tr>
<tr>
<td>MCT670A DEVELOP AND MANAGE SUSTAINABLE ENERGY PRACTICES</td>
<td>70</td>
</tr>
<tr>
<td>MCT671A DEVELOP AND MANAGE SUSTAINABLE ENVIRONMENTAL PRACTICES</td>
<td>60</td>
</tr>
<tr>
<td>MCT675A FACILITATE THE DEVELOPMENT OF A NEW PRODUCT</td>
<td>80</td>
</tr>
<tr>
<td>MCT681A DEVELOP A PROACTIVE MAINTENANCE STRATEGY</td>
<td>60</td>
</tr>
</tbody>
</table>

Other relevant units of study
No more than four relevant units at the AQF 4,5 or 6 level may be selected from another relevant endorsed training package. Units chosen should be relevant to the workplace and would normally be drawn from the appropriate sector training package, or possibly the Business Services training package.

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

CERTIFICATE I IN ENGINEERING
Course Code: MEM10105

Campus: Footscray Nicholson, Newport, Melton.
Career Opportunities
Prepare students for Traineeships, Apprenticeships or Production Training Programs.
Scope of Delivery
Full-time.
Course Objectives
This qualification provides the skills to be able to demonstrate: • basic practical skills, such as the use of relevant tools.
• perform a sequence of routine tasks given clear direction.
• receive and pass on messages/information.
• recall in a narrow range of areas.
Entry Requirements
To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience.
Course Duration
10 weeks Full-time
Course Structure

Unit Code | Core Units of Study
--- | ---
MEM13.14B | APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT 10
MEM14.4A | PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM15.2A | APPLY QUALITY SYSTEMS 20
MEM15.24A | APPLY QUALITY PROCEDURES 10
MEM16.6A | WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 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 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
--- | ---
MEM13.14B | APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT 10
MEM14.4A | PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM15.2A | APPLY QUALITY SYSTEMS 20
MEM15.24A | APPLY QUALITY PROCEDURES 10
MEM16.6A | WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 20

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
--- | ---
MEM12.23A | PERFORM ENGINEERING MEASUREMENTS 30
MEM13.14B | APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT 10
MEM14.4A | PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM15.2A | APPLY QUALITY SYSTEMS 20
MEM15.24A | APPLY QUALITY PROCEDURES 10
MEM16.6A | ORGANISE AND COMMUNICATE INFORMATION 20
MEM16.7A | WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM17.3A | ASSIST IN THE PROVISION OF ON THE JOB TRAINING 20

Elective Units of Study

Select Specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006 to the value of at least 53 points, including any prerequisites.
CERTIFICATE 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>MEM13.14B</td>
<td>APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT</td>
<td>10</td>
</tr>
<tr>
<td>MEM14.4A</td>
<td>PLAN TO UNDERTAKE A ROUTINE TASK</td>
<td>10</td>
</tr>
<tr>
<td>MEM15.2A</td>
<td>APPLY QUALITY SYSTEMS</td>
<td>20</td>
</tr>
<tr>
<td>MEM15.24A</td>
<td>APPLY QUALITY PROCEDURES</td>
<td>10</td>
</tr>
<tr>
<td>MEM16.7A</td>
<td>WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT</td>
<td>10</td>
</tr>
<tr>
<td>MEM12.23A</td>
<td>PERFORM ENGINEERING MEASUREMENTS</td>
<td>30</td>
</tr>
<tr>
<td>MEM12.24A</td>
<td>PERFORM COMPUTATIONS</td>
<td>30</td>
</tr>
<tr>
<td>MEM13.14B</td>
<td>APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT</td>
<td>10</td>
</tr>
<tr>
<td>MEM14.4A</td>
<td>PLAN TO UNDERTAKE A ROUTINE TASK</td>
<td>10</td>
</tr>
<tr>
<td>MEM14.5A</td>
<td>PLAN A COMPLETE ACTIVITY</td>
<td>20</td>
</tr>
<tr>
<td>MEM15.2A</td>
<td>APPLY QUALITY SYSTEMS</td>
<td>20</td>
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<td>WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT</td>
<td>10</td>
</tr>
<tr>
<td>MEM16.8A</td>
<td>INTERACT WITH COMPUTING TECHNOLOGY</td>
<td>20</td>
</tr>
<tr>
<td>MEM17.3A</td>
<td>ASSIST IN THE PROVISION OF ON THE JOB TRAINING</td>
<td>20</td>
</tr>
</tbody>
</table>

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

CERTIFICATE III IN ENGINEERING - PRODUCTION SYSTEMS
Course Code: MEM30198

No intake in 2008

Campus: Re-enrolling Students only

Career Opportunities
Construction, repair and maintenance of vessels.

Scope of Delivery
Part-time

Course Objective
The course is based upon the Metal and Engineering Training Package which has been developed by the Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd. (MERS ITAB) with the aim of meeting the training and skills recognition needs of the manufacturing and engineering industry in Australia.

Entry Requirements
There are no formal educational pre-requisites for entry to the course.

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

Course Duration
The course may be offered on a part-time basis over a period of 3 years.

Course Structure
The course consists of a range of competencies selected by the student in consultation with his/her employer, with approval of the Head of Department, having regard to the list of relevant competencies in –
• Metal & Engineering Training Package Policy Document (published November 1998);
• Metal and Engineering Industry National Competency Standard, Volume 1-3 (published 1998).

CERTIFICATE III IN ENGINEERING (MECHANICAL TRADE)
Course Code: MEM30205

Campus: Sunshine

Career Opportunities
Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Scope of Delivery
Full-time, Part-time, Flexible.
Course Objectives
This qualification provides the skills and knowledge to be able to demonstrate:• basic relevant theoretical knowledge.
• apply a range of developed skills.
• apply problem solving techniques and apply judgement.
• information and time management.

Entry Requirements
To qualify for admission to the course, applicants must have Year 11 or 12 and current employment as an apprentice.

Course Duration
3 years part-time.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM12.23A</td>
<td>30</td>
</tr>
<tr>
<td>MEM12.24A</td>
<td>30</td>
</tr>
<tr>
<td>MEM13.14B</td>
<td>10</td>
</tr>
<tr>
<td>MEM14.4A</td>
<td>10</td>
</tr>
<tr>
<td>MEM14.5A</td>
<td>20</td>
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<td>MEM15.2A</td>
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<tr>
<td>MEM15.24A</td>
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<td>MEM16.6A</td>
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<td>MEM16.7A</td>
<td>10</td>
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<tr>
<td>MEM16.8A</td>
<td>20</td>
</tr>
<tr>
<td>MEM17.3A</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 (FABRICATION TRADE)

Course Code: MEM30305

Campus: Newport

Career Opportunities
Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Scope of Delivery
Part-time or Flexible.

Course Objectives
This qualification provides the skills and knowledge to be able to demonstrate:• basic relevant theoretical knowledge.
• apply a range of developed skills.
• apply problem solving techniques and apply judgement.
• information and time management.

Entry Requirements
To qualify for admission to the course, applicants must have Year 11 or 12 and current employment as an apprentice.

Course Duration
3 years part-time.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM12.23A</td>
<td>30</td>
</tr>
<tr>
<td>MEM12.24A</td>
<td>30</td>
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<tr>
<td>MEM13.14B</td>
<td>10</td>
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<tr>
<td>MEM14.4A</td>
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<td>MEM14.5A</td>
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<tr>
<td>MEM15.2A</td>
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<td>MEM15.24A</td>
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<tr>
<td>MEM16.6A</td>
<td>20</td>
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<tr>
<td>MEM16.7A</td>
<td>10</td>
</tr>
<tr>
<td>MEM16.8A</td>
<td>20</td>
</tr>
<tr>
<td>MEM17.3A</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 (TECHNICAL)

Course Code: MEM30505

Campus: Footscray Nicholson, Newport, Melton.

Career Opportunities
Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Scope of Delivery
Part-time or Flexible.

Course Objectives
This qualification provides the skills to demonstrate: relevant theoretical knowledge; well developed skills; problem solving; information interpretation and output responsibility.

Entry Requirements
To qualify for admission to the course, applicants must have Year 11 or 12 and current employment as an apprentice/trainee.
Course Duration
1 year part-time.

Course Structure
Unit Code | Hours
--- | ---
MEM16.6A | ORGANISE AND COMMUNICATE INFORMATION | 20
MEM16.8A | 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 III IN ENGINEERING – TECHNICIAN
Course Code: MEM30598
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
Based upon the Metal and Engineering Training Package which has been developed by the Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd. (MERS ITAB) with the aim of meeting training and skills recognition needs of the manufacturing and engineering industry in Australia.
Entry Requirements
To qualify for admission to the course, applicants must generally have successfully completed:
(a) an approved course of study at Year 12 level or equivalent, with appropriate maths and science (some applicants assessed by the Head of Department or nominee at selection interview may be admitted subject to undertaking additional bridging training determined having regard to the applicant’s previous life, work and school experience);
(b) the Certificate III in Engineering (Production) (13986SA);
(c) the Certificate III in Engineering – Fabrication Trade (MEM30398);
(d) the Certificate III in Engineering – Mechanical Trade (MEM30298); or
(e) the Certificate III in Engineering (Electrical/Electronic Trade) (MEM30498).
Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or through work and/or life experience.
Course Duration
The course may be offered on a part-time basis over a period of 6 – 12 months depending on entry prerequisites.
Course Structure
The course consists of a range of competencies selected by the student in consultation with his/her employer, with approval of the Head of Department, having regard to the list of relevant competencies in:
• Metal & Engineering Training Package Policy Document (published November 1998);
• Metal and Engineering Industry National Competency Standard, Volume 1-3 (published 1998).

CERTIFICATE IV IN ENGINEERING
Course Code: MEM40103
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
Full-time or part-time
Course Objective
The course has been developed by the Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd. with the aim of meeting training and skills recognition needs of the manufacturing and engineering industry in Australia.
Entry Requirements
To qualify for admission to the course, applicants must -
(i) demonstrate, to the satisfaction of the Head of Department, that they are capable of successfully completing the course; or
(ii) have successfully completed one of the following-
(a) Certificate III in Engineering (Production Systems) (MEM30198);
(b) Certificate III in Engineering (Mechanical Trade) (MEM30298);
(c) Certificate III in Engineering (Fabrication Trade) (MEM30398);
(d) Certificate III in Engineering (Electrical/Electronic Trade) (MEM30498);
(e) Certificate III in Marine Craft Construction (MEM30603);
(f) Certificate III in Marine (Installation) (AUR32199);
(g) Certificate III in Marine (Mechanics) (AUR32299);
(h) Certificate III in Jewellery Manufacture (MEM30803).
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or through work and/or life experience.
Course Duration
The course may be offered on a full-time basis over a minimum of 360-1320 nominal hours or part-time equivalent.
Course Structure
The course consists of a range of competencies selected by the student, with the approval of the Head of Department, having regard to the list of relevant competencies in:
• Metal and Engineering Training Package Policy Document (Nov98) (V4 20/08/03);
• Metal and Engineering Industry National Competency Standard, Volume 1-3 (Nov98) (V4 20/08/03).
CERTIFICATE IV IN ENGINEERING
Course Code: MEM40105
Campus: Footscray Nicholson, Newport, Sunshine.
Career Opportunities
Supervisors, Technicians.
Scope of Delivery
Part-time, Flexible.
Course Objectives
This qualification provides the skills and knowledge to demonstrate: broad theoretical concepts; application of skills and knowledge; problem solving; information interpretation and output responsibility.
Entry Requirements
To qualify for admission to the course, applicants must have completed an approved apprenticeship.
Selection Procedures / Selection Criteria
Course Duration
4 years part-time.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM12.23A</td>
<td>PERFORM ENGINEERING MEASUREMENTS</td>
<td>30</td>
</tr>
<tr>
<td>MEM12.24A</td>
<td>PERFORM COMPUTATIONS</td>
<td>30</td>
</tr>
<tr>
<td>MEM13.14B</td>
<td>APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT</td>
<td>10</td>
</tr>
<tr>
<td>MEM14.4A</td>
<td>PLAN TO UNDERTAKE A ROUTINE TASK</td>
<td>10</td>
</tr>
<tr>
<td>MEM14.5A</td>
<td>PLAN A COMPLETE ACTIVITY</td>
<td>20</td>
</tr>
<tr>
<td>MEM15.24A</td>
<td>APPLY QUALITY PROCEDURES</td>
<td>10</td>
</tr>
<tr>
<td>MEM15.2A</td>
<td>APPLY QUALITY SYSTEMS</td>
<td>20</td>
</tr>
<tr>
<td>MEM16.2A</td>
<td>ORGANISE AND COMMUNICATE INFORMATION</td>
<td>20</td>
</tr>
<tr>
<td>MEM16.7A</td>
<td>WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT</td>
<td>10</td>
</tr>
<tr>
<td>MEM16.8A</td>
<td>INTERACT WITH COMPUTING TECHNOLOGY</td>
<td>20</td>
</tr>
<tr>
<td>MEM17.3A</td>
<td>ASSIST IN THE PROVISION OF ON THE JOB TRAINING</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units of Study
Select specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006, from the group 1 list to the value of at least 12 points, and from the group 2 list to bring the total value of Specialisation units in groups 1 and 2 to at least 112 points, including any prerequisites.

CERTIFICATE IV IN ENGINEERING – HIGHER ENGINEERING TRADE
Course Code: MEM40198
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.

DIPLOMA OF ENGINEERING- ADVANCED TRADE
Course Code: MEM50105
Campus: Sunshine
Career Opportunities
Technical Officer, Engineering Assistant
Scope of Delivery
Part-time, Flexible.
Course Objective
This qualification provides the skills and knowledge to demonstrate: broad theoretical concepts; application of skills and knowledge; problem solving; information interpretation and output responsibility.
Entry Requirements
To qualify for admission to the course, applicants must have successfully completed year 11 or completed Certificate III in Engineering or equivalent or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of the National Reporting System (NRS).

Course Duration
4 years part-time

Course Structure
Unit Code | Hours
--- | ---
Core Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM12.23A</td>
<td>PERFORM ENGINEERING MEASUREMENTS</td>
<td>30</td>
</tr>
<tr>
<td>MEM12.24A</td>
<td>PERFORM COMPUTATIONS</td>
<td>30</td>
</tr>
<tr>
<td>MEM12.25A</td>
<td>USE GRAPHICAL TECHNIQUES AND PERFORM SIMPLE STATISTICAL COMPUTATIONS</td>
<td>20</td>
</tr>
<tr>
<td>MEM13.14B</td>
<td>APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT</td>
<td>10</td>
</tr>
<tr>
<td>MEM14.4A</td>
<td>PLAN TO UNDERTAKE A ROUTINE TASK</td>
<td>10</td>
</tr>
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<td>MEM14.5A</td>
<td>PLAN A COMPLETE ACTIVITY</td>
<td>20</td>
</tr>
<tr>
<td>MEM15.24A</td>
<td>APPLY QUALITY PROCEDURES</td>
<td>10</td>
</tr>
<tr>
<td>MEM15.2A</td>
<td>APPLY QUALITY SYSTEMS</td>
<td>20</td>
</tr>
<tr>
<td>MEM16.6A</td>
<td>ORGANISE AND COMMUNICATE INFORMATION</td>
<td>20</td>
</tr>
<tr>
<td>MEM16.7A</td>
<td>WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT</td>
<td>10</td>
</tr>
<tr>
<td>MEM16.8A</td>
<td>INTERACT WITH COMPUTING TECHNOLOGY</td>
<td>20</td>
</tr>
<tr>
<td>MEM16.9A</td>
<td>RESEARCH AND ANALYSE ENGINEERING INFORMATION</td>
<td>20</td>
</tr>
<tr>
<td>MEM16.11A</td>
<td>COMMUNICATE WITH INDIVIDUALS AND SMALL GROUPS</td>
<td>20</td>
</tr>
<tr>
<td>MEM16.12A</td>
<td>INTERPRET SPECIFICATIONS AND MANUALS</td>
<td>40</td>
</tr>
<tr>
<td>MEM16.14A</td>
<td>REPORT TECHNICAL INFORMATION</td>
<td>20</td>
</tr>
<tr>
<td>MEM17.3A</td>
<td>ASSIST IN THE PROVISION OF ON THE JOB TRAINING</td>
<td>20</td>
</tr>
<tr>
<td>MEM30.12A</td>
<td>APPLY MATHEMATICAL TECHNIQUES IN A MANUFACTURING, ENGINEERING OR RELATED</td>
<td>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 fulfil 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
Unit Code | Hours
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Core Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit</th>
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<td>RIICC401A</td>
<td>SUPERVISE CIVIL WORKS</td>
<td>80</td>
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<tr>
<td>BSSCMN411A</td>
<td>MONITOR A SAFE WORKPLACE</td>
<td>50</td>
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<td>BSSFLM405B</td>
<td>IMPLEMENT OPERATIONAL PLAN</td>
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<td>BSSFLM412A</td>
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<td>MNGGEN400A</td>
<td>APPLY SITE RISK MANAGEMENT SYSTEM</td>
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(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 2008.

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.

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; Slack/store materials/parts/components as required for the process; Dispatch materials/parts/components on completion of the process; Store equipment and tools on completion of the process.
Nominal Hours: 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

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 instructions, information and messages as required by the job; Instruct and deliver training to others on- and off-the-job as required; Follow enterprise Diversity and Equal Opportunity policies and procedures; Identify procedures and processes for resolving conflict in the workplace; Fill out forms as required by the job.
Nominal Hours: 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, test and charge automotive batteries. The competency is applicable to batteries fitted to vehicles, plant and equipment and marine applications. It may also be applied to the service, replacement and charging of batteries in electric vehicles such as golf buggies and electric forklifts.
Nominal Hours: 15 Hours
Assessment: 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 i.e. open circuits/short circuits/earthings.

Nominal 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.

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.

AUR26367A REPLACE MAJOR WELDED PANELS

Content: This unit identifies the competence required to carry out major welded panel replacement.

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.

AUR26508A CARRY OUT VEHICLE BODY AND UNDERFRAME ALIGNMENT

Content: This unit identifies the competence required to carry out misalignment repair operations.

Nominal Hours: 50 Hours
Assessment: 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.

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: 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.

AUR27064A REMOVE AND REPLACE MECHANICAL UNITS/ASSEMBLIES

Content: This unit identifies the competence required to carry out relevant operations to measure vehicle using specialised equipment.

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

AUR27164A REMOVE AND REPLACE ELECTRICAL/ELECTRONIC UNITS/ASSEMBLIES

Content: This unit identifies the competence required to remove and replace units/assemblies such as head lights, tail lights, electrical components, computer control units to facilitate body repair activities. The appropriate assistance is to be sought in relation to air conditioning and LPG/NGV system/components and in the re-commissioning of all systems.

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

AUR30203A APPLY RUST PREVENTION AND SOUND DEADENING MATERIALS

Content: This unit identifies the competence required to apply special treatment materials to vehicle body component parts.

Nominal Hours: 20 Hours
Assessment: 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
AURT271781A IMPLEMENT AND MONITOR 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.

AURC272003B USE CIVIL CONSTRUCTION HAND TOOLS
Content: This unit specifies the competency required to undertake 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 competence 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 and identification of the cause(s) of faults, establishment of the repair requirements and completion of work finalisation processes, including clean-up and documentation.
Nominal Hours: 80 Hours
Assessment: 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.

**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.

**MCMS600A DEVELOP A COMPETITIVE MANUFACTURING SYSTEM**
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.

**MCMS602A 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.

**MCMS201A 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.

**MCMS400A 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.

**MCMS401A ENSURE PROCESS IMPROVEMENTS ARE SUSTAINED**
Content: This unit covers the knowledge and skills needed to ensure that the gains which have been made by using improved methods, processes and equipment are sustained as the new base line/standard to the team’s area of work and so prevent regression to former practices, or digression to less efficient practices.
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**MCMS600A 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.

**MCMS601A 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.
### FACULTY OF TECHNICAL AND TRADES INNOVATION

**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.

**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, MRP II, 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.

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**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.
presentation, campus/workplace projects and RTO/workplace assignments.

**MCM430A 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.

**MCM432A 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.

**MCM440A 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.

**MCM450A 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.

**MCM451A 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.

**MCM452A 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.

**MCM460A 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.

**MCM461A 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.

**MCM481A 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.

**MCM482A 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.

**MCM620A 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.

**MCM621A DEVELOP A JUST IN TIME (JIT) SYSTEM**
Content: This unit covers the knowledge 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.

**MCM630A 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 include options for improving cost efficiency. The unit also includes implementing identified changes that increase cost efficiency. The unit may be applied individually or in a team environment. In this unit, 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 predictive maintenance strategy for a manufacturing enterprise. The unit recognises that there are a number of predictive or proactive maintenance strategies such as TPM, RCM.
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 required 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, 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.

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.

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 tasks or assignments.
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.

MEM15.24A APPLY QUALITY PROCEDURES
Content: This unit covers applying established quality procedures to an employee's own work within a manufacturing, engineering or related environment.
Nominal Hours: 10 Hours
Assessment: 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 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.

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
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.

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.

MEM18.18A MAINTAIN PNEUMATIC SYSTEM COMPONENTS
Content: This unit covers maintaining and repairing commercial air conditioning systems and components. It includes interpreting drawings and diagrams of commercial air conditioning systems; utilising fault finding procedures, service manifolds and test equipment to identify and diagnose faults; rectifying common faults; returning to service; testing systems; and completing service reports.
Nominal Hours: 40 Hours
Assessment: 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.

MEM18.20A MAINTAIN HYDRAULIC SYSTEM COMPONENTS
Content: This unit covers checking hydraulic system components, and identifying and repairing or replacing faulty components
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM18.22 MAINTAIN, REPAIR, REPLACE FLUID POWER CONTROLS
Content: Work undertaken using predetermined standards of quality, safety and work procedures, autonomously or in a team environment. This unit relates to the installation/repair/replacement and maintenance of fluid power systems controls. System circuit/components identified, traced, inspected and operational function assessed and verified using fluid power principles to predetermined specifications interpreted from data sheets and circuit diagrams. Installation, adjustment, repairs, replacements and overhauls undertaken to site or manufacturer’s specifications using working knowledge and application of principles of fluid power systems control sequencing which may include: PLCs, relay logic control systems, unitised/modular.
Nominal 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.

MEM18.30A DIAGNOSE AND REPAIR LOW VOLTAGE ELECTRICAL SYSTEMS
Content: This unit covers using test instruments, testing the battery, and assessing and rectifying wiring faults.
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.

MEM18.3A USE TOOLS FOR PRECISION WORK
Content: This unit covers using tools to manually produce work to precise dimensions and or finishes.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM18.55A DISMANTLE, REPLACE AND ASSEMBLE ENGINEERING COMPONENTS
Content: This unit covers dismantling and identifying faulty components, selecting replacements, and assembling engineering components into assemblies or sub-assemblies in accordance with standard operating procedures.
Nominal Hours: 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.

MEM18.6A DISMANTLE, REPAIR, REPLACE, ASSEMBLE AND FIT ENGINEERING COMPONENTS
Content: This unit covers dismantling and identifying faulty components, selecting replacements, and assembling engineering components into assemblies or sub-assemblies in accordance with standard operating procedures.
Nominal Hours: 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.

MEM2.11CSA RESEARCH AND PREPARE PRESENTATIONS AND REPORTS
Content: Research of existing materials is undertaken including reference books, tables, technical journals and internal/external databases. Conclusions are reached that are logical and based on objective analysis of available data, and Materials and data prepared for presentation or report objective analysis of available data.
Nominal Hours: 20 Hours
MEM25.11A INSTALL MARINE SYSTEMS
Content: This unit covers the installing and testing engine/plant and ancillary equipment relevant to propulsion, stability, steering and fuel systems for mechanically powered marine vessels.
Nominal Hours: 80 Hours
Assessment: 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.

MEM30.12A APPLY MATHEMATICAL TECHNIQUES IN A MANUFACTURING, ENGINEERING OR RELATED CONTEXT
Content: This unit covers the applications 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.

MEMS.10A UNDERTAKE FABRICATION, FORMING, BENDING AND SHAPING
Content: Select and set up forming/shaping equipment for a specific operation; Operate forming/shaping equipment; Forming and shaping material.
Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEMS.11A ASSEMBLE FABRICATED COMPONENTS
Content: Identify assembly method and construct jigs if required; Ensure all components for assembly are available; Select tools and fixtures for fabrication assembly; Assemble fabricated components.
Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEMS.20A PERFORM ADVANCED WELDING USING GAS TUNGSTEN ARC WELDING PROCESS
Content: Select welding settings and consumables; Assemble welding equipment; Weld joints to meet Australian Standard 1554 Structural Purpose; Inspect welds; Correct faults; Maintain weld records.
Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEMS.50A PERFORM ROUTINE GAS METAL ARC WELDING
Content: Identify weld requirements; Prepare materials for welding; Prepare equipment for welding; Perform routine welding using 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.

MEMS.5AA CARRY OUT MECHANICAL CUTTING
Content: Determine job requirements; Select/ set up machine tooling; Operate mechanical cutting machine; Check material for conformance to specification.
Nominal 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.

MEMS.9B CREATE 2D DRAWINGS USING CAD SYSTEMS
Content: This unit covers the competencies required to prepare the 2D CAD environment, create 2D drawings, and produce output including linked bills of materials. The unit applies to the fields of mechanical, electrical/electronic, fabrication and fluid power.
Nominal Hours: 80 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MNGGEN400A 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.

RIICC401A 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.
VBN223 DESIGN FOR ECONOMIC MANUFACTURE
Content: This unit covers the knowledge and skills to evaluate the various means by which production costs can be optimised by the incorporation of various structural features in the design process and to the concept design stage.
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.

VBN224 PREPARE A BASIC GENERAL ARRANGEMENT PLAN TO MEET OWNER’S REQUIREMENTS
Content: This unit involves the skills and knowledge required to apply the design theory and calculation processes relating to hull shape and stability, to the concept design stage or first iteration of the design spiral to develop a basic general arrangement plan.
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.

VBN225 DESIGN A HULL STRUCTURE
Content: This unit covers the skills and knowledge required to design structural requirements and prepare drawings of a hull structure.
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.

VBN226 ORDER SUPPLY MATERIALS FOR BUILDING VESSELS
Content: This unit covers the knowledge and skills to analyse the flow of supply materials through the shipyard and the method of transportation and the ordering procedures for the supply of materials.
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.

VBN227 DERIVE STABILITY CURVES USING MANUAL AND COMPUTER-BASED PROCESSES
Content: This unit involves the skills & knowledge to undertake the calculation processes in deriving stability curves for a simple hull shape to ensure stability and compliance with international stability criteria.
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.

VBN228 DESIGN VESSEL SYSTEMS
Content: This unit describes the knowledge and skills required to design a range of vessel systems including the integration of vessel systems and the requirements of pollution control.
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.

VBN251 PERFORM CAM 5 – 3D PROGRAMMING
Content: This unit covers the knowledge and skills to enable the creation and editing of 3D geometric shapes using CAM drawing 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.

VBN288 DRAFT BOATBUILDING PLANS
Content: This unit is sourced from and is equivalent to Module VBG955 Boat building drafting 15564VIC, Certificate III in Boat Building. This unit describes the competencies involved in the identification and use of drawing instruments and accessories used in the development of lines plan drawings. It involves the development of a lines plan from a set of offsets and the demonstration of the procedure for reproducing a set of dinghy lines plans and camber developments from a set of offsets.
Nominal 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.

VBN289 OPERATE STATIC MACHINERY
Content: This unit is sourced from and is equivalent to Module VBN505 Introduction to static machines 15564VIC, Certificate III in Boat Building. This unit describes the competencies involved in the identification and application of Occupational Health and Safety requirements for the safe use of workshop machinery. It also addresses the skills and knowledge required to operate and to perform basic maintenance tasks on electric workshop machinery.
Nominal 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.

VBN290 APPLY MARINE SURFACE COATING
Content: This unit is sourced from and is equivalent to Module VBG970 Paints, coatings, sealants and adhesives 15564VIC, Certificate III in Boat Building. This unit covers the knowledge and skills involved in the preparation of a range of surfaces, and the application of a range of sheathing materials and coatings to marine 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.

VBN293 IDENTIFY MATERIAL STRENGTHS
Content: This unit is sourced from and is equivalent to Module VBN481 Introductory Strength of Materials, TAFE Engineering Technician and Engineering Associate National Curriculum Project, May 1999. This unit covers the knowledge and skills involved in the calculation of material strengths as they relate to problems of strength and stability of structures and mechanical components. This unit provides an introduction to “Strength of materials” and establishes a platform for further development in related areas.
Nominal 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.

VBN294 APPLY STATICS TO ENGINEERING APPLICATIONS
Content: This unit is sourced from and is equivalent to Module VBN689 Statics, TAFE Engineering Technician and Engineering Associate National Curriculum Project, May 1993. This unit covers the knowledge and skills involved in the solution of engineering problems and the production of engineering calculations. The unit establishes a platform for further development in related areas.
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.

VBN295 ANALYSE ENGINEERING MATERIALS
Content: This unit is sourced from and is equivalent to Module VBN480 Materials Science, TAFE Engineering Technician and Engineering Associate National Curriculum Project, May 1993. This unit covers the knowledge and skills involved in the classification of materials, the analysis of the principle properties of materials and the factors that
influence these properties. The unit establishes a platform for further development in related areas.

Nominal 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.

VBN296 SUPPORT QUALITY CONTROL SYSTEMS
Content: This unit is sourced from and is equivalent to Module EA041 Quality Control Systems, TAFE Engineering Technician and Engineering Associate National Curriculum Project, May 1993. This unit covers the development of introductory knowledge and skills in quality systems. The unit establishes a platform for further development in related areas.

Nominal 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.

VBN301 USE INDUSTRIAL ROBOTS
Content: This unit is sourced from and is equivalent to Module EB770 Robotics 2, TAFE Engineering Technician and Engineering Associate National Curriculum Project, May 1993. This unit covers the knowledge and skills involved in the use of industrial robots and robot programming. It involves selection, preparation of schedule for installation and commissioning, interfacing peripherals, maintenance, and programming for industrial 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 RTO/workplace assignments.

VBN302 IDENTIFY FLUID SYSTEMS
Content: This unit is sourced from and is equivalent to Module EA706 Fluid Mechanics 1, TAFE Engineering Technician and Engineering Associate National Curriculum Project, May 1993. This unit covers the knowledge and skills involved in basic fluid mechanics for engineering applications. This unit provides an introduction to fluid mechanics and establishes a platform for further development in related areas.

Nominal 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.

VBN303 EVALUATE ENGINEERING MATERIALS
Content: This unit is sourced from and is equivalent to Module EB650 Materials for Engineering, TAFE Engineering Technician and Engineering Associate National Curriculum Project, May 1993. This unit covers the knowledge and skills involved in the identification of the structure, properties and specifications of metals and non-metals, the specifications of materials and heat treatment processes for engineering applications and common failures of engineering 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.

VBN371 PLAN THE MACHINERY ARRANGEMENTS FOR VESSELS
Content: This unit covers the knowledge and skills to evaluate the basic features and performance characteristics of the different types of marine propulsion machinery and to plan the machinery arrangements in naval and commercial vessels.

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.

VBN372 ANALYSE THE MARINE ENVIRONMENT
Content: This unit covers the knowledge and skills required to identify the major factors in the marine environment that affect the design and construction of marine 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.

VBN374 PLAN THE DESIGN OPERATION OF THE VESSELS' MACHINERY AND EQUIPMENT
Content: This unit covers the knowledge and skills to evaluate the basic features and performance characteristics of the different types of marine propulsion plant, marine auxiliary systems, marine electrical generating systems and the conceptual design factors that influence fuel conservation in vessels' machinery systems to enable the planning of the design and operation of the vessel and vessels' machinery and equipment to be completed.

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. 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 calculations 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.

**VBN775 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 manufacture 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.

**VBN776 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 machinery, 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.

**VBN777 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 to provide practical, project-based learning, developing basic skills and techniques required for the workplace.

**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.

**VBN778 PERFORM CUTTING, GRINDING AND TURNING OPERATIONS**

**Content:** This unit of competency sets out the knowledge and skills required to perform a range of basic engineering operations in the workplace, including 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 required for the workplace.

**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 FORM, BEND AND SHAPE ENGINEERING MATERIALS**

**Content:** This unit of competency sets out the knowledge and skills required to form, bend and shape engineering materials. This involves using basic handling techniques, operating machinery, handling equipment and handling industrial chemicals 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.

**VBN780 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 retro fitting existing domestic and light commercial refrigeration and air conditioning equipment with alternative refrigerants, reconditioning or 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.

**VBN781 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 metal arc welding (MMAW) and gas metal arc welding (GMAW) techniques. 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 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.

VBN786 FABRICATE BASIC JEWELLERY ITEMS

Content: This unit of competency sets out the knowledge and skills required to construct basic jewellery components, single and multiple-piece items involving a limited range of fabrication processes and techniques.

Nominal Hours: 60 Hours

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

VBN787 APPLY MATHEMATICAL PRINCIPLES TO ENGINEERING DESIGNS

Content: This unit of competency sets out the knowledge and skills required to perform a range of mathematical tasks related to more complex engineering problems. It includes algebra, trigonometry, coordinate geometry, graphs and mensuration.

Nominal Hours: 40 Hours

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

VBN788 DESIGN AND PROTOTYPE COMPONENTS AND/OR SMALL STRUCTURES USING ENGINEERING DESIGN PRINCIPLES

Content: This unit of competency sets out the knowledge and skills required to design and prototype engineering components or small structures in an engineering context. This involves preparation of concept proposals, drawings, plans and models.

Nominal Hours: 60 Hours

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

VBN789 USE MANUAL AND/OR COMPUTER AIDED DRAFTING SYSTEMS TO DESIGN ENGINEERING COMPONENTS OR STRUCTURES

Content: This unit of competency sets out the knowledge and skills required to perform manual or computer aided drafting for the design of mechanical and manufacturing engineering products, processes, systems or services. This work is typically carried out as part of a design team.

Nominal Hours: 60 Hours

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

VBN790 PRODUCE ENGINEERING COMPONENTS BY PROGRAMMING AND OPERATING CNC MANUFACTURING CELLS

Content: This unit of competency sets out the knowledge and skills required to produce engineering components by programming and operating CNC manufacturing cells. This involves planning, programming, producing and monitoring CNC machine operations. This work is typically carried out as part of a production team.

Nominal Hours: 60 Hours

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

VBN791 PLACE, ASSEMBLE AND/OR FABRICATE ENGINEERING COMPONENTS BY PROGRAMMING AND OPERATING ROBOTS

Content: This unit of competency sets out the knowledge and skills required to produce engineering components by programming and operating manufacturing robots. This may involve manufacturing robots performing material handling, material transfer, machine loading/unloading, welding, spray painting, assembly or inspection. This work is typically carried out as part of a production project team.

Nominal Hours: 60 Hours

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

VBN792 APPLY REFRIGERATION PRINCIPLES AND PROCESSES IN THE DESIGN OF BASIC REFRIGERATION SYSTEMS

Content: This unit of competency sets out the knowledge and skills required to design a basic refrigeration system by applying refrigeration principles and processes. This involves concept system design, identifying and selecting system components as well as preparing and documenting a system implementation plan. This work is typically carried out as part of a design team.

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.

VBN793 CONTROL A SMALL MANUFACTURING SUB-SYSTEM THROUGH THE APPLICATION OF ELECTRONIC CONTROL DEVICES AND SYSTEMS

Content: This unit of competency sets out the knowledge and skills required to control a small manufacturing sub-system through an electronic control system. This involves programming, interfacing and testing of programmable controllers or computers to assembly line section or fabrication stations. This work is typically carried out as part of a design team.

Nominal Hours: 60 Hours

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
VBN794 APPLY ELECTRONIC CONTROL PRINCIPLES TO MACHINE SYSTEMS

Content: This unit of competency sets out the knowledge and skills required to design and interface electrical/electronic control components to machine systems. This involves control systems with sensory elements, actuator interfaces and appropriate communication connections. This work is typically carried out as part of a design team.

Nominal Hours: 60 Hours

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

VBN795 EVALUATE MANUFACTURING PROCESSES FOR A RANGE OF ENGINEERING APPLICATIONS

Content: This unit of competency sets out the knowledge and skills required to evaluate the suitability of various manufacturing processes for a range of engineering applications. This involves selecting appropriate manufacturing methods and processes for particular applications within the individual’s field of engineering expertise.

Nominal Hours: 60 Hours

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
Below are details of courses offered by the School of Construction Industries 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.

CERTIFICATE III IN BOATBUILDING
Course Code: 15564/VIC

No intake in 2008

Campus: Re-enrolling Students only

Career Opportunities
Boatbuilding Construction

Scope of Delivery
Part-time

Course Objective
Provides the boatbuilder and shipwright apprentices with training in the construction and repair of all types of vessels from small pleasure craft and work boats, to large commercial and naval ships. These vessels may be constructed from wood, fibreglass, aluminium or steel.

Entry Requirements
To qualify for admission to the course, applicants are required to be employed as a boatbuilder or shipwright apprentice.

Course Duration
The course may be offered on a part-time basis over a period of 3 years to a total of 960 nominal hours.

Course Structure
Core Units of Study
- Work Environment
- Workplace Occupational Health and Safety
- Boatbuilding Terminology
- Workplace Communication
- Boatbuilding Calculations
- Hand and Power Tools 1
- Boatbuilding Drafting
- Craft Construction (General)
- Construction Materials
- Introduction to Static Machines
- Elective Units of Study
- Craft Development
- Boatbuilding Materials
- Marine Drafting I
- Marine Drafting II
- Planking
- Craft Construction – Timber
- Introduction to Fibreglass
- Slipping and Docking
- Small Craft Construction I
- Computers and Technology
- Problem Solving
- Masts and Rigging
- Docking
- Decking
- Ribbing and Longitudinal Framing
- Timber Flooring and Seats
- Pattern, Plug, Mould and Foil
- Construction
- Backbone Structures
- Craft Construction – Fibreglass
- Steambending and Laminating Timber
- Estimating and Costing
- Paints, Coatings, Sealants and Adhesives
- Composite Fibres 1
- Composite Fibres 2
- Metal Hull Construction 1
- Metal Hull Construction 2
- Welding and Thermal Cutting
- Advanced Welding Techniques
- Travel Lifts and Cranes
- CAD for the Marine Industry
- Fitout
- Finish
- Craft Construction – Aluminium
- Slipping and Boatyard Operations
- Customer Service
- Centreboats, Rudders and Steering Gear
- Lofting
- Round Bilge Lofting
- Small Business Management
CERTIFICATE III IN PLUMBING AND GASFITTING RE-ENROLLING STUDENTS ONLY

Course Code: 20085VIC

No intake in 2008

Campus: Sunshine Campus.

Career Opportunities
Licenced plumbers.

Scope of Delivery
Part-time

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

Entry Requirements
All apprentices need to be apprenticed to an employer.

Course Duration
1040 nominal hours on a part-time basis.

Course Structure

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<td>VAJ360</td>
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<td>CUTTING A BRANCH INTO AN EXISTING DRAIN</td>
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<td>DOMESTIC SEPTIC TANKS</td>
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**CERTIFICATE II IN FURNISHING (PRE-APPRENTICESHIPS IN CABINET MAKING/WOOD MACHINING/FURNITURE POLISHING)**

**Course Code:** 21278VIC

**Campus:** Newport.

**Career Opportunities**
- Cabinet Maker or Furniture Polisher.

**Scope of Delivery**
- Full time.

**Course Objective**
This course leads into the apprenticeship qualification as well as basic skills and knowledge for employment in the furniture industry.

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

**Selection Procedures/ Selection Criteria**
To be advised.

**Course Duration**
- This course is 16 weeks full-time and 3 weeks practical placement.

**Course Structure**

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<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
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<td>ABC501</td>
<td>INTRODUCTION TO FURNISHING INDUSTRY</td>
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<td>LMFCR0001A</td>
<td>FOLLOW SAFE WORKING POLICIES AND PRACTICES</td>
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<td>LMFCR0002A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
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<td>LMFCR0003A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
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<td>LMFCR0004A</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
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<td>LMFMM1001A</td>
<td>CONSTRUCT BASIC TIMBER FURNISHING PRODUCT</td>
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<td>LMFMM2001A</td>
<td>USE FURNISHING MAKING SECTOR HAND AND POWER TOOLS</td>
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<td>LMFMM2002A</td>
<td>ASSEMBLE FURNISHING COMPONENTS</td>
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<td>LMFMM2004A</td>
<td>PREPARE SURFACES FOR FINISHING</td>
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<td>LMFMM2005A</td>
<td>JOIN SOLID TIMBER</td>
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<td>LMFMM2006A</td>
<td>HAND MAKE TIMBER JOINTS</td>
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<tr>
<td>LMFMM210A</td>
<td>SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES</td>
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<td>LMFMM3002A</td>
<td>CONSTRUCT FURNITURE USING LEG AND RAIL METHOD</td>
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<tr>
<td>LMFMM3012A</td>
<td>PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION</td>
<td>16</td>
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</tbody>
</table>
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Unit Code   Hours
LMFGN2002A MOVE AND STORE MATERIALS AND PRODUCTS 16
TDTD397C HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES 40
ABC999 INDUSTRY PLACEMENT 114

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.

Elective Units of Study
- LMFFM2003A SELECT AND APPLY HARDWARE 16
- LMFFM2004A APPLY SHEET LAMINATES BY HAND 8
- LMFFM2007A FOLLOW PLANS TO ASSEMBLE PRODUCTION FURNITURE 16
- LMFFM2011A APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES 16
- LMFFM2012A SET UP, OPERATE AND MAINTAIN PRESSURE AND CLAMPING MACHINES 20
LMFFM3021A SET UP, OPERATE AND MAINTAIN DRILLING MACHINES 24
LMFGN3001A READ AND INTERPRET WORK DOCUMENTS 24
BSBCM107A OPERATE A PERSONAL COMPUTER 10
LMFGG2002A APPLY FIRST AID 8

CERTIFICATE III IN FURNISHING (WOOD MACHINING, CABINET MAKING, AND FURNITURE POLISHING)
Course Code: 21279VIC

No intake in 2008
Campus: Re-enrolling Students only
Career Opportunities
Cabinet Making, Wood Machining, Polishing, Chair and Couch Making.
Scope of Delivery
Full-time or part-time
Course Objective
Provides participants with the skills and knowledge required to display competence in one of the following industry sectors: Cabinet Making; Wood Machining; Polishing; Chair and Couch Making.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.
Course Duration
The course may be offered on a full-time basis over 960 nominal hours or part-time equivalent.

Course Structure
Unit Code   Hours

Core Units of Study
Generic Core Units (196 nominal hours)
- VBM076 FOLLOW DEFINED OH&S POLICIES AND PROCEDURES 32
- BCG1004A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
- VBM077 USE HAND AND POWER TOOLS 56
- VBM078 APPLY QUALITY STANDARDS 40
- VBM079 WORK IN A TEAM ENVIRONMENT 20
- BCG1000A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION 20
- ABC501 INTRODUCTION TO FURNISHING INDUSTRY 8

Specialist Core Units
Wood Machining Stream
Students must complete the following 7 units (totalling 456 nominal hours) –
- VBM121 READ AND INTERPRET WORK DOCUMENTS 16
- VBM210 OPERATE BASIC STATIC MACHINES 60
- VBM211 SET UP BASIC STATIC MACHINES 44
- VBM215 PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATIONS 12
- VBM225 SET UP, OPERATE AND MAINTAIN COMPLEX MACHINES 244
- VBM228 MACHINE SURFACES FOR FINISHING 40
- VBM231 MAINTAIN BASIC STATIC MACHINES 40

Plus one unit from the following –
- VBM226 SET UP, PROGRAM AND OPERATE CNC EQUIPMENT 100
- VBM216 CONSTRUCT JIGS AND FIXTURES 32
- VBM212 ASSEMBLE FURNISHING COMPONENTS 40

Furniture Polishing Stream
Students must complete the following 4 units (totalling 236 nominal hours) –
- VBM134 PREPARE SURFACES FOR FINISHING 40
- VBM218 APPLY SURFACE COATINGS BY MECHANICAL METHODS 140
- VBM264 MAINTAIN SPRAY EQUIPMENT AND BOOTHS 40
- VBM121 READ AND INTERPRET WORK DOCUMENTS 16

Plus two units from the following –
- VBM187 DISMANTLE/REASSEMBLE FURNITURE AND/OR FURNISHING 80
- VBM217 REMOVE SURFACE COATINGS 40
- VBM227 APPLY SURFACE COATINGS BY HAND 100
- VBM222 ASSEMBLE FURNISHING COMPONENTS 40
- VBM219 APPLY FRENCH POLISHING 64
- VBM263 MAKE UP AND/OR MATCH COLOURS 80

Or
Unit Code   Hours
Cabinet Making Stream
Students must complete the following 6 units (totalling 228 nominal hours) –
VBM212   ASSEMBLE FURNISHING COMPONENTS 40
VBM228   MACHINE SURFACES FOR FINISHING 40
VBM222   INSTALL CABINETS 40
VBM215   PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATIONS 12
VBM224   FOLLOW PLANS TO ASSEMBLE CABINETS 80
VBM121   READ AND INTERPRET WORK DOCUMENTS 16
Plus two units from the following –
VBM213   PREPARE SURFACES FOR FINISHING 40
VBM220   CONSTRUCT CHAIR AND COUCH FRAMES 120
VBM214   CONSTRUCT FURNITURE USING LEG AND RAIL METHOD 80
VBM221   PRODUCE FURNITURE USING ANGULAR AND/OR CURVED 120
VBM230   APPLY LAMINATES BY HAND 8
VBM229   CONSTRUCT CARCASES FOR CABINETS 80
VBM223   CONSTRUCT AND APPLY DECORATIVE TREATMENTS AND FINISHES TO FURNITURE 20
And
Elective Units of Study
Students must complete elective units (to a total course duration of 960 nominal hours) from the following
VBM087   ESTIMATE AND COST JOB 50
VBM088   PERFORM ONE ON ONE TRAINING ON THE JOB 20
BSXFMI307A   MANAGE QUALITY CUSTOMER SERVICE 10
023/04   ADDRESS CUSTOMER REQUIREMENTS 10
WRRS.1A   SELL PRODUCTS AND SERVICES 10
VBM089   STORE AND HANDLE HAZARDOUS AND DANGEROUS GOODS 20
VBM090   MOVE AND STORE MATERIALS AND PRODUCTS 20
BCF2011A   USE COMPUTERS 24
BCF2010A   MAINTAIN INVENTORY AND CONTROL, STOCK 10
TDTA1397A   RECEIVE GOODS 20
VBM091   OPERATE AND LOAD SHIFTING EQUIPMENT 40
TDTA2097A   REPLENISH STOCK 20
TDTA2197A   DESPATCH STOCK 20
TDTD1097A   OPERATE A FORKLIFT 40
TDTA1197A   PACKAGE GOODS 20
BCS3258A   APPLY FIRST AID IN THE WORKPLACE 8

CERTIFICATE II IN BUILDING AND CONSTRUCTION (BRICKLAYING, CARPENTRY PAINTING AND DECORATING)
Course Code: 21393VIC

Campus: Newport.
Career Opportunities
Bricklayer, Carpenter, Painter and Decorater.
Scope of Delivery
Full time and part-time.
Course Objective
The course aims to provide participants with the skills, knowledge and ability required to gain an apprenticeship in the Building and Construction industry.
Entry Requirements
To qualify for admission to the course, applicants must basic english language, literacy and numeracy skills.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.
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
Unit Code   Hours
Core Units of Study
Unit of Study Code Hours
VBN234   CALCULATIONS FOR THE BUILDING INDUSTRY 20
VBN235   COMMUNICATIONS FOR THE BUILDING INDUSTRY 20
VBN236   QUALITY PRINCIPLES FOR THE BUILDING INDUSTRY 8
VBM987   CAREER STUDIES 16
VBM985   BASIC FIRST AID 8
VBM986   BUILDING AND CONSTRUCTION INDUSTRY INDUCTIONS 16
VBM987   WORKPLACE DOCUMENTS AND PLANS 20
VBM988   WORKPLACE SAFETY 40
VBM989   BUILDING STRUCTURES 8
VBM990   LEVELLING 8
VBM991   SAFE HANDLING OF POWER TOOLS 16
VBM992   INTRODUCTION TO SCAFFOLDING 24
# FACULTY OF TECHNICAL AND TRADES INNOVATION

## Unit Code

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## CERTIFICATE II IN BUILDING & CONSTRUCTION (BRICKLAYING STREAM)

**Course Code:** 21393VIC

**Campus:** Newport.

**Career Opportunities**

Building construction worker.

**Scope of Delivery**

Part-time

**Course Objective**

To provide secondary students with basic skills and introduction to the construction industry (bricklaying).

**Entry Requirements**

There are no formal entry requirements but applicants must possess basic English language, literacy and numeracy skills.

**Selection Procedures/Selection Criteria**

Recommendation from secondary school

**Course Duration**

The course consists of 254 hours of part-time study for units 1 & 2 176 hours of part-time study for units 3 & 4 at a Victoria University facility. 16 units must be achieved for students to receive 10% increment on top of their enter score.

**Course Structure**

### Unit Code

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### Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.
CERTIFICATE II IN BUILDING AND CONSTRUCTION [PAINTING & DECORATING PRE-APPRENTICESHIP]

Course Code: 21393VIC

Campus: Sunshine.

Career Opportunities
Painting and Decorating Apprenticeship

Scope of Delivery
Full time, Part time

Course Objective
The course provides participants with the skills, knowledge and ability required to gain an apprenticeship in the Painting and Decorating sector of the Building and Construction Industry.

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

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

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

Course Structure

Unit Code   Hours
Core Units of Study
VBN234 CALCULATIONS FOR THE BUILDING INDUSTRY 20
VBN235 COMMUNICATIONS FOR THE BUILDING INDUSTRY 20
VBN236 QUALITY PRINCIPLES FOR THE BUILDING INDUSTRY 8
VBM987 CAREER STUDIES 16
VBN111 BASIC FIRST AID 8
VBM985 BUILDING AND CONSTRUCTION INDUSTRY INDUCTIONS 16
VBM986 WORKPLACE DOCUMENTS AND PLANS 20
VBM988 WORKPLACE SAFETY 40
VBM989 BUILDING STRUCTURES 8
VBM990 LEVELLING 8
VBM991 SAFE HANDLING OF POWER TOOLS 16
VBM992 INTRODUCTION TO SCAFFOLDING 24

Stream specific Units of Study
VBN035 PAINTING AND DECORATING HAND TOOLS 40
VBN036 SURFACE PREPARATION 80
VBN037 PAINT PRINCIPLES 12
VBN038 PAINT APPLICATION – BRUSH AND ROLLER SKILLS 40
VBN098 APPLICATION OF WATER BASED PAINTS 70
VBN099 APPLICATION OF OIL BASED PAINTS 30
VBN039 COLOUR MIXING PRINCIPLES 32
VBN040 TIMBER FINISHING, STAINING AND PRESERVATION PRINCIPLES 40
VBN041 PAPER HANGING PRINCIPLES 20
VBN042 SPRAY PAINTING 32
VBN043 PROTECTIVE METAL COATINGS 40

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
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
Unit Code   Hours
Core Units of Study
BSBSBM402A UNDERTAKE FINANCIAL PLANNING 40
BSBSBM404A UNDERTAKE BUSINESS PLANNING 60
BSBCM410A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 40
BSBCM411A MONITOR A SAFE WORKPLACE 50
BSBH402A RECRUIT AND SELECT PERSONNEL 40
VBM981 MANAGE SIGNAGE CONTRACTS 50
VBM982 CREATE DECORATIVE BACKGROUNDS 40
VBM983 USE AN AIRBRUSH TO CREATE SPECIAL EFFECTS ON SIGNAGE 76
VBM984 USE ADVANCED FEATURES OF CAM APPLICATIONS TO PRODUCE SIGNS 76

CERTIFICATE IV IN APPLIED DESIGN (FURNISHING)
Course Code: 21528VIC

Campus Newport.

Career Opportunities
Furniture Design

Scope of Delivery
Full-time or part-time delivery.

Course Objective
The course provides employees in the metal fabrication and furniture industry with complementary trades skills and knowledge which will enable them to pursue design interests as an integral part of their current employment.

Entry Requirements
To qualify for admission to the course applicants must hold the competencies contained in a trade qualification relevant to the metal fabrication and furniture industry areas.

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

Course Duration
This course is approximately 6 months full-time or part-time equivalent.

Course Structure
Unit Code   Hours
Core Units of Study
VBN517 GENERATE DESIGN SOLUTION 60
VBN518 IMPLEMENT DESIGN SOLUTIONS 60
SCHOOL OF CONSTRUCTION INDUSTRIES

Unit Code   Hours

**Elective Units of Study**

Seven elective Units of Study, selected by the student with the approval of the Head of Department, comprising:

(i) Two Units of Study selected from the following:

- LMFDN4001A PRODUCE DRAWINGS FROM DESIGN CONCEPTS 36
- LMFDN4002A PRODUCE LINE AND COMPONENT PRODUCTION DRAWINGS 64
- LMFDN5001A GENERATE AND TRANSFER COMPLEX COMPUTER-AIDED DRAWINGS AND SPECIFICATIONS 72
- MEM9.1AA DRAW AND INTERPRET SKETCH 20
- MEM9.2AA INTERPRET TECHNICAL DRAWING 40
- MEM9.11AA APPLY BASIC ENGINEERING DESIGN CONCEPTS 60

(ii) Two Units of Study selected from the following:

- BSBFLM405A IMPLEMENT OPERATIONAL PLAN 50
- BSBFLM409A IMPLEMENT CONTINUOUS IMPROVEMENT 50
- BSBFLM510A FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION 50
- BSBMKG406A BUILD CLIENT RELATIONSHIPS 50
- BSBMKG407A MAKE A PRESENTATION 30
- BSSBSM403A PROMOTE THE BUSINESS 50
- LMFDDN4005A WORK WITHIN A FURNITURE DESIGN TEAM 54
- LMFDN4005A IDENTIFY AND CALCULATE PRODUCTION COSTS 36

(iii) Three Units of Study selected from the following list of Units of Study, of which one unit may be selected from any other relevant endorsed training package or accredited course at Australian Qualifications Framework level III, IV or V.

- LMFDN4003A PRODUCE PATTERNS AND/OR TEMPLATES 36
- **LMFDN4004A DESIGN, CONSTRUCT AND TEST JIGS 80**
- LMFM2001A USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS 40
- LMFM2006A HAND MAKE TIMBER JOINTS 40
- *MEM5.5AA CARRY OUT MECHANICAL CUTTING 20
- *MEM5.50AA PERFORM ROUTINE GAS METAL ARC WELDING 20
- *MEM5.12AB PERFORM ROUTINE MANUAL METAL ARC WELDING 20
- *MEM18.1AB USE HAND TOOLS 20
- *MEM18.2A USE POWER TOOLS/HANDBLED OPERATIONS 20

*These Units of Study are to be counted as equivalent to half a unit
**This unit to be counted as equivalent to two Units of Study

CERTIFICATE II IN JOINERY/SHOPFITTING/STAIRBUILDING – PRE-APPRENTICESHIP

Course Code: 21533VIC

Campus: Newport

Career Opportunities

Apprentice Joiner

Scope of Delivery

Full-time and part-time.

Course Objective

The course aims to provide students with the underpinning knowledge and skills in the following areas:

- industry terminology
- the characteristics of construction materials and processes
- construction techniques to achieve certain outcomes
- application of a range of construction techniques

Entry Requirements/Selection Procedures

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

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

Course Duration

The course is 16 weeks full-time or part-time equivalent.

Course Structure

Unit Code   Hours

Core Units of Study

- VBM985 BUILDING AND CONSTRUCTION INDUSTRY INDUCTIONS 16
- VBM986 WORKPLACE DOCUMENTS AND PLANS 20
- VBM987 CAREER STUDIES 16
- VBM988 WORKPLACE SAFETY 40
- VBN990 LEVELLING 8
- VBN111 BASIC FIRST AID 8
- VBN234 CALCULATIONS FOR THE BUILDING INDUSTRY 20
- VBN235 COMMUNICATIONS FOR THE BUILDING INDUSTRY 20
- VBN236 QUALITY PRINCIPLES FOR THE BUILDING INDUSTRY 8
- VBN695 DRAFTING FOR THE JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY 12
- VBN696 SMALL PLANT AND PORTABLE POWER TOOLS FOR THE JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY 48
- VBN697 FORM SETOUTS AND TAKE OFF QUANTITIES IN JOINERY/SHOPFITTING/STAIRBUILDING 32
- VBN698 HAND TOOLS FOR JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY 90
- VBN699 STATIC MACHINES 40
- VBN700 JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY CONSTRUCTION WORK PROCESSES 120
- VBN701 DOOR AND WINDOW CONSTRUCTION 40
- VBN702 ALUMINIUM FABRICATION 24
- VBN703 SHOPFITTING DISPLAY UNITS 32
- VBN704 TIMBER STAIR CONSTRUCTION 48
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>
</thead>
<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>
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<td></td>
<td>(a) Elective Units of Study</td>
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<tr>
<td>CUFSAF01B</td>
<td>FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>15</td>
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<tr>
<td>BSBCM204A</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
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<tr>
<td>LMFCR0002A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>20</td>
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<tr>
<td>BSBCM202A</td>
<td>ORGANISE AND COMPLETE DAILY WORK ACTIVITIES</td>
<td>20</td>
</tr>
<tr>
<td>BSBCM206A</td>
<td>PROCESS AND MAINTAIN WORKPLACE INFORMATION</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM208A</td>
<td>DELIVER A SERVICE TO CUSTOMERS</td>
<td>20</td>
</tr>
<tr>
<td>BSBCM209A</td>
<td>PROVIDE INFORMATION TO CLIENTS</td>
<td>20</td>
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<tr>
<td>BSBCM210A</td>
<td>IMPLEMENT IMPROVED WORK PRACTICES</td>
<td>30</td>
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<tr>
<td></td>
<td>(b) Elective Units of Study</td>
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</tr>
<tr>
<td></td>
<td>PRACTICAL DESIGN SKILLS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete a minimum of two units.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(c) Elective Units of Study</td>
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</tr>
<tr>
<td></td>
<td>TECHNICAL / SPECIALIST SKILLS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

CERTIFICATE II IN PLUMBING (PREVOCATIONAL)
Course Code: 21642VIC

Campus: Sunshine
Career Opportunities
Plumber
Scope of Delivery
Full-time
Course Objective
This course will assist you to gain employment as an apprentice plumber.
Entry Requirements
To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course.
Course Duration
1 year full-time.

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>
</tr>
<tr>
<td>VBM987</td>
<td>CAREER STUDIES</td>
<td>16</td>
</tr>
<tr>
<td>VBN111</td>
<td>BASIC FIRST AID</td>
<td>8</td>
</tr>
<tr>
<td>VBM988</td>
<td>WORKPLACE SAFETY</td>
<td>40</td>
</tr>
<tr>
<td>VBM990</td>
<td>LEVELLING</td>
<td>8</td>
</tr>
<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>
</tr>
<tr>
<td>VBN987</td>
<td>PLUMBING INDUSTRY INDUCTION</td>
<td>64</td>
</tr>
<tr>
<td>VBN988</td>
<td>HAND AND POWER TOOLS IN THE PLUMBING INDUSTRY</td>
<td>72</td>
</tr>
<tr>
<td>VBN989</td>
<td>TECHNICAL DRAWING AND PLAN DEVELOPMENT FOR PLUMBING</td>
<td>40</td>
</tr>
<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>
</tr>
<tr>
<td>VBN994</td>
<td>FIXING APPLICATIONS FOR THE PLUMBING INDUSTRY</td>
<td>8</td>
</tr>
<tr>
<td>VBN991</td>
<td>TUBES AND PIPES IN PLUMBING</td>
<td>40</td>
</tr>
<tr>
<td>VBN995</td>
<td>SHEETMETAL PRACTICES</td>
<td>60</td>
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<tr>
<td>VBM997</td>
<td>CONCRETE TECHNOLOGY</td>
<td>20</td>
</tr>
</tbody>
</table>
CERTIFICATE IV IN BUILDING DRAFTING

Course Code: 3476

Campus: TBC

Career Opportunities
Architectural Technician and Building Designer

Scope of Delivery
Full-time or part-time

Course Objective
Provides students with building theory and drafting related to residential, industrial and commercial buildings. Graduates will have acquired specialist skills and knowledge in design, problem solving, construction technology, full project documentation, CAD, project administration and office practice – including quality assurance.

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed Year 12 or equivalent, and possess sufficient literacy, numeracy and visual interpretation skills to allow for successful completion of the course.

OR
Possess relevant experience and maturity necessary to succeed in the course. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration
Full-time basis over a period of one year or part-time equivalent

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC001</td>
<td>CONSTRUCTION 1</td>
<td>54</td>
</tr>
<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>
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<tr>
<td>ABC050</td>
<td>DRAFTING TECHNOLOGY 2</td>
<td>18</td>
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<tr>
<td>ABC055</td>
<td>WORKING DRAWINGS 1</td>
<td>72</td>
</tr>
<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>
<tr>
<td>ABC113</td>
<td>DRAFTING STUDIO 2</td>
<td>50</td>
</tr>
<tr>
<td>ABC114</td>
<td>DRAFTING STUDIO 3</td>
<td>50</td>
</tr>
<tr>
<td>ABC033</td>
<td>DRAFTING PRACTICAL EXPERIENCE 1</td>
<td>200</td>
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</table>

Elective Units of Study
One module selected by the student, with the approval of the Head of Department, from -

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Elective Units of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC120</td>
<td>APPLIED MATHEMATICS FOR BUILDING</td>
</tr>
<tr>
<td>ABC086</td>
<td>STRUCTURES 1</td>
</tr>
<tr>
<td>ABC105</td>
<td>TIMBER FRAME DESIGN</td>
</tr>
</tbody>
</table>

ADVANCED DIPLOMA OF BUILDING DESIGN AND PROJECT ADMINISTRATION

Course Code: 40355SA

Campus: Newport.

Career Opportunities
Architectural technician, Building designer, Project team leader.

Scope of Delivery
Part-time, block release.

Course Objective
This course aims to assist graduates in assuming the role of Project Administrator of large jobs or in the running of their own drafting office as a Building Designer after gaining appropriate levels of work.

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

Selection Procedures/Selection Criteria
VTAC/Direct applicants are selected via an interview process.

Course Duration
The course may be offered on a full-time over 1670 hours 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>LCTA</td>
<td>APPLY DRAFTING OFFICE ADMINISTRATION PROCESSES</td>
<td>50</td>
</tr>
<tr>
<td>LCTB</td>
<td>APPLY PRINCIPLES OF CONSTRUCTION TECHNOLOGY TO PRIVATE RESIDENTIAL DWELLINGS</td>
<td>120</td>
</tr>
<tr>
<td>LCTC</td>
<td>CARRY OUT A SITE SURVEY OF AN EXISTING BUILDING</td>
<td>40</td>
</tr>
<tr>
<td>LCTD</td>
<td>CREATE TECHNICALLY PROJECTED PRESENTATION VIEWS OF ARCHITECTURAL DESIGN CONCEPTS</td>
<td>40</td>
</tr>
<tr>
<td>LCTE</td>
<td>EVALUATE MATERIALS FOR CONSTRUCTION OF RESIDENTIAL DWELLINGS</td>
<td>40</td>
</tr>
<tr>
<td>LCTF</td>
<td>PRODUCE 2D ARCHITECTURAL DRAWINGS USING CAD SOFTWARE</td>
<td>100</td>
</tr>
<tr>
<td>LCTG</td>
<td>PRODUCE DRAWING DOCUMENTATION FOR PRIVATE RESIDENTIAL BUILDINGS</td>
<td>40</td>
</tr>
</tbody>
</table>
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.

DIPLOMA OF BUILDING DESIGN AND TECHNOLOGY (I)

Course Code: 40356SA

Campus: Newport.

Career Opportunities
Architectural technician, Building designer.

Scope of Delivery
Part-time, block release.

Course Objective
This course aims to provide paraprofessional technicians with the skills to assist the current and near future needs of architects, Building Contractors and Building Designers in preparing documentation for residential and commercial building projects.

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

Selection Procedures/Selection Criteria
VTAC/Direct applicants are selected via an interview process.

Course Duration
The course may be offered on a full-time basis over 1580 nominal hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCTA</td>
<td>50</td>
</tr>
<tr>
<td>LCTB</td>
<td>120</td>
</tr>
<tr>
<td>LCTC</td>
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<tr>
<td>LCTD</td>
<td>40</td>
</tr>
<tr>
<td>LCTE</td>
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<tr>
<td>LCTF</td>
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<tr>
<td>LCTG</td>
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<tr>
<td>LCTH</td>
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<tr>
<td>LCTK</td>
<td>90</td>
</tr>
<tr>
<td>LCTL</td>
<td>40</td>
</tr>
<tr>
<td>LCTM</td>
<td>40</td>
</tr>
<tr>
<td>LCTN</td>
<td>40</td>
</tr>
<tr>
<td>LCTP</td>
<td>40</td>
</tr>
<tr>
<td>LCTR</td>
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<tr>
<td>LCTS</td>
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<tr>
<td>LCTT</td>
<td>40</td>
</tr>
<tr>
<td>LCTV</td>
<td>40</td>
</tr>
<tr>
<td>LCTW</td>
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<tr>
<td>LCTX</td>
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<tr>
<td>LCTY</td>
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<tr>
<td>LCTZ</td>
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<td>LCTN</td>
<td>40</td>
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<tr>
<td>LCTP</td>
<td>40</td>
</tr>
<tr>
<td>LCTR</td>
<td>120</td>
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</table>

Elective Units of Study

units together totalling three, 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 (I)
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>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCTA</td>
<td>50</td>
</tr>
<tr>
<td>LCTB</td>
<td>120</td>
</tr>
<tr>
<td>LCTC</td>
<td>40</td>
</tr>
<tr>
<td>LCTD</td>
<td>40</td>
</tr>
<tr>
<td>LCTE</td>
<td>100</td>
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<tr>
<td>LCTF</td>
<td>40</td>
</tr>
<tr>
<td>LCTG</td>
<td>40</td>
</tr>
<tr>
<td>LCTH</td>
<td>90</td>
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<td>LCTK</td>
<td>90</td>
</tr>
<tr>
<td>LCTL</td>
<td>40</td>
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<tr>
<td>LCTM</td>
<td>40</td>
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<tr>
<td>LCTN</td>
<td>40</td>
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<tr>
<td>LCWN</td>
<td>50</td>
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</tbody>
</table>

CERTIFICATE III IN OFF-SITE CONSTRUCTION (JOINERY-TIMBER/ALUMINIUM/GLASS)
Course Code: BCF30200

Campus: Newport.
Career Opportunities
Joinery.

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

Course Objective
The course aims to provide apprentices with work related practical skills and knowledge in the Joinery -Timber/Aluminium/Glass industry. During this course apprentices will also acquire the skills necessary for the safe use and maintenance of a wide range of tools and equipment generally used on-the-job such as power tools, automatic and laser levels, nailing guns, compressors, and generators.

Entry Requirements
To qualify for admission to the course, applicants must be employed as an apprentice in the Joinery trade.

Selection Procedures/Selection Criteria
Selection is conducted by employer.

Course Duration
The course may be offered on a full-time basis over three years (960 nominal hours) or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BCG1000A</td>
<td>20</td>
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<tr>
<td>BCG1001A</td>
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<tr>
<td>BCG1002A</td>
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<tr>
<td>BCG1003A</td>
<td>36</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>20</td>
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<tr>
<td>BCG1005A</td>
<td>80</td>
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<tr>
<td>BCG1006A</td>
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<tr>
<td>BCG1008A</td>
<td>8</td>
</tr>
<tr>
<td>BCG1011A</td>
<td>16</td>
</tr>
<tr>
<td>BCF2001A</td>
<td>32</td>
</tr>
<tr>
<td>BCF2010A</td>
<td>10</td>
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<tr>
<td>BCF2011A</td>
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<tr>
<td>BCF2012A</td>
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<tr>
<td>BCF2013A</td>
<td>32</td>
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<td>BCF2014A</td>
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<td>BCF2016A</td>
<td>32</td>
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<td>BCF2018A</td>
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<tr>
<td>BCF3000A</td>
<td>12</td>
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<tr>
<td>BCF3001A</td>
<td>12</td>
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<tr>
<td>BCF3008A</td>
<td>8</td>
</tr>
<tr>
<td>BCF3009A</td>
<td>8</td>
</tr>
</tbody>
</table>
FACULTY OF TECHNICAL AND TRADES INNOVATION

Unit Code   Hours
BCF3010A MANUFACTURE COMPONENTS FOR DOOR AND WINDOW FRAMES, DOORS AND SASHES 40
BCF3011A ASSEMBLE (DOOR/WINDOWS) 16
BCF3024A INSTALL INTERNAL LINING 40
BCF3036A APPLY AND TRIM DECORATIVE FINISHES 40
BCF3037A CUT AND INSTALL GLASS 16
BCF3041A MARK OFF/OUT 20
BCF3042A MAKE SET-OUTS 8
BCF3043A MEASURE WITH GRADUATED DEVICES 20

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:

(i) Off-site Construction Training Package BCF00, Australian National Training Authority, 2000;
(ii) Metal & Engineering Training Package MEM98, Australian National Training Authority, November, 1998;

CERTIFICATE III IN 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

Unit Code   Hours
BCF2001A USE STATIC MACHINES 32
BCF2004A LAYOUT SIGNS 40
BCF3052A SIGN WRITE TO SIMPLE FORMS 24
BCF3053A SIGN WRITE TO DECORATIVE FORMS 56
BCF3054A APPLY GRAPHICS USING PRESSURE SENSITIVE FILMS 24
BCF3055A APPLY GRAPHICS TO ILLUMINATED SIGNFACES 24
BCF3056A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS – VINYL 36
BCF3057A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS – DIGITAL 36
BCF3058A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS – 3D DIMENSIONAL 36
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
BCG2001A PREPARE SURFACES 32
BCG2012A MAKE SET-OUTS 8
MEM2.5C11A MEASURE WITH GRADUATED DEVICES 20

Elective Units of Study

Unit Code   Hours
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
BCF3032A HANDLE 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;
• Transport and Distribution training Package TDT97, Australian National Training Authority, 1999.
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 work place skills with theory, calculations and drawing integrated when delivery the competencies.

To obtain this qualification all core competencies plus a minimum of two electives from the 3000 series must be achieved.

Unit Code   Hours
BGC1000A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION 20
BGC1001A CARRY OUT OH&S REQUIREMENTS 40
BGC1002A PLAN AND ORGANISE WORK 20
BGC1003A READ AND INTERPRET PLANS 36
BGC1004A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
BGC1005A USE HAND AND POWER TOOLS 80
BGC1006A USE SMALL PLANT AND EQUIPMENT 16
BGC1007A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
BGC1008A USE SIMPLE LEVELLING DEVICES 8
BGC1011A HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE 16
BGC1019A PREPARE FOR CONSTRUCTION PROCESS (PAINTING AND DECORATING) 40
BGC2001A PREPARE SURFACES 32
BGC2007A OPERATE ELEVATED WORK PLATFORMS (EWP) 20
BGC2010A REMOVE/REPLACE DOOR AND WINDOW FURNITURE 4
BGC3044A APPLY DECORATIVE FINISHES 114
BGC3045A APPLY PAINT BY SPRAY 80
BGC3046A APPLY TEXTURE COATINGS 32
BGC3096A APPLY PAINT BY BRUSH/ROLLER 100
BGC3097A MATCH SPECIFIED PAINT COLOUR 40
BGC3098A APPLY CLEAR TIMBER FINISH 40
BGC3100A PREPARE SURFACES FOR PAINTING AND DECORATING 40
BGC3101A APPLY WALLPAPER 50
BGC3303A REPLACE GLASS 20
BGC3309A APPLY SOLID RENDER 40
BGC3303A APPLY INDUSTRIAL PROTECTIVE COATINGS 34

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 a part time block basis of 960 hours over three years.

Course Structure
The course structure consists of basic competency standards in the 1000 series. 2000 and 3000 series all core competency standards must be achieved. To complete the course, electives must be selected to aggregate course total of 960 hours minimum. Each area covers a specific area of work and is directed towards the acquisition of practical workplace skills with theory, calculations and drawing integrated when delivering the competencies.

Entry Requirements
To qualify for admission to this course, students must be employed as Apprentices in the Carpenter trade.

Selection Procedures / Selection Criteria
No selection is required, user choice applies.

Course Duration
This course may be offered on a part time block basis of 960 hours over three years.

Course Structure
The course structure consists of basic competency standards in the 1000 series. 2000 and 3000 series all core competency standards must be achieved. To complete the course, electives must be selected to aggregate course total of 960 hours minimum. Each area covers a specific area of work and is directed towards the acquisition of practical workplace skills with theory, calculations and drawing integrated when delivering the competencies.
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.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1000A</td>
<td>CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION</td>
<td>20</td>
</tr>
<tr>
<td>BCG1001A</td>
<td>CARRY OUT OH&amp;S REQUIREMENTS</td>
<td>40</td>
</tr>
<tr>
<td>BCG1002A</td>
<td>PLAN AND ORGANISE WORK</td>
<td>20</td>
</tr>
<tr>
<td>BCG1003A</td>
<td>READ AND INTERPRET PLANS</td>
<td>36</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
</tr>
<tr>
<td>BCG1005A</td>
<td>USE HAND AND POWER TOOLS</td>
<td>80</td>
</tr>
<tr>
<td>BCG1006A</td>
<td>USE SMALL PLANT AND EQUIPMENT</td>
<td>16</td>
</tr>
<tr>
<td>BCG1007A</td>
<td>ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING</td>
<td>40</td>
</tr>
<tr>
<td>BCG1008A</td>
<td>USE SIMPLE LEVELLING DEVICES</td>
<td>8</td>
</tr>
<tr>
<td>BCG1009A</td>
<td>CARRY OUT EXCAVATION AND INSTALL SUPPORT</td>
<td>16</td>
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<tr>
<td>BCG1010A</td>
<td>CARRY OUT CONCRETING TO SIMPLE FORMS</td>
<td>40</td>
</tr>
<tr>
<td>BCG1011A</td>
<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE</td>
<td>16</td>
</tr>
<tr>
<td>BCG1016A</td>
<td>PREPARE FOR CONSTRUCTION PROCESS (CARPENTRY)</td>
<td>40</td>
</tr>
<tr>
<td>BCG2001A</td>
<td>PREPARE SURFACES</td>
<td>32</td>
</tr>
<tr>
<td>BCG2003A</td>
<td>CARRY OUT GENERAL DEMOLITION</td>
<td>32</td>
</tr>
<tr>
<td>BCG2004A</td>
<td>CARRY OUT LEVELLING</td>
<td>16</td>
</tr>
<tr>
<td>BCG2005A</td>
<td>ERECT AND STRIP FORMWORK FOR CONCRETE WORK</td>
<td>24</td>
</tr>
<tr>
<td>BCG2007A</td>
<td>OPERATE ELEVATED WORK PLATFORMS (EWP)</td>
<td>20</td>
</tr>
<tr>
<td>BCG2008A</td>
<td>USE EXPLOSIVE POWER TOOLS (EPT)</td>
<td>16</td>
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<tr>
<td>BCG2010A</td>
<td>REMOVE/REPLACE DOOR AND WINDOW FURNITURE</td>
<td>4</td>
</tr>
<tr>
<td>BCG3009A</td>
<td>CONSTRUCT AND INSTALL NON-LOAD BEARING INTERNAL PARTITION WALL</td>
<td>16</td>
</tr>
<tr>
<td>BCG3010A</td>
<td>INSTALL WINDOWS TO WALL FRAMING</td>
<td>12</td>
</tr>
<tr>
<td>BCG3011A</td>
<td>CARRY OUT BASIC SETTING OUT</td>
<td>12</td>
</tr>
<tr>
<td>BCG3012A</td>
<td>CONSTRUCT AND ERECT TIMBER WALL FRAMING</td>
<td>60</td>
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<tr>
<td>BCG3014A</td>
<td>ERECT TIMBER PITCHED ROOF FRAME</td>
<td>24</td>
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<tr>
<td>BCG3016A</td>
<td>INSTALL SUB FLOOR FRAMING</td>
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<tr>
<td>BCG3017A</td>
<td>INSTALL TIMBER AND SHEET FLOORING</td>
<td>8</td>
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<tr>
<td>BCG3021A</td>
<td>INSTALL DOOR FRAMES</td>
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<tr>
<td>BCG3022A</td>
<td>FINISH EAVES</td>
<td>12</td>
</tr>
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<td>BCG3023A</td>
<td>INSTALL EXTERIOR CLADDING</td>
<td>36</td>
</tr>
<tr>
<td>BCG3024A</td>
<td>CONSTRUCT TIMBER EXTERNAL STAIRS</td>
<td>36</td>
</tr>
<tr>
<td>BCG3025A</td>
<td>INSTALL EXTERNAL OR INTERNAL DOORS</td>
<td>40</td>
</tr>
<tr>
<td>BCG3027A</td>
<td>CONSTRUCT WET AREA CONSTRUCTION/INSTALLATION</td>
<td>24</td>
</tr>
<tr>
<td>BCG3029A</td>
<td>FIX TIMBER MOULDINGS</td>
<td>16</td>
</tr>
<tr>
<td>BCG3031A</td>
<td>ERECT DOOR JAMB/FRAME (BUILT-IN UNIT)</td>
<td>6</td>
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<tr>
<td>BCG3120A</td>
<td>FIX LININGS AND PANELLING</td>
<td>24</td>
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</tbody>
</table>

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>BCG3015A</td>
<td>ERECT TIMBER ROOF TRUSSES</td>
<td>32</td>
</tr>
<tr>
<td>BCG3018A</td>
<td>ERECT STEEL ROOF TRUSSES</td>
<td>24</td>
</tr>
<tr>
<td>BCG3019A</td>
<td>CONSTRUCT AND ERECT STEEL WALL FRAMING</td>
<td>40</td>
</tr>
<tr>
<td>BCG3020A</td>
<td>CONSTRUCT TIMBER ROOF STRUCTURES – IRREGULAR ROOFS</td>
<td>40</td>
</tr>
<tr>
<td>BCG3026A</td>
<td>INSTALL FITMENTS</td>
<td>16</td>
</tr>
<tr>
<td>BCG3032A</td>
<td>FIX TIMBER RAKING MOULDS</td>
<td>20</td>
</tr>
<tr>
<td>BCG3033A</td>
<td>RESTORE/RENOVATE WINDOWS AND FRAMES</td>
<td>60</td>
</tr>
<tr>
<td>BCG3034A</td>
<td>ERECT/DISMANTLE FORMWORK</td>
<td>50</td>
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<tr>
<td>BCG3035A</td>
<td>ERECT/DISMANTLE JUMP FORM FORMWORK</td>
<td>80</td>
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<tr>
<td>BCG3047A</td>
<td>ERECT CEILING FRAMING (PITCHED ROOF)</td>
<td>32</td>
</tr>
<tr>
<td>BCG3122A</td>
<td>ERECT/DISMANTLE SLIP FORM FORMWORK</td>
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</tbody>
</table>

Note: Electives offered will be selected by the School and dependant upon the availability of suitable teaching resources.

**DIPLOMA OF BUILDING SURVEYING**

**Course Code:** BCG50103

**Campus:** Newport.

**Career Opportunities**
Building surveying assistant, building inspector.

**Scope of Delivery**
This course is offered on a full-time or part-time.

**Course Objective**
The course provides training for building and surveying related to residential, industrial and commercial buildings. Graduates will have developed specialist skills and knowledge in plan preparation, drafting quantities 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>
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<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>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM506A</td>
<td>MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT</td>
<td>60</td>
</tr>
<tr>
<td>BSBCM406A</td>
<td>MAINTAIN BUSINESS TECHNOLOGY</td>
<td>40</td>
</tr>
<tr>
<td>CHCCOM3A</td>
<td>UTILISE SPECIALIST COMMUNICATION SKILLS</td>
<td>50</td>
</tr>
<tr>
<td>CHCCOM4A</td>
<td>DEVELOP, IMPLEMENT &amp; PROMOTE EFFECTIVE COMMUNICATION TECHNIQUES</td>
<td>75</td>
</tr>
<tr>
<td>ICAITU128A</td>
<td>OPERATE A PERSONAL COMPUTER</td>
<td>30</td>
</tr>
<tr>
<td>ICAITU129A</td>
<td>OPERATE A SPREADSHEET APPLICATION</td>
<td>30</td>
</tr>
<tr>
<td>ICAITU130A</td>
<td>OPERATE A DATABASE APPLICATION</td>
<td>30</td>
</tr>
<tr>
<td>ICAITU133A</td>
<td>SEND AND RETRIEVE INFORMATION OVER THE INTERNET USING BROWSERS AND EMAIL</td>
<td>25</td>
</tr>
</tbody>
</table>

## 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 OH&S, site supervision, surveying, cost control, business management, development control, surveying procedures and practices.

**Entry Requirements**

To qualify for admission to the course, applicants must have completed the Diploma of Building Surveying BCG50103. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

**Selection Procedures/Selection Criteria**

Direct entrants will be required to undertake an interview process in relation to selection.

**Course Duration**

The course is 2.5 years full time basis or part-time equivalent.

## Course Structure

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

### Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSK154L606</td>
<td>MANAGE HUMAN RESOURCES</td>
<td>40</td>
</tr>
<tr>
<td>LG2APPLEM502A</td>
<td>APPLY ECOLOGICALLY SUSTAINABLE DEVELOPMENT PRINCIPLES TO THE BUILT ENVIRONMENT</td>
<td>60</td>
</tr>
<tr>
<td>LMFFT4010A</td>
<td>IDENTIFY AND CALCULATE PRODUCTION COSTS</td>
<td>36</td>
</tr>
</tbody>
</table>
CERTIFICATE II IN DRAINAGE
Course Code: BCP20103

Campus: Sunshine 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
Unit Code    Hours
Core Units of Study
BCPCM2001A  WORK EFFECTIVELY IN THE PLUMBING AND SERVICES SECTOR 12
BCPCM2002A  CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION 12
BCPCM2003A  CARRY OUT OH&S REQUIREMENTS 36
BCPCM2004A  READ PLANS AND CALCULATE PLUMBING QUANTITIES 8
BCPCM2005A  HANDLE AND STORE PLUMBING MATERIALS 6
BCPCM2006A  USE PLUMBING HAND AND POWER TOOLS 40
BCPCM2007A  CARRY OUT LEVELLING 6
BCPCM2010A  MARK OUT MATERIALS 20
BCPCM2011A  APPLY FIRST AID IN THE WORKPLACE 8
BCPD2001A  LOCATE AND CLEAR BLOCKAGES 8
BCPD2002A  INSTALL DOMESTIC TREATMENT PLANTS 16
BCPD2004A  INSTALL STORMWATER AND SUB-SOIL DRAINAGE SYSTEMS 8
BCPD2005A  DRAIN WORKSITE 4
BCPD2006A  INSTALL PRE-FABRICATED INSPECTION OPENINGS AND ENCLOSURES 4
BCPD3002A  INSTALL BELOW GROUND SANITARY DRAINAGE SYSTEMS 26
BCPD3003A  INSTALL ON SITE DISPOSAL SYSTEM 8
BCCM2003B  INSTALL TRENCH SUPPORT 16
BCPCO2003B  CARRY OUT CONCRETING TO SIMPLE FORMS 16
Elective Units of Study
Four elective units from the following list:
BCPCM2008A  CUT AND JOIN SHEET METAL 8
BCPCM2009A  CUT WITH OXY-LPG/ACETYLENE 8
BCPCM2012A  WELD USING OXY-ACETYLENE EQUIPMENT 16
BCPCM2013A  WELD USING ARC WELDING EQUIPMENT 16
BCPCM3002A  WELD POLYETHYLENE (PE) PIPE USING FUSION METHOD 8
BCPD2003A  MAINTAIN EFFLUENT DISINFECTION SYSTEMS 4
BCPD3001A  PLAN THE LAYOUT FOR A RESIDENTIAL SANITARY DRAINAGE SYSTEM 8
BCPD3004A  INSTALL WATER MAINS PIPE SYSTEMS 12
BCPFR2003A  COLLECT AND STORE ROOF WATER 6
BCPSN3005A  INSTALL PRE-TREATMENT FACILITIES 8

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.

CERTIFICATE III IN FURNITURE MAKING
Course Code: LMF30302

Campus: Newport.
Career Opportunities
Furniture Making
Scope of Delivery
Full-time or part-time delivery.

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

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

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

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

Course Duration
This course is 3 years part-time.

Course Structure
Unit Code                                        Hours
Core Units of Study
LMFCR0001A FOLLOW SAFE WORKING POLICIES AND PRACTICES 40
LMFCR0002A COMMUNICATE IN THE WORKPLACE 20
LMFCR0003A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
LMFCR0004A WORK EFFECTIVELY WITH OTHERS 15
LMFF2004A PREPARE SURFACES FOR FINISHING 24
LMFFM2001A USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS 40
LMFFM2002A ASSEMBLE FURNISHING COMPONENTS 20
LMFFM2006A HAND MAKE TIMBER JOINTS 40
LMFFM2010A SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES 56
LMFFM2011A APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES 16
LMFFM3011A PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS 60
LMFGN3001A READ AND INTERPRET WORK DOCUMENTS 24
LMFGN3002A ESTIMATE AND COST JOB 16
TDTD397C HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES 40

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LMFCR0001A</td>
<td>FOLLOW SAFE WORKING POLICIES AND PRACTICES</td>
<td>40</td>
</tr>
<tr>
<td>LMFCR0002A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>20</td>
</tr>
<tr>
<td>LMFCR0003A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
</tr>
<tr>
<td>LMFCR0004A</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
<td>15</td>
</tr>
<tr>
<td>LMFFF2004A</td>
<td>PREPARE SURFACES FOR FINISHING</td>
<td>24</td>
</tr>
<tr>
<td>LMFFM2001A</td>
<td>USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS</td>
<td>40</td>
</tr>
<tr>
<td>LMFFM2002A</td>
<td>ASSEMBLE FURNISHING COMPONENTS</td>
<td>20</td>
</tr>
<tr>
<td>LMFFM2003A</td>
<td>SELECT AND APPLY HARDWARE</td>
<td>16</td>
</tr>
<tr>
<td>LMFFM2004A</td>
<td>APPLY SHEET LAMINATES BY HAND</td>
<td>8</td>
</tr>
<tr>
<td>LMFFM2005A</td>
<td>JOIN SOLID TIMBER</td>
<td>8</td>
</tr>
<tr>
<td>LMFFM2006A</td>
<td>HAND MAKE TIMBER JOINTS</td>
<td>40</td>
</tr>
<tr>
<td>LMFFM2010A</td>
<td>SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES</td>
<td>56</td>
</tr>
<tr>
<td>LMFFM2011A</td>
<td>APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES</td>
<td>16</td>
</tr>
<tr>
<td>LMFFM3002A</td>
<td>CONSTRUCT FURNITURE USING LEG AND RAIL METHOD</td>
<td>64</td>
</tr>
<tr>
<td>LMFFM3003A</td>
<td>PRODUCE ANGLED AND CURVED FURNITURE USING MANUFACTURED BOARD</td>
<td>64</td>
</tr>
<tr>
<td>LMFFM3004A</td>
<td>PRODUCE ANGLED AND CURVED FURNITURE USING SOLID TIMBER</td>
<td>64</td>
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<tr>
<td>LMFFM3005A</td>
<td>FABRICATE CUSTOM FURNITURE</td>
<td>64</td>
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<tr>
<td>LMFFM3006A</td>
<td>INSTALL FURNISHING PRODUCTS</td>
<td>24</td>
</tr>
<tr>
<td>LMFFM3010A</td>
<td>PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS</td>
<td>60</td>
</tr>
<tr>
<td>LMFFM3012A</td>
<td>PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION</td>
<td>16</td>
</tr>
<tr>
<td>LMFGN3001A</td>
<td>READ AND INTERPRET WORK DOCUMENTS</td>
<td>24</td>
</tr>
<tr>
<td>LMFGN3002A</td>
<td>ESTIMATE AND COST JOB</td>
<td>16</td>
</tr>
<tr>
<td>TTD397C</td>
<td>HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES</td>
<td>40</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LMFCR0001A</td>
<td>FOLLOW SAFE WORKING POLICIES AND PRACTICES</td>
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<tr>
<td>LMFCR0002A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
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<tr>
<td>LMFCR0003A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
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<tr>
<td>LMFCR0004A</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
<td>15</td>
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<tr>
<td>LMFFF2004A</td>
<td>PREPARE SURFACES FOR FINISHING</td>
<td>24</td>
</tr>
<tr>
<td>LMFFM2001A</td>
<td>USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS</td>
<td>40</td>
</tr>
<tr>
<td>LMFFM2002A</td>
<td>ASSEMBLE FURNISHING COMPONENTS</td>
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<td>LMFFM2003A</td>
<td>SELECT AND APPLY HARDWARE</td>
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<td>LMFFM2004A</td>
<td>APPLY SHEET LAMINATES BY HAND</td>
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<td>LMFFM2005A</td>
<td>JOIN SOLID TIMBER</td>
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</tr>
<tr>
<td>LMFFM2006A</td>
<td>HAND MAKE TIMBER JOINTS</td>
<td>40</td>
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<tr>
<td>LMFFM2010A</td>
<td>SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES</td>
<td>56</td>
</tr>
<tr>
<td>LMFFM2011A</td>
<td>APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES</td>
<td>16</td>
</tr>
<tr>
<td>LMFFM3002A</td>
<td>CONSTRUCT FURNITURE USING LEG AND RAIL METHOD</td>
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<tr>
<td>LMFFM3003A</td>
<td>PRODUCE ANGLED AND CURVED FURNITURE USING MANUFACTURED BOARD</td>
<td>64</td>
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<tr>
<td>LMFFM3010A</td>
<td>SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES</td>
<td>56</td>
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<tr>
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<td>APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES</td>
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<tr>
<td>LMFFM3020A</td>
<td>SET UP, OPERATE AND MAINTAIN SAWING MACHINES</td>
<td>40</td>
</tr>
<tr>
<td>LMFFM3021A</td>
<td>SET UP, OPERATE AND MAINTAIN DRILLING MACHINES</td>
<td>24</td>
</tr>
<tr>
<td>LMFFM3022A</td>
<td>SET UP, OPERATE AND MAINTAIN JOINING MACHINES</td>
<td>52</td>
</tr>
<tr>
<td>LMFFM3023A</td>
<td>SET UP, OPERATE AND MAINTAIN PLANING AND FINISHING MACHINES</td>
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<tr>
<td>LMFFM3025A</td>
<td>SET UP, OPERATE AND MAINTAIN ROUTING AND SHAPING MACHINES</td>
<td>60</td>
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</tbody>
</table>
FACULTY OF TECHNICAL AND TRADES INNOVATION

Unit Code   Hours
LMFGN3001A READ AND INTERPRET WORK DOCUMENTS 24
LMFGN3002A ESTIMATE AND COST JOB 16
LMFGN3033A CONSTRUCT JIGS AND FIXTURES 40
TDTD397C HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES 40

Elective Units of Study
A minimum of five elective Units of Study, selected by the student with the approval of the Head of Department, from the list of relevant Units of Study as detailed in the Furnishing Training Package LMF02 v.1 Australian National Training Authority 2002.
Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE 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.
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);
• Metal and Engineering Industry National Competency Standard, Volume 1-3 (published 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, e.g. 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
Unit Code   Hours
MEM13.14A APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT 10
MEM14.4A PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM15.24A APPLY QUALITY PROCEDURES 10
MEM16.6A ORGANISE AND COMMUNICATE INFORMATION 10
MEM16.7A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 20
MEM50.1B CLASSIFY RECREATIONAL BOATING TECHNOLOGIES AND FEATURES 60
MEM50.2B WORK SAFELY ON MARINE CRAFT 10
MEM50.3B FOLLOW WORK PROCEDURES TO MAINTAIN THE MARINE ENVIRONMENT 10
MEM4.18B GENERAL WOODWORKING MACHINE OPERATIONS 40
MEM5.3B SOFT SOLDERING (BASIC) 20
MEM5.5B CARRY OUT MECHANICAL CUTTING 20
MEM5.7C MANUAL HEATING AND THERMAL CUTTING 20
MEM5.12C PERFORM ROUTINE MANUAL METAL ARC WELDING 20
MEM5.50B PERFORM ROUTINE GAS METAL ARC WELDING 20
MEM9.2B INTERPRET TECHNICAL DRAWING 40
MEM11.10B OPERATE MOBILE LOAD SHIFTING EQUIPMENT 40

(a) Elective Units of Study
A minimum of six units of study from the following:
MEM4.18B GENERAL WOODWORKING MACHINE OPERATIONS 40
MEM5.3B SOFT SOLDERING (BASIC) 20
MEM5.5B CARRY OUT MECHANICAL CUTTING 20
MEM5.7C MANUAL HEATING AND THERMAL CUTTING 20
MEM5.12C PERFORM ROUTINE MANUAL METAL ARC WELDING 20
MEM5.50B PERFORM ROUTINE GAS METAL ARC WELDING 20
MEM9.2B INTERPRET TECHNICAL DRAWING 40
MEM11.10B OPERATE MOBILE LOAD SHIFTING EQUIPMENT 40
SCHOOL OF CONSTRUCTION INDUSTRIES

Unit Code   Hours
MEM11.11B UNDERTAKE MANUAL HANDLING 20
MEM12.23A PERFORM ENGINEERING MEASUREMENTS 30
MEM13.3B WORK SAFELY WITH INDUSTRIAL CHEMICALS AND MATERIALS 20
MEM18.1C USE HAND TOOLS 20
MEM18.2B USE POWER TOOLS/HAND HELD OPERATIONS 20
MEM25.1B APPLY FIBRE REINFORCED PLASTICS 20
MEM25.4B FAIR AND SHAPE SURFACES 20
MEM25.7B MAINTAIN MARINE VESSEL SURFACES 40
MEM50.4B MAINTAIN QUALITY OF ENVIRONMENT BY FOLLOWING MARINA CODES 10
MEM50.5B REFUEL VESSELS 40
MEM50.6B CHECK OPERATIONAL CAPABILITY OF MARINE CRAFT 40
MEM50.7B CHECK OPERATIONAL CAPABILITY OF SAILS AND SAIL OPERATING EQUIPMENT 20
MEM50.9B SAFELY OPERATE A POWERED RECREATIONAL BOAT 20
MEM50.10B RESPOND TO BOATING EMERGENCIES AND INCIDENTS 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
MEM1.1FA UNDERTAKE INTERACTIVE WORKPLACE COMMUNICATION 20
MEM1.2FA APPLY PRINCIPLES OF OH&S IN A WORK ENVIRONMENT 20
MEM1.3FA APPLY QUALITY PROCEDURES 20
MEM1.4FA PLAN TO UNDERTAKE A ROUTINE TASK 20
MEM2.1C12A APPLY QUALITY SYSTEMS 20
MEM2.2C11A ORGANISE AND ANALYSE INFORMATION 20
MEM2.3C11A OPERATE IN A WORK BASED TEAM ENVIRONMENT 20
MEM2.4C11A ASSIST IN THE PROVISION OF ON-THE-JOB TRAINING 20
MEM2.5C11A MEASURE WITH GRADUATED DEVICES 20
MEM2.6C10A PLAN A COMPLETE ACTIVITY 20
MEM2.7C10A PERFORM COMPUTATIONS – BASIC 20
MEM2.8C10A PERFORM COMPUTER OPERATIONS 20
MEM2.9C10A PERFORM COMPUTER OPERATIONS 20
MEM2.9C10A PERFORM COMPUTER OPERATIONS 20
MEM2.9C10A PERFORM COMPUTER OPERATIONS 20
Elective Units of Study
Units together totalling 780 hours from the following:
MEM8.1AB GENERAL WOODWORKING MACHINE OPERATIONS 40
MEM8.14AA APPLY PROTECTIVE COATINGS (BASIC) 40
MEM9.21AA INTERPRET AND PRODUCE 3-DIMENSIONAL CURVES 40
MEM12.7AA MARK OFF/OUT STRUCTURAL FABRICATIONS AND SHAPES 40
MEM25.2AA FORM AND INTEGRATE FIBRE RE-INFORCED STRUCTURES 40
MEM25.3AA SET UP MARINE STRUCTURES 40
MEM25.4AA FAIR AND SHAPE SURFACES 40
MEM25.5AA CONSTRUCT AND ASSEMBLE MARINE VESSEL TIMBER STRUCTURES 80
MEM25.7AA MAINTAIN MARINE SURFACES 40
MEM25.9AA FORM TIMBER USING HOT PROCESSES 20
MEM25.8AA REPAIR MARINE SURFACES AND STRUCTURES 40
MEM25.10AA PERFORM FITOUT PROCEDURES 40
MEM25.13AA PRODUCE 3-DIMENSIONAL PLUGS/MOULDS 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 MARINA 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

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>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Units of Study</td>
<td></td>
</tr>
<tr>
<td>MEM12.23A PERFORM ENGINEERING MEASUREMENTS</td>
<td>30</td>
</tr>
<tr>
<td>MEM12.24A PERFORM COMPUTATIONS</td>
<td>30</td>
</tr>
<tr>
<td>MEM13.14B APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT</td>
<td>10</td>
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<tr>
<td>MEM14.4A PLAN TO UNDERTAKE A ROUTINE TASK</td>
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<tr>
<td>MEM14.5A PLAN A COMPLETE ACTIVITY</td>
<td>20</td>
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<tr>
<td>MEM15.2A APPLY QUALITY SYSTEMS</td>
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<td>MEM15.24A APPLY QUALITY PROCEDURES</td>
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<tr>
<td>MEM16.6A ORGANISE AND COMMUNICATE INFORMATION</td>
<td>20</td>
</tr>
<tr>
<td>MEM16.7A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT</td>
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<tr>
<td>MEM16.8A INTERACT WITH COMPUTING TECHNOLOGY</td>
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<tr>
<td>MEM17.3A ASSIST IN THE PROVISION OF ON THE JOB TRAINING</td>
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</tbody>
</table>

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

DIPLOMA OF BUILDING DESIGN AND DRAFTING (I)

Course Code: 3474

Campus: Newport.

Career Opportunities
Architectural Technician, Building Designer.

Scope of Delivery
Full-time or part time

Course Objective
The course provides students with building theory and drafting related to residential, industrial and commercial buildings.

Entry Requirements
To qualify for admission to the course, applicants are required to have successfully completed Year 12 or equivalent, and possess sufficient literacy, numeracy and visual interpretation skills to allow for successful completion of the course.

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

Course Duration
Two years full-time or part time equivalent.

Course Structure

<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>
<td>ABC001 CONSTRUCTION 1</td>
<td>54</td>
</tr>
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<td>ABC002 CONSTRUCTION 2</td>
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<tr>
<td>ABC005 MATERIALS 1</td>
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<tr>
<td>ABC009 COMPUTER AIDED DRAFTING 1</td>
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<tr>
<td>ABC010 COMPUTER AIDED DRAFTING 2</td>
<td>36</td>
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<tr>
<td>ABC020 DESIGN 1</td>
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<tr>
<td>ABC021 DESIGN 2</td>
<td>36</td>
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<tr>
<td>ABC036 DRAWING OFFICE PRACTICE 1</td>
<td>36</td>
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<tr>
<td>ABC041 PRESENTATION DRAWINGS 1</td>
<td>36</td>
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<td>ABC042 PRESENTATION DRAWINGS 2</td>
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<tr>
<td>ABC047 SURVEYING AND MEASURED DRAWING 1</td>
<td>18</td>
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<tr>
<td>ABC049 DRAFTING TECHNOLOGY 1</td>
<td>18</td>
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<td>ABC050 DRAFTING TECHNOLOGY 2</td>
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<td>ABC055 WORKING DRAWINGS 1</td>
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<td>ABC056 WORKING DRAWINGS 2</td>
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<td>ABC112 DRAFTING STUDIO 1</td>
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<td>ABC113 DRAFTING STUDIO 2</td>
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<tr>
<td>ABC114 DRAFTING STUDIO 3</td>
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<tr>
<td>ABC033 DRAFTING PRACTICAL EXPERIENCE 1</td>
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<tr>
<td>ABC004 CONSTRUCTION 4</td>
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<tr>
<td>ABC006 MATERIALS 2</td>
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<td>ABC007 SERVICES 1</td>
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<tr>
<td>Unit Code</td>
<td>Course Name</td>
</tr>
<tr>
<td>-----------</td>
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<tr>
<td>ABC011</td>
<td>COMPUTER AIDED DRAFTING 3 3D MODELS</td>
</tr>
<tr>
<td>ABC012</td>
<td>COMPUTER AIDED DRAFTING 4 – SURFACE RENDERING</td>
</tr>
<tr>
<td>ABC022</td>
<td>DESIGN 3</td>
</tr>
<tr>
<td>ABC023</td>
<td>DESIGN 4</td>
</tr>
<tr>
<td>ABC038</td>
<td>DRAWING OFFICE PRACTICE 2</td>
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<tr>
<td>ABC051</td>
<td>DRAFTING TECHNOLOGY 3</td>
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<td>ABC057</td>
<td>WORKING DRAWINGS 3</td>
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<td>ABC058</td>
<td>WORKING DRAWINGS 4</td>
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<td>ABC125</td>
<td>DRAFTING STUDIO 4</td>
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<tr>
<td>ABC126</td>
<td>DRAFTING STUDIO 5</td>
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<tr>
<td>ABC034</td>
<td>DRAFTING PRACTICAL EXPERIENCE 2</td>
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</table>

**Elective Units of Study**

One of the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC120</td>
<td>APPLIED MATHEMATICS FOR BUILDING</td>
</tr>
<tr>
<td>ABC086</td>
<td>STRUCTURES 1</td>
</tr>
<tr>
<td>ABC105</td>
<td>TIMBER FRAME DESIGN</td>
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</table>

Four of the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>ABC027</td>
<td>ARCHITECTURAL HISTORY 1</td>
</tr>
<tr>
<td>ABC028</td>
<td>ARCHITECTURAL HISTORY 2</td>
</tr>
<tr>
<td>ABC032</td>
<td>ARCHITECTURAL PHOTOGRAPH</td>
</tr>
<tr>
<td>ABC013</td>
<td>COMPUTER AIDED DRAFTING 5 – ANIMATION</td>
</tr>
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<td>ABC014</td>
<td>COMPUTER AIDED DRAFTING 6 – CUSTOMISATION</td>
</tr>
<tr>
<td>ABC030</td>
<td>MODEL MAKING 1</td>
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<tr>
<td>ABC043</td>
<td>PRESENTATION DRAWINGS 3</td>
</tr>
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<td>ABC044</td>
<td>PRESENTATION DRAWINGS 4</td>
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<td>ABC007</td>
<td>SERVICES 1</td>
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<td>ABC087</td>
<td>STRUCTURES 2</td>
</tr>
<tr>
<td>ABC048</td>
<td>SURVEYING AND MEASURED DRAWINGS 2</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

DIPLOMA OF BUILDING

**Course Code:** SA3475

**Campus:** Newport.

**Career Opportunities**

Builder, building works supervisor, estimator, contract administrator.

**Scope of Delivery**

Full-time/part-time.

**Course Objectives**

This course provides students with building theory and practice related to residential, industrial and commercial buildings. Graduates will have acquired specialist skills and knowledge in quantity surveying, tendering, planning and scheduling, construction technology and management, construction detailing, personal management, contract administration, cost control and quality management. Relevant occupations include Building Works Supervisor, Estimator, Contract Administrator and Builder.

**Entry Requirements**

Have successfully completed Year 11 or equivalent, and possess sufficient literacy, numeracy and visual interpretation skills to allow for successful completion of the course.

or

Possess relevant experience and maturity necessary to succeed in the course.

**Selection Procedures/Selection Criteria**

Direct entrants will be required to undertake an interview process in relation to selection.

**Course Duration**

2 years full-time or part-time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<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>ABC061</td>
<td>BUILDERS WORKING DRAWINGS 1A</td>
<td>36</td>
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<tr>
<td>ABC062</td>
<td>BUILDERS WORKING DRAWINGS 1B</td>
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<tr>
<td>ABC064</td>
<td>BUILDING COMPUTING APPLICATIONS 1</td>
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<td>ABC069</td>
<td>COST CONTROL AND PLANNING 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC076</td>
<td>BUILDING QUANTITIES AND ESTIMATING 1</td>
<td>54</td>
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<td>ABC077</td>
<td>BUILDING QUANTITIES AND ESTIMATING 2</td>
<td>54</td>
</tr>
<tr>
<td>ABC082</td>
<td>BUILDING SITE SUPERVISION</td>
<td>36</td>
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<tr>
<td>ABC083</td>
<td>BUILDING SITE SURVEYING AND SET OUT 1</td>
<td>54</td>
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<td>ABC086</td>
<td>STRUCTURES 1</td>
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<td>ABC088</td>
<td>BUILDING TECHNOLOGY 1</td>
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<tr>
<td>ABC091</td>
<td>BUSINESS MANAGEMENT FOR BUILDING INDUSTRY 1</td>
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<tr>
<td>ABC092</td>
<td>BUSINESS MANAGEMENT FOR BUILDING INDUSTRY 2</td>
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<tr>
<td>ABC102</td>
<td>RESIDENTIAL SITE SAFETY</td>
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<td>ABC105</td>
<td>TIMBER FRAME DESIGN</td>
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<tr>
<td>ABC115</td>
<td>BUILDING STUDIO 1</td>
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<tr>
<td>ABC116</td>
<td>BUILDING STUDIO 2</td>
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</tbody>
</table>
Exit Level for Certificate IV in Building SA3477. Students who have successfully passed Year 1, Certificate IV in Building SA3477 may continue on their study in Year 2 for the Diploma of Building.

Year 2 Units of Study

Unit Code   Hours
---   ---
ABC033 CONSTRUCTION 3 36
ABC004 CONSTRUCTION 4 36
ABC006 MATERIALS 2 36
ABC007 SERVICES 1 36
ABC059 BUILDING QUALITY CONCEPTS 1 36
ABC063 BUILDERS WORKING DRAWINGS 2 36
ABC067 BUILDING CONTRACT LAW 1 36
ABC070 COST CONTROL AND PLANNING 2 36
ABC074 BUILDING DRAFTING EXPERIENCE 2 600
ABC078 BUILDING QUANTITIES AND ESTIMATING 3 36
ABC079 BUILDING QUANTITIES AND ESTIMATING 4 36
ABC084 BUILDING SITE SURVEYING AND SET OUT 2 36
ABC085 BUILDING STAFF MANAGEMENT 36
ABC087 STRUCTURES 2 36
ABC089 BUILDING TECHNOLOGY 2 36
ABC095 CONSTRUCTION PLANNING 1 36
ABC096 CONSTRUCTION SAFETY 36
ABC107 BUILDING COMPUTER APPLICATIONS 2 36
ABC128 BUILDING STUDIO 4 50
ABC129 BUILDING STUDIO 5 50

CERTIFICATE IV INBUILDING

Course Code: SA3477

Campus: Newport.

Career Opportunities
Builder, building works supervisor, estimator, contract administrator.

Scope of Delivery
Full-time/part-time.

Course Objectives
This course provides students with building theory and practice related to residential, industrial and commercial buildings. Graduates will have acquired specialist skills and knowledge in quantity surveying, tendering, planning and scheduling, construction technology and management, construction detailing, personal management, contract administration, cost control and quality management. Relevant occupations include Building Works Supervisor, Estimator, Contract Administrator and Builder.

Entry Requirements
Have successfully completed Year 12 or equivalent, and possess sufficient literacy, numeracy and visual interpretation skills to allow for successful completion of the course.

or
Possess relevant experience and maturity necessary to succeed in the course.

Selection Procedures/Selection Criteria
Direct entrants will be required to undertake an interview process in relation to selection.

Course Duration
1 year full-time or part-time equivalent.

Course Structure

Unit Code   Hours
---   ---
ABC001 CONSTRUCTION 1 54
ABC002 CONSTRUCTION 2 36
ABC005 MATERIALS 1 36
ABC061 BUILDERS WORKING DRAWINGS 1A 36
ABC062 BUILDERS WORKING DRAWINGS 1B 36
ABC064 BUILDING COMPUTING APPLICATIONS 1 36
ABC069 COST CONTROL AND PLANNING 1 36
ABC076 BUILDING QUANTITIES AND ESTIMATING 1 54
ABC077 BUILDING QUANTITIES AND ESTIMATING 2 54
ABC082 BUILDING SITE SUPERVISION 36
ABC083 BUILDING SITE SURVEYING AND SET OUT 1 54
ABC086 BUILDING TECHNOLOGY 1 36
ABC091 BUSINESS MANAGEMENT FOR BUILDING INDUSTRY 1 36
ABC092 BUSINESS MANAGEMENT FOR BUILDING INDUSTRY 2 36
ABC102 RESIDENTIAL SITE SAFETY 36
ABC105 TIMBER FRAME DESIGN 36
ABC115 BUILDING STUDIO 1 50
ABC116 BUILDING STUDIO 2 50
ABC117 BUILDING STUDIO 3 50
ABC073 BUILDING PRACTICAL EXPERIENCE 1 200

Elective Units of Study
Select 1 unit with approval from Head of Department from:

ABC086 STRUCTURES 1 36
ABC120 APPLIED MATHEMATICS FOR BUILDING 40

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 2008.

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.

023/04 ADDRESS CUSTOMER REQUIREMENTS
Content: Establish customer requirements; Develop marketing strategies; Implement marketing strategies; Monitor marketing performance; Explore opportunities to improve customer satisfaction.
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.

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 analyse 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 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.

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.

ABC055 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.

ABC065 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.
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: 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.

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: 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.

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 concepts 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 test, 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, ABC064 Building Computer Applications 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.

SCHOOL OF CONSTRUCTION INDUSTRIES

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 modules 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 may be given exemption from this module.

**Content**: To assist full-time students in further problem solving aspects of their study through tutorial support. Integrating and developing the student’s practical understanding of the theoretical content covered in the modules of this course. To obtain work experience related skills. Successful completion of this module counts as 5 days towards the Practical Experience module.

**Nominal Hours**: 50 Hours

**Assessment**: 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. Integrating and developing the student’s practical understanding of the theoretical content covered in the modules of this course. To obtain work experience related skills. Successful completion of this module counts as 5 days towards the Practical Experience module.

**Nominal Hours**: 50 Hours

**Assessment**: 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
Nominal 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.

BCF2015A 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.

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.

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.

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
BCF3022A APPLY GILDING TO SIGNS
Content: Plan and prepare work; Prepare background surface of sign; Identify and draw to scale various types of lettering and decorative forms of signage; Use hand and/or power tools for cutting shape and to signage design; Apply gilding to sign; Clean up.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written text, 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 text, 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 text, 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 text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3029A APPLY WATER GILDING – GLASS
Content: Plan and prepare work; Prepare background surface of sign; Identify and draw to scale various types of lettering and decorative forms of signage; Apply gilding to sign; Clean up.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written text, 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 text, 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 text, 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 up 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 text, 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 text, 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 text, 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 text, 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 text, 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 text, 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 text, simulation, observation, demonstration, discussion, questioning,
presentation, campus/workplace projects and RTO/workplace assignments.

**BCF3059A 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.

**BCF3055A PREPARE FOR CONSTRUCTION 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; Mortar mix; Assist with brick/block work; 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.

**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.

**BCG2000A ASSEMBLE SIMPLE PARTITION FRAMES**

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

**Content:** Plan and prepare work; Select materials and cut components; Assemble frames/partitions; Clean up.

**Nominal Hours:** 32 Hours

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

**BCG2001A PREPARE SURFACES**

**Prerequisite(s):** BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007 Erect and dismantle restricted height scaffolding.

**Content:** Plan and prepare work; Prepare work area for application process; Prepare surface by sanding/grinding; Patch holes; Stop and fill surface; Clean up.

**Nominal Hours:** 32 Hours

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

**BCG2003A CARRY OUT GENERAL DEMOLIDON**

**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.
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BCG2004A CARRY OUT LEVELLING
Prerequisite(s) BCG1004A Carry out measurements and calculations, BCG1006A Use small plant and equipment, BCG1008A Use simple levelling devices.
Content: Plan and prepare work; Maintain given level or specified slope with boring rods; Set up and use levelling devices; Clean up.
Nominal Hours: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG2005A ERECT AND STRIP FORMWORK FOR CONCRETE WORK
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG1010A Carry out concreting to simple forms.
Content: Plan and prepare work; Assist with the erection of formwork; Strip formwork; Clean up.
Nominal Hours: 24 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG2008A USE EXPLOSIVE POWER TOOLS (EPT)
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG1010A Carry out concreting to simple forms.
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.

BCG2010A REMOVE/REPLACE DOOR AND WINDOW FURNITURE
Prerequisite(s) BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry).
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.

BCG2012A MAKE SET-OUTS
Prerequisite(s) BCG1003A Read and interpret plans, BCG1004A Carry out measurements and calculations.
Content: Plan and prepare for set-out; Make set-out for unit; Store set-out.
Nominal Hours: 8 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3009A CONSTRUCT AND INSTALL NON-LOAD BEARING INTERNAL PARTITION WALL
Prerequisite(s) BCG1016A Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames.
Content: Plan and prepare work; Construct non-load bearing partition timber wall frames; Erect and mantle a full height demountable partition; Erect a half-panel glass partition; Clean up.
Nominal Hours: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3010A INSTALL WINDOWS TO WALL FRAMING
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.

BCG3012A CONSTRUCT AND ERECT TIMBER WALL FRAMING
Prerequisite(s) BCG1002A Plan and organise work, BCG1003A Read and interpret plans, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames.
Content: Plan and prepare work; Set out wall plates; Set out and prepare studs and trimmers; Construct walls; Erect walls; Clean up.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3014A ERECT TIMBER PITCHED ROOF FRAMING
Prerequisite(s) BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing, BCG3047A Erect ceiling framing (pitched roof).
Content: Plan and prepare work; Set out and prepare for erection; Erect roof; Install under purlins; Install roof strutting; Install collar ties; Install wind bracing; Construct eaves; Clean up.
Nominal Hours: 24 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3015A ERECT TIMBER ROOF TRUSSES
Prerequisite(s) BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing.
Content: Plan and prepare work; Erect timber roof trusses; Construct gable and eaves 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.

BCG3016A INSTALL SUB FLOOR FRAMING
Prerequisite(s) BCG1003A Read and interpret plans, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1011A Handle construction materials and safely use of waste, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.
Content: Plan and prepare work; Install timber bearers; Install timber floor joists; Install steel bearers and joists/ladder frames; Install bearers and ‘drop-in’ joists; Install site assembled bearers and joists (long span); Clean up.
Nominal Hours: 8 Hours
Assessment: 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.
content 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 ROOFS
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 spayed 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, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.
Content: Plan and prepare work; Prepare door openings for jamb unit; Construct and install pelmets; Fit and fix skirting; 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.

BCG3022A FINISH EAVES
Prerequisite(s) BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.
Content: Plan and prepare work; Erect scaffold; Construct framework and line eaves; Clean up.

Nominal Hours: 12 Hours
Assessment: 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).
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 hand railing 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 jambs, 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), BCG2004A Carry out levelling, BCG20Use 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 sumps, 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 small 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/jams; 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
text, 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), BCG2006A Carry out
levelling, BCG2008A Use explosive power tools1, BCG3021A Install
door frames.
Content: Plan and prepare work; Set out and prepare door jamb/frame,
Install jamb/frame; Clean up.
Nominal Hours: 6 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.

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
text, 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
text, simulation, observation, demonstration, discussion, questioning,
presentation, campus/workplace projects and RTO/workplace assignments.

BCG3034A ERECT/DISMANTEL FORMWORK
Prerequisite(s) BCG1005A Use hand and power tools, BCG1007A
Erect and dismantle restricted height scaffolding, BCG1008A Use
simple levelling devices, BCG1016A Prepare for conestion 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
text, simulation, observation, demonstration, discussion, questioning,
presentation, campus/workplace projects and RTO/workplace assignments.

BCG3035A ERECT/DISMANTELE JUMP FORM FORMWORK
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A
Use small plant and equipment, BCG2004A Carry out levelling,
BCG3034A Erect/dismanlte 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
text, 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, BCG3006A Apply paint by brush/roller, BCG3007A
Match specified paint colour, BCG3008A Apply clear/brush finish,
BCG3045A Apply paint by spray, BCG3100A 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
text, 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
text, 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
text, 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
celling joints; Install hanging beams; Install ceiling battens; 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.

BCG3048A INSTALL GLASS BLOCKWORK
Prerequisite(s) BCG1005A Use hand and power tools, BCG1007A
Erect and dismantle restricted height scaffolding, BCG1008A Use
simple levelling devices, BCG1015A Prepare for conston process
(brick/block laying), BCG2001A Prepare surfaces, BCG2004A Carry
out levelling, BCG3110A Lay bricks and blocks (wall and corner).
Content: Plan and prepare work; Set out and prepare base; Install
glass blocks; Clean up.
Nominal Hours: 24 Hours
Assessment: One or more of the following: written assignment, written
text, 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 solid brick construction.
Content: Plan and prepare work; Set out and prepare base; Construct base; Construct hearth and firebox; Construct firebox 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.

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) BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.
Content: Select and prepare materials and equipment; Prepare two-pack material; Erect work platform (if required); Prepare surface for finishing; Apply paint with brush/roller; Clean up.
Nominal Hours: 100 Hours
Assessment: 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 COLOUR
Prerequisite(s) BCG1005A Use hand and power tools.
Content: Prepare materials and equipment; Match paint colour to specified sample; Clean up.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3098A APPLY CLEAR TIMBER FINISH
Prerequisite(s) BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.
Content: Select and prepare materials and equipment; Stain bare timber surface; Apply clear finishes; Clean up.
Nominal Hours: 40 Hours
Assessment: 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) BCG1006A Use simple levelling devices, BCG1008A 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, BCG30906A Apply paint by brush/roller, BCG3124A Apply paint by spray, BCG3119A Prepare surfacing 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.

BCG3107A CARRY OUT VENEER CONSTRUCTION
Prerequisite(s) BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A 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, BCG1008A 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, BCG3108A Carry out solid brick construction, 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,
BCG3110A LAY BRICKS AND BLOCKS (WALL AND CORNER)
Prerequisite(s) BCG1003A Read and interpret plans, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1015A Prepare for concreting process (brick/block laying), BCG2004A Carry out levelling.
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, 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, BCG3011A Carry out basic setting out, BCG3108A Carry out solid brick construction, BCG3110A Lay bricks and blocks (wall and corner), BCG3111A Lay multi-thickness walls and piers.
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, BCG3011A Carry out basic setting out, BCG3108A Carry out solid brick construction, BCG3110A Lay bricks and blocks (wall and corner), BCG3111A Lay multi-thickness walls and piers.
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, BCG1008A Use simple levelling devices, BCG1015A Prepare for concreting process (brick/block laying), BCG2004A Carry out levelling.
Content: Plan and prepare work; Set out blockwork; Construct masonry blockwork; Place reinforcement and concrete; Install bond beam; Clean up.
Nominal Hours: 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, BCG1010A Carry out concreting to simple forms, BCG2004A Carry out levelling, BCG3011A Lay bricks and blocks (wall and corner), BCG3108A Carry out solid brick construction.
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.

BCG3121A USE PAVEMENT MATERIALS
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG2004A Carry out levelling, BCG3011A Lay bricks and blocks (wall and corner), BCG3108A Carry out solid brick construction.
Content: Plan and prepare work; Set out; Lay pavement; Install final course; 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.

BCG3122A ERECT/DISMANTLE SLIP FORM FORMWORK
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG2004A Carry out levelling, BCG3011A Lay bricks and blocks (wall and corner), BCG3108A Carry out solid brick construction.
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.

BCG3124A INSTALL TRENCH SUPPORT
Prerequisite(s) BCG2004A Carry out levelling, BCG3011A Carry out basic setting out, BCG3108A Carry out solid brick construction, BCG3110A Lay bricks and blocks (wall and corner), BCG3111A Lay multi-thickness walls and piers.
Content: Plan and prepare work; Set out; Locate trench; Excavate trench to specified depth; Install trench support; 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.

BCG3125A CONSTRUCT CURVED WALL
Prerequisite(s) BCG2004A Carry out levelling, BCG3011A Carry out basic setting out, BCG3108A Carry out solid brick construction, BCG3110A Lay bricks and blocks (wall and corner), BCG3111A Lay multi-thickness walls and piers.
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.

BCG3126A CONSTRUCT LEVELLED WALLS
Prerequisite(s) BCG2004A Carry out levelling, BCG3011A Carry out basic setting out, BCG3108A Carry out solid brick construction, BCG3110A Lay bricks and blocks (wall and corner), BCG3111A Lay multi-thickness walls and piers.
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.
BCGSV5002A EVALUATE MATERIALS FOR CONSTRUCTION OF DOMESTIC SCALE BUILDINGS
Content: Analyse building materials; Investigate suitability of materials for typical domestic scale buildings.
Nominal Hours: 72 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGSV5003A PRODUCE WORKING DRAWINGS FOR RESIDENTIAL BUILDINGS
Content: Use drawing instruments, equipment and materials to set out drawings; Produce drawings at varying scales using architectural conventions for linework, lettering and symbols; Read and interpret plans and specifications for a single storey dwelling; Draw three-dimensional sketches; Produce building permit approval drawings.
Nominal Hours: 90 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGSV5004A APPLY LEGISLATION TO URBAN DEVELOPMENT AND BUILDING CONTROLS
Content: Promote sustainable building and conservation practices in the community; Identify the legal requirements relating to building developments; Determine individual and community responsibilities relating to approval applications for building and land-use developments; Interpret and apply building, land-use and related legislation; Determine the legal responsibilities of builders and owners relative to building projects; Apply special provisions of building and land-use legislation; Establish the system for dispute resolution.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGSV5005A APPLY FOOTING AND GEOMECHANICAL DESIGN PRINCIPLES FOR DOMESTIC SCALE BUILDINGS
Content: Evaluate geological formation of rocks and their subsequent weathering to form various soil types; Read and evaluate both topographical and geological maps; Identify soil types and their behaviour; Determine suitability of foundation soils to support various types of structures; Identify and apply the various methods and applications of soil testing; Determine footing systems for the site conditions and building type; Site maintenance requirements necessary to minimise long-term damage to the structure.
Nominal Hours: 36 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGSV5006A ASSESS CONSTRUCTION FAULTS IN RESIDENTIAL BUILDINGS
Content: Identify and analyse the construction faults arising on residential building sites; Identify construction techniques/methods and materials; Resolve construction faults using alternative construction methods; Resolve common on-site faults with building materials.
Nominal Hours: 36 Hours
Assessment: 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 T-shaped or L-shaped buildings on a selected site with minimal profiles; Set up and use levelling devices to determine horizontal and vertical angles; Identify levelling/ surveying equipment suitability for large building projects; Compute coordinates, bearings and distances related to grids and general set out work on large building sites; Evaluate documents and plans incorporated in land titles.
Nominal Hours: 72 Hours
Assessment: 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/s; Assess plans and specifications for size, span and spacing of structural members for timber stumps, floor bearers and joists.
Nominal Hours: 36 Hours
Assessment: 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.

**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 which 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 construction techniques/methods for columns; Compare methods of stress distribution for 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 five protection systems for buildings; Determine suitability of fire detection systems for buildings; Determine the requirements for various fire fighting equipment in buildings; Check and identify fire alarms; Determine the requirements for sprinklers and drenchers in buildings; Integrated active fire protection systems with passive fire protection are evaluated to ensure a safe and economical building.
Nominal Hours: 40 Hours
Assessment: 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.

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.

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.

BPCPM2001A 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.

BPCPM2002A 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.

BPCPM2003A 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.

BPCPM2004A 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.

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.

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.

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.

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.

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.

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.

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.

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.

BCPDR2001A 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.

BCPDR2002A 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.

BCPDR2003A MAINTAIN EFFLUENT DISINFECTION SYSTEMS
Content: This unit specifies the competency required to maintain disinfection systems for domestic treatment plants. Work associated with this unit is undertaken within the plumbing and services sector in accordance with relevant Australian Standards. It has application to the drainage stream.
Nominal Hours: 4 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
BCPDR2004A 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.

BCPDR2005A 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.

BCPDR2006A 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.

BCPDR3001A PLAN THE LAYOUT FOR A RESIDENTIAL SANITARY DRAINAGE SYSTEM
Content: This unit specifies the competency required to plan the layout for sanitary drainage systems for residential buildings Work associated with this unit is undertaken within the plumbing and services sector in accordance with relevant Australian standards and local statutory codes. It has application to the sanitary stream.
Nominal Hours: 8 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCPDR3002A INSTALL BELOW GROUND SANITARY DRAINAGE SYSTEMS
Content: This unit specifies the competency required to install below ground sanitary drainage systems for sewage and waste discharge from sanitary fixtures to a sewage authority’s point. Work associated with this unit is undertaken within the plumbing and services sector in accordance with relevant Australian standards. It has application to the drainage stream.
Nominal Hours: 26 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCPDR3003A 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.

BCPDR3004A INSTALL WATER MAINS PIPE SYSTEMS
Content: This unit specifies the competency required to install water mains pipe systems, as part of a broader plumbing requirement, to support new services. It includes the minimum criteria for competency assessment. This unit includes testing of mains pipe systems.
Nominal Hours: 12 Hours
Assessment: 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.

BCS3258A APPLY FIRST AID IN THE WORKPLACE
Content: This unit gives the student the knowledge and skills to apply 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.

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: 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.

**BSXFMI307A MANAGE QUALITY CUSTOMER SERVICE**
Content: Frontline management is involved in ensuring that products and services are delivered and maintained to standards agreed by the organisation and the customer. This will be carried out in the context of the organisation’s policies and practices as well as legislation, conventions and codes of practice.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**CHCCOM4A DEVELOP, IMPLEMENT & PROMOTE EFFECTIVE COMMUNICATION TECHNIQUES**
Content: Contribute to the development of effective communication strategies; Represent the organisation to a range of groups; Facilitate group discussions; Produce quality written materials; Conduct interviews.
Nominal Hours: 75 Hours
Assessment: One or more of the following: written assignment, written test, 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 draftsperson 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 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) LCTF Produce 2D Architectural Drawings using CAD Software
Content: This unit relates to the Project responsibilities, administration duties and precautions, which are expected to be performed by an architectural para-professional drafts-person, 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, Industrial 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: 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.

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.
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LCTY PRODUCE COMMERCIAL WORKING DRAWINGS FOR TYPE "B" BUILDING PROJECTS
Prerequisite(s) LCTY Produce commercial working drawings 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 "B" buildings.
Nominal Hours: 90 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.

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
text, 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
text, 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
text, 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
text, simulation, observation, demonstration, discussion, questioning,
presentation, campus/workplace projects and RTO/workplace assignments.

LCWF 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
text, 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
text, 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
text, simulation, observation, demonstration, discussion, questioning,
presentation, campus/workplace projects and RTO/workplace assignments.

LCWN APPLY PRINCIPLES OF TIMBER FRAMING DESIGN TO ONE OR TWO STORY 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
text, 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 plan 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
text, 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.

LMFDN4001A PRODUCE DRAWINGS FROM DESIGN CONCEPTS
Content: Prepare for the task; Establish design requirements and limitations; Quantify and draft initial drawing; Complete drawing.
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.

LMFDN4002A PRODUCE LINE AND COMPONENT PRODUCTION DRAWINGS
Content: Produce line drawings; Prepare component production drawings.
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.

LMFDN4003A PRODUCE PATTERNS AND/OR TEMPLATES
Content: Prepare for and dimension the task; Plan process; Plot dimensions; Complete pattern or template.
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.

LMFDN4004A DESIGN, CONSTRUCT AND TEST JIGS
Content: Identify production requirements; Design jig; Construct jig; Test jig.
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.

LMFDN4005A WORK WITHIN A FURNITURE DESIGN TEAM
Content: Interpret design brief; Research relevant information; Contribute to design concepts; Contribute to the presentation of design/product; Maintain records.
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.

LMFDN5001A GENERATE AND TRANSFER COMPLEX COMPUTER-AIDED DRAWINGS AND SPECIFICATIONS
Content: Create exploded assembly drawings; Create job sheets; Convert drawings for CNC applications.
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.

LMFFF2004A 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.

LMFFM1001A CONSTRUCT BASIC TIMBER FURNISHING PRODUCT
Content: This unit covers the competency to construct, assemble and finish a basic timber furnishing product.
Nominal Hours: 100 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFFM2001A 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.

LMFFM2002A 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.

LMFFM2003A SELECT AND APPLY HARDWARE
Content: Plan and prepare work; Apply and/or fit and finish; Finalise operation and maintain equipment.
Nominal Hours: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFFM2004A APPLY SHEET LAMINATES BY HAND
Content: This unit covers the competency to apply laminates by hand, including the preparation, layout, application and finalisation processes.
Nominal Hours: 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.

LMFFM2005A 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.

**LMFFM2006A 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.

**LMFFM2007A FOLLOW PLANS TO ASSEMBLE PRODUCTION FURNITURE**
Content: This unit covers the competency to assemble timber production furniture using modular construction methods and components to a given plan.
Nominal Hours: 16 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**LMFFM2010A SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES**
Content: Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.
Nominal Hours: 56 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**LMFFM2011A APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES**
Content: Prepare for work; Set up machines; Apply conversion techniques; Clean up work area and maintain equipment.
Nominal Hours: 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.

**LMFFM2012A SET UP, OPERATE AND MAINTAIN PRESSURE AND CLAMPING MACHINES**
Content: This unit covers the competency to set up, operate and maintain pressure and clamping machines using their full potential and capacities in the production of furniture.
Nominal Hours: 20 Hours
Assessment: 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; Assemble 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.

LMFFT4010A 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.

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.

MEM11.10B 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.

MEM11.11B 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.

MEM12.7AA MARK OFF/OUT STRUCTURAL FABRICATIONS AND SHAPES
Content: Transfer dimensions from a detail drawing to work; Make templates as required; Develop patterns and/or transfer measurements to structure; Interpret relevant codes, standards and symbols; Estimate quantities of materials from detail drawings.
Unit Weight Points: 2-4 Points
Nominal Hours: 40 Hours
Assessment: 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: 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.

MEM13.3B WORK SAFELY WITH INDUSTRIAL CHEMICALS AND MATERIALS
Content: 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.

MEM18.1C 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.

MEM18.2A 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.

MEM2.5C11A 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
MEM25.14AA PERFORM MARINE SLIPPING OPERATIONS
Content: 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.
Nominal Hours: 40 Hours

MEM25.1A APPLY TIMBER STRUCTURES
Content: This unit covers performing cosmetic maintenance/repair of surfaces, including fibre reinforced plastics, timber and metal surfaces. It covers the use of manual and mechanical methods using a variety of glass reinforcements and other fibres. It includes the use of manual and mechanical methods using a variety of glass reinforcements and other fibres. Typical applications include marine vessel construction and the manufacture of transport vehicles.
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: 160 Hours

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-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.

MEM25.3AA 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.

MEM25.4B FAIR AND SHAPE SURFACES
Content: This unit covers filling, sanding, fairing and grinding to achieve uniform or correct contours and surfaces. Typical applications include marine vessel construction and the manufacture of transport vehicles.
Nominal 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.

MEM25.8AA 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.
MEM5.12B 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.

MEM5.12C PERFORM ROUTINE MANUAL 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.

MEM5.3B 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.

MEM5.5B 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 and operation 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 raising alarms 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 recognising 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 maintain 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 MARINA 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,
Nominal Hours

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: 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.

MEM50.9B 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.

MEM8.14AA 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.

MEM9.11AA APPLY BASIC ENGINEERING DESIGN CONCEPTS
Content: Determine design requirements; Create design.
Unit Weight Points: 6 Points
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.

MEM9.1AA 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.

MEM9.21A INTERPRET AND PRODUCE CURVED 3D SHAPES
Content: Identify drawing/tofting requirements; determine drawing/tofting procedure & equipment; apply drawing/tofting 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.

MEM9.21AA INTERPRET AND PRODUCE 3-DIMENSIONAL CURVES
Content: Identify drawing/tofting requirements; determine drawing/tofting procedure & equipment apply drawing/tofting 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.

MEM9.2AA 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.

MEM9.2B 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.

TDTA1197A PACKAGE GOODS
Content: Pack, wrap and label goods for despatch or storage.
Nominal 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.

TDTA1397A RECEIVE GOODS
Content: Receive, unpack and store goods
Nominal Hours: 20 Hours
Assessment: One more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTA2097A REPLISH STOCHS
Content: Replenish stock and maintain stock records in a warehouse.
Nominal 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.
### TD&A2197A DESPATCH STOCK
- **Content:** Process despatch orders, despatch stock and maintain records in a warehouse
- **Nominal 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.

### TTD1097A OPERATE A FORKLIFT
- **Content:** Knowledge and skills to operate a forklift safely, including systematic and efficient control of all vehicle functions and effective management of hazardous situations
- **Nominal Hours:** 40 Hours
- **Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

### TTD397B 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; fit 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, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

### 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.

### VAF673 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
Assessment: 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.

VAJ156 ABOVE GROUND DRAIN
Content: Install an above ground UPVC drain, locating the drain to collect the discharge from specified fixtures and connect to a point at ground surface level.
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.

VAJ310 CUTTING A BRANCH INTO AN EXISTING DRAIN
Content: Explains the method of locating blockages in drains and the use of both manual and power operated drain clearing equipment.
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.

VAJ314 COOKER
Content: Location of Cooker; Gas Connection; Electrical Connection; Ventilation of Cookers; 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.

VAJ327 APPLIANCE SERVICING
Content: Hot Water Services, Storage; Instantaneous; Space Heaters; Central Heating Furnaces; Cookers
Nominal 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.

VAJ334 CLOTHES WASHING MACHINE
Content: Water Supply; Methods of Connection to the Property Drain
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.

VAJ335 FIXING ROOF COVER (CONCEALED FIXED METHOD)
Content: Catchment Sources – Roof, Ground Surface, Subterranean; Storage
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.

VAJ339 COMBUSTION OF GASES AND FLAMES
Content: Combustion of Gases; The Bunsen Burner; Recognition of Flame Zones; Bunsen Burners in Gas Appliances, and their Adjustment; Heat Value of Gases
Nominal Hours: 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.

VAJ340 COMMERCIAL AND INDUSTRIAL GAS SUPPLY
Content: Commercial and Industrial Gas Supply; Gas Pipe Sizing; Design Principles; Materials and Jointing; Control Equipment; Purging; Commissioning.
Nominal Hours: 46 Hours
Assessment: 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; Fixture Traps; Methods of Protecting/Retaining Water Seals Trap Vents; The Ventilating Effect of the Discharge Pipe; The Ventilating Effect of the Discharge Stack; The Ventilating Effect of a Disconnector Gully; The Ventilating Effect of a Drain; Definition of a Stack; Fluid Flow in Stacks; Fluid Flows at the Base of Stacks; Foaming Zones; Offsets in Stacks; Form of Junctions to Stacks; Connection of Fixtures to Stacks; Systems of Plumbing – Fully Vented, Fully Vented (Modified), Single Stack – For Residential Buildings, Single Stack – for Commercial Buildings, Single Stack (Modified) for Commercial Buildings; Connection of Grease Interceptors.
Nominal Hours: 45 Hours
Assessment: 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; Unvented Branch Drain; Inspection Shafts; Boundary Trap; Alignment of Drains; Surcharge in Drains; Methods of Fixture Connection to the Drain; Inspection Openings in Drains; Drains Laid Under Buildings – Below Ground, Suspended; Zones of Prohibited Connection in Relation to Drains; Applying Principles of Drainage Design.
Nominal Hours: 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 Flusher; Installation; Commissioning; Maintenance.
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.

VAJ358 GAS CONTROLS
Content: Basic Electrical Circuitry; Electrical Safety in Gasfitting; Pressure Regulators for: service, appliances; Temperature controls for: Snap action rod & tube thermostats, liquid expansion thermostats, electronic temperature controls; Flam Failure Safety Devices — thermo-electric flame failure device, electronic flame failure device.
Nominal Hours: 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; Skirting Convectors; Fan Convectors; Ducted Warm Air Convectors (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; Flueing; Ventilation; Consumer Instruction. Marine Craft–Cylinder Installations; Fitting Lines; Installation of Appliances; Flueing; 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; Grading 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 INDENTIFICATION AND PRINCIPLE OF OPERATIONS OF WATER HEATING SYSTEMS
Content: Heat; Temperature; Heat Transmission; Expansion; System Components; Boiler; Piping; Emitters; 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 a 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 Siting 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.

VAJ410 FLUEING OF GAS APPLIANCES
Content: Reasons for Installing a Gas Flue; Movement of Gases Within a Flue Pipe; Condensation; Natural Draught Flue; Balanced Flue; Forced Draught Flue; Powered Flue
Nominal Hours: 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; Jointing Techniques; Support; Thermal Expansion; Dissimilar 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: Liquifiable 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 System; 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 Condensors; Calorifiers; Ventilation Grills; Air and Refrigeration Compressors; Humidifiers; Evaporative Condensors; 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 INDSTRIAL ROOF DRAINING COMPONENTS
Content: Rainfall Intensity and its effect; Designing sumps and rainheads; Designing boxgutter expansion joints and covers; Designing a boxgutter support system; Selecting boxgutter and component materials; Sizing boxgutters, sumps, rainheads and downpipes; Designing overflow provision
Nominal Hours: 30 Hours
Assessment: 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, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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
This unit gives the student the knowledge and skills to set up basic static machines.

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: 40 Hours

VBM088 PERFORM ONE ON ONE TRAINING ON THE JOB

Content: This unit gives the student the knowledge and skills to perform one on one training on the job.

Nominal Hours: 20 Hours

VBM089 STORE AND HANDLE HAZARDOUS AND DANGEROUS GOODS

Content: This unit gives the student the knowledge and skills to store and handle hazardous and dangerous goods.

Nominal Hours: 20 Hours

VBM090 MOVE AND STORE MATERIALS AND PRODUCTS

Content: This unit gives the student the knowledge and skills to move and store materials and products.

Nominal Hours: 20 Hours

VBM091 OPERATE AND LOAD SHIFTING EQUIPMENT

Content: This unit gives the student the knowledge and skills to operate and load shifting equipment.

Nominal Hours: 40 Hours

VBM121 READ AND INTERPRET WORK DOCUMENTS

Content: This unit gives the student the knowledge and skills to read and interpret work documents.

Nominal Hours: 16 Hours

VBM187 DISMANTLE/ REASSEMBLE FURNITURE AND/OR FURNISHING

Content: This unit gives the student the knowledge and skills to dismantle, reassemble furniture and/or furnishing.

Nominal Hours: 80 Hours

VBM210 OPERATE BASIC STATIC MACHINES

Content: This unit gives the student the knowledge and skills to operate basic static machines.

Nominal Hours: 60 Hours

VBM211 SET UP BASIC STATIC MACHINES

Content: This unit gives the student the knowledge and skills to set up basic static machines.

Nominal Hours: 44 Hours
presentation, campus/workplace projects and RTO/workplace assignments.

**VBM212 ASSEMBLE FURNISHING COMPONENTS**
Content: This unit gives the student the knowledge and skills to assemble furnishings 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.

**VBM213 PREPARE SURFACES FOR FINISHING**
Content: This unit gives the student the knowledge and skills to prepare surfaces for finishing.
Nominal 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.

**VBM214 CONSTRUCT FURNITURE USING LEG AND RAIL METHOD**
Content: This unit gives the student the knowledge and skills to construct furniture using leg and rail method.
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.

**VBM215 PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATIONS**
Content: This unit gives the student the knowledge and skills to prepare cutting list from plans and job specifications.
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.

**VBM216 CONSTRUCT JIGS AND FIXTURES**
Content: This unit gives the student the knowledge and skills to construct jigs and fixtures.
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.

**VBM217 REMOVE SURFACE COATINGS**
Content: This unit gives the student the knowledge and skills to remove surface coatings.
Nominal 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.

**VBM218 APPLY SURFACE COATINGS BY MECHANICAL METHODS**
Content: This unit gives the student the knowledge and skills to apply surface coatings by mechanical methods.
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.

**VBM219 APPLY FRENCH POLISHING**
Content: This unit gives the student the knowledge and skills to apply french polishing.
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.

**VBM220 CONSTRUCT CHAIR AND COUCH FRAMES**
Content: This unit gives the student the knowledge and skills to construct chair and couch frames.
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.

**VBM221 PRODUCE FURNITURE USING ANGULAR AND/OR CURVED**
Content: This unit gives the student the knowledge and skills to produce furniture using angular and/or curved.
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.

**VBM222 INSTALL CABINETS**
Content: This unit gives the student the knowledge and skills to install cabinets.
Nominal 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.

**VBM223 CONSTRUCT AND APPLY DECORATIVE TREATMENTS AND FINISHES TO FURNITURE**
Content: This unit gives the student the knowledge and skills to construct and apply decorative treatments and finishes to 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.

**VBM224 FOLLOW PLANS TO ASSEMBLE CABINETS**
Content: This unit gives the student the knowledge and skills to follow plans to assemble cabinets.
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.

**VBM225 SET UP, OPERATE AND MAINTAIN COMPLEX MACHINES**
Content: This unit gives the student the knowledge and skills to set up, operate and maintain complex machines.
Nominal Hours: 244 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**VBM226 SET UP, PROGRAM AND OPERATE CNC EQUIPMENT**
Content: This unit gives the student the knowledge and skills to set up, program and operate CNC equipment.
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.

**VBM227 APPLY SURFACE COATINGS BY HAND**
Content: This unit gives the student the knowledge and skills to apply surface coatings by hand.
Nominal Hours: 100 Hours
FACULTY OF TECHNICAL AND TRADES INNOVATION

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

VBM228 MACHINE SURFACES FOR FINISHING
Content: This unit gives the student the knowledge and skills to machine surfaces for finishing.
Nominal 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.

VBM229 CONSTRUCT CARCASES FOR CABINETS
Content: This unit gives the student the knowledge and skills to construct carcases for cabinets.
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.

VBM230 APPLY LAMINATES BY HAND
Content: This unit gives the student the knowledge and skills to apply laminates by hand.
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.

VBM231 MAINTAIN BASIC STATIC MACHINES
Content: This unit gives the student the knowledge and skills to maintain basic static machines.
Nominal 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.

VBM263 MAKE UP AND/OR MATCH COLOURS
Content: This unit gives the student the knowledge and skills to make up and/or match colours.
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.

VBM264 MAINTAIN SPRAY EQUIPMENT AND BOOTHs
Content: This unit gives the student the knowledge and skills to maintain spray equipment and Booths.
Nominal 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.

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; Apply broken colour effects; Produce imitation marble effects; Produce imitation wood grain effects; 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: detail the background and scope of the Australian Building and Construction Industry; Describe the responsibilities of employers and employees in the Building and Construction Industry; Demonstrate OH&S work practices in the building industry; Demonstrate safe workplace maintenance practices; Handle basic hand tools and equipment; Handle materials manually; Read basic plans and drawings.
Nominal Hours: 16 Hours
Assessment: 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
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.

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.

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.

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.

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.

VBM992 INTRODUCTION TO SCAFFOLDING
Content: Describe the legal requirements associated with the application, erection 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.

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.

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.

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.

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.

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.

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.

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 installation techniques for 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 woodwork; Select appropriate construction materials for interior woodwork; Apply construction techniques to interior woodwork.
Nominal 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; 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: 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.

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
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.

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 contraction 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.

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.

VBN703 SHOPFITTING DISPLAY UNITS
Content: The purpose of this module is to provide the participant with the skills and knowledge 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.
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.

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.

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: 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.

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: 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.

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.

VBN999 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.

WRRS.1A SELL PRODUCTS AND SERVICES

Content: This unit involves the use of sales techniques and encompasses the key selling skills from approaching the customer to closing the sale. It requires a basic level of product knowledge.

Nominal Hours: 10 Hours

Assessment: 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 INDUSTRY SKILLS TRAINING

Below are details of courses offered by the School of Industry Skills Training 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.

CERTIFICATE III IN MOTOR VEHICLE DRIVER TRAINER (CAR)
Course Code: 21370VIC

Campus: Werribee.
Career Opportunities
Motor vehicle driving instruction.
Scope of Delivery
This course is offered on a part-time basis
Course Objective
Prepare people entering or already employed in the motor vehicle driving instruction industry to meet the requirements of the national competency standards for instructors;
This State-accredited course provides appropriate training for persons to apply for a Driving Instructor licence, where they are issued by State and Territory regulatory bodies.
Entry Requirements
Applicants must hold a current full Victorian Drivers Licence.
Applicants with English as a second language will be expected to demonstrate an ability to speak, listen, write and read English to a specified level using the National Reporting System (NRS) level 3.
Course Duration
175 hours part time.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM310A</td>
<td>DELIVER AND MONITOR A SERVICE TO CUSTOMERS</td>
<td>35</td>
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<tr>
<td>SRSC003A</td>
<td>DEMONSTRATE PERSONAL IMAGE AND PRESENTATION SKILLS</td>
<td>5</td>
</tr>
<tr>
<td>TDC197B</td>
<td>DRIVE VEHICLE</td>
<td>30</td>
</tr>
<tr>
<td>TDF197B</td>
<td>FOLLOW OHS PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>VBN087</td>
<td>FINANCIAL TRANSACTIONS AND RECORDS MAINTENANCE</td>
<td>5</td>
</tr>
<tr>
<td>VBN088</td>
<td>IMPLEMENT DRIVER TRAINING</td>
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<tr>
<td>VBN089</td>
<td>ORIENTATION TO MOTOR VEHICLE INSTRUCTION INDUSTRY</td>
<td>10</td>
</tr>
<tr>
<td>VBN090</td>
<td>VEHICLE PRESENTATION AND LEFT SEAT CONTROLS</td>
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</tr>
</tbody>
</table>

CERTIFICATE III IN MOTOR VEHICLE DRIVER TRAINER (HEAVY VEHICLE)
Course Code: 21381VIC

Campus: Werribee.
Career Opportunities
Heavy Vehicle Driver Trainers
Scope of Delivery
This course is offered on a part-time basis.
Course Objective
The course provides training for those seeking to become heavy vehicle driver trainers in Victoria.
Entry Requirements
To qualify for entry into this course applicants must:
• have completed the Certificate III in Motor Vehicle Driver Trainer (Car)
• hold a current full Australian drivers license endorsed for the appropriate vehicle classification in Victoria, with demonstrated industry experience or similar experience driving the vehicle under that category
Applicants with English as a second language will be expected to demonstrate an ability to speak, listen, write and read English to a specified level using the National Reporting System (NRS) level 3.
Course Duration
255 hours part time.

Course Structure

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<td>TDC197B</td>
<td>DRIVE VEHICLE</td>
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<tr>
<td>TDC497B</td>
<td>DRIVE HEAVY RIGID VEHICLES</td>
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<tr>
<td>TDC597B</td>
<td>DRIVE HEAVY COMBINATION VEHICLES</td>
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<td>TDF197B</td>
<td>FOLLOW OHS PROCEDURES</td>
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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

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<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
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<tbody>
<tr>
<td>TDTO1198B</td>
<td>MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR</td>
<td>20</td>
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<tr>
<td>TDE4097B</td>
<td>PREPARE WORKPLACE DOCUMENTS</td>
<td>20</td>
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<tr>
<td>TDE8010A</td>
<td>USE COMMUNICATION SYSTEMS</td>
<td>20</td>
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<tr>
<td>TDE8011A</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
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<td>TDE9010A</td>
<td>CREATE CUSTOMER RELATIONSHIP</td>
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<td>TDE9002A</td>
<td>DEAL WITH CUSTOMER FEEDBACK</td>
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<td>TDE1099B</td>
<td>PROVIDE REVENUE PROTECTION MEASURES</td>
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<tr>
<td>VBQU207</td>
<td>APPREHEND OFFENDERS</td>
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<tr>
<td>PRSSO205A</td>
<td>GIVE EVIDENCE IN COURT</td>
<td>4</td>
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<tr>
<td>PRSSO305A</td>
<td>MANAGE CONFLICT THROUGH NEGOTIATION</td>
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<tr>
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<td>CONTROL PERSONS USING EMPTY HAND TECHNIQUES</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>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBQU205</td>
<td>OPERATE EARTHMOVING EQUIPMENT SAFELY</td>
<td>80</td>
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</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

Campus Werribee.

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.
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

Unit Code   Hours
Core Units of Study
BCC1003A  DRAIN/DE-WATER SITE  12
BCC1009A  CARRY OUT MANUAL EXCAVATION  8
BCC1012A  SPREAD AND COMPACT MATERIAL MANUALLY  2
BCC1013A  MONITOR MACHINE OPERATION  8
BCC1014A  CONTROL CONSTRUCTION TRAFFIC  4
BCC2003A  ASSIST WITH EXCAVATION AND SUPPORT INSTALLATION  8
BCC2005A  REPAIR PAVEMENTS  36
BCC2009A  CARRY OUT CONCRETE WORK  40
BCC1000A  CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION  20
BCC1001A  CARRY OUT OH&S REQUIREMENTS  40
BCC1002A  PLAN AND ORGANISE WORK  20
BCC1003A  READ AND INTERPRET PLANS  36
BCC1004A  CARRY OUT MEASUREMENTS AND CALCULATIONS  20
BCC1005A  USE HAND AND POWER TOOLS  80
BCC1006A  USE SMALL PLANT AND EQUIPMENT  16
BCC1008A  USE SIMPLE LEVELLING DEVICES  8
BCC1010A  CARRY OUT CONCRETING TO SIMPLE FORMS  40
BCC1011A  HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE  16

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
BCC3002A  CONDUCT BACKHOE/LOADER OPERATIONS  200
BCC3003A  CONDUCT DOZER OPERATIONS  240
BCC3004A  CONDUCT EXCAVATOR OPERATIONS  200
BCC3005A  CONDUCT FRONT END LOADER OPERATIONS  160
BCC3006A  CONDUCT GRADER OPERATIONS  240
BCC3007A  CONDUCT SCRAPER OPERATIONS  160
BCC3008A  CONDUCT SKID STEER LOADER OPERATIONS  80
BCC3014A  CONDUCT PIPELAYER OPERATIONS  80
BCC3015A  CONDUCT RECYCLER OPERATIONS  80

Group B
BCC3001A  CONDUCT TIP TRUCK OPERATIONS  60
BCC3009A  CONDUCT ROLLER OPERATIONS  80
BCC3010A  CONDUCT WATER CART OPERATIONS  40
BCC3012A  CONDUCT DUMP TRUCK OPERATIONS  60
BCC3013A  CONDUCT FORKLIFT OPERATIONS  32
BCC3017A  CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS  80
BCC3018A  CONDUCT MATERIALS SPREADER OPERATIONS  80
BCC3019A  CONDUCT PROFILE PLANER OPERATIONS  80

CERTIFICATE III IN CIVIL CONSTRUCTION (ROAD CONSTRUCTION AND MAINTENANCE)
Course Code:BCC30703

Campus Werribee.

Course Objective
The course aims to provide participants with the skills suitable for someone working as a road maintenance worker.

Career Opportunities
Site Manager, Plant Operator, Road Construction.

Entry Requirements
There are no pre-requisites.

Course Duration
3 years full-time.

Course Structure

Unit Code   Hours
Core Units of Study
BCCCM1001B  FOLLOW OH&S POLICIES AND PROCEDURES  40
BCCCM1002B  CONDUCT WORKPLACE COMMUNICATION  20
BCCCM1003B  PLAN AND ORGANISE WORK  20
BCCCM1004B  CARRY OUT MEASUREMENTS AND CALCULATIONS  20
BCCCM1005B  HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF NONTOXIC  16
BCCCM2001B  USE CIVIL CONSTRUCTION HAND AND POWER TOOLS  80

111
### Certificate III in General Construction

**Course Code:** BCG31398

**Campus:** Werribee.

**Career Opportunities:**
- General Construction Industry.

**Scope of Delivery:**
- Full-time or part-time.

**Course Objective:**
The course provides participants with the skills and knowledge to undertake work in the general construction industry. Specific Units of Study provide participants with the skills and knowledge to undertake assessments for National Health and Safety Council (NHSC) licensing.

**Entry Requirements:**
Applicants for this course must be employed within the General Construction Industry and must be able to demonstrate to the satisfaction of the Head of Department that they can read, comprehend, discuss and write complex information in English.

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

**Course Duration:**
This course is offered on a flexible delivery basis in the workplace. This course is also available as an apprenticeship or traineeship.

**Course Structure:**
Please note: Only a limited number of Units of Study are actually offered by the Department. Please contact 9919 7600 for more information.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
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<td>BCG1003A</td>
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<td>BCG1004A</td>
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<td>BCG1011A</td>
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**Elective Units of Study**
Three Series 3000 elective units selected by the student, in consultation with his/her employer, with the approval of the head of department, having regard to the list of relevant units in:
- General Construction Package (published 1998)
- General Construction Training Package Implementation Guide (Published June 1999)
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 (STEVEDORING)
Course Code:TDT10302
Campus: Industry Only Delivery.
Career Opportunities
Stevedore
Scope of Delivery
Full-time or part-time.
Course Objective
The course provides students with the knowledge and skills required to undertake work in the stevedoring industry.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Course Duration
Full-time over 140–230 hours or part-time equivalent.
Course Structure
The structure of the course comprises 7 units at Australian Qualifications Framework level 1 selected by the student, with the approval of the Head of Department of which:
(a) a minimum of 5 units having regard to the list of relevant units on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
AND
(b) a maximum of 2 units having regard to any other industry training package endorsed by the Australian National Training Authority.

CERTIFICATE I IN TRANSPORT AND DISTRIBUTION (RAIL OPERATIONS)
Course Code:TDT10402
Campus: Industry Only Delivery.
Career Opportunities
Rail Industry Operations
Scope of Delivery
Full-time or part-time.
Course Objective
The course provides students with the knowledge and skills required to undertake work in the operations sector of the rail industry.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration
Full-time over 140–230 hours or part-time equivalent.

Course Structure
The structure of the course comprises 7 units at Australian Qualifications Framework level 1 selected by the student, with the approval of the Head of Department of which:
(a) a minimum of 5 units having regard to the list of relevant units on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
(b) a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

CERTIFICATE I IN TRANSPORT AND DISTRIBUTION (ADMINISTRATION)
Course Code: TDT11102
Campus: Werribee, Industry Only Delivery.
Career Opportunities
Administration Officer.

Scope of Delivery
This course is available as a traineeship on a fee for service basis only.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the administration sector of the road and rail transport, warehousing, storage, stevedoring and allied industries.

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

Selection Procedures/ Selection Criteria
Contact the department on 9919 7600.

Course Duration
Full-time over 170-230 hours or part-time equivalent.

Course Structure
A minimum of 5 units having regard to the list of relevant units on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002,
(b) a maximum of 2 units having regard to any other Certificate I in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority.

CERTIFICATE II IN TRANSPORT AND DISTRIBUTION (WAREHOUSING & STORAGE)
Course Code: TDT20102
Campus: Industry Only Delivery.
Career Opportunities
Warehousing Industry.

Scope of Delivery
This course is available as a traineeship on a fee for service basis only.

Course Objective
This course aims to develop the knowledge and skills of students wishing to advance in the Warehousing Industry.

Entry Requirements
To qualify for admission students must have successful completion of seven (7) Units of Study aligned at AQF level 1 consistent with the Transport and Distribution Training Package Assessment Guidelines and must be employed within the Warehousing Industry.

Course Duration
This course is offered on a flexible delivery basis in the workplace. It may be completed over a two-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure
A successful assessment outcome for a total 14 Units of Study, comprising:
(a) seven Units of Study aligned at AQF 2 made up of:
   – at least 5 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 2), and
   – up to two suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.
(b) seven Units of Study at AQF 1 made up of:
   – at least five Units of Study and up to seven Units of Study from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
   – up to two suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Unit Code   Hours
TDTA397B   CONNECT AND DISCONNECT REEFER UNITS 40
TDTA997B   COMPLETE AND CHECK IMPORT/EXPORT DOCUMENTATION 20
TDTA1197B  PACKAGE GOODS 20
TDTA1297B  PICK AND PROCESS ORDERS 20
TDTA1397B  RECEIVE GOODS 20
TDTA1497B  USE PRODUCT KNOWLEDGE TO COMPLETE WORK OPERATIONS 20
TDTA2097B  REPLENISH STOCK 20
TDTA2197B  DESPATCH STOCK 20
TDTA2297B  PARTICIPATE IN STOCKTAKES 20
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<th>Hours</th>
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<td>MANUALLY SORT MAIL AND PARCELS</td>
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<tr>
<td>TDTA4201A</td>
<td>DESPATCH MAIL</td>
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<td>TDTA4301A</td>
<td>CONSOLIDATE MAIL</td>
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<td>TDTA4401A</td>
<td>CARRY OUT DELIVERY OPERATIONS</td>
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<tr>
<td>TDTA4501A</td>
<td>PROCESS INTERNATIONAL PARCELS AND LETTERS</td>
<td>20</td>
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<tr>
<td>TDTA4601A</td>
<td>PROCESS PARCELS AND LETTERS</td>
<td>20</td>
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<tr>
<td>TDTA4701A</td>
<td>STREAM MAIL</td>
<td>20</td>
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<tr>
<td>TDTB197B</td>
<td>CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT</td>
<td>40</td>
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<tr>
<td>TDTB2901A</td>
<td>USE AND MAINTAIN MINOR MECHANICAL EQUIPMENT</td>
<td>20</td>
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<tr>
<td>TDTD1097B</td>
<td>OPERATE A FORKLIFT</td>
<td>40</td>
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<tr>
<td>TDTD1297B</td>
<td>OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT</td>
<td>40</td>
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<tr>
<td>TDTD1397B</td>
<td>MOVE MATERIALS MECHANICALLY USING AUTOMATED EQUIPMENT</td>
<td>40</td>
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<tr>
<td>TDTD1697B</td>
<td>LOAD AND UNLOAD EXPLOSIVES AND DANGEROUS GOODS</td>
<td>30</td>
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<tr>
<td>TDTD2198B</td>
<td>USE SPECIALISED BULK TRANSFER EQUIPMENT (DRY)</td>
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<tr>
<td>TDTD2298B</td>
<td>CONDUCT WEIGHBRIDGE OPERATIONS</td>
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<tr>
<td>TDTD4501A</td>
<td>OPERATE SPECIALISED LIGHT LOAD SHIFTING EQUIPMENT</td>
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<tr>
<td>TDTD497B</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>TDTE701A</td>
<td>USE COMMUNICATION SYSTEMS</td>
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<tr>
<td>TDTF901A</td>
<td>PROCESS WORKPLACE DOCUMENTATION</td>
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<td>TDTF997B</td>
<td>APPLY ACCIDENT-EMERGENCY PROCEDURES</td>
<td>20</td>
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<tr>
<td>TDTF1097B</td>
<td>APPLY FATIGUE MANAGEMENT STRATEGIES</td>
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<tr>
<td>TDTF1297B</td>
<td>APPLY SAFE PROCEDURES WHEN HANDLING/TRANSPORTING DANGEROUS GOODS OR EXPLOSIVES</td>
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<tr>
<td>TDTF1801A</td>
<td>OPERATE AND MAINTAIN FIRE-FIGHTING EQUIPMENT</td>
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<td>HLTA1A</td>
<td>APPLY BASIC FIRST AID</td>
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<td>TDTG701A</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
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<tr>
<td>TDTI197C</td>
<td>INTERPRET ROAD MAPS AND NAVIGATE PRE-DETERMINED ROUTES</td>
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<td>TDTJ197C</td>
<td>PRIORITISE COURIER/DELIVERY OPERATIONS</td>
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<tr>
<td>TDTGC001A</td>
<td>CREATE CUSTOMER RELATIONSHIP</td>
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<td>TDTGC002A</td>
<td>DEAL WITH CUSTOMER FEEDBACK</td>
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<td>TDTGC004A</td>
<td>MEET CUSTOMER NEEDS AND EXPECTATIONS</td>
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<td>TDTGC006A</td>
<td>ADDRESS CUSTOMER NEEDS</td>
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<td>TDTJ197B</td>
<td>APPLY QUALITY PROCEDURES</td>
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<td>TDTJ398B</td>
<td>APPLY GRAIN PROTECTION MEASURES</td>
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<tr>
<td>TDTJ498B</td>
<td>IMPLEMENT GRAIN MONITORING MEASURES</td>
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<tr>
<td>TDTK197B</td>
<td>USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE</td>
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<td>TDTK397B</td>
<td>APPLY KEYBOARD SKILLS</td>
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<td>TDTK798B</td>
<td>PERFORM ELECTRONIC DATA INTERCHANGE (EDI) TO TRANSMIT SHIPPING DOCUMENTATION</td>
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<tr>
<td>TDTL898B</td>
<td>COMPLETE ROUTINE ADMINISTRATIVE TASKS</td>
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<tr>
<td>TDTL3101A</td>
<td>MONITOR AND PROCESS ATTENDANCE RECORDS</td>
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<td>TDTQ197B</td>
<td>CONDUCT FINANCIAL TRANSACTIONS</td>
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<td>TDTQ798B</td>
<td>PREPARE AND PROCESS FINANCIAL DOCUMENTS</td>
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<td>TDTQ1101A</td>
<td>MAINTAIN PETTY CASH ACCOUNT</td>
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<td>TDTQ201A</td>
<td>SELL PRODUCTS AND SERVICES</td>
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<td>TDTT198B</td>
<td>CAPTURE RECORDS INTO A RECORDS KEEPING SYSTEM</td>
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<td>TDTT409B</td>
<td>MAINTAIN CONTROL OF RECORDS</td>
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<td>TDTT598B</td>
<td>PROVIDE INFORMATION FROM AND ABOUT RECORDS</td>
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<td>TDTU197B</td>
<td>CARE FOR THE ENVIRONMENT</td>
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<td>TDTV198B</td>
<td>CUT AND JOIN MATERIALS</td>
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<tr>
<td>TDTV298B</td>
<td>OPERATE AND MAINTAIN AIR/POWER EQUIPMENT FOR PRODUCTION PROCESSES</td>
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<tr>
<td>TDTV398B</td>
<td>APPLY SURFACE COATINGS USING A SPRAY GUN</td>
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<tr>
<td>TDTV498B</td>
<td>UNDERTAKE PALLET REPAIRS</td>
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<td>TDTV598B</td>
<td>CLEAN AND INSPECT PALLETS</td>
<td>20</td>
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<tr>
<td>TDTV698B</td>
<td>MANUFACTURE PALLETS USING AUTOMATED METHODS</td>
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<tr>
<td>TDTV798B</td>
<td>MANUFACTURE PALLETS USING MANUAL METHODS</td>
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<tr>
<td>TDTV898B</td>
<td>DOCK BOARDS USING COMPUTER PROGRAMMED MACHINERY</td>
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<tr>
<td>TDTV998B</td>
<td>DOCK BOARDS ON MECHANICAL FEEDS</td>
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</tbody>
</table>

**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.
FACULTY OF TECHNICAL AND TRADES INNOVATION

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.

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<td>TDTA1397B</td>
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CERTIFICATE II IN TRANSPORT AND DISTRIBUTION (STEVEDORING)

Course Code: TDT20302

Campus: Industry Only Delivery.
Career Opportunities
Contact the Department on (03) 9919 7600.

Course Objective
The course provides students with the knowledge and skills required to undertake work in the stevedoring industry.

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

Course Duration
The course may be offered on a full time basis over 240-510 nominal hours or part time equivalent. This course is available as a traineeship on a fee for service basis only.

Course Structure
The structure of the course comprises a minimum of 14 Units of Study selected by the student, with the approval of the Head of Department of which -
(a) a minimum of seven Units of Study and a maximum of nine Units of Study at Australian Qualifications Framework level 2 of which:
- a minimum of five Units of Study having regard to the list of relevant Units of Study on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
- a maximum of two Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.
(b) seven Units of Study at Australian Qualifications Framework level 1 of which:
- a minimum of five Units of Study having regard to the list of relevant Units of Study on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
- a maximum of two Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.

CERTIFICATE II IN TRANSPORT AND DISTRIBUTION (RAIL OPERATIONS)

Course Code: TDT20402

Campus: Industry Only Delivery.
Career Opportunities
Operations sector of the rail industry.

Scope of Delivery
This course is available as a traineeship on a fee for service basis only.

Course Objective
The course provides students with the knowledge and skills required to undertake work in the operations sector of the rail industry.

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

Course Duration
The course may be offered on a full-time basis over 210-510 nominal hours or part-time equivalent. This course is available as a traineeship on a fee for service basis only.

Course Structure
A successful assessment outcome for a total 14 Units of Study, comprising:
(a) 7 Units of Study aligned at AQF 2 made up of:
- at least 5 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 2), and
- up to 2 suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.
(b) 7 Units of Study at AQF 1 made up of:
- at least 5 Units of Study and up to 7 Units of Study from those listed for the Certificate I in Transport and Distribution (Rail Operations) (aligned at AQF 1), and
- up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

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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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<td>TDTD497B</td>
<td>LOAD AND UNLOAD GOODS/CARGO</td>
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<td>TDTD797B</td>
<td>PREPARE CARGO FOR TRANSFER WITH SLINGS</td>
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<td>TDTDE97B</td>
<td>PRESENT ROUTINE WORKPLACE INFORMATION</td>
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<tr>
<td>TDTDE701A</td>
<td>USE COMMUNICATION SYSTEMS</td>
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<td>TDTDE897B</td>
<td>PROCESS WORKPLACE DOCUMENTATION</td>
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<td>TDTF907B</td>
<td>APPLY ACCIDENT-EMERGENCY PROCEDURES</td>
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<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
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<td>APPLY QUALITY PROCEDURES</td>
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<td>TDTK197B</td>
<td>USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE</td>
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<td>TDTK397B</td>
<td>APPLY KEYBOARD SKILLS</td>
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<td>PERFORM ELECTRONIC DATA INTERCHANGE (EDI) TO TRANSMIT SHIPPING DOCUMENTATION</td>
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<td>COMPLETE ROUTINE ADMINISTRATIVE TASKS</td>
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<td>TDTH701A</td>
<td>CARE FOR THE ENVIRONMENT</td>
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<td>TDTA1497B</td>
<td>USE PRODUCT KNOWLEDGE TO COMPLETE WORK OPERATIONS</td>
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<td>TDTB2201A</td>
<td>DIAGNOSE AND RECTIFY MINOR FAULTS</td>
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<td>TDTB3201A</td>
<td>PROVIDE SANITATION AND WATER SERVICES SUPPORT TO PASSENGER TRANSPORTATION UNITS</td>
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<td>USE AND MAINTAIN MINOR MECHANICAL EQUIPMENT</td>
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<td>OPERATE A FORKLIFT</td>
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**CERTIFICATE II IN TRANSPORT AND DISTRIBUTION (ADMINISTRATION)**

**Course Code:** TDT21102

**Campus:** Industry Only Delivery.

**Career Opportunities**
Administration Officer.

**Scope of Delivery**
This course is available as a traineeship on a fee for service basis only.

**Course Objective**
The course aims to provide students with the knowledge and skills required to undertake work in the administration sector of the road and rail transport, warehousing, storage, stevedoring and allied industries.

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

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

**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 from the Certificate II in Transport and Distribution (Warehousing and Storage) (aligned at AQF 2), and
   - up to two suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.

(c) and seven Units of Study aligned at AQF 1 made up of:
   - at least five units and up to seven Units of Study from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
   - up to two suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

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<td>TDTB297B</td>
<td>TEST EQUIPMENT AND ISOLATE FAULTS 20</td>
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<td>TDE297B</td>
<td>ESTIMATE/CALCULATE MASS, AREA AND QUANTITY DIMENSIONS 30</td>
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<tr>
<td>TDE497B</td>
<td>PREPARE WORKPLACE DOCUMENTS 20</td>
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<td>TDF397B</td>
<td>IMPLEMENT AND MONITOR OHS PROCEDURES 30</td>
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<td>TDF497B</td>
<td>ORGANISE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES IN THE WORKPLACE 30</td>
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<td>LEAD WORK TEAM OR GROUP 40</td>
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<td>APPLY QUALITY SYSTEMS 40</td>
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<td>TDTJ598B</td>
<td>SAMPLE, INSPECT AND TEST PRODUCTS TO SPECIFICATIONS 20</td>
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<td>TDTJ698B</td>
<td>IMPLEMENT GRAIN PROTECTION PROCEDURES 40</td>
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<td>UNDERTAKE EMPLOYEE PAYROLL ACTIVITIES 20</td>
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<td>CONDUCT INDUCTION PROCESS 20</td>
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<td>CONDUCT CONTROL PROCEDURES FOR TRANSFERRING EXPLOSIVES AND DANGEROUS/SPECIALISED GOODS 40</td>
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<td>TDTQ397B</td>
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<td>DOCUMENT A RECORDS SYSTEM 30</td>
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<td>TDTT398B</td>
<td>IDENTIFY AND CLASSIFY RECORDS TO BE CAPTURED 40</td>
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<td>TDTT698B</td>
<td>PROVIDE RECORDS RETRIEVAL SERVICE 20</td>
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<td>TDTT798B</td>
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<td>UNDERTAKE MOVEMENT OF RECORDS 20</td>
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<td>OPERATE COMPUTERISED MAIL AND PARCELS SORTING EQUIPMENT 40</td>
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<td>CODE AND COORDINATE VIDEO-CODING OPERATIONS 40</td>
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<td>CARRY OUT CULLER FACER CANCELLER (CFC) OPERATIONS 20</td>
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<td>COORDINATE GOODS TO BOND PREMISES 20</td>
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<td>TDTA1957B</td>
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<td>TDTA1997B</td>
<td>USE INVENTORY SYSTEMS TO ORGANISE STOCK CONTROL 30</td>
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<td>LOAD AND UNLOAD VEHICLES CARRYING SPECIAL LOADS 20</td>
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<td>IDENTIFY AND LABEL EXPLOSIVES AND DANGEROUS GOODS 20</td>
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<td>USE SPECIALISED LIQUID BULK GAS TRANSFER EQUIPMENT 40</td>
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<td>USE SPECIALISED LIQUID BULK TRANSFER EQUIPMENT (GRAVITY/PRESSURISED) 40</td>
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<td>TDTD3198B</td>
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<td>TDTD3397B</td>
<td>OPERATE A VEHICLE-MOUNTED LOADING CRANE 40</td>
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<td>TDTD3598B</td>
<td>OPERATE A BOOM TYPE ELEVATING WORK PLATFORM 30</td>
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<td>LIFT AND MOVE LOAD USING MOBILE CRANE UP TO AND INCLUDING 20 TONNES 40</td>
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<td>CONTROL LIFT AND MOVEMENT OF CRANE 20</td>
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<td>ESTIMATE/CALCULATE LOAD SHIFTING REQUIREMENTS FOR A MOBILE CRANE 20</td>
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<td>BSBCMN302A</td>
<td>ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40</td>
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<td>TRAIN SMALL GROUPS 30</td>
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FACULTY OF TECHNICAL AND TRADES INNOVATION

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 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 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 other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Unit Code   Hours
TDTA297B MAINTAIN CONTAINER/CARGO RECORDS 20
TDTA497B PROCESS RECEIPT AND DELIVERY OF CONTAINERS AND CARGO 40
TDTA897B TRANSFER CARGO 40
TDTB297B TEST EQUIPMENT AND ISOLATE FAULTS 20
TDTB597B CARRY OUT MAINTENANCE OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS 30
TDTB697B CARRY OUT INSPECTION OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS 30
TDTC497C DRIVE HEAVY RIGID VEHICLE 40
TDTC697C DRIVE HEAVY COMBINATION VEHICLE 40
TDTC797B OPERATE VEHICLE CARRYING SPECIAL LOADS 40
TDTC897B DRIVE COACH/BUS 40
TDTE297B ESTIMATE/CALCULATE MASS, AREA AND QUANTIFY DIMENSIONS 30
TDTE497B PREPARE WORKPLACE DOCUMENTS 20
TDTE997B USE PILOT AND ESCORT COMMUNICATION 20
TDTEJ97B IMPLEMENT AND MONITOR OHS PROCEDURES 30
TDTG297B LEAD WORK TEAM OR GROUP 40
TDTH297C PLAN AND NAVIGATE ROUTES 20
TDTH401A IDENTIFY MAJOR ROADS, SERVICES AND ATTRACTIONS 40
TDTJ297B APPLY QUALITY SYSTEMS 40
TDTJ598B SAMPLE, INSPECT AND TEST PRODUCTS TO SPECIFICATIONS 20
TDTJ797B UNDERTAKE EMPLOYEE PAYROLL ACTIVITIES 20
TDTL397B CONDUCT INDUCTION PROCESS 20
TDTO498B CONDUCT CONTROL PROCEDURES FOR TRANSFERRING EXPLOSIVES AND DANGEROUS/SPECIALISED GOODS 40
TDTO798B UNDERTAKE EMERGENCY RESPONSE ACTION TO A SECURITY THREAT 20
TDTO998B IMPLEMENT CASH-IN-TRANSIT SECURITY EQUIPMENT 40
TDTO998B TEST AND INSPECT CASH-IN-TRANSIT SECURITY INCIDENTS 30
TDTQ397B MAINTAIN FINANCIAL RECORDS IN A SMALL BUSINESS 40
TDTQ498B ORGANISE FREIGHT INVOICING AND PAYMENT 30
TDTT398B DOCUMENT A RECORDS SYSTEM 30
TDTT698B PROVIDE RECORDS RETRIEVAL SERVICE 20
TDTT798B SENTENCE RECORDS 60
TDTT898B UNDERTAKE MOVEMENT OF RECORDS 30
TDTT998B ORGANISE WAREHOUSE RECORDS OPERATIONS 20
TDTA1097B COORDINATE GOODS TO BOND PREMISES 20
TDTA1597B COMPLETE RECEIVAL/DESPATCH DOCUMENTATION 40
TDTA1797B APPLY PRODUCT KNOWLEDGE TO ORGANISE WORK OPERATIONS 40
TDTA1897B ORGANISE DESPATCH OPERATIONS 40
TDTA1997B ORGANISE RECEIVAL OPERATIONS 40
TDTA2497B ORGANISE WAREHOUSE RECORDS OPERATIONS 30
TDTA3801A CONTROL AND ORDER STOCK 40
TDTA3901A RECEIVE AND STORE STOCK 30
TDTB1198B SET UP AND RIG CRANE FOR LIFT 30
TDTB1298B PLAN JOB AND SET UP WORK AREAS 40
TDTB1398B ORGANISE DESPATCH OPERATIONS 40
TDTB1498B MAINTAIN MOBILE CRANES 40
CERTIFICATE III IN TRANSPORT AND DISTRIBUTION (STEVEDORING)

Course Code: TDT30302

Campus: Industry Only Delivery.

Career Opportunities
Contact the Department on (03) 9919 7600.

Course Objective
The course provides students with the knowledge and skills required to undertake work in the stevedoring industry.

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

Course Duration
The course may be offered on a full time basis over 355-910 nominal hours or part time equivalent. This course is available as a traineeship on a fee for service basis only.

Course Structure
The structure of the course comprises a minimum of 21 Units of Study selected by the student, with the approval of the Head of Department of which:

(a) a minimum of five Units of Study and a maximum of seven Units of Study at Australian Qualifications Framework level 3 of which:
   – a minimum of three Units of Study having regard to the list of relevant Units of Study on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   – a maximum of two Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.

(b) a minimum of seven Units of Study and a maximum of 9 Units of Study at Australian Qualifications Framework level 2 of which:
   – a minimum of five Units of Study having regard to the list of relevant Units of Study on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   – a maximum of two Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.

(c) seven Units of Study at Australian Qualifications Framework level 1 of which:
   – a minimum of five Units of Study having regard to the list of relevant Units of Study on page six of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   – a maximum of two Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.
CERTIFICATE III IN TRANSPORT AND DISTRIBUTION (RAIL OPERATIONS)

Course Code: TDT30402

Campus: Industry Only Delivery.

Career Opportunities
Operations sector of the rail industry.

Scope of Delivery
This course is available as a traineeship on a fee for service basis only.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the operations sector of the rail industry.

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

Course Duration
The course may be offered on a full-time basis over 335-1260 nominal hours or part-time equivalent. This course is available as a traineeship on a fee for service basis only.

Course Structure
A successful assessment outcome for a total of 21 Units of Study, comprising:

(a) at least 5 Units of Study and up to 7 Units of Study aligned at AQF 3 made up of:
   - at least 3 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 3), and
   - up to 2 suitable Units of Study (aligned at AQF 3) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages.

(b) and at least 7 Units of Study and up to 9 units at AQF 2 made up of:
   - at least 5 Units of Study and up to 9 Units of Study from those listed from the Certificate II in Transport and Distribution (Rail Operations) (aligned at AQF 2), and
   - up to 2 suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.

(c) and 7 Units of Study aligned at AQF 1 made up of:
   - at least 5 units and up to 7 Units of Study from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
   - up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>TDTA297B</td>
<td>MAINTAIN CONTAINER/CARGO RECORDS</td>
</tr>
<tr>
<td>TDTA497B</td>
<td>PROCESS RECEIPT AND DELIVERY OF CONTAINERS AND CARGO</td>
</tr>
<tr>
<td>TDTA897B</td>
<td>TRANSFER CARGO</td>
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<td>TDTB297B</td>
<td>TEST EQUIPMENT AND ISOLATE FAULTS</td>
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<tr>
<td>TDTI297B</td>
<td>ESTIMATE/CALCULATE MASS, AREA, AND QUANTIFY DIMENSIONS</td>
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<tr>
<td>TDTI497B</td>
<td>PREPARE WORKPLACE DOCUMENTS</td>
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<tr>
<td>TDTF397B</td>
<td>IMPLEMENT AND MONITOR OHS PROCEDURES</td>
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<tr>
<td>TDTG297B</td>
<td>LEAD WORK TEAM OR GROUP</td>
</tr>
<tr>
<td>TDTI797B</td>
<td>PROVIDE CUSTOMER SERVICE IN PASSENGER VEHICLES/VESSELS</td>
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<tr>
<td>TDTI997B</td>
<td>PROVIDE FREIGHT FORWARDING INFORMATION TO CUSTOMERS</td>
</tr>
<tr>
<td>TDTI998B</td>
<td>PROVIDE ON-BOARD SERVICES TO CUSTOMERS</td>
</tr>
<tr>
<td>TDTL297B</td>
<td>UNDERTAKE EMPLOYEE PAYROLL ACTIVITIES</td>
</tr>
<tr>
<td>TDTL397B</td>
<td>CONDUCT INDUCTION PROCESS</td>
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<tr>
<td>TDTI498B</td>
<td>ORGANISE FREIGHT INVOICING AND PAYMENT</td>
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<tr>
<td>TDTI197B</td>
<td>APPLY PRODUCT KNOWLEDGE TO ORGANISE WORK OPERATIONS</td>
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<td>TDTI3801A</td>
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<td>TDTI3901A</td>
<td>RECEIVE AND STORE STOCK</td>
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<tr>
<td>TDTI8101A</td>
<td>CONDUCT FULL TRAIN EXAMINATION</td>
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<tr>
<td>TDTI1901A</td>
<td>TEST TRAIN BRAKING SYSTEM</td>
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<tr>
<td>TDTI2001A</td>
<td>VISUALLY INSPECT STATIONARY TRAIN</td>
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<td>TDTI2101A</td>
<td>CONDUCT TRAIN ROLL BY INSPECTION</td>
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<tr>
<td>TDTI2501A</td>
<td>PREPARE, START AND SHUT DOWN MOTIVE POWER UNIT</td>
</tr>
<tr>
<td>TDTI2601A</td>
<td>PREPARE FOR TRAIN OPERATION</td>
</tr>
<tr>
<td>TDTI2701A</td>
<td>SET UP AND SHUT DOWN ON-TRAIN REMOTE CONTROL SYSTEM</td>
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<tr>
<td>TDTC1197B</td>
<td>TRANSPORT PASSENGERS WITH DISABILITIES</td>
</tr>
<tr>
<td>TDTC1701A</td>
<td>SHUNT ROLLING STOCK</td>
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<tr>
<td>TDTI1801A</td>
<td>OPERATE ON-TRAIN REMOTE CONTROL SYSTEM</td>
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<tr>
<td>TDTI2101A</td>
<td>DRIVE TRAM</td>
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<td>TDTI197B</td>
<td>CONDUCT SPECIALISED FORKLIFT OPERATIONS</td>
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<tr>
<td>TDTI1597B</td>
<td>IDENTIFY AND LABEL EXPLOSIVES AND DANGEROUS GOODS</td>
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<tr>
<td>TDTI2398B</td>
<td>USE SPECIALISED LIQUID BULK GAS TRANSFER EQUIPMENT</td>
</tr>
<tr>
<td>TDTI2498B</td>
<td>USE SPECIALISED LIQUID BULK TRANSFER EQUIPMENT (GRAVITY/PRESSURISED)</td>
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<tr>
<td>TDTI3198B</td>
<td>RIG LOAD</td>
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<tr>
<td>TDTI3397B</td>
<td>OPERATE A VEHICLE-MOUNTED LOADING CRANE</td>
</tr>
<tr>
<td>TDTI3598B</td>
<td>OPERATE A BOOM TYPE ELEVATING WORK PLATFORM</td>
</tr>
<tr>
<td>TDTI4098B</td>
<td>CONTROL LIFT AND MOVEMENT OF CRANE</td>
</tr>
<tr>
<td>TDTI4301A</td>
<td>SHIFT LOADS USING GANTRY EQUIPMENT</td>
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<tr>
<td>TDTI4401A</td>
<td>SHIFT LOADS USING CRANES</td>
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<tr>
<td>TDTI1298B</td>
<td>CONSOLIDATE MANIFEST DOCUMENTATION</td>
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<td>TDTI1898B</td>
<td>UNDERTAKE RIGGER/DOGGERTY AND DRIVER COMMUNICATION</td>
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<td>TDTI1698B</td>
<td>ESTIMATE/CALCULATE LOAD SHIFTING REQUIREMENTS FOR A MOBILE CRANE</td>
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<tr>
<td>TDTI1801A</td>
<td>MAINTAIN FREIGHT RECORDS</td>
</tr>
<tr>
<td>TDTI1901A</td>
<td>WORK WITH TRAVEL AGENCIES AND SALES OUTLETS</td>
</tr>
<tr>
<td>TDTF1397B</td>
<td>COORDINATE BREAKDOWNS AND EMERGENCIES</td>
</tr>
</tbody>
</table>
SCHOOL OF INDUSTRY SKILLS TRAINING

Unit Code   Hours
TDTF5401A APPLY CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK TO 20
SHUNTING ON THE NETWORK
TDT3501A ALLOCATE MOTIVE POWER 20
TDTL3901A ASSIST WITH TRAIN OPERATIONS 20
TDTL4501A ORGANISE SERVICES FOR SPECIAL EVENTS 20
TDTL5101A PLAN TRAIN CONSISTS 20
TDTO1298B MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR 20
TDTO1398B MAINTAIN SECURITY OF RAILWAY PROPERTY AND REVENUE 30
TDTO1601A APPLY AND MONITOR WORKPLACE SECURITY PROCEDURES 40
TDTO1301A ADVISE ON AND CONSTRUCT FARES FOR CUSTOMERS 30
BSZ2404A TRAIN SMALL GROUPS 30
BSZ2402A CONDUCT ASSESSMENT 15
HLFA2A APPLY ADVANCED FIRST AID 30
TDTG1030A PROCESS CUSTOMER COMPLAINTS 10
BSBMCN310A DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
BSBMCN302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40

CERTIFICATE III IN TRANSPORT AND DISTRIBUTION (MOBILE CRANES OPERATIONS)

Course Code: TDT30902

Campus: Industry Only Delivery.

Career Opportunities
Road Transport Industry, specialising in Mobile Cranes.

Scope of Delivery
This course is available as a traineeship on a fee for service basis only.

Course Objective
This course develops the knowledge and skills of students wishing to advance their skills and gain a trade equivalent qualification in the Road Transport industry specialising in mobile cranes.

Entry Requirements
To qualify for admission to this course students must be able to read, comprehend and discuss printed information in English, write simple statements, recognise numbers and perform basic numeric calculations.

Course Duration
This course is offered on a flexible delivery basis in the workplace. It may be completed over a two-year period at the 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.

Unit Code   Hours
Units of Study
*TDTB197B CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT 40
*TDTB199B SET UP AND RIG CRANE FOR LIFT 30
*TDTB129B PLAN JOB AND SET UP WORK AREAS 40
*TDTB1398B MAINTAIN MOBILE CRANES 40
TDTB1498B LOAD AND UNLOAD WHEELED OR TRACKED CRANE 20
TDTB1598B UNDERTAKE SITE INSPECTION 20
*TDTB1698B DE-RIG, PACK AND STORE TOOLS AND EQUIPMENT 10
*TDTB1798B ASSEMBLE AND DISMANTLE BOOM OR JIB 80
*TDTC497C DRIVE HEAVY RIGID VEHICLE 40
TDC597C DRIVE HEAVY COMBINATION VEHICLE 40
TDC1097B PILOT OR ESCORT OVERSIZED AND/OR OVERMASSED LOADS 20
TDTD197B SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS 20
TDTD1097B OPERATE A FORKLIFT 40
*TDTD3198B RIG LOAD 40
*TDTD3397B OPERATE A VEHICLE-MOUNTED LOADING CRANE 40
*TDTD3498B OPERATE A MOBILE CRANE UP TO AND INCLUDING 20 TONNES ON A DEMOLITION SITE 60
*TDTD3598B OPERATE A BOOM TYPE ELEVATING WORK PLATFORM 30
**TDTD3698B LIFT AND MOVE LOAD USING MOBILE CRANE UP TO AND INCLUDING 20 TONNES 40
*TDTD4098B CONTROL LIFT AND MOVEMENT OF CRANE 20
TED897B PROCESS WORKPLACE DOCUMENTATION 20
TEDTE997B USE PILOT AND ESCORT COMMUNICATION 20
**TDTE1598B UNDERTAKE RIGGER/DOGGER AND DRIVER COMMUNICATION 20
**TDTE1698B ESTIMATE/CALCULATE LOAD SHIFTING REQUIREMENTS FOR A MOBILE CRANE 20
**TDTD197B FOLLOW OHS PROCEDURES 20
**TDTF297B CONDUCT HOUSEKEEPING ACTIVITIES 20
**TDF697B APPLY ACCIDENT-EMERGENCY PROCEDURES 20
HLFA2A APPLY ADVANCED FIRST AID 30
**TDTG197B WORK EFFECTIVELY WITH OTHERS 40
**TDTI297C APPLY CUSTOMER SERVICE SKILLS 30
TDTJ97B USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40
TDTL197B COMPLETE WORKPLACE ORIENTATION/INDUCTION PROCEDURES 30

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CERTIFICATE III IN TRANSPORT AND DISTRIBUTION (ADMINISTRATION)
Course Code: TDT31102
Campus: Industry Only Delivery.
Career Opportunities
Contact the department on 9919 7600.
Scope of Delivery
This course is available as a traineeship on a fee for service basis only.
Course Objective
The course provides students with the knowledge and skills required to undertake work in the administration sector of the road and rail transport, warehousing, storage, stevedoring and allied industries.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Course Duration
The course may be offered on a full-time basis over 365-770 nominal hours or part-time equivalent. This course is available as a traineeship on a fee for service basis only.
Course Structure
The structure of the course comprises a minimum of 21 Units of Study selected by the student, with the approval of the Head of Department of which:
(a) a minimum of 5 units and a maximum of 7 units at Australian Qualifications Framework level 3 of which:
(i) a minimum of 3 units having regard to the list of relevant units on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002,
(ii) a maximum of 2 units having regard to any other Certificate III in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority;
(b) a minimum of 7 units and a maximum of 9 units at Australian Qualifications Framework level 2 of which:
(i) a minimum of 5 units having regard to the list of relevant units on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002,
(ii) a maximum of 2 units having regard to any other Certificate II in Transport and distribution or relevant industry training package endorsed by the Australian National Training Authority;
(c) 7 units at Australian Qualifications Framework level 1 of which:
(i) a minimum of 5 units having regard to the list of relevant units on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002,
(ii) a maximum of 2 units having regard to any other Certificate I in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority.

CERTIFICATE IV IN TRANSPORT AND DISTRIBUTION (WAREHOUSING & STORAGE)
Course Code: TDT40102
Campus: Industry Only Delivery.
Career Opportunities
Warehousing Industry.
Scope of Delivery
Full-time or part-time.
Course Objective
This course provides vocational training for people at the operative and supervisory level in the warehousing industry.
It is a further aim to develop new criteria and procedure for performing current practices and provision of leadership and guidance to others in the application and planning of skills.
Entry Requirements
To qualify for admission to the course, an applicant generally must have:
• successfully completed Certificate III in Transport & Distribution (Warehousing)
• or successful recognition of seven competencies from Certificate III in Transport & Distribution (Warehousing) achieved through a Recognition of Prior Learning process.
Course Duration
This course is available as a traineeship on a fee for service basis only.
Course Structure
A successful assessment outcome for a total of 28 Units of Study, comprising:
(a) seven Units of Study aligned at AQF 4 made up of:
   – at least five Units of Study from those listed below (aligned at AQF 4), and
   – up to seven Units of Study (aligned at AQF 4) drawn with appropriate contextualisation from other Transport and Distribution Certificate IV qualifications, or other relevant endorsed Training Packages.
(b) and at least five Units of Study and up to seven units at AQF 3 made up of:
   – at least three Units of Study and up to seven Units of Study from those listed from the Certificate III in Transport and Distribution (Warehousing and Storage) (aligned at AQF 3), and
   – up to two suitable Units of Study (aligned at AQF 3) drawn with appropriate contextualisation from 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 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>
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<tbody>
<tr>
<td>TDTA597B</td>
<td>CHECK AND EVALUATE RECORDS AND DOCUMENTATION</td>
</tr>
<tr>
<td>TDTD897B</td>
<td>MONITOR CRANE OPERATIONS</td>
</tr>
<tr>
<td>TDTD997B</td>
<td>DIRECT CRANE OPERATIONS</td>
</tr>
<tr>
<td>TDTF697C</td>
<td>COLLECT, ANALYSE AND PRESENT WORKPLACE DATA AND INFORMATION</td>
</tr>
<tr>
<td>TDTF797B</td>
<td>IMPLEMENT AND coORDINATE ACCIDENT-EMERGENCY PROCEDURES</td>
</tr>
<tr>
<td>TDTG598B</td>
<td>ORGANISE TRANSPORT WORKLOAD</td>
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<td>TDTG698B</td>
<td>FACILITATE WORK TEAMS</td>
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<td>TDTI197C</td>
<td>coORDINATE QUAlITY CUSTOMER SERVICE</td>
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<td>TDTI998B</td>
<td>MARKET SERVICES AND PRODUCTS TO CLIENTS</td>
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<tr>
<td>TDTE598B</td>
<td>APPLY CONFLICT/GRIEVANCE RESOLUTION STRATEGIES</td>
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<td>TDTE998B</td>
<td>MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT</td>
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<tr>
<td>TDP197B</td>
<td>DEVELOP PLANS TO MEET CUSTOMER AND ORGANISATION NEEDS</td>
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<td>TDP297B</td>
<td>FACILITATE AND CAPITALISE ON CHANGE IN THE WORKPLACE</td>
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<tr>
<td>TDP598B</td>
<td>MANAGE WORKPLACE INFORMATION</td>
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<td>TDR198B</td>
<td>MONITOR SUPPLIER PERFORMANCE</td>
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<td>TDR298B</td>
<td>SOURCE GOODS/SERVICES AND EVALUATE CONTRACTORS</td>
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<td>TDU101A</td>
<td>IMPLEMENT AND MONITOR ENVIRONMENTAL PROTECTION POLICIES AND PROCEDURES</td>
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<td>TDA298B</td>
<td>COORDINATE STOCKTAKES</td>
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<td>TDA298B</td>
<td>ASSESS AND MONITOR OPTIMUM STOCK LEVELS</td>
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<td>TDA398B</td>
<td>CONSOLIDATE FREIGHT</td>
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<td>TDA398B</td>
<td>ORGANISE TRANSPORT OF FREIGHT OR GOODS</td>
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<td>TDA398B</td>
<td>SUPERVISE MOBILE CRANE OPERATIONS</td>
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<tr>
<td>TDA498B</td>
<td>APPLY WORKPLACE STATISTICS</td>
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<td>TDA498B</td>
<td>DEVELOP AND MAINTAIN A SAFE WORKPLACE</td>
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<tr>
<td>TDA498B</td>
<td>ASSESS AND CONFIRM CUSTOMER TRANSPORT REQUIREMENTS</td>
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<td>TDA498B</td>
<td>COORDINATE THE ERECTION AND DISMANTLING OF TEMPORARY STORAGE FACILITIES</td>
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<tr>
<td>TDA398B</td>
<td>CONTROL A FURNITURE WAREHOUSE</td>
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<td>TDTE1398B</td>
<td>IMPLEMENT EQUAL EMPLOYMENT EQUITY STRATEGIES</td>
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<td>TDA398B</td>
<td>PROMOTE EFFECTIVE WORKPLACE PRACTICE</td>
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<td>DEVELOP ROSTERS</td>
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<tr>
<td>TDA398B</td>
<td>APPLY AND AMEND ROSTERS</td>
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<tr>
<td>TDA298B</td>
<td>MAINTAIN CUSTOMER CREDIT ACCOUNTS AND SERVICES</td>
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<td>BSZ406A</td>
<td>PLAN A SERIES OF TRAINING SESSIONS</td>
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<td>DELIVER TRAINING SESSIONS</td>
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<td>BSZ406A</td>
<td>DEVELOP ASSESSMENT TOOLS</td>
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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
CERTIFICATE IV IN TRANSPORT AND DISTRIBUTION (STEVEDORING)

Course Code: TDT40302

Campus: Industry Only Delivery.

Career Opportunities
Contact the Department on (03) 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 stevedoring industry.

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

Course Duration
The course may be offered on a full-time basis over 460-1260 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 2 Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.
(b) a minimum of five Units of Study and a maximum of 7 Units of Study at Australian Qualifications Framework level 3 of which:
   – a minimum of three Units of Study having regard to the list of relevant Units of Study on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   – a maximum of two Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.
(c) a minimum of seven Units of Study and a maximum of 9 Units of Study at Australian Qualifications Framework level 2 of which:
   – a minimum of five Units of Study having regard to the list of relevant Units of Study on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   – a maximum of 2 Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.
(d) seven Units of Study at Australian Qualifications Framework level 1 of which:
   – a minimum of five Units of Study having regard to the list of relevant Units of Study on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   – a maximum of two Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.

CERTIFICATE IV IN TRANSPORT AND DISTRIBUTION (RAIL OPERATIONS)
Course Code: TDT40402

Campus: Industry Only Delivery.

Career Opportunities
Rail Industry operations

Course Objective
The course provides students with the knowledge and skills required to undertake work in the operations sector of the rail industry.

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

Course 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
TDTA597B CHECK AND EVALUATE RECORDS AND DOCUMENTATION 20
TDTA697B ORGANISE AND MONITOR TERMINAL/WHARF OPERATIONS 20
TDTA2597C REGULATE TEMPERATURE CONTROLLED STOCK 20
TDTA3198B CONSOLIDATE FREIGHT 30
TDTA298B ORGANISE TRANSPORT OF FREIGHT OR GOODS 20
TDTC1401A PREPARE, OPERATE, MONITOR AND STABLE STEAM LOCOMOTIVE 80
TDTC1501A PREPARE, OPERATE, MONITOR AND STABLE MOTIVE POWER UNIT 160
TDTC1601A CONDUCT MARSHALLING OPERATIONS 20
TDTC1901A DRIVE TRAIN TO OPERATIONAL REQUIREMENTS 200
TDTC2201A OPERATE PASSENGER TRAM 120
TDTC2301A OPERATE TRAIN WITH DUE CONSIDERATION OF ROUTE CONDITIONS 200
TDTC2401A OPERATE URBAN PASSENGER TRAIN 200
TDTE198B APPLY WORKPLACE STATISTICS 20
TDTF189B DEVELOP AND MAINTAIN A SAFE WORKPLACE 50
TDTF2101A RESPOND TO TRAIN-DRIVING EMERGENCIES AND ABNORMAL SITUATIONS 40
TDTF5101A APPLY ‘CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK’ TO TRAIN DRIVING 20
TDTF5201A APPLY ‘CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK’ TO TRAIN CONTROLLING 20
TDTI1301A SERVICE FREIGHT CUSTOMERS 40
TDTI1401A DEVELOP FREIGHT CUSTOMERS 40
TDTI1501A ASSESS AND CONFIRM CUSTOMER TRANSPORT REQUIREMENTS 40
TDTI1601A IMPLEMENT EQUAL EMPLOYMENT EQUITY STRATEGIES 20
TDTI3201A PROMOTE EFFECTIVE WORKPLACE PRACTICE 20
TDTI3301A ARRANGE ALTERNATIVE PASSENGER TRANSPORT 20
TDTI3401A DEVELOP ROSTERS 20
TDTI3501A ORGANISE MARSHALLING AND SHUNTING OPERATIONS 40
TDTI3601A PLAN AND CONTROL DAILY TRAIN OPERATIONS 30
TDTI3701A CONTROL RAIL TRAFFIC MOVEMENT 30
TDTI3801A ORGANISE FREIGHT YARD MOVEMENT 40
TDTI3901A COORDINATE TRAIN MOVEMENT ACTIVITIES 30
TDTI4001A DEVELOP TRAIN PLANS AND SCHEDULES 30
TDTI5001A ORGANISE FREIGHT YARD MOVEMENT 40
TDTI601A MAINTAIN CUSTOMER CREDIT ACCOUNTS AND SERVICES 20
TDTI697B ORGANISE FREIGHT YARD MOVEMENT 40
TDTI897B MONITOR CRANE OPERATIONS 40
FACULTY OF TECHNICAL AND TRADES INNOVATION

<table>
<thead>
<tr>
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<th>Hours</th>
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<td>TDTD997B</td>
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<tr>
<td>TDTD998B</td>
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<tr>
<td>TDTI197C</td>
<td>30</td>
</tr>
<tr>
<td>TDTI598B</td>
<td>40</td>
</tr>
<tr>
<td>TDTI898B</td>
<td>50</td>
</tr>
<tr>
<td>TDTJ197B</td>
<td>30</td>
</tr>
<tr>
<td>TDTJ598B</td>
<td>40</td>
</tr>
<tr>
<td>TDTJ998B</td>
<td>60</td>
</tr>
<tr>
<td>BSZ406A</td>
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<tr>
<td>BSZ407A</td>
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<tr>
<td>BSZ408A</td>
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<tr>
<td>BSZ401A</td>
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<td>BSZ403A</td>
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<tr>
<td>BSZ506A</td>
<td>1000</td>
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<tr>
<td>BSZ507A</td>
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</tbody>
</table>

CERTIFICATE IV IN TRANSPORT AND DISTRIBUTION (ADMINISTRATION)
Course Code: TDT41102
Campus: Industry Only Delivery.
Career Opportunities
Transport Industry.
Scope of Delivery
This course is available as a traineeship on a fee for service basis only.
Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the administration sector of the road and rail transport, warehousing, storage, stevedoring and allied industries.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/Selection Criteria
Contact the department on 9919 7600.
Course Duration
The course may be offered on a full-time basis over 470-1000 nominal hours or part-time equivalent. This course is available as a traineeship on a fee for service basis only.
Course Structure
The structure of the course comprises a minimum of 28 Units of Study selected by the student, with the approval of the Head of Department of which:
(a) seven Units of Study at Australian Qualifications Framework level 4 of which:
- a minimum of five Units of Study having regard to the list of relevant Units of Study on pages 11 & 12 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
- a maximum of two Units of Study having regard to any other Certificate IV in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority;
(b) a minimum of five Units of Study and a maximum of seven Units of Study at Australian Qualifications Framework level 3 of which:
- a minimum of 3 Units of Study having regard to the list of relevant Units of Study on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
- a maximum of two Units of Study having regard to any other Certificate III in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority;
(c) a minimum of seven Units of Study and a maximum of 9 Units of Study at Australian Qualifications Framework level 2 of which:
- a minimum of 5 Units of Study having regard to the list of relevant Units of Study on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
- a maximum of 2 Units of Study having regard to any other Certificate II in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority;
(d) seven Units of Study at Australian Qualifications Framework level 1 of which:
- a minimum of 5 Units of Study having regard to the list of relevant Units of Study on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
- a maximum of 2 Units of Study having regard to any other Certificate I in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority.

CERTIFICATE II IN FUNERAL SERVICES (GROUNDS AND MAINTENANCE)
Course Code: WFS20402
Campus: Werribee
Career Opportunities
Gravedigger and/or Grounds Maintenance worker.
Scope of Delivery
Part-time
Course Objective
The course provides training for people wishing to work as general grounds maintenance workers.
Entry Requirements
To qualify for admission to the course, applicants must be employed in the funeral services industry and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

Course Duration
Part-time over 344-356 nominal hours.

Course Structure

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Unit Code</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>WFSCCR101A</td>
<td>COMMUNICATE APPROPRIATELY WITH COLLEAGUES AND CLIENTS</td>
<td>40</td>
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<tr>
<td>WFSCCR102A</td>
<td>DEAL WITH GRIEF AND TRAUMA</td>
<td>20</td>
</tr>
<tr>
<td>WFSPCS101A</td>
<td>WORK EFFECTIVELY IN THE FUNERAL SERVICES INDUSTRY</td>
<td>30</td>
</tr>
<tr>
<td>WFSPCS103A</td>
<td>CARRY OUT GRAVEDIGGING AND GROUNDS MAINTENANCE OHS PROCEDURES</td>
<td>30</td>
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<tr>
<td>WFSTVM201A</td>
<td>CARRY OUT WORKPLACE MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
</tr>
<tr>
<td>WFSTVM203A</td>
<td>INSPECT AND MAINTAIN VEHICLES AND EQUIPMENT</td>
<td>20</td>
</tr>
<tr>
<td>WFSTVM204A</td>
<td>OPERATE RIDE-ON VEHICLES AND TRAILED/MOUNTED EQUIPMENT</td>
<td>20</td>
</tr>
<tr>
<td>MEM18.1AB</td>
<td>USE HAND TOOLS</td>
<td>20</td>
</tr>
<tr>
<td>MEM18.2AA</td>
<td>USE HAND TOOLS/HAND HELD OPERATIONS</td>
<td>20</td>
</tr>
<tr>
<td>TDTC197A</td>
<td>DRIVE VEHICLE (CORE SKILLS)</td>
<td>30</td>
</tr>
<tr>
<td>WFSBGM204A</td>
<td>CARRY OUT GENERAL MAINTENANCE ACTIVITIES</td>
<td>20</td>
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<tr>
<td>RUHHRTR203A</td>
<td>PLANT TREES AND SHRUBS</td>
<td>22</td>
</tr>
<tr>
<td>RUHHRTR208A</td>
<td>PRUNE SHRUBS AND SMALL TREES</td>
<td>22</td>
</tr>
<tr>
<td>WFSBGM201A</td>
<td>PROVIDE GENERAL GROUNDS CARE</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units of Study
One unit (10 nominal hours) selected by the student with the Head of Department, having regard to the relevant units listed in -

- Funeral Services Industry Training Package FWS02 (Version 1.01, 2002)
- another training package endorsed by the Australian National Training Authority at Australian Qualifications Framework Level 2 or higher.

CERTIFICATE III IN FUNERAL SERVICES (GRAVEDIGGING, GROUNDS AND MAINTENANCE)

Course Code: WFS30402

Campus: Werribee

Career Opportunities
Gravedigger and/or Grounds Maintenance worker.

Scope of Delivery
Part-time basis.

Course Objective
The course provides training for people wishing to work as gravediggers and/or grounds maintenance workers.

Entry Requirements
To qualify for admission to the course, applicants must be employed in the funeral services industry and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

Course Duration
Part-time over 562–811 hours.

Course Structure

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>WFSCCR101A</td>
<td>COMMUNICATE APPROPRIATELY WITH COLLEAGUES AND CLIENTS</td>
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</tr>
<tr>
<td>WFSCCR102A</td>
<td>DEAL WITH GRIEF AND TRAUMA</td>
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</tr>
<tr>
<td>WFSPCS101A</td>
<td>WORK EFFECTIVELY IN THE FUNERAL SERVICES INDUSTRY</td>
<td>30</td>
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<tr>
<td>WFSPCS103A</td>
<td>CARRY OUT GRAVEDIGGING AND GROUNDS MAINTENANCE OHS PROCEDURES</td>
<td>30</td>
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<tr>
<td>WFSTVM201A</td>
<td>CARRY OUT WORKPLACE MEASUREMENTS AND CALCULATIONS</td>
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<tr>
<td>WFSTVM203A</td>
<td>INSPECT AND MAINTAIN VEHICLES AND EQUIPMENT</td>
<td>20</td>
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<tr>
<td>WFSTVM204A</td>
<td>OPERATE RIDE-ON VEHICLES AND TRAILED/MOUNTED EQUIPMENT</td>
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<tr>
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<td>USE HAND TOOLS/HAND HELD OPERATIONS</td>
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<tr>
<td>TDTC197A</td>
<td>DRIVE VEHICLE (CORE SKILLS)</td>
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<tr>
<td>BCC1006A</td>
<td>USE SMALL PLANT AND EQUIPMENT</td>
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</table>

Specialist Units of Study
Students must complete all units from one of the following streams:

(i) Gravedigging Stream

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>WFSAB0101A</td>
<td>PROCESS FUNERAL SERVICES INDUSTRY DOCUMENTATION</td>
<td>20</td>
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<tr>
<td>WFSBSCR310A</td>
<td>PERFORM GRAVE PROBES</td>
<td>10</td>
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<tr>
<td>WFSBSCR311A</td>
<td>PREPARE FOR GRAVEDIGGING</td>
<td>10</td>
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<tr>
<td>WFSBSCR312A</td>
<td>PERFORM MANUAL GRAVEDIGGING</td>
<td>20</td>
</tr>
<tr>
<td>WFSBSCR314A</td>
<td>BACKFILL AND MAKE GOOD GRAVES</td>
<td>10</td>
</tr>
<tr>
<td>WFSBSCR315A</td>
<td>PERFORM A GRAVE COLLAPSE CONSOLIDATION</td>
<td>30</td>
</tr>
<tr>
<td>WFSBSCR316A</td>
<td>RE-OPEN A GRAVE</td>
<td>30</td>
</tr>
<tr>
<td>WFSBSCR317A</td>
<td>PERFORM EXHUMATIONS</td>
<td>30</td>
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<tr>
<td>WFSCCR201A</td>
<td>PROVIDE SERVICE TO CUSTOMERS</td>
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</tbody>
</table>

(ii) Grounds Maintenance Stream

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BC2009A</td>
<td>CARRY OUT CONCRETE WORK</td>
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<tr>
<td>RUHHRTR203A</td>
<td>PLANT TREES AND SHRUBS</td>
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<tr>
<td>RUHHRTR208A</td>
<td>PRUNE SHRUBS AND SMALL TREES</td>
<td>22</td>
</tr>
<tr>
<td>RUHHRTR345A</td>
<td>INSTALL METAL STRUCTURES AND FEATURES</td>
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## Unit Code and Hours

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<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
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<tbody>
<tr>
<td>WFSBGM201A</td>
<td>PROVIDE GENERAL GROUNDS CARE</td>
<td>20</td>
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<tr>
<td>WFSBGM204A</td>
<td>CARRY OUT GENERAL MAINTENANCE ACTIVITIES</td>
<td>20</td>
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<tr>
<td>WFSBGM302A</td>
<td>INSTALL BRICK OR BLOCK STRUCTURES AND FEATURES</td>
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</tr>
<tr>
<td>WFSBGM303A</td>
<td>CARRY OUT PLASTER WORK</td>
<td>30</td>
</tr>
</tbody>
</table>

## Elective Units of Study

(i) students undertaking the Gravedigging specialist stream must complete five elective units;
(ii) students undertaking the Ground Maintenance specialist stream must complete three elective units;

Units are to be selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in the Funeral Services Industry Training Package FWS02 (Version 1.01, 2002), with a maximum of one unit selected from units at Australian Qualifications Framework Level 2 or higher from any other training package endorsed by the Australian National Training Authority.
Below are subject details for courses offered by the School of Industry Skills Training in 2008. 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.

**SUBJECTS**

**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.

**BCC1006A USE SMALL PLANT AND EQUIPMENT**
- **Content:** Identify plant and equipment operations and safety requirements; Select plant and equipment; Select fuel, lubricants, tools and equipment; Carry out basic machinery checks; Carry out machine start-up/shut-down procedures; Use plant and equipment; Carry out periodic maintenance; Clean up.
- **Nominal Hours:** 16 Hours
- **Assessment:** 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/LDOPERATIONS**
- **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:** 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.

**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:** 360 Hours
- **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; Carry out operator maintenance; 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.

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 test, 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; 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 test, 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 test, 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 test, 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 test, 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 forklift; 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 test, 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 test, 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 test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCC3017A CONDUCT TELESCOPIC MATERIALS HANDLER 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 test, 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 test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCC3019A CONDUCT PROFILE PLANER 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 test, 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 test, simulation, observation, demonstration, discussion, questioning,
Nominal Hours

**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.

**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

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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 basic benching and bactering 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.

**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.

**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...
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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.

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.

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.

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.

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.

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.

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.

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.
presentation, campus/workplace projects and RTO/workplace assignments.

**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.

**BCG3011A CARRY OUT BASIC SETTING OUT**

**Prerequisite(s)**: BCG1003A Read and interpret plans, BCG1015A. Prepare for construction process (brick/block laying), BCG2004A Carry out levelling.

**Content**: Plan and prepare work; Identify and indicate site boundaries; Set out first line for building; Set out right angled corner; Install other building lines; Check for square; Clean up.

**Nominal Hours**: 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.

**BCG3013A CONDUCT FORKLIFT OPERATIONS**

**Content**: Plan and prepare work; Conduct pre-operational checks; Operate forklift; 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 test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BCG3041A UNDERTAKE DOGGING**

**Prerequisite(s)**: BCG1001A Carry out OH&S requirements, BCG1006A Use small plant and equipment, BCG1011A Handle construction materials and safely dispose of waste, BCG1018A Prefor construction process (steelwork).

**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.

**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 ate 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.

**BSBCM101 PREPARE FOR WORK**

**Content**: This unit covers the skills and knowledge required to prepare a person to perform effectively in a work environment. It includes identifying the rights and responsibilities of employees and employers and assisting in the business while under direct supervision. This unit is related to BSBCM201A Work effectively in a business environment.

**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.

**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.

**PRMWM44A 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.

RUHHRT203A PLANT TREES AND SHRUBS

Content: This unit describes the tasks associated with tree and shrub planting. It applies to and, can be contextualised for, ornamental planting activities in parks and gardens, domestic and commercial landscapes, sporting facilities, and planting of windbreaks and shelters.

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.

RUHHRT208A PRUNE SHRUBS AND SMALL TREES

Content: This unit describes ornamental tree and shrub pruning. The work is likely to be undertaken from the ground. Aerial pruning, either from a ladder, an elevated work platform or from climbing ropes and rigging in a tree is covered in separate units.

Nominal Hours: 22 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

SRSCOP003A DEMONSTRATE PERSONAL IMAGE AND PRESENTATION SKILLS

Content: This unit covers the knowledge and skills required to present oneself in a professional manner to the media. The unit looks at both social and professional media situations.

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

TDTA1297B PICK AND PROCESS ORDERS

Content: Identify workplace order picking processes, policies and procedures; Pick and despatch an order; Record stock levels.

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

TDTA1397B RECEIVE GOODS

Content: Identify workplace procedures and documentation requirements for the receipt of goods; Check and inspect goods on arrival and complete workplace documentation; Unload, unpack and store stock.

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

TDTA1497B USE PRODUCT KNOWLEDGE TO COMPLETE WORK OPERATIONS

Content: Identify products in a subsection of a warehouse or other storage area; Examine quality and report on products; Use inventory and labelling systems to identify and locate products.

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

TDTA1597B COMPLETE RECEIVAL/DESPATCH DOCUMENTATION

Content: Analyse order to identify work requirements to fill order; Follow workplace order documentation processes; Finalise documentation.

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

TDTA1697B USE INVENTORY SYSTEMS TO ORGANISE STOCK CONTROL

Content: Identify inventory and stock control systems in use in the workplace; Use re-order procedures to maintain stock levels; Organise cyclical stock counts and report discrepancies or variances; Produce reports on record keeping and inventory functions.

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

TDTA1797B APPLY PRODUCT KNOWLEDGE TO ORGANISE WORK OPERATIONS

Content: Identify and categorise products; Match products to locations based on specified criteria; Assist individuals to solve stock identification and location problems; Identify appropriate transfer and handling requirements; Contribute to continuous improvement.

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

TDTA1897B 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.
TDTA1997B 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.

TDTA2097B 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.

TDTA2197B 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.

TDTA2297B 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.

TDTA2397B 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 stocktakess; 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.

**TDTA401A 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; Process parcels and mail manually; Complete 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:** Identify procedures required for documentation for import/export of goods; Complete and check documentation to meet regulatory and workplace requirements.
**Nominal Hours:** 20 Hours
**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**TDTA1403A 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.

**TDBB1198B 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.

**TDBB1298B 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.

TDTB1398B 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.

TDTB1498B 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.

TDTB1598B 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.

TDTB1698B 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.

TDTB1798B 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.

TDTB1801A 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.

TDTB1901A 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.
TDTB2701A SET UP AND SHUT DOWN ON-TRAIN REMOTE CONTROL SYSTEM
Content: Set up remote control system; Set up lead control system; Shut down remote control equipment.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTB2901A USE AND MAINTAIN MINOR MECHANICAL EQUIPMENT
Content: Carry out pre-operation checks; Operate mechanical equipment; Conduct routine maintenance; Secure and store.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTB297B TEST EQUIPMENT AND ISOLATE FAULTS
Content: Identify scope of operational check; Plan operational checks; Check unit throughout full operating range; Isolate fault and/or formulate recommendations.
Nominal 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.

TDTB397B CARRY OUT VEHICLE SERVICING AND MAINTENANCE
Content: Maintain and service the vehicle systems; Carry out minor repairs to a vehicle; Diagnose minor vehicle faults and undertake repairs for the safe operation of a vehicle; Complete documentation.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTB497B CARRY OUT VEHICLE INSPECTION
Content: Check the vehicle; Clean vehicle; 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.

TDTB597B CARRY OUT MAINTENANCE OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS
Content: Diagnose vehicle faults and undertake repairs for the safe operation of a vehicle; Maintain the vehicle systems; Carry out minor repairs to a vehicle; Complete documentation.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTB697B CARRY OUT INSPECTION OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS
Content: Check vehicle; Clean vehicle and ancillary equipment; Complete documentation.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTB797B 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.

TDTB897B 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.

TDTB998B 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.

TDTC1097B 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.

TDTC1197B 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.

TDTC1401A 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.

TDTC1501A 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.

TDTC1601A 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.

TDTCC201A 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.

TDTCC2401A 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.

TDTCC297B 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.

TDTCC397B 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.

TDTCC497B 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.

TDTCC497C 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.

TDTCC597B 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.

TDTCC597C 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.
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TDTD097B 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.

TDTD1197B CONDUCT SPECIALISED FORKLIFT OPERATIONS
Content: Check attachments and worksite for suitability; Select type of forklift and accessories for the required workplace task; Shift load and complete work.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTD1297B OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT
Content: Plan work for the current working conditions; Use controls and equipment operating systems to manage movement of the unit and accessory operations; Locate load and identify load characteristics; Move materials and loads; Monitor and operate controls; Stop, park and secure equipment.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTD1397B 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.

TDTD1497B LOAD AND UNLOAD VEHICLES CARRYING SPECIAL LOADS
Content: Load and unload vehicle; Secure and protect vehicle and load; Complete documentation.
Nominal Hours: 20 Hours
Assessment: 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.

TDTD197B SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS
Content: Assess risks arising from the relocation of the load; Plan load relocation; Relocate load.
Nominal Hours: 20 Hours
Assessment: 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 WEIGHBRIDGE 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 on request.
Nominal 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.
TDTD397C HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES
Content: Identify 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 unsling 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.

TDTE1097B 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.

TDTE1298B 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.

TDTE1398B 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.

TDTE1498B COMPIL 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.
TDTE1598B 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.

TDTE1698B 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.

TDTE1701A 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.

TDTE1801A 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.

TDTE1901A WORK WITH TRAVEL AGENCIES AND SALES OUTLETS
Content: Develop and negotiate the sales of tour packages; Establish and maintain network of travel agencies and sales outlets; Monitor and report tour packages sales; Review and negotiate agency and outlet agreements; Communicate and promote products and services to agencies and sales outlets.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTE1907B 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.

TDTE297B ESTIMATE/CALCULATE MASS, AREA AND QUANTIFY 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.

TDTE397B PARTICIPATE IN BASIC WORKPLACE COMMUNICATION
Content: This unit involves the skills and knowledge required to participate effectively in basic workplace communication including communicating information about routine tasks, processes, events or skills, participating in group discussions to achieve appropriate work outcomes, and representing views of a group to others.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTE497B 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.

TDTE697C COLLECT, ANALYSE AND PRESENT WORKPLACE DATA AND INFORMATION
Content: Identify required information; Prepare information for use; Explain information; Present workplace information.
Nominal Hours: 30 Hours
Assessment: 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.

TDF1097B 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.
TDTF1297B APPLY SAFE PROCEDURES WHEN HANDLING/TRANSPORTING DANGEROUS GOODS OR EXPLOSIVES
Content: Operate equipment and/or vehicle in a safe manner; Consult with relevant authorities/persons.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTF1397B COORDINATE BREAKDOWNS AND EMERGENCIES
Content: Evaluate breakdown and/or emergency situation; Consult with relevant persons and authorities; Coordinate breakdown and/or emergency situation; Complete documentation.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTF1498B DEVELOP AND MAINTAIN A SAFE WORKPLACE
Content: Plan and implement safety requirements; Inform and train personnel on OHS legislation, codes and standards; Establish and maintain procedures for assessing and controlling safety risks; Monitor, adjust and report safety performance; Evaluate the occupational health and safety system and related policies, procedures and programs; Investigate and report non-conformance; Establish and maintain a system for OHS records.
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTF1801A 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.

TDTF1901A ENSURE A SAFE ON-BOARD PASSENGER AND WORKING ENVIRONMENT
Content: Perform checks and inspections; Rectify and report work hazards and non-compliances; Complete documentation.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTF197B FOLLOW OHS PROCEDURES
Content: Follow workplace procedures for hazard identification and risk control; Contribute to arrangements for the management of occupational health and safety; Complete occupational health and safety records.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTF2101A RESPOND TO TRAIN-DRIVING EMERGENCIES AND ABNORMAL SITUATIONS
Content: Identify emergency or abnormal situation; Respond to emergency or abnormal situations; Arrange follow-on support and assistance; Communicate with staff and passengers.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTF2201A IMPLEMENT/MONITOR PROCEDURES WHEN WAREHOUSING/STORING DANGEROUS GOODS AND/OR HAZARDOUS SUBSTANCES
Content: Access/provide information on legislative requirements, workplace policies and procedures; Implement and monitor procedures for identifying and assessing hazards; Implement and monitor procedures for controlling risks.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTF2897B 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.

TDTF397B IMPLEMENT AND MONITOR OHS PROCEDURES
Content: Access information about OHS and the workplace policies and procedures; Implement and monitor procedures for identifying and assessing hazards; Implement and monitor procedures for controlling risks; Plan and supervise housekeeping arrangements; Implement and monitor procedures for dealing with hazardous events.
Nominal Hours: 30 Hours
Assessment: 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.

TDTF5101A APPLY ‘CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK’ TO TRAIN DRIVING
Content: Apply train-driving rules; Apply communication protocols; Use and interpret radio, hand, light and flag commands; Follow train authority protocols; Comply with signals and track-side signs; Follow track work protocols; Follow track work rules; Maintain safeworking records; Take required action during a major emergency; Take required action in a range of train-driving situations.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTF5201A APPLY ‘CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK’ TO TRAIN CONTROLLING
Content: Apply train controlling rules; Apply communication protocols; Follow train authority protocols; Follow track work protocols; Take required action in a range of train controlling situations; Follow procedures related to fixed signals; Take required action during a major emergency; Maintain safeworking records.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**TDTF5401A APPLY 'CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK' TO SHUNTING ON THE NETWORK**

Content: Apply communication protocols; Use and interpret radio, hand, light and flag commands; Follow track working rules; Take required action in a range of shunting situations; Maintain safeworking records.

Nominal Hours: 20 Hours

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

**TDTF5801A APPLY SAFEWORKING RULES AND REGULATIONS TO RAIL OPERATIONS**

Content: Apply safeworking rules and regulations; Apply communication protocols; Use and interpret radio, hand, light and flag commands; Follow safeworking protocols; Take action in the event of unsafe situations or emergencies.

Nominal Hours: 40 Hours

Assessment: 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.

**TDTG197B 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.

**TDTG297B LEAD WORK TEAM OR GROUP**

Content: Participate in team/group planning; Manage and develop team/group performance; Participate in and facilitate the work team/group; Document and review work team/group tasks.

Nominal Hours: 40 Hours

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

**TDTG598B ORGANISE TRANSPORT WORKLOAD**

Content: Organise and accept responsibility for own workload; Participate in identifying and meeting own learning needs; Plan and organise a personal daily routine.

Nominal Hours: 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.

**TDTG698B 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.

**TDTG701A WORK IN A SOCIALLY DIVERSE ENVIRONMENT**

Content: Communicate with customers and colleagues from diverse backgrounds; Deal with cross-cultural misunderstandings.

Nominal Hours: 20 Hours

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

**TDTGCS001A 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: As per accredited training package documentation

**TDTCST03A PROCESS CUSTOMER COMPLAINTS**

Content: This unit involves the skills and knowledge required to handle negative feedback/complaints from customers, whether formal or informal. It would typically apply to that part of a person's role where they have responsibility for or may be more concerned with the processing of customer service complaints. This is a 'tactical' type of responsibility, as it is primarily about accepting responsibility for the processing of customer complaints.
Nominal Hours: 10 hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDT197C INTERPRET ROAD MAPS AND NAVIGATE PRE-DETERMINED ROUTES
Content: Identify and determine the pre-planned route; Complete necessary 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.

TDT297C 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.

TDT398B 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.

TDT401A 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.

TDT160A 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.

TDT170A 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.

TDT197C COORDINATE QUALITY CUSTOMER SERVICE
Content: Plan to meet internal and external customer requirements; Ensure delivery of quality service; Monitor, adjust and report customer service.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDT297C 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.

TDT397B 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.

TDT598B MARKET SERVICES AND PRODUCTS TO CLIENTS
Content: Recognise opportunities to promote products and services; Establish and maintain contact with clients; Negotiate sales; Close sales.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDT698B PROVIDE FREIGHT FORWARDING SERVICES TO CUSTOMERS
Prerequisite(s) Nil
Content: Deal with customer freight forwarding inquiries; Explain the process of freight forwarding.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDT797C 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.

TDT898B 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.

TDT998B 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.
TDTJ197B 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.

TDTJ297B 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.

TDTJ398B APPLY GRAIN PROTECTION MEASURES
Content: Prepare for application of pest control measures; Apply pest control measures; Ventilate fumigated storages; Maintain records.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTJ498B 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.

TDTJ598B SAMPLE, INSPECT AND TEST PRODUCTS TO SPECIFICATIONS
Content: Establish specifications and test procedures; Select evidence; Conduct and interpret tests; Report findings.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTJ698B 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.

TDTK197B USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE
Content: Identify infotechnology/computer equipment and systems; Set up and shut down equipment for use; Input, store, retrieve and present files/data; Implement workplace procedures for management and security of data.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTK397B 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.

TDTK798B 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.

TDTL1098B 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.

TDTL1298B APPLY WORKPLACE KNOWLEDGE TO PLAN IMPROVEMENTS TO OPERATIONS
Content: Analyse work flow in the workplace in relation to productivity; Coordinate and advise on work practices; Identify industrial relations processes which affect the workplace and the operations of its various zones; Organise staff and equipment to complete specific tasks; Assist the team to maintain workplace security.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTL197B COMPLETE WORKPLACE ORIENTATION/INDUCTION PROCEDURES
Content: Identify major areas of the workplace in terms of functions, organisational structures and occupations; Organise and accept responsibility for own workload; Apply ethical practices; Receive and act constructively on personal feedback; Participate in identifying and meeting own learning needs; Plan and organise a personal daily routine.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTL2098B DEVELOPMENT AND MAINTAIN OPERATIONAL PROCEDURES FOR TRANSPORT AND DISTRIBUTION ENTERPRISES
Content: Plan and develop operational procedures; Monitor the implementation of the operational procedure(s); Evaluate the implementation of operational procedures.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTL2198B COORDINATE THE ERECTION AND DISMANTLING OF TEMPORARY STORAGE FACILITIES
Content: Plan for erection of temporary storage facility; Erect temporary storage facility; Dismantle temporary storage facility after outloading.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
TDTL297B UNDERTAKE EMPLOYEE PAYROLL ACTIVITIES
Content: Compile and verify payroll data; Record payroll data; Organise payment of wages and salaries.
Nominal Hours: 20 Hours
Assessment: 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 store 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.

TDTL397B CONDUCT INDUCTION PROCESS
Content: Outline the relationship between employee and the company; Establish requirements of position; Complete relevant workplace documentation.
Nominal Hours: 20 Hours
Assessment: 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
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 disablement.
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.

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 despatch 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.

TDTP1098B ASSESS LIFT REQUIREMENTS AND PROVIDE QUOTATION  
Content: Establish customer requirements; Determine credit rating of customer; Identify scope of work; Specify job requirements and methods with customers; Document quotation.  
Nominal Hours: 30 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTP197B DEVELOP PLANS TO MEET CUSTOMER AND ORGANISATION NEEDS  
Content: Contribute to strategic planning; Analyse market needs; Contribute to business documentation; Communicate to other members of the organization.  
Nominal Hours: 30-40 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTP297B FACILITATE AND CAPITALISE ON CHANGE IN THE WORKPLACE  
Content: Participate in planning the introduction of change; Develop creative and flexible approaches to solutions; Manage emerging challenges and opportunities.  
Nominal Hours: 50 Hours  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTP598B MANAGE WORKPLACE INFORMATION  
Content: Identify and source information needs; Collect, analyse and report information; Use management information systems; Contribute to the preparation of operational plans; Prepare resource proposals.  
Nominal Hours: 60 Hours

FACULTY OF TECHNICAL AND TRADES INNOVATION
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.

**TDTR198B 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.

**TDTR298B 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.

**TDTT1098B 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.

**TDTT198B 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.

TDTT998B 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.

TDTU101A 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.

TDTU701A 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.
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.

**THHGLE10B MANAGE WORKPLACE RELATIONS**

**Content:** This unit deals with the skills and knowledge required to manage workplace relations from an industrial relations perspective. It focuses on the skills and knowledge needed by frontline managers, owners/managers of small businesses and human resource specialists. A more strategic approach to overall employee relations is found in the unit BSBHR603A Manage employee relations strategies and plans in the Business Services Training Package.

**Nominal Hours:** 60 Hours

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

**VBN087 FINANCIAL TRANSACTIONS AND RECORDS MAINTENANCE**

**Content:** This unit involves the skills and knowledge required to calculate lesson fees, handle payment transactions, and maintain records for accounting purposes.

**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.

**VBN088 IMPLEMENT DRIVER TRAINING**

**Content:** This unit involves developing, delivering and reviewing a systematic driving program for the learner driver.

**Nominal Hours:** 65 Hours

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

**VBN089 ORIENTATION TO MOTOR VEHICLE INSTRUCTION INDUSTRY**

**Content:** This unit involves the skills and knowledge required to complete workplace orientation procedures when commencing work as a motor vehicle driving instructor, including identifying major areas of the workplace in terms of functions, organisational structures and occupations, legislation and regulations.

**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.

**VBN090 VEHICLE PRESENTATION AND LEFT SEAT CONTROLS**

**Content:** This unit involves the skills and knowledge required to appropriately present the vehicle.

**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.

**VBUQ205 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 NPE 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.

**VBUQ206 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.

**VBUQ207 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.

**WFSAB0101A PROCESS FUNERAL SERVICES INDUSTRY DOCUMENTATION**

**Content:** Complete and check documentation; Submit, store and dispose of 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.

**WFSBCR310A PERFORM MANUAL GRAVEDIGGING**

**Content:** This unit covers the ability to manually dig a grave in a safe manner that minimises the risk of grave collapse. It is applicable to cemetery and crematoria staff involved in burial works as part of their role and involves working under supervision as part of a team with some responsibility.

**Nominal Hours:** 20 Hours

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

**WFSBCR311A PERFORM GRAVE PROBES**

**Content:** This unit covers the ability to assess a gravesite and identify the appropriate gravedigging method required and then prepare the site for digging. It is applicable to cemetery and crematoria staff involved in burial works as part of their role and involves working under supervision as part of a team with some responsibility.

**Nominal Hours:** 10 Hours

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

**WFSBCR312A PERFORM A GRAVE COLLAPSE CONSOLIDATION**

**Content:** This unit covers the ability to identify the cause of a grave collapse, to make safe the ground surrounding the grave and to consolidate a collapsed grave safely. It is applicable to experienced cemetery and crematoria staff and involves working under supervision as part of a team with some responsibility.

**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.

**WFSBCR315A PERFORM A GRAVE COLLAPSE CONSOLIDATION**

**Content:** This unit covers the ability to consolidate a collapsed grave safely. It is applicable to experienced cemetery and crematoria gravedigging staff and involves working under supervision as part of a team with some responsibility.

**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.

**WFSBCR316A RE-OPEN A GRAVE**

**Content:** This unit covers the ability to re-open graves in accordance with legislation and regulations, OHS procedures and hygiene and infection control procedures. It is applicable to cemetery and crematoria staff involved in burial works as part of their role and involves working under supervision as part of a team with some responsibility.

**Nominal Hours:** 30 Hours

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

**WFSBCR317A PERFORM EXHUMATIONS**

**Content:** This unit covers the ability to exhume burial sites in accordance with OHS procedures, applicable legislation and regulations and hygiene and infection control practices. It is applicable to experienced cemetery and crematoria gravedigging staff and involves working under supervision as part of a team with some responsibility.

**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.

**WFSBGM201A PROVIDE GENERAL GROUNDS CARE**

**Content:** This unit covers the ability to carry out the basic maintenance of grassed areas and planted areas such as garden beds and landscape works. It is applicable to cemetery and crematoria staff involved in grounds maintenance and involves working under supervision where choice of actions required is made quite clearly by supervisors.

**Nominal 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.

**WFSBGM204A CARRY OUT GENERAL MAINTENANCE ACTIVITIES**

**Content:** This unit covers the ability to undertake maintenance of properties and structures where the specialist skills of another trade are either not warranted or available. It is applicable to cemetery and crematoria staff involved in grounds maintenance and is likely to be under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required.

**Nominal Hours:** 20 Hours

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

**WFSBGM302A INSTALL BRICK OR BLOCK STRUCTURES AND FEATURES**

**Content:** This unit covers the ability to install brick structures and features as a component of landscape project works. It is applicable to cemetery and crematoria staff involved in grounds maintenance and is likely to be under limited supervision from others with checking only
related to overall progress. The installation of brick structures and features is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, organisation of work and achievement of outcomes within time constraints.

**Nominal Hours:** 65 Hours

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

**WFSBGM303A CARRY OUT PLASTER WORK**

**Content:** This unit covers the ability to carry out basic plaster work and repairs to required standards and following OHS regulations. It is applicable to cemetery and crematoria staff involved in property and grounds maintenance and involves working under routine supervision with a moderate level of responsibility.

**Nominal Hours:** 30 Hours

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

**WFSCCR101A COMMUNICATE APPROPRIATELY WITH COLLEAGUES AND CLIENTS**

**Content:** Demonstrate appropriate communication techniques; Demonstrate effective verbal communication; Demonstrate effective telephone communication; Demonstrate effective written communication.

**Nominal Hours:** 40 Hours

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

**WFSCCR102A DEAL WITH GRIEF AND TRAUMA**

**Content:** Interact with grieving clients; Provide support for colleagues in grief situations; Deal with personal grief.

**Nominal Hours:** 20 Hours

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

**WFSCCR201A PROVIDE SERVICE TO CUSTOMERS**

**Content:** Deal with customer enquiries; Handle customer feedback and complaints; Exercise judgement to resolve issues.

**Nominal Hours:** 20 Hours

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

**WFSPCS101A WORK EFFECTIVELY IN THE FUNERAL SERVICES INDUSTRY**

**Content:** Develop professional knowledge and skills; Identify and comply with workplace requirements; Manage daily work activities; Work effectively with others.

**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.

**WFSPCS103A CARRY OUT GRAVE DIGGING AND GROUNDS MAINTENANCE OHS PROCEDURES**

**Content:** This unit is designed for grave diggers and grounds maintenance workers and covers the ability to apply relevant OHS legislation and codes of practice, including safety, security and emergency procedures, manual handling procedures and working in confined spaces.

**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.

**WFSTVM201A CARRY OUT WORKPLACE MEASUREMENTS AND CALCULATIONS**

**Content:** This unit covers the ability to perform routine measurements and calculations for industry related operations. It is applicable to coffin and casket manufacturing staff and cemetery and crematoria staff involved in burials or grounds maintenance activities as part of their role. This unit is based upon the unit PMBCALC01A from the Plastics, Rubber and Cablemaking Training Package but has been modified to better suit the needs of the Funeral Services Industry. It has been agreed, however, that achievement of this unit meets all requirements of the unit upon which it has been based.

**Nominal Hours:** 20 Hours

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

**WFSTVM203A INSPECT AND MAINTAIN VEHICLES AND EQUIPMENT**

**Content:** This unit covers the ability to carry out standard vehicle and equipment checks, clean and detail vehicles and equipment and carry out minor maintenance and repairs. It covers all general purpose, transfer and funeral vehicles as well as ride-on vehicles and trailed/mounted equipment and is applicable to both funeral home and cemetery and crematoria staff. It involves working semi-autonomously under direction.

**Nominal Hours:** 20 Hours

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

**WFSTVM204A OPERATE RIDE-ON VEHICLES AND TRAILED/MOUNTED EQUIPMENT**

**Content:** This unit covers the ability to inspect and operate a range of ride-on mowers, tractors and small ride-on vehicles. It is applicable to cemetery and crematoria staff involved in grounds maintenance activities as part of their role and work is likely to be under direct supervision with regular checking.

**Nominal Hours:** 20 Hours

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

DIPLOMA OF INFORMATION TECHNOLOGY (COMPUTER SCIENCE)
Course Code: 21378VIC

Campus: Only delivered offshore

Career Opportunities
Help desk operator, programmer, software developer, systems designer, systems analyst, applications developer and networking administrator.

Scope of Delivery
Full-time or part-time. No new intake, course being phased out.

Course Objective
The course skills those wishing to pursue a career in the information technology industry involving the application of analytical skills across a range of environments including statistics, data analysis, quality improvement analysis, market research and forecast, operations research, production planning, production scheduling, simulation studies, transportation, financial modelling and investment analysis.

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

Course Duration
Full-time over 930 hours or part-time equivalent.

Course Structure

<table>
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<th>Unit Code</th>
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Elective Units of Study

Units totaling at least 130 nominal hours, from one of the following elective groups:

GROUP A
- ICAITS030B INSTALL SOFTWARE TO NETWORKED COMPUTERS 40
- ICAITS120B ADMINISTER AND CONFIGURE A NETWORK OPERATING SYSTEM 50
- ICAITIO97B INSTALL AND CONFIGURE A NETWORK 40

GROUP B
- ICAITS032B PROVIDE NETWORK SYSTEM ADMINISTRATION 40
- ICAITS112B OPTIMISE SYSTEM PERFORMANCE 30
- ICAITS118B MANAGE SYSTEM SECURITY 50
- ICAITS119B MONITOR AND ADMINISTER SYSTEMS SECURITY 50

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

Unit Code   Hours
Core Units of Study
UTENES050A IDENTIFY AND SELECT COMPONENTS/ACCESSORIES/MATERIALS FOR ELECTROTECH WORK ACTIVITIES 80
UTENES056A APPLY TECHNOLOGIES AND CONCEPTS TO ELECTROTECH WORK ACTIVITIES 100
VBP118 CARRY OUT A SHARED TECHNOLOGY PROJECT 60

Specialisation Streams
Subject to availability (select a minimum of 150 hours from at least two different specialisations).

Computer System Networks
VBP119 PERFORM BASIC NETWORK AND COMPUTER ASSEMBLY 30
VBP120 PERFORM BASIC NETWORK AND COMPUTER MAINTENANCE 30
VBP121 INSTALL AND CONFIGURE BASIC NETWORK AND COMPUTER OPERATING SYSTEMS 40
ICAIT5032B PROVIDE NETWORK SYSTEM ADMINISTRATION 40
ICTTC136A INSTALL, MAINTAIN AND MODIFY CUSTOMER PREMISES COMMUNICATION CABLING- ACA RESTRICTED RULE 60
VBP122 INSTALL AND TEST A HOME ENTERTAINMENT SYSTEM 30

Wireless Communications
VBP123 BUILD A SMALL WIRELESS LAN 30
VBP124 INSTALL AND TEST A WIRELESS INTERCOM SYSTEM 30
VBP125 CONDUCT SITE SURVEY FOR A WIRELESS NETWORK 30
VBP126 SET UP AND OPERATE A WIRELESS COMMUNICATIONS LINK 30
VBP127 INSTALL COMMUNICATIONS ANTENNAE 30

Energy Generation
VBP136 OPERATE A SMALL POWER SUPPLY SYSTEM 30
VBP137 ASSEMBLE AND CONNECT AN EXTRA LOW VOLTAGE BATTERY POWER SOURCE 30
VBP138 MAINTAIN RECHARGEABLE BATTERY SYSTEMS 30
VBP139 IDENTIFY AND LOCATE BUILDING BLOCKS OF A CENTRALISED POWER GENERATION SYSTEM 30
VBP140 SET UP AN EXTRA LOW VOLTAGE EMERGENCY POWER SUPPLY SYSTEM (NOT EXCEEDING 32V) 30
VBP141 INSTALL A SUSTAINABLE EXTRA LOW VOLTAGE ENERGY POWER SYSTEM 30

Robotics and Embedded Controllers
VBP128 SET UP AND TEST AN EMBEDDED CONTROL SYSTEM 30
VBP129 TEST AND VERIFY CORRECT OPERATION OF A “BY-WIRE” CONTROL SYSTEM 30
VBP130 IMPLEMENT A DIGITAL CIRCUIT USING A PROGRAMMABLE LOGIC DEVICES (PLD) 30
VBP131 CONSTRUCT AND CONFIGURE A BASIC ROBOTIC SYSTEM 30
VBP132 PROGRAM A BASIC ROBOTIC SYSTEM 30

Photonics
ICTTC010C PLACE, SECURE AND TERMINATE OPTICAL FIBRE CABLE 30
VBP133 PLAN AND BUILD A SYSTEM USING PHOTONIC EQUIPMENT 30
VBP134 USE PHOTONIC EQUIPMENT IN ENGINEERING TECHNOLOGY 30
VBP135 USE PHOTONIC EQUIPMENT IN COMMUNICATIONS TECHNOLOGY 30

CERTIFICATE IV IN TELECOMMUNICATIONS (TECHNICIAN)
Course Code: 21743VIC

Campus: Sunshine
Career Opportunities
Telecommunications Technician.
Scope of Delivery
Full-time, Part-time, Flexible delivery.
Course Objective
To provide industry with a multi-skilled technician with a broad range of Telecommunications and Information Technology skills who can install, maintain and alter all telecommunications customer systems and general equipment in customer premises and some linked network locations in a converging environment.
Entry Requirements
The student will be employed as an apprentice.
Course Duration
An apprentice will study one day (8 hours) per week for three years.

Course Structure

Unit Code   Hours
Core Units of Study
ICAUI128A OPERATE A PERSONAL COMPUTER 30
ICAUI301A INSTALL AND MANAGE A NETWORK 40
ICAUI407A INSTALL AND CONFIGURE A NETWORK 40
ICAT3025A RUN STANDARD DIAGNOSTIC TESTS 20
ICAU2013A INTEGRATE COMMERCIAL COMPUTING PACKAGES 30
ICTTC005C INSTALL CABLE SUPPORT SYSTEMS 60
ICTTC006C PLACE AND SECURE CABLE 60
ICTTC008C TERMINATE METALLIC CONDUCTOR CABLE 60
ICTTC022C ORGANISE AND MONITOR CABLING TO ENSURE COMPLIANCE WITH REGULATORY AND INDUSTRY STANDARDS 60
ICTTC049C INSTALL CUSTOMER PREMISES SYSTEMS AND EQUIPMENT 60
ICTTC053C TRAIN CUSTOMERS 40
ICTTC071C INSTALL PAY TV SET TOP UNIT 80
ICTTC088C LOCATE AND RECTIFY NETWORK FAULTS ON A FIRST IN BASIS 60
ICTTC089C REPAIR AND REPLACE TELECOMMUNICATIONS NETWORK HARDWARE 80
ICTTC101C LOCATE AND DIAGNOSE ELECTRONIC FAULTS 60
ICTTC140A USE HAND AND POWER TOOLS 40
### CERTIFICATE IV IN ELECTRICAL

**Course Code:** 21767VIC

**Campus:** Sunshine

**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**

#### Stream 1 Electrical Business Management and Contracting

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#### Stream 2 Programmable Logic Controllers

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#### Stream 3 Motor Control

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#### Stream 4 Industrial Control

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### 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

Unit Code | Hours
--- | ---
ICAU1128A | 30
ICAU1129A | 30
ICAU1133A | 25

Elective Units of Study
Achieve three electives chosen from the list below.

- ICAU1130A OPERATE A SPREADSHEET APPLICATION 30
- ICAU1131A OPERATE A DATABASE APPLICATION 40
- ICAU1132A OPERATE A PRESENTATION PACKAGE 25
- ICAU1204A LOCATE AND USE RELEVANT ONLINE INFORMATION 20
- ICAU1211A OPERATE ACCOUNTING APPLICATIONS 30
- ICAU1213A CONDUCT ON-LINE TRANSACTIONS 10
- ICAU2005A OPERATE COMPUTER HARDWARE 20
- ICAU2006A OPERATE COMPUTING PACKAGES 60
- ICAU2013A INTEGRATE COMMERCIAL COMPUTING PACKAGES 30
- ICAW2002A 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

Unit Code | Hours
--- | ---
BSBCMN106A | 20
ICAD2012A | 40
ICAU2005A | 20
ICAU2006A | 60
ICAU2013A | 30
ICAU2231A | 20
ICA20105 Electives list above; and or
ICAU2013A INTEGRATE COMMERCIAL COMPUTING PACKAGES 30
ICA2007A MAINTAIN EQUIPMENT AND CONSUMABLES 20
ICAU2013A INTEGRATE COMMERCIAL COMPUTING PACKAGES 30
ICAW2002A COMMUNICATE IN THE WORKPLACE 20

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, CU03 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.
SCHOOL OF IT AND ELECTROTECHNOLOGY

Unit Code | Description | Hours
---|---|---
ICAD2003A | RECEIVE AND PROCESS ORAL AND WRITTEN COMMUNICATION | 20
ICAD3218A | CREATE USER DOCUMENTATION | 20
ICAI2015A | INSTALL SOFTWARE APPLICATIONS | 20
ICAI3021A | CONNECT INTERNAL HARDWARE COMPONENTS | 20
ICAS2008A | MAINTAIN INVENTORIES FOR EQUIPMENT, SOFTWARE AND DOCUMENTATION | 10
ICAS2009A | INTERACT WITH CLIENTS | 20
ICAS2010A | APPLY PROBLEM SOLVING TECHNIQUES TO ROUTINE MALFUNCTIONS | 20
ICAS2014A | CONNECT HARDWARE PERIPHERALS | 20
ICAS2016A | RECORD CLIENT SUPPORT REQUIREMENTS | 10
ICAS2017A | MAINTAIN SYSTEM INTEGRITY | 20
ICAS2243A | DETECT AND PROTECT FROM SPAM AND DESTRUCTIVE SOFTWARE | 10
ICAS3034A | DETERMINE AND ACTION NETWORK PROBLEMS | 30
ICAS3115A | MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER | 20
ICAS3121A | ADMINISTER NETWORK PERIPHERALS | 20
ICAS3234A | CARE FOR COMPUTER HARDWARE | 20
ICAT3025A | RUN STANDARD DIAGNOSTIC TESTS | 20
ICAU1128A | OPERATE A PERSONAL COMPUTER | 30
ICAU2007A | MAINTAIN EQUIPMENT AND CONSUMABLES | 20
ICAU3004A | APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES | 20
ICAU3019A | MIGRATE TO NEW TECHNOLOGY | 20
ICAW2011A | WORK INDIVIDUALLY OR AS A TEAM MEMBER TO ACHIEVE ORGANISATIONAL GOALS | 20
ICPKN315A | APPLY KNOWLEDGE AND REQUIREMENTS OF THE MULTIMEDIA SECTOR | 60
ICPM263A | ACCESS AND USE THE INTERNET | 40

CERTIFICATE III IN INFORMATION TECHNOLOGY (SOFTWARE APPLICATIONS)

Course Code: ICA30105

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

Career Opportunities

Career Opportunities

Scope of Delivery
Full-time, Part-time, Onshore international students.

Course Objectives
Provides the skills and knowledge for an individual to be competent in introductory ICT ‘technical’ functions and to support information activities in the workplace. Attain self-sufficiency as an advanced ICT ‘user’

Entry Requirements
Prerequisite knowledge and skills equivalent to the following units as they contain the basic fundamentals of ICT knowledge and skills for all qualifications at Certificate III in IT and above:

Unit Code | Description | Hours
---|---|---
BSBCM106A | FOLLOW WORKPLACE SAFETY PROCEDURES | 20
ICAD3218A | DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES | 40
ICAU1128A | OPERATE A PERSONAL COMPUTER | 30
ICAU2005A | OPERATE COMPUTER HARDWARE | 20
ICAU2006A | OPERATE COMPUTING PACKAGES | 60
ICAU2013A | INTEGRATE COMMERCIAL COMPUTING PACKAGES | 30
ICAU2231A | USE COMPUTER OPERATING SYSTEM | 20
ICAW2001A | WORK EFFECTIVELY IN AN IT ENVIRONMENT | 20
ICAW2002A | COMMUNICATE IN THE WORKPLACE | 20

Course Duration
The course may be offered on over six months full-time or part-time equivalent.

Course Structure
Complete all core and elective units of study as outlined below

Unit Code | Description | Hours
---|---|---
ICAD2003A | RECEIVE AND PROCESS ORAL AND WRITTEN COMMUNICATION | 20
ICAD3218A | CREATE USER DOCUMENTATION | 20
ICAI2015A | INSTALL SOFTWARE APPLICATIONS | 20
ICAI3021A | CONNECT INTERNAL HARDWARE COMPONENTS | 20
ICAS2008A | MAINTAIN INVENTORIES FOR EQUIPMENT, SOFTWARE AND DOCUMENTATION | 10
ICAS2009A | INTERACT WITH CLIENTS | 20
ICAS2010A | APPLY PROBLEM SOLVING TECHNIQUES TO ROUTINE MALFUNCTIONS | 20
ICAS2014A | CONNECT HARDWARE PERIPHERALS | 20
ICAS2016A | RECORD CLIENT SUPPORT REQUIREMENTS | 10
ICAS2017A | MAINTAIN SYSTEM INTEGRITY | 20
ICAS2243A | DETECT AND PROTECT FROM SPAM AND DESTRUCTIVE SOFTWARE | 10
ICAS3034A | DETERMINE AND ACTION NETWORK PROBLEMS | 30
ICAS3115A | MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER | 20
ICAS3121A | ADMINISTER NETWORK PERIPHERALS | 20
ICAS3234A | CARE FOR COMPUTER HARDWARE | 20
ICAT3025A | RUN STANDARD DIAGNOSTIC TESTS | 20
ICAU1128A | OPERATE A PERSONAL COMPUTER | 30
ICAU2007A | MAINTAIN EQUIPMENT AND CONSUMABLES | 20
ICAU3004A | APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES | 20
ICAU3019A | MIGRATE TO NEW TECHNOLOGY | 20
ICAW2011A | WORK INDIVIDUALLY OR AS A TEAM MEMBER TO ACHIEVE ORGANISATIONAL GOALS | 20
ICPKN315A | APPLY KNOWLEDGE AND REQUIREMENTS OF THE MULTIMEDIA SECTOR | 60
ICPM263A | ACCESS AND USE THE INTERNET | 40

Specialist Stream Units Of Study
Complete a minimum of one of the following specialist core streams:
(4 specialist core stream units – Applications, or
6 specialist core stream units – Network Administration, or
5 specialist core stream units – Support;)

SPECIALIST CORE STREAM – APPLICATIONS (4 UNITS)

Unit Code | Description | Hours
---|---|---
ICAU3019A | MIGRATE TO NEW TECHNOLOGY | 20
ICAU3028A | CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS | 60
ICAU3126A | USE ADVANCED FEATURES OF COMPUTER APPLICATIONS | 40
ICAI3110A | IMPLEMENT SYSTEM SOFTWARE CHANGES | 20

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Unit Code   Hours
SPECIALIST CORE STREAM – NETWORK ADMINISTRATION (6 UNITS)
ICAI3101A   INSTALL AND MANAGE A NETWORK 40
ICAS3032A   PROVIDE NETWORK SYSTEMS ADMINISTRATION 20
ICAS3034A   DETERMINE AND ACTION NETWORK PROBLEMS 30
ICAS3120A   CONFIGURE AND ADMINISTER A NETWORK OPERATING SYSTEM 50
ICAS3121A   ADMINISTER NETWORK PERIPHERALS 20

SPECIALIST CORE STREAM – SUPPORT (5 UNITS)
ICAI3021A   CONNECT INTERNAL HARDWARE COMPONENTS 20
ICAS3024A   PROVIDE BASIC SYSTEM ADMINISTRATION 20
ICAS3115A   MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER 20
ICAU3019A   MIGRATE TO NEW TECHNOLOGY 20
ICTCC330A   MANAGE CUSTOMER RELATIONSHIP 35

Elective Units of Study
A minimum of two elective units from the following sources:
Other ICA30105 streams not already selected; and/or
ICAS30115 electives listed in the ICA05 Training Package
A minimum of two elective units from the following sources:
Any of the core or elective units listed for the Certificate III in Information Technology (ICA30105) and/or
Preferred Training Packages (at Certificate III or Certificate IV) (BSB01 Business Services; ICT02 Telecommunications; CUF01 Film,
TV, Radio and Multimedia; ICP05 Printing and Graphic Arts; WRR02 Retail; CUV03 Visual Arts, Craft and Design) and/or
any other Training Package (at Certificate III or Certificate IV) based on documented industry or enterprise need
ICAB3018A   DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS 60
ICAB4135A   CREATE A SIMPLE MARK UP LANGUAGE DOCUMENT TO SPECIFICATION 20
ICAB4169A   USE DEVELOPMENT SOFTWARE AND IT TOOLS TO BUILD A BASIC WEBSITE 20
ICAG4225A   AUTOMATE PROCESSES 40
ICAD4170A   MAINTAIN INFORMATION STANDARDS 20
ICAD4217A   CREATE TECHNICAL DOCUMENTATION 20
ICAI4021A   CONNECT INTERNAL HARDWARE COMPONENTS 20
ICAI4029A   INSTALL NETWORK HARDWARE TO A NETWORK 40
ICAI4030A   INSTALL SOFTWARE TO NETWORKED COMPUTERS 40
ICAI4097A   INSTALL AND CONFIGURE A NETWORK 40
ICAS4108A   COMPLETE DATABASE BACK-UP AND RECOVERY 30
ICAS4127A   SUPPORT SYSTEM SOFTWARE 50
ICAS4134A   PROVIDE FIRST-LEVEL REMOTE HELP DESK SUPPORT 30
ICAS4191A   MAINTAIN WEBSITE PERFORMANCE 30
ICAS4201A   TRANSFER CONTENT TO A WEBSITE USING COMMERCIAL PACKAGES 20
ICAT4185A   CREATE A WEBSITE TESTING PROCEDURE 20
ICAU4207A   APPLY WEB AUTHORING TOOL TO CONVERT CLIENT DATA FOR WEBSITES 20
ICTCC330A   MANAGE CUSTOMER RELATIONSHIP 35

CERTIFICATE IV INFORMATION TECHNOLOGY (SUPPORT)
Course Code: ICA40205

Campus: TBC
Career Opportunities
Computer Technician, Database Administrator, Help Desk Specialist, ICT Support & System Service Engineer, Information Centre Specialist,
Information Systems Operator, Network Support Technician, PC Network Engineer, PC Support Technician, Product Support Engineer, Systems
Administrator, Systems Engineer and Technical Support.

Scope of Delivery
Full-time, Part-time, Trainee, workplace delivery.

Course Objective
This qualification provides the skills and knowledge for an individual to be competent in a variety of information technology support roles including
database administration.

Entry Requirements
Applicants will need to successfully complete the Certificate III in Information Technology ICA30105 or be of mature age to apply

Course Duration
One year full time study.

Course Structure
Unit Code   Hours
Core Units of Study
BSBCM304A CONTRIBUT TO PERSONAL SKILL DEVELOPMENT AND LEARNING 30
ICAA4041A DETERMINE AND CONFIRM CLIENT BUSINESS EXPECTATIONS AND NEEDS 40
ICAB4225A AUTOMATE PROCESSES 40
ICAD4043A DEVELOP AND PRESENT A FEASIBILITY REPORT 30
ICAD4217A CREATE TECHNICAL DOCUMENTATION 20
ICAS4022A DETERMINE AND ACTION CLIENT COMPUTING PROBLEMS 40
ICAS4106A ACTION AND COMPLETE CHANGE REQUESTS 40
ICAS4113A IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS 30
ICAS4114A IMPLEMENT MAINTENANCE PROCEDURES 10
ICAT4221A LOCATE EQUIPMENT, SYSTEM AND SOFTWARE FAULTS 20
ICAW4214A MAINTAIN ETHICAL CONDUCT 20
PSPPM402B IMPLEMENT SIMPLE PROJECTS 65
SCHOOL OF IT AND ELECTROTECHNOLOGY

Unit Code   Hours
Specialist Stream Units of Study
Achieve all units in 1 of the 2 Specialist Core Streams (Database Administration or Help Desk)

Database Administration (6 Units)
ICAB4060A  IDENTIFY PHYSICAL DATABASE REQUIREMENTS 40
ICAB4136A  USE STRUCTURED QUERY LANGUAGE TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA 60
ICAS4107A  MANAGE RESOLUTION OF SYSTEM FAULTS ON A LIVE SYSTEM 40
ICAS4108A  COMPLETE DATABASE BACK-UP AND RECOVERY 30
ICAS4125A  MONITOR AND ADMINISTER A DATABASE 30
ICAB4170A  BUILD A DATABASE 30

Help Desk (7 Units)
ICAS4023A  PROVIDE ONE-TO-ONE INSTRUCTION 20
ICAS4033A  ASSIST WITH POLICY DEVELOPMENT FOR CLIENT SUPPORT PROCEDURES 20
ICAS4108A  EVALUATE SYSTEM STATUS 20
ICAS4134A  PROVIDE FIRST-LEVEL REMOTE HELP DESK SUPPORT 30
ICAW4027A  RELATE TO CLIENTS ON A BUSINESS LEVEL 40
ICTCC121A  USE AN ENTERPRISE INFORMATION SYSTEM 40

CERTIFICATE IV IN INFORMATION TECHNOLOGY (NETWORK MANAGEMENT)
Course Code: ICA40399
No intake in 2008
Campus: Industry Workplace.
Career Opportunities
Network Administrator.
Scope of Delivery
This course is offered as an Industry based Traineeship only.
Course Objective
The course aims to develop the knowledge and skills of students wishing to make a career in the Information Technology Industry in the areas of Network Management.
Entry Requirements
Students are to be enrolled under the New Apprenticeship Scheme as a trainee. There are no specific entry requirements for admission to the course. Applicants must be employed or about to be employed as an industry based trainee. Suggested entry level competencies are:

Unit Code   Hours
ICAITU004B  APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 20
ICAITU005B  OPERATE COMPUTER HARDWARE 20
ICAITU006B  OPERATE COMPUTING PACKAGES 60
ICAITU007B  MAINTAIN EQUIPMENT AND CONSUMABLES 20
ICAITU012B  DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES 40
ICAITU013B  INTEGRATE COMMERCIAL COMPUTING PACKAGES 40
ICAITU014B  CONNECT HARDWARE PERIPHERALS 20
ICAITU015B  INSTALL SOFTWARE APPLICATIONS 30
ICAITU017B  MAINTAIN SYSTEM INTEGRITY 20
ICAITU025B  RUN STANDARD DIAGNOSTIC TESTS 20
ICAITU031B  PROVIDE ADVICE TO CLIENTS 40
ICAITU121A  ADMINISTER NETWORK PERIPHERALS 20
ICAITU032B  PROVIDE NETWORK SYSTEM ADMINISTRATION 40
ICAITU126A  USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40
ICAITU127B  SUPPORT SYSTEM SOFTWARE 50
ICAITU128A  CREATE USER AND TECHNICAL DOCUMENTATION 20
ICAITU129A  ADMINISTER AND CONFIGURE A NETWORK OPERATING SYSTEM 50
ICAITU130A  INSTALL AND MANAGE NETWORK PROTOCOLS 40
ICAITU131A  PROVIDE BASIC SYSTEM ADMINISTRATION 20
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.

Course Duration
The course may be offered as an industry based traineeship over 620-750 nominal hours.

Course Structure

Unit Code   Hours
Core Units of Study
ICAITI097B  INSTALL AND CONFIGURE A NETWORK 40
ICAITS116B  UNDERTAKE CAPACITY PLANNING 50
ICAITS020B  INSTALL AND OPTIMISE SYSTEM SOFTWARE 20
ICAITS124B  MONITOR AND ADMINISTER NETWORK SECURITY 20
ICAITS107B  RECTIFY SYSTEM FAULTS ON A LIVE SYSTEM 30
ICAITS112B  OPTIMISE SYSTEM PERFORMANCE 30
ICAITS030B  INSTALL SOFTWARE TO NETWORKED COMPUTERS 40
ICAITS029B  INSTALL NETWORK HARDWARE TO A NETWORK 40
ICAITU128A  USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40
ICAITS034B  DETERMINE AND ACTION NETWORK PROBLEM 30
ICAITU127B  SUPPORT SYSTEM SOFTWARE 50
ICAITU100B  BUILD AN INTERNET INFRASTRUCTURE 50
ICAITS106B  ACTION AND COMPLETE CHANGE REQUESTS 60
ICAITPM129A  APPLY SKILLS IN PROJECT INTEGRATION 20
ICAITTW027B  RELATE TO CLIENTS ON A BUSINESS LEVEL 40
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Unit Code   Hours
Two from the following:

Elective Units of Study

ICPM65DA CREATE WEB PAGES WITH MULTIMEDIA 50
ICAITS110B IMPLEMENT SYSTEM SOFTWARE CHANGES 30
ICAITS114B IMPLEMENT MAINTENANCE PROCEDURES 10
ICAITS108B COMPLETE DATABASE BACK-UP AND RECOVERY 30
ICAITS113B IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS 30
BSX154L403 APPLY SKILLS IN TIME MANAGEMENT 10
BSX154L405 APPLY SKILLS IN QUALITY MANAGEMENT 30
ICAITU019C MIGRATE TO NEW TECHNOLOGY 20
ICAITS125B MONITOR AND ADMINISTER A DATABASE 30
ICAITS035C ASSIST WITH ANALYSIS OF EMERGING TECHNOLOGY 40
ICAITS115B MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER 40
ICAITS109B EVALUATE SYSTEM STATUS 20
ICAITS021B CONNECT INTERNAL HARDWARE COMPONENTS 20
ICAITS113B IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS 30
ICAITS110B COMPLETE DATABASE BACK-UP AND RECOVERY 30
ICAITS114B IMPLEMENT MAINTENANCE PROCEDURES 10
BSX154L403 APPLY SKILLS IN TIME MANAGEMENT 10
ICAITS125B MONITOR AND ADMINISTER A DATABASE 30
ICAITS035C ASSIST WITH ANALYSIS OF EMERGING TECHNOLOGY 40
ICAITS115B MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER 40
ICAITS109B EVALUATE SYSTEM STATUS 20
ICAITS021B CONNECT INTERNAL HARDWARE COMPONENTS 20
ICAITS113B IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS 30

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.

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:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tr>
<td>BSBCM106A</td>
<td>20</td>
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<tr>
<td>ICAU2012A</td>
<td>40</td>
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<tr>
<td>ICAU1128A</td>
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<tr>
<td>ICAU2005A</td>
<td>20</td>
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<tr>
<td>ICAU2006A</td>
<td>60</td>
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<tr>
<td>ICAU213A</td>
<td>30</td>
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<tr>
<td>ICAU2231A</td>
<td>30</td>
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<tr>
<td>ICAW2001A</td>
<td>20</td>
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<tr>
<td>ICAW2002A</td>
<td>20</td>
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</tbody>
</table>

Course Duration
12-18 months full time study.

Course Structure

Core Units of Study

Achieve all six core units below

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSBPM505A</td>
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<tr>
<td>ICA5056A</td>
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<tr>
<td>ICA5158A</td>
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<td>ICA5159A</td>
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<tr>
<td>ICA5111A</td>
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<tr>
<td>PSPPM502B</td>
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</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)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ICA5054A</td>
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<tr>
<td>ICA5138A</td>
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<tr>
<td>ICA5148A</td>
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<tr>
<td>ICA5151A</td>
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<tr>
<td>ICA5152A</td>
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<tr>
<td>ICA5111A</td>
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<td>BSBFLM512A</td>
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<tr>
<th>Unit Code</th>
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<tr>
<td>ICA5143A</td>
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<tr>
<td>ICA5216A</td>
<td>20</td>
</tr>
<tr>
<td>ICA5152A</td>
<td>20</td>
</tr>
<tr>
<td>ICA5111A</td>
<td>20</td>
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</tbody>
</table>

Specialist Core Stream – E-BUSINESS AND MANAGEMENT

<table>
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<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ICA5054A</td>
<td>20</td>
</tr>
<tr>
<td>ICA5138A</td>
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<tr>
<td>ICA5148A</td>
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</tr>
<tr>
<td>ICA5151A</td>
<td>30</td>
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<td>ICA5152A</td>
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</tr>
<tr>
<td>ICA5111A</td>
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Specialist Core Stream – CLIENT SUPPORT

<table>
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<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ICA5143A</td>
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<tr>
<td>ICA5216A</td>
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<td>ICA5152A</td>
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<td>ICA5111A</td>
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166
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ICAB5161A</td>
<td>BUILD A DOCUMENT USING EXTENSIBLE MARK UP LANGUAGE</td>
<td>30</td>
</tr>
<tr>
<td>ICAD5092A</td>
<td>UPDATE AND DOCUMENT OPERATIONAL PROCEDURES</td>
<td>30</td>
</tr>
<tr>
<td>ICAD5210A</td>
<td>ANALYSE INFORMATION AND ASSIGN META TAGS</td>
<td>20</td>
</tr>
<tr>
<td>ICAS5102A</td>
<td>ESTABLISH AND MAINTAIN CLIENT USER LIAISON</td>
<td>20</td>
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<tr>
<td>ICAS5103A</td>
<td>ESTABLISH AND MAINTAIN CLIENT USER LIAISON DURING SUPPORT ACTIVITY</td>
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<tr>
<td>ICAS5105A</td>
<td>COORDINATE CHANGE REQUESTS</td>
<td>20</td>
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<tr>
<td>ICAA5150A</td>
<td>EVALUATE VENDOR PRODUCTS AND EQUIPMENT</td>
<td>20</td>
</tr>
<tr>
<td>ICAB5160A</td>
<td>BUILD AND CONFIGURE A SERVER</td>
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<tr>
<td>ICAS5087A</td>
<td>ACQUIRE SYSTEM COMPONENTS</td>
<td>10</td>
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<tr>
<td>ICAS5104A</td>
<td>DETERMINE MAINTENANCE STRATEGY</td>
<td>30</td>
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<tr>
<td>ICAB5160A</td>
<td>BUILD AND CONFIGURE A SERVER</td>
<td>50</td>
</tr>
<tr>
<td>ICAS5102A</td>
<td>ESTABLISH AND MAINTAIN CLIENT USER LIAISON</td>
<td>20</td>
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<tr>
<td>ICAS5103A</td>
<td>ESTABLISH AND MAINTAIN CLIENT USER LIAISON DURING SUPPORT ACTIVITY</td>
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<tr>
<td>ICAS5105A</td>
<td>COORDINATE CHANGE REQUESTS</td>
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<tr>
<td>ICAB5159A</td>
<td>BUILD A SECURITY SHIELD FOR A NETWORK</td>
<td>40</td>
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<tr>
<td>ICAS5173A</td>
<td>INSTALL AND CONFIGURE A SINGLE-SEGMENT LOCAL AREA NETWORK SWITCH</td>
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<tr>
<td>ICAS5176A</td>
<td>INSTALL AND CONFIGURE ROUTER</td>
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<tr>
<td>ICAB5062A</td>
<td>PERFORM DATA CONVERSION</td>
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</tr>
<tr>
<td>ICAB4229A</td>
<td>APPLY INTERMEDIATE PROGRAMMING SKILLS IN ANOTHER LANGUAGE</td>
<td>60</td>
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<tr>
<td>ICAB5228A</td>
<td>MAINTAIN FUNCTIONALITY OF LEGACY CODE PROGRAMS</td>
<td>40</td>
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<tr>
<td>ICAB5230A</td>
<td>MAINTAIN CUSTOM SOFTWARE</td>
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<tr>
<td>ICAT4242A</td>
<td>PERFORM UNIT TEST FOR A CLASS</td>
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<tr>
<td>ICAT5079A</td>
<td>PERFORM INTEGRATION TEST</td>
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<tr>
<td>CUFANM01A</td>
<td>DEVELOP AND IMPLEMENT DESIGNS FOR ANIMATION</td>
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<td>CUFRAD01A</td>
<td>ORIGINATE AND DEVELOP THE CONCEPT</td>
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<tr>
<td>CUFWR07A</td>
<td>WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA</td>
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<tr>
<td>ICAB5165A</td>
<td>CREATE DYNAMIC PAGES</td>
<td>30</td>
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<tr>
<td>ICAB5177A</td>
<td>BUILD JAVA APPLETS</td>
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<tr>
<td>ICAS5180A</td>
<td>INTEGRATE DATABASE WITH A WEBSITE</td>
<td>25</td>
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<tr>
<td>ICAS5203A</td>
<td>EVALUATE AND SELECT A WEB HOSTING SERVICE</td>
<td>15</td>
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<tr>
<td>ICAS5203A</td>
<td>USE SITE SERVER TOOLS FOR TRANSACTION MANAGEMENT</td>
<td>20</td>
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<tr>
<td>ICAA5046A</td>
<td>MODEL PREFERRED SYSTEM SOLUTIONS</td>
<td>30</td>
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<tr>
<td>ICAA5049A</td>
<td>DEVELOP HIGH LEVEL OBJECT ORIENTED CLASS SPECIFICATIONS</td>
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<tr>
<td>ICAA5050A</td>
<td>DEVELOP DETAILED COMPONENT SPECIFICATIONS FROM PROJECT SPECIFICATIONS</td>
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<tr>
<td>ICAA5147A</td>
<td>DETERMINE SUITABILITY OF DATABASE FUNCTIONALITY AND SCALABILITY</td>
<td>30</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

Achieve 3 Elective Units Chosen from the ICA50105 specialist core (above) or specialist elective streams (below) not already selected -PLUS

Achieve 3 Elective Units Chosen from the following sources (Listed in Recommended Order) any of the above 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

**SPECIALIST ELECTIVES STREAM – E-BUSINESS AND MANAGEMENT**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBEBUSS510A</td>
<td>MANAGE E-BUSINESS OUTSOURCING</td>
<td>25</td>
</tr>
<tr>
<td>BSBEBUSS511A</td>
<td>IMPLEMENT A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS</td>
<td>40</td>
</tr>
<tr>
<td>BBSPFM014A</td>
<td>MANAGE PEOPLE</td>
<td>60</td>
</tr>
<tr>
<td>BBSPM050A</td>
<td>MANAGE PROJECT RISK</td>
<td>40</td>
</tr>
<tr>
<td>BSBEBUSS505A</td>
<td>IMPLEMENT NEW TECHNOLOGIES FOR BUSINESS</td>
<td>60</td>
</tr>
<tr>
<td>ICAA5150A</td>
<td>EVALUATE VENDOR PRODUCTS AND EQUIPMENT</td>
<td>20</td>
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<tr>
<td>ICAP5155A</td>
<td>PLAN PROCESS REENGINEERING STRATEGIES IN AN ORGANISATION</td>
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<tr>
<td>ICAA5143A</td>
<td>IMPLEMENT PROCESS REENGINEERING STRATEGIES IN AN ORGANISATION</td>
<td>20</td>
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<tr>
<td>BSBEBUSS510A</td>
<td>MANAGE E-BUSINESS OUTSOURCING</td>
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<tr>
<td>BSBEBUSS511A</td>
<td>IMPLEMENT A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS</td>
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<tr>
<td>BBSPFM014A</td>
<td>MANAGE PEOPLE</td>
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<tr>
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<tr>
<td>ICAA5150A</td>
<td>EVALUATE VENDOR PRODUCTS AND EQUIPMENT</td>
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<td>ICAP5155A</td>
<td>PLAN PROCESS REENGINEERING STRATEGIES IN AN ORGANISATION</td>
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<tr>
<td>ICAA5143A</td>
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<tr>
<td>BSBEBUSS510A</td>
<td>MANAGE E-BUSINESS OUTSOURCING</td>
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</tbody>
</table>

**SPECIALIST ELECTIVES STREAM – CLIENT SUPPORT**

<table>
<thead>
<tr>
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<th>Description</th>
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<tbody>
<tr>
<td>BSBEBUSS510A</td>
<td>MANAGE E-BUSINESS OUTSOURCING</td>
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<tr>
<td>BBSPFM09B</td>
<td>FACILITATE CONTINUOUS IMPROVEMENT</td>
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<tr>
<td>ICAS4116A</td>
<td>UNDERTAKE CAPACITY PLANNING</td>
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**SPECIALIST ELECTIVES STREAM – NETWORKS**

<table>
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<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ICAA5045A</td>
<td>PRODUCE NETWORK ARCHITECTURE DESIGN</td>
<td>30</td>
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<tr>
<td>ICAS5123A</td>
<td>MANAGE NETWORK SECURITY</td>
<td>50</td>
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<tr>
<td>ICAA5140A</td>
<td>DESIGN A SERVER</td>
<td>30</td>
</tr>
<tr>
<td>ICAB5162A</td>
<td>INSTALL, CONFIGURE AND TEST A PAYMENT GATEWAY</td>
<td>30</td>
</tr>
</tbody>
</table>
FACULTY OF TECHNICAL AND TRADES INNOVATION

Unit Code | Hours
---|---
**SPECIALIST ELECTIVES STREAM – SOFTWARE**
ICA5048A | DEVELOP CONFIGURATION MANAGEMENT PROTOCOLS 30
ICAB5065A | PREPARE FOR THE BUILD PHASE 20
ICAB5066A | COORDINATE THE BUILD PHASE 20
ICAB5072A | DEVELOP INTEGRATION BLUEPRINT 20
ICAB5179A | BUILD DECKS USING WIRELESS MARK UP LANGUAGE 30
ICAB5223A | APPLY INTERMEDIATE OBJECT-ORIENTED LANGUAGE SKILLS 50
ICA5081A | PERFORM SYSTEMS TEST 30

**SPECIALIST ELECTIVES STREAM – MULTIMEDIA AND WEBSITES**
ICA5146A | DEVELOP WEBSITE INFORMATION ARCHITECTURE 30
ICAS5199A | MANAGE BUSINESS WEBSITES AND SERVERS 30
ICPMM41cA | INCORPORATE TEXT INTO MULTIMEDIA PRESENTATIONS 20
ICPMM42cA | INCORPORATE 2D GRAPHICS INTO MULTIMEDIA PRESENTATIONS 20
ICPMM43cA | INCORPORATE DIGITAL PHOTOGRAPHY INTO MULTIMEDIA PRESENTATIONS 20
ICPMM61dA | PREPARE MULTIMEDIA FOR DIFFERENT PLATFORMS 20

**SPECIALIST ELECTIVES STREAM – DATABASE**
ICA5139A | DESIGN A DATABASE 50
ICA5153A | MODEL DATA OBJECTS 30
ICA5154A | MODEL DATA PROCESSES 30
ICAB4170A | BUILD A DATABASE 30

DIPLOMA OF INFORMATION TECHNOLOGY (SOFTWARE DEVELOPMENT)
Course Code: ICA50299

Campus: No intake in 2008
No new intake – Course being phased out.

Career Opportunities
Analyst, web development, software support.

Scope of Delivery
Full-time, part-time

Course Objectives
The course aims to develop the knowledge and skills of students wishing to make a career in the information technology industry.

Entry Requirements
There are no formal entry requirements for the course.
Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration
full-time basis over 755-956 nominal hours or part-time equivalent over a period of one year.

Course Structure
Unit Code | Hours
---|---
Core Units (710 nominal hours)
BSX154L501 | Guide Application of Project Integrative Processes
BSX154L602 | Manage Scope
ICAITS117B | Maintain Customised Software
ICAINT048B | Develop Configuration Management
ICAINT041A | Determine Client Business Expectations and needs
ICAINT042B | Confirm Client Business Needs
ICAINT043B | Develop and Present a Feasibility Report
ICAINT056B | Prepare Disaster Recovery/Contingency Plans
ICAINT059B | Contribute to the Development of the Detailed Technical Design
ICAINT069B | Develop Software
ICAINTT079B | Perform Integration Test
ICAINTT082B | Manage the Testing Process
ICAINTT077B | Develop Detailed Test Plan
SX154L604 | Manage Cost
BSX154L605 | Manage Quality
ICAINT055A | Develop Detailed Component Specification from Project Specification
ICAINTT083B | Develop and Conduct Client Acceptance Test.

Elective Units
Six or more units selected by the student with the approval of the Head of Department from – Nominal Hours
ICAINT044A | DEVELOP SYSTEM INFRASTRUCTURE DESIGN PLAN 30
ICAINT046A | MODEL PREFERRED SYSTEM SOLUTIONS 30
ICAINT045A | PREPARE THE BUILD PHASE 5
ICAINT049A | DEVELOP LOGICAL ABSTRACTION FROM REQUIREMENTS (OOA) 60
ICAINT051A | DESIGN CLIENT USER INTERFACE 40
ICAINT072A | DEVELOP INTEGRATION BLUEPRINT 10
ICAINT073A | PILOT THE DEVELOPED SYSTEM 10
ICAINT068A | BUILD USING RAD 40
ICAINT074A | MONITOR THE SYSTEM PILOT 10
ICAINT090A | CONDUCT PRE-INSTALLATION AUDIT FOR SOFTWARE INSTALLATION 10
ICAINT091A | CONDUCT POST-IMPLEMENTATION REVIEW 20
ICAINTT078A | PERFORM UNIT TEST 10
ICAINTT080A | PERFORM SPECIFIC UNIT TEST FOR OO CLASS 10
ICAINT055A | DETERMINE TRANSITION STRATEGY 10
ICAINTSP036A | ASSIST IN ENSURING THAT IT STRATEGY MEETS BUSINESS SOLUTION 36
ICAINTSP037A | CONTRIBUTE TO THE DEVELOPMENT OF A STRATEGY PLAN 20
ICAINTB060A | IDENTIFY PHYSICAL DATABASE REQUIREMENTS 40
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ICAITB061A</td>
<td>MONITOR PHYSICAL DATABASE IMPLEMENTATION</td>
<td>20</td>
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<tr>
<td>ICAITAD052A</td>
<td>DESIGN IT SECURITY FRAMEWORK</td>
<td>20</td>
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<tr>
<td>ICAITD054A</td>
<td>VALIDATE QUALITY AND COMPLETENESS OF DESIGN</td>
<td>20</td>
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<tr>
<td>ICAITB071A</td>
<td>REVIEW SOFTWARE DEVELOPMENT</td>
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<tr>
<td>ICAITB066A</td>
<td>CO-ORDINATE THE BUILD PHASE</td>
<td>5</td>
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<tr>
<td>ICAITB067A</td>
<td>PREPARE FOR SOFTWARE DEVELOPMENT USING RAD</td>
<td>10</td>
</tr>
<tr>
<td>ICAITB062A</td>
<td>PERFORM DATA CONVERSION</td>
<td>15</td>
</tr>
<tr>
<td>ICAITB063A</td>
<td>MONITOR DATA CONVERSION</td>
<td>5</td>
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<tr>
<td>ICAITD053A</td>
<td>DESIGN SYSTEM SECURITY AND CONTROLS</td>
<td>30</td>
</tr>
<tr>
<td>ICAIT084A</td>
<td>PERFORM STRESS AND LOADING TEST OF INTEGRATED PLATFORM</td>
<td>20</td>
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</tbody>
</table>

Any nationally endorsed Industry Training Package, approved by the IT Industry Training Advisory Board, to a maximum of two of the said six or more units.

DIPLOMA OF INFORMATION TECHNOLOGY (NETWORKING) (I)

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
BSBPM505A   MANAGE PROJECT QUALITY 40
ICAA5056A   PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS 30
ICAA5045A   PRODUCE NETWORK ARCHITECTURE DESIGN 30
ICAA5158A   TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS 20
ICAI5098A   INSTALL AND MANAGE COMPLEX NETWORKS 60
ICAI5100A   BUILD AN INTERNET INFRASTRUCTURE 50
ICAI5202A   ENSURE PRIVACY FOR USERS 20
PSPPM502B   MANAGE COMPLEX PROJECTS 80

Specialist Units of Study
Achieve 6 Elective Units from the Specialist Electives list below:

ICAA5044A   DEVELOP SYSTEM INFRASTRUCTURE DESIGN PLAN 30
ICAI5144A   DETERMINE BEST-FIT TOPOLOGY FOR A LOCAL NETWORK 20
ICAI5145A   IDENTIFY BEST-FIT TOPOLOGY FOR A WIDE AREA NETWORK 20
ICAI5151A   GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS 30
ICAB5159A   BUILD A SECURITY SHIELD FOR A NETWORK 40
ICAB5160A   BUILD AND CONFIGURE A SERVER 50
ICAI5137A   BUILD A HIGH PERFORMANCE SECURITY PERIMETER 30
ICAB5238A   BUILD A HIGHLY SECURE FIREWALL 30
ICAI5173A   INSTALL AND CONFIGURE A SINGLE-SEGMENT LOCAL AREA NETWORK SWITCH 10
ICAI5174A   INSTALL HIGH-END SWITCHES IN MULTI-SWITCHED LOCAL AREA NETWORKS 10
ICAI5176A   INSTALL AND CONFIGURE ROUTER 20
ICAI5196A   IMPLEMENT SECURE ENCRYPTION TECHNOLOGIES 20
ICAI5197A   INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES 25
ICAP5039A   MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE 20
ICAI5102A   ESTABLISH AND MAINTAIN CLIENT USER LIAISON 20
ICAI5123A   MANAGE NETWORK SECURITY 50
ICAI5192A   CONFIGURE AN INTERNET GATEWAY 20

Elective Units of Study
- Achieve 4 Elective Units Chosen from the Following Sources units not previously selected from the Specialist Electives list (above); and/or
- ICAI5005 Information and Communications Technology Training Package at Diploma or Advanced Diploma (up to 2 units can be selected at Certificate IV); and/or
- preferred Training Packages at Diploma or Advanced Diploma (ICT02 Telecommunications; BSB01 Business Services; CUF01 Film, TV, Radio and Multimedia; ICP99 Printing and Graphic Arts); and/or
- any other Training Package (to maximum of 2 units) at Diploma or Advanced Diploma) based on documented industry or enterprise needs.

DIPLOMA OF INFORMATION TECHNOLOGY (DATABASE DESIGN AND DEVELOPMENT)

Course Code: ICA50505

Campus: TBA

Career Opportunities
Business Intelligence/Data Warehousing Consultants, Coldfusion Developer, CRM Database Designer, Data Warehouse Trainer, Data Warehousing and Business Intelligence Manager, Database Designer, Database Developer, Database Specialist, Developer, Senior Database Administrator, Senior Project manager – Data Warehousing CRM

Scope of Delivery
Full-time, Part-time, Onshore international students
Course Objective
This qualification provides the skills and knowledge for an individual to be competent in the effective design and development of ICT database systems. Graduates will have detailed knowledge of the technical intricacies of database development and design, but will also be well rounded in a range of other competencies such as process reengineering, QA, business needs analysis and client expectations.

Entry Requirements
Applicants will need to:
- successfully complete the Certificate III (ICA30105) studies or
- be of mature age to apply
- and have the prerequisite knowledge and skills equivalent to the following units as they contain the basic fundamentals of ICT knowledge and skills for all qualifications at Certificate III in IT and above:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSBCM106A</td>
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<tr>
<td>ICAD2012A</td>
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<td>ICAU2006A</td>
<td>60</td>
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<tr>
<td>ICAU2013A</td>
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<tr>
<td>ICAU2231A</td>
<td>20</td>
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<tr>
<td>ICAY2001A</td>
<td>20</td>
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<tr>
<td>ICAY2002A</td>
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</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

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBBPM505A</td>
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<tr>
<td>ICA5046A</td>
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<td>ICA5050A</td>
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<td>ICA5054A</td>
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<td>ICAP5039A</td>
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<td>ICAS5102A</td>
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<tr>
<td>ICAS5202A</td>
<td>20</td>
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<tr>
<td>PSPPM502B</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

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBBPM505A</td>
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<td>ICA5141A</td>
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<tr>
<td>ICA5146A</td>
<td>30</td>
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<tr>
<td>ICA5151A</td>
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</tbody>
</table>
SCHOOL OF IT AND ELECTROTECHNOLOGY

Unit Code | Hours
---|---
ICAA5158A | TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS 20
ICAB5165A | CREATE DYNAMIC PAGES 30
ICAB5180A | INTEGRATE DATABASE WITH A WEBSITE 25
ICAP5039A | MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE 20
ICAS5102A | ESTABLISH AND MAINTAIN CLIENT USER LIAISON 20
ICAS5202A | ENSURE PRIVACY FOR USERS 20
ICAT5081A | PERFORM SYSTEMS TEST 30
ICAT5083A | DEVELOP AND CONDUCT CLIENT ACCEPTANCE TEST 20
ICAU5208A | 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; 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 IN INFORMATION TECHNOLOGY (SOFTWARE DEVELOPMENT)

Course Code: ICA50705
Campus: Footscray Nicholson, St Albans and Werribee
Career Opportunities
Games Developer, Games Programmer, Programming/Software Engineer, Software Developer, or Software Engineer, Xbox Programmer
Scope of Delivery
Full-time, Part-time or Onshore international students
Course Objective
Provides the skills and knowledge for an individual to be competent in programming and software development. A competent person could work as a specialist in the area of programming including the ICT and programming aspects of games development.
Entry Requirements
Successful completion of the Diploma in Information Technology (General) ICA50105.
Course Duration
12-18 months full-time.
Course Structure
Unit Code | Hours
---|---
BSBPM505A | MANAGE PROJECT QUALITY 40
ICAA5056A | PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS 30
ICAA5158A | TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS 20
ICAB5223A | APPLY INTERMEDIATE OBJECT-ORIENTED LANGUAGE SKILLS 50
ICAB5226A | APPLY ADVANCED OBJECT-ORIENTED LANGUAGE SKILLS 80
ICAB5227A | APPLY ADVANCED PROGRAMMING SKILLS IN ANOTHER LANGUAGE 80
ICAS5202A | ENSURE PRIVACY FOR USERS 20
ICAT5079A | PERFORM INTEGRATION TEST 30
PSPPM502B | MANAGE COMPLEX PROJECTS 80

Specialist Units of Study
Achieve 4 Elective Units from the Specialist Electives list below:
ICAA5054A | VALIDATE QUALITY AND COMPLETENESS OF SYSTEM DESIGN SPECIFICATIONS 20
ICAA5151A | GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS 30
ICAB5068A | BUILD USING RAPID APPLICATION DEVELOPMENT 40
ICAB5228A | MAINTAIN FUNCTIONALITY OF LEGACY CODE PROGRAMS 40
ICAB5230A | MAINTAIN CUSTOM SOFTWARE 40
ICAP5039A | MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE 20
ICAS5102A | ESTABLISH AND MAINTAIN CLIENT USER LIAISON 20
ICAT5081A | 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; 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 IN INFORMATION TECHNOLOGY (MULTIMEDIA)

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>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFM1534A</td>
<td>AUTHOR A MULTIMEDIA PRODUCT</td>
<td>50</td>
</tr>
<tr>
<td>ICAS5202A</td>
<td>ENSURE PRIVACY FOR USERS</td>
<td>20</td>
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<tr>
<td>ICPM1581A</td>
<td>MANAGE MULTIMEDIA PRODUCTION</td>
<td>50</td>
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<tr>
<td>ICPM1582A</td>
<td>MANAGE MULTIMEDIA PROJECTS</td>
<td>50</td>
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<td>ICAS52011A</td>
<td>UNDERTAKE A COMPLEX DESIGN BRIEF</td>
<td>80</td>
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<td>PSPPM502B</td>
<td>MANAGE COMPLEX PROJECTS</td>
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</table>

Specialist Elective Units of Study
Achieve 8 Elective Units from any of the ICA0904 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.

<table>
<thead>
<tr>
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<th>Design</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CUFMA01A</td>
<td>PRODUCE AND MANIPULATE DIGITAL IMAGES</td>
<td>20</td>
</tr>
<tr>
<td>CUFMEM06A</td>
<td>DESIGN A MULTIMEDIA PRODUCT</td>
<td>50</td>
</tr>
<tr>
<td>CUFMEM07A</td>
<td>APPLY PRINCIPLES OF VISUAL DESIGN AND COMMUNICATION TO THE DEVELOPMENT OF A MULTIMEDIA PRODUCT</td>
<td>40</td>
</tr>
<tr>
<td>CUFMEM10A</td>
<td>DESIGN AND CREATE A MULTIMEDIA INTERFACE</td>
<td>70</td>
</tr>
<tr>
<td>ICPPP311A</td>
<td>DEVELOP A DETAILED DESIGN CONCEPT</td>
<td>60</td>
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<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Animation</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFMA01A</td>
<td>DEVELOP AND IMPLEMENT DESIGNS FOR ANIMATION</td>
<td>40</td>
</tr>
<tr>
<td>CUFMA03A</td>
<td>CREATE 2D DIGITAL ANIMATION</td>
<td>35</td>
</tr>
<tr>
<td>CUFMA04A</td>
<td>CREATE 3D DIGITAL ANIMATION</td>
<td>75</td>
</tr>
<tr>
<td>CUFMA05A</td>
<td>CREATE 3D DIGITAL MODELS AND IMAGES</td>
<td>75</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Games Development</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>CUFMEM09A</td>
<td>APPLY PRINCIPLES OF GAME DESIGN TO A MULTIMEDIA PRODUCT</td>
<td>30</td>
</tr>
<tr>
<td>ICAAC505A</td>
<td>APPLY SKILLS IN OBJECT-ORIENTED DESIGN</td>
<td>40</td>
</tr>
<tr>
<td>ICAH1507A</td>
<td>USE A LIBRARY OR PREEXISTING COMPONENTS</td>
<td>40</td>
</tr>
<tr>
<td>ICAH151A</td>
<td>APPLY INTRODUCTORY OBJECT ORIENTED LANGUAGE SKILLS</td>
<td>60</td>
</tr>
<tr>
<td>ICAH152A</td>
<td>APPLY INTERMEDIATE OBJECT-ORIENTED LANGUAGE SKILLS</td>
<td>50</td>
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<tr>
<td>ICAH153A</td>
<td>APPLY ADVANCED OBJECT-ORIENTED LANGUAGE SKILLS</td>
<td>80</td>
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<tr>
<td>ICAH154A</td>
<td>PERFORM UNIT TEST FOR A CLASS</td>
<td>40</td>
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<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Website</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ICAH155A</td>
<td>RESEARCH AND REVIEW HARDWARE TECHNOLOGY OPTIONS FOR ORGANISATIONS</td>
<td>20</td>
</tr>
<tr>
<td>ICAH156A</td>
<td>PRODUCE BASIC CLIENT SIDE SCRIPT FOR DYNAMIC WEB PAGES</td>
<td>40</td>
</tr>
<tr>
<td>ICAH157A</td>
<td>CREATE DYNAMIC PAGES</td>
<td>30</td>
</tr>
<tr>
<td>ICAH158A</td>
<td>ENSURE WEBSITE CONTENT MEETS TECHNICAL PROTOCOLS AND STANDARDS</td>
<td>30</td>
</tr>
<tr>
<td>ICAH159A</td>
<td>CONFIRM ACCESSIBILITY OF WEBSITE DESIGN FOR PEOPLE WITH SPECIAL NEEDS</td>
<td>10</td>
</tr>
<tr>
<td>ICAH15A</td>
<td>CREATE A WEBSITE TESTING PROCEDURE</td>
<td>20</td>
</tr>
<tr>
<td>ICAH156A</td>
<td>CONDUCT OPERATIONAL ACCEPTANCE TESTS OF WEBSITES</td>
<td>20</td>
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<tr>
<td>CUFM151A</td>
<td>UPDATE WEB PAGES</td>
<td>30</td>
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<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Multimedia Development</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFMM10A</td>
<td>USE AN AUTHORING TOOL TO CREATE AN INTERACTIVE SEQUENCE</td>
<td>40</td>
</tr>
<tr>
<td>CUFMM10A</td>
<td>TEST A MULTIMEDIA PRODUCT</td>
<td>40</td>
</tr>
<tr>
<td>CUFMM10A</td>
<td>DESIGN AND CREATE A MULTIMEDIA INTERFACE</td>
<td>70</td>
</tr>
<tr>
<td>CUFMM10A</td>
<td>DESIGN THE NAVIGATION FOR A MULTIMEDIA PRODUCT</td>
<td>70</td>
</tr>
<tr>
<td>CUFMM10A</td>
<td>WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA</td>
<td>50</td>
</tr>
<tr>
<td>CUFMM10A</td>
<td>WRITE THE SCRIPT</td>
<td>50</td>
</tr>
<tr>
<td>ICPK151A</td>
<td>APPLY KNOWLEDGE AND REQUIREMENTS OF THE MULTIMEDIA SECTOR</td>
<td>60</td>
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<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Digital and Video</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CUFCA10A</td>
<td>SET UP AND OPERATE A BASIC VIDEO CAMERA</td>
<td>50</td>
</tr>
<tr>
<td>CUFCA10A</td>
<td>COMPOSE CAMERA SHOTS AND OPERATE A CAMERA</td>
<td>50</td>
</tr>
<tr>
<td>CUFCA10A</td>
<td>OPERATE A CAMERA UNDER SPECIAL CONDITIONS</td>
<td>20</td>
</tr>
<tr>
<td>CUFCA10A</td>
<td>INCORPORATE, DESIGN AND EDIT DIGITAL VIDEO</td>
<td>25</td>
</tr>
<tr>
<td>ICPM3101A</td>
<td>CAPTURE A DIGITAL IMAGE</td>
<td>40</td>
</tr>
<tr>
<td>ICPM115A</td>
<td>INCORPORATE VIDEO INTO MULTIMEDIA PRESENTATIONS</td>
<td>40</td>
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<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Communication</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSBPM10A</td>
<td>MANAGE PROJECT QUALITY</td>
<td>40</td>
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<tr>
<td>CUSADM10A</td>
<td>ESTABLISH AND MAINTAIN WORK AND CONTRACTUAL RELATIONSHIPS</td>
<td>70</td>
</tr>
<tr>
<td>CUSAD10A</td>
<td>COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT</td>
<td>35</td>
</tr>
<tr>
<td>ICAS5112A</td>
<td>ESTABLISH AND MAINTAIN CLIENT USER LIASON</td>
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</tbody>
</table>

Elective Units of Study
- Achieve 5 Elective Units Chosen from the following sources (Listed in Recommended Order) from the Elective Cluster units above; and/or
- elsewhere in the ICA05 Information and Communications Technology Training Package at Diploma or Advanced Diploma (up to 3 units can be selected at Certificate IV); and/or
- preferred Training Packages at Diploma or Advanced Diploma (CUF01 Film, TV, Radio and Multimedia; ICP99 Printing and Graphic Arts; WRR02 Retail; CUV03 Visual Arts, Craft and Design); and/or
- any other Training Package (up to a maximum of 2 units) at Diploma or Advanced Diploma based on documented industry or enterprise needs.
ADVANCED DIPLOMA IN INFORMATION TECHNOLOGY (I)
Course Code:ICA60105

Campus: Footscray Nicholson, St Albans and Werribee Campuses.

Career Opportunities
When you graduate you will be qualified for advanced ICT roles.

Scope of Delivery
Full-time, Part-time, Onshore international students

Course Objective
Provides high level ICT, process improvement and business skills and knowledge to enable an individual to be effective in senior ICT roles within organisations.

Entry Requirements
Successfully completion of the Diploma of Information Technology (General) ICA50105.

Course Duration
12 months full time

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>BSBEBUS605A</td>
<td>IDENTIFY AND IMPLEMENT E-BUSINESS INNOVATION</td>
</tr>
<tr>
<td>PSPPM601B</td>
<td>DIRECT COMPLEX PROJECT ACTIVITIES</td>
</tr>
<tr>
<td>ICAI6187A</td>
<td>IMPLEMENT CHANGE MANAGEMENT PROCESSES</td>
</tr>
</tbody>
</table>

Specialist Stream Units of Study
A minimum of five units from one of the specialist streams:

SYSTEMS OR SOFTWARE PROCESS IMPROVEMENT

- BSBEBUS605A DEVELOP A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS 40
- BSBFLM509B FACILITATE CONTINUOUS IMPROVEMENT 60
- BSBFLM510B FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION 60
- ICA6149A IMPLEMENT QUALITY ASSURANCE PROCESSES FOR BUSINESS SOLUTIONS 30
- ICA6157A DEVELOP TECHNICAL REQUIREMENTS FOR A BUSINESS SOLUTION 30

SYSTEMS DEVELOPMENT

- ICA5035A RESEARCH AND REVIEW HARDWARE TECHNOLOGY OPTIONS FOR ORGANISATIONS 20
- ICA6149A IMPLEMENT QUALITY ASSURANCE PROCESSES FOR BUSINESS SOLUTIONS 30
- ICA6157A DEVELOP TECHNICAL REQUIREMENTS FOR A BUSINESS SOLUTION 30
- ICAP6040A DEVELOP CONTRACTS AND MANAGE CONTRACTED PERFORMANCE 30
- PRSTS301A IDENTIFY TECHNICAL SECURITY REQUIREMENTS 10

E-LEARNING

- CUFMEM06A DESIGN A MULTIMEDIA PRODUCT 50
- TAAASS501A LEAD AND COORDINATE ASSESSMENT SYSTEMS AND SERVICES 50
- TAADEL503A PROVIDE ADVANCED FACILITATION TO SUPPORT LEARNING 40
- TAADES501A DESIGN AND DEVELOP LEARNING STRATEGIES 40
- TAAENV501A MAINTAIN AND ENHANCE PROFESSIONAL PRACTICE 40

KNOWLEDGE MANAGEMENT

- BSBEBUS511A IMPLEMENT A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS 40
- BSBEBUS609A DEVELOP A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS 40
- ICA5126A MONITOR AND IMPROVE KNOWLEDGE MANAGEMENT SYSTEM 20
- ICA5150A EVALUATE VENDOR PRODUCTS AND EQUIPMENT 20
- ICA5138A DETERMINE ACCEPTABLE DEVELOPERS FOR PROJECTS 30

Elective Units of Study
A minimum of eight units chosen from the following: (listed in preferential order)
- Any ICA60105 – Specialist Stream units (a) (units not already taken); And/or
- any ICA60105 Specialist Electives Stream units as listed in the Information and Communications Technology Training Package (ICA05) And/or
- ICA60105 General Electives list as listed in the Information and Communications Technology Training Package (ICA05) And/or
- ICA05 Information and Communications Technology Training Package at Diploma or Advanced Diploma level units and which have not been previously counted in a Diploma qualification; And/or
- Any other Training Package units at Advanced Diploma (to a maximum of 4 units) based on documented industry or enterprise needs.

ADVANCED DIPLOMA IN INFORMATION TECHNOLOGY (NETWORK SECURITY) (I)
Course Code:ICA60205

Campus: Footscray Nicholson, Werribee and St Albans

Career Opportunities

Scope of Delivery
Full-time, Part-time, Onshore international students

Course Objective
Provides the skills and knowledge for an individual to be competent in planning, technical design, implementation and management of complex and high level ICT network security systems and components.

Entry Requirements
Applicants will need to successfully complete the Diploma in Information Technology (General) ICA50105.

Course Duration
12 months full time
FACULTY OF TECHNICAL AND TRADES INNOVATION

Course Structure
Core Units of Study
A minimum of eight units from the following:
BSBEBUS605A IDENTIFY AND IMPLEMENT E-BUSINESS INNOVATION 40
ICAA5044A DEVELOP SYSTEM INFRASTRUCTURE DESIGN PLAN 30
ICAA6052A DESIGN AN IT SECURITY FRAMEWORK 30
ICAA6053A DESIGN SYSTEM SECURITY AND CONTROLS 30
ICAI6187A IMPLEMENT RISK MANAGEMENT PROCESSES 20
ICPP411A UNDERTAKE A COMPLEX DESIGN BRIEF 80
PRSTS301A IDENTIFY TECHNICAL SECURITY REQUIREMENTS 10
PRSSM504A PREPARE SECURITY RISK MANAGEMENT PLAN 50
PSPPM601B DIRECT COMPLEX PROJECT ACTIVITIES 50

A) Elective Units of Study
A minimum of eight units from the following:
ICAI5152A IMPLEMENT RISK MANAGEMENT PROCESSES 20
ICAI6187A IMPLEMENT CHANGE MANAGEMENT PROCESSES 30
ICAI6052A DESIGN AN IT SECURITY FRAMEWORK 30
ICAI6053A DESIGN SYSTEM SECURITY AND CONTROLS 30
ICAI5098A INSTALL AND MANAGE COMPLEX NETWORKS 60
ICAI5100A BUILD AN INTERNET INFRASTRUCTURE 50
ICAI5197A INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES 25
ICAI5199A MANAGE BUSINESS WEBSITES AND SERVERS 30

B) Elective Units of Study
A minimum of four units from the following which have not previously counted in a Diploma qualification:
ICAI5045A PRODUCE NETWORK ARCHITECTURE DESIGN 30
ICAI5056A PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS 30
ICAI5141A DESIGN DYNAMIC WEBSITES TO MEET TECHNICAL REQUIREMENTS 40
ICAI5145A IDENTIFY BEST-FIT TOPOLOGY FOR A WIDE AREA NETWORK 20
ICAI5159A BUILD A SECURITY SHIELD FOR A NETWORK 40
ICAI5160A BUILD AND CONFIGURE A SERVER 50
ICAI5237A BUILD A HIGH PERFORMANCE SECURITY PERIMETER 30
ICAI5238A BUILD A HIGHLY SECURE FIREWALL 30
ICAI5298A INSTALL AND MANAGE COMPLEX NETWORKS 60
ICAI5100A BUILD AN INTERNET INFRASTRUCTURE 50
ICAI5176A INSTALL AND CONFIGURE ROUTER 20
ICAI5197A INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES 25
ICAI5532A INSTALL AND MAINTAIN CUSTOMER PREMISES COMMUNICATIONS CABLING: ACA 60
ICAI5533A INSTALL AND MAINTAIN CUSTOMER PREMISES COMMUNICATIONS CABLING: ACA OPEN RULE 100
ICAI5534A INSTALL AND MAINTAIN CUSTOMER PREMISES COMMUNICATIONS CABLING: ACA LIFT RULE 40

(C) Elective Units of Study
A minimum of five units from the following:(Listed in Recommended Order)
• ICA60205 Electives list;
• ICA05 Information and Communications Technology Training Package or BSB01 Business Services Training Package at Diploma or Advanced Diploma;
• any other Training Package at Advanced Diploma (to a maximum of 3 units) based on documented industry or enterprise needs.

CERTIFICATE II IN TELECOMMUNICATIONS CABLING
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 cable 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
Unit Code Hours
Core Units of Study
Select seven units of study from the following:
ICTTC005C INSTALL CABLE SUPPORT SYSTEMS 60
ICTTC006C PLACE AND SECURE CABLE 60
ICTTC008C TERMINATE METALLIC CONDUCTOR CABLE 60
ICTTC012C INSTALL FUNCTIONAL AND PROTECTIVE TELECOMMUNICATIONS EARTHING SYSTEMS 80
ICTTC016C JOINT COPPER CABLE 80
ICTTC017C ALTER SERVICES TO EXISTING CABLE SYSTEM 80
ICTTC022C ORGANISE AND MONITOR CABLE TO ENSURE COMPLIANCE WITH REGULATORY AND INDUSTRY STANDARDS 40
ICTTC136B INSTALL MAINTAIN AND MODIFY CUSTOMER PREMISES COMMUNICATIONS CABLING: ACA 60
ICTTC137B INSTALL MAINTAIN AND MODIFY CUSTOMER PREMISES COMMUNICATIONS CABLING: ACA OPEN RULE 100
ICTTC138B INSTALL MAINTAIN AND MODIFY CUSTOMER PREMISES COMMUNICATIONS CABLING: ACA LIFT RULE 40
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
Unit Code   Hours
Core Units of Study
UTENES050A IDENTIFY AND SELECT COMPONENTS/ACCESSORIES/MATERIALS FOR ELECTROTECH WORK ACTIVITIES 80
UTENES051A USE OF ROUTINE EQUIPMENT/PLANT/TECHNOLOGIES IN AN ELECTROTECH ENVIRONMENT 80
UTENES060A CARRY OUT ROUTINE WORK ACTIVITIES IN AN ELECTROTECH ENVIRONMENT 80

Elective Units of Study
At least two elective Units of Study, selected by the student with the approval of the Head of Department, must be selected from the list of Group A and B Units of Study, of which at least one must be chosen from Group A

Group A General Elective Units of Study
UTENES052A INTERACT WITH CUSTOMERS/CLIENTS FOR QUALITY SERVICE 60
UTENES053A PARTICIPATE IN JOB DATA RECORDS COLLECTION OF THE BUSINESS 60

Group B Technical Elective Units of Study
UTENES054A PRODUCE ROUTINE PRODUCTS FOR CARRYING OUT ELECTROTECH WORK ACTIVITIES 200
UTENES055A PRODUCE ROUTINE TOOLS/DEVICES FOR CARRYING OUT ELECTROTECH WORK ACTIVITIES 160
UTENES056A APPLY TECHNOLOGIES AND CONCEPTS TO ELECTROTECH WORK ACTIVITIES 100
UTENES057A APPLY COMPUTATION WHEN USING EQUIPMENT/MATERIALS/CONCEPTS IN AN ELECTROTECH ENVIRONMENT 180
UTENES058A IDENTIFY AFFECTS OF ENERGY ON MACHINERY/MATERIALS IN AN ELECTROTECH ENVIRONMENT 180
UTENES059A IDENTIFY BUILDING TECHNIQUES, METHODS AND MATERIALS USED IN ELECTROTECH WORK ACTIVITIES 100
UTENES063A CONTRIBUTE TO THE OPERATION OF SUPPORT PLANT AND EQUIPMENT USED IN ELECTRICITY SUPPLY 80

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 11
2. Be of mature age and demonstrate to the Head of Department that they are capable of successfully completing the course
3. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
One semester full time or part time equivalent.

Course Structure
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

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<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
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<tbody>
<tr>
<td>UTE20501AC</td>
<td>PERFORM BASIC REPAIR TO ELECTRICAL/ELECTRONIC APPARATUS (COMPUTER SYSTEMS)</td>
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<tr>
<td>UTE20502AC</td>
<td>ASSEMBLE/DISASSEMBLE ELECTRICAL/ELECTRONIC COMPONENTS (COMPUTER SYSTEMS)</td>
<td>100</td>
</tr>
<tr>
<td>UTE20503AC</td>
<td>PERFORM FUNCTIONAL APPARATUS CHECKS (COMPUTER SYSTEMS)</td>
<td>180</td>
</tr>
<tr>
<td>UTE20504</td>
<td>ATTEND TO BREAKDOWN</td>
<td>20</td>
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</tbody>
</table>

CERTIFICATE III IN ELECTROTECHNOLOGY COMMUNICATIONS [BROADCAST]

Course Code: UTE30402

Campus: Sunshine.

Career Opportunities
Broadcast Technician.

Scope of Delivery
This course is offered full-time or part-time.

Course Objective
The course aims to provide students with the knowledge and skills required to install, commission, maintain and carry out maintenance on equipment used for the transmission and reception of voice, image and data signals.

Entry Requirements
To qualify for admission to the course, applicants must be employed as an apprentice in the electronics communications industry. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration
The course is over 1020 nominal hours full-time or part-time equivalent.

Course Structure

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<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
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<tbody>
<tr>
<td>UTE30401CA</td>
<td>ASSEMBLE &amp; ERECT ANTENNAE &amp; ASSOCIATED HARDWARE (ELECTRONICS)</td>
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<tr>
<td>UTE30405GA</td>
<td>INSTALL AND TERMINATE WIRING SYSTEMS (CABLING/WIRING SUPPORT AND PROTECTION)</td>
<td>20</td>
</tr>
<tr>
<td>UTE30405IA</td>
<td>INSTALL AND TERMINATE WIRING SYSTEMS (POWER AND CONTROL – EXTRA LOW VOLTAGE)</td>
<td>20</td>
</tr>
<tr>
<td>UTE30406CA</td>
<td>INSTALL ELECTRICAL/ELECTRONIC APPARATUS (ELECTRONICS)</td>
<td>180</td>
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<tr>
<td>UTE30406CB</td>
<td>MAINTAIN AND REPAIR APPARATUS AND ASSOCIATED CIRCUITS – ELECTRONICS</td>
<td>180</td>
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<tr>
<td>UTE30407CA</td>
<td>UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND ASSOCIATED CIRCUITS (ELECTRONICS)</td>
<td>180</td>
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<tr>
<td>UTE30402CA</td>
<td>TEST APPARATUS AND CIRCUITS (ELECTRONICS)</td>
<td>200</td>
</tr>
<tr>
<td>UTE30403CA</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND ASSOCIATED CIRCUITS (ELECTRONICS)</td>
<td>180</td>
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Selective Units of Study

One of the following:

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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>UTE30402CA</td>
<td>ATTEND TO BREAKDOWN</td>
<td>20</td>
</tr>
<tr>
<td>UTE30405A</td>
<td>CO-ORDINATE MATERIALS</td>
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<tr>
<td>UTE30407A</td>
<td>SUPPLY PROJECTS</td>
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<tr>
<td>UTE30408A</td>
<td>PROVIDE TECHNICAL LEADERSHIP IN THE WORKPLACE</td>
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Specialisation Units of Study

One unit from the following:

<table>
<thead>
<tr>
<th>Units Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTE30402CA</td>
<td>ASSEMBLE &amp; ERECT ANTENNAE &amp; ASSOCIATED HARDWARE (ELECTRONICS)</td>
<td>20</td>
</tr>
</tbody>
</table>

CERTIFICATE III IN ELECTROTECHNOLOGY COMPUTER SYSTEMS [NETWORKS]

Course Code: UTE30599

Campus: Sunshine.

Career Opportunities
Computer Systems Specialist in industry and government, including small and large business.

Scope of Delivery
This course is offered full-time or part-time equivalent.
Course Objective
The course provides students with the knowledge and skills required to install, commission, maintain and carry out maintenance on computer equipment used in commercial and home office situations.

Entry Requirements
To qualify for admission to the course, applicants must be employed as an apprentice in the computer systems industry. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration
The course is 980 nominal hours full-time or equivalent part-time.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES009A</td>
<td>20</td>
</tr>
<tr>
<td>UTENES106AA</td>
<td>180</td>
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<tr>
<td>UTENES206AA</td>
<td>180</td>
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<tr>
<td>UTENES301AA</td>
<td>180</td>
</tr>
<tr>
<td>UTENES402AA</td>
<td>200</td>
</tr>
<tr>
<td>UTENES501AA</td>
<td>180</td>
</tr>
</tbody>
</table>

Specialisation Units
A minimum of one unit selected by the student, with the approval of the Head of Department, from one of the following specialisations:
- Business Equipment
- Control
- Data Capture
- Networks

Having regard to the units listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority 1999.

Elective Units
A minimum of one unit selected by the student with the approval of Head of Department, having regard to the units listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority 1999.

CERTIFICATE III IN ELECTROTECHNOLOGY ENTERTAINMENT AND SERVICING [VIDEO]

Course Code: UTE30702

Campus: Sunshine.
Career Opportunities
AV Technician.

Scope of Delivery
This course is offered full-time and part-time.

Course Objective
The course aims to provide students with the knowledge and skills required to install, commission, maintain and carry out maintenance on equipment used for audio and video recording, processing and reproduction.

Entry Requirements
To qualify for admission to the course, applicants must be employed as an apprentice in the entertainment and servicing industry. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration
The course is 1020 nominal hours full-time or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES009A</td>
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<tr>
<td>UTENES105GA</td>
<td>20</td>
</tr>
<tr>
<td>UTENES105IA</td>
<td>20</td>
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<tr>
<td>UTENES106CA</td>
<td>180</td>
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<tr>
<td>UTENES206CA</td>
<td>180</td>
</tr>
<tr>
<td>UTENES301CA</td>
<td>180</td>
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<tr>
<td>UTENES402CA</td>
<td>200</td>
</tr>
<tr>
<td>UTENES501CA</td>
<td>180</td>
</tr>
</tbody>
</table>

Elective Units of Study
One unit selected by the student, with the approval of the Head of Department from the following:
- UTENES002A ATTEND TO BREAKDOWN 20
- UTENES005A CO-ORDINATE MATERIALS 20
- UTENES007A SUPPLY PROJECTS 20
- UTENES008A PROVIDE TECHNICAL LEADERSHIP IN THE WORKPLACE 20

Specialisation Units of Study
One unit selected by the student, with the approval of the Head of Department from the following:
Audio- Analogue Specialisation
- UTENES209PA ATTACH FLEXIBLE CORDS AND PLUGS TO ELECTRICAL EQUIPMENT CONNECTED TO A SINGLE PHASE 250 VOLT SUPPLY (SINGLE ENCLOSED CONTROL DEVICE) 20

Audio-Digital Specialisation
- UTENES209PA ATTACH FLEXIBLE CORDS AND PLUGS TO ELECTRICAL EQUIPMENT CONNECTED TO A SINGLE PHASE 250 VOLT SUPPLY (SINGLE ENCLOSED CONTROL DEVICE) 20

Electronic Appliances Specialisation
- UTENES209PA ATTACH FLEXIBLE CORDS AND PLUGS TO ELECTRICAL EQUIPMENT CONNECTED TO A SINGLE PHASE 250 VOLT SUPPLY (SINGLE ENCLOSED CONTROL DEVICE) 20
CERTIFICATE III IN ELECTROTECHNOLOGY SYSTEMS ELECTRICIAN
Course Code: UTE31199

Campus: Sunshine.

Career Opportunities
Graduates may be eligible for an Electrical licence by applying to the Office of the Chief Electrical Inspector.

Scope of Delivery
Part-time

Course Objectives
The course provides students with the knowledge and skills required to install and maintain electrical components, wiring, equipment and systems and work in specialised areas of the electrical industry.

Entry Requirements
To qualify for admission to the course, applicants must be employed as an apprentice electrical trades person.

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

Course Duration
This course is 3 years part-time, 1 day per week.

CERTIFICATE IV IN ELECTROTECHNOLOGY COMMUNICATIONS
Course Code: UTE40302

Campus: Sunshine

Career Opportunities
Computer assembly, installation, upgrades and repairs. Operating system installation and Helpdesk.

Scope of Delivery
Full-time or Part-time

Course Objective
Develops relevant skills for the field of Electrotechnology Communications.

Entry Requirements
Articulated entry is via any of the Certificate III in Electrotechnology programs. Available through Recognised Prior Learning (RPL) arrangements OR;
be of mature age and be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience.

Course Duration
1 year Full-time

Course Structure
Unit Code   Hours

Core Units of Study
UTENES302AA CO-ORDINATE MAINTENANCE OF APPARATUS AND ASSOCIATED SYSTEMS’ CIRCUITS – (COMPUTER SYSTEMS) 40
UTENES302AA UNDERTAKE COMMISSIONING PROCEDURES OF APPARATUS AND ASSOCIATED COMPLEX CIRCUITS – (COMPUTER SYSTEMS) 20
UTENES403AA TEST APPARATUS AND COMPLEX CIRCUITS – (COMPUTER SYSTEMS) 60
### CERTIFICATE IV IN ELECTROTECHNOLOGY COMPUTER SYSTEMS

**Course Code:** UTE40499

**Campus:** Sunshine.

**Career Opportunities**
Computer assembly, installation, upgrades and repairs. Operating system installation. Helpdesk.

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

**Course Objectives**
The course aims to provide students with the knowledge and skills required to gain employment at the technician level of the computer systems industry or articulation into the Advanced Diploma of Computer Systems.

**Entry Requirements**
- Articulated entry into the Cert IV programs is via the Cert III programs;
- Available through Recognised Prior Learning (RPL) arrangements.
- Requisite entry-bridging program.

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

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES207AA</td>
<td>40</td>
</tr>
<tr>
<td>UTENES302AA</td>
<td>20</td>
</tr>
<tr>
<td>UTENES403AA</td>
<td>20</td>
</tr>
<tr>
<td>UTENES502AA</td>
<td>60</td>
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<tr>
<td>UTENES601A</td>
<td>100</td>
</tr>
<tr>
<td>UTENES703AA</td>
<td>140</td>
</tr>
</tbody>
</table>

**Elective Units of Study**
One of the following units of study:
- UTENES002A ATTEND TO BREAKDOWN 20
- UTENES008A PROVIDE TECHNICAL LEADERSHIP IN THE WORKPLACE 20
- UTENES601A CO-ORDINATE WORK OF OTHERS 20

For further information regarding this course, contact the Department of Electrotechnology and Computer Systems on (03) 9919 7140.

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### CERTIFICATE IV IN ELECTROTECHNOLOGY ENTERTAINMENT AND SERVICING

**Course Code:** UTE40602

**Campus:** Sunshine

**Career Opportunities**
Computer assembly, installation, upgrades and repairs. Operating system installation. Helpdesk.

**Scope of Delivery**
Full-time or Part-time

**Course Objective**
Provides relevant skills for a career in Electrotechnology Entertainment and Servicing.

**Entry Requirements**
Articulated entry is via any of the Certificate III in Electrotechnology programs. Available through Recognised Prior Learning (RPL) arrangements or;
Be of mature age and be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience.

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

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES207AA</td>
<td>40</td>
</tr>
<tr>
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<td>UTENES502AA</td>
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<tr>
<td>UTENES601A</td>
<td>100</td>
</tr>
<tr>
<td>UTENES703AA</td>
<td>140</td>
</tr>
</tbody>
</table>

For further information regarding this course, contact the Department of Electrotechnology and Computer Systems on (03) 9919 7140.
CERTIFICATE IV IN ELECTROTECHNOLOGY EXPLOSION-PROTECTION

Course Code: UTE40799

Campus: Sunshine

Career Opportunities
Provides the learner with the competencies needed to be able to carry out and inspect electrical work in a hazardous explosive environment.

Scope of Delivery
Full-time, Part-time.

Course Objective
To provide students with the competencies needed to be able to carry out and inspect electrical work in a hazardous explosive environment.

Entry Requirements
Successful completion of the Certificate III in Electrotechnology Systems Electrician or equivalent.

Course Duration
Full time study is 6 months – 20 hours per week.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTE40799A</td>
<td>ATTEND TO BREAKDOWNS IN HAZARDOUS AREAS (SELECT QUALIFIER)</td>
<td>180</td>
</tr>
<tr>
<td>UTE4077A</td>
<td>INSTALL EXPLOSION-PROTECTED EQUIPMENT AND WIRING SYSTEMS (SELECT QUALIFIER)</td>
<td>20</td>
</tr>
<tr>
<td>UTE4071A</td>
<td>MAINTAIN EQUIPMENT IN HAZARDOUS AREAS (SELECT QUALIFIER)</td>
<td>20</td>
</tr>
<tr>
<td>UTE4074A</td>
<td>INSPECT APPARATUS AND ASSOCIATED CIRCUITS</td>
<td>20</td>
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<tr>
<td>UTE4075B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND ASSOCIATED COMPLEX CIRCUITS – ELECTRICAL</td>
<td>100</td>
</tr>
</tbody>
</table>

(a) Elective Units of Study
Select one from the following:
- UTE4070A PROVIDE TECHNICAL LEADERSHIP IN THE WORKPLACE
- UTE4071A CO-ORDINATE WORK OF OTHERS

Specialisation Units of Study
One to be selected Optional Units
A further selection can be made by choosing one further unit per specialisation if required.

- UTE4072A OVERHAUL AND REPAIR EXPLOSION-PROTECTED EQUIPMENT (SELECT QUALIFIER)
- UTE4073A TEST INSTALLATION IN HAZARDOUS AREAS (SELECT QUALIFIER)
- UTE4074A INSPECT IN DETAIL HAZARDOUS AREA INSTALLATIONS (SELECT QUALIFIER)
- UTE4075A DESIGN ELECTRICAL INSTALLATIONS IN HAZARDOUS AREAS

CERTIFICATE IV IN ELECTROTECHNOLOGY RENEWABLE ENERGY

Course Code: UTE41301

Campus: Sunshine

Career Opportunities
Graduates will play an integral role in local government, system design, installation or sales. They may be employed as a consultant, technician or small business manager in renewable energy systems.

Scope of Delivery
Full-time, Part-time, Flexible delivery.

Course Objective
To provide students with a general introduction to renewable energy systems and covers the principles of designing, installing and maintaining photovoltaic systems and wind energy conversion systems.

Entry Requirements
- have successfully completed a Certificate III qualification from the Electrotechnology Industry Training Package (UTE99) or equivalent
- 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 involves 24 hours/week for 6 months.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTE4130A</td>
<td>COORDINATE MAINTENANCE OF RENEWABLE ENERGY APPARATUS AND SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>UTE4130B</td>
<td>UNDERTAKE COMMISSIONING PROCEDURES OF RENEWABLE ENERGY APPARATUS AND SYSTEMS</td>
<td>80</td>
</tr>
<tr>
<td>UTE4130C</td>
<td>TEST RENEWABLE ENERGY APPARATUS AND SYSTEMS</td>
<td>80</td>
</tr>
<tr>
<td>UTE4130D</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN RENEWABLE ENERGY APPARATUS AND SYSTEMS</td>
<td>80</td>
</tr>
<tr>
<td>UTE4130E</td>
<td>PLAN THE INSTALLATION OF RENEWABLE ENERGY APPARATUS AND SYSTEMS</td>
<td>60</td>
</tr>
</tbody>
</table>

(a) Elective Units of Study
Select one unit of study from the following:
- UTE4130A ATTEND TO BREAKDOWN
- UTE4130B PROVIDE TECHNICAL LEADERSHIP IN THE WORKPLACE
- UTE4130C CO-ORDINATE WORK OF OTHERS

(b) Specialist Units of Study
Select one unit of study from the following:
- UTE4130A ATTEND TO BREAKDOWN
- UTE4130B INSTALL AND MAINTAIN A SMALL WIND ENERGY CONVERSION SYSTEM
ADVENTANCED DIPLOMA OF COMPUTER SYSTEMS ENGINEERING (I)
Course Code: UTE60199

Campus: Sunshine
Career Opportunities
Graduates can work in the areas of computer network development, network administration and support, and computer hardware and software.
Scope of Delivery
This course is offered on a full-time and part-time basis.
Course Objectives
The course provides students with the knowledge and skills required to design, select, install, commission, maintain and carry out repairs on advanced equipment and systems using computers, computer peripherals and networking components.
Entry Requirements
To qualify for admission to the course, applicants must:
• have successfully completed year 11 or equivalent;
• be of mature age and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Course Duration
Course duration is 600 nominal hours full-time or part-time equivalent.

Course Structure

<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>UTENES304AA</td>
<td>UNDERTAKE COMMISSIONING OF ADVANCED SYSTEMS AND APPARATUS (COMPUTER SYSTEMS)</td>
</tr>
<tr>
<td>UTENES406AA</td>
<td>DEVELOP COMPLEX TESTING AND EVALUATION PROCEDURES (COMPUTER SYSTEMS)</td>
</tr>
<tr>
<td>UTENES504AA</td>
<td>DIAGNOSE FAULTS IN ADVANCED SYSTEMS AND APPARATUS (COMPUTER SYSTEMS)</td>
</tr>
</tbody>
</table>

Elective Units of Study (40 Nominal Hours)
A minimum of one unit, selected with the approval of the head of department, having regard to the units listed in the Electrotechnology Industry Training Package UTE99 Australian National Training Authority 1999.

ADVENTANCED DIPLOMA OF ELECTRICAL ENGINEERING (I)
Course Code: UTE60299

Campus: Sunshine Campus
Career Opportunities
Electrical Technical Officer, Electrical/Electronics Technician
Scope of Delivery
Full-time or Part-time
Course Objective
Those gaining this qualification will be able to design, select, install, commission, maintain and carry out repairs on electrical equipment and systems.
Entry Requirements
Entry via Diploma of Electrical Engineering UTE50299 OR
Requisite knowledge program entry: VCE completion with Mathematics (any) 3 & 4, information Technology 1 & 2 and English 3 & 4 OR
Via mature age entry as per VTAC guide.
Course Duration
Two years full-time.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Core Units of Study</td>
<td></td>
</tr>
<tr>
<td>UTENES304BA</td>
<td>UNDERTAKE COMMISSIONING OF ADVANCED SYSTEMS AND APPARATUS (ELECTRICAL)</td>
</tr>
<tr>
<td>UTENES406BA</td>
<td>DEVELOP COMPLEX TESTING AND EVALUATION PROCEDURES – (ELECTRICAL)</td>
</tr>
<tr>
<td>UTENES504BA</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN ADVANCED SYSTEMS AND APPARATUS (ELECTRICAL)</td>
</tr>
<tr>
<td>Elective Units of Study</td>
<td></td>
</tr>
<tr>
<td>UTENES002A</td>
<td>ATTEND TO BREAKDOWN</td>
</tr>
<tr>
<td>UTENES008A</td>
<td>PROVIDE TECHNICAL LEADERSHIP IN THE WORKPLACE</td>
</tr>
<tr>
<td>UTENES009A</td>
<td>PARTICIPATE IN THE TRAINING OF OTHERS</td>
</tr>
<tr>
<td>UTENES601A</td>
<td>CO-ORDINATE WORK OF OTHERS</td>
</tr>
<tr>
<td>Optional Units</td>
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</tr>
<tr>
<td>UTENES602BA</td>
<td>DEVELOP COMMISSIONING PROGRAMS FOR APPARATUS AND ASSOCIATED CIRCUITS (ELECTRICAL)</td>
</tr>
<tr>
<td>UTENES603BA</td>
<td>DEVELOP MAINTENANCE PROGRAMS FOR APPARATUS AND CIRCUITS (ELECTRICAL)</td>
</tr>
<tr>
<td>UTENES702BA</td>
<td>DESIGN ELECTRICAL/ELECTRONIC APPARATUS AND SYSTEMS (ELECTRICAL)</td>
</tr>
<tr>
<td>UTENES009A</td>
<td>PARTICIPATE IN THE TRAINING OF OTHERS</td>
</tr>
</tbody>
</table>

ADVENTANCED DIPLOMA OF ELECTRONIC ENGINEERING (I)
Course Code: UTE60399

Campus: Sunshine
Career Opportunities
Graduates find employment in communications, industrial and consumer electronics, and computer hardware and software.
Scope of Delivery
Full-time and part-time basis.
Course Objectives
Provide skills and knowledge carry out repairs on advanced electronic equipment and systems. The training is for the Electronics industry at the technician and para-professional levels.
Entry Requirements
To qualify for admission to the course, applicants must:
• have successfully completed year 11 or equivalent;
• 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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>UTENES304CA</td>
<td>UNDERTAKE COMMISSIONING OF ADVANCED SYSTEMS AND APPARATUS (ELECTRONICS)</td>
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</tr>
<tr>
<td>UTENES406CA</td>
<td>DEVELOP COMPLEX TESTING AND EVALUATION PROCEDURES (ELECTRONICS)</td>
<td>180</td>
</tr>
<tr>
<td>UTENES504CA</td>
<td>DIAGNOSE FAULTS IN ADVANCED SYSTEMS AND APPARATUS (ELECTRONICS)</td>
<td>200</td>
</tr>
</tbody>
</table>

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 2008.

**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.

**BSBEBUS510A MANAGE E-BUSINESS OUTSOURCING**

**Content:** This unit covers establishing strategies for managing outsourcing and communication with service providers, performance management, monitoring and review of contractual arrangements.

**Nominal Hours:** 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.

**BSBPBM505A 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.

**BSBPBM508A 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 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.

**ICA12015A 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.
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.

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.

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.

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.

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.

ICAA5048A 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.

ICAA5049A 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.

ICAA5050A 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.

ICAA5054A 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.

ICAA5056A 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.

ICAA5138A 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.

ICAA5139A 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.

ICAA5140A 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.

ICAA5141A 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.

ICAA5143A 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.
ICAA5144A 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.

ICAA5145A IDENTIFY 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.

ICAA5146A 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.

ICAA5147A 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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

ICAB4060A IDENTIFY PHYSICAL DATABASE REQUIREMENTS
<table>
<thead>
<tr>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ICAB4075A USE A LIBRARY OR PREEXISTING COMPONENTS</strong>&lt;br&gt;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.</td>
<td>40 Hours</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.</td>
</tr>
<tr>
<td><strong>ICAB4135A CREATE A SIMPLE MARK UP LANGUAGE DOCUMENT TO SPECIFICATION</strong>&lt;br&gt;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.</td>
<td>20 Hours</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.</td>
</tr>
<tr>
<td><strong>ICAB4136A USE STRUCTURED QUERY LANGUAGE TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA</strong>&lt;br&gt;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.</td>
<td>60 Hours</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.</td>
</tr>
<tr>
<td><strong>ICAB4137A PRODUCE BASIC CLIENT SIDE SCRIPT FOR DYNAMIC WEB PAGES</strong>&lt;br&gt;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.</td>
<td>20 Hours</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.</td>
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<tr>
<td><strong>ICAB4169A USE DEVELOPMENT SOFTWARE AND IT TOOLS TO BUILD A BASIC WEBSITE</strong>&lt;br&gt;Content: This unit defines the competency required to build a basic website that is consistent with design and technical requirements, and business expectations.</td>
<td>20 Hours</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.</td>
</tr>
<tr>
<td><strong>ICAB4170A BUILD A DATABASE</strong>&lt;br&gt;Content: This unit defines the competency required to build and implement a database using an established design.</td>
<td>30 Hours</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.</td>
</tr>
<tr>
<td><strong>ICAB4219A APPLY INTRODUCTORY OBJECT ORIENTED LANGUAGE SKILLS</strong>&lt;br&gt;Content: This unit defines the competency required to undertake introductory programming tasks using an object-oriented programming language. Competency includes tool usage, documentation, debugging and testing techniques in support of the programming activities.</td>
<td>60 Hours</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.</td>
</tr>
<tr>
<td><strong>ICAB4225A AUTOMATE PROCESSES</strong>&lt;br&gt;Content: This unit defines the competency required to automate solutions by using basic scripting processes and application-specific scripting options.</td>
<td>40 Hours</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.</td>
</tr>
<tr>
<td><strong>ICAB4229A APPLY INTERMEDIATE PROGRAMMING SKILLS IN ANOTHER LANGUAGE</strong>&lt;br&gt;Content: This unit defines the competency required to undertake intermediate programming tasks using another programming language. The language may be an object-oriented language.</td>
<td>60 Hours</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.</td>
</tr>
<tr>
<td><strong>ICAB5062A PERFORM DATA CONVERSION</strong>&lt;br&gt;Content: This unit defines the competency required to translate data from one format to another by means of a data conversion process</td>
<td>20 Hours</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.</td>
</tr>
<tr>
<td><strong>ICAB5065A PREPARE FOR THE BUILD PHASE</strong>&lt;br&gt;Content: This unit defines the competency required to prepare the development environment for the build phase and actual coding of the system</td>
<td>20 Hours</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.</td>
</tr>
<tr>
<td><strong>ICAB5066A COORDINATE THE BUILD PHASE</strong>&lt;br&gt;Content: This unit defines the competency required to coordinate activities to be carried out during the build phase and actual coding of the system</td>
<td>20 Hours</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.</td>
</tr>
<tr>
<td><strong>ICAB5068A BUILD USING RAPID APPLICATION DEVELOPMENT</strong>&lt;br&gt;Content: This unit defines the competency required to build using rapid application development (RAD) tools.</td>
<td>40 Hours</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.</td>
</tr>
<tr>
<td><strong>ICAB5072A DEVELOP INTEGRATION BLUEPRINT</strong>&lt;br&gt;Content: This unit defines the competency required to document and maintain details of integration-technology and architectural components important in developing an integration blueprint.</td>
<td>20 Hours</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.</td>
</tr>
<tr>
<td><strong>ICAB5159A BUILD A SECURITY SHIELD FOR A NETWORK</strong>&lt;br&gt;Content: This unit defines the competency required to build a security shield for a wireless local area network (WLAN) or local area network (LAN).</td>
<td>40 Hours</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.</td>
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</tbody>
</table>
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.

**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.

**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.

**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.

**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.

**ICAB5179A BUILD DECKS USING WIRELESS MARK UP LANGUAGE**

**Content:** This unit defines the competency required to create wireless mark-up language (VML) 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.

**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

**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.

**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.

**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.

**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.

**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.

**ICAB5238A BUILD A HIGHLY SECURE FIREWALL**

**Content:** This unit defines the competency required to build high performance failure resistant security perimeters.

**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.

**ICAD2012A DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES**

**Content:** Design documents to meet organisational needs; Access, retrieve, manipulate and save data

**Nominal Hours:** 40 Hours
ICAI3218A CREATE USER DOCUMENTATION
Content: This unit defines the competency required to create user 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.

ICAI4030A 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.

ICAI3021A 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.

ICAI3101A 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.

ICAI4190A 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.

ICAI4217A 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.

ICAI5092A 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.

ICAI5210A 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.

ICAI4097A 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.

ICAI4189A 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.

**ICAI5087A ACQUIRE SYSTEM COMPONENTS**
**Content:** This unit defines the competency required to identify system components and to follow procedures to purchase those components.
**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.

**ICAI5088A EVALUATE AND NEGOTIATE VENDOR OFFERINGS**
**Content:** This unit defines the competency required to research, 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.

**ICAI5098A 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.

**ICAI5100A 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.

**ICAI5152A 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.

**ICAI5173A 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.

**ICAI5174A 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.

**ICAI5196A 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.

**ICAI5197A 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.

**ICAI5216A 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.

**ICAI6187A 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.

**ICAITAD042B CONFIRM CLIENT BUSINESS NEEDS**
**Content:** Confirm client expectations and needs; Confirm that information is consistent and complete; Verify that overall process is integrated, ensures remote users and any distributed requirements are covered; Specify organisation specific issues.
**Nominal 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.

**ICAITAD043B DEVELOP AND PRESENT A FEASIBILITY REPORT**
**Content:** Confirm that proposed solution is the best reasonable fit; Develop high level alternative scenarios; Prepare and publish feasibility 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.

**ICAITAD044A DEVELOP SYSTEM INFRASTRUCTURE DESIGN PLAN**
**Content:** Specify architecture requirements; Specify hardware and software; Conduct walkthrough and compare/contrast expected performance criteria against vendor proposed offerings.
**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.

**ICAITAD046A MODEL PREFERRED SYSTEM SOLUTIONS**
**Content:** This unit describes 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.

ICAITAD048C DEVELOP CONFIGURATION MANAGEMENT
Content: Establish configuration management requirements; Establish control mechanisms; Establish monitoring mechanisms; Manage the release of the product to 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.

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; Rework 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.

ICAITB059B DEVELOP DETAILED TECHNICAL DESIGN
Content: Contribute to the determination of technical design features; Contribute to design review; Contribute to the development of program specifications.
Nominal Hours: 40 Hours
Assessment: 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
ICAIB067A PREPARE FOR SOFTWARE DEVELOPMENT USING RAD
Content: Provide development environment; Design work units; Review designs and estimates with programmers.
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.

ICAIB068A 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.

ICAIB069B 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.

ICAIB070B CREATE CODE FOR APPLICATIONS
Content: Declare and assign variables; Develop structure of code sections; Unit test each module; Identify range of exceptions; Determine handling and propagation procedures for exceptions; Use debugging and error handling techniques.
Nominal Hours: 200 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAIB071A 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.

ICAIB072A 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.

ICAIB073A 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.

ICAIB074A 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.

ICAIB075A 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.

ICAIB076B 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.

ICAIB135A 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.

ICAIB136A 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: 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.

ICAIB137A 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.

ICAIB161A 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.

ICAIB128A 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
ICAITS014C 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.

ICAITS015B INSTALL SOFTWARE APPLICATIONS
Content: Determine software or software upgrade requirements of clients; Obtain software or software upgrade; Install software of upgrade.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITS017B 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.

ICAITS020B 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.

ICAITS020C INSTALL AND OPTIMISE SYSTEM SOFTWARE
Content: Determine operating systems requirements; Obtain operating system; Install and optimise operating system; Provide instruction to meet new software requirements.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITS021B CONNECT INTERNAL HARDWARE COMPONENTS
Content: This unit defines the competency required to connect internal hardware components according to specifications
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITS021C CONNECT INTERNAL HARDWARE COMPONENTS
Content: Determine new components required; Obtain components; Install components; Provide instruction to meet new requirements.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITS024B PROVIDE BASIC SYSTEM ADMINISTRATION
Content: Record security access; Record software licences; Carry out system backup; Restore system backup; Document security access.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAITS025B 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.

ICAITS025C 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.

ICAITS029B INSTALL NETWORK HARDWARE TO A NETWORK
Content: Determine hardware requirements of clients; Obtain hardware; Install network hardware; Provide support for installed products; Determine and provide instruction and support.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITS030B INSTALL SOFTWARE TO NETWORKED COMPUTERS
Content: Determine clients software or software upgrade requirements; Obtain software of software upgrade; Install software or software upgrade; Determine and provide instruction and support.
Nominal Hours: 40 Hours
Assessment: 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 LIAISON
Content: Determine the client user areas that are to be supported; Develop appropriate method of liaising with client user/group and possible contacts; Establish contact and develop reporting protocol; Maintain established communication links.
Nominal Hours: 20 Hours
Assessment: 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.
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.

ICAITS118B MANAGE SYSTEM SECURITY
Content: Identify threats to system; Review audit needs; Identify appropriate controls; Incorporate controls into the system; Implement additional security procedures.
Nominal Hours: 50 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITS119B MONITOR AND ADMINISTER SYSTEMS SECURITY
Content: Ensure user accounts are controlled; Secure file and resource access; Monitor threats to the network.
Nominal Hours: 30-50 Hours
Assessment: 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.

ICAITS120B ADMINISTER AND CONFIGURE A NETWORK OPERATING SYSTEM
Content: Create an interface with existing system; Set up and manage the network file system; Review network policies; Manage user services; Monitor user accounts; Provide and support back-up security.
Nominal Hours: 20-50 Hours
Assessment: 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 sessions with clients.
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.

ICAITT077C 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.

ICAITT078A 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.

ICAITT078B 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.

ICAITT079B 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.

ICAITT080A 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.

ICAITT080B 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.

ICAITT082C MANAGE THE TESTING PROCESS
Content: Develop test schedule; Complete test procedures; Review the completeness and accuracy of the system.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITT083B DEVELOP AND CONDUCT CLIENT ACCEPTANCE TEST
Content: Identify acceptance criteria and develop test plan; Perform functional testing on software modules; Validate test results against expected results; Sign off and acceptance obtained.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITT084A PERFORM STRESS AND LOADING TEST OF INTEGRATED PLATFORM
Content: Create test plan; Undertake test plan; Diagnose and resolve faults; Update documentation.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITT084B PERFORM STRESS AND LOADING TEST OF INTEGRATED PLATFORM
Content: Create test plan; Undertake test; Diagnose and resolve faults; Update documentation.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITTW011B PARTICIPATE IN A TEAM AND INDIVIDUALLY TO ACHIEVE ORGANISATION GOALS
Content: Establish own work schedule; Participate in team structure.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITTW026B 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.

ICAITTW027B RELATE TO CLIENTS ON A BUSINESS LEVEL
Content: Build and maintain business networks and relationships; Plan to meet internal and external client requirements; Negotiate client support service costs; Monitor, adjust and implement procedures to maintain client focus.
Nominal Hours: 40 Hours
Assessment: 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.
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, 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.

ICAITU128A OPERATE A PERSONAL COMPUTER
Content: Start computer and access basic system information and features; Navigate and manipulate desktop environment; Organise basic directory and folder structures; Organise files for user and/or organisational requirements; Print information; Correctly shut down computer.
Nominal Hours: 30 Hours
Assessment: 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 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.
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.

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.

ICAP5036A DETERMINE APPROPRIATE IT STRATEGIES AND SOLUTIONS
Content: Evaluate IT needs of the organisation; Contribute to the development of the project goals and objectives; Determine best IT systems solution.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAP5039A MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE
Content: Evaluate current business strategy; Evaluate impact of changes; Develop action plans.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAP5155A PLAN PROCESS RE ENGINEERING STRATEGIES FOR BUSINESS
Content: Select the process to be re engineered; Identify the strategic context; Design the new process.
Nominal Hours: 30 Hours
Assessment: 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.

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; ICAU1128A Operate a personal computer; ICAU1133A Send and retrieve information using web browsers and email; ICAU1204A Locate and use relevant on-line information; ICAU1213A Conduct on-line transactions.
Nominal Hours: 30 Hours
Assessment: 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.

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.

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.

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.

ICAS2016A RECORD CLIENT SUPPORT REQUIREMENTS
Content: Log requests for support; Prioritise support requests with appropriate personnel
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.

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.

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.

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.

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.

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.

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.

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.

ICAS3121A ADMINISTER NETWORK PERIPHERALS
Content: Install peripherals to a network; Configure peripheral services to manage peripherals; Administer and support peripheral services; Maintain peripherals and fix common problems
Nominal Hours: 20 Hours
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.

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.

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.

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.

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.

ICAS4109A 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.

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.

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.

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.

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.

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.

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.

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.

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.

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.
ICASS5103A 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.

ICASS5104A 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.

ICASS5105A 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.

ICASS5111A 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.

ICASS5123A 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.

ICASS5129A 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.

ICASS5199A 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.

ICASS5202A 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.

ICASS5203A 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.

ICAT1206A CHECK SITE SECURITY
Content: This unit defines the competency required to use the features of a web browser to determine the security status of a remote server before it is accessed.
Nominal Hours: 15 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT3025A 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.

ICAT4183A CONFIRM ACCESSIBILITY OF WEBSITE DESIGN FOR PEOPLE WITH SPECIAL NEEDS
Content: Identify accessibility standards; Test for accessibility of website; Test pages.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT4185A CREATE A WEBSITE TESTING PROCEDURE
Content: Document and define performance criteria; Validate performance measures; Obtain 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.

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.

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.

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.

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.
ICAT5081A PERFORM SYSTEMS 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.

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.

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.

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.

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.

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.

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.

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.

ICAU1204A 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.

ICAU1211A OPERATE ACCOUNTING APPLICATIONS
Content: This unit defines the competency required to operate common accounting software packages in order to maintain enterprise financial records.
Nominal Hours: 30 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU1213A CONDUCT ON-LINE TRANSACTIONS
Content: This unit defines the competency required to bank, buy or carry out basic consumer transactions on-line.
Nominal Hours: 10 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU1215A USE PERSONAL PRODUCTIVITY TOOL
Content: This unit defines the competency required to use the features and components of a personal productivity tool including personal digital assistants or computerised personal organisers.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU2005A OPERATE COMPUTER HARDWARE
Content: This unit defines the competency required to determine, select and correctly operate basic computer hardware, generally known as peripherals and which may include input/output devices and secondary memory.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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.

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.

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.

ICAU2231A USE COMPUTER OPERATING SYSTEM
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.

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.

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.

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.

ICAU4205A SELECT AND EMPLOY SOFTWARE AND HARDWARE MULTIMEDIA TOOLS
Content: This unit defines the competency required to select and use software and hardware diagnostic tools, including multimedia contexts and automated testing environments.
Nominal Hours: 40 Hours
Assessment: 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.

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.

ICAU1128A 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 programs, 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.

ICAW2001A 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.

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.

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.

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.

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.

ICCTT138B INSTALL MAINTAIN AND MODIFY CUSTOMER PREMISES COMMUNICATIONS CABLELING: 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.

ICPMM21CA CAPTURE A DIGITAL IMAGE
Content: Assess digital camera qualities; Photograph and upload a digital image.
Nominal 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.

ICPMM263A 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.

ICPMM321A 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.

ICPMM346A INCORPORATE VIDEO INTO MULTIMEDIA PRESENTATIONS
Content: Identify and describe format of digital video; Design digital video; Edit digital video; Present a digital video sequence.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICPMM42CA INCORPORATE 2D GRAPHICS INTO MULTIMEDIA PRESENTATIONS
Content: Work with digital imaging; Use 2D multimedia graphics software; Create 2D multimedia graphic designs; Present 2D digital artwork.
Nominal Hours: 20 Hours
Assessment: 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: Contribute to the meeting of customer needs; Obtain feedback from customers; Use customer feedback to enhance customer relationships.
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 workplace assignments.

ICPPP311A DEVELOP A DETAILED DESIGN CONCEPT
Content: Determine brief specifications; Render a graphic design; Produce a dummy; Produce complex finished artwork.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICTCC121A USE AN ENTERPRISE INFORMATION SYSTEM
Content: Locate and interpret information for a customer inquiry; Record information for a customer transaction; Use help systems.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICTCC330A MANAGE CUSTOMER RELATIONSHIP
Content: Contribute to the meeting of customer needs; Obtain feedback from customers; Use customer feedback to enhance customer relationships.
Nominal Hours: 35 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICTTC005C INSTALL CABLE SUPPORT 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, 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.

ICTTC006C 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.

ICTTC008C 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 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 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.

ICTTC010C PLACE, SECURE AND TERMINATE OPTICAL FIBRE CABLE
Content: This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment.
Nominal Hours: 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.

ICTTC011C PLACE, SECURE AND TERMINATE CO-AXIAL 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. T his 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: 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.

ICTTC012C 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.

ICTTC016C 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 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.

ICTTC017C 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 communications applications whether digital or analogue including telephony, data, video and customer premises equipment. T his unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multi media. This unit may be applied to domestic, commercial or industrial installations. This unit applies to the joining of copper telecommunications cable that may occur in underground situations, in pits or in joining enclosures or above ground customer premises. T his unit 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.

ICTTC022C 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. T his unit applies to all metallic conductor cable types other than co-axial and certified category 5 installations. T his 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. T his unit applies to 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 all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multi media. T his 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.

ICTTC049C INSTALL CUSTOMER PREMISES SYSTEMS AND EQUIPMENT
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. T his 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. T his unit may be applied to domestic, commercial or industrial installations.
Nominal Hours: 203
ICTTC052C CUTTER NEW CUSTOMER PREMISES SYSTEMS AND EQUIPMENT
Content: This unit applies to all contexts from indoor and outdoor installation within a customer premises and applies to both customer premises wiring 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 multimedia. This unit may be applied to domestic, commercial or industrial 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.

ICTTC053C TRAIN CUSTOMERS
Content: This unit applies to all contexts from indoor and outdoor installation within a customer premises and applies to both customer premises wiring 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 multimedia. 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.

ICTTC056C INSTALL NETWORK TELECOMMUNICATIONS EQUIPMENT
Content: This unit may apply to switching, transmission and radio (both fixed and mobile) network and the various transmission paths i.e. cable, optic fibre, radio, microwave and satellite. The unit applies to installation of both new, additional and replacement equipment. Termination of cables are covered broadly in this standard and thus it should be read in conjunction with Telecommunications Cabling Competency Standards: UNIT ICTTC008C – Terminate metallic conductor cable; UNIT ICTTC010C – Place, secure and terminate optical fibre cable; UNIT ICTTC011C – Place, secure and terminate coaxial cable.
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.

ICTTC068C INSTALL TELECOMMUNICATIONS SERVICE TO A BUILDING
Content: This unit relates to bringing telecommunications service from the broader network to a customer’s premises. Installation of cabling within a building and installation of telecommunications connections within a building are dealt with in the Telecommunications Cabling National Competency Standards.
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.

ICTTC071C INSTALL PAY TV SET TOP UNIT
Content: This unit applies to the installation of all types of Customer Pay TV service and data casting services on customer premises. Fault finding and rectification is covered in ICTTC106 Locate and rectify set top unit faults.
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.

ICTTC076C COMPLETE NETWORK EQUIPMENT/SOFTWARE UPGRADES
Content: This unit may apply to switching, transmission and radio (both fixed and mobile) network and the various transmission paths i.e. cable, optic fibre, radio, microwave and satellite. All work undertaken on site is under instruction from the network management/control centre. Responsibility for the fault/problem rests with that centre. This unit covers work at escalation tiers 1. Units ICTTC088C and ICTTC090C cover similar work at escalation tiers 2 and 3.
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.

ICTTC088C LOCATE AND RECTIFY NETWORK FAULTS ON A FIRST IN BASIS
Content: This unit may apply to switching, transmission and radio (both fixed and mobile) network and the various transmission paths i.e. cable, optic fibre, radio, microwave and satellite. All work undertaken on site is under instruction from the network management/control centre. Responsibility for the fault/problem rests with that centre. This unit covers work at escalation tiers 1. Units ICTTC088C and ICTTC090C cover similar work at escalation tiers 2 and 3.
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.

ICTTC089C REPAIR AND REPLACE TELECOMMUNICATIONS NETWORK HARDWARE
Content: This unit may apply to switching, transmission and radio (both fixed and mobile) network and the various transmission paths i.e. cable, optic fibre, radio, microwave and satellite. All work undertaken on site is under instruction from the network management/control centre. Responsibility for the fault/problem rests with that centre. This unit covers work at escalation tiers 1. Units ICTTC088C and ICTTC090C cover similar work at escalation tiers 2 and 3.
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.

ICTTC101C LOCATE AND DIAGNOSE ELECTRONIC FAULTS
Content: This unit applies to all telecommunications applications including telephony, data, video and multimedia. This unit should be applied with units dealing with specific able types and installation environments. This unit applies to computer systems including Local Area Networks (LANs) and Wide Area Networks (WANs).
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.

ICTTC106C LOCATE AND RECTIFY PAY TV SET TOP UNIT FAULTS
Content: This unit applies to all types of Customer Pay TV service and data casting services on customer premises. Installation is covered in ICTTC071 Install Pay TV set top unit. Cabling aspects of installation
are covered in a range of units in the Certificate in Telecommunications (Cabling).
**ICTTC136A INSTALL, MAINTAIN AND MODIFY CUSTOMER PREMISES COMMUNICATION CABLEING - ACA RESTRICTED RULE**
**Content:** This unit defines the level of competence that is required for the purpose of the Australian Communications Authority's "Restricted" Cabling Provider Rule. Restricted cabling is used in typical domestic premises but is also found in some small office home offices and small business premises situations.
**Nominal Hours:** 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.

**ICTTC136B INSTALL MAINTAIN AND MODIFY CUSTOMER PREMISES COMMUNICATIONS CABLEING: 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 many lines, multi-pair cables, backbone cabling, multi-storey buildings and more complicated termination modules and distributors. This unit applies to customer cabling terminated on sockets and network termination devices (NTD). It applies to the installation, maintenance and modification of indoor and external 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, facsimile and answering machines), simple data and computer use, security alarm panels, and fire control panels.
**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.

**ICTTC137A USE HAND AND POWER TOOLS**
**Content:** unit applies to the skills required to safely use hand and power tools in the workshop and on the worksite.
**Nominal 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.

**ICTTC147A ADMINISTER A DATA COMMUNICATIONS NETWORK (LAN OR WAN)**
**Content:** This unit applies to the management and administration of a local area network or wide area network.
**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.

**ICTTC153A WORK SAFELY NEAR POWER INFRASTRUCTURE**
**Content:** This unit describes the requirements and conditions that must be met when telecommunications workers conduct operations in the vicinity of substantial safety hazards including work: At heights; Near electrical distribution infrastructure, radiation devices or other services; In confined space
**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.

**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.

**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.

**PRSTM301A 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.

**PSPPM502B MANAGE COMPLEX PROJECTS**
**Content:** Manage start-up activities; Manage project implementation; Coordinate project implementation; 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.

TAAASSS01A 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 text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

TAADELS03A 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 text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

TAADES051A DESIGN AND DEVELOP LEARNING STRATEGIES
Content: Determine the parameters of the learning strategy; Develop the framework for the learning strategy; Devise the content and structure of the learning strategy; Review the learning strategy.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

TAAENV01A MAINTAIN AND ENHANCE PROFESSIONAL PRACTICE
Content: Model high standards of performance; Determine personal development needs; Participate in professional development activities; Reflect on and evaluate professional practice.
Nominal Hours: 40 Hours
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

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.

UTENES007A SUPPLY PROJECTS
Content: Supply projects encompassing sourcing, purchasing, receiving and dispatching of plant, apparatus, test and safety equipment, tools, wiring, enclosures, supports, piping, tubing, ducting, accessories, materials and fixings.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written test, 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 text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES009A PARTICIPATE IN THE TRAINING OF OTHERS
Content: Plan and prepare to provide for learning opportunities; Supervise/mentor learners; Verify activities undertaken by learner.
Nominal Hours: 20 Hours
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES012A ATTEND TO BREAKDOWNS IN HAZARDOUS AREAS (SELECT QUALIFIER)
Content: Attend to breakdowns of explosion-protected equipment and installations situated in a hazardous area and other items of equipment located in a safe area that may influence the explosion-protection technique. This unit aligns with the Competency Standard ‘Electrical equipment in hazardous areas’ CS-EEHA-001-1998, unit NEE005
Nominal Hours: 180 Hours
Assessment: One or more of the following: written assignment, written text, 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.

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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 test, 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 produce routine tools and devices; Produce routine tools and devices; Check results routine tools and devices produced.
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 the 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; Check results of the completed work.
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.

UTENES102CA ASSEMBLE & ERECT ANTENNAE & ASSOCIATED HARDWARE (ELECTRONICS)
Content: Plan and prepare for assembly and erection of antennae and associated hardware; Assemble and erect antennae and associated hardware; Inspect and notify completion of 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 workplace assignments.

UTENES105A 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.

UTENES105JA INSTALL AND TERMINATE WIRING SYSTEMS (POWER AND CONTROL – EXTRA LOW VOLTAGE)
Content: Plan and prepare for installation; Install wiring systems; Inspect and notify completion of 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 workplace assignments.

UTENES105JB INSTALL AND TERMINATE WIRING SYSTEMS (POWER AND CONTROL – LOW VOLTAGE)
Content: Plan and prepare for installation; Install wiring systems; Inspect and notify completion of 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 workplace assignments.

UTENES106AA INSTALL ELECTRICAL/ELECTRONIC APPARATUS (COMPUTER SYSTEMS)
Content: Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.
Nominal Hours: 180 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES106BA INSTALL ELECTRICAL/ELECTRONIC APPARATUS (ELECTRICAL)
Content: Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.
Nominal Hours: 180 Hours
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<tr>
<th>Assessment</th>
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<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, questioning, presentation, campus/workplace projects and workplace assignments.</td>
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<td>UTENES106CA INSTALL ELECTRICAL/ELECTRONIC APPARATUS (ELECTRONICS)</td>
<td>Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.</td>
<td>180 Hours</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, questioning, presentation, campus/workplace projects and workplace assignments.</td>
<td>UTENES106TA INSTALL EXPLOSION-PROTECTED EQUIPMENT AND WIRING SYSTEMS (SELECT QUALIFIER)</td>
<td>Install explosion-protected equipment and other items in the circuit, including wiring. This unit aligns to the Competency Standard 'Electrical equipment in hazardous areas’ CS-EEHA-001-1998, unit NEE003.</td>
<td>20 Hours</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, questioning, presentation, campus/workplace projects and workplace assignments.</td>
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<td>UTENES114A INSTALL AND MAINTAIN A SMALL WIND ENERGY CONVERSION SYSTEM</td>
<td>Install and maintain wind energy conversion systems up to 10kW.</td>
<td>UTENES201AC PERFORM BASIC REPAIR TO ELECTRICAL/ELECTRONIC APPARATUS (COMPUTER SYSTEMS)</td>
<td>Prepare to carry out basic repair work; Carry out basic repair work; Inspect and notify completion of work.</td>
<td>60 Hours</td>
<td>Plan and prepare to assemble/disassemble electrical/electronic components; Assemble/disassemble electrical/electronic components; Inspect and notify completion of work.</td>
<td>UTENES201FB PERFORM BASIC REPAIR TO ELECTRICAL/ELECTRONIC APPARATUS – DATA COMMUNICATIONS</td>
<td>Undertake basic repairs to electrical/electronic apparatus by following routines described in work instructions or apparatus manuals.</td>
<td>60 Hours</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, questioning, presentation, campus/workplace projects and workplace assignments.</td>
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<td>UTENES202AC ASSEMBLE/DISASSEMBLE ELECTRICAL/ELECTRONIC COMPONENTS (COMPUTER SYSTEMS)</td>
<td>Plan and prepare to assemble/disassemble electrical/electronic components; Inspect and notify completion of work.</td>
<td>UTENES202BA MAINTAIN AND REPAIR APPARATUS AND CIRCUITS (ELECTRICAL)</td>
<td>Maintain and repair apparatus and associated circuits; Inspect and notify completion of work.</td>
<td>180 Hours</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, questioning, presentation, campus/workplace projects and workplace assignments.</td>
<td>UTENES202CB MAINTAIN AND REPAIR APPARATUS AND ASSOCIATED CIRCUITS – ELECTRONICS</td>
<td>Undertake routine maintenance on apparatus and associated basic circuits, includes wiring, piping, tubing and components.</td>
<td>180 Hours</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, questioning, presentation, campus/workplace projects and workplace assignments.</td>
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<td>UTENES206AA MAINTAIN AND REPAIR APPARATUS AND CIRCUITS (COMPUTER SYSTEMS)</td>
<td>Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.</td>
<td>UTENES207AA CO-ORDINATE MAINTENANCE OF APPARATUS AND CIRCUITS (COMPUTER SYSTEMS)</td>
<td>Coordinate maintenance of apparatus and associated circuits, piping and components and provided technical support to maintenance personnel.</td>
<td>40 Hours</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, questioning, presentation, campus/workplace projects and workplace assignments.</td>
<td>UTENES209PA ATTACH FLEXIBLE CORDS AND PLUGS TO ELECTRICAL EQUIPMENT CONNECTED TO A SINGLE PHASE 250 VOLT SUPPLY (SINGLE ENCLOSED CONTROL DEVICE)</td>
<td>Attach flexible cords and plugs to electrical equipment connected to supplies up to 250-volt incidental to a principle function in the workplace.</td>
<td>20 Hours</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, questioning, presentation, campus/workplace projects and workplace assignments.</td>
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<td>UTENES214A MAINTAIN EQUIPMENT IN HAZARDOUS AREAS (SELECT QUALIFIER)</td>
<td>Carry out maintenance on electrical equipment situated in a hazardous area and other items of equipment located in a safe areas that may influence the explosion-protection technique. This unit aligns to the Competency Standard ‘Electrical equipment in hazardous areas’ CS-EEHA-001-1998, unit NEE004.</td>
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UTENES215A OVERHAUL AND REPAIR EXPLOSION-PROTECTED EQUIPMENT (SELECT QUALIFIER)
Content: Overhaul and repair explosion-protected equipment and issue documented authorisation confirming that the overhauled/repaired equipment meets the requirements of the original compliance certification. This unit aligns to the Competency Standard ‘Electrical equipment in hazardous areas’ CS-EEHA-001-1998, unit NEE006.
Nominal 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.

UTENES219A COORDINATE MAINTENANCE OF RENEWABLE ENERGY APPARATUS AND SYSTEMS
Content: Coordinate maintenance of renewable energy apparatus and systems and provide technical support to maintenance 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 workplace assignments.

UTENES301AA UNDERTAKE COMMISSIONING OF APPARATUS AND CIRCUITS (COMPUTER SYSTEMS)
Content: Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.
Nominal Hours: 180 Hours
Assessment: 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.

UTENES301CA UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND ASSOCIATED CIRCUITS (ELECTRONICS)
Content: Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.
Nominal Hours: 180 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES302AA UNDERTAKE COMMISSIONING PROCEDURES OF APPARATUS AND ASSOCIATED COMPLEX CIRCUITS – (COMPUTER SYSTEMS)
Content: Undertake commissioning procedures of apparatus and associated complex circuits, components and computer programming to comply with predetermined parameters.
Nominal Hours: 20 Hours
Assessment: 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.

UTENES305A UNDERTAKE COMMISSIONING PROCEDURES OF RENEWABLE ENERGY APPARATUS AND SYSTEMS
Content: Undertake commissioning procedures of renewable energy apparatus and systems to comply with predetermined parameters.
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 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.

UTENES402AA TEST APPARATUS AND CIRCUITS (COMPUTER SYSTEMS)
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.

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.
ascertain whether appropriate procedures have been followed to test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES403AA TEST APPARATUS AND COMPLEX CIRCUITS – (COMPUTER SYSTEMS)
Content: Test apparatus and associated complex circuits, and components to ensure they operate as intended.
Nominal Hours: 60 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES405A INSPECT APPARATUS AND ASSOCIATED CIRCUITS
Content: Undertake inspection procedures of apparatus, associated circuits and 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.

UTENES406AA DEVELOP COMPLEX TESTING AND EVALUATION PROCEDURES (COMPUTER SYSTEMS)
Content: Plan and prepare for the development of complex testing and evaluation procedures; Develop complex testing and evaluation procedures; Completion of work.
Nominal Hours: 180-480 Hours
Assessment: 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: 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.

UTENES406CA DEVELOP COMPLEX TESTING AND EVALUATION PROCEDURES (ELECTRONICS)
Content: Plan and prepare for the development of complex testing and evaluation procedures; Develop complex testing and evaluation procedures; Completion of work.
Nominal Hours: 180-480 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES408A TEST INSTALLATION IN HAZARDOUS AREAS (SELECT QUALIFIER)
Content: Conduct pre-commission testing and periodic testing of explosion-protected equipment and other items in the circuit, including wiring and documented results. This unit aligns to the Competency Standard ‘Electrical equipment in hazardous areas’ CS-EHHA-001-1998, unit NEE013.
Nominal 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.

UTENES410A INSPECT IN DETAIL HAZARDOUS AREA INSTALLATIONS (SELECT QUALIFIER)
Content: Conduct initial, periodic and sample audit inspections of explosion-protected equipment, systems and installations in hazardous areas and other related items of equipment located in a safe area to ascertain whether appropriate procedures have been followed to ensure the safety of the area; equipment, systems and installation conform with the design specification and are free from damage; any modification have been properly documented and appropriately approved. This unit aligns to the Competency Standard ‘Electrical equipment in hazardous areas’ CS-EHHA-001-1998, unit NEE015.
Nominal 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.

UTENES412A TEST RENEWABLE ENERGY APPARATUS AND SYSTEMS
Content: Test renewable energy apparatus and systems to ensure they operate as intended.
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.

UTENES501AA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND CIRCUITS (ELECTRICAL)
Content: Plan and prepare for diagnosis of faults; Diagnose faults in apparatus and associated circuits; Rectify faults in apparatus and associated circuits; provide status report(s).
Nominal Hours: 180 Hours
Assessment: 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 (COMPUTER SYSTEMS)
Content: Plan and prepare for diagnosis of faults; Diagnose faults in apparatus and associated circuits; Rectify faults in apparatus and associated circuits; provide status report(s).
Nominal Hours: 180 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES502AA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND ASSOCIATED CIRCUITS (ELECTRONICS)
Content: Plan and prepare for diagnosis of faults; Diagnose faults in apparatus and associated circuits; Rectify faults in apparatus and associated circuits; provide status report(s).
Nominal Hours: 180 Hours
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES502BA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND ASSOCIATED CIRCUITS – ELECTRICAL
Content: Diagnose and rectify faults in advanced systems and associated apparatus; includes computing, electrical, electronics and instrumentation.
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.

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
Nominal Hours

Which design solutions are pursued which are both economical 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.

UTENES703AA PLAN THE INSTALLATION OF ELECTRICAL/ELECTRONIC APPARATUS AND ASSOCIATED WIRING/PIPING SYSTEMS – (COMPUTER SYSTEMS)

Content: Establish capacity, load and duty of apparatus and circuits within the scope of selecting size and type of cabling, piping or tubing and locating and positioning of apparatus and associated accessories and circuit routes.

Nominal Hours: 140 Hours

Assessment: 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; includes 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.

UTENES506A DIAGNOSE AND RECTIFY FAULTS IN RENEWABLE ENERGY APPARATUS AND SYSTEMS

Content: Diagnose and rectify faults in renewable energy apparatus and associated systems. Includes, wiring, piping, tubing and 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 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.

UTENES602BA 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.

UTENES603BA DEVELOP MAINTENANCE PROGRAMS FOR APPARATUS AND CIRCUITS (ELECTRICAL)

Content: Develop programs for the maintenance of apparatus and associated circuits, including inspection schedules.

Nominal Hours: 20 Hours

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

UTENES702BA DESIGN ELECTRICAL/ELECTRONIC APPARATUS AND SYSTEMS (ELECTRICAL)

Content: Design in detail electrical/electronic apparatus and systems in which design solutions are pursued which are both economical and meet all requirements.

Nominal Hours: 20 Hours

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

VBM978 SOLVE MATHEMATICAL PROBLEMS IN INDUSTRIAL SITUATIONS

Content: This unit provides participants with mathematical knowledge and skills to undertake problem solving in industrial situations.

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 workplace assignments.

VBM979 USE STATISTICS FOR DATA MINING

Content: This unit provides participants with the skills and knowledge required to use time series, forecasting techniques, sample survey and experimental design techniques in industrial situations and the computing industry context.

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.

VBM980 DESIGN EXPERIMENTS USING TIME SERIES AND FORECASTING TECHNIQUES

Content: This unit provides participants with the skills and knowledge required to use time series, forecasting techniques, sample survey and experimental design techniques in industrial situations and the computing industry.

Required Reading 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.
VBP118 CARRY OUT A SHARED TECHNOLOGY PROJECT
Content: This unit competency sets out the knowledge and skills required to carry out a shared technology project by merging distinct electrotechnology domains to achieve an innovative and integrated technical solution. This includes planning, preparation and conduct of a project 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 units 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 BUILD A SMALL WIRELESS LAN
Content: This competency unit sets out the knowledge and skills required to construct, configure and operate a small wireless local area network consisting of a maximum of five computers linked through a network to the internet.
Nominal Hours: 30 Hours
Assessment: 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 ANTENNAE
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 application. 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 and test embedded control systems used for automatic or semi-automatic operation of a wide range of consumer and industrial equipment.
Nominal Hours: 30 Hours
Assessment: 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 given 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 photonics 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 photonics 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 photonics 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 reticulated centralised 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.

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 Content: This unit of competency sets out the knowledge and skills required to write technical specifications for the supply of materials and equipment associated with electrotechnology projects. This includes determining, specifying and documenting the performance requirements of materials and equipment for the electrotechnology project and comparing these specifications against available materials and equipment.
Nominal 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.

VBQU451 CONDUCT AN ELECTRICAL CONTRACTING BUSINESS

Content: This unit of competency sets out the knowledge and skills required to ensure regulatory, technical, occupational and workplace relations requirements are met in conducting a contracting business. It includes applying knowledge of business practices, technical regulations and standards, legislated obligations in relation to safety, the environment, heritage sites, employment and human resources.

Nominal 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.

VBQU452 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.

VBQU453 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.

VBQU454 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.

VBQU455 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 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: 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.

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 servo/stepper drive operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and interpreting technical data. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act 1998 and Electricity Safety (Installation) Regulations.

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.

VBQU458 DIAGNOSE AND RECTIFY FAULTS IN DC MOTOR DRIVE SYSTEMS

Content: This unit of competency sets out the knowledge and skills required to diagnose and rectify faults in DC motor control systems. This includes working safely; applying knowledge of DC motor control systems and operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and interpreting technical data. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act 1998 and Electricity Safety (Installation) Regulations.

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.

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VBQU459 INSTALL AND MAINTAIN INDUCTION MOTORS
Content: This unit of competency sets out the knowledge and skills required to install and maintain induction motors. This includes working safely; applying knowledge and interpreting technical data to perform maintenance, testing, installation and replacement of single phase and 3 phase induction motors. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.
Nominal Hours: 60 Hours
Assessment: Written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, profiling on internet, RTO/workplace projects and RTO/workplace assignments.

VBQU460 EVALUATE PERFORMANCE OF ELECTRICAL MACHINES
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.

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.

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.
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CAMPUSES AND SITES

City Flinders
City Queen (Sub)
City Ring
Foortescue Nicholas
Foortescue Park
Kahoon
Martyn
St Albans
Sunbury
Sunshine
Werribee

Industrial Skills Training Centre PHONE: 03 9919 7600
Student Village PHONE: 03 9919 4069
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