DISCLAIMER
The information contained in Victoria University’s 2009 Workforce Development Handbook was current at 31 August 2008.

In today’s university environment, changes to courses occur far more frequently than in the past. For current information on Victoria University’s courses, readers are advised to access the University’s online courses database at www.vu.edu.au/courses. If you have difficulty in accessing this material electronically, please phone (03) 9919 6100 for assistance.

IMPORTANT INFORMATION
The course details in this handbook (plus details of all other Victoria University courses) can also be searched on the University’s online courses database at www.vu.edu.au/courses.

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

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

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

PLEASE NOTE

This handbook provides a guide to courses available within Victoria University’s Faculty of Workforce Development in 2009. Although all attempts have been made to make the information as accurate as possible, students should check with the faculty that the information is accurate when planning their courses.

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

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

OTHER INFORMATION

Information about course fees, articulation and credit transfer, recognition of prior learning, admission and enrolment procedures, examinations, and services available to students can be accessed on the University’s website or by contacting the University directly.
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Below are details of courses offered by the School of Finance and Library in 2009. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

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

**CERTIFICATE II IN LIBRARY/INFORMATION SERVICES**

Course Code: CUL20104

Please note this is not a full-time course. Students wishing to apply for full time study should apply to do the Diploma of Library/Information Services.

Campus: Footscray Nicholson Campus and Flexible Delivery options.

Career Opportunities

Library Attendant or further study.

Scope of Delivery

Library Studies offer a range of study options, part-time or online.

Course Objective

The course is to reflect the role of individuals who perform a range of mainly routine tasks and who work under direct supervision. It is a flexible entry-level qualification, which can be customised to meet a broad range of industry needs. In many contexts this qualification provides a pathway to higher level qualifications. It is also suitable for VET in Schools delivery.

Entry Requirements

To qualify for admission to the course, applicants must have year 12, or be able to demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.

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

Selection Procedures / Selection Criteria

Students can apply for Library Studies courses in two ways:

- by submitting a Victoria University Direct Application Form supplied by the School (part time students);
- by internal referral whereby current Victoria University students apply by submitting an internal transfer form. Internal referral students are given priority over external applicants.

Each student who applies before prescribed cut off dates will be sent further application material to complete, specific to Library Studies courses. The purpose of this material is to allow the student to make an informed decision about proceeding with the application, and to provide a sample of literacy skills for selection purposes.

It is to be noted that students studying via off-campus mode do not need to attend the campus in person at any stage of the course for enrolment, study or assessment.

Course Duration

The course is a minimum of 3 months part-time.

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<td>ASSIST WITH CIRCULATION SERVICES</td>
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</tr>
</tbody>
</table>

Elective Units of Study

A minimum of one unit selected by the student with the approval of the Head of School from any relevant endorsed Training Package.

**CERTIFICATE II IN MUSEUM PRACTICE**

Course Code: CUL20204

Campus: Online flexible delivery.

Career Opportunities

Customer service officer

Scope of Delivery

Online flexible delivery mode.

Course Objective

This qualification is designed to reflect the role of individuals who perform a range of mainly routine tasks in the Museum industry and who work under direct supervision. It is a flexible entry-level qualification, which can be customised to meet a broad range of industry needs.

Entry Requirements

Successful completion of VCE or equivalent and IELTS level of 5.5. Learners will be assessed by the Head of School to have the potential to 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.

Selection Procedures / Selection Criteria

Students can apply by submitting a Victoria University Direct Application Form supplied by the School.

It is to be noted that students studying via off-campus mode do not need to attend the campus in person at any stage of the course for enrolment, study or assessment.

Course Duration

The course is a minimum of 5 months part-time.
Course Structure

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULMS201B</td>
<td>60</td>
</tr>
<tr>
<td>CUFSAF01B</td>
<td>15</td>
</tr>
<tr>
<td>CUECOR02B</td>
<td>15</td>
</tr>
<tr>
<td>CULMS205B</td>
<td>30</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>CUECOR03A</td>
<td>PROVIDE QUALITY SERVICE TO CUSTOMERS</td>
<td>20</td>
</tr>
<tr>
<td>CULMS412B</td>
<td>RCORD AND MAINTAIN COLLECTION INFORMATION</td>
<td>40</td>
</tr>
</tbody>
</table>

Plus one other unit selected from any relevant endorsed Training Package at Certificate II level as approved by the School.

CERTIFICATE III IN LIBRARY/INFORMATION SERVICES

Course Code: CUL30104

Students wishing to apply for full time study should apply to do the Diploma of Library/Information Services.

Campus: Footscray Nicholson campus and Flexible Delivery options

Career Opportunities: Library Attendant or further study.

Scope of Delivery
Library Studies offer a range of study options, full-time, part-time, on campus, flexible delivery, workshops, workplace delivery, traineeships and distance education.

Course Objective
The course is to reflect the role of individuals who work in libraries/information services and who perform a range of skilled tasks using discretion and judgement, and who have the ability to select, adapt and transfer skills to different situations. Individuals may specialise in one area, such as customer service or be multi-skilled as Library Assistants in Library and Information Agencies in various settings.

Entry Requirements
To qualify for admission to the course, applicants must have year 12, or be able to demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.

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

Selection Procedures/Selection Criteria
Students can apply for Library Studies courses in two ways:
— by submitting a Victoria University Direct Application Form supplied by the School (part time students); — by submitting a Victoria University Direct Application Form supplied by the School (part time students); — by internal referral whereby current Victoria University students apply by submitting an internal transfer form. Internal referral students are given priority over external applicants.

Each student who applies before prescribed cut off dates will be sent further application material to complete, specific to Library Studies courses. The purpose of this material is to allow the student to make an informed decision about proceeding with the application, and to provide a sample of literacy skills for selection purposes.

It is to be noted that students studying via off-campus mode do not need to attend the campus in person at any stage of the course for enrolment, study or assessment.

Course Duration
Minimum 6 months full-time or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULLB001A</td>
<td>DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY</td>
<td>60</td>
</tr>
<tr>
<td>CUFSAF01B</td>
<td>FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>15</td>
</tr>
<tr>
<td>CUECOR03A</td>
<td>PROVIDE QUALITY SERVICE TO CUSTOMERS</td>
<td>20</td>
</tr>
<tr>
<td>CULLB203B</td>
<td>DEVELOP AND USE INFORMATION LITERACY SKILLS</td>
<td>40</td>
</tr>
<tr>
<td>BSBCAN205A</td>
<td>USE BUSINESS TECHNOLOGY</td>
<td>30</td>
</tr>
<tr>
<td>CULLB205B</td>
<td>PROCESS AND MAINTAIN INFORMATION RESOURCES</td>
<td>30</td>
</tr>
<tr>
<td>CULLB206B</td>
<td>ASSIST WITH CIRCULATION SERVICES</td>
<td>15</td>
</tr>
<tr>
<td>CULLB307B</td>
<td>USE MULTIMEDIA</td>
<td>30</td>
</tr>
<tr>
<td>CULLB302B</td>
<td>USE CATALOGUING TOOLS</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units of Study

A minimum of three units selected by the student with the approval of the Head of School:
(i) A minimum of one unit from one or more of the following areas of the Museum and Library/Information Services Training Package:
• Information Organisation and Management
• Library Customer Service
• Public Programs
• Information and Computer Technology
• Multimedia
(ii) The remaining two units may be selected from any relevant endorsed Training Package.

CERTIFICATE IV IN LIBRARY/INFORMATION SERVICES

Course Code: CUL40104

Campus: Footscray Nicholson campus.

Career Opportunities: Library Attendant or further study.
Scope of Delivery
Library Studies offer a range of study options, full-time, part-time, on campus, flexible delivery, workshops, workplace delivery, traineeships and distance education.

Course Objective
The course is designed to reflect the role of individuals who apply a broad range of skills, including evaluation and planning, and who may provide leadership and guidance to others, with some responsibility for group outcomes as Library Assistants in Library and Information Agency settings.

Entry Requirements
To qualify for admission to the course, applicants must have year 12, or be able to demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.

Selection Procedures/Selection Criteria
Students can apply for Library Studies courses in two ways:

- by submitting a Victoria University Direct Application Form supplied by the School (part-time students);
- by internal referral whereby current Victoria University students apply by submitting an internal transfer form. Internal referral students are given priority over external applicants.

Each student who applies before prescribed cut-off dates will be sent further application material to complete, specific to Library Studies courses. The purpose of this material is to allow the student to make an informed decision about proceeding with the application, and to provide a sample of literacy skills for selection purposes.

It is to be noted that students studying via off-campus mode do not need to attend the campus in person at any stage of the course for enrolment, study or assessment.

Course Duration
The course is a minimum of 1 year full-time or part-time equivalent.

Course Structure
Unit Code   Hours
Core Units of Study
CULLB001A  DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY   60
CUEOHS01B  IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES   60
BSBFML404A  LEAD WORK TEAMS   50
CULL602B  USE, EVALUATE AND EXTEND OWN INFORMATION LITERACY SKILLS   50
CULLB401B  ASSIST CUSTOMERS TO ACCESS INFORMATION   40
ICAITU006C  OPERATE COMPUTING PACKAGES   60
CULLB202B  USE CATALOGUING TOOLS   40
CULLB212B  UNDERTAKE CATALOGUING ACTIVITIES   100
CULLB002A  OBTAIN INFORMATION FROM EXTERNAL AND NETWORKED SOURCES TO MEET CUSTOMER NEEDS   20
CULLB005A  SEARCH DATABASES   30

Elective Units of Study
A minimum of six units as selected by the student with the approval of the Head of School, with at least three from one or more of the following areas:

- Information Organisation and Management;
- Library Customer Service;
- Public Programs;
- Preventative Conservation;
- Information and Computer Technology;
- Multimedia;
- Record-keeping.

The remaining three units may be selected from any relevant endorsed Training Package.

Students wishing to apply for full-time study should apply to do the Diploma of Library/Information Services.

DIPLOMA OF LIBRARY/INFORMATION SERVICES (I)
Course Code: CUL50104

Campus Footscray Nicholson campus
Career Opportunities
Library Technician
Scope of Delivery
Library Studies offer a range of study options, full-time, part-time, on campus, flexible delivery, workshops, workplace delivery, traineeships and distance education. This course is offered as both a government funded and Full Fee course.

Course Objective
The course is designed to reflect the role of individuals, who use a range of specialised, technical or managerial competencies to plan, carry out and evaluate the work of self and/or team as Library Technician in Library and Information Agency settings.

Entry Requirements
To qualify for admission to the course, applicants must have year 12, or be able to demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.

Selection Procedures/Selection Criteria
Students can apply for Library Studies courses in three ways:

- by following VTAC application guidelines, as stated in the VTAC Handbook (full-time students only);
- by submitting a Victoria University Direct Application Form supplied by the School (part-time students);
- by internal referral whereby current Victoria University students apply by submitting an internal transfer form. Internal referral students are given priority over external applicants.

Each student who applies before prescribed cut-off dates will be sent further application material to complete, specific to Library Studies courses. The purpose of this material is to allow the student to make an informed decision about proceeding with the application, and to provide a sample of literacy skills for selection purposes.
You will nominate to study via on-campus or off-campus mode. Procedures for enrolment differ for each of these two groups and are summarised in the Library Studies information booklet, issued to successful applicants. It is to be noted that students studying via off-campus mode do not need to attend the campus in person at any stage of the course for enrolment, study or assessment.

Course Duration
This course is a minimum of 2 years full-time or part-time equivalent.

Course Structure

Unit Code | Hours
---|---
**Core Units of Study**
CUEOHS01B | IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES 60
BSBFLM503A | MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS 60
CULLB602B | USE, EVALUATE AND EXTEND OWN INFORMATION LITERACY SKILLS 50
CULLB412B | UNDERTAKE CATALOGUING ACTIVITIES 100
CULLB506B | CATALOGUE AND CLASSIFY MATERIAL 100
CULLB002A | OBTAIN INFORMATION FROM EXTERNAL AND NETWORKED SOURCES TO MEET CUSTOMER NEEDS 20
CULLB003A | RESEARCH AND ANALYSE INFORMATION TO MEET CUSTOMER NEEDS 80
CULLB508B | MONITOR AND ENHANCE INFORMATION ACCESS 50
CULLB509B | SELECT AND ACQUIRE INFORMATION MATERIALS 50
BSZ404A | TRAIN SMALL GROUPS 30
  
**Elective Units of Study**

A minimum of eight units selected by the student with the approval of the Head of School with at least three units from one or more of the following areas:
- Information Organisation and Management;
- Library Customer Service;
- Public Programs;
- Preventative Conservation;
- Information and Computer Technology;
- Multimedia;
- Recordkeeping.

The remaining five units may be selected from any relevant endorsed Training Package.

ADVANCED DIPLOMA OF LIBRARY/INFORMATION SERVICES

Course Code: CUL60104

Campus Footscray Nicholson

Career Opportunities
Supervising Library Technician

Course Objective
This course reflects the role of individuals who analyse, diagnose, design and execute judgements across a range of technical or management functions. They are responsible for group outcomes as Senior Library Technicians in Library and Information Agency settings.

Course Duration
This course is a minimum of 2 years full-time or part-time equivalent.

Course Structure

Unit Code | Hours
---|---
**Core Units of Study**
CULLB001A | DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY 60
CUEOHS01B | IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES 60
BSBFLM503B | MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS 60
CUEFIN02B | MANAGE A BUDGET 40
CULLB506B | CATALOGUE AND CLASSIFY MATERIAL 100
CULLB003A | RESEARCH AND ANALYSE INFORMATION TO MEET CUSTOMER NEEDS 80
CULLB508B | MONITOR AND ENHANCE INFORMATION ACCESS 50
CULLB505B | ANALYSE AND DESCRIBE INFORMATION MATERIALS 30
CUVADM05A | PLAN AND DEVELOP INFORMATION MANAGEMENT SYSTEMS 60
CULMN506B | PLAN AND DEVELOP ACTIVITIES, EVENTS AND PROGRAMS 60
CULLB510B | DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS 50
CULLB708B | MANAGE INFORMATION ACCESS 40
CULLB701B | ANALYSE AND DESCRIBE SPECIALIST/COMPLEX MATERIAL 60
  
**Elective Units of Study**

A minimum of eight units selected by the student with the approval of the Head of School with at least four from one or more of the following areas:
- Information Organisation and Management;
- Library Customer Service;
- Public Programs;
- Preventative Conservation;
- Information and Computer Technology;
- Multimedia;
- Recordkeeping;
- Business Administration and Management;
- Finance;
- Human Resources.

The remaining four units may be selected from any relevant endorsed Training Package.
CERTIFICATE IV IN FINANCIAL SERVICES (I)
Course Code: FNS40107

Campus Footscray Nicholson Campus Career Opportunities
Branch Manager within Credit Unions, Building Societies and Mortgage Organisations, Team Leader in the Retail Financial Services sector.

Scope of Delivery
Full-time, Part-time

Course Objectives
Provides students with the knowledge and skills to work in banking or retail financial services environment promoting customer/client service, administering financial applications and monitoring compliance, leading a team, performing the duties of a first line supervisor and performing the duties of a senior or technical officer.

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

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

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

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSICGEN301B</td>
<td>30</td>
</tr>
<tr>
<td>FNSICGEN302B</td>
<td>50</td>
</tr>
<tr>
<td>FNSICGEN304B</td>
<td>25</td>
</tr>
<tr>
<td>FNSICIND401B</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective Units of Study
Nine units of study must be selected as follows:
All nine units of study must be selected from the list of electives in the Financial Services Training Package FNS04
Up to 1 elective unit may be chosen from Certificate III level and up to 2 of the 9 elective units may be chosen from Diploma level
Up to 3 elective units may be selected from other endorsed Training Packages in accordance with other packaging guidelines for this qualification.

DIPLOMA OF FINANCIAL SERVICES (I)
Course Code: FNS50107

Campus Footscray Nicholson

Career Opportunities
Customer service officer, financial services officer or as a team leader in retail financial services.

Scope of Delivery
Full-time and part-time

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

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

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

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

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSICGEN301B</td>
<td>30</td>
</tr>
<tr>
<td>FNSICGEN302B</td>
<td>50</td>
</tr>
<tr>
<td>FNSICGEN304B</td>
<td>25</td>
</tr>
<tr>
<td>FNSICIND401B</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSACCT404B</td>
<td>60</td>
</tr>
<tr>
<td>FNSICSAM401B</td>
<td>30</td>
</tr>
<tr>
<td>FNSCOMP401B</td>
<td>40</td>
</tr>
<tr>
<td>FNSCRDT401B</td>
<td>20</td>
</tr>
<tr>
<td>FNSCRDT402B</td>
<td>20</td>
</tr>
<tr>
<td>FNSCOMP402B</td>
<td>25</td>
</tr>
</tbody>
</table>
FACULTY OF WORKFORCE DEVELOPMENT

Unit Code   Hours
FNSASIC301B ESTABLISH CLIENT RELATIONSHIP AND ANALYSE NEEDS 50
FNSASIC302B DEVELOP, PRESENT AND NEGOTIATE CLIENT SOLUTIONS 50
FNSACCT405B PREPARE FINANCIAL STATEMENTS 60
FNSICORS519B ANALYSE AND COMMENT ON MANAGEMENT REPORTS 40
BSBADM404A DEVELOP AND USE COMPLEX SPREADSHEETS 20
FNSICGEN502B SOLVE WORKPLACE PROBLEMS 30
FNSFMKT501B ANALYSE FINANCIAL MARKETS AND INFORMATION 60
FNSBANK503B PROVIDE BUSINESS ADVISORY SERVICES WITHIN A FINANCIAL SERVICES CONTEXT 50
FNSRISK501B UNDERTAKE RISK IDENTIFICATION 40
FNSCOMP501B COMPLY WITH FINANCIAL SERVICES LEGISLATION, INDUSTRY AND PROFESSIONAL CODES OF PRACTICE 80
FNSACCT505B ESTABLISH & MAINTAIN ACCOUNTING INFORMATION SYSTEMS 60

For further information regarding these courses, contact the School of Accounting, Financial and Library Studies at financialservices@vu.edu.au.

DIPLOMA OF ACCOUNTING (I)
Course Code: FNS50204

Campus Footscray Nicholson, St Albans, Werribee.

Career Opportunities
Assistant Accountant, Book Keeper, Office Manager, Administration Manager or Budget Officer.

Scope of Delivery
Full-time and part-time. Part time not offered at Werribee.

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

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

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

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

Part-time programs are normally conducted in the evenings.

Course Structure
Unit Code   Hours
Core Units of Study
BSBADM408A PREPARE FINANCIAL REPORTS 40
BSBCMN308A MAINTAIN FINANCIAL RECORDS 60
FNSICACC304B PREPARE AND BANK RECEIPTS 10
FNSICACC306B PROCESS JOURNAL ENTRIES 10
FNSACCT407B SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM 80
FNSICGEN301B COMMUNICATE IN THE WORKPLACE 30
FNSICGEN302B USE TECHNOLOGY IN THE WORKPLACE 50
FNSICGEN304B APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE 25
FNSICIND401B APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY 30

Sectoral Unit Code   Core Units of Study
FNSACCT502B PREPARE INCOME TAX RETURNS 60
FNSACCT503B MANAGE BUDGETS AND FORECASTS 50
FNSACCT504B PREPARE FINANCIAL REPORTS FOR A REPORTING ENTITY 60
FNSACCT506B IMPLEMENT AND MAINTAIN INTERNAL CONTROL PROCEDURES 40
FNSACCT507B PROVIDE MANAGEMENT ACCOUNTING INFORMATION 60

Elective Units of Study
FNSACCT501B PROVIDE FINANCIAL AND BUSINESS PERFORMANCE INFORMATION 60
FNSACCT401B PROCESS BUSINESS TAX REQUIREMENTS 50
BSBADM404A DEVELOP AND USE COMPLEX SPREADSHEETS 20
FNSACCT404B MAKE DECISIONS WITHIN A LEGAL CONTEXT 60
BSBMKG408A CONDUCT MARKET RESEARCH 80

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

ADVANCED DIPLOMA OF FINANCIAL SERVICES (I)
Course Code: FNS60104

Campus Footscray Nicholson

Career Opportunities
Financial Services Professional/Manager
Scope of Delivery
Full-time

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

Entry Requirements
Successful completion of the Diploma of Financial Services (FNS50107) or equivalent.

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

Course Duration
One year full-time

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSICGEN301B</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
</tr>
<tr>
<td>FNSICGEN302B</td>
<td>USE TECHNOLOGY IN THE WORKPLACE</td>
</tr>
<tr>
<td>FNSICGEN304B</td>
<td>APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE</td>
</tr>
<tr>
<td>FNSICIND401B</td>
<td>APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY</td>
</tr>
<tr>
<td>FNSICORG609B</td>
<td>DEVELOP &amp; MANAGE FINANCIAL SYSTEMS</td>
</tr>
<tr>
<td>FNSICORG603B</td>
<td>DEVELOP A BUSINESS PLAN FOR A FINANCIAL PRODUCT</td>
</tr>
<tr>
<td>FNSICORG501B</td>
<td>DEVELOP A BUDGET</td>
</tr>
<tr>
<td>FNSICORG502B</td>
<td>MANAGE A BUDGET</td>
</tr>
</tbody>
</table>

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

ADVANCED DIPLOMA OF ACCOUNTING (I)
Course Code: FNS60204

Campus Footscray Nicholson, St Albans, Werribee.

Career Opportunities
Assistant accountant.

Scope of Delivery
Full-time and part-time. Part-time only offered at Footscray Nicholson campus.

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

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

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

Course Duration
One year full time or part-time equivalent. Part-time programs are conducted in the evenings at Footscray Nicholson.

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>FNSACCT604B</td>
<td>MONITOR CORPORATE GOVERNANCE ACTIVITIES</td>
</tr>
<tr>
<td>FNSICGEN301B</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
</tr>
<tr>
<td>FNSICGEN302B</td>
<td>USE TECHNOLOGY IN THE WORKPLACE</td>
</tr>
<tr>
<td>FNSICGEN304B</td>
<td>APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE</td>
</tr>
<tr>
<td>FNSICIND401B</td>
<td>APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY</td>
</tr>
<tr>
<td>FNSACCT601B</td>
<td>PREPARE COMPLEX TAX RETURNS AND LODGEMENTS</td>
</tr>
<tr>
<td>FNSACCT602B</td>
<td>AUDIT AND REPORT ON FINANCIAL SYSTEMS AND RECORDS</td>
</tr>
<tr>
<td>FNSACCT603B</td>
<td>IMPLEMENT TAX PLANS AND EVALUATE TAX COMPLIANCE</td>
</tr>
<tr>
<td>FNSACCT608B</td>
<td>EVALUATE ORGANISATION’S FINANCIAL PERFORMANCE</td>
</tr>
<tr>
<td>FNSACCT609B</td>
<td>EVALUATE FINANCIAL RISK</td>
</tr>
</tbody>
</table>
DIPLOMA OF TRAINING AND ASSESSMENT

Course Code: TAA50104

Campus The course is currently offered on a full fee basis.

Career Opportunities Training and Development Managers, Instructional Designers

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

Course Objective The course aims to develop advanced training and assessment practices including development of training products, provision of training advisory and consultancy services and leadership and co-ordination of training and assessment services.

Entry Requirements Entrants to this course must have the core units of the TAA40104 Certificate IV in Training & Assessment or be able to demonstrate equivalent competence.

Course Duration The course is 12 months on a part time basis.

Course Structure

Unit Code   Hours

Core Units of Study
TAAENV501A MAINTAIN AND ENHANCE PROFESSIONAL PRACTICE 40
TAADES501A DESIGN AND DEVELOP LEARNING STRATEGIES 40
TAADES503A PROVIDE ADVANCED FACILITATION TO SUPPORT LEARNING 40
TAAASS501A LEAD AND COORDINATE ASSESSMENT SYSTEMS AND SERVICES 50
TAACMQ503A LEAD AND CONDUCT TRAINING AND/OR ASSESSMENT EVALUATIONS 45

Elective Units of Study
7 elective units where a minimum of 5 units are from the TAA coded electives
TAADES502A DESIGN AND DEVELOP LEARNING RESOURCES 50
TAADES503A RESEARCH AND DESIGN E-LEARNING RESOURCES 40
TAADES504A DEVELOP AND EVALUATE E-LEARNING RESOURCES 40
TAADES505A RESEARCH AND DEVELOP COMPETENCY STANDARDS 30
TAADEL501A FACILITATE E-LEARNING 30
TAADEL502A FACILITATE ACTION LEARNING PROJECTS 30
TAADEL504A LEAD AND COORDINATE TRAINING SERVICES 40
TAATAS501A UNDERTAKE ORGANISATIONAL TRAINING NEEDS ANALYSIS 40
TAATAS502A PREPARE A TENDER BID 20
TAATAS503A MANAGE CONTRACTED WORK 20
TAATAS505A MANAGE CONTRACTED WORK 20
TAATAS504A FACILITATE GROUP PROCESSES 30
TAACMQ501A DEVELOP TRAINING AND/OR ASSESSMENT ORGANISATIONAL POLICIES AND PROCEDURES 40
TAACMQ502A COORDINATE TRAINING AND/OR ASSESSMENT ARRANGEMENTS FOR APPRENTICESHIPS,TRAINEESHIPS 20
TAACMQ504A DETERMINE AND MANAGE SCOPE OF TRAINING AND/OR ASSESSMENT SERVICES 20
TAACMQ505A LEAD A TEAM TO FOSTER INNOVATION 35

Elective Units of Study
A maximum of 2 units from imported units and are from any other Diploma and 1 of these 2 units may be selected from TAA40104 Certificate IV in Training and Assessment electives.
BSBEBUS508A BUILD A VIRTUAL COMMUNITY 30
BSBFLMS12A ENSURE TEAM EFFECTIVENESS 60
BSBFLMS14A MANAGE PEOPLE 60
BSBHR504A MANAGE INDUSTRIAL RELATIONS POLICIES AND PROCESSES 80
BSBMGT503A PREPARE BUDGETS AND FINANCIAL PLANS 60
BSBMGT504A MANAGE BUDGETS AND FINANCIAL PLANS 60
BSBMGT506A RECRUIT, SELECT AND INDUCT STAFF 60
BSBMKG501A EVALUATE MARKETING OPPORTUNITIES 80
BSBRKG502A MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS 40
CHCCAR501A PROVIDE CAREERS GUIDANCE 90
PSPGOV504B COORDINATE RESEARCH AND ANALYSIS 40
SUBJECTS

Below are subject details for courses offered by the School of Finance and Library in 2009.

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

BSBCM4048 DEVELOP TEAMS AND INDIVIDUALS
Content: Determine develop needs; Develop individuals and teams; Monitor and evaluate workplace learning.
Nominal Hours: 30 Hours
Assessment: Analyse team effectiveness in relation to organisational goals; Develop and implement a learning plan to achieve those goals; Report on the outcomes

BSBEBUS508A BUILD A VIRTUAL COMMUNITY
Content: Set up a virtual community; Develop and manage a virtual community
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects.

BSBFILM512 ENSURE TEAM EFFICIENCY
Content: This unit specifies the outcomes required by frontline managers to facilitate all aspects of team work within the organisation. It involves taking a leadership role in the development of team plans, leading and facilitating team work and actively engaging with the management of the organisation.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects.

BSBMKG406A BUILD CLIENT RELATIONSHIPS
Content: Initiate interpersonal communication with clients; Establish client relationship management strategies; Maintain and improve ongoing relationships with clients.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects.

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

BSBPMS507A MANAGE PROJECT COMMUNICATIONS
Content: This unit specifies the outcomes required to link people, ideas and information at all stages in the project life cycle. Project communications management ensures the timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes. It aids in decision making and the control of informal communication networks to facilitate the achievement of project objectives.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations, projects.

BSBRKG502A MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS
Content: Develop key performance indicators for recordkeeping activities including compliance with system rules, standards and procedures; Designate records use and maintenance responsibilities; Develop monitoring methodology; Monitor a business or records system; Identify and respond to problems and changes; Designate records creation and capture responsibilities
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects.

BSZ401A PLAN ASSESSMENT
Content: Requirements for planning an Assessment in a specific context; requirements for determining evidence; selecting appropriate Assessment methods and developing an Assessment tool.
Nominal Hours: 15 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

BSZ402A CONDUCT ASSESSMENT
Content: Identify and cover the requirements for conducting an assessment in accordance with an Assessment procedure in a specific context.
Nominal Hours: 15 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

BSZ403A REVIEW ASSESSMENT
Content: Requirements to review assessment procedures in a specific context.
Nominal Hours: 5 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

BSZ404A TRAIN SMALL GROUPS
Content: Prepare for planning, delivering and reviewing training provided for the purpose of developing competency on a one-to-one or small group basis.
Nominal Hours: 30 Hours
Assessment: Assignments and presentation

BSZ405A PLAN AND PROMOTE A TRAINING PROGRAM
Content: Prepare for persons to plan a training program. This involves the identification of competencies to meet the needs of a target group and the planning and promotion of appropriate training strategies.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects.

BSZ406A PLAN A SERIES OF TRAINING SESSIONS
Content: Identify a training program for a target group. This involves planning a series of training sessions to meet the identified competency requirements of the target group.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects.

BSZ407A DELIVER TRAINING SESSIONS
Content: Prepare for a person to deliver training sessions as part of a training program.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects.

BSZ408A REVIEW TRAINING
Content: Record training data and review training.
Nominal Hours: 15 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

BSZ501A ANALYSE COMPETENCY REQUIREMENTS
Content: Research and document competency requirements. It covers identification and review of relevant sources of information, and the development of an implementation plan.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects.

BSZ502A DESIGN AND ESTABLISH THE TRAINING SYSTEM
Content: Prepare to design and establish a training problem.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects.
BSZ503A DESIGN AND ESTABLISH THE ASSESSMENT SYSTEM
Content: Prepare to design and establish an assessment system.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects.

BSZ504A MANAGE THE TRAINING AND ASSESSMENT SYSTEM
Content: Responsible for managing a training and assessment system. The unit applies to those operating in assessment only or training and assessment contexts.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects.

BSZ505A EVALUATE THE TRAINING AND ASSESSMENT SYSTEM
Content: Evaluate an external or internal training and assessment system. (AQTF compliance is addressed in the evaluation study).
Nominal Hours: 45 Hours
Assessment: As per accredited curriculum

BSZ506A DEVELOP ASSESSMENT PROCEDURES
Content: Developing an assessment procedure for a target group, including determining evidence requirements and selecting appropriate assessment methods to be used by assessors.
Nominal Hours: 25 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

BSZ507A DEVELOP ASSESSMENT TOOLS
Content: Requirements for selecting, developing, validating and documenting new assessment tools to be used by assessors.
Nominal Hours: 25 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects.

BSZ508A DESIGN TRAINING COURSES
Content: Requirements and responsibilities for designing training courses as part of a training system to meet client-identified outcomes and, where appropriate, receive formal recognition.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects.

CHCCAR501A PROVIDE CAREERS GUIDANCE
Content: Initiate exploratory activities with the client; Facilitate client identification of careers interests and needs; Assist client to develop a strategy to address their needs and interests.
Nominal Hours: 90 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects.

CULLB001A DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY
Content: Source and apply industry information; source and apply information on industry employment obligations and opportunities; seek opportunities to update knowledge.
Nominal Hours: 60 Hours
Assessment: Assignments

CULLB002A OBTAIN INFORMATION FROM EXTERNAL AND NETWORKED SOURCES TO MEET CUSTOMER NEEDS
Content: Establish and confirm customer’s information request/need; determine details of required information resources; search external and networked sources; obtain and return information.
Nominal Hours: 20 Hours
Assessment: Assignments

CULLB003A RESEARCH AND ANALYSE INFORMATION TO MEET CUSTOMER NEEDS
Content: Analyse information needs; determine and implement assistance strategies; ensure quality of customer service.
Nominal Hours: 80 Hours
Assessment: Assignments

CULLB004A PROCESS INFORMATION ORDERS
Content: Develops the skills and knowledge required to process orders for information resources in accordance with organisational acquisitions requirements.
Nominal Hours: 40 Hours
Assessment: Assignments

CULLB005A SEARCH DATABASES
Content: Identify and access databases; search databases; check and download information.
Nominal Hours: 30 Hours
Assessment: Assignments

CULLB203B DEVELOP AND USE INFORMATION LITERACY SKILLS
Content: Source information; access information; prepare/present information; develop information literacy skills.
Nominal Hours: 40 Hours
Assessment: Assignments

CULLB205B PROCESS AND MAINTAIN INFORMATION RESOURCES
Content: Process information resources; arrange resources to facilitate access.
Nominal Hours: 30 Hours
Assessment: Assignments

CULLB206B ASSIST WITH CIRCULATION SERVICES
Content: Provide information to customers in relation to circulation/lending; process loan transactions; process financial transactions.
Nominal Hours: 15 Hours
Assessment: Assignments

CULLB302B USE CATALOGUING TOOLS
Content: Select cataloguing tools; apply cataloguing tools.
Nominal Hours: 40 Hours
Assessment: Assignments

CULLB307B USE MULTIMEDIA
Content: Use multimedia; maintain multimedia equipment/programs; evaluate multimedia options.
Nominal Hours: 30 Hours
Assessment: Assignments

CULLB401B ASSIST CUSTOMERS TO ACCESS INFORMATION
Content: Determine customer’s information requirements; advise customers on independent access opportunities; source and provide information.
Nominal Hours: 40 Hours
Assessment: Assignments

CULLB412B UNDERTAKE CATALOGUING ACTIVITIES
Content: Construct bibliographic descriptions; locate, retrieve and transfer bibliographic information/records; provide cataloguing support.
Nominal Hours: 100 Hours
Assessment: Assignments and presentation
**CULLB505B ANALYSE AND DESCRIBE INFORMATION MATERIALS**
Content: Identify description requirements; analyse material; describe material and format description; monitor and review analysis and description practices and procedures.
Nominal Hours: 30 Hours
Assessment: Assignments

**CULLB506B CATALOGUE AND CLASSIFY MATERIAL**
Content: Analyse format and content of material; catalogue material; classify material; contribute to maintenance and development of cataloguing practices.
Nominal Hours: 100 Hours
Assessment: Assignments

**CULLB508B MONITOR AND ENHANCE INFORMATION ACCESS**
Content: Evaluate current systems and services; evaluate potential new systems and services; establish systems and services.
Nominal Hours: 50 Hours
Assessment: Assignments

**CULLB509B SELECT AND ACQUIRE INFORMATION MATERIALS**
Content: Review collection; develop/access acquisition recommendations; access qualities of recommended acquisitions; review supplier and format options; recommend and/or act on selections.
Nominal Hours: 50 Hours
Assessment: Assignments

**CULLB510B DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS**
Content: This unit describes the skills and knowledge required to develop and maintain community/stakeholder relationships. As such, the unit focuses on the need for regular and ongoing consultation to maintain the quality of service provision.
Nominal Hours: 50 Hours
Assessment: Assignments

**CULLB602B USE, EVALUATE AND EXTEND OWN INFORMATION LITERACY SKILLS**
Content: Research and analyse information, ideas and concepts; communicate information, ideas and concepts; evaluate own work and skills; extend own information literacy skills.
Nominal Hours: 50 Hours
Assessment: Assignments

**CULLB701B ANALYSE AND DESCRIBE SPECIALIST/COMPLEX MATERIAL**
Content: Analyse specialist/complex material; describe specialist/complex material; contribute to enhancement of systems for describing material.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**CULLB708B MANAGE INFORMATION ACCESS**
Content: Monitor and evaluate customer information requirements; develop and maintain policies and strategies for information availability and access; implement and manage information access policies; develop and manage cooperative information access activities; manage change in relation to information access.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**CULMS009A IMPLEMENT PREVENTIVE CONSERVATION ACTIVITIES**
Content: Develops the skills and knowledge to provide general preventive care for cultural material. As such, the unit focuses only on environmental monitoring, condition assessment and the overall implementation of disaster preparedness measures.
Nominal Hours: 60
Assessment: As per accredited curriculum

**CULMS201B DEVELOP AND APPLY KNOWLEDGE OF THE MUSEUM INDUSTRY**
Content: This unit describes the performance outcomes, skills and knowledge required to develop and apply a basic knowledge of the museum industry.
Nominal Hours: 60 Hours
Assessment: Reports, case studies, assignments.

**CULMS205B OBSERVE AND REPORT BASIC CONDITION OF COLLECTION**
Content: This unit describes the performance outcomes, skills and knowledge required to observe and monitor the condition of the collection, and to identify possible threats to objects in the collection.
Nominal Hours: 30 Hours
Assessment: Reports and assignments.

**CULMS412B RECORD AND MAINTAIN COLLECTION INFORMATION**
Content: This unit describes the performance outcomes, skills and knowledge required to maintain current and accurate collection records.
Nominal Hours: 40 Hours
Assessment: Assignments and reports

**CULMS506B PLAN AND DEVELOP ACTIVITIES, EVENTS AND PROGRAMS**
Content: Establish need and scope of activities, events and programs; develop concepts for activities, events and programs; plan resource requirements; develop support materials; evaluate activity, event or program.
Nominal Hours: 60 Hours
Assessment: Assignments and presentation

**FNSACCT401B PROCESS BUSINESS TAX REQUIREMENTS**
Content: This unit covers the competency to maintain the taxation accounting records and process lodgements and returns in accordance with Australian Taxation Office (ATO) requirements, excluding income tax.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by tests or assignments.

**FNSACCT404B MAKE DECISIONS WITHIN A LEGAL CONTEXT**
Content: This unit covers the competency to work and make appropriate decisions within a legal context.
Nominal Hours: 60 Hours
Assessment: Quiz, test, assignment

**FNSACCT405B PREPARE FINANCIAL STATEMENTS**
Content: This unit covers the competency to identify skills and outcomes associated with the development of financial reports.
Nominal Hours: 60 Hours
Assessment: Test and practical demonstration

**FNSACCT407B SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM**
Content: This unit covers the competency to establish and operate under supervision, a computerised accounting system.
Nominal Hours: 80 Hours
Assessment: Test, practical demonstration and case study
FACULTY OF WORKFORCE DEVELOPMENT

FNSACCT501B PROVIDE FINANCIAL AND BUSINESS PERFORMANCE INFORMATION
Content: This unit covers the competency to analyse and report a broad range of financial and business performance information.
Nominal Hours: 60 Hours
Assessment: Case study, test

FNSACCT502B PREPARE INCOME TAX RETURNS
Content: This unit covers the preparation of income tax returns for individuals in accordance with statutory requirements.
Nominal Hours: 60 Hours
Assessment: Tests, case study

FNSACCT503B MANAGE BUDGETS AND FORECASTS
Content: This unit covers the competency to prepare and manage budgets and forecasts.
Nominal Hours: 50 Hours
Assessment: Case study, test

FNSACCT504B PREPARE FINANCIAL REPORTS FOR A REPORTING ENTITY
Content: This unit covers the development and preparation of financial reports for a reporting entity.
Nominal Hours: 60 Hours
Assessment: Test and practical assignment

FNSACCT505B ESTABLISH & MAINTAIN ACCOUNTING INFORMATION SYSTEMS
Content: This unit covers the competency to establish and maintain accounting information systems.
Nominal Hours: 60 Hours
Assessment: Assignment, test and research report

FNSACCT506B IMPLEMENT AND MAINTAIN INTERNAL CONTROL PROCEDURES
Content: This unit covers the implementation and maintenance of internal control procedures for corporate governance.
Nominal Hours: 40 Hours
Assessment: Case study, test

FNSACCT507B PROVIDE MANAGEMENT ACCOUNTING INFORMATION
Content: This unit covers the competency to calculate and record the costs of products and services.
Nominal Hours: 60 Hours
Assessment: Case study, test

FNSACCT601B PREPARE COMPLEX TAX RETURNS AND LODGEMENTS
Content: This unit covers the competency to analyse taxation related data and prepare complex taxation returns and lodgements.
Nominal Hours: 60 Hours
Assessment: Test and practical demonstration

FNSACCT602B AUDIT AND REPORT ON FINANCIAL SYSTEMS AND RECORDS
Content: This unit covers the competency to supervise an audit of financial systems and prepare the appropriate reports.
Nominal Hours: 40 Hours
Assessment: Case study and test

FNSACCT603B IMPLEMENT TAX PLANS AND EVALUATE TAX COMPLIANCE
Content: This unit covers the competency to implement tax plans and evaluate tax compliance.
Nominal Hours: 60 Hours
Assessment: Test and practical demonstration

FNSACCT604B MONITOR CORPORATE GOVERNANCE ACTIVITIES
Content: This unit covers the competency to develop and implement processes and procedures for meeting corporate governance obligations.
Nominal Hours: 60 Hours
Assessment: Article analysis and test

FNSACCT607B EVALUATE BUSINESS PERFORMANCE
Content: This unit covers the competency to determine the performance of an organisation’s business operations.
Nominal Hours: 60 Hours
Assessment: Tests and assignments

FNSACCT608B EVALUATE ORGANISATION’S FINANCIAL PERFORMANCE
Content: This unit covers the analysis and estimation process required to determine an organisation’s financial position and performance. This unit replaces FNBACC15B.
Nominal Hours: 60 Hours
Assessment: Assignment and Test

FNSACCT609B EVALUATE FINANCIAL RISK
Content: This unit covers the competency to identify, assess and manage the risks associated with an organisation’s cash flow or assets and securities.
Nominal Hours: 40 Hours
Assessment: Assignment and test

FNSACCT610B DEVELOP & IMPLEMENT FINANCIAL STRATEGIES
Content: This unit covers the competency to develop and implement long term plans for the optimisation of financial outcomes for an organisation.
Nominal Hours: 60 Hours
Assessment: Portfolio, article analysis and test

FNSACCT613B PREPARE AND ANALYOSE MANAGEMENT ACCOUNTING INFORMATION
Content: This unit covers the competency to calculate, record and analyse the costs of products, services and other organisational activities.
Nominal Hours: 60 Hours
Assessment: Tests or assignment and presentation

FNSACCT614B PREPARE COMPLEX CORPORATE FINANCIAL REPORTS
Content: This unit covers the competency to develop and prepare financial reports for complex reporting entities.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by tests and assignments.

FNSASIC301B ESTABLISH CLIENT RELATIONSHIP AND ANALYSE NEEDS
Content: This unit has been specifically designed to, when combined with FNSASIC302B, satisfy the skills requirements of current Australian Securities and Investment Commission (ASIC) regulation (Financial Services Reform Act) at Tier 2 level. The unit will be changed in accordance with relevant changes to the legislation. It specifically relates to those staff advising on financial services products as identified by ASIC as being at Tier 2 level.
Nominal Hours: 50 Hours
Assessment: Case study, assignments, presentations and role play
**FNSASIC302B DEVELOP, PRESENT AND NEGOTIATE CLIENT SOLUTIONS**
Content: This unit has been designed to, when combined with FNSASIC301B, satisfy the skills requirements of current Australian Securities and Investment Commission (ASIC) regulation (Financial Services Reform Act) at Tier 2 level. The unit will be changed in accordance with relevant changes to the legislation. It specifically relates to those staff advising on financial services products as identified by ASIC as being at Tier 2 level.
Nominal Hours: 50 Hours
Assessment: Case study, assignments, presentations and role play

**FNSBANK503B PROVIDE BUSINESS ADVISORY SERVICES WITHIN A FINANCIAL SERVICES CONTEXT**
Content: This unit covers the skills and knowledge to provide advisory services to small businesses with the intent of stimulating community and business development. The provision of business advice includes the business planning, marketing and opportunity seeking processes required to identify and capitalise on business opportunities and develop financing proposals. The unit has particular application in remote and aboriginal communities where aboriginal banking, credit union and Rural Transaction Centres (RTCs) offer diverse and wide ranging community support.
Nominal Hours: 50 Hours
Assessment: Case study, assignment and test

**FNSCOMP401B CONDUCT INDIVIDUAL WORK IN A COMPLIANCE FRAMEWORK**
Content: This unit examines the issues involved in assisting in maintaining organisational and individual compliance while carrying out occupational duties.
Nominal Hours: 40 Hours
Assessment: Assignment and presentation

**FNSCOMP402B FACILITATE COMPLIANCE WITH STATUTORY, LEGISLATIVE AND REGULATORY REQUIREMENTS VIA STAFF EDUCATION**
Content: This unit examines meeting appropriate educational needs of staff and providing support systems required to facilitate compliance within the financial services industry.
Nominal Hours: 25 Hours
Assessment: Case study, assignment

**FNSCOMP501B COMPLY WITH FINANCIAL SERVICES LEGISLATION, INDUSTRY AND PROFESSIONAL CODES OF PRACTICE**
Content: This unit describes the functions involved with ensuring compliance with financial laws, regulations, ethics and industry codes of practice on an organisational level.
Nominal Hours: 80 Hours
Assessment: Assignment, test and research report

**FNSCRDT401B EVALUATE CREDIT APPLICATIONS**
Content: This unit deals with the verification and communication of information collected and the resultant establishing of credit terms and limits.
Nominal Hours: 20 Hours
Assessment: Test and assignment

**FNSCRDT402B SETTLE APPLICATION AND ARRANGEMENTS FOR DEBT FINANCE**
Content: This unit covers the steps involved in settling applications for debt finance and undertaking the final arrangements to secure and complete the lending transaction.
Nominal Hours: 20 Hours
Assessment: Test and assignment

**FNSFLIT503B PROMOTE BASIC FINANCIAL LITERACY SKILLS**
Content: This unit covers the skills and knowledge to promote customer awareness of basic financial literacy skills necessary for beginning to make informed financial decisions. It covers the need and purpose of bank accounts, basic savings and investment principles, risk and return, and the role of insurance and superannuation.
Nominal Hours: 30 Hours
Assessment: Case study, assignment and test

**FNSFMKT501B ANALYSE FINANCIAL MARKETS AND INFORMATION**
Content: This unit competency standard covers the skills and knowledge required to access, interpret and report on financial markets.
Nominal Hours: 60 Hours
Assessment: Case study, assignment and test

**FNSICACC304B PREPARE AND BANK RECEIPTS**
Content: This unit describes the functions involved in preparing and banking financial receipts.
Nominal Hours: 10 Hours
Assessment: Tests and practical demonstration

**FNSICACC306B PROCESS JOURNAL ENTRIES**
Content: This unit describes the functions involved in processing financial journal entries.
Nominal Hours: 10 Hours
Assessment: Tests and practical demonstration

**FNSICCUS601B ESTABLISH, SUPERVISE & MONITOR KEY RELATIONSHIPS**
Content: This unit describes the skill involved in establishing and managing key relationships in the organisation.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

**FNSICGEN301B COMMUNICATE IN THE WORKPLACE**
Content: This unit covers the fundamental communication skills needed to work in any sector of the finance industry. It includes the skills needed for interacting with customers, internal and external, and for giving, receiving and recording information.
Nominal Hours: 30 Hours
Assessment: Projects, exercises, role plays

**FNSICGEN302B USE TECHNOLOGY IN THE WORKPLACE**
Content: This unit covers using computers and associated devices and office technology to achieve outcomes required in the workplace.
Nominal Hours: 50 hours
Assessment: Test, practical demonstration, portfolio

**FNSICGEN304B APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE**
Content: This unit covers the competency to work safely in the financial services industry and follow sound occupational health practices at work.
Nominal Hours: 25 hours
Assessment: Project or assignment

**FNSICIND401B APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY**
Content: This unit covers the fundamental skills needed for employment and the application of industry and company procedures, guidelines, policies and standards in a daily work context within the financial services industry.
Nominal Hours: 30 hours
Assessment: Assignment or case study and presentation
FNSICOR601B DEVELOP A BUDGET
Content: This unit covers the planning for and development of a budget for a small organisation or for a section of a large organisation.
Nominal Hours: 60 Hours
Assessment: Test and case study

FNSICOR602B MANAGE A BUDGET
Content: This unit covers the management and reporting of actual income and expenditure against an agreed budget.
Nominal Hours: 60 Hours
Assessment: Test and case study

FNSICOR604B PROVIDE LEADERSHIP AND MOTIVATION IN A WORKPLACE TEAM
Content: This unit describes the function associated with leading a staff team to achieve work tasks and goals.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSICOR606B MANAGE FLOW OF INFORMATION
Content: This unit describes the functions involved in establishing and managing systems for the flow of information within an organisation and between the organisation and clients.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects.

FNSICOR609B DEVELOP & MANAGE FINANCIAL SYSTEMS
Content: This unit covers strategic management of finances in a small organisation or part of a large organisation. It includes systems design to accommodate accounting, budgeting, cash flow analysis and financial planning. It is not concerned with day-to-day bookkeeping or clerical administration of financial records. Performance outcomes in this area are directly linked to organisation performance as defined in the strategic plan.
Nominal Hours: 60 Hours
Assessment: Assignment, test and research report

FNSICPRO603B DEVELOP A BUSINESS PLAN FOR A FINANCIAL PRODUCT
Content: This unit covers the development of a plan for a financial product from the initial concept to the presentation of the plan for approval.
Nominal Hours: 25 Hours
Assessment: Case study, assignment and test

FNSICAM401B SELL FINANCIAL PRODUCTS AND SERVICES
Content: This unit covers the skills and knowledge required to present a sales solution and close a sale in response to a customer enquiry.
Nominal Hours: 30 Hours
Assessment: Presentation, assignment, test

FNSIRISK501B UNDERTAKE RISK IDENTIFICATION
Content: This unit covers identifying the risks faced by an organisation, or a subsection of it, and assessing the adequacy of existing controls which mitigate the impact of those risks. It is applicable to managers, specialists, identified risk owners and personnel with risk management responsibilities.
Nominal Hours: 40 Hours
Assessment: Tests and assignment

FNSIRISK601B DEVELOP & IMPLEMENT RISK MITIGATION PLAN
Content: This unit covers the development and implementation of a plan/strategy for the treatment of the organisation’s risks. It is applicable to managers, specialists, identified risk owners and personnel with risk management responsibilities.
Nominal Hours: 50 Hours
Assessment: Tests and assignment

TAACMQ501A DEVELOP TRAINING AND/OR ASSESSMENT ORGANISATIONAL POLICIES AND PROCEDURES
Content: Gather and analyse information for policy and procedures development; Develop the policies and procedures; Identify implementation requirements; Monitor and review policies and procedures
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by case studies, assignments, projects, classwork, presentation.

TAACMQ502A COORDINATE TRAINING AND/OR ASSESSMENT ARRANGEMENTS FOR APPRENTICESHIPS/TRAINEESHIPS
Content: Establish training and/or assessment requirements for apprenticeships/traineeships; Plan and organise training and/or assessment arrangements; Monitor workplace training and/or assessment; Manage compliance requirements; Review apprenticeship/traineeship arrangements
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by case studies, assignments, presentation.

TAACMQ503A LEAD AND CONDUCT TRAINING AND/OR ASSESSMENT EVALUATIONS
Content: Identify the basis for the evaluation; Plan evaluation of training and/or assessment services/system; Conduct evaluation; Determine and report evaluation outcomes.
Nominal Hours: 45 Hours
Assessment: This unit may be assessed by case studies, assignments, projects, classwork, presentation.

TAACMQ504A DETERMINE AND MANAGE SCOPE OF TRAINING AND/OR ASSESSMENT SERVICES
Content: Investigate scope of training and/or assessment services; Identify organizational capacity and appropriateness of providing training and/or assessment services; Coordinate legal/organisation requirements; Monitor scope of training and/or assessment services
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by case studies, assignments, projects, classwork, presentation.

TAACMQ505A LEAD A TEAM TO FOSTER INNOVATION
Content: Provide a model of innovative practice; Organise teams to maximise innovation; Organise work to facilitate innovative practices; Provide guidance and monitor innovation at work practices; Review the use of innovation at work skills in a team environment
Nominal Hours: 35 Hours
Assessment: This unit may be assessed by case studies, assignments, projects, classwork.

TAADEL504A LEAD AND COORDINATE TRAINING SERVICES
Content: Organise and arrange training services; Organise and lead training personnel; Monitor training operations
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by case studies, assignments, projects, classwork.

TAALLN401A ADDRESS LANGUAGE, LITERACY AND NUMERACY ISSUES WITHIN LEARNING AND ASSESSMENT PRACTICE
Content: Recognise the language, literacy and numeracy (LLN) demands of training and assessment and tailor training and assessment to suit individual skill levels, including accessing relevant support resources.
Nominal Hours: 30 Hours
Assessment: Prepare individual learning plans and activities and resources relating to LLN; Teaching practice
TAATAS502A PREPARE A TENDER BID
Content: Determine tender requirements; Develop tender content; Prepare tender bid
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by assignments, classwork

TAATAS503A MANAGE CONTRACTED WORK
Content: Develop effective planning instruments; Organise resources and support processes; Manage implementation of contractual requirements; Evaluate management efficacy
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by case studies, assignments, projects, classwork

TAATAS504A FACILITATE GROUP PROCESSES
Content: Establish group objectives and processes; Manage facilitation; Develop group outcomes; Finalise group process
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by case studies, assignments, projects, classwork.
Below are details of courses offered by the School of Enterprise in 2009. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

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

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

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

Career Opportunities
Agents’ Representative.

Scope of Delivery
Part-time evening course run over 6 weeks and flexible education. This is a full fee course. No concession apply.

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

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

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

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

Course Structure
This course consists of the following three compulsory units of study:

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

Assessment
A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

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

Campus: Footscray Nicholson Campus and by Flex Ed.

Career Opportunities
When you graduate, you will be qualified to operate as an estate agent or run your own real estate business.

Scope of Delivery
The course is designed to be completed on a part-time basis over one or two years. Part-time programs are normally conducted in the evenings, or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops, or structured classroom activities. This is a full fee course. No concession applies.

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

Course Duration
The course is designed to be completed on a part-time basis over 1-2 year time frame depending on current industry experience prior qualifications and individual time commitment.

Entry Requirements
To qualify for admission, you must have estate agency work experience, English language, literacy and numeracy skills and be assessed as being capable of completing the course. To be able to obtain registration as a licensed estate agent, applicants need to meet the requirements of the Consumer Affairs Victoria.

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

Course Structure
This course consists of the following units of study:

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

Pre requisite Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRDRE08A</td>
<td>50</td>
</tr>
<tr>
<td>PRDRE09A</td>
<td>50</td>
</tr>
<tr>
<td>PRDRE10A</td>
<td>30</td>
</tr>
<tr>
<td>PRDRE11A</td>
<td>35</td>
</tr>
</tbody>
</table>
**CERTIFICATE II IN SMALL BUSINESS (OPERATIONS/INNOVATION)**

*Course Code*: 21530VIC

**Campus**
This is offered to Secondary Schools as a VET in Schools program.

**Career Opportunities**
Small business operators

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

**Course Objectives**
The course aims to introduce learners to innovative small business operations and entrepreneurial aspects of a small business.

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

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

**Selection Procedures**
Application for admission is through secondary school.

**Course Duration**
The course is offered over 320 nominal hours.

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN333</td>
<td>DEMONSTRATE PERSONAL QUALITIES APPROPRIATE IN A SMALL BUSINESS ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>VBN337</td>
<td>UNDERTAKE BASIC MARKET RESEARCH FOR A SMALL BUSINESS PRODUCT OR SERVICE</td>
<td>25</td>
</tr>
<tr>
<td>VBN338</td>
<td>PROMOTE AND RECOMMEND A SMALL BUSINESS PRODUCT OR SERVICE</td>
<td>25</td>
</tr>
<tr>
<td>VBN339</td>
<td>CONTRIBUTE TO SMALL BUSINESS OPERATIONS AND INNOVATION</td>
<td>40</td>
</tr>
<tr>
<td>VBN340</td>
<td>PARTICIPATE IN SMALL BUSINESS QUALITY AND CHANGE PROCESSES</td>
<td>25</td>
</tr>
<tr>
<td>VBN341</td>
<td>CONTRIBUTE TO SMALL BUSINESS PLANNING</td>
<td>25</td>
</tr>
<tr>
<td>VBN342</td>
<td>UNDERTAKE WORKPLACE ORIENTATION IN A SMALL BUSINESS</td>
<td>40</td>
</tr>
<tr>
<td>BSC3121</td>
<td>PARTICIPATE IN WORKPLACE SAFETY PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>BSC31202A</td>
<td>ORGANISE AND COMPLETE DAILY WORK ACTIVITIES</td>
<td>20</td>
</tr>
<tr>
<td>BSC31207A</td>
<td>PREPARE AND PROCESS FINANCIAL/BUSINESS DOCUMENTS</td>
<td>40</td>
</tr>
<tr>
<td>CULM5207A</td>
<td>ASSIST WITH THE PRESENTATION OF PUBLIC ACTIVITIES AND EVENTS</td>
<td>25</td>
</tr>
<tr>
<td>ICS2A</td>
<td>SHARE IDEAS IN THE WORKPLACE</td>
<td>15</td>
</tr>
</tbody>
</table>

**GRADUATE CERTIFICATE IN LEADERSHIP IN EDUCATION AND TRAINING**

*Course Code*: 21554VIC

**Campus**
Footscray Nicholson

**Course Objective**
This course aims to develop the knowledge and skills of the student to undertake wide-ranging leadership roles in organisations focusing on education and training.

**Scope of Delivery**
Full time or part time equivalent.

**Entry Requirements**
To qualify for admission to this course applicants must have:

(a) obtained an Advanced Diploma, Bachelor or higher education qualification or five years relevant work experience in a related industry area. For example, employment for a minimum of five years within a TAFE Institute or enterprise with responsibility for education and training operations, supervision and management of staff, programs and services.

(b) Applicants work role must involve leadership for the duration of 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 430 nominal hours.
## Course Structure

The structure of the course is

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN335</td>
<td>EDUCA</td>
</tr>
</tbody>
</table>
FACULTY OF WORKFORCE DEVELOPMENT

Unit Code   Hours
BSBCMN420A WRITE COMPLEX DOCUMENTS 50
BSBEMS401A DEVELOP AND IMPLEMENT BUSINESS DEVELOPMENT STRATEGIES TO EXPAND CLIENT BASE 50
LOADIN421A PARTICIPATE IN NEGOTIATIONS 25
BSBFLM503B MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS 60
BSBFLM512A ENSURE TEAM EFFECTIVENESS 60
BSBMGT614A DEVELOP AND IMPLEMENT DIVERSITY POLICY 60
BSBMGT602A CONTRIBUTE TO THE DEVELOPMENT AND IMPLEMENTATION OF STRATEGIC PLANS 60

Technology and E-Business
BSBCMN108A DEVELOP KEYBOARD SKILLS 40
BSBCMN205A USE BUSINESS TECHNOLOGY 30
BSBCMN214A CREATE AND USE SIMPLE SPREADSHEETS 20
BSBCMN306A PRODUCE BUSINESS DOCUMENTS 80
BSBADM303A PRODUCE TEXTS FROM AUDIO TRANSCRIPTION 30
BSBADM304A DESIGN AND DEVELOP TEXT DOCUMENTS 120
BSBADM305A CREATE AND USE DATABASES 20
BSBADM402A PRODUCE COMPLEX BUSINESS DOCUMENTS 100
BSALF401A PREPARE AND PRODUCE COMPLEX LEGAL DOCUMENTS 80
BSBADM506A MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT 60
BSBADM402A PRODUCE COMPLEX BUSINESS DOCUMENTS 100
BSALF401A MAINTAIN TRUST ACCOUNTS 50
BSBADM504A PLAN OR REVIEW ADMINISTRATION SYSTEMS 50

Graduate Certificate in Management
Course Code: 21867VIC
Campus City King, Footscray Nicholson and Industry based.
Course Objective
This course is ideal for people with significant experience in their chosen industry wishing to gain further advancement into higher levels of management. On completion of this qualification, graduates may work in cross-industry roles, undertaking management duties as part of their job. This may also include people in management positions or people operating their own business who require a focused understanding of management. Graduates may also work as a generalist manager.
Scope of Delivery
This course is available in the following mode of delivery - Face to Face and Industry.
Entry Requirements
Entry for this course is admission via Direct Application to the School, or if delivered as an Apprenticeship, it will be the employers choice. There may also be an interview. Applications must be made directly to the School.
Course Duration
This course is available by Part Time, over a 1 year period.
Course Structure
To obtain the 21867VIC Graduate Certificate in Management participants are required to successfully complete 5 units of competency. Participants should choose 4 units from Group A as stated in the curriculum documentation, and the additional units from either group A or group B to bring the total nominal hours to between 280 – 320.

Unit Code   Hours
Core Units of Study
VPAU082 MANAGE MULTIPLE PROJECTS 80
VPAU083 MANAGE THE DEVELOPMENT, IMPLEMENTATION AND REVIEW OF THE STRATEGIC BUSINESS PLAN 60
VPAU084 MANAGE COMPLIANCE WITH LEGAL, REGULATORY AND ETHICAL REQUIREMENTS IN AN ORGANISATIONAL ENVIRONMENT 50
VPAU085 DEVELOP AND MANAGE RISK MANAGEMENT STRATEGY 60
Elective Units of Study
VPAU086 LEAD INNOVATIVE THINKING AND PRACTICE IN AN ORGANISATIONAL ENVIRONMENT 60
VPAU087 MANAGE PEOPLE IN AN ORGANISATIONAL ENVIRONMENT 60
VPAU088 MANAGE HUMAN RESOURCE PRACTICES 60
VPAU089 MANAGE FINANCIAL RESOURCES IN AN ORGANISATION 60
VBQA313 MARKETING CONCEPTS AND STRATEGIES 54
VPAU090 MANAGE BUSINESS IN A GLOBAL ENVIRONMENT 60
VPAU091 MANAGE ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 50

Certificate III in Business (Legal Administration)
Course Code: BSA30200
No new intake for 2009
Campus Footscray Nicholson, St Albans.
Career Opportunities
Legal support staff.
Scope of Delivery
This course is offered on a full-time basis.
Course Objectives
The course provides students with the skills and knowledge required to work in the legal office environment as a receptionist, administrative officer or legal secretary.
Entry Requirements
To qualify for admission to this course applicants must be assessed by the Head of School as being capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

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

Course Duration
6 months full-time.

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSACS301A</td>
<td>10</td>
</tr>
<tr>
<td>BSALC301A</td>
<td>40</td>
</tr>
<tr>
<td>BSALF301A</td>
<td>40</td>
</tr>
<tr>
<td>BSALO301A</td>
<td>10</td>
</tr>
<tr>
<td>BSALPP301A</td>
<td>80</td>
</tr>
<tr>
<td>BSALPP302A</td>
<td>25</td>
</tr>
<tr>
<td>BSALR301A</td>
<td>20</td>
</tr>
<tr>
<td>BSALPP303A</td>
<td>80</td>
</tr>
<tr>
<td>BSALPP304A</td>
<td>40</td>
</tr>
<tr>
<td>BSALPP305A</td>
<td>20</td>
</tr>
<tr>
<td>BSALPP306A</td>
<td>40</td>
</tr>
<tr>
<td>BSALPP307A</td>
<td>20</td>
</tr>
<tr>
<td>BSALPP308A</td>
<td>80</td>
</tr>
<tr>
<td>BSALPP309A</td>
<td>40</td>
</tr>
<tr>
<td>BSALPP310A</td>
<td>20</td>
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<tr>
<td>BSALPP311A</td>
<td>80</td>
</tr>
<tr>
<td>BSALPP312A</td>
<td>40</td>
</tr>
<tr>
<td>BSALPP313A</td>
<td>20</td>
</tr>
<tr>
<td>BSALPP314A</td>
<td>80</td>
</tr>
</tbody>
</table>

Elective Units of Study
Plus a minimum of two units (may include BSALPP303A Deliver Court Documentation) from the BSB01 Business Services Training Package or any other relevant endorsed Training Package, of which a maximum of one unit may be included from a lower or higher level in this qualification, providing they have not previously been included in a qualification at a lower level.

CERTIFICATE IV IN BUSINESS (LEGAL SERVICES)
Course Code: BSA40200
No new intake for 2009.
Campus Footscray Nicholson, St Albans.
Career Opportunities
Legal administration officer.
Scope of Delivery
This course is offered on a full-time basis.

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

Entry Requirements
To qualify for admission to this course applicants must be assessed by the Head of School as being capable of successfully completing the course.
In addition, units from the Certificate III in Business (Legal Administration) BSA30200 are general pre-requisite units: If they have not been achieved in earlier training or work experience, they must be undertaken in addition to the core and elective requirements of the Certificate IV in Business (Legal Services).

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

Course Duration
Full-time over 18 weeks.

Course Structure
Pre-requisite Units of Study

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

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSACS401A</td>
<td>50</td>
</tr>
<tr>
<td>BSALC401A</td>
<td>30</td>
</tr>
<tr>
<td>BSALC402A</td>
<td>60</td>
</tr>
<tr>
<td>BSALF401A</td>
<td>50</td>
</tr>
<tr>
<td>BSALPP401A</td>
<td>80</td>
</tr>
</tbody>
</table>

Elective Units of Study
Two units (totalling 70 nominal hours) selected by the student, with the approval of the Head of School, from the Business Services Training Package (BSB01) from the following streams:
- Paralegal
- Litigation
- Conveyancing
• Administration
• Community Services and Health
• Financial Services.

Plus 2 units from the BSB01 Business Services Training Package, Australian National Training Authority (ANTA) 2001 or any other relevant endorsed training package, of which one must be from a Certificate IV level; and one may be included from a lower or higher level. Units of study are selected with the approval of the Head of School.

CERTIFICATE I IN BUSINESS
Course Code: BSB10107

Campus Footscray Nicholson and St Albans Campuses.

Career Opportunities
This is an entry level qualification which allows individuals to develop basic skills and knowledge to prepare for further study/work.

Scope of Delivery
Full Time.

Course Objective
This qualification allows individuals to develop basic skills and knowledge to prepare for work. They may undertake a range of simple tasks under close supervision. The range of technical skills and knowledge is limited.

Entry Requirements
You must be assessed by the Head of School as being capable of successfully completing the course. You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
3 days per week for 17 weeks.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB0NS201A</td>
<td>20</td>
</tr>
<tr>
<td>BSBADM101A</td>
<td>20</td>
</tr>
<tr>
<td>BSBADM102A</td>
<td>15</td>
</tr>
<tr>
<td>BSBLED101A</td>
<td>20</td>
</tr>
<tr>
<td>BSBITU101A</td>
<td>20</td>
</tr>
<tr>
<td>BSBITU102A</td>
<td>40</td>
</tr>
</tbody>
</table>

CERTIFICATE II IN BUSINESS
Course Code: BSB20101

No new intake for 2009

Campus Footscray Nicholson and St Albans Campuses.

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

Scope of Delivery
Full-time only.

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

Entry Requirements
You must be assessed by the Head of School as being capable of successfully completing the course. You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
6 months full-time.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BSBCMN201A</td>
<td>20</td>
</tr>
<tr>
<td>BSBCMN202A</td>
<td>20</td>
</tr>
<tr>
<td>BSBCMN203A</td>
<td>40</td>
</tr>
<tr>
<td>BSBCMN204A</td>
<td>15</td>
</tr>
<tr>
<td>BSBCMN205A</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN206A</td>
<td>30</td>
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<tr>
<td>BSBCMN207A</td>
<td>40</td>
</tr>
<tr>
<td>BSBCMN208A</td>
<td>20</td>
</tr>
<tr>
<td>BSBCMN209A</td>
<td>20</td>
</tr>
<tr>
<td>BSBCMN210A</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN211A</td>
<td>20</td>
</tr>
<tr>
<td>BSBCMN212A</td>
<td>15</td>
</tr>
</tbody>
</table>
Unit Code | Hours
--- | ---
BSBCMN213A | PRODUCE SIMPLE WORDPROCESSED DOCUMENTS | 60
BSBCMN214A | CREATE AND USE SIMPLE SPREADSHEETS | 20
BSBCMN215A | PARTICIPATE IN ENVIRONMENTAL WORK PRACTICES | 20

b) an additional 4 units from the (BSB01) Business Services Training Package or any other endorsed Training Package, of which a minimum of 2 units must be from Certificate II level, and maximum of 2 may be included from lower or higher levels in this qualification.

CERTIFICATE II IN BUSINESS

Course Code: BSB20107

Campus Footscray Nicholson and St Albans Campuses.

Career Opportunities
When you graduate, you will be qualified to be an Administration Assistant, Clerical Worker, Data Entry Operator, Information Desk Clerk, Office Junior, Receptionist.

Scope of Delivery
Full-time only.

Course Objective
The course provides students with the knowledge and skills required to perform mainly routine tasks as an administrative officer in a variety of settings working under direct supervision. This unit also prepares the student for entry into the Diploma.

Entry Requirements
You must be assessed by the Head of School as being capable of successfully completing the course. You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
6 months full-time.

Course Structure

Unit Code | Hours
--- | ---
BSBHOHS201A | PARTICIPATE IN OHS PROCESSES | 20
FNSICGEN305A | MAINTAIN DAILY FINANCIAL/BUSINESS RECORDS | 20
BSBCUS201A | DELIVER A SERVICE TO CUSTOMERS | 40
BSBCMM201A | COMMUNICATE IN THE WORKPLACE | 40
BSBITU102A | DEVELOP KEYBOARD SKILLS | 40
BSBITU101A | OPERATE A PERSONAL COMPUTER | 20
BSBITU201A | PRODUCE SIMPLE WORD PROCESSED DOCUMENTS | 60
BSBITU203A | COMMUNICATE ELECTRONICALLY | 20
BSBINM201A | PROCESS AND MAINTAIN WORKPLACE INFORMATION | 30
BSBINM202A | HANDLE MAIL | 15
BSBWOR203A | WORK EFFECTIVELY WITH OTHERS | 15

CERTIFICATE III IN BUSINESS

Course Code: BSB30101

No new intake for 2009

Campus Footscray Nicholson and St Albans Campuses.

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

Scope of Delivery
Full-time or part-time.

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

Entry Requirements
You must be assessed by the Head of School as being capable of successfully completing the course. You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
Full-time over 6 months or part-time equivalent.

Course Structure

Unit Code | Hours
--- | ---
BSBCMN301A | EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT | 20
BSBCMN302A | ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT | 40
BSBFNL303A | CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS | 40
BSBCMN304A | CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING | 30
BSBCMN305A | ORGANISE WORKPLACE INFORMATION | 30
BSBCMN306A | PRODUCE BUSINESS DOCUMENTS | 80
BSBCMN307A | MAINTAIN BUSINESS RESOURCES | 20
FACULTY OF WORKFORCE DEVELOPMENT

Unit Code   Hours
BSBCMN308A MAINTAIN FINANCIAL RECORDS 60
BSBCMN309A RECOMMEND PRODUCTS AND SERVICES 20
BSBCMN310A DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
BSBCMN311A MAINTAIN WORKPLACE SAFETY 40
BSBCMN312A SUPPORT INNOVATION AND CHANGE 40
BSBCMN313A MAINTAIN ENVIRONMENTAL PROCEDURES 30
BSBCMN314A UTILISE A KNOWLEDGE MANAGEMENT SYSTEM 50
BSBCMN315A WORK EFFECTIVELY WITH DIVERSITY 30
BSBCMN316A PROCESS CUSTOMER COMPLAINTS 30
BSBCMN317A MEET CUSTOMER NEEDS AND EXPECTATIONS 35
BSBCMN318A WRITE SIMPLE DOCUMENTS 30
BSBCMN319A APPLY ADVANCED FIRST AID 30
BSBCMN320A MAINTAIN FIRST AID EQUIPMENT AND RESOURCES 20
BSBCMN405A ANALYSE AND PRESENT RESEARCH INFORMATION 40

Plus 4 units from the Business Services Training Package or any other endorsed Training Package, of which 2 units must be from Certificate III level, and maximum of 2 may be included from lower or higher levels.

CERTIFICATE III IN BUSINESS (I)
Course Code: BSB30107
Campus Footscray Nicholson and St Albans Campuses.
Career Opportunities
When you graduate, you will be qualified to be a Customer Service Advisor, Data Entry Operator, General Clerk, Payroll Officer, Typist, Word Processing Operator.
Scope of Delivery
Full-time or part-time.
Course Objective
This qualification provides individuals with a broad range of competencies in the field of administration using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.
Entry Requirements
Successful completion of Certificate II in Business or you must be assessed by the Head of School as being capable of successfully completing the course. You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Course Duration
Full-time over 6 months or part-time equivalent.
Course Structure
Students must successfully complete a minimum of 12 units — 1 core unit plus 11 electives.

Unit Code   Hours
Core Unit of Study
BSOHS201A PARTICIPATE IN OHS PROCESSES 20
Elective Units of Study
BSFIA301A MAINTAIN FINANCIAL RECORDS 60
BSFIA302A PROCESS PAYROLL 30
BSBITU309A PRODUCE DESKTOP PUBLISHED DOCUMENTS 50
BSBITU306A DESIGN AND PRODUCE BUSINESS DOCUMENTS 80
BSBITU303A DESIGN AND PRODUCE TEXT DOCUMENTS 90
BSBADM307B ORGANISE SCHEDULES 15
BSBWOR301A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 30
BSBWRIT301A WRITE SIMPLE DOCUMENTS 30
BSBCMM301A PROCESS CUSTOMER COMPLAINTS 30
BSBP0301A RECOMMEND PRODUCTS AND SERVICES 20
BSBCHM401A MAKE A PRESENTATION 30

CERTIFICATE III IN BUSINESS ADMINISTRATION (I)
Course Code: BSB30201
No new intake for 2009
Campus Traineeship.
Career Opportunities
When you graduate, you will be qualified to be a Receptionist or Administrative Officer.
Scope of Delivery
Traineeship
Course Objective
The course provides students with the knowledge and skills required to undertake work as an administrative officer in a variety of settings.
Entry Requirements
You must be assessed by the Head of School as being capable of successfully completing the course. You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Course Duration
Part time traineeship over 345-635 nominal hours.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM301A</td>
<td>PRODUCE TEXTS FROM SHORTHAND NOTES</td>
<td>100</td>
</tr>
<tr>
<td>BSBADM302A</td>
<td>PRODUCE TEXTS FROM NOTES</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM303A</td>
<td>PRODUCE TEXTS FROM AUDIO TRANSCRIPTION</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM304A</td>
<td>DESIGN AND DEVELOP TEXT DOCUMENTS</td>
<td>120</td>
</tr>
<tr>
<td>BSBADM305A</td>
<td>CREATE AND USE DATABASES</td>
<td>20</td>
</tr>
<tr>
<td>BSBADM306A</td>
<td>CREATE ELECTRONIC PRESENTATIONS</td>
<td>20</td>
</tr>
<tr>
<td>BSBADM307A</td>
<td>ORGANISE SCHEDULES</td>
<td>15</td>
</tr>
<tr>
<td>BSBADM308A</td>
<td>PROCESS PAYROLL</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM309A</td>
<td>PROCESS ACCOUNTS PAYABLE AND RECEIVEABLE</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM310A</td>
<td>MAINTAIN A GENERAL LEDGER</td>
<td>60</td>
</tr>
<tr>
<td>BSJMD301A</td>
<td>USE ADVANCED MEDICAL TERMINOLOGY</td>
<td>30</td>
</tr>
<tr>
<td>BSJMD302A</td>
<td>ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT</td>
<td>30</td>
</tr>
<tr>
<td>BSJMD303A</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>40</td>
</tr>
<tr>
<td>BSJMD304A</td>
<td>CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING</td>
<td>40</td>
</tr>
<tr>
<td>BSJMD305A</td>
<td>ORGANISE WORKPLACE INFORMATION</td>
<td>30</td>
</tr>
<tr>
<td>BSJMD306A</td>
<td>PRODUCE BUSINESS DOCUMENTS</td>
<td>80</td>
</tr>
<tr>
<td>BSJMD307A</td>
<td>MAINTAIN BUSINESS RESOURCES</td>
<td>20</td>
</tr>
<tr>
<td>BSJMD308A</td>
<td>MAINTAIN FINANCIAL RECORDS</td>
<td>60</td>
</tr>
<tr>
<td>BSJMD309A</td>
<td>RECOMMEND PRODUCTS AND SERVICES</td>
<td>20</td>
</tr>
<tr>
<td>BSJMD310A</td>
<td>DELIVER AND MONITOR A SERVICE TO CUSTOMERS</td>
<td>35</td>
</tr>
<tr>
<td>BSJMD312A</td>
<td>SUPPORT INNOVATION AND CHANGE</td>
<td>40</td>
</tr>
<tr>
<td>BSJMD313A</td>
<td>MAINTAIN ENVIRONMENTAL PROCEDURES</td>
<td>30</td>
</tr>
<tr>
<td>BSBFLM303B</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM305B</td>
<td>SUPPORT OPERATIONAL PLAN</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM312A</td>
<td>CONTRIBUTE TO TEAM EFFECTIVENESS</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM306B</td>
<td>PROVIDE WORKPLACE INFORMATION AND RESOURCING PLANS</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM309B</td>
<td>SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM311B</td>
<td>SUPPORT A WORKPLACE LEARNING ENVIRONMENT</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM313A</td>
<td>MAINTAIN ENVIRONMENTAL PROCEDURES</td>
<td>30</td>
</tr>
</tbody>
</table>

Plus 4 units from the Business Services Training Package or any other endorsed Training Package, of which 2 units must be from Certificate III level, and maximum of 2 may be included from lower or higher levels.

CERTIFICATE III IN BUSINESS (FRONTLINE MANAGEMENT)

Course Code: BSB30504
No new intake for 2009
Campus: Delivered to industry only.

Scope of Delivery
Part Time.

Course Objective
This course aims to develop the management competencies required of a person working as a team leader or supervisor responsible for a small workgroup.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of School that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 3. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
6 months full-time.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Specialist Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN311A</td>
<td>MAINTAIN WORKPLACE SAFETY</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM303B</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM305B</td>
<td>SUPPORT OPERATIONAL PLAN</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM312A</td>
<td>CONTRIBUTE TO TEAM EFFECTIVENESS</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM306B</td>
<td>PROVIDE WORKPLACE INFORMATION AND RESOURCING PLANS</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM309B</td>
<td>SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM311B</td>
<td>SUPPORT A WORKPLACE LEARNING ENVIRONMENT</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units
A minimum of 2 units selected by the student with the approval of the Head of School.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Elective Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN302A</td>
<td>ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT</td>
<td>40</td>
</tr>
<tr>
<td>BSBCMN310A</td>
<td>DELIVER AND MONITOR A SERVICE TO CUSTOMERS</td>
<td>35</td>
</tr>
<tr>
<td>BSBCMN312A</td>
<td>SUPPORT INNOVATION AND CHANGE</td>
<td>40</td>
</tr>
<tr>
<td>BSBM419A</td>
<td>MANAGE PROJECTS</td>
<td>60</td>
</tr>
<tr>
<td>BSBM416A</td>
<td>IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES</td>
<td>50</td>
</tr>
<tr>
<td>BSBEBUS403A</td>
<td>COMMUNICATE ELECTRONICALLY</td>
<td>30</td>
</tr>
<tr>
<td>BSBEBUS409A</td>
<td>LEAD AND FACILITATE E-STAFF</td>
<td>40</td>
</tr>
</tbody>
</table>
CERTIFICATE III IN BUSINESS ADMINISTRATION (LEGAL)

Course Code: BSB31007

Campus Footscray Nicholson, St Albans.

Career Opportunities
Legal administrative support role such as Legal Receptionist.

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

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

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

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

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

Course Duration
6 months full-time.

Course Structure
The course requires the completion of the following units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBITU307A</td>
<td>50</td>
</tr>
<tr>
<td>BSB0H5201A</td>
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Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBLEG301A</td>
<td>80</td>
</tr>
<tr>
<td>BSBLEG305A</td>
<td>40</td>
</tr>
<tr>
<td>BSBLEG302A</td>
<td>25</td>
</tr>
<tr>
<td>BSBLEG303A</td>
<td>10</td>
</tr>
<tr>
<td>BSBLEG304A</td>
<td>20</td>
</tr>
<tr>
<td>BSBLEG308A</td>
<td>10</td>
</tr>
<tr>
<td>BSBADM307B</td>
<td>15</td>
</tr>
<tr>
<td>BSBITU306A</td>
<td>80</td>
</tr>
<tr>
<td>BSBWRT301A</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective Units of Study

CERTIFICATE III IN FRONTLINE MANAGEMENT

Course Code: BSB31207

Campus Industry only [traineeship].

Course Objective
This qualification reflects the role of individuals who provide supervision in a wide range of organisational and industry contexts. They are likely to have existing technical skills in a broad range of vocations or professions, but require some training in the basics of supervision. Typically they would report to a supervisor or team leader.

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

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

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

Applications must be made directly to the School by phoning Administration on (03) 9919 6207.

Course Duration
210 - 260 nominal hours.

Course Structure
To successfully complete this qualification, students must successfully complete 4 core units and 2 elective units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN311B</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM303C</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM312B</td>
<td>40</td>
</tr>
<tr>
<td>BSBWOR301A</td>
<td>30</td>
</tr>
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</table>

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSCCUS301A</td>
<td>35</td>
</tr>
<tr>
<td>BSBFLM309C</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units of Study
CERTIFICATE IV IN BUSINESS
Course Code: BSB40101
No new intake for 2009
Campus Traineeship.
Career Opportunities
Receptionist, Administrative Assistant, Secretary.
Scope of Delivery
Part time traineeship.
Course Objectives
The course provides students with the knowledge and skills required to manage administrative work across all industries.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.
Selection Procedures/Selection Criteria
Educational qualifications, employment history (voluntary work) and life experience etc. are taken into account in selection.
Course Duration
Traineeship over 315-520 nominal hours.

Course Structure
The course requires the completion of ten units - a minimum of four units from the Administration Domain listed below:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM401A</td>
<td>PRODUCE COMPLEX TEXTS FROM SHORTHAND NOTES</td>
<td>50</td>
</tr>
<tr>
<td>BSBADM402A</td>
<td>PRODUCE COMPLEX BUSINESS DOCUMENTS</td>
<td>100</td>
</tr>
</tbody>
</table>


CERTIFICATE IV IN BUSINESS ADMINISTRATION (I)
Course Code: BSB40201
No new intake for 2009
Campus Footscray Nicholson, St Albans, Flex Ed.
Career Opportunities
Receptionist, Administrative Assistant, Secretary.
Scope of Delivery
Full-time or part-time basis and flexible learning arrangements which may include off-campus study, workshops or workplace facilitation.
Course Objectives
The course provides students with the knowledge and skills required to undertake work as an administrative assistant in a variety of settings.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course. It is recommended that the Certificate III in Business (BSB30101) is completed prior to this course unless students has educational qualifications, employment history (voluntary work) and life experience etc. which will be taken into account in selection.
Selection Procedures/Selection Criteria
Educational qualifications, employment history (voluntary work) and life experience etc. are taken into account in selecting direct application students. Date of application received by Victoria University may also be used as ranking in the case of over-subscribed groups. All applicants, regardless of ENTER or qualifications will be offered a place where possible. Where the number of applicants exceeds the number of offers to be made, the procedure as outlined above, will apply.
Course Duration
The course may be offered on a full-time basis over 6 months or part-time equivalent.

Course Structure
The course requires the completion of ten units - a minimum of four units from the Specialist Administration Domain listed below:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM401A</td>
<td>PRODUCE COMPLEX TEXTS FROM SHORTHAND NOTES</td>
<td>50</td>
</tr>
<tr>
<td>BSBADM402A</td>
<td>PRODUCE COMPLEX BUSINESS DOCUMENTS</td>
<td>100</td>
</tr>
</tbody>
</table>
Unit Code   Hours
BSBADM403A DEVELOP AND USE COMPLEX DATABASES 20
BSBADM404A DEVELOP AND USE COMPLEX SPREADSHEETS 20
BSBADM405A ORGANISE MEETINGS 20
BSBADM406A ORGANISE BUSINESS TRAVEL 20
BSBADM407A ADMINISTER PROJECTS 40
BSBADM408A PREPARE FINANCIAL REPORTS 40

plus a minimum of three Common Business units listed below:

Core Units of Study
BSBCMN402A DEVELOP WORK PRIORITIES 30
BSBCMN403A ESTABLISH BUSINESS NETWORKS 50
BSBCMN404A DEVELOP TEAMS AND INDIVIDUALS 30
BSBCMN405A ANALYSE AND PRESENT RESEARCH INFORMATION 40
BSBCMN406A MAINTAIN BUSINESS TECHNOLOGY 40
BSBCMN407A COORDINATE BUSINESS RESOURCES 30
BSBCMN408A REPORT ON FINANCIAL ACTIVITY 30
BSBCMN409A PROMOTE PRODUCTS AND SERVICES 20
BSBCMN410A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 40
BSBCMN411A MONITOR A SAFE WORKPLACE 50
BSBCMN412A PROMOTE INNOVATION AND CHANGE 50
BSBCMN413A IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES 40
BSBFLM404A LEAD WORK TEAMS 50

and three units from the Business Services Training Package or any other endorsed training package, of which a minimum of two units must be from a qualification at AQF level IV; 1 unit may be included from lower or higher levels in this qualification. Units from other Training Packages must not duplicate units selected from the Business Services Training Package. All units selected must contribute to and combine to form a work outcome.

CERTIFICATE IV IN BUSINESS (SMALL BUSINESS MANAGEMENT)
Course Code: BSB40401

No new intake for 2009
Campus Footscray Nicholson, Melton, Werribee.

Career Opportunities
Participants undertaking this course are currently operating a business or are planning to operate their own business. This course also prepares participants for independent business units within a larger organization.

Scope of Delivery
Part-time

Course Objective
The course aims to provide participants with the practical and theoretical knowledge required to operate and manage a small business.

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

Selection Procedures/Selection Criteria
Application is made directly to the School by completing a Small Business Management Application Form available from the School’s office. Applicants will then be notified of the next enrolment date. To be eligible for this course, you must have basic computer skills and be able to process basic verbal and printed information.

Course Duration
The course is offered on a part-time basis over 355-550 nominal hours.

Course Structure
Students must complete a minimum of 10 units:

Unit Code   Hours
BSBSBM301A RESEARCH BUSINESS OPPORTUNITIES 30
BSBSBM401A ESTABLISH BUSINESS AND LEGAL REQUIREMENTS 50
BSBSBM402A UNDERTAKE FINANCIAL PLANNING 50
BSBSBM403A PROMOTE THE BUSINESS 50
BSBSBM404A UNDERTAKE BUSINESS PLANNING 60
BSBSBM406A MANAGE FINANCES 50
BSBSBM407A MANAGE A SMALL TEAM 40
BSBCMN403A ESTABLISH BUSINESS NETWORKS 50
BSBEBUS301A SEARCH AND ASSESS ONLINE BUSINESS INFORMATION 20
BSBCMN411A MONITOR A SAFE WORKPLACE 50

For further information, contact the School on (03) 9919 6213 or email westbiz@vu.edu.au.

CERTIFICATE IV IN SMALL BUSINESS MANAGEMENT
Course Code: BSB40407

Campus Footscray Nicholson, Melton and Werribee

Course Objective
This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of small business contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others, and have responsibility for the output of others.
**Scope of Delivery**

Part-time.

**Entry Requirements**

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

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

Applications must be made directly to the School by phoning Administration on (03) 9919 6207.

**Course Duration**

The course is offered on a part-time basis over 375–570 nominal hours.

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBSMB401A ESTABLISH LEGAL AND RISK MANAGEMENT REQUIREMENTS OF SMALL BUSINESS</td>
<td>60</td>
</tr>
<tr>
<td>BSBSMB402A PLAN SMALL BUSINESS FINANCES</td>
<td>50</td>
</tr>
<tr>
<td>BSBSMB403A MARKET THE SMALL BUSINESS</td>
<td>50</td>
</tr>
<tr>
<td>BSBSMB404A UNDERTAKE SMALL BUSINESS PLANNING</td>
<td>50</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSOHS407A MONITOR A SAFE WORKPLACE</td>
<td>50</td>
</tr>
<tr>
<td>BSREL402A BUILD CLIENT RELATIONSHIPS AND BUSINESS NETWORKS</td>
<td>50</td>
</tr>
<tr>
<td>BSBSMB301A INVESTIGATE MICRO BUSINESS OPPORTUNITIES</td>
<td>30</td>
</tr>
<tr>
<td>BSBSMB405A MANAGE SMALL BUSINESS OPERATIONS</td>
<td>45</td>
</tr>
<tr>
<td>BSBSMB406A MANAGE SMALL BUSINESS FINANCES</td>
<td>60</td>
</tr>
<tr>
<td>BSBSMB407A MANAGE A SMALL TEAM</td>
<td>40</td>
</tr>
</tbody>
</table>

**Certificate IV in Business Administration**

**Course Code:** BSB40507

**Campus** Footscray Nicholson, St Albans, Flex Ed.

**Career Opportunities**

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

**Scope of Delivery**

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

**Course Objectives**

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

**Entry Requirements**

Successful completion of Certificate III in Business or you must be assessed by the School as being capable of successfully completing the course.

Educational qualifications, employment history (voluntary work) and life experience may be taken into account when selecting direct applicants.

**Selection Procedures/Selection Criteria**

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

**Course Duration**

The course is offered on a full-time basis over 6 months or part-time equivalent.

**Course Structure**

The course requires the completion of ten units, 5 Core administration units plus 5 electives.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM405B ORGANISE MEETINGS</td>
<td>20</td>
</tr>
<tr>
<td>BSBADM406B ORGANISE BUSINESS TRAVEL</td>
<td>20</td>
</tr>
<tr>
<td>BSBITU401A DESIGN AND DEVELOP COMPLEX TEXT DOCUMENTS</td>
<td>100</td>
</tr>
<tr>
<td>BSBINM401A IMPLEMENT WORKPLACE INFORMATION SYSTEM</td>
<td>40</td>
</tr>
<tr>
<td>BSBITU404A PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS</td>
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</tr>
</tbody>
</table>

**Elective Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM407B ADMINISTER PROJECTS</td>
<td>40</td>
</tr>
<tr>
<td>BSBMKG414A UNDERTAKE MARKETING ACTIVITIES</td>
<td>50</td>
</tr>
<tr>
<td>BSBRES401A ANALYSE AND PRESENT RESEARCH INFORMATION</td>
<td>40</td>
</tr>
<tr>
<td>BSBWOR402A PROMOTE TEAM EFFECTIVENESS</td>
<td>50</td>
</tr>
<tr>
<td>BSBITU305A CONDUCT ONLINE TRANSACTIONS</td>
<td>40</td>
</tr>
</tbody>
</table>

**Certificate IV in Frontline Management**

**Course Code:** BSB40807

**Campus** Industry only (traineeship).

**Course Objective**

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

**Scope of Delivery**

The Wholesale/Retail Unit offers this course as a traineeship only with workplace delivery.
Entry Requirements
To undertake a traineeship, you must already be employed in the retail industry and have permission from your employer to undertake the course. Applicants should have completed SIR30207 Certificate III in Retail or have sufficient and relevant retail employment experience to indicate likely success at this level and to the satisfaction of the Program Manager.

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

Applications must be made directly to the School by phoning Administration on (03) 9919 6207.

Course Duration
385–490 nominal hours.

Course Structure
To successfully complete this qualification, Students must successfully complete 4 core units and 6 elective units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Units of Study</td>
<td></td>
</tr>
<tr>
<td>BSBMGT401A</td>
<td>50</td>
</tr>
<tr>
<td>BSBMGT402A</td>
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<tr>
<td>BSBIOH407A</td>
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<tr>
<td>BSBOCR402A</td>
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<tr>
<td>Elective Units of Study</td>
<td></td>
</tr>
<tr>
<td>BSBCUS401A</td>
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<tr>
<td>BSBCUS402A</td>
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<tr>
<td>BSBPMG403A</td>
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</tr>
<tr>
<td>BSBPINM6510A</td>
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<tr>
<td>BSBOCR401A</td>
<td>50</td>
</tr>
<tr>
<td>BSBOCR404A</td>
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</tr>
</tbody>
</table>

CERTIFICATE IV IN BUSINESS (FRONTLINE MANAGEMENT)
Course Code: BSB41004

No new intake for 2009

Scope of Delivery
Part Time.

Course Objective
This course aims to develop the management competencies required of a person working as a team leader or supervisor responsible for a large workgroup.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of School that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework (AQF) Level Four. 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
6 months part time.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
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<td>BSBFLM405B</td>
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</tr>
<tr>
<td>BSBFLM412A</td>
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</tr>
<tr>
<td>BSBCMN402A</td>
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</tr>
<tr>
<td>BSBCMN411A</td>
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<tr>
<td>Specialist Units</td>
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</tr>
<tr>
<td>BSBFLM406B</td>
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</tr>
<tr>
<td>BSBFLM409B</td>
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</tr>
<tr>
<td>Elective Units</td>
<td></td>
</tr>
<tr>
<td>BSBFMN404A</td>
<td>30</td>
</tr>
<tr>
<td>BSBFMN410A</td>
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<tr>
<td>BSBFMN412A</td>
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<tr>
<td>BSBFMN413A</td>
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<tr>
<td>BSBFMN416A</td>
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<td>BSBFMN419A</td>
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<td>BSBEBUS403A</td>
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</tr>
<tr>
<td>BSBEBUS409A</td>
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</tr>
</tbody>
</table>

CERTIFICATE IV IN LEGAL SERVICES
Course Code: BSB41207

Career Opportunities
Legal Assistant/Assistant Paralegal, Legal Secretary, Legal Support Officer, Legal Support for Recruitment Consultant.

Scope of Delivery
Full-Time and Part Time.

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

Entry Requirements
Successful Completion of Certificate III in Business Administration (Legal). You will also be assessed by the School as being capable of successfully completing the course. Educational qualifications, employment history (voluntary work) and life experience may be taken into account when selecting direct applicants.

Course Duration
6 months full-time.

Course Structure
Students must successfully complete a minimum of 10 units — 6 core plus 4 electives.

Unit Code   Hours

Core Units
BSBLEG401A PREPARE AND PRODUCE COMPLEX LEGAL DOCUMENTS 80
BSBLEG409A PROVIDE NON-LEGAL ADVICE 50
BSBLEG410A INTERACT WITH OTHER PARTIES 30
BSBLEG412A INTERPRET AND APPLY LEGISLATION 120
BSBRES402A RESEARCH, LOCATE AND PROVIDE LEGAL AND OTHER INFORMATION IN RESPONSE TO REQUESTS 60
BSBRES403A RESEARCH LEGAL PROCESSES 50

Elective Units
BSBLEG403A MAINTAIN TRUST ACCOUNTS 50
BSBLEG404A PROVIDE SUPPORT IN PROPERTY LAW MATTERS 60
BSBLEG405A PROVIDE SUPPORT IN FAMILY LAW MATTERS 60
BSBADM303B PRODUCE TEXTS FROM AUDIO TRANSCRIPTION 30
BSBWOR402A PROMOTE TEAM EFFECTIVENESS 50

Diploma of Business Administration (I)
Course Code: BSB50201
No new intake for 2009.
Campus Footscray Nicholson, St Albans, Flexible Education.

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

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

Course Objective
The course provides participants with administrative skills and technical ability for administrative work in a broad range of Business organisations. The Diploma of Business Administration is a three-stage course with multiple entry and exit points. It provides an opportunity for participants with no previous experience as well as catering for skill and knowledge enhancement for those with basic administration skills.

Participants who successfully complete each stage are eligible to apply for entry into the next level. RPL (Recognition of Prior Learning) and Credit policies apply.

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

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

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

Stage 1 Certificate III in Business 15-20 weeks
Stage 2 Certificate IV in Business Administration 15-20 weeks
Stage 3 Diploma of Business Administration 15-20 weeks

Course Structure

Unit Code   Hours

Core Units
BSBADM501A MANAGE THE ESTABLISHMENT AND MAINTENANCE OF A WORKGROUP NETWORK 30
BSBADM502A MANAGE MEETINGS 30
BSBADM503A PLAN AND MANAGE CONFERENCES 30
BSBADM504A PLAN OR REVIEW ADMINISTRATION SYSTEMS 50
BSBADM505A MANAGE PAYROLL 30
BSBADM506A MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT 60

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

Course Code: BSB50407

Campus Footscray Nicholson, St Albans, Flexible Education.

Career Opportunities
Administration Manager, General Office Manager, Office Manager, Executive Personal Assistant, Office Administrator, Project Assistant.

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

Course Objective
This qualification provides a sound theoretical knowledge base and use a range of specialised, technical or managerial skills to plan, carry out and evaluate their own work and/or the work of a team.

Entry Requirements
If you are applying to study full-time in first semester, you must apply through VTAC.
If you are applying to study part-time, you must complete a TAFE Direct Application Form available from the School or VU website www.vu.edu.au/Admissions.

Selection Procedures/Selection Criteria
Successful completion of Certificate IV in Business Administration or you must be assessed by the School as being capable of successfully completing the course.
Educational qualifications, employment history (voluntary work) and life experience may be taken into account when selecting direct applicants.

Course Duration
The Diploma of Business Administration is offered on a full-time basis over 2 years or part-time equivalent. Part-time programs are normally conducted in the evenings or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation. Traineeships are usually delivered both on and off-the-job or in a mixture of these delivery modes over a twelve month period.

The Diploma of Business Administration is a four-stage course with multiple entry and exit points. It provides an opportunity for participants with no previous experience as well as catering for skill and knowledge enhancement for those with basic administration skills. Participants who successfully complete each stage are eligible to apply for entry into the next level. RPL (Recognition of Prior Learning) and Credit policies apply.

Stage 1 Certificate II in Business 15 - 20 weeks
Stage 2 Certificate III in Business 15-20 weeks
Stage 3 Certificate IV in Business Administration 15-20 weeks
Stage 4 Diploma of Business Administration 15-20 weeks

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

Unit Code Hours
Core Units of Study
(a) A minimum of 5 Administration units:
BSBFMS502A MANAGE PAYROLL 30
BSBADM502B MANAGE MEETINGS 30
BSBADM503B PLAN AND MANAGE CONFERENCES 30
BSBADM504B MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT 80
(b) And 3 elective units of study:
BSBWORS502A ENSURE TEAM EFFECTIVENESS 60
BSBHRM506A MANAGE RECRUITMENT SELECTION AND INDUCTION PROCESSES 60
BSBEBUS401A CONDUCT ONLINE RESEARCH 35

DIPLOMA OF BUSINESS (FRONTLINE MANAGEMENT)

Course Code: BSB51004

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

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

Scope of Delivery
Industry based; flexible delivery.

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

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

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

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

Course Structure

Unit Code Hours
Core Units of Study
BSBMGT505A ENSURE A SAFE WORKPLACE 60
Specialist Units A minimum of seven units selected by the student with the approval of the Head of School.
BSBFMLS501B MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 60
BSBFMLS503B MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS 60
BSBFMLS505B MANAGE OPERATIONAL PLAN 60
BSBFLM506B MANAGE WORKPLACE INFORMATION SYSTEMS 60
BSBFLM507B MANAGE QUALITY CUSTOMER SERVICE 60
BSBFLM509B FACILITATE CONTINUOUS IMPROVEMENT 60
BSBFLM510B FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION 60
BSBFLM511B DEVELOP A WORKPLACE LEARNING ENVIRONMENT 60
BSBFLM512A ENSURE TEAM EFFECTIVENESS 60
A minimum of 3 units (which can include the remaining units above) selected by the students with the approval of the Head of School.

**Unit Code** | **Hours**
--- | ---
BSBFLM513A MANAGE BUDGETS AND FINANCIAL PLANS WITHIN THE WORK TEAM | 70
BSBFLM514A MANAGE PEOPLE | 60
BSBFLM515A MANAGE PROJECTS | 60
BSBFLM516A IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES | 50

### Diploma of Legal Services

**Course Code:** BSB51007  
**Campus:** Footscray Nicholson  
**Scope of Delivery:** Full-time and Part Time.

**Course Objective:**
This qualification reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work in the provision of legal services.

**Entry Requirements:**
Successful completion of VCE/VCAL or equivalent, written application, written Test, interview, ENTER Score. Prior to commencing the Diploma, students will be deemed to have equivalent standing of the Certificate IV in Legal Services.

**Course Duration:**
6 months full-time for VCE students; 2 years customised for the African Community (incorporating Cert III and Cert IV units)

**Course Structure:**
Students must successfully complete a minimum of 8 units — 5 core plus 3 electives.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th><strong>Hours</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Units</strong></td>
<td></td>
</tr>
<tr>
<td>BSBLEG412A INTERPRET AND APPLY LEGISLATION</td>
<td>120</td>
</tr>
<tr>
<td>BSBLEG501A RUN A FILE</td>
<td>80</td>
</tr>
<tr>
<td>BSBLEG503A OBTAIN INFORMATION FROM A CLIENT</td>
<td>60</td>
</tr>
<tr>
<td>BSBLEG504A DRAFT LEGALLY BINDING DOCUMENTS</td>
<td>80</td>
</tr>
<tr>
<td>BSBRES501A PERFORM LEGAL RESEARCH AND PREPARE REPORTS TO MEET IDENTIFIED NEEDS</td>
<td>80</td>
</tr>
<tr>
<td><strong>Elective Units</strong></td>
<td></td>
</tr>
<tr>
<td>African Community</td>
<td></td>
</tr>
<tr>
<td>BSBLEG505A ASSIST WITH THE DISCOVERY PROCESS</td>
<td>50</td>
</tr>
<tr>
<td>BSBLEG507A ATTEND PRE-TRIAL NEGOTIATIONS</td>
<td>90</td>
</tr>
<tr>
<td>BSBLEG601A APPLY KNOWLEDGE OF THE LEGAL SYSTEM TO COMPLETE TASKS</td>
<td>80</td>
</tr>
<tr>
<td>BSBLEG603A ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE</td>
<td>10</td>
</tr>
<tr>
<td>BSBLEG6410A INTERACT WITH OTHER PARTIES</td>
<td>30</td>
</tr>
<tr>
<td>BSBITU307A DEVELOP KEYBOARDING SPEED AND ACCURACY</td>
<td>50</td>
</tr>
<tr>
<td>BSBITU308A DESIGN AND PRODUCE BUSINESS DOCUMENTS</td>
<td>80</td>
</tr>
<tr>
<td>BSBATSIL508B BE A COMMUNITY LEADER</td>
<td>60</td>
</tr>
<tr>
<td>CHCCD8B SUPPORT COMMUNITY ACTION</td>
<td>90</td>
</tr>
<tr>
<td>CHCAD4A PROVIDE ADVOCACY AND REPRESENTATION</td>
<td>90</td>
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<tr>
<td>CHCCD7B SUPPORT COMMUNITY RESOURCES</td>
<td>30</td>
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<tr>
<td><strong>Elective Units</strong></td>
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<tr>
<td>VCE Students</td>
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</tr>
<tr>
<td>BSBLEG503A ASSIST WITH THE DISCOVERY PROCESS</td>
<td>50</td>
</tr>
<tr>
<td>BSBLEG507A ATTEND PRE-TRIAL NEGOTIATIONS</td>
<td>90</td>
</tr>
<tr>
<td>BSBLEG603A PROVIDE SUPPORT IN CRIMINAL LAW MATTERS</td>
<td>60</td>
</tr>
<tr>
<td>BSBLEG604A PROVIDE SUPPORT IN COMMERCIAL LAW MATTERS</td>
<td>60</td>
</tr>
</tbody>
</table>

### Diploma of Financial Services (Conveyancing)

**Course Code:** FNS50604  
**Campus:** Footscray Nicholson  
**Career Opportunities:** Conveyancers

**Scope of Delivery:** This is a full fee course. Part-time and online delivery.

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

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

Selection Procedures
A direct entry application form must be completed and forwarded to the School. Applicants may be required to attend an interview.

Course Duration
The course is delivered part-time over three years.

Course Structure
Unit Code   Hours
Core Units of Study
FNSICGEN301B COMMUNICATE IN THE WORKPLACE 30
FNSICGEN302B USE TECHNOLOGY IN THE WORKPLACE 50
FNSICGEN304B APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE 25
FNSICIND401B APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY 30
Sectoral Unit Code FNSCONV501B TAKE INSTRUCTIONS IN RELATION TO A TRANSACTION 120
FNSCONV502B PREPARE AND/OR ANALYSE AND EXECUTE DOCUMENTS 100
FNSCONV503B ESTABLISH, MANAGE AND ADMINISTER TRUST ACCOUNTS 50
FNSCONV504B FINALISE CONVEYANCING TRANSACTIONS 30
FNSICORG510B MANAGE OWN PROFESSIONAL DEVELOPMENT 40
FNSICCUS501B DEVELOP AND NURTURE RELATIONSHIPS WITH CLIENTS, OTHER PROFESSIONALS AND THIRD PARTY REFERRERS 50

Elective Units of Study
A minimum of two elective units. They may be selected as follows:
• All 2 elective units may be selected from the Financial Services Training Package (FNS04) at the Certificate IV, Diploma and Advanced Diploma level.
• Of the 2 electives, maximum of 1 elective unit may be selected from other endorsed Training Packages in accordance with other packaging guidelines for this qualification.
• The choice of electives from other Training Packages or at lower or higher levels should be appropriate to the level and integrity of the qualification and to the workplace outcomes it is designed to meet.
• The units listed below are suggested as electives
• See Levels Chart for full list of units available in the Financial Services Training Package FNS04
FNSICORG505B MANAGE STAFF PERFORMANCE TO ACHIEVE STRATEGIC TARGETS 50
FNSICORG511B MANAGE THE STAFF TRAINING FUNCTION 50
FNSICORG602B RECRUIT, SELECT AND INDUCT STAFF 40
FNSICORG604B PROVIDE LEADERSHIP AND MOTIVATION IN A WORKPLACE TEAM 30
FNSICORG606B MANAGE FLOW OF INFORMATION 60

CERTIFICATE I IN LOCAL GOVERNMENT
Course Code: LGA10104
Campus: Delivered to industry only.
Scope of Delivery
Part Time.
Course Objective
The Certificate I in Local Government prepares a person to work in Local Government to perform a defined range of activities most of which may be routine and predictable.
Entry Requirements
To qualify for admission to the course, applicants generally must be employed in Local Government and be assessed as being capable of successfully completing the course.
Course Duration
240 Nominal Hours. Part Time - 6 months

Course Structure
Unit Code   Hours
Core Units
LGACORE101B ACCESS LEARNING AND CAREER DEVELOPMENT OPPORTUNITIES 40
LGACORE102B FOLLOW DEFINED OHS POLICIES AND PROCEDURE 30
LGACORE103B PROVIDE SERVICE TO LOCAL GOVERNMENT CUSTOMERS 20
LGACORE104B WORK EFFECTIVELY IN LOCAL GOVERNMENT 60
LGACORE105B WORK WITH OTHERS IN LOCAL GOVERNMENT 40

Elective Units
Select 2 Units at Certificate I level from the Local Government Training Package (LGA04) or another endorsed Training Package.

CERTIFICATE II IN LOCAL GOVERNMENT
Course Code: LGA20104
Campus: Delivered to industry only.
Scope of Delivery
Part Time.
Course Objective
The course aims to provide an accredited program at AQF level 2 for students employed in Local Government and a pathway to study in the same field at a higher level.
Entry Requirements
To qualify for admission to the course, applicants generally must be employed in Local Government and be assessed as being capable of successfully completing the course.
Course Duration
310 - 390 Nominal Hours. Part Time - 1 Year.
## Course Structure

### Unit Code   Hours

#### Core Units
- LGACORE101B  ACCESS LEARNING AND CAREER DEVELOPMENT OPPORTUNITIES 40
- LGACORE102B  FOLLOW DEFINED OHS POLICIES AND PROCEDURE 30
- LGACORE103B  PROVIDE SERVICE TO LOCAL GOVERNMENT CUSTOMERS 20
- LGACORE104B  WORK EFFECTIVELY IN LOCAL GOVERNMENT 60

#### Unit Code   Hours
- LGACORE105B  WORK WITH OTHERS IN LOCAL GOVERNMENT 40
- LGAGOVA303B  CO-ORDINATE PRODUCTION OF COMMUNICATION MATERIALS 60
- LGACOMP007A  PARTICIPATE IN POLICY DEVELOPMENT 30
- LGACOMP008A  APPLY CONFLICT RESOLUTION STRATEGIES 40
- LGACOMP009A  IMPLEMENT EFFECTIVE COMMUNICATION TECHNIQUES 40

#### Elective Units
Select five units from any section of the Local Government Training Package (LGA04) or from any other endorsed Training Package, while ensuring the integrity of the AQF level.

- No more than three elective units may be imported.
- No more than one elective unit may be drawn from an AQF level below or above the AQF level of this qualification.

Elective Units of Study anticipated offered by Victoria University
- LGAEHRR202B  PROVIDE ANIMAL CARE AND CONTROL 50
- LGAGOVA301B  ASSIST CUSTOMERS WITH RATE ENQUIRIES 60
- LGAGOVA202B  PROCESS INFRINGEMENT NOTICES 40
- PRSSO327A  PROVIDE ADVANCED FIRST AID 24
- LGAGOVA201B  ISSUE PERMITS 40

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### Certificate III in Local Government

**Course Code:** LGA30104

**Career Outcomes**
Participants who complete this qualification would attain the necessary skills to undertake work requiring the core competencies needed to work in Local Government.

**Scope of Delivery**
Part time.

**Course Objective**
The Certificate III in Local Government reflects the role of employees in Local Government who perform tasks involving a broad range of skilled applications applied in a wide variety of contexts, which may involve application of some discretion and judgement in selecting equipment, services or contingency measures as well as working within known time constraints.

**Entry Requirements**
The program is intended for existing employees and trainees working in Local Government who can demonstrate to their employer and to the Head of School that they are capable of successfully completing the qualification.

**Course Duration**
1 year part time.

**Course Structure**
A minimum of 5 core units from those listed below. It is compulsory that LGACORE102B be included in the selection if it has not been previously undertaken. It is recommended that LGACORE104B also be included in the selection if it has not been previously undertaken.

#### Unit Code   Hours

- LGACORE101B  ACCESS LEARNING AND CAREER DEVELOPMENT OPPORTUNITIES 40
- LGACORE102B  FOLLOW DEFINED OHS POLICIES AND PROCEDURE 30
- LGACORE103B  PROVIDE SERVICE TO LOCAL GOVERNMENT CUSTOMERS 20
- LGACORE104B  WORK EFFECTIVELY IN LOCAL GOVERNMENT 60
- LGACORE105B  WORK WITH OTHERS IN LOCAL GOVERNMENT 40

- LGAGOVA303B  CO-ORDINATE PRODUCTION OF COMMUNICATION MATERIALS 60
- LGACOMP007A  PARTICIPATE IN POLICY DEVELOPMENT 30
- LGACOMP008A  APPLY CONFLICT RESOLUTION STRATEGIES 40
- LGACOMP009A  IMPLEMENT EFFECTIVE COMMUNICATION TECHNIQUES 40

**Elective Units**
Seven units from any section of the Local Government Training Package or from any other endorsed Training Package, while ensuring the integrity of the AQF level. No more than four of the elective units may be imported. No more than one elective unit may be drawn from an AQF level below or above the AQF level of this qualification.

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### Certificate IV in Local Government

**Course Code:** LGA40104

**Career Outcomes**
Local Government Administrator, Project Administrator, Office Manager.

**Scope of Delivery**
Part time.

**Course Objective**
This course reflects the role of employees in Local Government who perform a broad range of skilled applications including the requirement to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provide some leadership and guidance to others in the application and planning of the skills.
Entry Requirements
The program is intended for existing employees and trainees working in Local Government who can demonstrate to their employer and to the Head of School that they are capable of successfully completing the qualification.

Course Duration
2 - 4 years traineeship.

Course Structure
Core Units
A minimum of 4 core units from those listed below.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>LGACORE102B</td>
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<tr>
<td>LGACORE104B</td>
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<tr>
<td>LGACORE105B</td>
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<tr>
<td>LGACORE501B</td>
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<tr>
<td>LGACORE601B</td>
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<tr>
<td>LGACORE602B</td>
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Elective Units
Eight units from any section of the Local Government Training Package or from any other endorsed Training Package, while ensuring the integrity of the AQF level. No more than four of the elective units may be imparted. No more than one elective unit may be drawn from an AQF level below or above the AQF level of this qualification.

CERTIFICATE IV IN LOCAL GOVERNMENT ADMINISTRATION

Course Code: LGA40204

Program: Offered to industry only as a traineeship.

Career Outcomes
Local Government Administrator, Project Administrator, Office Manager.

Scope of Delivery
Offered as a traineeship to industry.

Course Objective
This course reflects the role of employees in Local Government who perform a broad range of skilled applications including the requirement to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provide some leadership and guidance to others in the application and planning of the skills.

Entry Requirements
The program is intended for existing employees and trainees working in Local Government who can demonstrate to their employer and to the Head of School that they are capable of successfully completing the qualification.

Course Duration
2 - 4 years traineeship.

Course Structure
A minimum of 4 core units from those listed below.

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### Core Units

- **PSPETHC301B** UPHOLD THE VALUES AND PRINCIPLES OF PUBLIC SERVICE
- **PSPGOV301B** WORK EFFECTIVELY IN THE ORGANISATION
- **PSPGOV302B** CONTRIBUTE TO WORKGROUP ACTIVITIES
- **PSPGOV303B** WORK EFFECTIVELY WITH DIVERSITY
- **PSPGOV312A** USE WORKPLACE COMMUNICATION STRATEGIES
- **PSPLEGN301B** COMPLY WITH LEGISLATION IN THE PUBLIC SECTOR
- **PSPONS301A** CONTRIBUTE TO WORKPLACE SAFETY

### Elective Units

Select a minimum of four electives from the following list and/or from anywhere in this training package, packaged at the same or a higher level, and/or from any other set of endorsed standards packaged at the same or a higher level in accordance with the requirements of those standards, provides that the units selected do no duplicate content covered in any PSP units.

- **PSPGOV303B** BUILD AND MAINTAIN INTERNAL NETWORKS
- **PSPGOV305B** ACCESS AND USE RESOURCES AND FINANCIAL SYSTEMS
- **PSPGOV306B** IMPLEMENT CHANGE
- **PSPGOV307B** ORGANISE WORKPLACE INFORMATION
- **PSPGOV309A** ADDRESS CLIENT NEEDS
- **PSPGOV310A** WORK IN AND WITH SMALL, REGIONAL AND REMOTE ORGANISATIONS
- **PSPGOV311A** WORK WITH A COACH OR MENTOR
CERTIFICATE IV IN GOVERNMENT

Course Code: PSP40104

Campus Delivered to industry only.

Scope of Delivery
Full-time and Part Time.

Course Objective
This generalist qualification covers the competencies required for working without supervision in the public sector and is particularly suited to those working in an environment requiring multi-skilled personnel and/or in small or regionally based organisations.

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

Course Duration
2 Years Part time.

Course Structure

Unit Code   Hours
PSPETHC401A  UPHOLD AND SUPPORT THE VALUES AND PRINCIPLES OF PUBLIC SERVICE 40
PSPGOV402B  DELIVER AND MONITOR SERVICE TO CLIENTS 30
PSPGOV408A  VALUE DIVERSITY 30
PSPGOV412A  USE ADVANCED WORKPLACE COMMUNICATION STRATEGIES 50
PSPGOV422A  APPLY GOVERNMENT PROCESSES 30
PSPLEGN401A  ENCOURAGE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR 30
PSPPOL404A  SUPPORT POLICY IMPLEMENTATION 30

Elective Units A
Select a minimum of one unit of study from the following: (units are mutually exclusive)
PSPOHS301A  CONTRIBUTE TO WORKPLACE SAFETY 30
PSPOHS401B  IMPLEMENT WORKPLACE SAFETY PROCEDURES AND PROGRAMS 35

Elective Units B
Select a minimum of seven electives from those following, and/or from anywhere in this Training Package, packaged at the same or a higher level, and/or from any other set of endorsed standards packaged at the same or a higher level in accordance with the requirements of those standards, provided that the units selected do not duplicate content covered in any PSP units.
PSPGOV403B  USE RESOURCES TO ACHIEVE WORK UNIT GOALS 30
PSPGOV405B  PROVIDE INPUT TO CHANGE PROCESSES 40
PSPGOV407B  PROVIDE A QUOTATION 20
PSPGOV410A  UNDERTAKE CAREER PLANNING 30
PSPGOV413A  COMPOSE COMPLEX WORKPLACE DOCUMENTS 40
PSPGOV415A  PROVIDE WORKPLACE COACHING 40
PSPGOV417A  IDENTIFY AND TREAT RISKS 60
PSPGOV419A  WORK WITH INTERPRETERS 40
PSPGOV421A  EXERCISE DELEGATIONS 40
PSPGOV425B  PROVIDE WORKPLACE MENTORING 40
PSPGOV416A  MONITOR PERFORMANCE AND PROVIDE FEEDBACK 40
PSPGOV418A  DEVELOP INTERNAL AND EXTERNAL NETWORKS 30

FACULTY OF WORKFORCE DEVELOPMENT
CERTIFICATE IV IN GOVERNMENT (COURT SERVICES)
Course Code: PSP40404

Campus Delivered to industry only.

Scope of Delivery
Part time.

Course Objective
This specialist qualification covers the competencies required by those providing services to the court.

Entry Requirements
Entrants to this qualification have been selected by the Joint Board of Studies set up by VU and the Department of Justice and are offered to new or existing employees.

Course Duration
2 years part-time.

Course Structure

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<th>Unit Code</th>
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<td>PSPGOV408A  VALUE DIVERSITY</td>
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<td>PSPGOV422A  APPLY GOVERNMENT PROCESSES</td>
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<td>PSPOH303A  CONTRIBUTE TO WORKPLACE SAFETY</td>
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<td>PSPOH5401B  IMPLEMENT WORKPLACE SAFETY PROCEDURES AND PROGRAMS</td>
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<td>PSPCRT401B  CARRY OUT COURT ORDERLY FUNCTIONS</td>
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<td>PSPCRT402B  MANAGE WITNESSES</td>
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<td>PSPCRT403B  HANDLE EXHIBITS AND DOCUMENTS TENDERED</td>
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<td>PSPCRT407A  UNDERTAKE COURT LISTINGS</td>
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<td>PSPCRT408A  PROVIDE COURT REGISTRY AND INFORMATION SERVICES</td>
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<td>PSPCRT409A  ADMINISTER COURT FINES AND DEBT MANAGEMENT</td>
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<td>PSPCRT410A  PROVIDE COURT SUPPORT TO INDIGENOUS CLIENTS</td>
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<td>PSPCRT411A  AUDIO RECORD COMPLEX COURT PROCEEDINGS</td>
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<td>PSPCRT412A  RECORD COURT PROCEEDINGS</td>
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<td>PSPCRT501B  PERFORM COURT DUTIES</td>
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<td>PSPCRT502B  MANAGE JURORS</td>
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<tr>
<td>PSPPOL401A  CONTRIBUTE TO POLICY DEVELOPMENT</td>
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DIPLOMA OF GOVERNMENT

Course Code: PSP50104

Campus Delivered to industry only.

Scope of Delivery

Part time.

Course Objective

This qualification completes the suite of Certificate III and Certificate IV in Government series. It provides training opportunities to middle and senior management staff in State and Federal government departments.

Entry Requirements

The program is intended for existing employees working in the Public Sector who can demonstrate to their employer and to the Head of School that they are capable of successfully completing the qualification.

Course Duration

2 years part-time.

Course Structure

Unit Code Hours

Core Units

PSPETHC501B PROMOTE THE VALUES AND ETHOS OF PUBLIC SERVICES 20
PSPGOV504B COORDINATE RESEARCH AND ANALYSIS 40
PSPGOV505A PROMOTE DIVERSITY 50
PSPGOV512A USE COMPLEX WORKPLACE COMMUNICATION STRATEGIES 50
PSPLEG501B PROMOTE THE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR 25
PSPGOV501A MONITOR AND MAINTAIN WORKPLACE SAFETY 50

Elective Units

PSPBORD501A COMMAND OPERATIONAL FORCES 35
PSPGOV502B DEVELOP CLIENT SERVICES 40
PSPGOV503A REFINE COMPLEX WORKPLACE DOCUMENTS 40
PSPGOV514A FACILITATE CHANGE 50
PSPGOV515A DEVELOP AND USE POLITICAL NOUS 40
PSPGOV516A DEVELOP AND USE EMOTIONAL INTELLIGENCE 40
PSPGOV517A COORDINATE RISK MANAGEMENT 50
PSPGOV518A BENCHMARK PERFORMANCE 70
PSPGOV519A MANAGE PERFORMANCE 50
PSPGOV520A SCOPE STATISTICAL DATA COLLECTION 60
PSPGOV521A COLLECT STATISTICAL DATA 40
PSPGOV522A PROCESS STATISTICAL DATA 40
PSPGOV523A INTERROGATE AND ANALYSE STATISTICAL DATA 40
PSPGOV524A INTERPRET DATA AND RELATED STATISTICS 50
PSPPA501A PROVIDE PUBLIC AFFAIRS WRITING AND EDITORIAL SERVICES 60
PSPPA502A COORDINATE PUBLIC AFFAIRS EVENTS AND ACTIVITIES 50
PSPPM504A CARRY OUT COMPLEX PROJECT ACTIVITIES 50
PSPREG503A SUPERVISE AND CARRY OUT COMPLEX INSPECTIONS AND MONITORING 70
PSPREG504A MANAGE PLANT MOVEMENT HEALTH RISK 80
PSPSCI501A PROVIDE HIGH-LEVEL SCIENTIFIC TECHNICAL SUPPORT 40
PSPSCI502A FACILITATE INNOVATION AND CHANGE THROUGH EXTENSION 50
PSPSCI503A DEVELOP AND UNDERTAKE SCIENTIFIC/TECHNOLOGICAL RESEARCH 60
BSBEBUS506A PLAN AND DEVELOP A BUSINESS WEBSITE 50
BSBEBUS507A MANAGE THE BUSINESS ASPECTS OF A WEBSITE 40
BSBEBUS512A IMPLEMENT ELECTRONIC COMMUNICATION POLICY 30
BSBEBUS513A PLAN E-LEARNING 30
BSBEBUS514A IMPLEMENT E-LEARNING 30
BSBEBUS515A FACILITATE E-LEARNING 30
BSBMKG501A EVALUATE MARKETING OPPORTUNITIES 80
BSBMKG502A ESTABLISH AND ADJUST THE MARKETING MIX 80
BSBMKG503A DEVELOP A MARKETING COMMUNICATIONS PLAN 50
BSBMKG504A IMPLEMENT A MARKETING SOLUTION 60
BSBMKG505A REVIEW MARKETING PERFORMANCE 40
DIPLOMA OF GOVERNMENT (COURT SERVICES)
Course Code: PSP50304

Campus Delivered to industry only.

Scope of Delivery
Part time.

Course Objective
This specialist qualification aims to provide competencies required for independent and self-directed work in the public sector, in particular, the Court Administration and Services area.

Entry Requirements
The program is intended for existing employees working in the Public Sector who can demonstrate to their employer and to the Head of School that they are capable of successfully completing the qualification.

Course Duration
2 years part-time.

Course Structure

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FACULTY OF WORKFORCE DEVELOPMENT

Unit Code   Hours
PUAVER002A ENSURE WORKPLACE EMERGENCY PREVENTION PROCEDURES, 8
PUAVER005A OPERATE AS PART OF AN EMERGENCY CONTROL ORGANISATION 7
PUAVER006A LEAD AN EMERGENCY CONTROL ORGANISATION 7
PUAVER009A PARTICIPATE AS A MEMBER OF A WORKPLACE EMERGENCY INITIAL 35
PUAVER010A LEAD A WORKPLACE EMERGENCY INITIAL RESPONSE TEAM 70

CERTIFICATE II IN RETAIL
Course Code: SIR20207

Campus City King, Footscray Nicholson & Melton Campus Course Objective
This course has been designed as the standard entry level qualification for the retail industry. It applies to those wishing to develop the skills and knowledge to begin a career in the retail industry.

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

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

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

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

Course Structure
To successfully complete this qualification, students need to complete 9 Core units and 5 Elective units as specified in the packaging rules in the SIR07 Retail Services Training Package.

Unit Code   Hours
Core Units of Study
SIRXCCS001A APPLY POINT-OF-SALE HANDLING PROCEDURES 20
SIRXCCS002A INTERACT WITH CUSTOMERS 30
SIRXCLM001A ORGANISE AND MAINTAIN WORK AREAS 20
SIRXCOM001A COMMUNICATE IN THE WORKPLACE 40
SIRXICT001A OPERATE RETAIL TECHNOLOGY 20
SIRXIND001A WORK EFFECTIVELY IN A RETAIL ENVIRONMENT 45
SIRXINV001A PERFORM STOCK CONTROL PROCEDURES 35
SIRXOHS001A APPLY SAFE WORKING PRACTICES 20
SIRXRSK001A MINIMISE THEFT 20

Elective Units of Study
SIRXLS001A SELL PRODUCTS AND SERVICES 20
SIRXLS002A ADVISE ON PRODUCTS AND SERVICES 30
SIRXMER001A MERCHANDISE PRODUCTS 30
SIRXPK001A BALANCE POINT-OF-SALE TERMINAL 20
SIRRRPK014A RECOMMEND SPECIALISED PRODUCTS AND SERVICES 35

CERTIFICATE III IN RETAIL
Course Code: SIR30207

Campus Industry only [traineeship].

Course Objective
This qualification provides the skills and knowledge for an individual to be competent in retail operations and/or supervision with the need to apply discretion and judgement.

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

Entry Requirements
To undertake a traineeship, you must already be employed in the retail industry and have permission from your employer to undertake the course. Applicants should have completed SIR20207 Certificate II in Retail or have sufficient and relevant retail employment experience to indicate likely success at this level and to the satisfaction of the Program Manager.

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

Applications must be made directly to the School by phoning Administration on (03) 9919 6207.

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

Course Structure
To successfully complete this qualification, Students must successfully complete 3 Core units and 7 Elective units.

Unit Code   Hours
Core Units of Study
SIRXOHS002A MAINTAIN STORE SAFETY 35
SIRXRSK002A MAINTAIN STORE SECURITY 20
SIRXCCS003A COORDINATE INTERACTION WITH CUSTOMERS 35
CERTIFICATE IV IN RETAIL MANAGEMENT
Course Code: SIR40207

Campus Industry only [Traineeship].

Course Objective
This qualification provides the skills and knowledge for an individual to be competent in the first line management skills of those working in the retail and/or wholesale industries.

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

Entry Requirements
To undertake a traineeship, you must already be employed in the retail industry and have permission from your employer to undertake the course. Applicants should have completed SIR30207 Certificate III in Retail or have sufficient and relevant retail employment experience to indicate likely success at this level and to the satisfaction of the Program Manager.

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

Applications must be made directly to the School by phoning Administration on (03) 9919 6207.

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

Course Structure
To successfully complete this qualification, Students must successfully complete 3 core units and 7 elective units.

Unit Code   Hours
Core Units of Study
SIRXMER004A MANAGE MERCHANDISE AND STORE PRESENTATION 35
SIRXMGT003A LEAD AND MANAGE PEOPLE 35
SIRXOHS003A PROVIDE A SAFE WORKING ENVIRONMENT 35

Elective Units of Study
SIRXCLM002A MANAGE STORE FACILITIES 25
SIRXHRM002A RECRUIT AND SELECT PERSONNEL 35
SIRXMER003A MONITOR IN STORE VISUAL MERCHANDISING DISPLAY 35
SIRXQUA003A CREATE AN INNOVATIVE WORK ENVIRONMENT 35
SIRXQUA004A SET UP SYSTEMS THAT SUPPORT INNOVATION 35
SIRXRSK004A CONTROL STORE SECURITY 35
SIRXSLS005A MANAGE SALES AND SERVICE DELIVERY 35

DIPLOMA OF RETAIL MANAGEMENT
Course Code: SIR50107

Campus City King and Footscray Nicholson Campus Career Opportunities Store Manager, Merchandise Manager, Buyer, Sales Manager

Scope of Delivery
Full time or part-time

Course Objective
This qualification provides skills and knowledge required by those who hold or wish to hold higher management positions. It applies to those who are providing support to senior management in a larger retail or wholesale organisation outlet or being responsible for the management of a retail store or wholesale outlet.

Entry Requirements
Direct application

Selection Procedures/Selection Criteria
Written application, Interview, Employer Choice

Course Duration
The course may be offered on a full-time basis over 355 - 810 nominal hours over 10 months or part time equivalent.

Course Structure
Students must successfully complete 2 core units and 7 elective units.

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

Unit Code   Hours
Core Units of Study
SIRXFIN005A MANAGE OPERATIONS TO BUDGET 60
SIRXMGT005A SET STRATEGIC PLANS 80
FACULTY OF WORKFORCE DEVELOPMENT

Students are offered the following elective units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIRXCLM002A</td>
<td>MANAGE STORE FACILITIES</td>
<td>25</td>
</tr>
<tr>
<td>SIRXFIN004A</td>
<td>MANAGE FINANCIAL RESOURCES</td>
<td>35</td>
</tr>
<tr>
<td>SIRXHPR001A</td>
<td>ADMINISTER HUMAN RESOURCES POLICY</td>
<td>35</td>
</tr>
<tr>
<td>SIRXMG004A</td>
<td>ANALYSE AND COMMUNICATE INFORMATION</td>
<td>80</td>
</tr>
<tr>
<td>SIRXMP006A</td>
<td>INITIATE AND IMPLEMENT CHANGE</td>
<td>150</td>
</tr>
<tr>
<td>SIRXMER004A</td>
<td>MANAGE MERCHANDISE AND STORE PRESENTATION</td>
<td>35</td>
</tr>
<tr>
<td>SIRXSL005A</td>
<td>MANAGE SALES AND SERVICE DELIVERY</td>
<td>35</td>
</tr>
</tbody>
</table>

**CERTIFICATE II IN RETAIL OPERATIONS**

**Course Code:** WRR20102

**Campus City King, Footscray Nicholson & Melton Campus**

**Course Objective**

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

**Scope of Delivery**

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

**Entry Requirements**

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

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

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

**Course Duration**

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

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

**Course Structure**

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRCS1B</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>50</td>
</tr>
<tr>
<td>WRRER1B</td>
<td>WORK EFFECTIVELY IN A RETAIL ENVIRONMENT</td>
<td>40</td>
</tr>
<tr>
<td>WRRR1B</td>
<td>APPLY SAFE WORKING PRACTICES</td>
<td>18</td>
</tr>
<tr>
<td>WRRM2B</td>
<td>PERFORM ROUTINE HOUSEKEEPING DUTIES</td>
<td>18</td>
</tr>
<tr>
<td>WRRCA1B</td>
<td>OPERATE RETAIL EQUIPMENT</td>
<td>21</td>
</tr>
<tr>
<td>WRRP2B</td>
<td>MINIMISE THEFT</td>
<td>21</td>
</tr>
<tr>
<td>WRRCS2B</td>
<td>APPLY POINT OF SALE HANDLING PROCEDURES</td>
<td>21</td>
</tr>
<tr>
<td>WRRCS3B</td>
<td>INTERACT WITH CUSTOMERS</td>
<td>36</td>
</tr>
<tr>
<td>WRR11B</td>
<td>PERFORM STOCK CONTROL PROCEDURES</td>
<td>36</td>
</tr>
<tr>
<td>WRRF1B</td>
<td>BALANCE REGISTER/Terminal</td>
<td>18</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

**General selling stream**

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRS1B</td>
<td>SELL PRODUCTS AND SERVICES</td>
<td>18</td>
</tr>
<tr>
<td>WRRS2B</td>
<td>ADVISE ON PRODUCTS AND SERVICES</td>
<td>27</td>
</tr>
<tr>
<td>WRRM1B</td>
<td>MERCHANDISE PRODUCTS</td>
<td>30</td>
</tr>
</tbody>
</table>

**General food selling stream**

(Units WRRS1B and WRRP6C are compulsory. Units from the same food areas must be taken together)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRS1B</td>
<td>SELL PRODUCTS AND SERVICES</td>
<td>18</td>
</tr>
<tr>
<td>WRRP6C</td>
<td>APPLY RETAIL FOOD SAFETY PRACTICES</td>
<td>36</td>
</tr>
<tr>
<td>WRRS1B</td>
<td>ADVISE ON FOOD PRODUCTS AND SERVICES</td>
<td>24</td>
</tr>
<tr>
<td>WRRM1B</td>
<td>MERCHANDISE FOOD PRODUCTS</td>
<td>24</td>
</tr>
<tr>
<td>WRRF2B</td>
<td>ADVISE ON MEAT PRODUCTS</td>
<td>21</td>
</tr>
<tr>
<td>WRRF2B</td>
<td>PACK AND DISPLAY MEAT PRODUCTS</td>
<td>24</td>
</tr>
<tr>
<td>WRRS3B</td>
<td>ADVISE ON FAST FOOD PRODUCTS</td>
<td>21</td>
</tr>
<tr>
<td>WRRF3B</td>
<td>PREPARE AND DISPLAY FAST FOOD ITEMS</td>
<td>24</td>
</tr>
<tr>
<td>WRRS5B</td>
<td>ADVISE ON BAKERY PRODUCTS</td>
<td>21</td>
</tr>
<tr>
<td>WRRF5B</td>
<td>ADVISE ON SEAFOOD PRODUCTS</td>
<td>24</td>
</tr>
<tr>
<td>WRRF6B</td>
<td>PREPARE AND DISPLAY FRESH, FROZEN AND LIVE SEAFOOD PRODUCTS</td>
<td>24</td>
</tr>
</tbody>
</table>

**Clerical/administration stream**

(These 3 units PLUS, one additional Clerical/Admin unit from Cert II or III in another Training Package)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRCA2B</td>
<td>APPLY RETAIL OFFICE PROCEDURES</td>
<td>18</td>
</tr>
<tr>
<td>WRRCA3B</td>
<td>APPLY RETAIL OFFICE KEYBOARD SKILLS</td>
<td>36</td>
</tr>
<tr>
<td>WRRF2B</td>
<td>PERFORM RETAIL FINANCE DUTIES</td>
<td>27</td>
</tr>
</tbody>
</table>
CERTIFICATE III IN RETAIL SUPERVISION

Course Code: WRR30102

Campus City King and Industry [traineeship].

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRCS4B</td>
<td>CO-ORDINATE INTERACTION WITH CUSTOMERS 36</td>
</tr>
<tr>
<td>WRRR2B</td>
<td>CO-ORDINATE WORK TEAMS 36</td>
</tr>
<tr>
<td>WRRER3B</td>
<td>MAINTAIN EMPLOYEE RELATIONS 36</td>
</tr>
<tr>
<td>WRRLP3B</td>
<td>MAINTAIN STORE SAFETY 36</td>
</tr>
<tr>
<td>WRRLP4B</td>
<td>MAINTAIN STORE SECURITY 18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Elective Units of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRS3B</td>
<td>PRODUCE FINANCIAL REPORTS 36</td>
</tr>
<tr>
<td>WRRS4B</td>
<td>MAINTAIN SAFETY 36</td>
</tr>
<tr>
<td>WRRS5B</td>
<td>MAINTAIN SECURITY 18</td>
</tr>
<tr>
<td>WRRS6B</td>
<td>PLAN ASSESSMENT 15</td>
</tr>
<tr>
<td>WRRS7B</td>
<td>CONDUCT ASSESSMENT 15</td>
</tr>
<tr>
<td>WRRS8B</td>
<td>REVIEW ASSESSMENT 5</td>
</tr>
<tr>
<td>BSZ404A</td>
<td>TRAIN SMALL GROUPS 30</td>
</tr>
<tr>
<td>BSZ404B</td>
<td>CO-ORDINATE SALES PERFORMANCE 36</td>
</tr>
<tr>
<td>BSZ404C</td>
<td>CO-ORDINATE RETAIL OFFICE 36</td>
</tr>
<tr>
<td>BSZ404D</td>
<td>OPERATE RETAIL INFORMATION TECHNOLOGY SYSTEMS 36</td>
</tr>
<tr>
<td>BSZ404E</td>
<td>MAINTAIN AND ORDER STOCK 36</td>
</tr>
<tr>
<td>BSZ404F</td>
<td>PRODUCE FINANCIAL REPORTS 36</td>
</tr>
<tr>
<td>BSZ404G</td>
<td>PLAN ASSESSMENT 15</td>
</tr>
<tr>
<td>BSZ404H</td>
<td>CONDUCT ASSESSMENT 15</td>
</tr>
<tr>
<td>BSZ404I</td>
<td>REVIEW ASSESSMENT 5</td>
</tr>
<tr>
<td>BSZ404J</td>
<td>TRAIN SMALL GROUPS 30</td>
</tr>
<tr>
<td>BSZ404K</td>
<td>CO-ORDINATE MERCHANDISE PRESENTATION 36</td>
</tr>
<tr>
<td>BSZ404L</td>
<td>PROFILE A RETAIL MARKET 36</td>
</tr>
<tr>
<td>BSZ404M</td>
<td>DEVELOP INNOVATIVE IDEAS AT WORK 36</td>
</tr>
<tr>
<td>BSZ404N</td>
<td>HANDLE CUSTOMER INTERVIEWS AND APPLICATION 36</td>
</tr>
<tr>
<td>BSZ404O</td>
<td>HANDLE MAIL WHICH IS RECEIVED IN A RETAIL ENVIRONMENT 18</td>
</tr>
<tr>
<td>BSZ404P</td>
<td>DELIVER MAIL IN A RETAIL ENVIRONMENT 18</td>
</tr>
<tr>
<td>BSZ404Q</td>
<td>PROCESS POSTAL OUTLET BUSINESS TRANSACTIONS 36</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Recommend Specialised Products and Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRS20A</td>
<td>RECOMMEND SPECIALISED PRODUCTS AND SERVICES 36</td>
</tr>
<tr>
<td>WRRS21B</td>
<td>RECOMMEND LIQUOR PRODUCTS 36</td>
</tr>
<tr>
<td>WRRS22B</td>
<td>RECOMMEND HEALTH AND NUTRITIONAL PRODUCTS AND SERVICES 36</td>
</tr>
<tr>
<td>WRRS23B</td>
<td>MONITOR FOOD SAFETY PLAN/PROGRAM 36</td>
</tr>
<tr>
<td>WRRS24B</td>
<td>RECOMMEND AND FIT CLOTHING AND ACCESSORIES 36</td>
</tr>
<tr>
<td>WRRS25B</td>
<td>RECOMMEND AND FIT FOOTWEAR PRODUCTS AND SERVICES 36</td>
</tr>
<tr>
<td>WRRS26B</td>
<td>RECOMMEND JEWELLERY PRODUCTS AND SERVICES 36</td>
</tr>
<tr>
<td>WRRS27B</td>
<td>RECOMMEND HAIR/BEAUTY/COSMETICS PRODUCTS 36</td>
</tr>
<tr>
<td>WRRS28B</td>
<td>RECOMMEND CAMERAS, PHOTOGRAPHIC EQUIPMENT AND SERVICES 36</td>
</tr>
<tr>
<td>WRRS29B</td>
<td>RECOMMEND COMPUTER PRODUCTS AND SERVICES 36</td>
</tr>
<tr>
<td>WRRS30B</td>
<td>RECOMMEND SPORTING PRODUCTS AND SERVICES 36</td>
</tr>
<tr>
<td>WRRS31B</td>
<td>RECOMMEND TOY PRODUCTS 36</td>
</tr>
<tr>
<td>WRRS32B</td>
<td>RECOMMEND AND SELL BOOKS AND ADVISE ON READER SERVICES 36</td>
</tr>
<tr>
<td>WRRS33B</td>
<td>RECOMMEND NEWSPAGENCY PRODUCTS AND SERVICES 36</td>
</tr>
<tr>
<td>WRRS34B</td>
<td>HIRE AND SELL VIDEO PRODUCTS AND SERVICES 36</td>
</tr>
<tr>
<td>WRRS35B</td>
<td>RECOMMEND MUSIC/AUDIO PRODUCTS AND SERVICES 36</td>
</tr>
<tr>
<td>WRRS36B</td>
<td>RECOMMEND ELECTRICAL PRODUCTS AND SERVICES 36</td>
</tr>
<tr>
<td>WRRS37B</td>
<td>RECOMMEND FURNITURE PRODUCTS 36</td>
</tr>
<tr>
<td>WRRS38B</td>
<td>RECOMMEND FLOOR COVERING PRODUCTS AND SERVICES 36</td>
</tr>
<tr>
<td>WRRS39B</td>
<td>RECOMMEND HARDWARE PRODUCTS AND SERVICES 36</td>
</tr>
<tr>
<td>WRRS40B</td>
<td>RECOMMEND TODDLER/BABY PRODUCTS 36</td>
</tr>
<tr>
<td>WRRS41B</td>
<td>RECOMMEND SOFT FURNISHINGS/MANCHESTER/HABERDASHERY PRODUCTS AND SERVICES 36</td>
</tr>
</tbody>
</table>
CERTIFICATE III IN RETAIL OPERATIONS

Course Code: WRR30202

Campus Industry only [traineeship].

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

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

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

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

Applications must be made directly to the School by phoning Administration on (03) 9919 6207.

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

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRS4B</td>
<td>BUILD RELATIONSHIPS WITH CUSTOMERS</td>
<td>36</td>
</tr>
<tr>
<td>WRRS4A</td>
<td>CO-ORDINATE RETAIL OFFICE</td>
<td>36</td>
</tr>
<tr>
<td>WRRS4B</td>
<td>OPERATE RETAIL INFORMATION TECHNOLOGY SYSTEMS</td>
<td>36</td>
</tr>
<tr>
<td>WRRS4A</td>
<td>PLAN ASSESSMENT</td>
<td>15</td>
</tr>
<tr>
<td>WRRS4A</td>
<td>CONDUCT ASSESSMENT</td>
<td>15</td>
</tr>
<tr>
<td>WRRS4A</td>
<td>REVIEW ASSESSMENT</td>
<td>5</td>
</tr>
<tr>
<td>WRRM3B</td>
<td>MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY</td>
<td>36</td>
</tr>
<tr>
<td>WRRM5A</td>
<td>CREATE A DISPLAY FOR A SMALL BUSINESS</td>
<td>36</td>
</tr>
<tr>
<td>WRRM6A</td>
<td>MAINTAIN AND ORDER STOCK</td>
<td>36</td>
</tr>
<tr>
<td>WRRM6A</td>
<td>MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY</td>
<td>36</td>
</tr>
<tr>
<td>WRRM6A</td>
<td>CREATE A DISPLAY FOR A SMALL BUSINESS</td>
<td>36</td>
</tr>
<tr>
<td>WRRP3B</td>
<td>PRODUCE FINANCIAL REPORTS</td>
<td>36</td>
</tr>
<tr>
<td>WRRP4B</td>
<td>MAINTAIN STORE SAFETY</td>
<td>36</td>
</tr>
<tr>
<td>WRRP4B</td>
<td>MAINTAIN STORE SECURITY</td>
<td>18</td>
</tr>
<tr>
<td>WRRP2A</td>
<td>HANDLE CUSTOMER INTERVIEWS AND APPLICATION</td>
<td>36</td>
</tr>
<tr>
<td>WRRP3A</td>
<td>HANDLE MAIL WHICH IS RECEIVED IN A RETAIL ENVIRONMENT</td>
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COURSE OBJECTIVES

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

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

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

Course Structure
Unit Code   Hours
WRR02B MANAGE SALES AND SERVICES DELIVERY 36
WRRPM1B ADMINISTER HUMAN RESOURCES POLICY 36
WRRO1B MANAGE MERCHANDISE AND STORE PRESENTATION 36
WRRO3B PROVIDE A SAFE WORKING ENVIRONMENT 36

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

Diploma of Retail Management
Continuing Students Only Course Code: WRR50102

Campus City King and Footscray Nicholson Campus

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

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

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

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

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

Course Structure
To successfully complete this qualification, students need to complete the 10 Core units of study and 6 Elective units of study.
Unit Code   Hours
WRR02B MANAGE SALES AND SERVICE DELIVERY 36
WRRPM1B ADMINISTER HUMAN RESOURCES POLICY 36
WRRO1B MANAGE MERCHANDISE AND STORE PRESENTATION 36
WRRO3B PROVIDE A SAFE WORKING ENVIRONMENT 36
WRRO6B MANAGE STORE FACILITIES 27
## Elective Units of Study

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

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<th>Description</th>
<th>Hours</th>
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SUBJECTS

Below are subject details for courses offered by the School of Enterprise in 2009.

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

3113C0207U01 ACCOUNTING
Content: This unit will provide the participant with the knowledge and skills to have a working understanding of the role and broad principles underlying planning and decision making within a business environment.
Contact Hours: 120 Hours
Assessment: The assessment methods for this unit include, but are not restricted to Project and or group based work, Assignments, Tests, Practical exercise, Examinations.

3113C0207U02 BUSINESS LAW PRINCIPLES
Content: The unit involves identifying and complying with business legal and administrative requirements suitable for the businesses environment. It will provide students with an understanding of how to apply common law and statute law relating to business and to develop research and legal writing skills in English.
Contact Hours: 90 Hours
Assessment: The assessment methods for this unit include, but are not restricted to Projects and or group work, Short tasks analysing cases and statutes, Short and long structured, semi-structured and unstructured.

3113C0207U03 BUSINESS MATHEMATICS AND STATISTICS
Content: This unit covers the mathematical and statistical techniques necessary to describe and analyse data for the purpose of forecasting and management decision making in English.
Contact Hours: 90 Hours
Assessment: The assessment methods for this unit include, but are not restricted to, tests, projects, written short answers, assignments, practical case studies, Statistical and graphical presentations/analysis, group project and or Workplace based project.

3113C0207U04 ECONOMICS
Content: This unit of study introduces students to the basic principles of economics in terms of the micro and macro environments within which business operates. Students will be introduced to the basic economic tools used to assist in business decision making, to understand the micro and macro environment within which business operates as well as an understanding of domestic and international factors which affect business decision making in a globalised world.
Contact Hours: 90 Hours
Assessment: The assessment methods for this unit include, but are not restricted to, Problem solving, Reports, Projects, Written short answers, Tests / exam, Assignments, Practical case studies, Statistical and graphical presentations/analysis, Group project and or Workplace based project.

3113C0207U05 INFORMATION SYSTEMS
Content: This unit is focused on the role and application of information systems operating in business and reviews the range of different types of organisational information systems. Work will be carried out using complex and diverse methods and procedures where considerable discretion and judgement are required solving a range of problems and making strategic decision.
Contact Hours: 90 Hours
Assessment: The assessment methods for this unit include, but are not restricted to, Research Projects, Presentation, Case study analysis, Final examination, Group project and or Workplace based project.

3113C0207U06 MARKETING
Content: This unit is to provide training in key aspects of marketing with a focus on marketing of consumer goods and services.
Contact Hours: 90 Hours
Assessment: The assessment methods for this unit include, but are not restricted to, projects, assignments, tests, case study analysis, combination of written and oral presentations, practical exercises, group project and or Workplace based project.

3113C0207U07 MANAGEMENT
Content: This unit of study provides the fundamental competencies (knowledge, skills and values) for students planning a career in management.
Contact Hours: 90 Hours
Assessment: The assessment methods for this unit include, but are not restricted to, Research assignments of approximately 1000 words, Oral presentations, Case study analysis, Group exercises, Written short answer assignments, Tests/exams.

3113C0207U08 PROFESSIONAL PRACTICE
Content: This unit will provide the participant with an understanding of the underpinning concepts of business and the related environment. The unit will focus on the principles of effective business communication, including the knowledge and skills to develop and integrate written and oral communication skills.
Contact Hours: 120 Hours
Assessment: The assessment methods for this unit include, but are not restricted to, Skills audit/inventory, Role plays, Portafolio of documents, Analysis of case studies, Oral presentations, Reports.

BSACS301A APPLY THE PRINCIPLES OF CONFIDENTIALITY AND SECURITY WITHIN THE LEGAL ENVIRONMENT
Content: Work within accepted codes of conduct; Follow confidentiality procedures; Follow security procedures.
Nominal Hours: 10 Hours
Assessment: This unit may be assessed by case studies, coursework.

BSACS401A PROVIDE NON-LEGAL ADVICE
Content: Receive enquiry; Provide non-legal information; Consult legal practitioner to resolve legal enquiries.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, coursework.

BSALC301A USE LEGAL TERMINOLOGY IN ORDER TO CARRY OUT TASKS
Content: Use appropriate legal terminology in written and oral communication with internal and external parties; Extend understanding of legal terminology.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, projects, coursework.

BSALC401A INTERACT WITH OTHER PARTIES
Content: Prepare for liaison; Organise self or others to arrange appointments; Undertake liaison.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, coursework.

BSALC402A RESEARCH, LOCATE AND PROVIDE LEGAL AND OTHER INFORMATION IN RESPONSE TO REQUESTS
Content: Receive and process a request for information; Identify information source/s; Organise self or other/s to extract information; Ensure information meets request; Compose report/correspondence; Organise self or others to format report/correspondence; Finalise report/correspondence.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by tests, assignments, projects, coursework.
This unit may be assessed by presentations, tests, assignments, projects, classroom.

BSALP401A PROVIDE SUPPORT IN PROPERTY LAW MATTERS
Content: Property settlement; Management of communications; Maintenance, Contact and residence; Counselling and mediation; Assist with appeals process.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classroom

BSALP402A PROVIDE SUPPORT IN FAMILY LAW MATTERS
Content: Property settlement; Maintenance, Contact and residence; Counselling and mediation; Assist with appeals process.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classroom

BSAMED301A USE ADVANCED MEDICAL TERMINOLOGY
Content: This unit covers understanding and responding to instructions, carrying out routine tasks and communicating with a range of internal/external clients in a Medical Office, using appropriate advanced medical terminology.
Nominal Hours: 30 Hours
Assessment: Tests, assignments, classroom

BSB41207 PROVIDE SUPPORT IN PROPERTY LAW MATTERS
Content: This unit describes the performance outcomes, skills and knowledge required to prepare documents that support a qualified legal practitioner working in the area of property law.
Nominal Hours: 60 Hours.
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBADM101A USE BUSINESS EQUIPMENT AND RESOURCES
Content: This unit describes the performance outcomes, skills and knowledge required to choose equipment and resources to complete a variety of tasks under direct
supervision and includes operating equipment, undertaking routine maintenance and reporting faults to the appropriate person.
Nominal Hours: 15 Hours
Assessment: This unit may be assessed by oral and written questioning, practical demonstration, test.

BSBADM301A PRODUCE TEXTS FROM SHORTHAND NOTES
Content: Take dictation using shorthand; Transcribe shorthand notes; Edit and revise text.
Nominal Hours: 100 Hours
Assessment: This unit may be assessed by tests, assignments, classwork

BSBADM302A PRODUCE TEXTS FROM NOTES
Content: Take notes; Transcribe notes; Edit and revise text.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBADM303A PRODUCE TEXTS FROM AUDIO TRANSCRIPTION
Content: Prepare for audio transcription; Transcribe audiotape; Edit and revise text.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBADM303B PRODUCE TEXTS FROM AUDIO TRANSCRIPTION
Content: This unit describes the performance outcomes, skills and knowledge required to transcribe from an audio source using keyboarding techniques and to produce accurate texts.
Nominal Hours: 30 Hours.
Assessment: Students are required to do assignments, written test, demonstrations, classroom activities.

BSBADM304A DESIGN AND DEVELOP TEXT DOCUMENTS
Content: Use safe work practices; Establish parameters for text document design and structure; Design text documents; Produce text documents.
Nominal Hours: 120 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork.

BSBADM305A CREATE AND USE DATABASES
Content: Use safe work practices; Create simple databases; Create simple database queries; Use simple databases.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork, Portfolio.pdf

BSBADM307A ORGANISE SCHEDULES
Content: This unit covers managing appointments and diaries for personnel within the organisation, using both manual and electronic diary/appointment systems.
Nominal Hours: 15 Hours
Assessment: Assignments, classwork.

BSBADM307B ORGANISE SCHEDULES
Content: This unit describes the performance outcomes, skills and knowledge required to manage appointments and diaries for personnel within an organisation, using manual and electronic diaries, schedules and other appointment systems.
Nominal Hours: 15 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

BSBADM308A PROCESS PAYROLL
Content: This unit covers processing of payroll from provided data in manual or computerised payroll systems.
Nominal Hours: 30 Hours
Assessment: Tests, assignments, classwork

BSBADM309A PROCESS ACCOUNTS PAYABLE AND RECEIVABLE
Content: This unit covers maintenance of accounts payable and accounts receivable records, processing of payments to creditors, and handling overdue accounts receivable.
Nominal Hours: 30 Hours
Assessment: Tests, assignments, classwork

BSBADM310A MAINTAIN A GENERAL LEDGER
Content: This unit covers preparing a general journal, posting journal entries to the general ledger and preparing a trial balance.
Nominal Hours: 60 Hours
Assessment: Tests, assignments, classwork

BSBADM401A PRODUCE COMPLEX TEXTS FROM SHORTHAND NOTES
Content: Take dictation using shorthand; Produce complex texts; Edit and revise texts.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by tests, assignments, classwork

BSBADM402A PRODUCE COMPLEX BUSINESS DOCUMENTS
Content: Use safe work practice; Analyse document requirements; Design complex documents; Produce documents.
Nominal Hours: 100 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork.

BSBADM403A DEVELOP AND USE COMPLEX DATABASES
Content: Use safe work practices; Develop a linked database solution; Develop database record forms and reports; Automate and standardise database operation; Use databases.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork.

BSBADM404A DEVELOP AND USE COMPLEX SPREADSHEETS
Content: Advanced functions and formulae; Importing and exporting data; Macros; Templates; Creating graphs and charts.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork.

BSBADM405A ORGANISE MEETINGS
Content: Make meeting arrangements; Prepare documentation for meetings; Record and produce minutes of meeting.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork.

BSBADM405B ORGANISE MEETINGS
Content: This unit describes the performance outcomes, skills and knowledge required to organise meetings including making arrangements, liaising with participants, and developing and distributing meeting related documentation.
Nominal Hours: 20 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration.

BSBADM406A ORGANISE BUSINESS TRAVEL
Content: Organise business itinerary for domestic and overseas travel; Make travel arrangements; Arrange credit facilities.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork.
BSADM4068 ORGANISE BUSINESS TRAVEL
Content: This unit describes the performance outcomes, skills and knowledge required to organise domestic and overseas business travel, including developing associated itineraries, booking travel and accommodation, preparing travel related documentation and making travel arrangements.
Nominal Hours: 20 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration.

BSADM407A ADMINISTER PROJECTS
Content: Plan project administration; Coordinate project administration; Finalise and review project administration.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork

BSADM407B ADMINISTER PROJECTS
Content: This unit describes performance outcomes, skills and knowledge required to perform the activities associated with the administrative aspects of a project, such as measurement, monitoring, reporting, and winding up the project on completion.
Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration.

BSADM408A PREPARE FINANCIAL REPORTS
Content: Maintaining an asset register; Recording general journal entries for balance day adjustments; Preparing final general ledger accounts; Preparing end of period financial reports.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork

BSADM501A MANAGE THE ESTABLISHMENT AND MAINTENANCE OF A WORKGROUP NETWORK
Content: Manage the establishment of a workgroup network; Manage the maintenance of a workgroup network; Assist and train network users.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork

BSADM502B MANAGE MEETINGS
Content: This unit describes the performance outcomes, skills and knowledge required to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.
Nominal Hours: 30 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSADM503A PLAN AND MANAGE CONFERENCES
Content: Plan conference; Promote conference; Organise conference; Coordinate conference proceedings; Follow up conference proceedings.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSADM503B PLAN AND MANAGE CONFERENCES
Content: This unit describes the performance outcomes, skills and knowledge required to plan, promote and coordinate conferences, ensuring follow up procedures are incorporated.
Nominal Hours: 30 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and/or observations and demonstration.

BSADM504A PLAN OR REVIEW ADMINISTRATION SYSTEMS
Content: Plan or review administration systems; Implement new or modified administration system; Monitor administration system.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSADM505A MANAGE PAYROLL
Content: Establish procedures for the management of payroll; Prepare payroll data; Authorise payment of salaries; Administer salary records.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork

BSADM506B MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT
Content: This unit describes the performance outcomes, skills and knowledge required to establish standards for the design and production of organisational documents and to manage document design and production processes to ensure agreed standards are met.
Nominal Hours: 80 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or observations and demonstration.

BSBAT508B BE A COMMUNITY LEADER
Content: This unit covers the leadership role by members of the Board
Nominal Hours: 60 Hours.
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBAUD402A PARTICIPATE IN A QUALITY AUDIT
Content: This unit specifies the outcomes required to participate in a quality audit as part of an audit team. It covers participating in entry meetings, identifying and gathering information during an audit, analysing and evaluating information and data gathered, reporting findings to the lead auditor, and participating in exit meetings.
Nominal Hours: 40 Hours
Assessment: Assignments, oral presentations, assessment of class and group work, past course assessments including short assignments

BSBAUD402B PARTICIPATE IN A QUALITY AUDIT
Content: This unit specifies the outcomes required to participate in a quality audit as part of an audit team. It covers participating in entry meetings, identifying and gathering information during an audit, analysing and evaluating information and data gathered, reporting findings to the lead auditor, and participating in exit meetings.
Nominal Hours: 40 Hours
Assessment: Assignments, oral presentations, assessment of class and group work, past course assessments including short assignments

BSCCMS101A APPLY BASIC COMMUNICATION SKILLS
Content: This unit describes the performance outcomes, skills and knowledge required to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by oral and written questioning, practical demonstration, test.

BSCCMS201A COMMUNICATE IN THE WORKPLACE
Content: This unit describes the performance outcomes, skills and knowledge required to communicate in the workplace. It includes gathering, conveying and receiving information together with completing routine written correspondence.
Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, classwork, projects, case studies, presentations, demonstration and observation.
BSBCM301A PROCESS CUSTOMER COMPLAINTS
Content: This unit describes the performance outcomes, skills and knowledge required to handle formal and informal negative feedback and complaints from customers.
Nominal Hours: 30 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

BSBCM106A FOLLOW WORKPLACE SAFETY PROCEDURES
Content: This unit covers general Occupational Health and Safety requirements in business organisations and is relevant for employees working under direct supervision with no responsibilities for other people.
Nominal Hours: 10 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork

BSBCM107A OPERATE A PERSONAL COMPUTER
Content: Start computer and basic system information and features; Navigate and manipulate desktop environment; Organise basic directory and folder structures; Organise files for use and/or organisational requirements; Print information; Shutdown computer.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by tests, assignments, classwork

BSBCM108A DEVELOP KEYBOARD SKILLS
Content: Use safe work practices; Identify and develop keyboard skills; Check accuracy.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, classwork

BSBCM211A PARTICIPATE IN WORKPLACE SAFETY PROCEDURES
Content: Follow workplace procedures for hazard identification and risk control; Contribute to Occupational Health and Safety in the workplace.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by tests, assignments, classwork

BSBCM212A HANDLE MAIL
Content: The unit covers receiving and distributing incoming mail, collecting and despatching outgoing mail, and organising and sending electronic mail.
Nominal Hours: 15 Hours
Assessment: This unit may be assessed by assignments, classwork

BSBCM214A CREATE AND USE SIMPLE SPREADSHEETS
Content: Create simple spreadsheets; Produce spreadsheets; Produce simple charts.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by tests, assignments, classwork

BSBCM215A PARTICIPATE IN ENVIRONMENTAL WORK PRACTICES
Content: Follow workplace procedures for environmental work practices; Participate in the improvement of environmental work practices; Maintain environmental records.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BSBCM306A PRODUCE BUSINESS DOCUMENTS
Content: Select and prepare resources; Design document; Produce document.
Nominal Hours: 80 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork

BSBCM307A MAINTAIN BUSINESS RESOURCES
Content: Advise on resource requirements; Monitor equipment/resource usage and maintenance; acquire resources.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork

BSBCM308A MAINTAIN FINANCIAL RECORDS
Content: Maintain daily financial records; Maintain the general ledger; Process cash.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork

BSBCM309A RECOMMEND PRODUCTS AND SERVICES
Content: Develop and maintain knowledge of products and services; Recommend products and services; Advise on promotional products.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork

BSBCM310A DELIVER AND MONITOR A SERVICE TO CUSTOMERS
Content: Identify customers' needs; Deliver a service to customers; Monitor and report on service delivery.
Nominal Hours: 35 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork

BSBCM311A MAINTAIN WORKPLACE SAFETY
Content: Assist incorporation of Occupational Health and Safety policy and procedures into the work team; Support participative arrangements for the management of occupational health and safety; Support the organisation’s procedures for providing Occupational Health and Safety training; Participate in identifying hazards and assessing and controlling risks for the work area.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork

BSBCM311B MAINTAIN WORKPLACE SAFETY
Content: This unit is concerned with OHS responsibilities of employees with supervisory responsibilities to implement and monitor the organisation’s Occupational Health and Safety policies, procedures and programs in a small team to meet legislative requirements. This unit has been adapted from Generic Competency B in the National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards [NOHSC:7025 (1998) 2nd edition].
Nominal Hours: 40 Hours
Assessment: Students are required to complete a SafetyMAP risk audit and write a report on non-compliance issues that were raised through the completion of this audit. Students are also required to consider OHS when working on their work-based projects.

BSBCM314A UTILISE A KNOWLEDGE MANAGEMENT SYSTEM
Content: Maintain workplace procedures; Support continuous improvement; Maintain recording procedures
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork

BSBCM315A WORK EFFECTIVELY WITH DIVERSITY
Content: Recognise individual differences and respond appropriately; Work effectively with individual differences.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBCM316A PROCESS CUSTOMER COMPLAINTS
Content: Respond to complaints; Refer complaints; Exercise judgment to resolve customer service issues.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork
BSBCMN317A MEET CUSTOMER NEEDS AND EXPECTATIONS
Content: Identify customer needs and expectations; Provide the identified customer needs and expectations; Develop knowledge for a specific range of products and services.
Nominal Hours: 35 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork

BSBCMN318A WRITE SIMPLE DOCUMENTS
Content: Plan document; Draft document; Review document.
Nominal Hours: 30 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

BSBCMN319A APPLY ADVANCED FIRST AID
Content: Assess the situation; Manage the casualty(s); Coordinate first aid activities until arrival of medical assistance; Communicate essential incident details; Manage casualty in a remote and/or isolated area; Evaluate the incident.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork

BSBCMN320A MAINTAIN FIRST AID EQUIPMENT AND RESOURCES
Content: Maintain resources; Record and manage records.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork.

BSBCMN407A COORDINATE BUSINESS RESOURCES
Content: Determine resource requirements; Acquire and allocate resources; Monitor and report on resource usage.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork.

BSBCMN408A REPORT ON FINANCIAL ACTIVITY
Content: Compile financial information and data; Prepare statutory requirement reports; Provide financial business recommendations.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBCMN409A PROMOTE PRODUCTS AND SERVICES
Content: Plan promotional activities; Coordinate promotional activities; Review and report on promotional activities.
Nominal Hours: 20 Hours
Assessment: Plan, coordinate, cost and review an organisations promotional activities for a training program

BSBCMN409B PROMOTE PRODUCTS AND SERVICES
Content: Plan promotional activities; Coordinate promotional activities; Review and report on promotional activities.
Nominal Hours: 20 Hours
Assessment: Plan, coordinate, cost and review an organisations promotional activities for a training program

BSBCMN410A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES
Content: Advise on customer service needs; Support implementation of customer service strategies; Evaluate and report on customer service.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork

BSBCMN411A MONITOR A SAFE WORKPLACE
Content: Provide information to the work group about the Occupational Health and Safety policies and procedures; Implement and monitor participative arrangements for the management of occupational health and safety; Implement and monitor the organisation’s procedures for providing Occupational Health and Safety training; Implement and monitor procedures for identifying hazards and assessing risks; Implement and monitor the organisation’s procedures for controlling risks; Implement and monitor the organisation’s procedures for maintaining Occupational Health and Safety records for the team.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork

BSBCMN420A WRITE COMPLEX DOCUMENTS
Content: This unit specifies the outcomes required to plan documents, draft text, prepare final text and produce documents of some complexity.
Nominal Hours: 50 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

BSBCUS201A DELIVER A SERVICE TO CUSTOMERS
Content: This unit describes the performance outcomes, skills and knowledge required to deliver all aspects of customer service at an introductory level. It includes creating a relationship with customers, identifying their needs, delivering services or products and processing customer feedback.
Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

BSBCUS401A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES
Content: This unit describes the performance outcomes, skills and knowledge required to advise on, carry out and evaluate customer service strategies, including the design of improvement strategies based on feedback.
Nominal Hours: 40 Hours
Assessment: Students are required to identify, analyse and recommend changes to internal team customer service processes. Students will also be required to write a report on how their team meets and maintains organisational / departmental and team customer service strategies. Students will also need to participate in role plays in class. Students will also need to consider customer service when completing their work based project.

BSBEBUS301A SEARCH AND ASSESS ONLINE BUSINESS INFORMATION
Content: Determine and assess information requirements; locate online information, retrieve, evaluate and report on information.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBEBUS403A COMMUNICATE ELECTRONICALLY
Content: Communicate online; Collaborate online; Implement electronic conferencing procedures.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBEBUS409A LEAD AND FACILITATE E-STAFF
Content: Facilitate e-work outcomes; Support e-staff; Manage e-staff performance.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBEBUS506A PLAN AND DEVELOP A BUSINESS WEBSITE
Content: This unit covers the planning, developing and evaluating of the business aspects of a website and integration of the website into business operations.
Nominal Hours: 50 Hours
This unit may be assessed by assignments, tests, presentation and projects.

**BSBEBUS507A MANAGE THE BUSINESS ASPECTS OF A WEBSITE**
Content: This unit covers business management and ongoing monitoring of a website to continuously improve its effectiveness.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

**BSBEBUS512A IMPLEMENT ELECTRONIC COMMUNICATION POLICY**
Content: This unit covers implementing policy for internal and external electronic communication to enable effective communication processes while meeting legal and ethical requirements.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

**BSBEBUS515A FACILITATE E-LEARNING**
Content: This unit covers facilitation of learning in an online learning environment, including establishment of the learning environment and evaluation of e-learning outcomes.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

**BSBEUMS401A DEVELOP AND IMPLEMENT BUSINESS DEVELOPMENT STRATEGIES TO EXPAND CLIENT BASE**
Content: This unit specifies the outcomes required to develop and implement prospecting strategies to expand the organisation's client base (that is organisations or enterprises seeking to employ individuals).
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

**BSBFIA301A MAINTAIN FINANCIAL RECORDS**
Content: This unit describes the performance outcomes, skills and knowledge required to maintain financial records for a business. It includes maintaining daily financial records such as reconciling debtors’ and creditors’ systems, preparing and maintaining a general ledger, and preparing a trial balance. It also includes activities associated with monitoring cash control for accounting purposes.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

**BSBFIA302A PROCESS PAYROLL**
Content: This unit describes the performance outcomes, skills and knowledge required to process payroll from provided data using manual and computerised payroll systems.
Nominal Hours: 30 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

**BSBFLM303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS**
Content: Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

**BSBFLM303B CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS**
Content: Seek, receive and communicate information and ideas; Encourage trust and confidence; Identify and use networks and relationships; Contribute to positive outcomes.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

**BSBFLM303C CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS**
Content: This unit describes the performance outcomes, skills and knowledge required to gather information and maintain effective working relationships and networks, with particular regard to communication and representation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 40 Hours
Assessment: Students will be required to answer a series of questions that relate to workplace relationships. Students will also be observed during class as to whether they are participating in class discussions. Students are also required to consider workplace relationships when working on their work-based projects.

**BSBFLM305B SUPPORT OPERATIONAL PLAN**
Content: Contribute to implementation of operational plan; Assist in recruiting employees and acquiring resources; Support operations.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

**BSBFLM306B PROVIDE WORKPLACE INFORMATION AND RESOURCING PLANS**
Content: This unit specifies the outcomes required to support the information management system. It involves the identification, acquisition, initial analysis and use of appropriate workplace information.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

**BSBFLM309B SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES**
Content: This unit specifies the outcomes required to support the organisation’s continuous improvement systems and processes. Particular emphasis is on the actively encouraging the team to participate in the process, on monitoring and reporting on specified outcomes and on supporting opportunities for further improvements.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

**BSBFLM309C SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES**
Content: This unit specifies the outcomes required to support the organisation’s continuous improvement systems and processes. Particular emphasis is on the actively encouraging the team to participate in the process, on monitoring and reporting on specified outcomes and on supporting opportunities for further improvements.
Nominal Hours: 40 Hours
Assessment: Students will be required to identify a continuous improvement that has been introduced in their work area and write a report detailing this improvement, focusing on improvements, and obstacles faced. Students will also be required to participate in class activities and discussion.

**BSBFML311B SUPPORT A WORKPLACE LEARNING ENVIRONMENT**
Content: This unit specifies the outcomes required to effectively encourage and support a learning environment. Particular emphasis is on participation in processes to facilitate and promote learning and to monitor and improve learning performance.
Nominal Hours: 40 Hours
BSBFML312A CONTRIBUTE TO TEAM EFFECTIVENESS
Content: This specifies the outcomes required to by frontline managers to contribute to the effectiveness of the work team. It involves planning with the team to meet expected outcomes, developing team cohesion, participating in and facilitating the work team, and communicating with the management of the organisation.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork

BSBFML312B CONTRIBUTE TO TEAM EFFECTIVENESS
Content: This specifies the outcomes required to by frontline managers to contribute to the effectiveness of the work team. It involves planning with the team to meet expected outcomes, developing team cohesion, participating in and facilitating the work team, and communicating with the management of the organisation.
Nominal Hours: 40 Hours
Assessment: Students will be required to participate in class discussion and roleplays.
Students will also be required to complete a leadership skills perception survey and submit an action plan to improve two areas identified as needing improvement.

BSBFML403B IMPLEMENT EFFECTIVE WORKPLACE RELATIONSHIPS
Content: Collect, analyse and communicate information and ideas; Develop trust and confidence; Develop and maintain networks and relationships; Manage difficulties into positive outcomes.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork

BSBFML405A IMPLEMENT OPERATIONAL PLAN
Content: Plan resource use; Acquire resources; Monitor operational performance.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork

BSBFML405B IMPLEMENT OPERATIONAL PLAN
Content: This unit specifies the outcomes required to implement the operational plan by monitoring and adjusting operational performance, producing short-term plans for the department/section, planning and acquiring resources and providing reports on performance as required.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

BSBFML406B IMPLEMENT WORKPLACE INFORMATION SYSTEM
Content: Identify and source information needs; Collect, analyse and report information; Implement information systems; Prepare business plan/budgets; Prepare resource proposals.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBFML409A IMPLEMENT CONTINUOUS IMPROVEMENT
Content: Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBFML409B IMPLEMENT CONTINUOUS IMPROVEMENT
Content: Implement continuous improvement systems and processes; Monitor and review performance; Implement opportunities for further improvement.

BSBFML412A PROMOTE TEAM EFFECTIVENESS
Content: Plan to achieve team outcomes; Develop team cohesion; Participate in and facilitate work team; Liaise with management.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBFML501B MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT
Content: Establish personal work goals; Set and meet own work priorities; Develop and maintain professional competence.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBFML503A MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS
Content: Rights and responsibilities of employers and employees, industrial relations; employer organizations; work readiness including application and interview processes in relation to the accounting and finance industry.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBFML503B MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS
Content: This unit specifies the outcomes required to manage effective workplace relationships with particular regard to communication and representation. This involves analysing and communicating information, establishing systems to develop and maintain effective working relationships and networks, and implementing strategies to overcome difficulties.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBFML505B MANAGE OPERATIONAL PLAN
Content: This unit specifies the outcomes required to develop and monitor the implementation of the operational plan to provide efficient and effective workplace practices within the organisation’s productivity and profitability plans. Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation’s operational plan.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBFML506A MANAGE A WORKPLACE INFORMATION SYSTEM
Content: This unit specifies the outcomes required to manage the identification, acquisition, analysis and use of appropriate information which plays a significant part in the organisation’s effectiveness. Particular emphasis is on the development of systems and the analysis of information.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBFML506B MANAGE WORKPLACE INFORMATION SYSTEMS
Content: This unit specifies the outcomes required to manage the identification, acquisition, analysis and use of appropriate information which plays a significant part in the organisation’s effectiveness. Particular emphasis is on the development of...
systems and the analysis of information.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSFSLM507A MANAGE QUALITY CUSTOMER SERVICE
Content: Plan to meet internal and external customer requirements; Ensure delivery of quality products/services; Monitor, adjust and report customer service.
Nominal Hours: 60 Hours
Assessment: Assessment is a combination of practical and theory assessments and case studies

BSFSLM507B MANAGE QUALITY CUSTOMER SERVICE
Content: This unit specifies the outcomes required to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation and the customer.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSFSLM509A PROMOTE CONTINUOUS IMPROVEMENT
Content: Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by tests, assignments, workbased assessments, presentations, projects.

BSFSLM509B FACILITATE CONTINUOUS IMPROVEMENT
Content: This unit specifies the outcomes required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies and to manage opportunities for further improvements.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSFSLM510A FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION
Content: This unit specifies the outcomes required to plan and manage the introduction and facilitation of change. Particular emphasis is on the development of creative and flexible approaches, and on managing emerging opportunities and challenges.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSFSLM511A DEVELOP A WORKPLACE LEARNING ENVIRONMENT
Content: Develop a workplace learning environment.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSFSLM511B DEVELOP A WORKPLACE LEARNING ENVIRONMENT
Content: This unit specifies the outcomes required to encourage and support the development of a learning environment in which work and learning come together. Particular emphasis is on the development of strategies to facilitate and promote learning and to monitor and improve learning performance.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSFSLM512A ENSURE TEAM EFFECTIVENESS
Content: This unit specifies the outcomes required by frontline managers to facilitate all aspects of team work within the organisation. It involves taking a leadership role in the development of team plans, leading and facilitating team work and actively engaging with the management of the organisation.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by presentations, tests, projects, classwork, presentation.

BSFSLM513A MANAGE BUDGETS AND FINANCIAL PLANS WITHIN THE WORK TEAM
Content: This unit specifies the outcomes required for financial management within a work team in an organisation. This includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances, and reviewing and evaluating effectiveness of financial management processes in line with the financial objectives of the work team and the organisation.
Nominal Hours: 70 Hours
Assessment: This unit may be assessed by assignments, tests, projects, classwork, presentation.

BSFSLM514A MANAGE PEOPLE
Content: This unit specifies the outcomes required to manage and lead team members within an organisation. This includes determining work allocations; implementing performance management processes; addressing issues related to own personal leadership style and performance within the work team; demonstrating leadership; building commitment within the team; and analysing, reviewing and evaluating the effectiveness of human resource management processes in line with the objectives of the work team and the organisation.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by presentations, assignments, tests, projects, classwork.

BSHRM506A MANAGE RECRUITMENT SELECTION AND INDUCTION PROCESSES
Content: This unit describes the performance outcomes, skills and knowledge required to manage all aspects of the recruitment selection and induction processes in accordance with organisational policies and procedures.
Nominal Hours: 60 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and/or observations and demonstration.

BSBIND201A WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT
Content: This unit describes the performance outcomes, skills and knowledge required to work effectively within a commercial or business environment. It includes identifying the rights and responsibilities of employees and employers and conducting business in accordance with the organisational goals, values and standards.
Nominal Hours: 30 Hours
Assessment: Students are required to do assignments, classwork, tests, demonstration and observation.

BSBINM201A PROCESS AND MAINTAIN WORKPLACE INFORMATION
Content: This unit describes the performance outcomes, skills and knowledge required to collect, process, store and maintain workplace information and systems. It also includes the maintenance of filing and records systems.
Nominal Hours: 30 Hours
Assessment: Students are required to do assignments, classwork, tests, demonstration and observation.

BSBINM202A HANDLE MAIL
Content: This unit describes the performance outcomes, skills and knowledge required to receive and distribute incoming mail, and to collect and despatch outgoing mail.
Nominal Hours: 15 Hours
Assessment: Students are required to do assignments, classwork, demonstration and observation.
BSBINM303A HANDLE RECEIPT AND DESPATCH OF INFORMATION
Content: This unit describes the performance outcomes, skills and knowledge required to receive and distribute incoming mail, and to collect and despatch outgoing mail. It also covers collating and despatching bulk mail according to Australia Post and AUSDOC specifications.
Nominal Hours: 15 Hours
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBINM401A IMPLEMENT WORKPLACE INFORMATION SYSTEM
Content: This unit describes the performance outcomes, skills and knowledge required to implement the workplace information system. It involves the identification, acquisition, initial analysis and use of appropriate information, which plays a significant part in the organisation’s effectiveness.
Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration.

BSBITU101A OPERATE A PERSONAL COMPUTER
Content: This unit describes the performance outcomes, skills and knowledge required to start up a personal computer or business computer terminal; to correctly navigate the desktop environment; and to use a range of basic functions.
Nominal Hours: 20 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

BSBITU102A DEVELOP KEYBOARD SKILLS
Content: This unit describes the performance outcomes, skills and knowledge required to develop basic keyboard skills using touch typing techniques.
Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, classwork, tests, demonstration and observation.

BSBITU201A PRODUCE SIMPLE WORD PROCESSED DOCUMENTS
Content: This unit describes the performance outcomes, skills and knowledge required to correctly operate word processing applications in the production of workplace documents.
Nominal Hours: 60 Hours
Assessment: Students are required to do assignments, classwork, tests, demonstration and observation.

BSBITU203A COMMUNICATE ELECTRONICALLY
Content: This unit describes the performance outcomes, skills and knowledge required to send, receive and manage electronic mail (email), as well as to collaborate online using chat rooms, in-tranets and instant messaging.
Nominal Hours: 20 Hours
Assessment: Students are required to do assignments, classwork, demonstration and observation.

BSBITU303A DESIGN AND PRODUCE TEXT DOCUMENTS
Content: This unit describes the performance outcomes, skills and knowledge required to design and develop predominantly text based documents using advanced features of word processing software.
Nominal Hours: 90 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

BSBITU304A PRODUCE SPREADSHEETS
Content: This unit describes the performance outcomes, skills and knowledge required to develop spreadsheets through the use of spreadsheet software.
Nominal Hours: 35 Hours
Assessment: Students are required to do assignments, written tests, demonstration and activities.

BSBITU305A CONDUCT ONLINE TRANSACTIONS
Content: This unit describes the performance outcomes, skills and knowledge required to undertake a range of online transactions, including banking, buying and selling products and services.
Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration.

BSBITU306A DESIGN AND PRODUCE BUSINESS DOCUMENTS
Content: This unit describes the performance outcomes, skills and knowledge required to design and produce various business documents and publications. It includes selecting and using a range of functions on a variety of computer applications.
Nominal Hours: 80 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

BSBITU307A DEVELOP KEYBOARDING SPEED AND ACCURACY
Content: This unit describes the performance outcomes, skills and knowledge required to develop keyboard skills with speed and accuracy using touch typing techniques.
Nominal Hours: 50 Hours
Assessment: Students are required to do assignments, written test, demonstration and classroom activities.

BSBITU307B DEVELOP KEYBOARDING SPEED AND ACCURACY
Content: This unit describes the performance outcomes, skills and knowledge required to develop keyboard skills with speed and accuracy using touch typing techniques.
Nominal Hours: 50 Hours
Assessment: Students are required to do assignments, written test, demonstrations, classroom activities.

BSBITU309A PRODUCE DESKTOP PUBLISHED DOCUMENTS
Content: This unit describes the performance outcomes, skills and knowledge required to design and produce desktop published documents.
Nominal Hours: 50 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

BSBITU404A PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS
Content: This unit describes the performance outcomes, skills and knowledge required to design and produce complex desktop published documents.
Nominal Hours: 50 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration.

BSBLED101A PLAN SKILLS DEVELOPMENT
Content: This unit describes the performance outcomes, skills and knowledge required to identify and document current skills and to plan future skills development under the guidance of an appropriate adviser.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by oral and written questioning, practical demonstration, research assignment, test.

BSBLEG301A APPLY KNOWLEDGE OF THE LEGAL SYSTEM TO COMPLETE TASKS
Content: This unit describes the performance outcomes, skills and knowledge required to complete a range of common legal administrative duties and the legal system that is required to carry them out.
Nominal Hours: 80 Hours
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.
BSBLEG302A CARRY OUT SEARCH OF THE PUBLIC RECORD
Content: This unit describes the performance outcomes, skills and knowledge required to complete a search of the public record. This involves planning and conducting the search, and obtaining and delivering the information according to instructions.
Nominal Hours: 25 Hours
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG303A DELIVER COURT DOCUMENTATION
Content: This unit describes the performance outcomes, skills and knowledge required to organise court documents for delivery, planning a schedule of delivery, delivering documents to the appropriate courts and returning proof of document lodgement.
Nominal Hours: 10 Hours
Assessment: Students are required to do assignments, written test, classroom activities and/or presentations.

BSBLEG304A APPLY THE PRINCIPLES OF CONFIDENTIALITY AND SECURITY WITHIN THE LEGAL ENVIRONMENT
Content: This unit describes the performance outcomes, skills and knowledge required to use ethical behaviour when dealing with sensitive and confidential information in a legal environment.
Nominal Hours: 20 Hours
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG305A USE LEGAL TERMINOLOGY IN ORDER TO CARRY OUT TASKS
Content: This unit describes the performance outcomes, skills and knowledge required to understand and use legal terminology in order to undertake tasks.
Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG306A MAINTAIN RECORDS FOR TIME AND DISBURSEMENTS IN A LEGAL PRACTICE
Content: This unit describes the performance outcomes, skills and knowledge required to maintain time records and enter disbursements incurred.
Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG308A ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE
Content: This unit describes the performance outcomes, skills and knowledge required to assist others (for example, Partner, Solicitor, Fee Earning, Human Resources Manager, External Client) to organise a legal schedule. This involves arranging appointments and other activities based upon court dates and required legislative timelines.
Nominal Hours: 10 Hours
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG401A PREPARE AND PRODUCE COMPLEX LEGAL DOCUMENTS
Content: This unit describes the performance outcomes, skills and knowledge required to use either a range of advanced functions within at least one software package or to integrate functions from at least two software packages, to produce complex legal documents. All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Nominal Hours: 80 Hours
Assessment: Students are required to do assignments, written test, demonstration, classroom activities.

BSBLEG403A MAINTAIN TRUST ACCOUNTS
Content: This unit describes the performance outcomes, skills and knowledge required to maintain trust monies related to specific files, under the instruction of a legal practitioner. All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Nominal Hours: 50 Hours
Assessment: Students are required to do assignments, written test, classroom activities.

BSBLEG404A PROVIDE SUPPORT IN PROPERTY LAW MATTERS
Content: This unit describes the performance outcomes, skills and knowledge required to prepare documents that support a qualified legal practitioner working in the area of property law.
Nominal Hours: 60 Hours
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG405A PROVIDE SUPPORT IN FAMILY LAW MATTERS
Content: This unit describes the performance outcomes, skills and knowledge required to prepare documents for the arrangement of activities in relation to dissolution of marriage, property settlement, maintenance, contact and residence, counselling mediation and the appeals process in family law matters.
Nominal Hours: 60 Hours
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG406A PROVIDE SUPPORT IN CRIMINAL LAW MATTERS
Content: This unit describes the performance outcomes, skills and knowledge required to prepare documentation and to assist with criminal law matters such as incorporation, charges and the sale of shelf companies.
Nominal Hours: 60 Hours
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG407A PROVIDE SUPPORT IN COMMERCIAL LAW MATTERS
Content: This unit describes the performance outcomes, skills and knowledge required to prepare documentation and to assist with commercial law matters such as incorporation, charges and the sale of shelf companies.
Nominal Hours: 60 Hours
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG409A PROVIDE NON-Legal ADVICE
Content: This unit describes the performance outcomes, skills and knowledge required to provide advice in response to enquiries from various parties, which involves the exercise of judgement as to the nature of the enquiry and appropriate sources of information and/or referral. All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Nominal Hours: 30 Hours
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG410A INTERACT WITH OTHER PARTIES
Content: This unit describes the performance outcomes, skills and knowledge required to organise information to facilitate action, to contact relevant parties on behalf of the instructing legal practitioner and to coordinate information exchange between parties. All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Nominal Hours: 30 Hours
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.
BSLEG412A INTERPRET AND APPLY LEGISLATION
Content: This unit describes the performance outcomes, skills and knowledge required to research the various legal systems and jurisdictions in Australia, and to apply appropriate legislation to the workplace. All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Nominal Hours: 120 Hours.
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSLEG501A RUN A FILE
Content: This unit describes the performance outcomes, skills and knowledge required to manage the conduct of a file under the instruction of a qualified legal practitioner. This includes establishing a file for the legal matter at hand, developing and obtaining appropriate documents, negotiating with clients, costing the file and file closure procedures.
Nominal Hours: 80 Hours.
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSLEG503A OBTAIN INFORMATION FROM A CLIENT
Content: This unit describes the performance outcomes, skills and knowledge required to collect and record information from a client under the instruction of a qualified legal practitioner.
Nominal Hours: 60 Hours.
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSLEG504A DRAFT LEGALLY BINDING DOCUMENTS
Content: This unit describes the performance outcomes, skills and knowledge required to draft a variety of legally binding documents to meet particular legal matter requirements, under the instruction of a qualified legal practitioner.
Nominal Hours: 80 Hours.
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSLEG505A ASSIST WITH THE DISCOVERY PROCESS
Content:
Nominal Hours: 50 Hours.
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSLEG507A ATTEND PRE-TRIAL NEGOTIATIONS
Content: This unit describes the performance outcomes, skills and knowledge required to prepare for pre trial negotiations with opposing parties. This includes organising meetings and assisting with the negotiation according to instructions from supervising legal practitioner.
Nominal Hours: 90 Hours.
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSMED302A PREPARE AND PROCESS MEDICAL ACCOUNTS
Content: This unit covers providing advice to patients regarding fee structures, processing referrals, and preparing and processing medical accounts for a range of patients.
Nominal Hours: 30 Hours
Assessment: Tests, assignments, coursework

BSBMGT401A SHOW LEADERSHIP IN THE WORKPLACE
Content: This unit describes the performance outcomes, skills and knowledge required to work with teams and individuals, their standard of conduct and the initiative they take in influencing others. At this level, work will normally be carried out within routine and non routine methods and procedures which require the exercise of some discretion and judgement.
Nominal Hours: 50 Hours

Assessment: Students will be required to complete a leadership skills perception survey and write a report based on the identified outcomes.

BSMG403A IMPLEMENT CONTINUOUS IMPROVEMENT
Content: This unit describes the performance outcomes, skills and knowledge required to implement the organisation’s continuous improvement systems and processes. Particular emphasis is on using systems and strategies to actively encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.
Nominal Hours: 40 Hours
Assessment: Students are required to implement a continuous improvement in their work area and write a report on the overall process, paying particular attention to what worked and any obstacles met. Students will also need to participate in class activities and discussions. Students will also need to consider continuous improvement when completing their work based project.

BSMG614A DEVELOP AND IMPLEMENT DIVERSITY POLICY
Content: This unit specifies the outcomes required to research diversity, draft policy, plan for implementation, and implement diversity policy.
Nominal Hours: 60 Hours.
Assessment: This unit may be assessed by assignments, tests, projects, coursework.

BSBPRO301A RECOMMEND PRODUCTS AND SERVICES
Content: This unit describes the performance outcomes, skills and knowledge required to provide advice and information within an organisation about the development and distribution of its products and services.
Nominal Hours: 20 Hours
Assessment: Students are required to do assignments, classroom, tests, projects, case studies, presentations, demonstration and observation.

BSBREL402A BUILD CLIENT RELATIONSHIPS AND BUSINESS NETWORKS
Content: This unit describes the performance outcomes, skills and knowledge required to establish, maintain and improve client relationships, and to actively participate in networks to support attainment of key business outcomes. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 50 Hours
Assessment: Students are required to present a report and a presentation of findings from attending functions / meetings.

BSBRES402A RESEARCH, LOCATE AND PROVIDE LEGAL AND OTHER INFORMATION IN RESPONSE TO REQUESTS
Content: This unit describes the performance outcomes, skills and knowledge required to research, locate and provide information in response to a request so that client needs can be met. This may involve combining and analysing information from a number of sources before composing a report for the client.
Nominal Hours: 60 Hours.
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBRES403A RESEARCH LEGAL PROCESSES
Content: This unit describes the performance outcomes, skills and knowledge required to research the legal systems and jurisdictions within Australia.
Nominal Hours: 50 Hours.
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBRES501A PERFORM LEGAL RESEARCH AND PREPARE REPORTS TO MEET IDENTIFIED NEEDS
Content: This unit describes the performance outcomes, skills and knowledge required to undertake legal research in support of legal practitioners. This includes identifying research requirements and sources of information, evaluating the quality of the information, and preparing and producing reports.
Nominal Hours: 80 Hours
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.
BSBRKG302A UNDERTAKE DISPOSAL
Content: This unit describes the work involved in identifying which records are subject to the disposal program and in safely transferring or securely disposing of the records.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, projects, classwork.

BSBRKG303A RETRIEVE INFORMATION FROM RECORDS
Content: This unit describes the work required to receive a request and deliver the record or information about the record. The procedures followed are generally well established.
Nominal Hours: 25 Hours
Assessment: This unit may be assessed by assignments and classwork.

BSBRKG401A REVIEW THE STATUS OF A RECORD
Content: This unit describes the work involved in reviewing and documenting the changing context and status of records which have previously been appraised as having temporary or ongoing value, and identified as requiring conditions imposed on granting access to them.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBSBM301A RESEARCH BUSINESS OPPORTUNITIES
Content: Identify business opportunities; Identify personal business skills.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBSBM401A ESTABLISH BUSINESS AND LEGAL REQUIREMENTS
Content: Identify and implement business legal requirements; Comply with legislation, codes and regulatory requirements; Negotiate and arrange contracts.
Nominal Hours: 30-50 Hours
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBSBM402A UNDERTAKE FINANCIAL PLANNING
Content: Analyse the financial requirements of the business; Develop a financial plan; Acquire finance.
Nominal Hours: 40-50 Hours
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBSBM403A PROMOTE THE BUSINESS
Content: This unit covers the development and implementation of marketing strategies and the monitoring and improvement of market performance. It is suitable for setting up or existing micro and small businesses or a department in a larger organisation.
Nominal Hours: 40-50 Hours
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBSBM404A UNDERTAKE BUSINESS PLANNING
Content: Identify elements of a business plan; Develop a business plan; Develop strategies for minimising risks.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBSBM406A MANAGE FINANCES
Content: Maintain financial records; Implement financial plan; Monitor financial performance.
Nominal Hours: 40-50 Hours
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBSBM407A MANAGE A SMALL TEAM
Content: Develop staffing plan; Recruit, induct and train the team; Address industrial relations issues; Maintain staff records; Manage staffing issues; Review team performance.

BSBSMB301A INVESTIGATE MICRO BUSINESS OPPORTUNITIES
Content: This unit describes the performance outcomes, skills and knowledge required to develop business ideas, and to investigate market needs and factors affecting potential markets. Specific legal requirements apply to the management of a micro business.
Nominal Hours: 30 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

BSBSMB401A ESTABLISH LEGAL AND RISK MANAGEMENT REQUIREMENTS OF SMALL BUSINESS
Content: This unit describes the performance outcomes, skills and knowledge required to identify and comply with the regulatory, legal, taxation and insurance requirements, and risk management needs of small business. Specific legal requirements apply to the management of a small business.
Nominal Hours: 60 Hours
Assessment: Students are required to complete a Report / Assignment outlining the business and legal requirements of their proposed / actual business venture.

BSBSMB402A PLAN SMALL BUSINESS FINANCES
Content: This unit describes the performance outcomes, skills and knowledge required to develop a financial plan to support business viability. Specific legal requirements apply to the management of a small business.
Nominal Hours: 50 Hours
Assessment: Students are required to do a Financial Plan incorporating set up costs, a sales / income mix, cash flow and budgeted profit and loss statement.

BSBSMB403A MARKET THE SMALL BUSINESS
Content: This unit describes the performance outcomes, skills and knowledge required to develop and implement marketing strategies, and to monitor and improve market performance. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 50 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

BSBSMB404A UNDERTAKE SMALL BUSINESS PLANNING
Content: This unit describes the performance outcomes, skills and knowledge required to research and develop an integrated business plan for achieving business goals and objectives. Specific legal requirements apply to the management of a small business.
Nominal Hours: 50 Hours
Assessment: Students are required to complete an assignment - Business Plan document.

BSBSMB405A MONITOR AND MANAGE SMALL BUSINESS OPERATIONS
Content: This unit describes the performance outcomes, skills and knowledge required to operate a small business and to implement a business plan. The strategies involve monitoring, managing and reviewing operational procedures. Specific legal requirements apply to the management of a small business.
Nominal Hours: 45 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

BSBSMB406A MANAGE SMALL BUSINESS FINANCES
Content: This unit describes the performance outcomes, skills and knowledge required to implement, monitor and review strategies for the ongoing management of a small business’s finances. It also includes day to day financial management of the small business. Specific legal requirements apply to the management of a small business.
Nominal Hours: 60 Hours
Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

**BSBMB407A MANAGE A SMALL BUSINESS**
Content: This unit describes the performance outcomes, skills and knowledge required to plan for the management of and to manage staff. It involves industrial relations, staff selection, staff records, induction, training, team development and career planning to enhance business operations through retaining a competent, committed and motivated team in the workplace. Specific legal requirements apply to the management of a small business.
Nominal Hours: 60 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

**BSBWRO230A WORK EFFECTIVELY WITH OTHERS**
Content: This unit describes the performance outcomes, skills and knowledge required to work in a group environment promoting team commitment and cooperation, supporting team members and dealing effectively with issues, problems and conflict.
Nominal Hours: 15 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

**BSBWRO204A USE BUSINESS TECHNOLOGY**
Content: This unit describes the performance outcomes, skills and knowledge required to select, use and maintain a range of business technology. This technology includes the effective use of computer software to organise information and data.
Nominal Hours: 20 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, demonstration and observation.

**BSBWRO301A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT**
Content: This unit describes the performance outcomes, skills and knowledge required to organise own work schedules, to monitor and obtain feedback on work performance, and to maintain required levels of competence.
Nominal Hours: 30 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

**BSBWRO404A DEVELOP WORK PRIORITIES**
Content: This unit describes the performance outcomes, skills and knowledge required to plan one’s own work schedules, to monitor and to obtain feedback on work performance and development. It also addresses the requirement to take responsibility for one’s own career planning and professional development.
Nominal Hours: 40 Hours
Assessment: Students are required to write a report and participate in class activities and discussion. Students should consider work priorities when completing their work based project.

**BSBWRO502A ENSURE TEAM EFFECTIVENESS**
Content: This unit describes the performance outcomes, skills and knowledge required to facilitate all aspects of teamwork within the organisation. It involves taking a leadership role in the development of team plans, leading and facilitating teamwork and actively engaging with the management of the organisation.
Nominal Hours: 60 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and/or observations and demonstration.

**BSBWRT301A WRITE SIMPLE DOCUMENTS**
Content: This unit describes the performance outcomes, skills and knowledge required to plan, draft and review a basic document before writing the final version.
Nominal Hours: 30 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

**CHCD13C WORK WITHIN SPECIFIC COMMUNITIES**
Content:
Nominal Hours: 70 Hours
Assessment:

**CHCMED404A FACILITATE THE MEDIATION PROCESS**
Content: This unit identifies the skills and knowledge required by mediators to maintain the flow of the mediation process to achieve the optimum outcome for all parties.
Nominal Hours: 70 Hours
Assessment:

**CHCMED405A FACILITATE INTERACTION BETWEEN CLIENTS**
Content: This unit identifies the skills and knowledge required for mediators to facilitate the agreed process of mediation.
Nominal Hours: 50 Hours.
Assessment:

**CHCMED406A CONSOLIDATE AND CONCLUDE THE MEDIATION PROCESS**
Content: This unit identifies the skills and knowledge required for the mediator to conclude the session and support the implementation of any agreement.
Nominal Hours: 50 Hours.
Assessment:

**CHCMED409B FACILITATE ALTERNATIVE DISPUTE RESOLUTION PROCESSES**
Content: This unit identifies the skills and knowledge required for mediators to facilitate the agreed alternative dispute resolution process.
Nominal Hours: 50 Hours.
Assessment:

**CUECOR02B WORK WITH OTHERS**
Content: This unit describes the skills and knowledge needed to work harmoniously and effectively with team members, colleagues and others in a work environment.
Nominal Hours: 15 hours
Assessment: This unit may be assessed by assignments, classwork.

**CUECOR03A PROVIDE QUALITY SERVICE TO CUSTOMERS**
Content: Communicate with the customer; maintain personal presentation standards; provide services to customers; respond to customer complaints.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by assignments, tests, classwork.

**CUEFIN02B MANAGE A BUDGET**
Content: This unit describes the skills and knowledge required to take responsibility for the management of a budget where others may have developed the budget.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

**CUFADM02A ADDRESS COPYRIGHT**
Content: Ensure that copyright protection on creative works or performance is adequate locally and internationally; Assign copyright of creative works or performances; License rights to creative works or performances; Comply with conditions of copyright agreement.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by assignments, tests, classwork.

**CUFCAM01A SET UP AND OPERATE A BASIC VIDEO CAMERA**
Content: Select and prepare camera equipment and materials; Charge and maintain batteries throughout shoot; Install or check camera support equipment; Install camera, lenses and other accessories; Test all operational aspects of the camera; Prepare and load videotapes; Operate the camera; Disassemble camera, accessories
This unit may be assessed by observations, classwork.

CUFMEM08A APPLY PRINCIPLES OF INSTRUCTIONAL DESIGN TO A MULTIMEDIA PRODUCT
Content: Receive and interpret the brief for the instructional design; Generate and assess ideas; Conduct research; Select an instructional design model; Plan and compose the instructional product; Evaluate instructional strategies and materials.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

CUFMEM13A INCORPORATE, DESIGN AND EDIT DIGITAL VIDEO
Content: Identify and describe formats of digital video; Design digital video; Edit digital video; Present a digital video sequence.
Nominal Hours: 25
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

CULMS207A ASSIST WITH THE PRESENTATION OF PUBLIC ACTIVITIES AND EVENTS
Content: This unit refers to providing assistance to the setup and presentation of an activity or event.
Nominal Hours: 25 Hours
Assessment: This unit may be assessed by tests and assignment.

CUSRAD01A COLLECT AND ORGANISE INFORMATION
Content: Collect relevant information; Assess the information; Organise the information; Communicate the information.
Nominal Hours: 25 Hours
Assessment: This unit may be assessed by assignments, tests, classwork and observations.

CUVADM05A PLAN AND DEVELOP INFORMATION MANAGEMENT SYSTEMS
Content: Determine information management requirements; develop an information management plan; implement information management systems; review and update information management plan.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, classwork and presentations.

CUVCOR03A DEVELOP, REFINES AND COMMUNICATE CONCEPT FOR OWN WORK
Content: This unit describes the skills and knowledge required to develop, refine and communicate the concept for own work. The concept encompasses ideas, form and context for the work.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

CUVCOR04A ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCOURSE
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to originate the concept and conduct critical discourse about the concept for work.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNBCVN18A IMPLEMENT CLIENT SERVICE STRATEGY
Content: Develop practice client service strategy; Implement and monitor practice client service strategy; Evaluate practice client service strategy.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSCONV501B TAKE INSTRUCTIONS IN RELATION TO A TRANSACTION
Content: This unit describes the function associated with taking instructions from clients in regard to dealings with real or personal property.
Nominal Hours: 120 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSCONV502B PREPARE AND/OR ANALYSE AND EXECUTE DOCUMENTS
Content: This unit describes the function associated with the analysis and/or preparation and execution of conveyancing documentation.
Nominal Hours: 100 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSCONV503B ESTABLISH, MANAGE AND ADMINISTER TRUST ACCOUNTS
Content: This unit describes the function of establishing, managing and administering trust and/or controlled money accounts.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSCONV504B FINALISE CONVEYANCING TRANSACTIONS
Content: This unit describes the function associated with completing transactions and ensuring that all matters relating to the transaction are completed.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects.

FNSICCUS501B DEVELOP AND NURTURE RELATIONSHIPS WITH CLIENTS, OTHER PROFESSIONALS AND THIRD PARTY REFERRERS
Content: This unit describes the function associated with developing, nurturing and maintaining professional relationships with clients, colleagues and other referrals in order to complete work tasks, further the reputation of the organisation and the profession, and improve long term relationships and sales.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSICGEN305A MAINTAIN DAILY FINANCIAL/BUSINESS RECORDS
Content: This unit covers the preparation and processing of routine financial documents.
Nominal Hours: 20 Hours
Assessment: Students are required to do assignments, classwork, tests, demonstration and observation.

FNSICGEN502B SOLVE WORKPLACE PROBLEMS
Content: This unit covers the skills and knowledge needed to solve workplace problems using a structured approach.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects.

FNSICOR6505B MANAGE STAFF PERFORMANCE TO ACHIEVE STRATEGIC TARGETS
Content: This unit describes the function associated with managing the work of others to bring about an improvement in individual and organisational performance.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects.

FNSICORG510B MANAGE OWN PROFESSIONAL DEVELOPMENT
Content: This competency standard covers the skills and knowledge required for financial market participants to effectively manage their own performance and take responsibility for their professional development.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSICORG511B MANAGE THE STAFF TRAINING FUNCTION
Content: This unit describes the function associated with identifying training needs for employees, planning and implementing training that develops individuals and improves business performance.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSICORG519B ANALYSE AND COMMENT ON MANAGEMENT REPORTS
Content: This unit describes the functions involved in analysing and commenting on management reports, including recommendations for action.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSICORG602B RECRUIT, SELECT AND INDUCT STAFF
Content: This unit describes the function associated with recruiting, selecting and inducting suitable staff into an organisation.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSRISK501A UNDERTAKE RISK IDENTIFICATION
Content: This unit covers identifying the risks faced by an organisation, or a subsection of it, and assessing the adequacy of existing controls which mitigate the impact of those risks.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FPCOM2A PREPARE AND PRESENT VERBAL AND WRITTEN WORKPLACE INFORMATION
Content: Select and present verbal information; read routine instructions and reports and prepare brief written statements.
Nominal Hours: 20 hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

ICS2A SHARE IDEAS IN THE WORKPLACE
Content: This competency standard covers the skills required to share your idea/s with others in the workplace. This entails being confident in your idea/s, selecting the most appropriate method to communicate it, accepting feedback and identifying room for improvements.
Nominal Hours: 21 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

ICTTC202A USE SPECIFIC ENTERPRISE SYSTEMS TO SATISFY BASIC CUSTOMER REQUIREMENTS.
Content: Locate and interpret information on most commonly used system screens; Update and maintain information related to customer transaction on commonly used system screens; Seek support for system problems/issues identified during transaction.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

ICTTC203A NAVIGATE AND INTERROGATE SPECIFIC ENTERPRISE SYSTEMS TO SATISFY CUSTOMER REQUIREMENTS
Content: This unit establishes competency relating to the application and use of the various enterprise business systems developed to maintain up to date customer information.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

ICTTC210A PROCESS SALES OF LIMITED PRODUCT/SERVICE FROM INCOMING ENQUIRIES
Content: Identify customer needs; Close sales; Input sales records.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

ICTTC211A PROCESS SALES OF COMPLEX PRODUCT/SERVICE AND WHERE CUSTOMER IS UNSURE OF AVAILABLE SOLUTIONS
Content: This unit applies to processing of sales inquiries from customers for complex product/service range, where options available are many and/or the customer is unsure of available solutions to match need.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

ICTTC212A PROCESS SALES WHICH COMMIT BOTH CUSTOMER AND ENTERPRISE TO CONSIDERABLE FINANCIAL COMMITMENT
Content: This unit applies to processing of sales inquiries from customers with a large range of variables available to meet customer need and that commit both the enterprise and the customer to considerable financial outlay.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

LGACOM401A ADMINISTER CONTRACTS
Content: This unit covers the administration, monitoring and transition of contracts.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, projects, presentation and classwork.

LGACOM402A ARRANGE CONTRACTS
Content: This unit covers receiving and evaluating tenders, preparing recommendations and notifying tenderers of the outcome.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

LGACOM404B ESTABLISH COOPERATIVE ARRANGEMENTS WITH OTHER ORGANISATIONS
Content: The unit covers identifying, developing, implementing and monitoring cooperative arrangements with other organisations in an effort to improve services provided to the community. The unit is appropriate for staff working in areas of council where community and business development are a major focus.
Nominal Hours: 15 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

LGACOM405B IMPLEMENT AND MONITOR THE ORGANISATION’S OHS POLICIES, PROCEDURES AND PROGRAMS WITHIN THE WORK GROUP OR SECTION
Content: This unit covers implementing and monitoring general occupational health and safety (OHS) policies, procedures and programs in all functional areas of local government. It is appropriate for staff members at the supervisory or team leader
level for whom implementation of OHS is a large requirement of their role.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

LGACOM407B MANAGE FINANCES WITHIN A BUDGET
Content: This unit covers allocating funds, managing cash flows and preparing financial reports. It is appropriate for council staff with authority and responsibility for the management of budgeted funds.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

LGACOM409A PREPARE TENDER DOCUMENTATION
Content: This unit covers the scoping of contract services, the preparation of tender documentation and the calling for tenders.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

LGACOM410A PREPARE RESPONSE TO TENDERS
Content: This unit covers responding to tenders by preparing a tender bid or submission.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

LGACOM501B DEVELOP AND ORGANISE PUBLIC EDUCATION PROGRAMS
Content: This unit covers providing education and information to the public on issues of public importance. The high public profile of council and the unique role councils can play in educating the public on matters of interest and concern are recognised. The unit is appropriate for those responsible for developing public education programs.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, projects, presentation and classwork.

LGACOM502B DEVISE AND CONDUCT COMMUNITY CONSULTATIONS
Content: This unit covers devising and conducting community consultations and reporting on results. The vital and unique responsibility councils have to engage and consult with communities in order to respond to the needs of the community in a timely and effective manner is recognised.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, projects, presentation and classwork.

LGACOM503B PREPARE A BUDGET
Content: This unit covers the development and finalisation of a budget. The unit is appropriate for council staff responsible for the preparation of budgets in their capacity as supervisors, departmental managers or project managers.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

LGACOM602B COORDINATE AND FACILITATE A CHANGE PROCESS
Content: This unit covers planning for and initiating organisational change in conjunction with all operational units. It incorporates the need for the thorough planning of the change process including fully scoping the need for change, consultation with stakeholders and the evaluation of actual outcomes against those that had been planned.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, projects, presentation and classwork.

LGACOM603B DEVELOP, IMPLEMENT AND REVIEW POLICIES AND PROCEDURES
Content: This unit covers establishing the need for, consulting on, developing, implementing and reviewing policies and procedures for council.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, projects, presentation and classwork.

LGACOMP007A PARTICIPATE IN POLICY DEVELOPMENT
Content: This unit covers participating in research activities and consultation processes that inform policy development. The unit looks specifically at the gathering of information to underpin policy development and the research necessary to analyse policies that impact on the client group and the work of the organisation.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

LGACOMP008A APPLY CONFLICT RESOLUTION STRATEGIES
Content: This unit covers dealing effectively with conflict, both in the workplace and outside the organisation. The unit outlines the knowledge and skills required to assess potential conflict situations and deal appropriately with the situation to achieve a resolution. The unit is suitable for all people working within the organisation.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

LGACOMP009A IMPLEMENT EFFECTIVE COMMUNICATION TECHNIQUES
Content: This unit covers communicating to ensure the effective operation of the workplace. The unit specifically looks at facilitating discussions, producing written materials and making presentations.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

LGACOMP024A DEVELOP COMMUNITY RELATIONS
Content: This unit covers developing relationships with the community and liaising effectively with individuals and the community. The unit covers areas such as community networking, developing strategies, promoting the council and organization to the community and developing ongoing relationships. The unit is appropriate for employees in all areas of the organisation who need to develop and maintain community relationships.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, projects, presentation and classwork.

LGACOMP025A MANAGE A LOCAL GOVERNMENT PROJECT
Content: This unit covers managing a project and includes project planning, resourcing, implementation and evaluation. The unit is suitable for those working in local government who undertake projects and other local government initiatives within the community and the wider business context.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, projects, presentation and classwork.

LGACOMP026A PROVIDE TEAM LEADERSHIP
Content: This unit covers providing leadership to a team within the organisation. The unit includes planning work for the team, monitoring team performance, facilitating change and providing reports. The unit is suitable for team leaders across the organisation.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, projects, presentation and classwork.

LGACORE104B WORK EFFECTIVELY IN LOCAL GOVERNMENT
Content: This unit covers working effectively in a local government context, including accepting responsibility for own work. It requires an understanding of and support for local government priorities. The unit is appropriate for all council staff particularly those entering local government for the first time.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum
LGACORE501B PROVIDE QUALITY AND TIMELY ADVICE TO COUNCIL
Content: This unit covers monitoring and assessing legislative and other factors impacting on council. It recognises that councils operate within a legislative framework and that, as the third tier of government, there is a strong need for council to be provided with quality and timely information in order to best serve the community and its constituents.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

LGACORE601B DEVELOP, IMPLEMENT AND REVIEW OPERATIONAL PLANS
Content: This unit covers developing, implementing and reviewing organisational or divisional operational plans. Operational planning encompasses the development of key strategies to meet the strategic goals of council, determining resources required to implement strategies and programs, communicating the operational plans to relevant staff and coordinating and monitoring progress towards the achievement of operational plans. The unit is appropriate for senior management and those directly involved in operational planning processes within council.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

LGACORE602B PROMOTE AND FACILITATE ORGANISATIONAL PERFORMANCE
Content: This unit covers developing, maintaining and reviewing organisational structure, employment relations and communication strategies and promoting a fair and equitable workplace. The importance of effective employee relations and communication strategies in facilitating organisational performance is recognised. It is acknowledged that organisational cultures that encourage, support and reward staff achievements provide the right environment for staff to achieve competence and therefore enhance organisational performance. The unit is appropriate for senior management.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

LGACORE603B REPRESENT COUNCIL’S ROLE AND VALUE IN THE COMMUNITY
Content: This unit covers relationship building and communication with stakeholders in an effort to promote the value of council to the community. The need for staff to represent the value of council to the community and stakeholders through relationships that are mutually beneficial to all parties is recognised.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

LGADMIN417A CONDUCT COMMUNITY CONSULTATIONS
Content: This unit covers conducting community consultation on behalf of the organisation in line with its strategic vision and program development. The unit is appropriate to employees in all areas of the organisation and covers the process of consultation, from identification of stakeholders and methodologies through to documentation of issues and formulation of recommendations.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

LGADMIN419A IMPLEMENT AND FACILITATE COMMUNITY DEVELOPMENT STRATEGIES AND PROGRAMS
Content: This unit covers providing support and assistance in the implementation of community development strategies and initiatives. The unit looks at the process of consultative planning, administrative aspects of implementing the strategies and programs, working with others and evaluating the cycle. The unit is appropriate for those working specifically in the implementation of council community development initiatives and social justice planning programs.
Nominal Hours: 80 Hours
Assessment: This unit may be assessed by assignments, tests, projects, presentations and classwork.

LGADMIN420A CONTRIBUTE TO POLICY DEVELOPMENT
Content: This unit covers analysing policies that impact on the client group and the work of the organisation, undertaking research and preparing briefing papers. The unit is appropriate for council employees who assist in the development of policy formulation.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, projects, presentations and classwork.

LGADMIN421A PARTICIPATE IN NEGOTIATIONS
Content: This unit covers participating in negotiations either as an individual or as a member of a team. It includes effective negotiation techniques, planning and preparing for negotiation and finalising the agreement. The unit is suitable for those working as team leaders or managers or those dealing extensively with the community or other external stakeholders.
Nominal Hours: 25 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

LGADMIN422A DEVELOP AND MAINTAIN SUPPLIER RELATIONSHIPS
Content: This unit covers developing and maintaining effective relationships with suppliers to the organisation to ensure efficient supply chain processes. The unit is appropriate for those responsible for supply chain processes within a unit or the organisation as a whole.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, projects, presentations and classwork.

LGADMIN423A PROVIDE INDUCTION AND ORIENTATION FOR NEW EMPLOYEES
Content: This unit covers developing, conducting and evaluating induction and orientation programs for new employees. The unit is suitable for those within the human resources area but could also be suitable for team leaders and managers.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, projects, presentations and classwork.

LGADMIN424A PROVIDE STAFF DEVELOPMENT PROGRAMS
Content: This unit covers developing, conducting and evaluating staff development programs. These programs form part of the performance management system and include training, job rotation and coaching or mentoring. The unit is suitable for those working as team leaders or managers, or in an organisational development capacity.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, projects, presentations and classwork.

LGADMIN425A DEVELOP A COMMUNICATION PLAN
Content: This unit covers preparing and developing an integrated communication plan to enable the effective communication to the community and specific groups of council services and other relevant information. The unit is suitable for a range of contexts in the organisation and can be applied to promotional and marketing material, informative material and material related to specific events or activities.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, projects, presentations and classwork.

LGGOVA303B CO-ORDINATE PRODUCTION OF COMMUNICATION MATERIALS
Content: This unit covers the planning, organising and checking of the production of the range of communication materials required by council.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.
LGAGOVA401A ADMINISTER THE ELECTORAL ROLL
Content: This unit covers developing and distributing an electoral roll of eligible voters. It is appropriate for council staff responsible for ensuring the electoral roll is compiled and administered in accordance with council and legislative requirements.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

LGAGOVA402A ALLOCATE PROPERTY ADDRESS
Content: This unit covers the allocation of a correct property address or identifying number.
Nominal Hours: 10 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

LGAGOVA403A ARRANGE AND SUPERVISE POLLING PLACES
Content: This unit covers the organisation and supervision of polling places.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

LGAGOVA404B ESTABLISH PURCHASING NETWORKS TO ENSURE COUNCIL IS RESOURCE EFFECTIVE
Content: This unit covers developing and participating in purchasing networks to optimise buying opportunities for the council. Networks include other councils, agencies and suppliers. The unit is suitable for those responsible for purchasing goods and services within the organisation.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, projects, presentation and classwork.

LGAGOVA405A IMPLEMENT DEBT RECOVERY PROCEDURES
Content: This unit covers recommendations on action to be taken to recover or write off debts.
Nominal Hours: 25 Hours
Assessment: This unit may be assessed by assignments and classwork.

LGAGOVA406A IMPLEMENT MARKETING PLAN
Content: This unit covers the promotion of council’s user pays and discretionary services in accordance with a marketing plan.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, projects, presentations and classwork.

LGAGOVA407A IMPLEMENT REHABILITATION SYSTEMS
Content: This unit covers the implementation of a rehabilitation system including ensuring injured workers return to a safe work environment.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, projects, tests and classwork.

LGAGOVA408B IMPLEMENT SYSTEMS TO PROMOTE A SAFE AND HEALTHY ENVIRONMENT FOR THE PUBLIC AND EMPLOYEES
Content: This unit covers implementing strategies and systems to monitor the council’s occupational health and safety (OHS) policies, procedures and programs in the work area to meet legislative requirements. It is appropriate for supervisors, team leaders and managers across the organisation.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, projects, tests and classwork.

LGAGOVA409A MAINTAIN PROPERTY RATES AND RECORDS
Content: This unit covers the specific requirements of maintaining an accurate and effective property database.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests and classwork.

LGAGOVA410B MONITOR COUNCIL PROCEDURES TO ENSURE COMPLIANCE WITH RELEVANT LEGISLATION
Content: This unit covers the monitoring of council compliance procedures to ensure that they are in line with legislative requirements and based on up-to-date information. The need for staff to be informed of council procedures and be kept up to date at all times with changes to legislation that impact on their roles is recognised. This unit is appropriate for staff at the supervisor or team leader level.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, projects, presentation and classwork.

LGAGOVA411A PREPARE ACCOUNTS FOR RATES
Content: This unit covers the preparation, checking and distribution of rates accounts and supplementary levies.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments and classwork.

LGAGOVA412A PREPARE COUNCIL FOR LEGAL PROCEEDINGS
Content: This unit covers preparing council for court hearings.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments and classwork.

LGAGOVA413B PROMOTE AND MAINTAIN POSITIVE EMPLOYEE RELATIONS
Content: This unit covers developing a productive work environment by promoting positive employee relations. The unit is appropriate for supervisors, team leaders and managers across all areas of the organisation.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments and classwork.

LGAGOVA505B PREPARE RATE NOTICE FORMS
Content: This unit covers overseeing the design and printing of rate notice forms and instalment billing issues. It covers preparing notices for printing and liaising with printers. It is appropriate for customer service personnel and others in local government involved in preparing rate notice forms.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by assignments, tests and classwork.

MTMMP1B MAINTAIN PERSONAL EQUIPMENT
Content: This unit describes the competencies necessary to maintain, clean and store personal equipment including personal protective equipment.
Nominal Hours: Assessment:

PRDRE08A MANAGE EFFICIENT FINANCIAL SYSTEMS
Content: Establish system requirements; Design financial management systems; Prepare and review financial plans; Monitor and review financial reporting systems.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PRDRE09A IMPLEMENT AND MONITOR FINANCIAL MANAGEMENT SYSTEMS
Content: Establish and maintain financial records; Prepare format for presentation and delivery of financial reports; Monitor financial transactions.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PRDRE01A MANAGE AGENCY RISK
Content: Analyse potential risks to agency and clients; Implement agency policies and procedures to minimise risk; Establish ongoing monitoring and reporting systems to minimise risk to agency and clients; Ensure security of managed properties.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum
PRDRE11A PROVIDE PROPERTY APPRAISAL
Content: Obtain and analyse market information; Research and record property factors and rental price indicators; Formulate accurate advice to assist clients in making informed decisions; Maintain relevant property records to assist appraisals and listings.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

PRDRE13A OBTAIN PROPERTY LISTINGS
Content: Establish and monitor client motivation and expectations of the agency; Deliver property listing presentations; Provide advice on available options; Provide property appraisals; Secure property marketing listing; Negotiate fees and conditions with lessors; Record and act on instructions.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PRDRE14A MARKET PROPERTY
Content: Develop marketing plan for subject property; Promote and advertise property.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PRDRE15A UNDERTAKE PROPERTY SALE BY PRIVATE TREATY
Content: Screen buyer enquiries; Undertake property inspection; Apply effective sales presentation techniques; Decide on future contacts with prospects; Maintain communication with vendor; Submit offers and negotiate property sales; Maintain client relationships.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PRDRE16A MONITOR SALES PROCESS
Content: Plan for property settlement; Prepare documentation for agency disbursements.
Nominal Hours: 15 Hours
Assessment: This unit may be assessed by assignments, classwork.

PRDRE18A LEASE PROPERTY
Content: Screen tenant enquiries; Undertake property inspection; Obtain and review tenancy applications; Prepare and complete tenancy documentation; Record tenancy arrangements and prepare instructions for future records of transactions in the agency database.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, classwork.

PRDRE19A PROVIDE PROPERTY MANAGEMENT SERVICES
Content: Operate trust accounts for managed property clients; Undertake risk management for managed properties; Ensure security of managed properties; Maintain and protect condition of managed property; Plan for tenancy renewals; Ensure landlord’s legal rights are protected; Obtain vacant possession of managed properties.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PRDRE22A PRESENT AND EXPLAIN PROPERTY REPORTS
Content: Undertake property inspection; Define the main features of building styles in the market as they affect the subject property; Prepare a property condition report; Analyse cost benefits of property improvements; Present and discuss condition report; Take instructions.
Nominal Hours: 25 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PRDRE23A MAINTAIN AGENCY/CLIENT RELATIONSHIP
Content: Take and act on instructions; Maintain a diary system; Delegate responsibility where appropriate; Maintain quality of transactions; Resolve outstanding matters; Maintain agency/client records.
Nominal Hours: 25 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PRDRE26A CONDUCT PROPERTY SALE BY AUCTION
Content: Prepare for auction sale; Conduct auction; Complete auction sale.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PRDRE28A MAINTAIN TRUST ACCOUNT
Content: Establish trust account record-keeping systems; Secure cash disbursements; Establish, supervise and control staff activities in relation to trust account transactions; Maintain records of trust account transactions.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PSBPORD501A COMMAND OPERATIONAL FORCES
Content: This unit covers the skills and knowledge required to command operational forces within a compliance/law enforcement operational environment (refer to Range Statement for definition). It includes preparing and planning for the force’s role in the operation, communicating the plan to group commanders, and conducting operations and post operation processes. In practice, commanding operational forces overlaps with other generalist and specialist public sector work activities such as promoting ethical practice and compliance with legislation, coordinating resources, undertaking research and analysis, leading a workgroup, etc.
Nominal Hours: 35 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork, presentation.

PSPCRT301A AUDIO RECORD COURT PROCEEDINGS
Content: This unit covers the audio recording and monitoring of information in courts and production of a transcript of proceedings with a minimum typing speed and accuracy set by the jurisdiction (up to 90 wpm is common depending on classification level, with 98% accuracy). It includes preparing for content of the matter to be heard, preparing for audio/visual recording, recording the proceedings and producing a court transcript.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PSPCRT401B CARRY OUT COURT ORDERLY FUNCTIONS
Content: This unit covers court orderly functions in a range of courts/jurisdictions. It includes preparing the courtroom, following court procedures and protocols, managing court appearances, and taking action in accordance with court outcomes. In practice, carrying out court orderly functions may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, exercising regulatory powers, applying government processes, etc.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PSPCRT402B MANAGE WITNESSES
Content: This unit covers the competency to handle witnesses attending court to give evidence face-to-face or via closed circuit television. It includes facilitating witness court appearances, and maintaining the integrity of court proceedings in a remote witness room. In practice, managing witnesses may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, delivering client services, applying government processes, etc.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork, presentation.

PSPCRT403B HANDLE EXHIBITS AND DOCUMENTS TENDERED
Content: This unit covers the competency to deal with court exhibits and documents tendered to the court. It includes handling and security of exhibits and documents, and completing the necessary court documentation. In practice, handling exhibits and...
tendered documents may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, etc.

Nominal Hours: 20 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork.

**PSPCRT407A UNDERTAKE COURT LISTINGS**
Content: This unit covers undertaking court listings in a range of matters for courts that may be federal, family, supreme, district, magistrates etc. It includes preparing court files, establishing the diary system, allocating courtrooms and judicial officers, preparing court lists and advising on listings. In practice, undertaking court listings may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, using resources, providing client services, gathering information, etc.

Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork.

**PSPCRT408A PROVIDE COURT REGISTRY AND INFORMATION SERVICES**
Content: This unit covers the provision of an effective registry and information service to court clients in accordance with the court’s business plan. It includes advising on court practice and procedures, processing incoming registry work and handling documents (and exhibits) lodged. In practice, provision of a court registry and information service may overlap with other generalist or specialist public sector work activities such as acting ethically, working with diversity, complying with legislation, applying government processes, gathering and analysing information, etc.

Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork.

**PSPCRT409A ADMINISTER COURT FINES AND DEBT MANAGEMENT**
Content: This unit covers administration of court fines and arrangements to manage debtors and negotiate payments. It includes undertaking case management of judgment debtors and managing a case load. In practice, administering court fines and debt management may overlap with other generalist or specialist public sector work activities such as acting ethically, working with diversity, complying with legislation, applying government processes, gathering and analysing information, etc.

Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork.

**PSPCRT410A PROVIDE COURT SUPPORT TO INDIGENOUS CLIENTS**
Content: This unit covers the competency to negotiate and assist Indigenous Australians in their dealings with the court. It includes providing advice and support to the court and the Aboriginal community, and assisting Aboriginal people in court. In practice, provision of court support to Indigenous clients may overlap with other generalist or specialist public sector work activities such as acting ethically, working with diversity, complying with legislation, applying government processes, gathering and analysing information, etc.

Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork.

**PSPCRT411A AUDIO RECORD COMPLEX COURT PROCEEDINGS**
Content: This unit covers the production of recordings and monitoring information in courts and a transcript of proceedings, including more complex, difficult or unusual proceedings. The transcript is produced with a minimum typing speed and accuracy set by the jurisdiction (up to 120 wpm is common depending on classification level, with 98% accuracy). The unit includes preparing for complex hearings, preparing for audio/visual recording, recording complex proceedings and producing a court transcript. In practice, audio recording complex court proceedings may overlap with other generalist or specialist public sector work activities such as acting ethically, working with diversity, complying with legislation, applying government processes, gathering and analysing information, etc.

Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

**PSPCRT412A RECORD COURT PROCEEDINGS**
Content: This unit covers the verbatim reporting and transcription of court proceedings of a straightforward nature using high-speed shorthand or machine shorthand with speed and accuracy set at jurisdictional level (such as 130 wpm - 160 wpm depending on work level, with 99% accuracy). It includes preparing for hearings, setting up court arrangements, recording proceedings in shorthand and producing transcripts. In practice, recording court proceedings may overlap with other generalist or specialist public sector work activities such as acting ethically, working with diversity, complying with legislation, applying government processes, gathering and analysing information, etc.

Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

**PSPCRT501B PERFORM COURT DUTIES**
Content: This unit covers the competency to perform duties in a range of courts/jurisdictions. The court orderly function is not included here. It is addressed in detail in unit PSPCRT401B. It includes confirming the requirements of the court, performing court duties, and completing court documentation. In practice, performing court duties may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working safely, working with diversity, managing jurors, etc.

Nominal Hours: 25 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

**PSPCRT502B MANAGE JURORS**
Content: This unit covers the competency to handle jurors, before, during and after they are selected for jury duty to ensure the integrity of the jury process. It includes supporting the jury selection process, ensuring the welfare and security of jurors during trials, and completing post trial duties. In practice, managing jurors may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working safely, working with diversity, performing court duties, etc.

Nominal Hours: 25 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations.

**PSPETHC301B UPHOLD THE VALUES AND PRINCIPLES OF PUBLIC SERVICE**
Content: This unit covers the ethical conduct required of those in public service. It includes applying ethical standards and dealing with ethical problems. In practice, ethical conduct is demonstrated in the context of other generalist or specialist work activities such as building and maintaining networks, delivering client services, using financial resources, procuring goods or services, etc.

Nominal Hours: 30 Hours
Assessment: Tests, assignments, classwork, projects

**PSPETHC401A UPHOLD AND SUPPORT THE VALUES AND PRINCIPLES OF PUBLIC SERVICE**
Content: This unit covers the ethical conduct required of those in public service and the responsibility to encourage ethical conduct in others - colleagues or supervised staff. It includes contributing to an ethical public sector workplace and participating in ethical decision making. In practice, ethical conduct is demonstrated in the context of other generalist or specialist work activities such as applying government processes, delivering and monitoring services to clients, using resources, conducting interviews, giving evidence, awarding contracts etc.

Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations.

**PSPG0V301B WORK EFFECTIVELY IN THE ORGANISATION**
Content: This unit covers the requirements for working effectively in a public sector organisation with a focus on self-management. It includes evaluating and developing your own expertise, identifying career options, working within the organisational structure and culture, and managing your own work.

Nominal Hours: 20 Hours
Assessment: Assignments and classwork,
PSPGOV3028 CONTRIBUTE TO WORKGROUP ACTIVITIES
Content: This unit covers contributing as a workgroup member and assisting with support, learning and development for others in achieving workgroup goals. It includes the establishing workgroup parameters, participating in the workgroup, assisting in learning and development and assisting workgroup members.
Nominal Hours: 30 Hours
Assessment: Assignments and classwork.

PSPGOV3038B BUILD AND MAINTAIN INTERNAL NETWORKS
Content: This unit covers building, expanding and utilising internal networks. It includes identifying key internal stakeholders, identifying or establishing network links with key internal stakeholders and participating in internal networks. In practice, building and maintaining internal networks may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively, working with diversity, etc.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PSPGOV305B ACCESS AND USE RESOURCES AND FINANCIAL SYSTEMS
Content: This unit covers the use of required resources and systems to achieve work objectives. It includes accessing and using resources, administering resource usage, operating financial systems relevant to job role and identifying and dealing with discrepancies. In practice, accessing and using resources and financial systems may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively, contributing to the workgroup, organising information, using resources, etc.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PSPGOV306B IMPLEMENT CHANGE
Content: This unit covers implementation of change and participation in refinement of work procedures. It includes preparing for, implementing and monitoring change and working with ambiguity in the face of change. In practice, implementing change may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively, contributing to the workgroup, organising information, using resources, etc.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PSPGOV307B ORGANISE WORKPLACE INFORMATION
Content: This unit covers organisation of information in the workplace. It includes collecting and assessing information, organising and providing information.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PSPGOV308B WORK EFFECTIVELY WITH DIVERSITY
Content: This unit covers the competency for individuals without supervisory responsibilities to work effectively with diversity. It includes recognising and valuing individual differences and working effectively with diverse clients and colleagues. In practice, working with diversity is demonstrated in the context of other generalist or specialist work activities such as working effectively in the organisation, upholding the values of public service; contributing to the workgroup, delivering client services, procuring goods or services, etc.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PSPGOV309A ADDRESS CLIENT NEEDS
Content: This unit covers client service where a relationship is established with the client to address their needs. Staff may need to explore with clients what outcomes are possible and would best promote satisfaction. It may also require staff to be familiar with a product/service that is capable of customisation. The nature of the service/product delivery may need to be explored with the client. The unit includes assisting clients to articulate needs, satisfying client needs and exercising judgment to resolve client service issues. In practice, addressing client needs may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively, working with diversity, undertaking basic procurement, calculating duty and other taxes, processing claims, etc.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PSPGOV310A WORK IN AND WITH SMALL, REGIONAL AND REMOTE ORGANISATIONS
Content: This unit covers the requirements for working in and with small, regional or remote organisations. It includes establishing organisational parameters, operating effectively, observing protocols and dealing with difficult situations.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PSPGOV311A WORK WITH A COACH OR MENTOR
Content: This unit covers coaching/mentoring from the point of view of the person being coached/mentored. It includes arranging for coaching/mentoring, working with a coach/mentor and maximising coaching/mentoring results.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PSPGOV314A CONTRIBUTE TO CONFLICT MANAGEMENT
Content: This unit covers the requirement to contribute to conflict management in the workplace between self and others, such as staff or clients. It includes recognising the presence of conflict, dealing with emotions, overcoming barriers to communication, gathering the facts, agreeing on and implementing action.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PSPGOV315A GIVE AND RECEIVE WORKPLACE FEEDBACK
Content: This unit covers feedback in the workplace, both giving and receiving. It includes seeking and acting on workplace feedback, and providing informal as well as formal feedback in the workplace. In practice, giving and receiving feedback may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively, working with diversity, contributing to the workgroup, building networks, etc.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PSPGOV402B DELIVER AND MONITOR SERVICE TO CLIENTS
Content: This unit covers delivery and monitoring of service to clients that requires understanding of the needs of existing and new clients which influence service requirements. It includes identifying and defining client needs, delivering client services, monitoring and improving client service delivery and reviewing client service. In practice, client service delivery may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, gathering and analysing information, using resources, etc.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations.

PSPGOV403B USE RESOURCES TO ACHIEVE WORK UNIT GOALS
Content: This unit covers organisation of available resources at a senior operative rather than managerial level to facilitate achievement of work unit objectives. It includes acquiring and applying available resources, monitoring and reporting on resource usage and maintaining resources.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations.

PSPGOV404B DEVELOP AND IMPLEMENT WORK UNIT PLANS
Content: This unit covers development and implementation of work unit plans at both the work unit and individual level to achieve results through planning. It includes participating in the planning activities of the work unit, preparing individual work plans, and implementing and evaluating work plans. In practice, development and
implementation of work plans may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, gathering and analysing information, using resources, etc.

Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations.

PSPGov405B PROVIDE INPUT TO CHANGE PROCESSES

Content: This unit covers the understanding the reasons for change and initiating specific changes related to the work unit. It includes suggesting options and opportunities for change, encouraging commitment to workplace change, monitoring and evaluating change and dealing with ambiguity in the change process.

Nominal Hours: 40 Hours
Assessment:

PSPGov405B PROVIDE INPUT TO CHANGE PROCESSES

Assessment: Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations.

PSPGov406B GATHER AND ANALYSE INFORMATION

Content: This unit covers collection and analysis of information to achieve work unit objectives and meet client needs. It includes identifying and collecting information, analysing and interpreting information, developing and applying workable solutions, presenting information and maintaining information. In practice, gathering and analysing information may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, using resources, gathering evidence, carrying out projects, using financial processes, identifying and treating risks, monitoring for fraud, undertaking, court listings, conducting claim assessments, etc.

Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations.

PSPGov407B PROVIDE A QUOTATION

Content: This unit covers the conduct of a cost-benefit analysis and the preparation of written or oral quotations to provide goods or services to others. It includes clarifying requirements, establishing costs and availability of resources, preparing estimates, preparing and submitting quotations and taking follow-up action.

Nominal Hours: 20 Hours
Assessment:

PSPGov408A VALUE DIVERSITY

Content: This unit covers the promotion of the value of workplace diversity and the contribution it makes to effective work practices, the generation of new ideas, and the organisation’s responsiveness to the community. It includes promoting the benefits of workplace diversity and contributing to diversity outcomes. In practice, diversity is promoted in the context of other generalist or specialist work activities such as acting ethically, complying with legislation, applying government processes, supporting public service values, providing input to change, contributing to policy development and implementation, delivering client services, managing contracts, etc.

Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations.

PSPGov409A PROVIDE SUPPORT TO PARLIAMENT

Content: This unit covers the provision of procedural and administrative support and advice to the Parliament, its committees and services. It includes exercising Parliamentary protocols, providing secretariat services, researching and presenting information and advice, assisting in the preparation of proposed legislation, providing community liaison and Parliamentary relations services, and presenting seminars.

Nominal Hours: 60 Hours
Assessment:

PSPGov410A UNDERTAKE CAREER PLANNING

Content: This unit covers planning related to one’s own career. It includes self-assessment of skills and abilities, investigation of possible career opportunities, developing and implementing a career plan and monitoring progress against the plan. In practice, career planning may overlap with a range of other generalist or specialist work activities, such as gathering and analysing information, developing work plans, composing documents etc.

Nominal Hours: 30 Hours
Assessment:

PSPGov411A DEAL WITH CONFLICT

Content: This unit covers the requirements for handling difficult interpersonal situations and addressing the conflicts that may arise in day-to-day work activities. It includes identifying the cause of conflict, establishing and implementing strategies for dealing with conflict and evaluating the response and outcomes. It does not include formal negotiation, counselling or mediation. In practice, dealing with conflict may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, gathering and analysing information, using advanced communication strategies, etc.

Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations.

PSPGov412A USE ADVANCED WORKPLACE COMMUNICATION STRATEGIES

Content: This unit covers the use of advanced communication strategies for interacting with internal and external clients. It includes dealing with complex enquiries and complaints, giving directions, managing meetings and making workplace and public presentations. Though the prime focus of the unit is on speaking, listening and reading non-verbal cues, if reading, writing and visual literacy are intrinsic to the workplace communication, these are included.

Nominal Hours: 50 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations.

PSPGov413A COMPOSE COMPLEX WORKPLACE DOCUMENTS

Content: This unit covers written communication involving the evaluation and composition of complex workplace documents. It includes interpreting and evaluating workplace information, composing complex written materials and editing. In practice, composing complex workplace documents may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, gathering and analysing information, using resources, etc.

Nominal Hours: 40 Hours
Assessment:

PSPGov414A PROVIDE WORKPLACE MENTORING

Content: This unit covers the establishment and development of a professional mentoring relationship. It includes establishing the need for mentoring, developing a mentoring plan/framework, facilitating the mentoring relationship, monitoring the mentoring relationship, terminating the mentoring arrangement, and evaluating the effectiveness of mentoring.

Nominal Hours: 40 Hours
Assessment: Assessments may include assignments, projects and case studies.

PSPGov415A PROVIDE WORKPLACE COACHING

Content: This unit covers the provision of on-the-job coaching to colleagues. This unit has no parity with National Workplace Trainer standards, but reflects the situation in many workplaces where formal and informal on-the-job coaching is extremely common. It includes preparation for coaching, and provision of and follow-up of coaching.

Nominal Hours: 40 Hours
Assessment:

PSPGov416A MONITOR PERFORMANCE AND PROVIDE FEEDBACK

Content: This unit covers the skills required for an individual to monitor the work performance of another person and provide feedback. It includes planning for performance monitoring and feedback, monitoring performance, providing and documenting feedback, determining action, and reviewing performance monitoring and feedback.

Nominal Hours: 40 Hours
Assessment:
PSPGOV417A IDENTIFY AND TREAT RISKS
Content: This unit covers the identification and treatment of risk using the organisation’s risk management procedures and treatments. It applies to the risks inherent in all aspects of everyday work in the public sector as well as to specific functional activities and projects related to the particular mandate of the organisation. The unit covers establishment of the risk context, identification, analysis and evaluation of risks, risks treatment, and monitoring and review of risk treatment plan.
Nominal Hours: 60 Hours
Assessment:

PSPGOV418A DEVELOP INTERNAL AND EXTERNAL NETWORKS
Content: This unit covers the development and maintenance of effective workplace relationships and networks. It includes developing and maintaining networks, establishing and maintaining working relationships, and representing and promoting the organisation.
Nominal Hours: 30 Hours
Assessment:

PSPGOV419A WORK WITH INTERPRETERS
Content: This unit covers the requirements for working with interpreters in an official capacity. It includes identifying interpreting needs, making preparations for using interpreting services, conducting a meeting/interview using interpreting services and monitoring the safety and well-being of interpreters.
Nominal Hours: 40 Hours
Assessment:

PSPGOV420A USE TRANSLATION SERVICES
Content: This unit covers the use of translation services for routine correspondence, reports, standard text material and other non-specialised materials. It includes preparing information for translation, engaging a translation service and completing translation arrangements.
Nominal Hours: 30 Hours
Assessment:

PSPGOV421A EXERCISE DELEGATIONS
Content: This unit covers the exercise of delegations in the public sector. It includes confirming the delegation, applying other interacting legislation, policy and guidelines, and exercising delegations.
Nominal Hours: 30 Hours
Assessment:

PSPGOV422A APPLY GOVERNMENT PROCESSES
Content: This unit covers the application of a knowledge of government processes. It includes applying information relating to Machinery of Government, and applying knowledge of organisational functions and protocols Legislation/Regulations applying across the public sector, such as equal employment opportunity, equity and diversity etc., are not addressed here, as these are covered in PSPLGN401A. It includes encouraging compliance with legislation in the public sector. In practice, knowledge of government processes is applied in the context of other generalist and specialist work activities such as delivering and monitoring services to clients, using resources, conducting interviews, giving evidence, awarding contracts etc.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, coursework, presentations.

PSPGOV503B COORDINATE RESOURCE ALLOCATION AND USAGE
Content: This unit covers coordination and monitoring of available resources to achieve work unit outcomes. It includes allocating available resources, monitoring and evaluation of resource usage and reporting on resource usage. In practice, coordination of resource allocation and usage may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, leading a workgroup, working with diversity, research and analysis etc.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

PSPGOV505A PROMOTE DIVERSITY
Content: This unit covers the implementation of workplace diversity strategies to promote diversity through the development of effective and inclusive work practices, the generation of new ideas, and to improve the organisation’s responsiveness to the community. It includes providing diversity input to strategies, policies and plans, attracting and developing a diverse workforce and monitoring diversity outcomes.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

PSPGOV506A SUPPORT WORKPLACE COACHING AND MENTORING
Content: This unit covers promotion and support for coaching and mentoring in the organisation. It includes developing a coaching/mentoring strategy, establishing a coaching/mentoring framework, implementing and supporting coaching/mentoring, monitoring coaching and mentoring arrangements and consolidating opportunities for further coaching/mentoring.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

PSPGOV507A UNDERTAKE NEGOTIATIONS
Content: This unit covers negotiations as an individual or as a member of a negotiating team. It includes planning for the negotiation, conducting the negotiation and finalising the outcome. In practice, negotiations may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing leadership, undertaking research and analysis, initiating projects, performing quasi-judicial functions etc.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

PSPGOV509A CONDUCT EVALUATIONS
Content: This unit covers evaluation relevant to the full range of processes and outcomes in the public sector such as policy, procedures, processes, structures, service delivery, projects etc. It includes identifying the purpose of the evaluation, identifying the evaluation process and tools, carrying out the evaluation, analysing results, reporting outcomes and recommending action. In practice, conducting evaluations may overlap with other generalist or specialist public sector workplace activities such as acting ethically, complying with legislation, providing client service, developing policy etc.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

PSPGOV510A UNDERTAKE AND PROMOTE CAREER MANAGEMENT
Content: This unit covers active management of one’s own career to meet goals and achieve life plans, as well as contributing to the career management of others. It includes identifying current career strengths, identifying and mapping career opportunities, developing and implementing career plans, monitoring progress and contributing to others’ career management. In practice, career management may overlap with a range of other generalist or specialist work activities, such as acting ethically, complying with legislation, providing client service, leading a group, using
emotional intelligence, etc.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

**PSPGov511A PROVIDE LEADERSHIP**

Content: This unit covers achievement of operational results and effective working relationships through leadership, feedback and support of individuals in a workgroup that may exist in the workplace, be formed for a special purpose or project, or consist of community members, volunteers, interagency members, etc. It includes facilitating commitment to objectives and required standards; contributing to the development of a cooperative, high performance workgroup; giving and receiving feedback on performance; supporting and participating in development activities; and providing leadership, direction and guidance in the workgroup. In practice, leading a workgroup may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, developing policy, building community relationships, improving workplace legislative performance, providing technical expertise, etc.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

**PSPGov512A USE COMPLEX WORKPLACE COMMUNICATION STRATEGIES**

Content: This unit covers complex workplace communication for working at middle management level with internal and external clients, colleagues and other staff. It includes preparing for complex communication, analysing and responding to opinions, presenting a convincing argument, and developing a range of communication strategies.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

**PSPGov513A REFINE COMPLEX WORKPLACE DOCUMENTS**

Content: This unit covers written workplace communication at a level where preliminary research or documents may have been prepared by others as input, and final documents are being prepared. It includes critical analysis of workplace information, composition, revision and refinement to meet workplace requirements. In practice, refinement of complex workplace documents may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, leading a group, developing policy, undertaking research and analysis, etc.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

**PSPGov514A FACILITATE CHANGE**

Content: This unit covers facilitation of workplace change in public sector environments where role ambiguity and uncertainty often accompany the change process. It includes planning for the introduction of change, dealing with emerging challenges and opportunities and handling ambiguity in the change process. In practice, facilitating change may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, leading a workgroup, coordinating resources, undertaking research and analysis, etc.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

**PSPGov515A DEVELOP AND USE POLITICAL NOUS**

Content: This unit covers the development and use of political nous to navigate and succeed in the political environment of the public sector. It includes identifying the political terrain, evaluating the political environment, forming alliances, and bargaining and negotiating to achieve outcomes. In practice, developing and using political nous may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, leading a group, developing policy etc.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

**PSPGov516A DEVELOP AND USE EMOTIONAL INTELLIGENCE**

Content: This unit covers the development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace. It includes identifying the impact of own emotions on others in the workplace, recognising and appreciating the emotional strengths and weaknesses of others, promoting the development of emotional intelligence in others and utilising emotional intelligence to maximise team outcomes. In practice, developing and using emotional intelligence may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, facilitating change, leading a group, developing policy etc.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

**PSPGov517A COORDINATE RISK MANAGEMENT**

Content: This unit covers coordination of risk management in the business unit/ organisation. It includes maintaining infrastructure and processes, supporting staff to manage risk, facilitating risk recovery, and monitoring and reviewing risk management. In practice, coordinating risk management may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, leading a group, developing policy etc.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

**PSPGov519A MANAGE PERFORMANCE**

Content: This unit covers supervision and performance management in accordance with the organisation’s performance management system. It includes linking individual/workgroup activities to organisational goals, setting performance expectations, measuring performance achievements, and renegotiate performance and development plans. In practice, performance management may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, leading a group, managing projects, supervising inspections, benchmarking performance, etc.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

**PSPGov520A SCOPE STATISTICAL DATA COLLECTION**

Content: This unit covers the process of clearly identifying the scope of a statistical data collection project and the expected outputs to meet user requirements. It includes defining the purpose/outputs, defining the scope, researching and identifying possible sources of data, developing project documentation, determining resource requirements and confirming project feasibility. In practice, scoping data collection may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, working safely, initiating a project, undertaking research and analysis, etc.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

**PSPGov521A COLLECT STATISTICAL DATA**

Content: This unit covers the process of developing a data collection plan and then collecting new data. It includes preparing for data collection, defining data requirements, preparing data collection tools for direct collection, conducting data collection using direct collection, conducting data collection from existing source/s and collating and organising information/data. In practice, collecting statistical data may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, working safely, managing a project, undertaking research and analysis, etc.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.
PSPGOV522A PROCESS STATISTICAL DATA
Content: This unit covers the process of recording, storing and managing data prior to analysis. It includes preparing raw data for electronic storage, using software tools to collect and/or store data, processing raw data and maintaining records. In practice, processing statistical data may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working safely, managing a project, undertaking research and analysis, etc.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, classroom presentations, projects.

PSPGOV523A INTERROGATE AND ANALYSE STATISTICAL DATA
Content: This unit covers the process of applying techniques to analyse statistical data. It includes planning the analysis, applying statistical concepts and processes, determining strengths and weaknesses of the analysis and producing further statistics. In practice, interrogating and analysing statistical data may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working safely, undertaking a project, conducting research and analysis, etc.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

PSPGOV524A INTERPRET DATA AND RELATED STATISTICS
Content: This unit covers the interpretation of data and related statistics. It includes interpreting graphs or tables, interpreting data and its summarised highlights, interpreting a range of official statistics in a policy environment, presenting statistical results and guiding others in the interpretation of data. In practice, interpreting data and related statistics may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working safely, conducting research and analysis, etc.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

PSPLEGN301B COMPLY WITH LEGISLATION IN THE PUBLIC SECTOR
Content: This unit covers compliance with legislation and related public sector policy guidelines and procedures. It includes identifying and complying with legislative requirements and reporting incidents of non-compliance. In practice, complying with legislation is demonstrated in the context of other generalist or specialist work activities such as delivering client services, using financial resources, procuring goods or services, etc.
Nominal Hours: 25 Hours
Assessment: This unit may be assessed by assignments, tests, projects and coursework.

PSPLEGN401A ENCOURAGE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR
Content: This unit covers the competency to encourage others (colleagues or those supervised) in the workplace to comply with legislation. It includes assisting others to comply with legislative requirements and taking action on non-compliance. In practice, encouraging compliance with legislation is demonstrated in the context of other generalist or specialist work activities such as using government processes, delivering and monitoring client services, using resources, preparing quotations, conducting interviews, awarding contracts etc.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, coursework, presentations.

PSPOHS301A CONTRIBUTE TO WORKPLACE SAFETY
Content: This unit covers the competency to contribute to a safe workplace for self and others. It includes contributing to workplace safety arrangements, identifying hazards and controlling risks.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, projects and coursework.

PSPOHS401B IMPLEMENT WORKPLACE SAFETY PROCEDURES AND PROGRAMS
Content: This unit covers implementation of the organisation’s occupational health and safety policies, procedures and programs by those with supervisory responsibilities, to meet occupational health and safety standards.
Nominal Hours: 35 Hours
Assessment: This unit may be assessed by tests, assignments, coursework, presentations.

PSPOHS501A MONITOR AND MAINTAIN WORKPLACE SAFETY
Content: This unit covers the monitoring and improvement of the organisation’s occupational health and safety policies, procedures and programs in the relevant work area to achieve and maintain occupational health and safety standards.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

PSPPA501A PROVIDE PUBLIC AFFAIRS WRITING AND EDITORIAL SERVICES
Content: This unit covers the provision of writing and editorial services by public affairs personnel. It includes researching and writing publications, preparing speeches, reporting on complex/controversial issues, and providing editorial services. In practice, providing public affairs writing and editorial services may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, developing client service, undertaking research, providing leadership, refining complex workplace documents, etc.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

PSPPA502A COORDINATE PUBLIC AFFAIRS EVENTS AND ACTIVITIES
Content: This unit covers coordination of public affairs events and activities. It includes planning and implementing events and activities, and evaluating implementation and outcomes. In practice, coordinating public affairs events and activities may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, developing client service, providing leadership, coordinating resources, using complex communication, undertaking negotiations, etc.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

PSPPM504A CARRY OUT COMPLEX PROJECT ACTIVITIES
Content: This unit covers the work activities required to carry out complex project activities or multiple projects simultaneously. Typically this work is undertaken by project officers who are required to work on projects for multiple clients, or all aspects of larger projects. They are sometimes responsible for all the project deliverables, and at other times they work in teams on aspects of a number of projects.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, projects and coursework.

PSPPM601A DIRECT PROJECT ACTIVITIES
Content: This unit covers the direction of project activities in situations where a person has strategic responsibility, accountability and decision making for the overall management of complex project(s).
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, projects and coursework.

PSPPOL401A CONTRIBUTE TO POLICY DEVELOPMENT
Content: This unit covers the provision of input to the policy development process by all public sector staff and other stakeholders who are not policy specialists (ie they are not responsible for developing policy). It includes contributing to the consultative, validation and review phases of policy development, and providing feedback on the policy development process.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations.

PSPPOL402A ASSIST WITH SPECIALIST POLICY DEVELOPMENT
Content: This unit covers assistance in the planning, research and writing of policy, typically provided by a policy research officer. It includes assisting with policy development planning, researching, contributing to the developments of policy options, and assisting with drafting and dissemination of policy.
Nominal Hours: 50 Hours
Assessment:

PSPPOL403A GIVE AND RECEIVE POLICY INFORMATION
Content: This unit covers the provision of routine information on operational policy in an organisation. It includes assisting with the development of policy guidelines, responding to routine policy enquiries, receiving policy feedback and contributing suggestions based on that feedback. In practice, giving and receiving organisation policy may overlap with other generalist and specialist work activities such as applying government processes, providing client services, gathering and analysing information, providing input to change etc.
Nominal Hours: 40 Hours
Assessment:

PSPPOL404A SUPPORT POLICY IMPLEMENTATION
Content: This unit covers the identification and application of policy in a public sector work environment. It includes identifying relevant policy, implementing policy, and monitoring and reporting on policy implementation. In practice, supporting policy implementation occurs in the context of other generalist or specialist work activities such as delivering client services, providing input to change, implementing workplace safety procedures, awarding contracts etc.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations.

PSPPROC301A PROCURE GOODS OR SERVICES
Content: This unit covers the expenditure of public monies on goods or services in accordance with government policy, public accountability requirements and organisational procedures.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PSPPREG503A SUPERVISE AND CARRY OUT COMPLEX INSPECTIONS AND MONITORING
Content: This unit covers the requirements to supervise and undertake detailed, complex inspections and monitoring in accordance with relevant Acts and regulations. Typically work will be at an experienced, unsupervised level with responsibility in a defined area. It includes planning and coordinating of inspection and monitoring programs, supervising and carrying out of complex inspections and monitoring, acting on non-compliance relating to complex inspections and monitoring, and providing reports, information and training. In practice, supervision and carrying out of complex inspections and monitoring may overlap with other public sector generalist and specialist work activities such as promoting ethical practice and compliance with legislation, coordinating resources, undertaking research and analysis, etc.
Nominal Hours: 70 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

PSPPREG504A MANAGE PLANT MOVEMENT HEALTH RISK
Content: This unit covers assessment of plant movement health risk and the development, implementation and monitoring of strategies to manage that risk. It includes the specialist knowledge and skills on plants and plant products required by those involved in the inspection, monitoring and certification of plants and plant products moving intrastate and interstate within Australia; the monitoring and controlling of specific plant pests and diseases; and the provision of information on, and facilitation of interstate and international market access. In practice, managing plant movement health risk may overlap with other public sector generalist and specialist work activities such as promoting ethical practice, compliance with legislation, coordinating risk management, undertaking negotiations, managing conflict, etc.
Nominal Hours: 80 Hours
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

PSPSIC301A ASSIST WITH SCIENTIFIC TECHNICAL SUPPORT
Content: This unit covers the provision of technical support in a scientific/research environment under routine guidance, with full responsibility for delegated technical duties such as experimental, survey, sampling and/or analytical tasks. It includes identifying and organising technical duties, and assisting in the collection, recording and presentation of information. In practice, assistance with technical support overlaps with other generalist or specialist work activities such as working effectively, acting ethically, using resources, organising information, working safely etc.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PSPSIC302A SUPPORT INNOVATION AND CHANGE THROUGH EXTENSION
Content: This unit covers extension activities under general direction and with immediate guidance from senior officers as to methods and immediate objectives. It includes confirming extension objectives and methodologies, preparing for extension activities, providing information to clients to support change and monitoring and evaluating extension outcomes. In practice, innovation and change through extension overlaps with other generalist or specialist work activities such as working effectively, acting ethically, using resources, organising information, working safely etc.
Nominal Hours: 35 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PSPSIC303A UNDERTAKE SCIENTIFIC / TECHNOLOGICAL RESEARCH
Content: This unit covers the conduct of scientific or technological research under general direction with immediate guidance regarding methods and specific objectives. It includes confirming the research issue, employing a selected research methodology, carrying out the research and delivering the results. In practice, undertaking scientific/technological research overlaps with other generalist or specialist work activities such as working effectively, acting ethically, using resources, organising information, working safely etc.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PSPSIC401A PROVIDE SCIENTIFIC TECHNICAL SUPPORT
Content: This unit covers the provision of technical support in a scientific/research environment under general direction and within a generally defined area, with responsibility for technical duties such as experimental, survey, sampling and/or analytical functions. It includes planning and organising technical duties, collecting and recording information, and compiling and reporting data.
Nominal Hours: 30 Hours
Assessment:

PSPSIC402A PROMOTE INNOVATION AND CHANGE THROUGH EXTENSION
Content: This unit covers extension activities at an experienced level where independent judgment is used to determine the means of achieving specified objectives within generally directed programs. It includes identifying extension objectives and methodologies, preparing for extension work, promoting change through information and advice, and monitoring and evaluating the adoption of change.
Nominal Hours: 40 Hours
Assessment:
PSPSCI403A ORGANISE AND UNDERTAKE SCIENTIFIC/TECHNOLOGICAL RESEARCH
Content: This unit covers the conduct of scientific or technological research at an experienced level where independent judgment is used to determine the means of achieving objectives within generally directed programs. It includes identifying the research issue and research methodology, organising and carrying out the research and communicating the results.
Nominal Hours: 40 Hours.
Assessment:

PSPSCI501A PROVIDE HIGH-LEVEL SCIENTIFIC TECHNICAL SUPPORT
Content: This unit covers the provision of high-level technical support at an experienced, unsupervised level with responsibility in a defined technical area for experimental, survey, sampling and/or analytical functions. It includes determining and organising high-level technical duties, obtaining and recording information, and assessing and reporting data. In practice, the provision of high-level scientific technical support overlaps with other generalist or specialist work activities such as acting ethically, providing leadership, coordinating resources, gathering and analysing information, working safely etc.
Nominal Hours: 40 Hours.
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

PSPSCI502A FACILITATE INNOVATION AND CHANGE THROUGH EXTENSION
Content: This unit covers extension work at a broadly recognised level requiring considerable initiative and independent judgment within generally directed strategic programs. It includes determining extension objectives and methodologies, preparing for extension work, facilitating innovation and change, and monitoring and evaluating the adoption of innovation and change. In practice, the facilitation of innovation and change through extension work overlaps with other generalist or specialist work activities such as acting ethically, providing leadership, coordinating resources, gathering and analysing information, working safely etc.
Nominal Hours: 50 Hours.
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

PSPSCI503A DEVELOP AND UNDERTAKE SCIENTIFIC/TECHNOLOGICAL RESEARCH
Content: This unit covers the conduct of scientific/technological research at a broadly recognised level where considerable initiative and independent judgment are used within generally directed strategic programs. It includes framing the research question, developing the research methodology, undertaking and managing the research and disseminating the results. In practice, developing and undertaking scientific/technological research overlaps with other generalist or specialist work activities such as acting ethically, providing leadership, coordinating resources, gathering and analysing information, working safely etc.
Nominal Hours: 60 Hours.
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

PSPSOHSS501A PARTICIPATE IN THE COORDINATION AND MAINTENANCE OF A SYSTEMATIC APPROACH TO MANAGING OHS
Content: This unit covers the actions necessary to participate in the coordination and maintenance of the OHS program, taking account of the responsibilities for managing OHS. It includes strategies, policies and procedures necessary to systematically manage OHS and its evaluation to ensure that the workplace is, as far as practicable, safe and without risks to the health of employees and others. It involves identifying the need for change, planning and implementing strategies, integrating OHS within other functional areas, and some evaluation of the OHS management function. In practice, participation in the coordination and maintenance of a systematic approach to managing OHS may overlap with other generalist or specialist public sector work activities such as promoting ethical practice, using complex communication strategies, undertaking research and analysis, coordinating resource usage, promoting compliance with legislation, etc.
Nominal Hours: 40 Hours.
Assessment: This unit may be assessed by assignments, tests, presentation and projects.

PSPUWER001A IDENTIFY, PREVENT AND REPORT POTENTIAL WORKPLACE EMERGENCY SITUATIONS
Content: This unit covers the competency required to identify and prevent the development of workplace emergency situations, or to minimise their consequences, and to report if emergency protection systems, emergency control equipment and evacuation systems are compromised.
Nominal Hours: 2 Hours.
Assessment: This unit may be assessed by assignments, and classwork.

PSPUWER002A ENSURE WORKPLACE EMERGENCY PREVENTION PROCEDURES
Content: This unit covers the competency required to implement workplace emergency prevention procedures within a workplace or a defined group of workplaces.
Nominal Hours: 8 Hours.
Assessment: This unit may be assessed by assignments and projects.

PSPUWER004A RESPOND TO WORKPLACE EMERGENCIES
Content: This unit covers the competency required to recognise emergencies in the workplace, to report emergencies and to take appropriate action.
Nominal Hours: 2 Hours.
Assessment: This unit may be assessed by assignments, and classwork.

PSPUWER005A OPERATE AS PART OF AN EMERGENCY CONTROL ORGANISATION
Content: This unit covers the competency required to implement the emergency response specified in the workplace emergency procedures or specified by a person at a higher level in the emergency control organisation.
Nominal Hours: 7 Hours.
Assessment:

PSPUWER006A LEAD AN EMERGENCY CONTROL ORGANISATION
Content: This unit covers the competency required to make decisions about people’s safety during a workplace emergency and to give instructions on the priority order for responding to the emergency incident area. People who undertake this work may act as the primary liaison with emergency services after their arrival.
Nominal Hours: 7 Hours.
Assessment: This unit may be assessed by assignments and projects.

PSPUWER008A CONFINE SMALL WORKPLACE EMERGENCIES
Content: This unit covers the competency required to confine small workplace emergencies. Small workplace emergencies may include such incidents as a small fire that can be controlled using a nearby fire extinguisher, or a chemical spill that can be controlled using workplace personal protective clothing and equipment, and a small spill kit; or a workplace vehicle accident where there is no significant injury or damage...
Nominal Hours: 7 Hours.
Assessment: This unit may be assessed by assignments, and classwork.

PSPUWER009A PARTICIPATE AS A MEMBER OF A WORKPLACE EMERGENCY INITIAL
Content: This unit covers the competency required to participate as a member of a workplace emergency initial response team. This team works in conjunction with the emergency control organisation in the control of workplace emergencies in their early stages prior to the arrival of emergency services or specialist response teams.
Nominal Hours: 35 Hours.
Assessment: This unit may be assessed by assignments and projects.
PSUAWER010A LEAD A WORKPLACE EMERGENCY INITIAL RESPONSE TEAM

Content: This unit covers the competency required to lead a workplace emergency initial response team in the control of workplace emergencies in their early stages prior to the arrival of emergency services or specialist response teams.

Nominal Hours: 70 Hours

Assessment: This unit may be assessed by assignments and projects.

SIRRPRPK014A RECOMMEND SPECIALISED PRODUCTS AND SERVICES

Content: This unit describes the performance outcomes, skills and knowledge required to recommend and provide advice on specialised products and services to customers.

Nominal Hours: 35 Hours

Assessment: Student will need to demonstrate to the assessor via oral presentation and written task they can research a product range, recommend specialised products and services, advise on products and services, quote on price and payment options and advise on and arrange product service repairs.

SIRRCCS001A APPLY POINT-OF-SALE HANDLING PROCEDURES

Content: This unit describes the performance outcomes, skills and knowledge required to operate point-of-sale equipment, apply store policy and procedures to a range of transactions, interact with customers and package or wraps an item for transportation.

Nominal Hours: 20 Hours

Assessment: Students will be asked to demonstrate competence through practical activities/role plays and a written assessment task on the following learning outcomes: Operate retail equipment, perform point of sale transactions, complete sales and wrap and pack goods. Practical hands on experience/role plays using registers and other point of sale equipment. Students will be asked to complete sales transactions in a professional manner giving hands on experience that are realistic in a retail environment.

SIRRCCS002A INTERACT WITH CUSTOMERS

Content: This unit describes the performance outcomes, skills and knowledge required to deliver service to customers. It entails being able to communicate effectively with customers, respond to their complaints, receive and process sales orders and identify special customer requirements.

Nominal Hours: 30 Hours

Assessment: Students will be asked to demonstrate competence in a written assessment to meet the following learning outcomes: Deliver service to customers, respond to customer complaints, receive and process sales orders, identify special requirements. They will also participate in role playing where each person has to practice selling an item to other students; they will process the sale via the class room cash registers, respond to a complaint and process sale orders.

SIRRCCS003A COORDINATE INTERACTION WITH CUSTOMERS

Content: This unit describes the performance outcomes, skills and knowledge required to coordinate interaction with customers. It involves implementing customer service standards, implementing store policy regarding customer complaints, communicating with management, and leading a customer service team.

Nominal Hours: 35 Hours

Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can implement customer service standards, implement store policy regarding customer complaints, communicate with management and lead customer service teams.

SIRRCLM001A ORGANISE AND MAINTAIN WORK AREAS

Content: This unit describes the performance outcomes, skills and knowledge required to maintain and organise work areas in a retail environment. It involves applying personal hygiene practices and the organised use of equipment and chemicals to keep the workplace tidy, clean and safe.

Nominal Hours: 20 Hours

Assessment: Students will be asked to complete a written assessment task on how they would be expected to organise and clean a work area. In teams, they will also come up with guidelines and a housekeeping checklist that could be implemented in a retail workplace. Students will also be assessed in the workplace during their work experience. They will be asked a series of questions that relate to organising and maintaining your work area.

SIRRCLM002A MANAGE STORE FACILITIES

Content: This unit describes the performance outcomes, skills and knowledge required to manage store facilities in a retail environment. It involves the management of the store maintenance and housekeeping program, negotiating and monitoring maintenance contracts and identifying and locating facilities requirements.

Nominal Hours: 25 Hours

Assessment: Students will also need to demonstrate to the traineeship assessor via oral questions and written task they can manage store maintenance programs, manage retail equipment maintenance, negotiate maintenance contracts, and identify facilities.

SIRRXCOM001A COMMUNICATE IN THE WORKPLACE

Content: This unit describes the performance outcomes, skills and knowledge required for effective communication with customers and other staff in the workplace. It involves establishing contact with customers, processing information, working in a team, maintaining personal presentation, following routine instructions, and reading and interpreting retail documents.

Nominal Hours: 40 Hours

Assessment: Students will be asked to give a presentation and work on team poster on methods retailers use to establish contact with customers. Role playing activities for using the telephone and processing information. A group task / memo on how to communicate with customers and colleagues from diverse backgrounds. A group activity on working in teams where students will be asked to produce an item. A written task on reading and interpreting a range of retail documents. Students will also need to complete a written assessment task on the various learning outcomes.

SIRRXF001A BALANCE POINT-OF-SALE TERMINAL

Content: This unit describes the performance outcomes, skills and knowledge required to balance a register or terminal in a retail environment. It involves clearing the register, counting money, calculating noncash transactions and reconciling takings.

Nominal Hours: 20 Hours

Assessment: Using the classroom register and point of sale system students will be assessed on how they apply store policy and procedure to accurately and efficiently balance a register or terminal, maintain cash float, reconcile cash and non cash transactions and record takings.

SIRRXF004A MANAGE FINANCIAL RESOURCES

Content: This unit describes the performance outcomes, skills and knowledge required to develop and implement financial control systems. It involves controlling cost and budget, maintaining store accounting systems and developing and negotiating budget allocations.

Nominal Hours: 35 Hours

Assessment: Students will also need to demonstrate to assessor via a written task / projects / oral presentations they can control costs, control budgets, propose expenditure, maintain store security systems, prepare store sales budgets, negotiate budgets.

SIRRXF005A MANAGE OPERATIONS TO BUDGET

Content: This unit describes the performance outcomes, skills and knowledge required to control cost expenditure while managing the overall activities of a wholesale or retail operational area to budget.

Nominal Hours: 60 Hours

Assessment: Students will also need to demonstrate to assessor via a written task / projects / oral presentations they can, with managerial responsibility to estimate expenditure, prepare budgets and monitor performance against those budgets within an appropriate business accounting system. This unit requires some supervision of other staff.
SIRXHRM001A ADMINISTER HUMAN RESOURCES POLICY
Content: This unit describes the performance outcomes, skills and knowledge required to plan and manage human resources.
Nominal Hours: 35 Hours
Assessment: Students will be asked to demonstrate their understanding through a written task / projects / oral presentations they can implement staffing levels, monitor staff performance, identify and minimise potential industrial relations problems, develop and implement training plans.

SIRXHRM002A RECRUIT AND SELECT PERSONNEL
Content: This unit describes the performance outcomes, skills and knowledge required to recruit and select personnel.
Nominal Hours: 35 Hours
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can define future personal requirements, determine job specifications, recruit staff, assess and select applications.

SIRXICT001A OPERATE RETAIL TECHNOLOGY
Content: This unit describes the performance outcomes, skills and knowledge required to operate a variety of retail equipment. It involves identifying the correct equipment required for a given task, maintaining retail equipment, applying keyboard skills and operating data entry equipment.
Nominal Hours: 20 Hours
Assessment: Using the classroom retail equipment students will role play and demonstrate how they maintain and operate retail equipment, apply keyboard skills and operate data entry equipment. They will be assessed on how they identify the purpose of equipment, how they operate equipment according to safety requirements and identify a faults and report to relevant personnel. Students will be assessed on how they apply keyboard skills ensuring to enter and edit information accurately. Students will need to complete both practical as well as a written task.

SIRXIND001A WORK EFFECTIVELY IN A RETAIL ENVIRONMENT
Content: This unit describes the performance outcomes, skills and knowledge required to work effectively in a retail environment. It involves acting responsibly and in a nondiscriminatory manner, developing retail industry knowledge, including industrial award or agreement relevant to the job role, maintaining personal hygiene and presentation, and prioritising tasks.
Nominal Hours: 45 Hours
Assessment: Students will be asked to complete a written assessment on how they act responsibly, act in a non discriminatory manner. They will have a group assessment where they are to present information on their retail industry knowledge. An observational checklist and written assessment task on how they maintain personal presentation, this checklist will be conducted in the workplace. They will be given a series of routine task and asked to follow routine instructions.

SIRXINV001A PERFORM STOCK CONTROL PROCEDURES
Content: This unit describes the performance outcomes, skills and knowledge required to handle stock in a retail environment. It involves receiving and processing incoming goods, rotating stock and dispatching goods.
Nominal Hours: 35 Hours
Assessment: Students will participate in written assessments as well as a practical assessment that relate to receive and processing goods and stock rotation. In teams they will plan a stock take and participate in a stock take count.

SIRXMER001A MERCHANDISE PRODUCTS
Content: This unit describes the performance outcomes, skills and knowledge required to merchandise products within a retail store. It involves the arrangement and presentation of merchandise, setting up and maintaining displays and labelling and pricing stock.
Nominal Hours: 30 Hours
Assessment: Students will be asked to demonstrate their understanding through a team assessment and a written assessment. They will need to show their competence of how they place and arrange merchandise, prepare display labels and tickets, place and arrange display price labels and tickets, maintain a display and protect merchandise.

SIRXMER003A MONITOR IN STORE VISUAL MERCHANDISING DISPLAY
Content: This unit describes the performance outcomes, skills and knowledge required to interpret a visual merchandising plan and the monitor the display to ensure it meets the requirements of the plan and the organisation’s visual merchandising standards.
Nominal Hours: 35 Hours
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can interpret a visual merchandising plan, identify design requirements of visual merchandising plan or manual. Monitor display requirements, regularly monitor displays to ensure it meets requirements of the visual merchandising plan, and maintain displays to organisation requirements and plan. Make additions or changes to displays to ensure display is consistently adheres to visual merchandising plan. Contribute to the visual merchandising standards of the organisation. Identify opportunities for improving visual merchandising standards.

SIRXMER004A MANAGE MERCHANDISE AND STORE PRESENTATION
Content: This unit describes the performance outcomes, skills and knowledge required to manage merchandise and store presentation.
Nominal Hours: 35 Hours
Assessment: Students are required to do assignments, class work, tests, projects, case studies, presentations and class observation. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can manage store merchandising, plan and manage store advertising and promotions, manage store pricing policies, manage housekeeping.

SIRXMGS003A COORDINATE WORK TEAMS
Content: This unit describes the performance outcomes, skills and knowledge required to coordinate work teams in a retail environment. It involves coordinating and organising staffing levels, informing team members of expected standards of work, coaching and motivating the team and maintaining staffing records.
Nominal Hours: 35 Hours
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can identify requirements of the display, develop display ideas, plan and build displays and maintain displays.

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Nominal Hours: 35 Hours
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can identify requirements of the display, develop display ideas, plan and build displays and maintain displays.

SIRXMGT001A MAINTAIN EMPLOYEE RELATIONS
Content: This unit describes the performance outcomes, skills and knowledge required to maintain employee relations. It involves identifying awards and agreements, minimising potential industrial problems, and implementing dispute and grievance procedures.
Nominal Hours: 35 Hours
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can identify awards and agreements, identify and minimise potential industrial problems and implement dispute settlement procedures.

SIRXMGT003A LEAD AND MANAGE PEOPLE
Content: This unit describes the performance outcomes, skills and knowledge required to lead and manage teams.
Nominal Hours: 35 Hours
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can lead the team, lead by example, develop and communicate team objectives, establish, develop and improve teams, develop self, delegate responsibly and with authority, consult with team members and support the team.
SIRXMGTO004A ANALYSE AND COMMUNICATE INFORMATION
Content: This unit describes the performance outcomes, skills and knowledge required to analyse and communicate information in a retail environment.
Nominal Hours: 80 Hours
Assessment: Students will also need to demonstrate to assessor via a written task / projects / oral presentations they can review external operating environment, identifying and evaluate competitors. Assess internal strengths, forecast trends and developments, recommend and implement improvements, respond to change and communicate internally and externally.

SIRXMGTO005A SET STRATEGIC PLANS
Content: This unit describes the performance outcomes, skills and knowledge required to develop strategic plans.
Nominal Hours: 80 Hours
Assessment: Students will also need to demonstrate to assessor via a written task / projects / oral presentations they can set objectives and targets, develop action plans.

SIRXMGTO006A INITIATE AND IMPLEMENT CHANGE
Content: This unit describes the performance outcomes, skills and knowledge required to initiate and implement change in a retail environment.
Nominal Hours: 150 Hours
Assessment: Students will also need to demonstrate to assessor via a written task / projects / oral presentations they can identify opportunities for increased sales and service, evaluate change, negotiate change, implement and evaluate change.

SIRXMPRO001A PROFILE A RETAIL MARKET
Content: This unit describes the performance outcomes, skills and knowledge required to profile a retail market.
Nominal Hours: 35 Hours
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can identify opportunities for increased sales and service, evaluate change, negotiate change, implement and evaluate change.

SIRXOHSG001A APPLY SAFE WORKING PRACTICES
Content: This unit encompases the National Occupational Health and Safety Commission (NOHSC) guidelines for occupational health and safety. It describes the performance outcomes, skills and knowledge required to maintain a safe work environment for staff, customers and others. It involves observing basic safety and emergency procedures.
Nominal Hours: 20 Hours
Assessment: Students will be assessed on how they would apply safe working practices, including identifying and reporting faults and problems according to OHS legislation and store policies. Knowledge of store policies and procedures with regard to emergency situations, evacuations or accident and illness should also be demonstrated. They will be asked to complete a written assessment as well as observational checklist in their work experience.

SIRXOHSG002A MAINTAIN STORE SAFETY
Content: This unit is based on the National Occupational Health and Safety Commission (NOHSC) guidelines and describes the performance outcomes, skills and knowledge required to maintain store safety in a retail environment.
Nominal Hours: 35 Hours
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can implement emergency procedures, identify need for OHS training and maintain OHS records.

SIRXOHSG003A PROVIDE A SAFE WORKING ENVIRONMENT
Content: This unit describes the performance outcomes, skills and knowledge required to develop and implement policies and procedures relating to OHS issues. It is based on the National Occupational Health and Safety Commission (NOHSC) guidelines.
Nominal Hours: 35 Hours
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can develop policies to establish and maintain a safe working environment, consult with staff, establish and maintain safe working environment, assess risk, control risks, establish and maintain policies for hazardous events, train staff, establish and maintain record systems, evaluate policies and procedures.

SIRXQUA003A CREATE AN INNOVATIVE WORK ENVIRONMENT
Content: This unit describes the performance outcomes, skills and knowledge required to create a work environment that enables and supports the application of innovative practices in the workplace.
Nominal Hours: 35 Hours
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can develop innovative work system, review the trial of the innovative system.

SIRXQUA004A SET UP SYSTEMS THAT SUPPORT INNOVATION
Content: This unit describes the performance outcomes, skills and knowledge required to conceptualise and design new systems that develop and foster innovation in the workplace.
Nominal Hours: 35 Hours
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can conduct research into organisations systems, generate innovative system options, develop plan for the innovative system, trial the innovative work system, review the trial of the innovative system.

SIRXRSG001A MINIMISE THEFT
Content: This unit describes the performance outcomes, skills and knowledge required to minimise theft in a retail environment. It involves applying routine store security, taking appropriate action to minimise theft and maintaining security of cash, registers and terminals and keys.
Nominal Hours: 20 Hours
Assessment: Students will be assessed on their understating of how they apply store policy and procedures and industry codes of practice in regard to store security and theft prevention, reporting theft or suspicious behaviour to relevant personnel and monitoring stock, work areas, customers and staff to minimise opportunities for theft. This will be achieved through an observational checklist, written assessment and workplace industry visit.

SIRXRSG002A MAINTAIN STORE SECURITY
Content: This unit describes the performance outcomes, skills and knowledge required to maintain store security in a retail environment. It involves implementing store policy and procedures to ensure store security, informing team members and providing ongoing supervision and training to facilitate awareness and detection of theft.
Nominal Hours: 20 Hours
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task. This unit requires the team member to interpret, apply and monitor security procedures according to store policy, industry codes of practice, relevant legislation and statutory requirements. It includes maintaining frontline security as well as reporting security concerns and providing ongoing supervision and training for staff on security procedures.
SIRXRSK004A CONTROL STORE SECURITY
Content: This unit describes the performance outcomes, skills and knowledge required to control store security. It involves developing and implementing security procedures for the prevention of theft, ensuring safety of all personnel in the event of a robbery, and monitoring all security procedures.
Nominal Hours: 35 Hours
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can control store security and minimise stock and loss dissipation.

SIRXLS001A SELL PRODUCTS AND SERVICES
Content: This unit describes the performance outcomes, skills and knowledge required to sell products and services in a retail environment. It involves the use of sales techniques and encompasses the key selling skills from approaching the customer to closing the sale. It requires a basic level of product knowledge.
Nominal Hours: 35 Hours
Assessment: Students will be assessed on their verbal and non verbal communication skills to determine customer requirements, sell the benefits of products and services, overcome objections and close sales.

SIRXLS002A ADVISE ON PRODUCTS AND SERVICES
Content: It describes the performance outcomes, skills and knowledge required to apply a depth of specialist or general product knowledge and a need for experience and skill in offering advice to customers.
Nominal Hours: 30 Hours
Assessment: Students will be assessed on how they develop, maintain and convey detailed and specialised product knowledge. This will be achieved through a verbal assessment task / presentation as well as a written assessment.

SIRXLS003A COORDINATE SALES PERFORMANCE
Content: This unit describes the performance outcomes, skills and knowledge required to implement and monitor adherence to sales policies and procedures, and monitor the achievement of sales targets.
Nominal Hours: 35 Hours
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can implement sales policies and procedures and monitor achievements of sales targets.

SIRXLS004A BUILD RELATIONSHIPS WITH CUSTOMERS
Content: It describes the performance outcomes, skills and knowledge required to use advanced sales techniques in building relationships with customers and interacting with customers, applying expert product knowledge as it relates to customers, dealing with difficult customers, establishing and maintaining a customer database, and conducting sales presentations.
Nominal Hours: 35 Hours
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can establish rapport with customers, apply expert knowledge, provide post sales support, plan sales presentations, implement sales presentations, maintain and utilise a customer database and deal with difficult customers.

SIRXLS005A MANAGE SALES AND SERVICE DELIVERY
Content: This unit describes the performance outcomes, skills and knowledge required to monitor, maintain and improve sales and service delivery. It involves market research, developing new markets and marketing products and services within the culture of the overall store policy.
Nominal Hours: 35 Hours
Assessment: Students are required to do assignments, class work, tests, projects, case studies, presentations and class observation. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can monitor, maintain and improve sales and service delivery, negotiate supply of goods, establish customer requirements, provide productive work environment.

VAK060 CUSTOMS
Content: Defines the enforcement authority of customs, its control infrastructure and its investigation and enforcement powers.
Nominal Hours: 54 hours.
Assessment:

VAL651 SHERIFF-AUTHORITY & FUNCTIONS
Content: To familiarise students with the authority of the Sheriff, the courts system, the Sheriff's role in the execution of court orders and the provision of jurors.
Nominal Hours: 54 Hours.
Assessment:

VBJ207 PRACTISE IN A LEGAL ENVIRONMENT
Content: Open client file, take instructions and provide required legislative information; Consult appropriate specialist(s): Obtain, prepare and manage legal documentation: Maintain communication with the client; Identify and apply legal ethics and practice.
Nominal Hours: 68 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

VBJ369 COMPETENCY ANALYSIS
Content: Provide knowledge and skills to conduct a competency self-assessment and prepare evidence for Recognition of Prior Learning/Recognition of Current Competencies.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by assignments, classwork.

VBJ370 CAREER PLANNING AND SKILLS ASSESSMENT
Content: Provide learners the skills and knowledge to prepare a personal career plan, conduct a self-assessment for Recognition of Prior Learning, prepare a personal resume and develop job search and job interview strategies.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by assignments, classwork.

VBK296 MUNICIPAL LAW ENFORCEMENT
Content: This unit will provide student with an overview of law enforcement in Local Government and the relationship with other sectors of the Community Justice Field.
Nominal Hours: 54 Hours
Assessment:

VBK297 CURRENT ISSUES IN LOCAL GOVERNMENT — BEST VALUE
Content: Covers the development of business plans in local government, compulsory competitive tendering, business practices in local government and integrated local area planning.
Nominal Hours: 12 Hours.
Assessment:

VBK298 CURRENT ISSUES IN LOCAL GOVERNMENT — BUSINESS PRACTICES
Content: Covers the development of business plans in local government, compulsory competitive tendering, business practices in local government and integrated local area planning.
Nominal Hours: 12 Hours.
Assessment:

VBK299 CURRENT ISSUES IN LOCAL GOVERNMENT — DEVELOPING BUSINESS
Content: Covers the development of business plans in local government, compulsory competitive tendering, business practices in local government and integrated local area planning.
Nominal Hours: 12 Hours.
Assessment:
VBM300 CURRENT ISSUES IN LOCAL GOVERNMENT – TOWN PLANNING  
Content:  
Nominal Hours: 18 Hours.  
Assessment:  

VBM669 MARKETING - A STRATEGIC APPROACH.  
Content: The purpose of this module is to develop and apply skills and knowledge to develop a considered and strategic approach to planning the developments of markets.  
Nominal Hours: 50 Hours  
Assessment: This unit may be assessed by assignments, tests, projects and classwork.  

VBM894 LAW OF Torts  
Content: Law of Tort; Interference with property; Negligence; Negligent misrepresentation and delictual shock; Public and private nuisance; Conversion; Liability: No-fault compensation.  
Nominal Hours: 51 Hours  
Assessment: This unit may be assessed by assignments, tests, projects and classwork.  

VBM895 LAW OF CONTRACT  
Content: Nature of contracts; Agreement; Intention to create legal relations; Consideration and estoppel; The terms of a contract and types of contracts; Capacity to contract; Defective contracts lacking consent; Illegal and void contracts; Privity of contract and assignment of contract; Discharge of contract; Remedies for breach of contract.  
Nominal Hours: 51 Hours  
Assessment: This unit may be assessed by assignments, tests, projects and classwork.  

VBM896 PROPERTY LAW  
Content: Property; land holdings and transfer; Real estate holdings; Proving the existence of Estates in Land; The General or Common Law Holding; The Torrens System; Adverse Possession; Estates of Certain Duration; Mortgages; Easements and Covenants.  
Nominal Hours: 51 Hours  
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations.  

VBM897 LAW OF EVIDENCE  
Content: Concept and nature of evidence; Standard and burden of proof; No case to answer submission; Examination of witnesses; Relevance of evidence; Hearsay evidence; Competence and compellability of witness; Opinion evidence; Evidence of character; Carnarvon; Preparation for trial; Evidence Act 1995 (Commonwealth).  
Nominal Hours: 51 Hours  
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations.  

VBM898 LEGAL PROCESS  
Content: Sources of Australian Law; Australia’s federal system of government; Resolving disputes in the legal system; The trial process; Alternative dispute resolution; Judicial law making; Legislation; Interpretation of legislation; Finding sources of legal information.  
Nominal Hours: 51 Hours  
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations.  

VBM899 COMMERCIAL LAW  
Content: Partnerships; Bankruptcy; Business and association names and trademarks; The authority of representatives of companies, partnerships, trusts and associations; Franchises.  
Nominal Hours: 51 Hours  
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations.  

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

VBM901 FAMILY LAW  
Content: Legal definition of marriage; Family Law Act and Family Court; Matrimonial Causes Act; Dissolving of a marriage; Custody and guardianship; Spousal maintenance; Child maintenance; Property Law Act in relation to de facto relationships; Family Law Act and Crimes act in relation to orders; Adoption Act; Organisations which help parties in a relationship under stress; Appeals against judges decisions.  
Nominal Hours: 51 Hours  
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations.  

VBM903 LAND CONTRACTS  
Content: Duties of Care owed by the conveyancer; Appropriate contracts for the sale of different land interests; Investigating the vendors title; Land titles office, stamps office and council procedures; Dealing with specific parties to contracts for the sale of land; Competing equitable interests in land.  
Nominal Hours: 51 Hours  
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations.  

VBM904 MORTGAGES, LEASES AND BUILDING CONTRACTS  
Content: The nature of a mortgage as a security; Mortgagees and Mortgagors rights and obligations; Priorities amongst mortgagees; Commercial Mortgage transactions; Leases for commercial premises; Contracts for the sale of small businesses; Typical building contracts for premises on land.  
Nominal Hours: 51 Hours  
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations.  

VBM905 CONSUMER PROTECTION LAW  
Content: Need for consumer protection; Obligations of suppliers of goods and services; Liabilities of manufacturers for faulty products; Liabilities of manufacturers for unsafe products; Product safety and product information; Occupational licensing; Consumer credit; Redress for consumer complaints.  
Nominal Hours: 51 Hours  
Assessment: As per accredited curriculum  

VBM906 PROBATE AND ADMINISTRATION  
Content: The law relating to wills; Caveats and contesting the validity of a will; The restorators Family Maintenance Provisions; The administration and Probate Act and Interstate estates; The duties of executors, trustees and bankers; Obtaining a grant of probate and letter of administration.  
Nominal Hours: 51 Hours  
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations.  

VBM907 CIVIL PROCEDURE  
Content: Court structure in Victoria; Rules of procedure; Conduct of a Supreme Court action; Conduct of a County Court action; Pleadings; Interlocutory proceeding.  
Nominal Hours: 51 Hours  
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations.
VBN092 LEADERSHIP AND ORGANISATION
Content: This module covers the knowledge and skills required to provide leadership in a modern organisation. Includes managing in complex and changing work situations.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

VBN335 EDUCATION AND TRAINING LEADERSHIP PROJECT
Content: The education and training leadership project is a mandatory requirement of the Graduate Certificate in Leadership in Education and Training. Its purpose is to integrate the application of knowledge and skills contained in the core modules. The leadership project will include the implementation of leadership approaches developed to build individual and team effectiveness to support and inform workplace performance and organisational capacity. The project will be conducted in an education and training environment under the guidance of a workplace mentor.
Nominal Hours: 80 Hours
Assessment: This unit may be assessed by analysis, research, classwork, and projects.

VBN337 UNDERTAKE BASIC MARKET RESEARCH FOR A SMALL BUSINESS PRODUCT OR SERVICE
Content: This unit covers the knowledge and skills required to conduct and evaluate basic market research in order to develop a simple marketing plan for a small business product or service.
Nominal Hours: 25 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.
VBN339 CONTRIBUTE TO SMALL BUSINESS OPERATIONS AND INNOVATION
Content: This unit covers the knowledge and skills required to collect information on the nature of small business operations and to generate and examine ideas that will enhance the potential for achieving personal and organisational success in a small business environment.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, classwork

VBN340 PARTICIPATE IN SMALL BUSINESS QUALITY AND CHANGE PROCESSES
Content: This unit covers the knowledge and skills required to contribute to small business quality processes. It covers participating in collaborative workplace relationships, identifying areas for workplace improvements, and taking initiative in change processes in order to increase productivity.
Nominal Hours: 25 Hours
Assessment: This unit may be assessed by tests, assignments, classwork

VBN341 CONTRIBUTE TO SMALL BUSINESS PLANNING
Content: This unit covers the knowledge and skills required to contribute to small business planning. It covers identifying and evaluating the key components of a business plan and making suggestions to strengthen small business planning and operations.
Nominal Hours: 25 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

VBN342 UNDERTAKE WORKPLACE ORIENTATION IN A SMALL BUSINESS
Content: This unit covers the knowledge and skills required to work effectively in a small business while undertaking a workplace orientation program. It covers identifying and following organisational guidelines for workplace orientation and becoming familiar with the operations of the small business.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentation.

VBN352 E-BUSINESS
Content: This module covers the knowledge and skills required to manage ebusiness including the development and implementation of ebusiness strategies and plan; the concept of ebusiness as an electronic transactional and communication medium together with the legal, financial and risk ramifications.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, project, presentation.

VBN723 WORK EFFECTIVELY IN THE REAL ESTATE INDUSTRY
Content: This unit of competency covers the skills and knowledge required to work ethically and effectively in the real estate agency. This includes applying knowledge of ethical and conduct standards, the core functions of real estate agency operations, the legislative framework within which the industry operates in Victoria and industry employment requirements.
Nominal Hours: 16 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, project, presentation.

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

VBN725 ADDRESS LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT
Content: This unit of competency covers the skills and knowledge required to meet the core legal and ethical requirements associated with property management in Victoria. This includes applying knowledge of legislation dealing with the leasing and management of property, the role and responsibility of agency personnel in property management, the recording of property management transactions and the completion of property management documentations.
Nominal Hours: 24 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

VBN728 STRATEGIC LEADERSHIP IN AN EDUCATION AND TRAINING ENVIRONMENT
Content: This module outlines the knowledge and skills required to identify, analyse and develop strategic leadership with complex and changing education and training environments.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by analysis, research, classwork, and projects.

VBN729 LEADING INNOVATION AND CHANGE IN AN EDUCATION AND TRAINING
Content: This module outlines the knowledge and skills required to achieve change in organisations focusing on education and training and to promote innovation in work practices.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by analysis, research, classwork, and projects.

VBN730 LEADING IN EDUCATION AND TRAINING ENVIRONMENTS
Content: This module outlines the knowledge and skills required to achieve change in organisations focusing on education and training and to promote innovation in work practices.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by analysis, research, classwork, and projects.

VBN731 INTERPERSONAL SKILLS FOR EFFECTIVE LEADERSHIP
Content: This module outlines the knowledge and skills required to positively lead others in an education and training environment. It covers behaviour styles and their impact in the work environment.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by analysis, research, classwork, and projects.

VBN732 LEADERSHIP, TEAMS AND EMPOWERING PEOPLE
Content: This module outlines the knowledge and skills required to build and lead teams and to motivate and empower colleagues within an education and training environment. It covers the concepts of power, authority, delegation, cultural diversity and conflict management in relation to organisational effectiveness.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by analysis, research, classwork, and projects.

VBN733 DEVELOPING BUSINESS STRATEGIES IN AN EDUCATION AND TRAINING ENVIRONMENT
Content: This module outlines the knowledge and skills required to design and implement strategies in order to attract and secure new business in an education and training environment.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by analysis, research, classwork, and projects.

VBN734 DEVELOPING EDUCATION AND TRAINING MARKETS
Content: This module outlines the knowledge and skills required to research, examine and plan for operations in local, national and international education and training markets.
Assessment: This unit may be assessed by analysis, research, classwork, and projects.

**VBN735 DEVELOPING A LEARNING CULTURE WITHIN AN EDUCATION AND TRAINING ENVIRONMENT**

Content: This module outlines the knowledge and skills required to formulate strategies to develop a dynamic learning culture within an education and training environment.

Nominal Hours: 50 Hours

Assessment: This unit may be assessed by analysis, research, classwork, and projects.

**VBN736 FINANCIAL MANAGEMENT IN ORGANIZATIONS**

Content: This module outlines the knowledge and skills required to manage finances in an education and training environment. It covers financial resources, systems and management as well as investigating financial opportunities.

Nominal Hours: 50 Hours

Assessment: This unit may be assessed by analysis, research, classwork, and projects.

**VBP160 EMPLOYMENT LAW**

Content: Identify the legal rights and obligations in the employment relationship, analyse the main provisions in the Workplace Relations Act, 1996 and workplace regulations; examine the legal implications of the dispute resolution process; analyse the legal provisions relating to the termination of employment; examine the laws relating to anti-discrimination, equal opportunity and human rights in the workplace; examine the legislation relating to accident compensation and occupational health and safety in the workplace; examine the implications of privacy law in the workplace.

Nominal Hours: 51 Hours

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

**WRRO2B MANAGE SALES AND SERVICES DELIVERY**

Content: Monitor and manage, maintain and improve operations; Negotiate supply of goods; Establish customer requirements; Provide a productive environment.

Nominal Hours: 36 Hours

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

**WRCCA1B OPERATE RETAIL EQUIPMENT**

Content: Maintain retail equipment; Apply keyboard skills; Operate data entry equipment.

Nominal Hours: 21 Hours

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

**WRCCA2B APPLY RETAIL OFFICE PROCEDURES**

Content: Process incoming and outgoing mail; Process bulk mail; Operate office equipment; File and retrieve documents; Establish contact with internal and external customers; Prepare simple correspondence.

Nominal Hours: 18 Hours

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

**WRCCA3B APPLY RETAIL OFFICE KEYBOARD SKILLS**

Content: Open file; Edit information; Exit file; Procedure document from written text.

Nominal Hours: 36 Hours

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

**WRCCA4B CO-ORDINATE RETAIL OFFICE**

Content: Maintain office procedures; Process data in response to information requests; Compose reports/correspondence; Maintain existing recording and filing systems; Maintain computer storage media; Maintain computer filing system.

Nominal Hours: 36 Hours

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

**WRCCA5B OPERATE RETAIL INFORMATION TECHNOLOGY SYSTEMS**

Content: Use store information technology system; Edit/update information; Solve problems.

Nominal Hours: 36 Hours

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

**WRCCS1A COMMUNICATE IN THE WORKPLACE**

Content: Maintain retail equipment; Apply keyboard skills; Operate data entry equipment.

Nominal Hours: 36 Hours

Assessment: Effective communication with customers and other staff in the workplace.

**WRCCS2B APPLY POINT OF SALE HANDLING PROCEDURES**

Content: Operate point of sale equipment; Perform point of sale transactions; Complete sales; Wrap and pack goods.

Nominal Hours: 21 Hours

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

**WRCCS3B INTERACT WITH CUSTOMERS**

Content: Deliver service to customers; Respond to customer complaints; Receive and process sales orders; Identify customers’ special requirements.

Nominal Hours: 36 Hours

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

**WRCCS4B CO-ORDINATE INTERACTION WITH CUSTOMERS**

Content: Implement customer service standards; Implement store policy regarding customer complaints; Communicate with management; Lead customer service team.

Nominal Hours: 36 Hours

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

**WRRER3B MAINTAIN EMPLOYEE RELATIONS**

Content: Identify the awards/agreement; Identify and minimise potential industrial problems; Implement dispute settlement procedures.

Nominal Hours: 36 Hours

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

**WRRF1B BALANCE REGISTER/Terminal**

Content: Remove takings from register/terminal; Reconcile takings.

Nominal Hours: 18 Hours

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

**WRRF2B PERFORM RETAIL FINANCE DUTIES**

Content: Process Petty Cash Transactions; Prepare Banking Documents; Process Non-Cash Transactions; Reconcile Invoices for Payment to Creditors; Prepare Invoices for Debtors.

Nominal Hours: 27 Hours

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

**WRRF3B PRODUCE FINANCIAL REPORTS**

Content: Enter payment summaries into journals; Reconcile accounts to balance; Prepare bank reconciliation’s; Receive and document payment/takings; Dispatch statements to debtors and follow up outstanding accounts; Dispatch payment to creditors; Prepare financial reports.

Nominal Hours: 36 Hours

Assessment: As per accredited curriculum

**WRRF4B PREPARE PAYROLL**

Content: Prepare payroll data; Process payments of wages and salaries; Administrator salary and wages records.

Nominal Hours: 36 Hours

Assessment: This unit may be assessed by tests, assignments, classwork.
**WRRFM18 MERCHANDISE FOOD PRODUCTS**
Content: Prepare food stock; Place and arrange food stock; Prepare display labels and tickets; Maintain food display; Protect food stock.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

**WRRFM28 PACK AND DISPLAY MEAT PRODUCTS**
Content: Prepare meat products; Wrap and package meat products; Lay out products; Prepare display labels/tickets; Place, arrange and display price tickets/labels; Maintain meat displays; Protect meat products.
Nominal Hours: 24 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

**WRRFM3B PREPARE AND DISPLAY FAST FOOD ITEMS**
Content: Prepare fast food items; Present food/menu items; Prepare display labels/tickets; Place, arrange and display price labels/tickets; Maintain food displays; Protect food/menu items.
Nominal Hours: 24 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

**WRRFM5B PREPARE AND DISPLAY BAKERY PRODUCTS**
Content: Prepare bakery products; Place and arrange bakery products; Prepare display labels/tickets; Place, arrange and display price tickets/labels; Maintain bakery product displays; Protect bakery products.
Nominal Hours: 24 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

**WRRFM6B PREPARE AND DISPLAY FRESH, FROZEN AND LIVE SEAFOOD PRODUCTS**
Content: Prepare seafood products; Set up and maintain seafood product display; Prepare, place and arrange price tickets/labels; Maintain seafood product displays; Protect seafood products; Pack up and clean display area.
Nominal Hours: 24 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

**WRRFS1B ADVISE ON FOOD PRODUCTS AND SERVICES**
Content: Identify product range and develop product knowledge; Recommend fresh food products; Advise on fresh food services.
Nominal Hours: 24 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

**WRRFS2B ADVISE ON MEAT PRODUCTS**
Content: Develop product knowledge; Identify meat products; Recommend meat products; Advise on meat services.
Nominal Hours: 21 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

**WRRFS3B ADVISE ON FAST FOOD PRODUCTS**
Content: Identify product range and develop product knowledge; Recommend fast food products; Advise on fast food services.
Nominal Hours: 21 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

**WRRFS4B RECOMMEND LIQUOR PRODUCTS**
Content: Research store liquor range; Recommend liquor products; Adhere to liquor licensing requirement.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

**WRRFS5B ADVISE ON BAKERY PRODUCTS**
Content: Develop product knowledge; Identify bakery products; Recommend bakery products; Advise on bakery services.
Nominal Hours: 21 Hours

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

**WRRFS6B ADVISE ON SEAFOOD PRODUCTS**
Content: Develop product knowledge; Identify seafood products; Recommend seafood products.
Nominal Hours: 21 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

**WRRI4B BUY MERCHANDISE**
Content: Analyse market; Plan product range; Establish supplier relations; Negotiate supply of goods; Introduce product range; Maximise profit; Rationalise stock.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

**WRRISA MAINTAIN AND ORDER STOCK**
Content: Monitor receipt and dispatch of goods; Maintain stock records; Coordinate stocktake/cyclical count; Identify stock losses; Process order; Follow up order.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

**WRRINFB ANALYSE AND COMMUNICATE INFORMATION**
Content: Review external operating environment; Identify and evaluate competitors; Assess internal strengths; Forecast trends and developments; Recommend and implement improvements; Respond to change; Communicate internally and externally.
Nominal Hours: 80 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

**WRRLP28 MINIMISE THEFT**
Content: Apply routine store security; Minimise theft.
Nominal Hours: 21 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

**WRRLP3B MAINTAIN STORE SAFETY**
Content: Inform team members; Involve team members; Monitor and maintain a safe working environment; Implement emergency procedures; Identify need for occupational health and safety training; Maintain occupational health and safety records.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

**WRRLP4B MAINTAIN STORE SECURITY**
Content: Monitor and maintain store security.
Nominal Hours: 18 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

**WRRLP5B APPLY STORE SECURITY SYSTEMS AND PROCEDURES**
Content: Maintain store security systems; Deal with potentially unsecured situations; Detect and apprehend thieves; Apply post apprehension procedures.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

**WRRLP6C APPLY RETAIL FOOD SAFETY PRACTICES**
Content: Apply personal hygiene and sanitation; Identify food safety plan/program; Handle product hygienically; Clean work area and equipment; Monitor food safety; Contribute to continuous improvement.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.
WRRLP7C MONITOR FOOD SAFETY PLAN/PROGRAM
Content: Monitor implementation of the food safety plan/program; Respond to occurrences of non-compliance; Contribute to continuous improvement.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM1B MERCHANDISE PRODUCTS
Content: This unit encompasses the skills, knowledge and attitudes required to merchandise products within a retail store. It involves the arrangement and presentation of merchandise, setting up and maintaining displays and labelling or pricing stock.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM2A PERFORM ROUTINE HOUSEKEEPING DUTIES
Content: Application of personal hygiene practices by staff members and the organisation, tidiness and cleanliness of the workplace.
Nominal Hours: 18 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM2B PERFORM ROUTINE HOUSEKEEPING DUTIES
Content: Organise work area; Clean work area.
Nominal Hours: 18 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM3B CO-ORDINATE MERCHANDISE PRESENTATION
Content: Co-ordinate merchandise presentation and display; Implement merchandise pricing.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM4A CO-ORDINATE HOUSEKEEPING
Content: This unit covers the responsibility of ensuring staff members maintain housekeeping.
Nominal Hours: 9 Hours
Assessment: This unit may be assessed by observation, classwork.

WRRM5A MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY
Content: Interpret a visual merchandising plan; Monitor display requirements; Maintain displays to organization requirements and plan; Contribute to the visual merchandising standards of the organization.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM6A CREATE A DISPLAY FOR A SMALL BUSINESS
Content: Identify the requirements of the display; Develop display ideas; Develop and implement display plan; Maintain display.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRO10A CREATE AN INNOVATIVE WORK ENVIRONMENT
Content: Implement work practices and procedures to support innovation; Implement management practices to support innovation; Promote innovation in the workplace; Create a physical environment which supports innovation; Provide information and learning opportunities to foster innovation.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRO11A SET UP SYSTEMS TO SUPPORT INNOVATION
Content: Conduct research into organisation systems; Generate innovative system options; Develop plan for the innovative system; Trial the innovative work system; Review the trial of the innovative system.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRO12A SELECT AN E-BUSINESS MODEL
Content: This unit defines the skills and knowledge required to use e-business approaches and tools to establish more efficient business operations.
Nominal Hours: 50 hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRO13A ADOPT MOBILE COMMERCE APPLICATIONS TO IMPROVE SALES AND SERVICE
Content: This unit defines the skills and knowledge required to identify new approaches to using mobile commerce applications and associated processes to enable more efficient models of retail sales and service.
Nominal Hours: 50 hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRO15A ACQUIRE AND RETAIN ONLINE CUSTOMERS
Content: This unit details the skills and knowledge required by a retail or wholesale business to enhance customer sales and relationships through adoption of an online strategy.
Nominal Hours: 50 hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRO1B MANAGE MERCHANDISE AND STORE PRESENTATION
Content: Manage store merchandising; Plan and manage store advertising promotions; Manage store pricing policies; Manage housekeeping.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

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

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

WRRO4B CONTROL STORE SECURITY/LOSS
Content: Control store security.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRO5B CONTROL INVENTORY
Content: Manage, receipt, dispatch and storage of merchandise; Manage stock control.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRO6B MANAGE STORE FACILITIES
Content: Manage store maintenance program; Manage retail equipment maintenance; Negotiate maintenance contracts; Identify facilities/space requirements.
conducting interviews with customers and finalising documentation in line with agency requirements.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRP2A HANDLE MAIL WHICH IS RECEIVED IN A RETAIL ENVIRONMENT
Content: This unit encompasses the skills, knowledge and attitudes required for receiving mail in a retail environment. It involves accepting, processing and recording mail lodgements that are received as part of retail functions in a postal facility.
Nominal Hours: 18 hours
Assessment: As per accredited curriculum

WRRP3A DELIVER MAIL IN A RETAIL ENVIRONMENT
Content: This unit encompasses the skills, knowledge and attitudes required to prepare and deliver mail in a retail environment. It involves safe and secure accessing, handling, delivery and recording of mail that is delivered as part of retail functions in a postal outlet.
Nominal Hours: 18 hours
Assessment: As per accredited curriculum

WRRP4A PROCESS POSTAL OUTLET BUSINESS TRANSACTIONS
Content: This unit encompasses the skills, knowledge and attitudes required to process business transactions specific to a postal outlet. It involves identifying and clarifying customer requirements, then processing and finalising the transaction in line with customer needs and postal requirements.
Nominal Hours: 36 hours
Assessment: As per accredited curriculum

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

WRRS2B ADVISE ON PRODUCTS AND SERVICES
Content: Develop product/service knowledge; Recommend specialised products/services.
Nominal Hours: 27 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRS3B CO-ORDINATE SALES PERFORMANCE
Content: Implement sales policies and procedures; Monitor achievement of sales targets.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRS4B BUILD RELATIONSHIPS WITH CUSTOMERS
Content: Establish rapport with customers; Apply expert knowledge; Provide post-sales support; Plan sales presentations; Implement sales presentation; Maintain and utilise a customer database; Deal with difficult customers.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRS510B RECOMMEND SPORTING PRODUCTS AND SERVICES
Content: Research store sporting products range; Recommend sporting products; Measure and fit sporting products; Advise on manufactures warranties; Advise on and arrange sporting services.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRSS11B RECOMMEND TOY PRODUCTS
Content: Research store toy product range; Recommend toys; Advise on manufactures warranties; Advise on product services and repairs.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRSS12B RECOMMEND AND SELL BOOKS AND ADVISE ON READER SERVICES
Content: Research store book range; Recommend books; Advise on reader services.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRSS13B RECOMMEND NEWSAGENCY PRODUCTS AND SERVICES
Content: Research newsagency products; Recommend newsagency products; Advise on and arrange newsagency services; Process returns to publishers.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRSS14B HIRE AND SELL VIDEO PRODUCTS AND SERVICES
Content: Research store product range; Recommend video products and accessories; Advise on membership; Apply store video hire and return procedures.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRSS15B RECOMMEND HAIR/BEAUTY/COSMETICS PRODUCTS
Content: Research store product range; Identify hair/beauty/cosmetic products; Recommend hair/beauty/cosmetic products.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRSS16B RECOMMEND HEALTH AND NUTRITIONAL PRODUCTS AND SERVICES
Content: Research and develop product knowledge; Identify health and nutritional products; Recommend health and nutritional products; Advise on health and nutritional services.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRSS17B RECOMMEND TODDLER/BABY PRODUCTS
Content: Research store product range; Recommend products; Advise on manufacturer’s warranties; Advise on product service and repairs.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRSS18B RECOMMEND SOFT FURNISHINGS/ MANCHESTER/HABERDASHERY PRODUCTS AND SERVICES
Content: Research store product range; Recommend soft furnishings/ manchester/ haberdashery products and services; Estimate quantities and order product; Advise on product warranties; Calculate price and payment options.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRSS19B RECOMMEND MUSIC/AUDIO PRODUCTS AND SERVICES
Content: Research store music/audio product range; Recommend music/audio equipment; Advise on product warranties; Negotiate price and payment options; Advise on and arrange music/audio services and repairs.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRSS1A RECOMMEND AND FIT CLOTHING AND ACCESSORIES
Content: Research store clothing range; Recommend customer wardrobe; Measure and fit clothes; Advise on and arrange clothing alteration service.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRSS2B RECOMMEND AND FIT FOOTWEAR PRODUCTS AND SERVICES
Content: Research store footwear range; Recommend footwear products; Measure and fit footwear products; Advise on and arrange product services and repairs.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRSS3B RECOMMEND JEWELLERY PRODUCTS AND SERVICES
Content: Research store product range; Recommend specialist jewelley products; Advise on jewellery product warranties; Protect stock; Advise on and arrange product services and repairs.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRSS4B RECOMMEND ELECTRICAL PRODUCTS AND SERVICES
Content: Research store product range; Recommend electrical products; Advise on electrical product warranties; Negotiate price payments and options; Advise on and arrange product services and repairs.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRSS5B RECOMMEND FURNITURE PRODUCTS
Content: Research store furniture product range; Recommend furniture products; Advise on furniture product warranties; Negotiate price and payment options; Advise on and arrange product services.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRSS6B RECOMMEND FLOOR COVERING PRODUCTS AND SERVICES
Content: Research store product range; Recommend floor covering products and services; Estimate floor covering products and services; Estimate floor covering quantities; Advise on floor covering product warranties; Negotiate price and payment options; Advise on and arrange floor covering laying service.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRSS7B RECOMMEND HARDWARE PRODUCTS AND SERVICES
Content: Research store product range; Recommend hardware products, machinery and equipment; Estimate hardware quantities; Advise on hardware product warranties; Negotiate price payment options; Advise on and arrange product services and repairs.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRSS8B RECOMMEND CAMERAS, PHOTOGRAPHIC EQUIPMENT AND SERVICES
Content: Research store camera and photographic product range; Recommend camera and photographic equipment; Advise on product warranties; Negotiate camera and photographic services and repairs.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.
WRWSS9B RECOMMEND COMPUTER PRODUCTS AND SERVICES
Content: Research store computer product range; Recommend computer hardware and software products; Advise on product warranties; Negotiate price and payment options; Advise on and arrange product service and repairs.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRWFN201A COMPLETE DEBTOR PROCESSES
Content: Confirm trading terms; Establish customer debts and credit levels; Process debtors.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRWFN302A MANAGE DEBTOR PROCESSES
Content: Control consumer debt from direct sale of products or services; Remove financial risk; Implement debt recovery strategy.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRWFN403A MANAGE OPERATIONS TO BUDGET
Content: This unit involves controlling cost expenditure while managing the overall activities of a wholesale operational area to budget. It involves estimating expenditure, preparing budgets and monitoring against those budgets with an appropriate business accounting system.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRW1301A MONITOR INVENTORY CAPACITY TO MEET DEMAND
Content: Monitor receipt and dispatch of goods; Maintain stock records; Ensure inventory is on hand; Co-ordinate stocktake/cyclical count; Identify stock losses.
Nominal Hours: 22 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRWMK201A PROVIDE MARKETING AND PROMOTION PROGRAM SUPPORT
Content: Confirm promotional and marketing activities; Respond to enquiries on promotional and marketing activities; Support marketing and promotional programs.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRWMK202A CONDUCT TELEMARKETING
Content: Confirm telemarketing processes; Respond to customer enquiries using telemarketing technology; Seek customers using telemarketing technology; Process telemarketing customer sales and orders; Maintain telemarketing systems and technology; Record campaign results.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRWMK303A IMPLEMENT ADVERTISING AND PROMOTIONAL ACTIVITIES
Content: Analyse previous promotional activities; Organise advertising and promotions; Co-ordinate implementation of advertising campaigns; Co-ordinate joint promotional programs; Evaluate success of advertising and joint promotional activities.
Nominal Hours: 42 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, portfolios, presentation, projects.

WRWMK405A SEIZE A BUSINESS OPPORTUNITY
Content: This unit encompasses the knowledge and skills required to identify, evaluate and initiate the realisation of a business opportunity beginning with thorough business analysis of the factors influencing the products and/or services offered by the wholesale business.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRWMK506A MANAGE PROMOTIONAL ACTIVITIES
Content: Manage promotional program objectives and Content; Coordinate promotional activities; Monitor promotional programs.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

WRWOP201A COMPLY WITH LEGISLATIVE REQUIREMENTS IMPACTING BUSINESS ACTIVITIES
Content: Handle products according to safe practices; Model non-discriminatory behaviour; Maintain information security; Adhere to applicable government legislation and requirements.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRWOP402A MAINTAIN OPERATIONAL QUALITY AND PRODUCTIVITY
Content: This unit involves achieving business and improvement targets through securing work team commitment and the on going maintenance and assurance of productivity and quality systems.
Nominal Hours: 42 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRWOP403A MONITOR COMPLIANCE WITH LEGAL AND LEGISLATIVE REQUIREMENTS IMPACTING BUSINESS OPERATIONS
Content: This unit covers the ability to investigate and comply with the legal and administrative requirements for establishing and maintaining a wholesale businesses, including establishing a legal structure for the business, complying with statutory requirements, minimising risks and securing relevant rights to products/services.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

WRWOP407A MAINTAIN WORKPLACE SAFETY
Content: This unit is based on Workplace Australia Guidelines and requires a level of skills and knowledge involving the responsibility for ensuring business compliance through staff members applying and maintaining occupational health and safety requirements and emergency procedures.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRWOP509A BENCHMARK AND CONTINUOUSLY IMPROVE OPERATIONAL QUALITY
Content: This unit involves the benchmarking, auditing and monitoring of continuous improvement of wholesale processes and service systems to attain best practice in service quality.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects.

WRWOP510A ESTABLISHING COMPLIANCE WITH LEGAL AND LEGISLATIVE REQUIREMENTS
Content: Identify and understand the salient features of the legal environment as they impact upon businesses working in both physical and virtual environments. It reinforces and makes special reference to business to business aspects of contract law, intellectual property, product recall risk and transfer of ownership across national boundaries.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.
**WRWPL201A ACCESS PRODUCT AND SERVICE PERFORMANCE DATA**  
**Content:** Check trade history of products and services; Compare performance of products and services; Confirm performance of specific products and services.  
**Nominal Hours:** 30 Hours  
**Assessment:** This unit may be assessed by tests, assignments, classwork.

**WRWPL302A PROCESS PRODUCT AND SERVICE DATA**  
**Content:** Process product and service data; Monitor customer sales; Maintain product database; Determine customer preferences.  
**Nominal Hours:** 40 Hours  
**Assessment:** This unit may be assessed by tests, assignments, classwork.

**WRWPL504A REVIEW PRODUCT/SERVICE PERFORMANCE**  
**Content:** Conduct internal research on current wholesale business position; Conduct external research on current business position; Assess opportunities for new products and services; Monitor product and service performance.  
**Nominal Hours:** 40 Hours  
**Assessment:** This unit may be assessed by tests, assignments, classwork, projects, presentations.

**WRWPL505A MAXIMISE PRODUCT SALES AND MARKET SHARE**  
**Content:** Analyse wholesale product and service performance; Assess wholesale market position strategies; Assess product and service promotion strategies; Develop competitive pricing strategies; Implement wholesale product and service plans.  
**Nominal Hours:** 50 Hours  
**Assessment:** This unit may be assessed by tests, assignments, classwork, projects, presentations.

**WRWPL507A FORECAST PRODUCT PERFORMANCE**  
**Content:** Forecast trends and developments impacting operations; Review forecasts.  
**Nominal Hours:** 30 Hours  
**Assessment:** This unit may be assessed by tests, assignments, classwork.

**WRWP201A PROCESS PURCHASES**  
**Content:** Apply purchasing and procurement procedures; Complete purchasing and procurement activities; Capture and record purchasing data; Liaise with suppliers to complete procurement processes.  
**Nominal Hours:** 30 Hours  
**Assessment:** This unit may be assessed by tests, assignments, classwork.

**WRWP302A ADMINISTER SUPPLY INTO A BUSINESS**  
**Content:** Maintain effective supplier relationships; Deal ethically with suppliers; Resolve supplier enquiries; Confirm legal, legislative and business supply requirements.  
**Nominal Hours:** 40 Hours  
**Assessment:** This unit may be assessed by tests, assignments, classwork.

**WRWP504A DEVELOP PURCHASING STRATEGIES**  
**Content:** Manage on-going performance of purchasing and procurement strategies; Evaluate existing purchasing systems.  
**Nominal Hours:** 40 Hours  
**Assessment:** This unit may be assessed by tests, assignments, classwork, projects.

**WRWSL201A SELL PRODUCTS AND SERVICES TO BUSINESS CUSTOMERS**  
**Content:** Apply product knowledge; identify specific customer types and behaviour; sell products to customers; gather information; sell benefits; overcome objections; close sale; maximise sales opportunities.  
**Nominal Hours:** 20 Hours  
**Assessment:** This unit may be assessed by tests, assignments, classwork.

**WRWSL202A BUILD SALES RELATIONSHIPS**  
**Content:** Develop effective sales techniques; Work with others to improve sales; Sell advantages of business relationship.  
**Nominal Hours:** 30 Hours  
**Assessment:** This unit may be assessed by tests, assignments, classwork.

**WRWSL303A USE COMPUTERS AS PART OF BUSINESS AND E-COMMERCE PROCESSES**  
**Content:** Identify computer technology and information systems managing electronic transactions; Set up and use computerised technology and systems for e-commerce transactions; Use technology to set up an electronic account for a customer; Establish business procedures for completing credit checks or updates.  
**Nominal Hours:** 36 Hours  
**Assessment:** This unit may be assessed by tests, assignments, classwork, projects.

**WRWSL304A OPTIMISE CUSTOMER AND TERRITORY COVERAGE**  
**Content:** Establish coverage plan for a territory; Report on business visits; Improve customer/territory coverage.  
**Nominal Hours:** 36 Hours  
**Assessment:** This unit may be assessed by tests, assignments, classwork.

**WRWSL305A ANALYSE AND ACHIEVE SALES OBJECTIVES**  
**Content:** Analyse sales targets; Determine factors impacting attainment of sales targets; Attain sales targets.  
**Nominal Hours:** 36 Hours  
**Assessment:** This unit may be assessed by tests, assignments, classwork.

**WRWSL306A BUILD SALES OF BRANDED PRODUCTS**  
**Content:** Maxime sale of branded products in a territory; Secure effective product positioning in business outlets; Report on sale of branded products within a territory.  
**Nominal Hours:** 36 Hours  
**Assessment:** This unit may be assessed by tests, assignments, classwork.

**WRWSL201A CONFIRM WHOLESALE BUSINESS PRACTICES**  
**Content:** Outline the structure and scope of the wholesale industry; Organise self to workplace procedures and requirements; Identify customers within the business supply chain.  
**Nominal Hours:** 21 Hours  
**Assessment:** This unit may be assessed by tests, assignments, classwork.

**WRWSL302A MAINTAIN BUSINESS TO BUSINESS RELATIONSHIPS**  
**Content:** Develop techniques to maintain close contact with business customers; Identify business customer needs.  
**Nominal Hours:** 36 Hours  
**Assessment:** This unit may be assessed by tests, assignments, classwork.

**WRWS503A DEVELOP BUSINESS TO BUSINESS RELATIONSHIPS**  
**Content:** This unit encompasses the activities required to enhance business relationships that will deliver wholesale businesses outcomes. It reinforces ways to work with business customers that can add value to their own drive to succeed and adds value to their business.  
**Nominal Hours:** 40 Hours  
**Assessment:** This unit may be assessed by tests, assignments, classwork, presentations, projects.
SCHOOL OF CREATIVE INDUSTRIES

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

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

DIPLOMA OF ARTS (VISUAL ART) (I)
Course Code: 12857VIC - Continuing Students Only

Campus: City Flinders Campus.

Career Opportunities
Visual Artist. Further education opportunities

Scope of Delivery
This course is offered on a full-time or part-time basis. Part-time programs are normally conducted during the day.

Course Objectives
This course prepares students for a career in the Visual Arts, particularly painting, by studying relevant practical and theoretical subjects. The course has been developed in conjunction with industry with the intention of training personnel who will be able to operate as self-sufficient artists.

Entry Requirements
To qualify for entry to the course applicants must have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age.

Selection Procedures/Selection Criteria
Full time applicants need to apply through VTAC, contact the department to arrange an interview and to attend an interview and submit a folio of recent art work. Part time applicants apply directly to the department, attend an interview and present a folio.

Course Duration
This course is offered on a full-time basis over two years or part-time equivalent.

Course Structure
All Units of Study are compulsory. The course consists of the following:

Unit Code   Hours

Generic Units of Study
CUFSAF01B FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 15
CUVCOR09A SELECT AND APPLY DRAWING TECHNIQUES AND MEDIA TO REPRESENT AND COMMUNICATE THE CONCEPT 80
CUVCORN3A RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM RISTIC PRACTICE 70
CUVPP01A DEVELOP SELF AS AN ARTIST 60
CUVVSP35A PRODUCE PAINTINGS 50
CUVVSP36A RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PAINTINGS 50
CUVVSP45A PRODUCE PRINTS 50
CUVVSP46A RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PRINTS 50
VBD259 ELECTRONIC IMAGING 1 48
VBD264 ELECTRONIC IMAGING 2 48
VBD144 DIGITAL MEDIA MINOR STUDIES 96
VBS642 LIFE DRAWING 32
VBS643 PHOTOGRAPHY 48
VBS645 DRAWING LEVEL 3 48
VBS646 DRAWING LEVEL 4 48
VBS647 LIFE DRAWING LEVEL 2 32
VBS648 ART BUSINESS LEVEL 2 32
VBS649 ART BUSINESS LEVEL 3 32
VBS651 CONTEMPORARY ART STUDIES LEVEL 3 32
VBS652 CONTEXT AND CULTURE LEVEL 2 48
VBS653 CONTEXT AND CULTURE LEVEL 3 48
VBS654 CONTEXT AND CULTURE LEVEL 4 48
VBS655 STUDIO AND MATERIALS STUDIES 96
VBS656 CONTEXT AND CULTURE LEVEL 1 48
VBS661 PAINTING MAJOR STUDY 1 144
VBS662 PAINTING MAJOR STUDY 2 144
VBS665 PRINTMAKING MINOR STUDY 1 96

DIPLOMA OF ARTS (GRAPHIC ARTS) (I)
Course Code: 12861VIC - Continuing Students Only

Campus: St Albans and City Flinders Campuses.

Career Opportunities
Graphic Artist. Further education opportunities.

Scope of Delivery
Full-time basis.

Course Objectives
The Diploma of Arts (Graphic Art) is a two year full time course in which students learn the skills necessary to produce artwork for commercial purposes using both traditional and electronic means. The workload includes theory and practical elements. Throughout the course, close industry ties are maintained with frequent visits to sites including printers, advertising and design agencies, in addition to exhibitions and trade shows. These strong industry links allow our Graphic Art students the benefit of a well established and extensive Work Placement program.
Entry Requirements
To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be assessed by the department as being capable of successfully completing the course.

Selection Procedures/Selection Criteria
All Applicants will be required to attend an interview and submit a folio which includes a range of design and practical works, which may include technical and product drawings, illustrations, layouts and sketches. However, other material which indicates an ability to undertake the course can be included. At the interview students should demonstrate an understanding of the course and work in this field.

Course Duration
Full-time two years.

Course Structure
All Units of Study are compulsory. The course consists of the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFSAF01B</td>
<td>FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
</tr>
<tr>
<td>CUVCOR09A</td>
<td>SELECT AND APPLY DRAWING TECHNIQUES AND MEDIA TO REPRESENT AND COMMUNICATE THE CONCEPT</td>
</tr>
<tr>
<td>CUVCORS04A</td>
<td>PRODUCE TECHNICAL DRAWINGS</td>
</tr>
<tr>
<td>CUVCORS05A</td>
<td>USE TYPOGRAPHY TECHNIQUES FOR DESIGN WORK</td>
</tr>
<tr>
<td>CUVDSES02A</td>
<td>APPLY THE DESIGN PROCESS TO 2-DIMENSIONAL WORK IN RESPONSE TO A BRIEF</td>
</tr>
<tr>
<td>CUVDSP02A</td>
<td>DEVELOP SELF AS DESIGNER</td>
</tr>
<tr>
<td>CUVDSP04A</td>
<td>RESEARCH AND APPLY THE HISTORY AND THEORY OF DESIGN TO DESIGN PRACTICE</td>
</tr>
<tr>
<td>CUVVSP11A</td>
<td>APPLY TECHNIQUES TO PRODUCE DIGITAL IMAGES</td>
</tr>
<tr>
<td>CUVVSP13A</td>
<td>RESEARCH AND EXPERIMENT WITH TECHNIQUES FOR DIGITAL IMAGE ENHANCEMENT AND MANIPULATION</td>
</tr>
<tr>
<td>CUVCRES18A</td>
<td>PREPARE TEXT AND GRAPHICS FILES FOR PRINT PROCESSING</td>
</tr>
<tr>
<td>ICPRN11A</td>
<td>DEMONSTRATE KNOWLEDGE AND REQUIREMENTS OF GRAPHIC PRE-PRESS</td>
</tr>
<tr>
<td>ICPPP11BA</td>
<td>DEVELOP A BASIC CONCEPT DESIGN</td>
</tr>
<tr>
<td>ICPPP21BA</td>
<td>SELECT AND APPLY TYPE</td>
</tr>
<tr>
<td>ICPPP21CA</td>
<td>PRODUCE A TYPOGRAPHIC IMAGE</td>
</tr>
<tr>
<td>ICPPP21DA</td>
<td>COMPOSE AND EVALUATE TYPOGRAPHY</td>
</tr>
<tr>
<td>ICPPP22CA</td>
<td>SCAN IMAGES FOR REPRODUCTION</td>
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<tr>
<td>ICPPP32CA</td>
<td>ELECTRONICALLY COMBINE AND ASSEMBLE DATA</td>
</tr>
<tr>
<td>ICPPP32DA</td>
<td>ELECTRONICALLY COMBINE COMPLEX IMAGES</td>
</tr>
<tr>
<td>ICPPP52BA</td>
<td>OUTPUT IMAGES TO FILM AND PAPER</td>
</tr>
<tr>
<td>ICPPP53BA</td>
<td>OUTPUT IMAGES TO ELECTRONIC MEDIA</td>
</tr>
<tr>
<td>VS644</td>
<td>LIFE DRAWING</td>
</tr>
<tr>
<td>VS749</td>
<td>FINISHED ART LEVEL 2</td>
</tr>
<tr>
<td>VS750</td>
<td>FINISHED ART LEVEL 3</td>
</tr>
<tr>
<td>VS757</td>
<td>EXTENDED PRACTICAL PLACEMENT</td>
</tr>
</tbody>
</table>

Elective Units of Study
CUVVSP12A | PRODUCE DIGITAL IMAGES | 50 |
CUVDSP11A | RESEARCH AND APPLY TECHNIQUES FOR ILLUSTRATIVE WORK | 50 |

ADVANCED DIPLOMA OF ARTS (GRAPHIC DESIGN) (I)
Course Code: 12862VIC - Continuing Students Only
Campus City Flinders Campus.
Career Opportunities
Graphic Artist, Graphic Designer and Web Design.
Scope of Delivery
This course is offered on a full-time basis.
Course Objectives
Upon completion of the Diploma of Arts (Graphic Arts) 12861VIC successful or equivalent graduates are eligible to enter into the Advanced Diploma of Arts (Graphic Design) 12862VIC.
The course promotes development of skills in design for interactive and print based media with a focus on:
• visual design;
• interface design; and
• information design.
With the addition of continued consolidation of technical prepress expertise, graduates are equipped with an elite mix of creative and technical new media abilities, ensuring that they are truly “industry-ready”.
Entry Requirements
Extensive pre-press knowledge is required, therefore entry is limited to students who have successfully completed the Diploma of Arts (Graphic Art) or equivalent course.
Selection Procedures/Selection Criteria
Applicants need to apply through VTAC, contact the department to arrange an interview (see Application Procedure), attend an interview and present a folio representing these major components: typography, pre-press design, illustration, electronic media.
Course Duration
The course is offered on a full-time basis over one year.
Course Structure
All Units of Study are compulsory. The course consists of the following:

Unit Code   Hours

Course Structure

Generic Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBS644</td>
<td>DRAWING LEVEL 2</td>
</tr>
<tr>
<td>VBS647</td>
<td>LIFE DRAWING LEVEL 2</td>
</tr>
<tr>
<td>VBS758</td>
<td>HISTORY OF DESIGN</td>
</tr>
<tr>
<td>VBS759</td>
<td>DESIGN PROCESS LEVEL 2</td>
</tr>
<tr>
<td>VBS760</td>
<td>DESIGN PROCESS LEVEL 3</td>
</tr>
<tr>
<td>VBS761</td>
<td>3D STUDIES</td>
</tr>
<tr>
<td>VBS762</td>
<td>DESIGN FOR NEW MEDIA</td>
</tr>
<tr>
<td>VBS763</td>
<td>VOCATIONAL STUDIES</td>
</tr>
<tr>
<td>VBS764</td>
<td>CRITICAL ANALYSIS</td>
</tr>
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</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>VBD266</td>
<td>RESEARCH PROJECT: SPECIALISATION 1</td>
</tr>
<tr>
<td>VBS689</td>
<td>ELECTRONIC DESIGN LEVEL 2</td>
</tr>
</tbody>
</table>

CERTIFICATE IV IN PROFESSIONAL WRITING AND EDITING

Course Code: 21674VIC

Career Opportunities
Creative writing, journalism, editing and publishing.

Scope of Delivery
Course is delivered Full-time, Part-time, Flexible delivery, On-line & Distance.

Course Objectives
The course provides students with a theoretical base and practical skills in a variety of writing, editing and production tasks. You will gain an understanding of writing as a career, and skills which you can use either in industry or freelance.

Entry Requirements
You will need to have completed VCE or have relevant industry experience. You will also need to submit a 250-word statement about why you want to do the course, along with a 1000-word folio of writing pieces (fiction or non-fiction, no poetry accepted). You will also need to successfully complete a grammar test and a writing exercise at interview.

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

Career Opportunities
Creative writing, journalism, editing and publishing.

Scope of Delivery
Course is delivered Full-time, Part-time, Flexible delivery, On-line & Distance.

Course Objectives
The course provides students with a theoretical base and practical skills in a variety of writing, editing and production tasks. You will gain an understanding of writing as a career, and skills which you can use either in industry or freelance.

Entry Requirements
You will need to have completed VCE or have relevant industry experience. You will also need to submit a 250-word statement about why you want to do the course, along with a 1000-word folio of writing pieces (fiction or non-fiction, no poetry accepted). You will also need to successfully complete a grammar test and a writing exercise at interview.

Course Duration
One year full-time or part-time equivalent.
DIPLOMA OF PROFESSIONAL WRITING AND EDITING
Course Code: 21675VIC

Campus St Albans Campus.

Career Opportunities
Creative writing, journalism, editing and publishing.

Scope of Delivery
The course is offered either full-time or part-time, on campus.

Course Objectives
The course provides students with a theoretical base, and practical skills, in a variety of writing, editing and production tasks. You will gain an awareness of marketing your work, and knowledge of the markets available to a professional writer or editor. You will develop analytical, problem-solving, research and design skills in relation to both freelance and industry projects.

Entry Requirements
You will need to have completed 21674VIC Certificate IV in Professional Writing and Editing or have equivalent industry experience. Applicants need to submit a folio of writing before being selected for an interview.

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

Selection Procedures/Selection Criteria
Applicants must provide a 250 word statement of why they want to do the course, plus a folio of writing pieces totalling 1000-2000 words (fiction and/or non-fiction - no poetry accepted). Applicants will also be required to attend an interview and complete a grammar test and a further piece of writing.

Course Duration
This course is one year full-time or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CUVCOR04A</td>
<td>ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCOURSE</td>
<td>60</td>
</tr>
<tr>
<td>CUVRADO2A</td>
<td>CONDUCT RESEARCH</td>
<td>35</td>
</tr>
<tr>
<td>CUVCOR13A</td>
<td>RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM ARTISTIC PRACTICE</td>
<td>70</td>
</tr>
<tr>
<td>CUCOR1B</td>
<td>MANAGE OWN WORK AND LEARNING</td>
<td>10</td>
</tr>
<tr>
<td>CUSADM03A</td>
<td>MANAGE A PROJECT</td>
<td>35</td>
</tr>
<tr>
<td>VBP553</td>
<td>REFINE WRITING AND EDITING TECHNIQUES</td>
<td>340</td>
</tr>
<tr>
<td>CUVDE505A</td>
<td>INTERPRET AND RESPOND TO A BRIEF</td>
<td>15</td>
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</tbody>
</table>

List 1

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Elective Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA4408</td>
<td>APPLIED WRITING FOR PUBLIC RELATIONS 1</td>
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<tr>
<td>VAE344</td>
<td>CORPORATE WRITING 1A</td>
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<tr>
<td>VBE356</td>
<td>INTRODUCTION TO FICTION WRITING 1</td>
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<tr>
<td>VAE272</td>
<td>NON FICTION 1A</td>
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</tr>
<tr>
<td>VAE831</td>
<td>POETRY 1A</td>
<td>68</td>
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<tr>
<td>VAE863</td>
<td>POPULAR FICTION 1A</td>
<td>68</td>
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<tr>
<td>VAE52A</td>
<td>SCREENWRITING 1A</td>
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<tr>
<td>VBE356</td>
<td>SCRIPTWRITING 1A</td>
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<td>VAE913</td>
<td>SHORT STORY 1A</td>
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<tr>
<td>VBF960</td>
<td>WRITING COMEDY FOR PERFORMANCE 1A</td>
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List 3

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<tbody>
<tr>
<td>VAD728</td>
<td>EDITING 2A</td>
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<tr>
<td>VAE040</td>
<td>NOVEL 2B</td>
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<td>VAE066</td>
<td>SHORT STORY 2A</td>
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<tr>
<td>VBF942</td>
<td>SCREENWRITING 2A</td>
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<td>VBE398</td>
<td>POETRY 2A</td>
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<tr>
<td>VBF388</td>
<td>WRITING FOR CHILDREN (YOUNGER READERS) A</td>
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<tr>
<td>VBF405</td>
<td>WRITING FOR CHILDREN (OLDER READERS) B</td>
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<td>VAM131</td>
<td>WRITING FOR YOUNG ADULTS A</td>
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<td>VAE933</td>
<td>MYTHS AND SYMBOLS A</td>
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List 4

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<tr>
<td>VAG831</td>
<td>WRITER AND RESEARCH</td>
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<tr>
<td>VBF392</td>
<td>LITERATURE FOR WRITERS 1A</td>
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<tr>
<td>VAC412</td>
<td>DESKTOP PUBLISHING 1</td>
<td>68</td>
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<tr>
<td>VAE919</td>
<td>PRACTICAL PLACEMENT</td>
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</tbody>
</table>

CERTIFICATE IV IN THEATRE ARTS
Course Code: 21679VIC

Campus Footscray Nicholson and Sunbury Campuses.

Career Opportunities
When you graduate you will be qualified to be an Actor, Performance Maker, Stage Director, Performance Artist or Theatre Arts Practitioner.

Scope of Delivery
The course is full-time, flexible delivery
Course Objective

The course is a training program for emerging actors and performance practitioners. It develops the acting and performance-devising skills which will enable the creation and production of new theatre works for the independent arts industry.

Entry Requirements

You must demonstrate the necessary capacity to successfully undertake the program. Entry is suited to highly motivated people who have:

- Some performance experience
- Good communication skills (and ability to read, write and speak English)
- Positive team-work skills and attitudes

Applicants must attend a performance workshop/audition day that includes: Group warm-up and physical activities, devising and improvising activities, writing activities, individual interview.

Course Duration

The course is 1 year full-time.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>VBP660</td>
<td>DEVELOP BASIC PERFORMANCE SKILLS</td>
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<td>CUFSAF01B</td>
<td>FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>15</td>
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<tr>
<td>CUEIND01B</td>
<td>SOURCE AND APPLY ENTERTAINMENT INDUSTRY KNOWLEDGE</td>
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<tr>
<td>THHGS03B</td>
<td>PROVIDE FIRST AID</td>
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<tr>
<td>VBP661</td>
<td>DEVELOP CONCEPTUAL AND EXPRESSIVE SKILLS AS PERFORMER</td>
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<tr>
<td>CUVCOR13A</td>
<td>RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM ARTISTIC PRACTICE</td>
<td>70</td>
</tr>
</tbody>
</table>

Elective Units of Study

Audio

(One unit must be selected from this specialisation. Units may be selected from the list below or relevant Training Packages)

- CUESOU07A APPLY A GENERAL KNOWLEDGE OF AUDIO TO WORK ACTIVITIES - 40
- CUESOU09A MANAGE AND COMPILE AUDIO REPLAY MATERIAL - 50
- CUESOU11A SET UP AND OPERATE STAGE MONITOR SYSTEMS - 70
- CUESOU13A SPECIFY, INSTALL AND OPERATE AUDIO FOR AN OUTDOOR EVENT - 35
- CUESOU05B INSTALL, ALIGN AND TEST AUDIO EQUIPMENT - 35

Lighting

(One unit must be selected from this specialisation. Units may be selected from the list below or relevant Training Packages)

- CUELGT03B INSTALL AND OPERATE FOLLOW SPOTS - 50
- CUELGT05B RECORD AND OPERATE STANDARD LIGHTING CUES - 100
- CUELGT09A APPLY A GENERAL KNOWLEDGE OF LIGHTING TO WORK ACTIVITIES - 20
- CUFLEG02B PREPARE, INSTALL AND TEST LIGHTING EQUIPMENT - 25

Set construction

(One unit must be selected from this specialisation. Units may be selected from the list below or relevant Training Packages)

- CUESET05B APPLY SET CONSTRUCTION TECHNIQUES - 54
- CUESET01A CONSTRUCT MECHANICAL SETS - 100
- CUESET11A DEVELOP SET CONSTRUCTION PLANS TO MEET DESIGN REQUIREMENTS - 100
- CUFSET03B MAKE SETS - 60
- CUDSP015A RESEARCH AND APPLY TECHNIQUES FOR APPLICATION TO SPATIAL DESIGN - 50
- MEM18.1AB USE HAND TOOLS - 20

Other suggested technical units

- CUEAUD06A APPLY A GENERAL KNOWLEDGE OF VISION SYSTEMS TO WORK ACTIVITIES - 20
- CUECOS09A DEVELOP AND APPLY KNOWLEDGE OF COSTUME - 60
- CUEPRP03A APPLY A GENERAL KNOWLEDGE OF PROPS CONSTRUCTION - 20
- CUEPRP04A USE CASTING AND MOULDING TECHNIQUES TO MAKE PROPS - 40
- CUESCE05A APPLY A GENERAL KNOWLEDGE OF SCENIC ART - 20
- CUESTA05A APPLY A GENERAL KNOWLEDGE OF STAGING TO WORK ACTIVITIES - 20
- CUVCRS06A MAKE SCALE MODELS - 50

Elective Units of Study – Industry Practice

Complete a minimum of 3 units from the list below or from relevant Training Packages. Selected units from relevant Training Packages must support the AQF level and satisfy the requirements of the industry practice strand.

- BSBSBM301A RESEARCH BUSINESS OPPORTUNITIES - 30
- CUECOR02B WORK WITH OTHERS - 15
- CUEFISO2B MANAGE A BUDGET - 40
- CUEMAR03B UNDERTAKE MARKETING ACTIVITIES - 60
- CUSGEN02A WORK IN A CULTURALLY DIVERSE ENVIRONMENT - 35

Elective Units of Study – Theatre, Festival and Event Production

Complete a minimum of 3 units from the list below or from relevant Training Packages. Selected units from relevant Training Packages must support the AQF level and satisfy the requirements of the theatre, festival and event production strand.

- VBP662 REHEARSE TECHNIQUE FOR PERFORMANCE - 100
- VBP663 USE TECHNIQUE IN PERFORMANCE - 100
- CUETMT05B STAGE MANAGE THE PRODUCTION/EVENT - 120
- CUETMT12A ANALYSE PERFORMANCE OUTLINE/SCRIPT - 60
- CUSDM03A MANAGE A PROJECT - 35
- CUSGEN03B COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT - 35
- THTFME04A DEVELOP AN EVENT CONCEPT - 30
DIPLOMA OF THEATRE ARTS (I)
Course Code: 21680VIC
Campus Footscray Nicholson and Sunbury Campuses.
Career Opportunities
When you graduate you will be qualified to be an Actor, Performance Maker, Stage Director, Performance Artist or Theatre Arts Practitioner.
Scope of Delivery
The course is full-time
Course Objective
The course is a training program for emerging actors and performance practitioners. It develops the acting and performance-devising skills which will enable the creation and production of new theatre works for the independent arts industry.
Entry Requirements
You must demonstrate the necessary capacity to successfully undertake the program. Entry is suited to highly motivated people who have:
• Some performance experience
• Good communication skills (and ability to read, write and speak English)
• Positive team-work skills and attitudes
Applicants must attend a performance workshop/audition day that includes: Group warm-up and physical activities, devising and improvising activities, writing activities, individual interview.
Course Duration
The course is 1 year full-time.
Course Structure
Unit Code Hours
Core Units of Study
VBP664 DEVELOP ADVANCED PERFORMANCE SKILLS 100
VBP665 REFINE PERFORMANCE SKILLS 100
CUVADM13A RESEARCH AND CRITIQUE CULTURAL WORKS 50
Elective Units of Study
Technical Production - Complete a minimum of 3 units from the list below or from relevant Training Packages. Selected units from relevant Training Packages must support the AQF level and satisfy the requirements of the technical production strand.
CUEAUD03B OPERATE VISION SYSTEMS 80
CUESTA01B INSTALL STAGING ELEMENTS 80
CUETEOM01B CO-ORDINATE PRODUCTION OPERATIONS 45
CUETEOM03B ESTABLISH AND MANAGE PRODUCTION REQUIREMENTS AND RESOURCES 45
CUETEGE15A HANDLE PHYSICAL ELEMENTS SAFELY DURING BUMP IN/BUMP OUT 80
CUFLTO2B PREPARE, INSTALL AND TEST LIGHTING EQUIPMENT 25
CUFMUP01A DESIGN, APPLY AND MANAGE PERIOD AND SPECIALISED MAKE-UP 65
CUSGEN01A USE AND ADAPT TO CHANGES IN TECHNOLOGY 20
CUESOU05B INSTALL, ALIGN AND TEST AUDIO EQUIPMENT 35
Elective Units of Study
Industry Practice - Complete a minimum of 3 units from the list below or from relevant Training Packages. Selected units from relevant Training Packages must support the AQF level and satisfy the requirements of the industry practice strand.
BSBSBM401A ESTABLISH BUSINESS AND LEGAL REQUIREMENTS 50
CUEFIN01B DEVELOP A BUDGET 20
CUEFOH07A PROCESS FINANCIAL TRANSACTIONS 50
CUEIND02A RESEARCH AND EVALUATE THEATRICAL REFERENCE TO INFORM INDUSTRY PRACTICE 60
CUEMAR02B UNDERTAKE MARKET RESEARCH 40
CUFPOP02B DETERMINE RESOURCE REQUIREMENTS FOR TOTAL PRODUCTION 35
CUSADM02A CO-ORDINATE THE PURCHASE OR HIRE OF EQUIPMENT/SUPPLIES 33
CUSADM04A MANAGE A MAJOR PROJECT 35
CVCON06A DEVELOP CONCEPTS FOR ARTS ORGANISATIONS OR PROJECTS 60
ADVANCED DIPLOMA OF GRAPHIC DESIGN
Course Code: 21873VIC
Campus City Flinders Campus.
Career Opportunities
Graphic Artist, Graphic Designer and Web Design.
Scope of Delivery
This course is offered on a full-time basis.
Course Objectives
Upon completion of the Diploma of Graphic Design 21874VIC successful or equivalent graduates are eligible to enter into the Advanced Diploma of Graphic Design 21873VIC. The course promotes development of skills in design for interactive and print based media with a focus on:
• visual design;
• interface design; and
• information design.
With the addition of continued consolidation of technical prepress expertise, graduates are equipped with an elite mix of creative and technical new media abilities, ensuring that they are truly "industry-ready".

Entry Requirements
Extensive pre-press knowledge is required, therefore entry is limited to students who have successfully completed the Diploma of Graphic Design or equivalent course.

Selection Procedures/Selection Criteria
Applicants need to apply through VTAC, contact the department to arrange an interview (see Application Procedure), attend an interview and present a folio representing these major components: typography, pre-press design, illustration, electronic media.

Course Duration
The course is offered on a full-time basis over one year.

Course Structure
To be eligible to receive the Advanced Diploma of Graphic Design, participants must successfully complete 9 units consisting of 6 Core Units and 3 Elective Units. The course consists of the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>CUFMEM10A</td>
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<td>VPAU059</td>
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<td>VPAU092</td>
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<td>VPAU095</td>
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<tr>
<td>CUSADM04A</td>
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<td>CUSADM08A</td>
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<td>CUSGEN03A</td>
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DIPLOMA OF GRAPHIC DESIGN
Course Code: 21874VIC

Campus
St Albans, City Flinders Campuses.

Career Opportunities
Graphic Artist, Further education opportunities.

Scope of Delivery
Full-time basis.

Course Objectives
The Diploma of Graphic Design is a two year full time course in which students learn the skills necessary to produce artwork for commercial purposes using both traditional and electronic means. The workload includes theory and practical elements. Throughout the course, close industry ties are maintained with frequent visits to sites including printers, advertising and design agencies, in addition to exhibitions and trade shows. These strong industry links allow our Graphic Art students the benefit of a well established and extensive Work Placement program.

Entry Requirements
To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be assessed by the department as being capable of successfully completing the course.

Selection Procedures/Selection Criteria
All Applicants will be required to attend an interview and submit a folio which includes a range of design and practical works, which may include technical and product drawings, illustrations, layouts and sketches. However, other material which indicates an ability to undertake the course can be included. At the interview students should demonstrate an understanding of the course and work in this field.

Course Duration
Full-time two years.

Course Structure
To be eligible to receive the Diploma of Graphic Design, participants must successfully complete 25 units consisting of 18 Core Units and 7 Elective Units. The course consists of the following:

<table>
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<th>Unit Code</th>
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<td>CUSADM09A</td>
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<td>VPAU010</td>
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<td>VPAU051</td>
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DIPLOMA OF VISUAL ART
Course Code: 21885VIC

Campus City Flinders Campus.

Career Opportunities
Visual Artist. Further education opportunities

Scope of Delivery
This course is offered on a full-time or part-time basis. Part-time programs are normally conducted during the day.

Course Objectives
This course prepares students for a career in the Visual Arts, particularly painting, by studying relevant practical and theoretical subjects.
The course has been developed in conjunction with industry with the intention of training personnel who will be able to operate as self-sufficient artists.

Entry Requirements
To qualify for entry to the course applicants must have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age.

Selection Procedures/Selection Criteria
Full time applicants need to apply through VTAC, contact the department to arrange an interview and to attend an interview and submit a folio of recent art work. Part time applicants apply directly to the department, attend an interview and present a folio.

Course Duration
This course is offered on a full-time basis over two years or part-time equivalent.

Course Structure
To be eligible to receive the Diploma of Visual Art, participants must successfully complete 22 units consisting of: 9 Core Units, 5 Units from the Painting stream specialisation and additional Units from the Elective Units. The course consists of the following:

Unit Code   Hours
Core Units of Study
BSBSBM403A PROMOTE THE BUSINESS 50
CUFFSAF01B FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 15
CULMS008B CONCEIVE, DEVELOP AND REALISE EXHIBITION DESIGNS 50
CUVADM09A ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS 50
CUVCOR04A ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCOURSE 60
CUVCRS11A SELECT AND PREPARE WORK FOR EXHIBITION 30
VPAU010 ANALYSE AND IMPLEMENT SUSTAINABLE WORK PRACTICES 15
VPAU011 APPLY RESEARCH AND CRITICAL ANALYSIS TO INFORM ARTISTIC AND DESIGN PRACTICE 100
VPAU012 USE ADVANCED DRAWING TECHNIQUES TO REPRESENT AND COMMUNICATE CONCEPTS 100

Specialisation Stream Units of Study
Painting
CUVSP34B APPLY TECHNIQUES TO PRODUCE PAINTINGS 50
CUVSP35B PRODUCE PAINTINGS 50
CUVSP36B RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PAINTINGS 50
VPAU026 DEVELOP AND REFINE ARTISTIC PRACTICE TO PRODUCE A CONCEPT FOR THEMATICALLY CONNECTED PAINTINGS 100
VPAU027 REALISE THEMATICALLY CONNECTED PAINTINGS 150

Elective Units of Study
CUSGEN05A MAKE PRESENTATIONS 35
CUVADM11A WORK WITHIN AN ARTS ORGANISATION CONTEXT 30
CUVSP45B PRODUCE PRINTS 50
CUVSP46B RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PRINTS 50
VPAU014 MANAGE CREATIVE AND PROFESSIONAL SELF 40
VPAU024 DEVELOP AND REFINE ARTISTIC PRACTICE TO PRODUCE A CONCEPT FOR THEMATICALLY CONNECTED DIGITAL ART WORK 100
VPAU025 REALISE THEMATICALLY CONNECTED DIGITAL ARTWORK 150
VPAU030 DEVELOP AND REFINE ARTISTIC PRACTICE TO PRODUCE A CONCEPT FOR THEMATICALLY CONNECTED PRINTS 100

context. It is, in essence, a preparatory qualification that can be used as a pathway into CUF30107 Certificate III in Media.

Scope of Delivery
This course is delivered on a face to face basis.

Entry Requirements
Entry for this course is admission via internal Secondary School assessment as this is a VETiS offered course.
Applications must be made directly to the School.

Course Duration
This course would run on a part-time basis, typically over a 1 year period.

Course Structure
To successfully complete this qualification, Students must successfully complete 8 core units, 2 specialised units and 2 elective units.

Unit Code | Hours
---|---
BSBCRT101A | APPLY CRITICAL THINKING TECHNIQUES | 20
CUFIN0201A | DEVELOP AND APPLY CREATIVE ARTS INDUSTRY KNOWLEDGE | 20
BSBWOR203A | WORK EFFECTIVELY WITH OTHERS | 15
BSBOHS201A | PARTICIPATE IN OHS PROCESSES | 20

Specialist: Camera/Cinematography
CUFCAN201A | ASSIST WITH A BASIC CAMERA SHOOT | 30

Specialist: Digital content and Imaging
CUFDIG201A | MAINTAIN INTERACTIVE CONTENT | 30
CULLB307C | USE MULTIMEDIA | 30
ICPMN206A | CREATE AND TEST A CD-ROM / DVD | 20

Specialist: On-air Presentation
CUFAIR201A | DEVELOP TECHNIQUES FOR PRESENTING INFORMATION ON RADIO | 30

Specialist: Post-production
CUFPPOS201A | PERFORM BASIC VISION AND SOUND EDITING | 40

Specialist: Research
CUFRES201A | COLLECT AND ORGANISE CONTENT FOR BROADCAST OR PUBLICATION | 20

Specialist: Audio/sound
CUSSOU04A | RECORD SOUND | 35
CUSSOU09A | MIX SOUND SOURCES | 33
CUFSOU204A | PERFORM BASIC SOUND EDITING | 35

Elective Units of Study
BSBCRT301A | DEVELOP AND EXTEND CRITICAL AND CREATIVE THINKING SKILLS | 40
BSBDES201A | FOLLOW A DESIGN PROCESS | 40
BSBDES202A | EVALUATE THE NATURE OF DESIGN IN A SPECIFIC INDUSTRY CONTEXT | 30
ICAU02006B | OPERATE COMPUTING PACKAGES | 60
BSBWOR202A | ORGANISE AND COMPLETE DAILY WORK ACTIVITIES | 20

CERTIFICATE II IN MULTIMEDIA
Course Code: CUF20601

Career Opportunities
Further Education opportunities - TAFE and Higher Education.

Scope of Delivery
This course is offered as a VET in Schools program auspiced by Victoria University.

Course Objectives
This qualification is designed to reflect the role of people working in the multimedia industry as assistants who perform basic duties such as:
- assisting in updating a web page;
- assisting with a project;
- assisting with animation;
- capturing and manipulating images;
- assisting with production.

Entry Requirements
Current enrolment in VCE Year 12.

Course Duration
This course is offered on a part-time basis over one year.

Course Structure
To attain a Certificate II in Multimedia, 9 units must be achieved:
- 2 Core Units of Study from Group A, plus
- 7 specialist units from Group B, plus

Group A Unit Code | Hours
---|---
CUFGEN01A | DEVELOP AND APPLY INDUSTRY KNOWLEDGE | 15
CUFSAF01A | FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES | 15

Group B Specialist Units
ICPMN636A | ACCESS THE INTERNET | 20
CUJRAD01A | COLLECT AND ORGANISE INFORMATION | 25
CUFMEM14A | CREATE, MANIPULATE AND INCORPORATE 2D GRAPHICS | 25
ICPMN118A | IDENTIFY COMPONENTS OF MULTIMEDIA | 20
ICPMN141A | INCORPORATE TEXT INTO MULTIMEDIA PRESENTATIONS | 20
CUFMEM133A | INCORPORATE DESIGN AND EDIT DIGITAL VIDEO | 25
ICPMN144A | INCORPORATE AUDIO INTO MULTIMEDIA PRESENTATIONS | 42
### CERTIFICATE III IN MEDIA

**Course Code:** CUF30107

**Campus** Not allocated. [VETiS]

**Course Objective**
This qualification reflects the role of a skilled operator in the film, television, radio or digital media industries who applies a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

**Scope of Delivery**
This course is delivered on a face to face basis.

**Entry Requirements**
Entry for this course is admission via internal Secondary School assessment as this is a VETiS offered course. Applications must be made directly to the School.

**Course Duration**
This course would run on a part time basis, typically over a 2 year period.

**Course Structure**
To successfully complete this qualification, Students must successfully complete 10 core units and 2 elective units. Incorporating both Certificate II in Creative Industries (Media) and Certificate III in Media.

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<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ICAITU005B</td>
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<td>ICAITU006B</td>
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<td>CUFPO01A</td>
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<td>CUFMEM01A</td>
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<tr>
<td>CULMS413A</td>
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</tbody>
</table>

### CERTIFICATE III IN MULTIMEDIA

**Course Code:** CUF30601

**Career Opportunities**
Further Education opportunities - TAFE and Higher Education.

**Scope of Delivery**
This course is offered as a VET in Schools program auspiced by Victoria University.

**Course Objectives**
While Certificate IV is the main entry point to the multimedia industry, this qualification is designed to reflect the role of employees who perform such duties as:
- assisting with graphics;
- producing and updating basic web pages;
- producing multimedia components;
- editing multimedia material;
- producing animation.

**Entry Requirements**
Current enrolment in VCE Year 12.
Course Duration
This course is offered on a part-time basis over two years.

Course Structure
To attain a Certificate III in Multimedia, 13 units must be achieved:
• 2 Core Units of Study from Group A plus;
• 6 specialist units from Group B, plus;
• 3 Elective Units of Study from Group C, plus;
• 2 Elective Units of Study from the Certificate III unit bank or from another industry training package at Certificate III level.

Unit Code   Hours
Unit of Study Code Hours
Group A Core Units of Study
CUFGEN01A DEVELOP AND APPLY INDUSTRY KNOWLEDGE 15
CUFSAF01A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 15

Group B Specialist Units
CUFEM07A APPLY PRINCIPLES OF VISUAL DESIGN AND COMMUNICATION TO THE DEVELOPMENT OF A MULTIMEDIA PRODUCT 40
CUFMA03A CREATE 2D DIGITAL ANIMATION 35
ICPMN65DA CREATE WEB PAGES WITH MULTIMEDIA 50
ICPMN15DA DEVELOP A MULTIMEDIA SCRIPT 40
CUSOU012A EDIT SOUND USING DIGITAL SYSTEMS 69
CUFED05A OPERATE A NON-LINEAR EDITING SYSTEM 50
ICAIT12A OPERATE SYSTEM SOFTWARE 50
ICAIT126A USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40
CUFWRT05A WRITE CONTENT AND/OR COPY 50

Group C Elective Units of Study
CUSADM08A ADDRESS COPYRIGHT REQUIREMENTS 20
CUFRAD01A ORIGINATE AND DEVELOP THE CONCEPT 60
CUFEM14A CREATE, MANIPULATE AND INCORPORATE 2D GRAPHCICS 25
ICPMM11BA IDENTIFY COMPONENTS OF MULTIMEDIA 20
ICPMM41CA INCORPORATE TEXT INTO MULTIMEDIA PRESENTATIONS 20
CUFEM13A INCORPORATE, DESIGN AND EDIT DIGITAL VIDEO 25
ICPMM44CA INCORPORATE AUDIO INTO MULTIMEDIA PRESENTATIONS 42
CUFMA01A PRODUCE AND MANIPULATE DIGITAL IMAGES 20
CUSOU04A RECORD SOUND 35
CUCAM10A SET UP AND OPERATE A BASIC VIDEO CAMERA 50
CUFEM12A UPDATE WEB PAGES 30
CUSGEN01A USE AND ADAPT TO CHANGES IN TECHNOLOGY 20
CULMS413A USE INFORMATION TECHNOLOGY 40

CERTIFICATE IV IN MULTIMEDIA
Course Code: CUF40801

Campus St Albans.

Career Opportunities
Further education opportunities. Provides multimedia training for people who want to produce, edit or test multimedia products such as animations, graphics, games, CDROMs and interfaces. when you graduate you will be eligible to enter the Advanced diploma of Multimedia CUF60501.

Scope of Delivery
Full-time basis.

Course Objectives
This qualification is designed to reflect the role of personnel producing multimedia products who perform a range of artistic, administrative and technical duties such as:
• producing animation;
• producing graphics;
• editing multimedia material;
• developing web/intranet/sites/pages;
• authoring/developing CD ROMs;
• testing games;
• designing interfaces.

Entry Requirements
Prospective applicants must contact the Department of Visual Arts, Design and Multimedia on (03) 9919 1583 to obtain an ‘Application for interview’ form. Applicants will be required to attend an interview and submit a folio of recent art work.

Selection Procedures/Selection Criteria
Applicants need to apply through VTAC, contact the department to arrange an interview (See Application Procedures) and attend an interview and submit a folio of recent art work.

Course Duration
This course is offered on a full-time basis over one year. A credit pathway exists from this course to the Advanced Diploma of Multimedia CUF60501.
FACULTY OF WORKFORCE DEVELOPMENT

Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFIMA01A</td>
<td>20</td>
<td>PRODUCE AND MANIPULATE DIGITAL IMAGES</td>
</tr>
<tr>
<td>CUFIMA03A</td>
<td>35</td>
<td>CREATE 2D DIGITAL ANIMATION</td>
</tr>
<tr>
<td>CUFIMA04A</td>
<td>75</td>
<td>CREATE 3D DIGITAL ANIMATION</td>
</tr>
<tr>
<td>CUFMEM05A</td>
<td>40</td>
<td>MANAGE MULTIMEDIA ASSETS</td>
</tr>
<tr>
<td>CUFWR05A</td>
<td>50</td>
<td>WRITE CONTENT AND/OR COPY</td>
</tr>
<tr>
<td>CUFWR07A</td>
<td>50</td>
<td>WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA</td>
</tr>
<tr>
<td>CUSADM03A</td>
<td>35</td>
<td>MANAGE A PROJECT</td>
</tr>
<tr>
<td>CUSGEN05A</td>
<td>35</td>
<td>MAKE PRESENTATIONS</td>
</tr>
<tr>
<td>ICAITB060A</td>
<td>40</td>
<td>IDENTIFY PHYSICAL DATABASE REQUIREMENTS</td>
</tr>
<tr>
<td>ICAITB061A</td>
<td>20</td>
<td>MONITOR PHYSICAL DATABASE IMPLEMENTATION</td>
</tr>
<tr>
<td>ICAITB075A</td>
<td>20</td>
<td>USE A LIBRARY OR PRE-EXISTING COMPONENTS</td>
</tr>
<tr>
<td>ICPMM650A</td>
<td>50</td>
<td>CREATE WEB PAGES WITH MULTIMEDIA</td>
</tr>
</tbody>
</table>

DIPLOMA OF MULTIMEDIA

Course Code: CUF50701

When you graduate from the Advanced Diploma of Multimedia you are eligible to enter the third year of Victoria University’s Bachelor of Arts Degree (Multimedia). There is also a new dual award Advanced Diploma of Multimedia/Bachelor of Arts (Interactive Media) where both courses are studied concurrently.

Campus St Albans, City Flinders Campuses.

Career Opportunities

Studio based art practice, games development, web design and development, animation and special effects production.

Scope of Delivery

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

Course Objectives

This qualification is designed to reflect the role of people working in the multimedia industry who perform technical, design, managerial or executive duties. At this level it is possible to specialise in instructional design, project management, production, games or web site design depending on the units selected. Common duties may include:

- designing multimedia products;
- managing major projects;
- coordinating the production of multimedia products;
- business management;
- evaluating multimedia products;
- managing the design process for multimedia;
- managing multimedia projects;
- writing for multimedia;
- undertaking instructional design;
- editing on-line;
- designing games;
- testing games;
- designing for multimedia;
- producing animation;
- designing web sites/pages.

Entry Requirements

Entry to these courses is via an interview and submission of a folio.

Selection Procedures/Selection Criteria

Applicants need to apply through VTAC, contact the department to arrange an interview (see Applications Procedures) and attend an interview and submit a folio which demonstrates strong creative, conceptual and technical abilities. At the interview applicants should demonstrate an understanding of the Multimedia Industry.

Previous work and life experience of mature age applicants may be considered. Consideration may also be given to applicants whose educational opportunities have been affected by economic background.

Course Duration

The Advanced Diploma of Multimedia CUF60501 is offered on a full-time basis over two years with an exit point for the Diploma qualification after 18 months. The courses are also offered part-time.

Course Structure

ADVANCED DIPLOMA OF MULTIMEDIA (STREAMS IN INTERACTIVE MEDIA AND GAMES DEVELOPMENT) (I)
Course Code: CUF60501

When you graduate from the Advanced Diploma of Multimedia you are eligible to enter the third year of Victoria University’s Bachelor of Arts Degree (Multimedia). There is also a new dual award Advanced Diploma of Multimedia/Bachelor of Arts (Interactive Media) where both courses are studied concurrently.

Campus
St Albans, City Flinders Campuses.

Career Opportunities
Studio based art practice, games development, web design and development, animation and special effects production.

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

Course Objectives
This qualification is designed to reflect the role of people working in the multimedia industry who perform technical, design, managerial or executive duties. At this level it is possible to specialise in instructional design, project management, production, games or web site design depending on the units selected. Common duties may include:

- designing multimedia products;
- managing major projects;
- coordinating the production of multimedia products;
- business management;
- evaluating multimedia products;
- managing the design process for multimedia;
- managing multimedia projects;
- writing for multimedia;
- undertaking instructional design;
- editing on-line;
- designing games;
- testing games;
- designing for multimedia;
- producing animation;
- designing web sites/pages.

Entry Requirements
Entry to these courses is via an interview and submission of a folio.

Selection Procedures/Selection Criteria
Applicants need to apply through VTAC, contact the department to arrange an interview (see Applications Procedures) and attend an interview and submit a folio which demonstrates strong creative, conceptual and technical abilities. At the interview applicants should demonstrate an understanding of the Multimedia Industry. Previous work and life experience of mature age applicants may be considered. Consideration may also be given to applicants whose educational opportunities have been affected by economic background.

Course Duration
The Advanced Diploma of Multimedia CUF60501 is offered on a full-time basis over two years with an exit point for the Diploma qualification after 18 months. The courses are also offered part-time.

Course Structure
FACULTY OF WORKFORCE DEVELOPMENT

Unit Code   Hours
CUFMEN02A AUTHOR A MULTIMEDIA PRODUCT 50
CUFMEN03A INTEGRATE AND USE SCRIPTING LANGUAGE IN AUTHORING A MULTIMEDIA PRODUCT 60
CUFMEN04A TEST A MULTIMEDIA PRODUCT 40
CUFMEN05A DESIGN A MULTIMEDIA PRODUCT 50
CUFMEN07A APPLY PRINCIPLES OF VISUAL DESIGN AND COMMUNICATION TO THE DEVELOPMENT OF A MULTIMEDIA PRODUCT 40
CUFMEN08A APPLY PRINCIPLES OF INSTRUCTIONAL DESIGN TO A MULTIMEDIA PRODUCT 40
CUFMEN09A APPLY PRINCIPLES OF GAME DESIGN TO A MULTIMEDIA PRODUCT 30
CUFMEN10A DESIGN AND CREATE A MULTIMEDIA INTERFACE 70
CUFMEN11A DESIGN THE NAVIGATION FOR A MULTIMEDIA PRODUCT 70
CUPPO09A CONDUCT A BRIEFING 30
CUFWRTO7A WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA 50
CUSADM04A MANAGE A MAJOR PROJECT 35
CUSRAD02A CONDUCT RESEARCH 35
ICPMM61DA PREPARE MULTIMEDIA FOR DIFFERENT PLATFORMS 20

Interactive Media Stream Units of Study only
CUEFIN1A DEVELOP A BUDGET 30
CUEFEDT05A OPERATE A NON-LINEAR EDITING SYSTEM 50
CUEFRAD01A ORIGINATE AND DEVELOP THE CONCEPT 60
CUSSDU02A EDIT SOUND USING DIGITAL SYSTEMS 69
THHGLE16A MANAGE PHYSICAL ASSETS 39

Games Development Stream Units of Study only
CUFIMA06A.1 DEVELOP AND IMPLEMENT VISUAL EFFECTS DESIGNS 100
ICAITAD058A APPLY SKILLS IN OBJECT ORIENTED DESIGN 40
THHGLE12A.1

Certificate III in Music
Course Code: CUS30101

Campus Sunbury.

Career Opportunities
Solo or group musician, composer.

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

Course Objectives
To prepare and train students for a career or further education as a musician, sound engineer or artist manager in either freelance or organisational environments.

Course Structure
Unit Code   Hours
Core Units of Study
CUSADM08A ADDRESS COPYRIGHT REQUIREMENTS 20
CUSBGE01A DEVELOP AND UPDATE MUSIC INDUSTRY KNOWLEDGE 20
CUSSAF02A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES IN THE MUSIC INDUSTRY 10

(A) Elective Units of Study
minimum of seven units to be selected in consultation with the Program Manager from the following list.

(B) Elective Units of Study
A minimum of two units of which can be selected from elective units (a), or from the unit bank for Certificate III listed in the CUS01 Training Package or from another endorsed Industry Training Package at Certificate III in consultation with the Program Manager
CUSMCP02A COMPOSE A SIMPLE SONG OR TUNE 35
CUSMCP03A CONTRIBUTE TO BACKUP ACCOMPANIMENT FOR A PERFORMANCE 35
CUSMCP03A CREATE A SIMPLE ACCOMPANIMENT FOR A SONG OR TUNE 35
CUSMPF01A DEVELOP AND PRACTICE IMPROVISATION 35
CUSMPF06A EXTEND TECHNICAL SKILLS IN PERFORMANCE 20
CUSMGE12A MAINTAIN AND EXPAND MUSIC KNOWLEDGE AND CRITICAL LISTENING SKILLS 69
CUSMGE01A MAINTAIN SELF OR GROUP IN MUSIC 70
CUSBGE11A PLAN A CAREER IN MUSIC 33
CUSMPF04A PREPARE SELF FOR PERFORMANCE 35
CUSMGE06A READ MUSIC 70
CUSMGE09A USE MIDI DEVICES AND/OR SOFTWARE TO PREFORM MUSIC 35
CUSMPF07A PLAN, PREPARE AND PERFORM FOR A DEMO RECORDING 35
CUSSDU04A RECORD SOUND 35
CERTIFICATE IV IN MUSIC
Course Code: CUS40101

Campus: Sunbury.
Career Opportunities
Performer, composer or arranger. Music technology, self-management, promotion and marketing.
Scope of Delivery
This course is offered on a full-time basis.
Course Objectives
This course meets the needs of the contemporary music industry for the preparation of musicians capable of being employed in a variety of workplace environments. Students are provided with a solid grounding in ensemble and solo performance craft, analysis, critical listening, composition and music technology including live sound and MIDI.
Entry Requirements
Successful completion of Year 12 (or equivalent) or mature age entry. Apply through VTAC. All applicants must lodge a completed Victoria University Supplementary Information form.
Selection Procedures/Selection Criteria
Applicants are required to attend an interview and audition.
Course Duration
This course on a full time basis over 560 nominal hours or part time equivalent.

Course Structure
Unit Code   Hours
Core Units of Study (115 onminal hours)

CUSADM08A ADDRESS COPYRIGHT REQUIREMENTS 20
CUSGEN03A COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT 35
CUSMGE17A MAINTAIN AND APPLY MUSIC INDUSTRY KNOWLEDGE 85
CUSMCP02A COMPOSE A SIMPLE SONG OR TUNE 35
CUSMGE03A USE INSTRUMENTS, EQUIPMENT AND/OR ELECTRONIC TECHNOLOGY FOR MAKING MUSIC 30
CUSMCP03A CREATE A SIMPLE ACCOMPANIMENT FOR A SONG OR TUNE 35
CUSMFF03A DEVELOP AND MAINTAIN STAGECRAFT SKILLS 70
CUSMFF10A DEVELOP AND PRACTICE IMPROVISATION 35
CUSMFF09A EVALUATE AND EXTEND PERFORMANCE TECHNIQUE 33
CUSMGE12A MAINTAIN AND EXPAND MUSIC KNOWLEDGE AND CRITICAL LISTENING SKILLS 69
CUSMFP15A PERFORM MUSIC AS A SOLOIST 70
CUSMFP11A PERFORM MUSIC AS PART OF A GROUP 69
CUSSAF02A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES IN THE MUSIC INDUSTRY 10
CUSSOU05A INSTALL, ALIGN AND TEST SOUND EQUIPMENT 35
CUSSOU09A MIX SOUND SOURCES 33
CUSMGE10A USE MIDI DEVICES AND/OR SOFTWARE TO COMPOSE MUSIC 30

CERTIFICATE IV IN MUSIC INDUSTRY (TECHNICAL PRODUCTION)
Course Code: CUS40201

Campus: Sunbury.
Career Opportunities
Sound engineer or producer in the studio, live or theatre settings.
Scope of Delivery
This course is offered on a full-time basis or part-time equivalent.
Course Objectives
The provides students with a wide range of knowledge and skills to be able to work in the music industry, either as small business (freelance) operators in a variety of music technology and related fields including the home studio, live sound, MIDI, digital audio editing, collaboration and management, or as practitioners in medium to large production facilities. This course provides training in both live and studio recording practices, and is suitable for students wanting to work with performers operating at the local/national level.
Entry Requirements
The successful completion of Year 12 (or equivalent) or mature age entry. Apply through VTAC. All applicants must lodge a completed Victoria University Supplementary Information form.
Selection Procedures/Selection Criteria
Applicants are required to attend an interview.
Course Duration
This course is 1 year full time or part time equivalent.

Course Structure
Unit Code   Hours
Core Units of Study
CUEOHS1A IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES. 10
CUESOU1A REPAIR AND MAINTAIN SOUND EQUIPMENT 39
CUETEM3A ESTABLISH AND MANAGE RESOURCES AND TECHNICAL REQUIREMENTS 30
CUSADM03A MANAGE A PROJECT 35
CUSGEN03A COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT 35
CUSMGE10A USE MIDI DEVICES AND/OR SOFTWARE TO COMPOSE MUSIC 30
CUSSOU09A MIX SOUND SOURCES 33
CUSSOU13A SET UP, OPERATE AND DE-RIG PORTABLE SOUND RECORDING EQUIPMENT 33
FACULTY OF WORKFORCE DEVELOPMENT

Unit Code | Hours
---|---
CUSSOU24A | EDIT SOUND USING COMPUTERISED DIGITAL EQUIPMENT/SYSTEMS 84
CUSSOU05A | INSTALL, ALIGN AND TEST SOUND EQUIPMENT 35
CUSSOU23A | SPECIFY SOUND SYSTEMS 33
CUSSOU11A | OPERATE SOUND MIXING CONSOLE 69
CUSGEO1A | SUPERVISE TECHNICAL OPERATIONS 35
CUSSOD07A | MIX SOUND SOURCES 33
CUSGEE12A | MAINTAIN AND EXPAND MUSIC KNOWLEDGE AND CRITICAL LISTENING SKILLS 69

CERTIFICATE IV IN MUSIC INDUSTRY (BUSINESS)
Course Code: CUS40301 No Intake 2009 - Continuing Students Only

Campus Sunbury.
Career Opportunities
Event, artist or band manager.

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

Course Objectives
This provides students with a wide range of business skills necessary for successful participation in the music industry, including promotion, marketing, publishing, copyright, contracts, licensing, technology, self-promotion and health and safety.

Entry Requirements
The successful completion of Year 12 (or equivalent) or mature age entry. Apply through VTAC. All applicants must lodge a completed Victoria University Supplementary Information Form.

Selection Procedures/Selection Criteria
Applicants are required to attend an interview.

Course Duration
The course is one year full-time.

Course Structure
Unit Code | Hours
---|---
Core Units of Study
BSXFMI404A | PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS 48
CUENAR3A | UNDERTAKE MARKETING ACTIVITIES 39
CUSADM03A | MANAGE A PROJECT 35
CUSADM07A | ESTABLISH AND MAINTAIN WORK AND CONTRACTUAL RELATIONSHIPS 70
CUSADM08A | ADDRESS COPYRIGHT REQUIREMENTS 20
CUSBFI12A | CALCULATE, COLLECT AND DISTRIBUTE PUBLISHING INCOME 33
CUSGEE11A | PLAN A CAREER IN MUSIC 33
CUSGEE17A | MAINTAIN AND APPLY MUSIC INDUSTRY KNOWLEDGE 85
CUSGMA07A | ASSESS THE FEASIBILITY OF AN ACT FOR PROMOTION 18
CUSGMA14A | MANAGE, PROMOTE AND NEGOTIATE LICENSING ON PUBLISHED WORKS 33
CUSGEN01A | USE AND ADAPT TO CHANGES IN TECHNOLOGY 20
CUSMAR01A | PROMOTE PRODUCTS AND SERVICES 84
CUSSAF02A | FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES IN THE MUSIC INDUSTRY 10
CUSMA05A | PROMOTE THE ACT TO OBTAIN DEALS 36

DIPLOMA OF MUSIC
Course Code: CUS50101

Campus Sunbury.
Career Opportunities
Performer, composer or arranger.

Scope of Delivery
This course is offered on a full-time basis over 855 hours or part-time equivalent.

Course Objectives
The course focuses on building the technical, compositional and performance skills of the contemporary artist including music analysis, craft, improvisation, technology, touring and self-promotion skills, to professional standards and to meet requirements of entry into university and the workplace.

Entry Requirements
Applicants for the Diploma of Music CUS50101 are expected to have attained the general competencies pertaining to a relevant Certificate IV level award. Applicants apply through VTAC. Applicants without formal educational qualifications may apply and in such cases entry to the course may be granted after interview and audition, having regard to the applicant’s prior life and work experiences. All applicants must lodge a completed Victoria University Supplementary Information Form.

Selection Procedures/Selection Criteria
An interview and audition are required.

Course Duration
This course is one year full-time or part-time equivalent.

Course Structure
Unit Code | Hours
---|---
Core Units of Study
CUSADM08A | ADDRESS COPYRIGHT REQUIREMENTS 20
CUSSAF02A | FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES IN THE MUSIC INDUSTRY 10
DIPLOMA OF MUSIC INDUSTRY (TECHNICAL PRODUCTION)
Course Code: CUS50201

Campus: Sunbury.

Career Opportunities
Engineer or producer in the large or small studio, live venue, theatre, post-production/multimedia facility or broadcast area.

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

Course Objectives
This provides students with a wide range of skills necessary for successful participation in the music industry, including live sound, studio engineering, audio post-production, multimedia, the internet, music analysis, small business management and working in teams.

Entry Requirements
Applicants are expected to have attained the general competencies pertaining to a relevant Certificate IV level award. Apply through VTAC. Applicants without formal educational qualifications may apply and, in such cases, entry to the course may be granted after interview having regard to the applicant’s prior life and work experiences. All applicants must lodge a completed Victoria University Supplementary Information form.

Selection Procedures/Selection Criteria
An interview is required.

Course Duration
The course is one year full-time (over 855 nominal hours) or part-time equivalent.

Course Structure

Unit Code   Hours
CUESOHS1A IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES  10
CUSBGE17A MAINTAIN AND APPLY MUSIC INDUSTRY KNOWLEDGE  85
CUSMGE13A APPLY MUSIC KNOWLEDGE AND ARTISTIC JUDGEMENT  84
CUSSOU15A CREATE A FINAL SOUND BALANCE  84
CUSSOU16A DEVELOP SOUND DESIGN  50
CUSSOU17A DEVELOP AND IMPLEMENT SOUND PRODUCTION FOR A RECORDING  81
CUESOU4A MIX SOUND  141
CIFMEM02A AUTHOR A MULTIMEDIA PRODUCT  50
CUSSOU22A IMPLEMENT SOUND DESIGN  50
CUFEOT08A EDIT DIALOGUE AND SOUND  51
CUSADM02A CO-ORDINATE THE PURCHASE OR HIRE OF EQUIPMENT/SUPPLIES  33
CUSBGE11A PLAN A CAREER IN MUSIC  33
CUSBGE17A MAINTAIN AND APPLY MUSIC INDUSTRY KNOWLEDGE  85
ICPMM44CA INCORPORATE AUDIO INTO MULTIMEDIA PRESENTATIONS  42

CERTIFICATE III IN VISUAL ARTS & CONTEMPORARY CRAFT
Course Code: CUV30103

Campus: Footscray Nicholson.

Career Opportunities
Independent Arts Enterprise, Performance Artist, Artistic Director.

Scope of Delivery
Full-time, flexible delivery.

Course Objectives
This course is for artists and performers who have existing intermediate physical performance skills. It provides the opportunity to conceive, develop and perform a solo performance work in a collaborative artistic environment.

Entry Requirements
You must demonstrate the necessary capacity to successfully undertake the program. Entry is suited to highly motivated artists who have:

- Intermediate performance experience
- Developed a level of physical fitness suited to further training in physical theatre and/or dance
- Good communication skills (and ability to read, write and speak English)
- Positive interpersonal skills and attitudes
Performers seeking to enter this course should have developed a basic concept for a solo work (this concept can change during the course).
You must attend a performance workshop/audition day that includes: Group warm-up and physical activities, devising & improvising activities, Writing activities, Individual interview (applicants must present an outline for their solo work)

**Selection Procedures**
Applicants must attend an audition/interview and a portfolio presentation.

**Course Duration**
The course is one semester (22 weeks) 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>CUVCOR03A</td>
<td>DEVELOP, REFINE AND COMMUNICATE CONCEPT FOR OWN WORK</td>
<td>50</td>
</tr>
<tr>
<td>CUFSAF01B</td>
<td>FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>15</td>
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<tr>
<td>CUVCOR08A</td>
<td>PRODUCE DRAWINGS TO REPRESENT AND COMMUNICATE THE CONCEPT</td>
<td>60</td>
</tr>
<tr>
<td>CUVCOR12A</td>
<td>REVIEW HISTORY AND THEORY FOR APPLICATION TO ARTISTIC PRACTICE</td>
<td>50</td>
</tr>
</tbody>
</table>

**Elective Units of Study**
Complete 10 other units

At least one unit must be selected from the following areas of the Visual Arts Craft and Design Training Package:
- Calligraphy
- Ceramics
- Digital art
- Drawing
- Glass
- Jewellery
- Painting
- Prints
- Sculpture
- Textiles/fibre
- Video art
- Wood
- Photomaging

In addition, at least one unit must be selected from the following areas of the Visual Arts Craft and Design Training Package:
- Professional Practice
- Design
- Research and Innovation

Remaining units may be selected from other areas of the Visual Arts Craft and Design Training Package or any relevant endorsed Training Package at the appropriate level.

**NB:** This course is offered in the first semester of each year.

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**CERTIFICATE IV IN VISUAL ARTS & CONTEMPORARY CRAFT**

**Course Code:** CUV40103

**Campus** Sunbury/Footscray Nicholson Campus.

**Career Opportunities**
Performance Artist, Independent Performance maker/Choreographer, Independent Arts Practitioner.

**Scope of Delivery**
Full-time; Part-time; Flexible Delivery

**Course Objective**
To provide performance artists with existing physical performance skills the opportunity to develop and create new works for the independent performance industry.

**Entry Requirements**
Graduates of the Certificate III in Visual Arts and Contemporary Craft - Performance Artist or artists with equivalent industry experience will be eligible to apply. Applicants seeking recognition of previous industry experience will present a performance audition or portfolio of evidence.

**Course Duration**
30 weeks 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>CUVCOR04A</td>
<td>ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCOURSE</td>
<td>60</td>
</tr>
<tr>
<td>CUFSAF01B</td>
<td>FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>15</td>
</tr>
<tr>
<td>CUVCOR09A</td>
<td>SELECT AND APPLY DRAWING TECHNIQUES AND MEDIA TO REPRESENT AND COMMUNICATE THE CONCEPT</td>
<td>80</td>
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<tr>
<td>CUVCOR13A</td>
<td>RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM ARTISTIC PRACTICE</td>
<td>70</td>
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</tbody>
</table>

**Elective Units of Study**
Complete 14 other units

At least two units must be selected from one or more of the following areas of the Visual Arts Craft and Design Training Package: Digital Art; Public art; Drawing; Installation; Performance Art; Painting; Prints; Sculpture; Textiles/fibre; Video art; Wood; Design; Photo Imaging

In addition, at least two units must be selected from one or more of the following areas of the Visual Arts Craft and Design Training Package: Professional practice; Small business; Research and innovation

Remaining units may be selected from other areas of the Visual Arts Craft and Design Training Package or any relevant endorsed Training Package at the appropriate level.
SUBJECTS

Below are subject details for courses offered by the School of Creative Industries in 2009.

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

BSBCRT101A APPLY CRITICAL THINKING TECHNIQUES
Content: This unit describes the performance outcomes, skills and knowledge required to use fundamental critical thinking skills. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 20 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

BSBDES201A FOLLOW A DESIGN PROCESS
Content: This unit describes the performance outcomes, skills and knowledge required to follow a design process at a basic level. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

BSBDES202A EVALUATE THE NATURE OF DESIGN IN A SPECIFIC INDUSTRY CONTEXT
Content: This unit describes the performance outcomes, skills and knowledge required to evaluate the nature and role of design in a particular industry context. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 30 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

BSBDES302A EXPLORE AND APPLY THE CREATIVE DESIGN PROCESS TO 2D FORMS
Content: This unit describes the performance outcomes, skills and knowledge required to explore and creatively apply the design process to the development of 2 dimensional (2D) forms. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 50 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

BSBWOR201A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES
Content: This unit describes the performance outcomes, skills and knowledge required to organise and complete work activities, and to obtain feedback on work performance. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 20 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

BSXFMI404A PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS
Content: Participate in team planning; Develop team commitment and co-operation; Manage and develop team performance; Participate in, lead and facilitate the work team.
Nominal Hours: 48-50 Hours
Assessment: Project based and practical tasks

CUEAUD06A APPLY A GENERAL KNOWLEDGE OF VISION SYSTEMS TO WORK ACTIVITIES
Content: Make preparations for simple vision system activities; Complete tasks using vision systems.
Nominal Hours: 20 Hours
Assessment: Project based and practical assessment

CUECOR1B MANAGE OWN WORK AND LEARNING
Content: This unit describes the self-management skills needed to perform effectively in the workplace. As such it relates to personal time management and the identification and management of personal learning needs.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

CUECOR2A WORK WITH OTHERS
Content: Participate in the work/group process; Contribute to the flow of information and ideas; Deal effectively with issues, problems and conflicts.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

CUECOS09A DEVELOP AND APPLY KNOWLEDGE OF COSTUME
Content: Research information on costume; Link research to costume design and production needs; Update and maintain knowledge of costume trends.
Nominal Hours: 60 Hours
Assessment: Project based and practical assessment

CUEEV11A PLAN & MANAGE EVENTS
Content: Prepare for events; Prepare implementation strategy; Oversee event implementation.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

CUEEV21A TOUR THE SHOW
Content: Plan and identify tour requirements. Coordinate variations to the show. Communicate tour requirements to relevant personnel. Contribute to financial administration. Coordinate publicity arrangements.
Nominal Hours: 138 Hours
Assessment: Project based, practical and written tasks

CUEFIN01B DEVELOP A BUDGET
Content: This unit describes the skills and knowledge required to develop a budget. The nature and purpose of the budget will vary according to the work context, but the unit focuses on the key skills of analysing financial information to inform the budget development process and the actual development of a budget. Skills relating to the monitoring of budget performance are found in the unit CUEFIN02B - Manage a budget. Combined assessment of these units is appropriate.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CUEFIN1A DEVELOP A BUDGET
Content: This unit describes the skills and knowledge required to develop a budget. The nature and purpose of the budget will vary according to the work context, but the unit focuses on the key skills of analysing financial information to inform the budget development process and the actual development of a budget. Implement diversity policy.
Nominal Hours: 30 Hours
Assessment: Project based and practical assessment
CUEFOH07A PROCESS FINANCIAL TRANSACTIONS
Content: Process payments and receipts; Reconcile takings.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUEIND01B SOURCE AND APPLY ENTERTAINMENT INDUSTRY KNOWLEDGE
Content: Source and apply information on the structure and operation of the entertainment industry; Source and apply industry employment obligations and opportunities; Seek information on new technology; Seek opportunities to update industry knowledge.
Nominal Hours: 10 Hours
Assessment: Project based and practical assessment

CUEIND02A RESEARCH AND EVALUATE THEATRICAL REFERENCE TO INFORM INDUSTRY PRACTICE
Content: Research theatrical references; Link research to industry practice; Update and maintain knowledge of theatrical trends.
Nominal Hours: 60 Hours
Assessment: Project based and practical assessment

CUELGT03B INSTALL AND OPERATE FOLLOW SPOTS
Content: Install follow spots; Participate in technical or creative run through; Prepare for follow spot operation; Operate follow spots; Shut down and disassemble equipment.
Nominal Hours: 50 Hours
Assessment: Project based and practical assessment

CUELGT05B RECORD AND OPERATE STANDARD LIGHTING CUES
Content: Record, modify and replay lighting cues; Carry out procedures prior to plotting or operating lighting cues; Plot and operate lighting cues; Carry out basic troubleshooting procedures; Carry out post-performance procedures.
Nominal Hours: 100 Hours
Assessment: Project based and practical assessment

CUELGT09A APPLY A GENERAL KNOWLEDGE OF LIGHTING TO WORK ACTIVITIES
Content: Make preparations for lighting set up; Complete tasks using lighting equipment.
Nominal Hours: 20 Hours
Assessment: Project based and practical assessment

CUEMAR02B UNDERTAKE MARKET RESEARCH
Content: Plan market research; Conduct research; Analyse research findings.
Nominal Hours: 40 Hours
Assessment: Project based and practical assessment

CUEMAR03B UNDERTAKE MARKETING ACTIVITIES
Content: Plan and organise marketing and promotional activities; Undertake a general public relations role; Review and report on promotional activities.
Nominal Hours: 60 Hours
Assessment: Project based and practical assessment

CUEMAR2A UNDERTAKE MARKET RESEARCH
Content: Plan market research, Conduct research, Analyse research findings.
Nominal Hours: 39 Hours
Assessment: As per accredited curriculum

CUEMAR3A UNDERTAKE MARKETING ACTIVITIES
Content: Plan, implement, review and report on marketing and promotional activities.
Nominal Hours: 39 Hours
Assessment: Project based and practical tasks

CUEOHSS01B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES
Content: Provide information on health and safety; co-ordinate participation in health and safety issues; Implement and monitor procedures for controlling hazards and risks; Implement and monitor health and safety training; Maintain OH&S records.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CUEPRP03A APPLY A GENERAL KNOWLEDGE OF PROPS CONSTRUCTION
Content: Select equipment and materials in preparation for construction; Use props construction techniques.
Nominal Hours: 20 Hours
Assessment: Project based and practical assessment

CUEPRP04A USE CASTING AND MOULDING TECHNIQUES TO MAKE PROPS
Content: Assess the need for casting/moulding; Select moulding/casting techniques and equipment; Construct moulds and casts.
Nominal Hours: 40 Hours
Assessment: Project based and practical assessment

CUESCE05A APPLY A GENERAL KNOWLEDGE OF ScENIC ART
Content: Make preparations for scenic art production; Complete tasks using scenic art tools, equipment and materials.
Nominal Hours: 20 Hours
Assessment: Project based and practical assessment

CUESET05B APPLY SET CONSTRUCTION TECHNIQUES
Content: This unit describes the skills and knowledge to apply basic carpentry skills to the construction of sets within any production in the cultural industries. As such it focuses on the particular materials and techniques used to create simple set elements such as flats and treads. A person working under supervision would generally undertake this role. Skills working with hand and power tools would be required to complete this unit.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

CUESET10A CONSTRUCT MECHANICAL SETS
Content: Assess requirements for mechanical sets; Select equipment and materials for mechanical sets; Construct mechanical sets.
Nominal Hours: 100 Hours
Assessment: Project based and practical assessment

CUESET11A DEVELOP SET CONSTRUCTION PLANS TO MEET DESIGN REQUIREMENTS
Content: Interpret the set design from a construction perspective; Develop set construction plans and drawings.
Nominal Hours: 100 Hours
Assessment: Project based and practical assessment

CUESMT05B STAGE MANAGE THE PRODUCTION/EVENT
Content: Oversee preparation of the production/event; Coordinate the stage setup; Run the production/event; Maintain working relations and communication with production and performance team; Finalise the performance/event.
Nominal Hours: 120 Hours
Assessment: Project based and practical assessment

CUESMT10A ORGANISE AND FACILITATE REHEARSALS
Content: Select and secure rehearsal venue; Coordinate physical elements for rehearsals; Create and distribute rehearsal documentation; Facilitate communication during rehearsal; Participate in rehearsals.
Nominal Hours: 98 Hours
Assessment: As per accredited curriculum
CUESMT11A CREATE, UPDATE AND USE PRODUCTION REFERENCE DOCUMENTS
Content: Determine requirements for production reference documents; Create and maintain production reference documents; Use production reference documents during rehearsals.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

CUESMT12A ANALYSE PERFORMANCE OUTLINE/SCRIPT
Content: Read and analyse performance outline/script; Determine specific production requirements from performance outline/script; Integrate key information into planning and pre-production.
Nominal Hours: 60 Hours
Assessment: Project based and practical assessment

CUESMT2A PREPARE FOR REHEARSAL
Content: Interpret the creative parameters of the production; Identify and confirm production and rehearsal parameters; Prepare and run auditions; Locate, secure and prepare rehearsal facilities; Prepare, distribute and maintain required company documentation and production information.
Nominal Hours: 140 Hours
Assessment: As per accredited curriculum

CUESMT3A CO-ORDINATE REHEARSES
Content: Coordinate performers; Coordinate physical elements, director’s performers’ and technical requirements; Develop and maintain the prompt copy; Prompt performers; Monitor and maintain rehearsal process.
Nominal Hours: 140 Hours
Assessment: As per accredited curriculum

CUESMT4A CO-ORDINATE FINAL PRODUCTION PROCESS
Content: Coordinate move from rehearsal facility to venue; Prepare performance area in venue; Oversees and facilitate technical preparation; Run technical and dress rehearsals.
Nominal Hours: 140 Hours
Assessment: As per accredited curriculum

CUESMT5A MANAGE THE PERFORMANCE
Content: Carry out pre-show procedures; Run the show; Prompt the performers; Undertake post-performance procedures; Maintain show; Prepare and coordinate non-regular performers.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

CUESMT6A FOLLOW SCORES
Content: Prepare score for rehearsal, Stage manage rehearsals with the score, Use the score to call the performance, Undertake post-performance procedures.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

CUESOU07A APPLY A GENERAL KNOWLEDGE OF AUDIO TO WORK ACTIVITIES
Content: Make preparations for audio set-up Complete tasks using audio equipment
Nominal Hours: 40 Hours
Assessment: Project based and practical assessment

CUESOU09A MANAGE AND COMPILE AUDIO REPLAY MATERIAL
Content: Assess source materials; Assemble source materials; Duplicate and record materials; Test and play materials on cue.
Nominal Hours: 50 Hours
Assessment: Project based and practical assessment

CUESOU11A SET UP AND OPERATE STAGE MONITOR SYSTEMS
Content: Determine performance requirements; Specify stage monitor system; Set-up equipment and prepare for performance; Tune, equalise and adjust system for performance; Liaise with performers on requirements; Prepare sound mixing console for operation; Operate console during production; Complete work operations.
Nominal Hours: 70 Hours
Assessment: Project based and practical assessment

CUESOU13A SPECIFY, INSTALL AND OPERATE AUDIO FOR AN OUTDOOR EVENT
Content: Specify audio for an outdoor event; Install audio system for an outdoor event; Operate and monitor outdoor audio.
Nominal Hours: 35 Hours
Assessment: Project based and practical assessment

CUESOU1A REPAIR AND MAINTAIN SOUND EQUIPMENT
Content: Repair sound equipment; Maintain sound equipment.
Nominal Hours: 39-40 Hours
Assessment: Project based, practical and written tasks

CUESOU4A MIX SOUND
Content: Tune and balance sound equipment; Mix sound; Evaluate and modify technical aspects.
Nominal Hours: 141 Hours
Assessment: Project based, work placement, practical and written tasks

CUESTA01B INSTALL STAGING ELEMENTS
Content: Prepare for installation of staging; Install staging elements; Check staging elements after installation.
Nominal Hours: 80 Hours
Assessment: Project based and practical assessment

CUESTA05A APPLY A GENERAL KNOWLEDGE OF STAGING TO WORK ACTIVITIES
Content: Prepare stage area; Lay up floor and position set pieces.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CUETEM01B CO-ORDINATE PRODUCTION OPERATIONS
Content: Plan and organise workflow for production operations; Evaluate and monitor production operations; Solve problems and make decision in relation to production operations; Liaise with production colleagues to maximise quality.
Nominal Hours: 45 Hours
Assessment: Project based and practical assessment

CUETEM03B ESTABLISH AND MANAGE PRODUCTION REQUIREMENTS AND RESOURCES
Content: Establish production requirements; Complete plans for realisation of production requirements; Source and cost resources; Manage construction for installation.
Nominal Hours: 45 Hours
Assessment: Project based and practical assessment

CUETEM07A TOUR THE PRODUCTION
Content: Identify and plan tour requirements; Implement touring plans and variations; Provide briefings on tour requirements; Solve problems which arise on tour.
Nominal Hours: 140 Hours
Assessment: Project based and practical assessment

CUETEM08A REALISE PRODUCTIONS
Content: Establish and plan for production requirements; Implement and monitor the pre-production phase; Collaborate with production colleagues; Implement and monitor
As per accredited curriculum

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

CUTFE301A ESTABLISH AND MANAGE RESOURCES AND TECHNICAL REQUIREMENTS
Content: Establish technical/production requirements; Plan and acquire resource requirements; Manage construction or installation.
Nominal Hours: 30 Hours
Assessment: Project based, practical and written tasks

CUTFG15A HANDLE PHYSICAL ELEMENTS SAFELY DURING BUMP IN/BUMP OUT
Content: Prepare physical elements for transportation; Load/unload physical elements; Check condition of physical elements.
Nominal Hours: 80 Hours
Assessment: Project based and practical assessment

CUTFH201A DEVELOP TECHNIQUES FOR PRESENTING INFORMATION ON RADIO
Content: This unit describes the performance outcomes, skills and knowledge required to communicate effectively on air. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 30 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

CUTFM301A CREATE 2D DIGITAL ANIMATIONS
Content: This unit describes the performance outcomes, skills and knowledge required to use industry-current software to create 2D animations. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 35 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

CUTFM302A CREATE 3D DIGITAL MODELS
Content: This unit describes the performance outcomes, skills and knowledge required to create 3D digital models. This unit is a prerequisite for CUTFM304A Prepare 3D digital models for production. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 75 Hours

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

CUTFM303A CREATE 3D DIGITAL MODELS
Content: This unit describes the performance outcomes, skills and knowledge required to create 3D digital models. This unit is a prerequisite for CUTFM304A Prepare 3D digital models for production. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 75 Hours

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

CUTFM304A CREATE VISUAL DESIGN COMPONENTS
Content: This unit describes the performance outcomes, skills and knowledge required to create visual designs for a range of interactive media components. People in this role work closely with other members of a production team. They create visual design components in response to specifications and under the supervision of a graphic designer or producer. They contribute creative ideas to the overall concept that needs to take account of technical considerations, such as the final delivery platform. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 30 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

CUTFM305A IMPLEMENT COPYRIGHT ARRANGEMENTS
Content: This unit describes the performance outcomes, skills and knowledge required to implement individual or collaborative copyright arrangements. This unit is related to CUTFM501A Manage and exploit copyright arrangements. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 20 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

CUTFM501A MANAGE AND EXPLOIT COPYRIGHT ARRANGEMENTS
Content: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

CUTFM502A AUTHOR INTERACTIVE SEQUENCES
Content: This unit describes the performance outcomes, skills and knowledge required to produce discrete interactive sequences. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

CUTFM503A PRODUCE AND PREPARE PHOTO IMAGES
Content: This unit describes the performance outcomes, skills and knowledge required to prepare photo images for inclusion in interactive media products. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 20 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.
**CUFEDT01A MAKE CREATIVE AND TECHNICAL EDITING DECISIONS**
Content: Interpret the brief; Generate and assess ideas; Develop initial and/or on-going edit decisions; Communicate editing decisions, evaluate and make amendments; Monitor the editing process.
Nominal Hours: 60 Hours
Assessment: Project based and practical assessment

**CUFEDT05A OPERATE A NON-LINEAR EDITING SYSTEM**
Content: Prepare to use the editing equipment; Digitise the picture and sound footage; Edit the picture and sound footage according to the requirements of the brief; Refine the edit; Export the compiled sequences and files and archive the edit job; Complete work operations.
Nominal Hours: 50 Hours
Assessment: Project based and practical assessment

**CUFEDT08A EDIT DIALOGUE AND SOUND**
Content: Assess dialogue and sounds to meet the project requirements, Prepare to edit dialogue and sounds, Split the dialogue, Clean up and edit the dialogue and sound, Document dialogue and sound edit, Review creative and technical quality, Complete work operations.
Nominal Hours: 51 Hours
Assessment: Project based, practical and written tasks

**CUFIMA01A PRODUCE AND MANIPULATE DIGITAL IMAGES**
Content: Assess digital camera qualities; Photograph and upload a digital image; Incorporate digital photography into a multimedia sequence.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**CUFIMA03A CREATE 2D DIGITAL ANIMATION**
Content: Identify animation requirements; Identify scope of 2D animation software; Product key drawings for animation; Produce 2D animation; Evaluate animation.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

**CUFIMA04A CREATE 3D DIGITAL ANIMATION**
Content: Identify animation requirements; Identify scope of 3D animation software; Produce 3D animation; Evaluate animation.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

**CUFIMA05A CREATE 3D DIGITAL MODELS AND IMAGES**
Content: Identify requirements for 3D digital models and images; Identify and select modelling and imaging software; Create digital 3D models and images; Test and evaluate 3D models.
Nominal Hours: 75 Hours
Assessment: Project based and practical assessment

**CUFIMA06A DEVELOP AND IMPLEMENT VISUAL EFFECTS DESIGNS**
Content: Receive and interpret the brief for visual effects design; Break down scripts to produce a plan for the visual effects; Generate and assess ideas; Conduct research and experimentation; Develop and document the visual effects design; Communicate design ideas and make amendments; Liaise with others to implement visual effects production.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

**CUFIMA06A.1 DEVELOP AND IMPLEMENT VISUAL EFFECTS DESIGNS**
Content: This unit describes the skills and knowledge required to interpret the creative brief, develop and implement visual effects designs for any production in the cultural industries.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

**CUFIMA07A CREATE TITLES FOR SCREEN PRODUCTION**
Content: Receive and interpret the brief for the creation of titles; Identify items to be included in the titles; Generate and assess ideas; Produce and evaluate titles and other graphic items; Present the initial title compilation and make amendments.
Nominal Hours: 30 Hours
Assessment: Project based and practical assessment

**CUFIND201A DEVELOP AND APPLY CREATIVE ARTS INDUSTRY KNOWLEDGE**
Content: This unit describes the performance outcomes, skills and knowledge required to develop and apply basic industry practices within the creative arts industries. This unit addresses the collection, application and updating of general information relevant to work roles within the creative arts industry sectors, including industry structures and operations, employment obligations and opportunities, the impact of new technology and the identification of industry laws and regulations. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 20 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

**CUFIND301A WORK EFFECTIVELY IN THE SCREEN AND MEDIA INDUSTRIES**
Content: This unit describes the performance outcomes, skills and knowledge required to work in a team environment in the film, broadcasting and digital media industries. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 20 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

**CULFLT02B PREPARE, INSTALL AND TEST LIGHTING EQUIPMENT**
Content: Determine production requirements for lighting; Prepare lighting equipment for installation; Install lighting; Install lighting control system; Ensure electrical safety; Test and adjust lighting.
Nominal Hours: 25 Hours
Assessment: Project based and practical assessment

**CUFMEM01A USE AN AUTORING TOOL TO CREATE AN INTERACTIVE SEQUENCE**
Content: Plan use of authoring tool; Prepare to use authoring tool; Use authoring tool; Check functionality of multimedia sequence.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**CUFMEM02A AUTHOR A MULTIMEDIA PRODUCT**
Content: Identify multimedia elements; Identify scope of authoring software; Use authoring software; Create multimedia sequence; Evaluate multimedia prototype; Transform prototype into final product.
Nominal Hours: 50-51 Hours
Assessment: Project based and practical assessment

**CUFMEM03A INTEGRATE AND USE SCRIPTING LANGUAGE IN AUTHORING A MULTIMEDIA PRODUCT**
Content: Investigate mark-up and scripting options; Integrate mark-up and scripting language; Test mark-up and scripting language; Evaluate mark-up and scripting language.
Nominal Hours: 60 Hours
Assessment: Project based and practical assessment
FACULTY OF WORKFORCE DEVELOPMENT

CUFMEM04A TEST A MULTIMEDIA PRODUCT
Content: Determine the criteria for testing; Determine the methods to be used in testing the product; Test and review the multimedia product at agreed stages; Evaluate the final product.
Nominal Hours: 40 Hours
Assessment: Project based and practical assessment

CUFMEM05A MANAGE MULTIMEDIA ASSETS
Content: Establish systematic procedures for managing content and outputs; Record information on assets; Plan for project completion and storage; File and save project materials.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CUFMEM06A DESIGN A MULTIMEDIA PRODUCT
Content: Determine the project requirements; Identify possible approaches and select the most appropriate; Produce a design for the multimedia project design; Review and confirm the design.
Nominal Hours: 50 Hours
Assessment: Project based and practical assessment

CUFMEM07A APPLY PRINCIPLES OF VISUAL DESIGN AND COMMUNICATION TO THE DEVELOPMENT OF A MULTIMEDIA PRODUCT
Content: Receive and interpret the brief; Generate and assess ideas; Conduct research; Select media/materials for use in a visual design and communication; Apply visual design and communication techniques; Evaluate visual and communication design techniques.
Nominal Hours: 40 Hours
Assessment: Project based and practical assessment

CUFMEM09A APPLY PRINCIPLES OF GAME DESIGN TO A MULTIMEDIA PRODUCT
Content: Receive and interpret the brief for the game design; Generate and assess ideas; Conduct research; Select a game design model; Compose the game elements; Evaluate game based on design principles.
Nominal Hours: 40 Hours
Assessment: Project based and practical assessment

CUFMEM10A DESIGN AND CREATE A MULTIMEDIA INTERFACE
Content: Plan an interface design; Develop the interface; Create the interface; Evaluate the interface.
Nominal Hours: 70 Hours
Assessment: Project based and practical assessment

CUFMEM11A DESIGN THE NAVIGATION FOR A MULTIMEDIA PRODUCT
Content: Plan navigation; Develop navigation; Construct navigation; Evaluate navigation.
Nominal Hours: 70 Hours
Assessment: Project based and practical assessment

CUFMEM12A UPDATE WEB PAGES
Content: Check information for relevance and currency; Check links and navigation; Edit information as required; Test and confirm changes.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CUFMEM14A CREATE, MANIPULATE AND INCORPORATE 2D GRAPHICS
Content: Work with digital imaging; Use 2D multimedia graphics software; Create 2D multimedia graphic designs.
Nominal Hours: 25
Assessment: As per accredited curriculum

CUFPOPO1A PREPARE AND PARTICIPATE IN AN ELECTRONIC MEDIA ACTIVITY
Content: This unit describes the skills and knowledge required to prepare and put into practice an activity using media that is appropriate for any production within the cultural industries.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUFPOPO2B DETERMINE RESOURCE REQUIREMENTS FOR TOTAL PRODUCTION
Content: Identify resource requirements from script or performance outline; Prepare and present estimates; Prepare a schedule of resources.
Nominal Hours: 35 Hours
Assessment: Project based and practical assessment

CUFPOPO3B COMPILE A PRODUCTION SCHEDULE
Content: Analyse and confirm resource schedule; Compile the production schedule; Agree to and distribute the production schedule.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CUFPOPO9A CONDUCT A BRIEFING
Content: Prepare information for delivery; Present all necessary operational information by verbal briefing; Present all necessary safety information by verbal briefing; Render artwork.
Nominal Hours: 30 Hours
Assessment: Project based and practical assessment

CUFPOPO20A PERFORM BASIC VISION AND SOUND EDITING
Content: This unit describes the performance outcomes, skills and knowledge required to perform basic editing functions in relation to film, television and interactive media productions. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

CURFAD01A ORIGINATE AND DEVELOP THE CONCEPT
Content: Clarify creative ideas; Investigate approaches to the realisation of the idea; Evaluate possible approaches; Develop the concept to an operational level.
Nominal Hours: 60 Hours
Assessment: Project based and practical assessment

CURFAD02A DEVELOP AND IMPLEMENT DESIGNS
Content: This unit describes the skills and knowledge required to make effective presentations for many different purposes using a range of media.
Nominal Hours: 60 Hours
Assessment: Project based and practical assessment

CURFRES20A COLLECT AND ORGANISE CONTENT FOR BROADCAST OR PUBLICATION
Content: This unit describes the performance outcomes, skills and knowledge required to compile routine information for broadcast or publication. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 20 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

CURSAF01A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES
Content: Follow workplace procedures on health, safety and security; Deal with emergency situations; Maintain personal safety standards; Provide feedback on health, safety and security.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum
CUFSA01B FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES
Content: The purpose of this module is to provide students with skills and knowledge, which everyone in the workplace must have in order to work safely. It covers a range of industry contexts involving a variety of different conditions and hazards.
Nominal Hours: 15 Hours
Assessment: Project based and practical assessment

CUFSET03B MAKE SETS
Content: Determine set requirements; Prepare for set construction; Construct sets; Finish and check the set.
Nominal Hours: 60 Hours
Assessment: Project based and practical assessment

CUFSO020A PERFORM BASIC SOUND EDITING
Content: This unit describes the performance outcomes, skills and knowledge required to perform basic sound editing. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 35 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

CUFSO030A PREPARE AUDIO ASSETS
Content: This unit describes the performance outcomes, skills and knowledge required to prepare audio assets for inclusion in interactive media. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 30 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

CUFWRT02A WRITE THE SCRIPT
Content: Plan and prepare to write the narrative; Develop the narrative.
Nominal Hours: 50 Hours
Assessment: Project based and practical assessment

CUFWRT05A WRITE CONTENT AND/OR COPY
Content: This unit describes the skills and knowledge required to write content and/or copy for use in such items as advertisements, station and other promotions, sponsorship announcements, community service announcements and any other form of industrial writing for any production within the cultural industries.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUFWRT07A WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA
Content: Prepare to write the interactive sequence; Write the interactive sequence; Re-evaluate the interactive sequence; Obtain approval from relevant personnel.
Nominal Hours: 50 Hours
Assessment: Project based and practical assessment

CUFWRT301A WRITE CONTENT FOR A RANGE OF MEDIA
Content: This unit describes the performance outcomes, skills and knowledge required to write content for a range of media. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

CULLB037C USE MULTIMEDIA
Content: This unit describes the performance outcomes, skills and knowledge required to use a range of multimedia equipment/programs at a non-specialist level. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 30 Hours

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

CULMS008B CONCEIVE, DEVELOP AND REALISE EXHIBITION DESIGNS
Content: This unit describes the performance outcomes, skills and knowledge required to undertake the complete exhibition design process, from initial conception of ideas to the final realisation of the design.
Nominal Hours: 50 Hours
Assessment: Workbook, oral presentation, completion of workplace.

CULMS413A USE INFORMATION TECHNOLOGY
Content: Operate computer hardware; Operate computer packages; Access and use user support resources.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CUSADM03A MANAGE A PROJECT
Content: Determine scope of projects; Develop a plan for the limited project or section of the larger project; Administer and monitor project; Review project against plan.
Nominal Hours: 48-50 Hours
Assessment: As per accredited curriculum

CUSADM04A MANAGE A MAJOR PROJECT
Content: Define the scope of the project; Develop overall project plan; Monitor all aspects of the project; Evaluate the whole project.
Nominal Hours: 35 Hours
Assessment: Project based and practical assessment

CUSADM06A DEVELOP AND IMPLEMENT AN OPERATIONAL PLAN
Content: Develop operational plans; Administer and monitor operational plans; Conduct ongoing evaluation.
Nominal Hours: 69-70 Hours
Assessment: As per accredited curriculum

CUSADM07A ESTABLISH AND MAINTAIN WORK AND CONTRACTUAL RELATIONSHIPS
Content: Establish and conduct work relationships; Conduct negotiations; Make formal agreements/contracts; Foster and maintain business relationships.
Nominal Hours: 69-70 Hours
Assessment: Project based and practical tasks

CUSADM08A ADDRESS COPYRIGHT REQUIREMENTS
Content: Identify copyright issues for the protection and exploitation of products; Ensure that copyright protection on creative works or performance is adequate locally and internationally; Assign copyright of creative works or performers; License rights to creative works or performance; Comply with conditions of copyright agreement.
Nominal Hours: 18-20 Hours
Assessment: Project based and practical assessment

CUSADM09A ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS
Content: Establish legal structures for businesses or projects; Comply with statutory and regulatory requirements; Establish rights to materials, products/services; Secure rights to materials/products/services.
Nominal Hours: 48-50 Hours
Assessment: As per accredited curriculum

CUSADM10A ESTABLISH AND MANAGE CONTRACTS
Content: Clarify the requirements of both parties to the contract; Negotiate terms and conditions of the contract; Ensure that the contract complies with legislative and regulatory requirements; Obtain specialist legal advice, where necessary; Ensure that
all parties to the contract are fully informed of the contract terms and conditions; Finalise contract; Monitor compliance with the contract.
**Nominal Hours:** 70 Hours
**Assessment:** As per accredited curriculum

**CUSBMA05A PROMOTE THE ACT TO OBTAIN DEALS**
Content: Assess the record industry and extend network. Create positive profile of the artist or group. Compile a presentation kit for press, marketing or promotion to record companies.
**Nominal Hours:** 36 Hours
**Assessment:** Project based and practical tasks

**CUSBMA07A ASSESS THE FEASIBILITY OF AN ACT FOR PROMOTION**
Content: Analyse the act against the purpose of the presentation. Verify the viability of the act.
**Nominal Hours:** 18 Hours
**Assessment:** Project based and practical tasks

**CUSBMA14A MANAGE, PROMOTE AND NEGOTIATE LICENSING ON PUBLISHED WORKS**
Content: Promote works in the market place; Negotiate licences; Oversee and administer licensing policy and contracts; Decide policy on complex licensing contract; Monitor technology and change affecting copyright.
**Nominal Hours:** 33-35 Hours
**Assessment:** As per accredited curriculum

**CUSBMA01A USE AND ADAPT TO CHANGES IN TECHNOLOGY**
Content: Evaluate information about new technology; Adapt to changes in the new technology; Update knowledge of new technology.
**Nominal Hours:** 20-24 Hours
**Assessment:** Project based and practical tasks

**CUSGEO01A WORK IN A CULTURALLY DIVERSE ENVIRONMENT**
Content: Communicate with individuals from diverse backgrounds; Consult with workplace, stakeholder and community groups, where relevant.
**Nominal Hours:** 35 Hours
**Assessment:** Project based and practical assessment

**CUSGEO02B WORK IN A CULTURALLY DIVERSE ENVIRONMENT**
Content: This unit describes the skills and knowledge to work successfully in an environment with people from diverse social and cultural backgrounds.
**Nominal Hours:** 35 Hours
**Assessment:** As per accredited curriculum

**CUSGEN03A COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT**
Content: Cooperate in planning the product and strategy for producing it; Value and respect the skills of others and their contribution to the project; Set up and maintain productive workplace relationships; Use effective strategies for solving problems.
**Nominal Hours:** 33-35 Hours
**Assessment:** Project based, practical and written tasks
CUSGEN03B COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT
Content: Cooperate in planning the project and strategy for producing it; Value and respect the skills of others and their contribution to the project; Set up and maintain productive workplace relationships; Use effective strategies for solving problems.
Nominal Hours: 35 Hours
Assessment: Project based and practical assessment

CUSGEN04B PARTICIPATE IN NEGOTIATIONS
Content: Plan the negotiation; Conduct the negotiation; Finalise the outcome.
Nominal Hours: 35 Hours
Assessment: Project based and practical assessment

CUSGEN05A MAKE PRESENTATIONS
Content: Plan and prepare for the presentations; Make presentations; Evaluate presentations.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUSMAR01A PROMOTE PRODUCTS AND SERVICES
Content: Identify appropriate image for promotion of products and/or services; Anticipate and use promotional opportunities; Promote products and services to customers/clients; Evaluate the promotion.
Nominal Hours: 84-85 Hours
Assessment: Project based and practical tasks

CUSMCP02A COMPOSE A SIMPLE SONG OR TUNE
Content: Determine the artistic purpose of the song/tune and use appropriate song writing tools; Select or write the lyrics for a song; Compose a melody to express the lyrics of a song; Set down the song.
Nominal Hours: 35-36 Hours
Assessment: Project based, practical and written tasks

CUSMCP03A CREATE A SIMPLE ACCOMPANIMENT FOR A SONG OR TUNE
Content: This unit covers music literacy musicianship and technical and expressive skills required to compose accompaniments and to set them down.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUSMCP04A COMPOSE SONGS OR TUNES IN A RANGE OF STYLES
Content: Determine the artistic purpose of the song and use appropriate song writing tools; Select or write the lyrics for a range of songs; Compose a melody to express the lyrics of the songs; Set down the songs.
Nominal Hours: 36 Hours
Assessment: Project based, practical and written tasks

CUSMCP06A COMPOSE MUSIC FOR SCREEN USING ELECTRONIC MEDIA
Content: Develop compositional concept from the production brief; Check and prepare MIDI equipment and materials; Compose soundtracks; Synchronise them and incidental music to a screen or other required sequence; Seek producer/director’s approval.
Nominal Hours: 36 Hours
Assessment: Project based, practical and written tasks

CUSMCP08A ARRANGE MUSIC FOR A BRIEF
Content: This unit describes the skills required for communicating effectively with the client to determine the scope and production values of a music arranging brief and the technical and creative skills required to execute the brief.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUSMGE01A MAINTAIN SELF OR GROUP IN MUSIC
Content: This unit covers the competencies required by music groups or individual composers and performers to develop and expand their artistic product. It applies to artists that are self managed as well as those who are professionally managed.
Nominal Hours: 70 Hours
Assessment: Project based and practical assessment

CUSMGE02A DEVELOP SELF AS ARTIST
Content: This unit covers the development of the technical, interpretive and expressive skills required to create, perform and/or direct music to a professional standard. It also deals with communicating effectively and working strategically and cooperatively to achieve planned artistic outcomes.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CUSMGE03A USE INSTRUMENTS, EQUIPMENT AND/OR ELECTRONIC TECHNOLOGY FOR MAKING MUSIC
Content: Use instruments, technology and/or equipment effectively. Maximise benefit from technical support systems. Ensure that equipment is used safely. Use production techniques to shape personal sound.
Nominal Hours: 30 Hours
Assessment: Project based, practical and written tasks

CUSMGE04A ANALYSE MUSIC
Content: Identify the purpose of the analysis of the composition or performance; Identify the elements of the piece; Determine how the musical elements and/or performance techniques are used in the piece; Convey the musical analysis.
Nominal Hours: 69 Hours
Assessment: Project based and written tasks

CUSMGE06A READ MUSIC
Content: This unit covers the competencies required to play music in bass and/or treble clef from simple written music notation. This is the first of two units on music reading skills, the second one being Read music for performance and analysis.
Nominal Hours: 70 Hours
Assessment: Project based and practical assessment

CUSMGE07A ANALYSE HARMONY
Content: Identify the purpose of the analysis and plan the analytical methodology to be used; Determine the general tonality and/or main key areas of the piece; Determine the structural features of melody lines as required; Determine the structure of the chords and scales in the parts of the music; Identify the harmonic structure of the piece; Present or apply analysis as required.
Nominal Hours: 81 Hours
Assessment: Project based and written tasks

CUSMGE09A USE MIDI DEVICES AND/OR SOFTWARE TO PREFORM MUSIC
Content: This unit sets out the competencies needed to perform and/or record using MIDI devices and/or software. The music competencies the unit describes can be used with a MIDI that may stand alone or be connected to a personal computer.
Nominal Hours: 35 Hours
Assessment: Project based and practical assessment

CUSMGE10A USE MIDI DEVICES AND/OR SOFTWARE TO COMPOSE MUSIC
Content: Determine the purpose and form of the music; Select and prepare equipment and software; Sequence the music; Arrange, edit and modify music.
Nominal Hours: 30-39 Hours
Assessment: Project based, practical and written tasks
**CUSMGE12A MAINTAIN AND EXPAND MUSIC KNOWLEDGE AND CRITICAL LISTENING SKILLS**
Content: Maintain and develop music knowledge; Use listening skills to analyse music; Maintain understanding of relevant musical genres and styles.
Nominal Hours: 69-85 Hours
Assessment: Project based, practical and written tasks

**CUSMGE13A APPLY MUSIC KNOWLEDGE AND ARTISTIC JUDGEMENT**
Content: Maintain and apply music knowledge; Analyse the artistic and commercial qualities of music; Maintain effective artistic relationships and networks; Present music findings or opinions as required; Evaluate music knowledge.
Nominal Hours: 84-85 Hours
Assessment: Project based, practical and written tasks

**CUSMGE14A READ MUSIC FOR PERFORMANCE AND ANALYSIS**
Content: Interpret music notation and symbols from a written music score or piece; Identify and interpret the form of the piece to convey an accurate reading of the style; Interpret the style of the piece; Enhance music reading skills.
Nominal Hours: 60-70 Hours
Assessment: Project based, practical and written tasks

**CUSMPF03A DEVELOP AND MAINTAIN STAGECRAFT SKILLS**
Content: This unit covers stage skills for musical performers. It deals with the understanding and application of presentation and stage communication to maximise audience reception of the creative work. Specific OHS competencies are also covered in this unit.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

**CUSMPF04A PREPARE SELF FOR PERFORMANCE**
Content: Plan for performance; Practice instrument and/or act; Monitor technical and artistic development to meet rehearsal and performance requirements; Observe OHS principles in private practice; Use body effectively and safely; Develop and use strategies to overcome the effects of performance anxiety;
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

**CUSMPF05A REHEARSE MUSIC FOR PERFORMANCE**
Nominal Hours: 81 Hours
Assessment: Project based and practical tasks

**CUSMPF07A PLAN, PREPARE AND PERFORM FOR A DEMO RECORDING**
Content: This unit covers planning a set or program appropriate to the purpose of the recording. It also deals with rehearsing the music to the standard required and performing to prepare the demo recording performance.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

**CUSMPF08A CONTRIBUTE TO BACKUP ACCOMPANIMENT FOR A PERFORMANCE**
Content: This unit covers the technical, expressive, communication and stage skills required to perform for an audience as part of a backup group.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

**CUSMPF09A EVALUATE AND EXTEND PERFORMANCE TECHNIQUE**
Content: Develop control over the range and capability of the instrument or voice; Maintain and care for the instrument; Plan and use practice time to extend technique; Perform pieces from a range of repertoire.
Nominal Hours: 33-35 Hours
Assessment: Project based, practical and written tasks

**CUSMPF10A DEVELOP AND PRACTICE IMPROVISATION**
Content: Investigate and experiment with technical elements for creative expression; Investigate improvisation for a range of purposes; Generate and develop concepts or ideas; Improvise in context; Use equipment or technology effectively, where appropriate, to express ideas; Evaluate work.
Nominal Hours: 35-36 Hours
Assessment: Project based, practical and written tasks

**CUSMPF11A PERFORM MUSIC AS PART OF A GROUP**
Content: Perform warm up routine; Perform work; Perform in a group; Interact with other performers; Evaluate performance; Analyse live performance.
Nominal Hours: 69-70 Hours
Assessment: Project based, practical and written tasks

**CUSMPF12A PLAN, PREPARE AND PRESENT A LIVE AUDITION PROGRAM**
Content: This unit covers audition planning and preparation, the application of repertoire knowledge, and presentation and communication skills required to present an effective audition.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

**CUSMPF13A PLAN AND PREPARE A PROGRAM FOR PERFORMANCE**
Content: This unit covers the planning and preparation of a program for performance. It deals with program selection, organisation, practising, rehearsing and performing and continuous performance evaluation. The program may be performed for a range of purposes including a live performance, an audition or a recording project.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

**CUSMPF14A PERFORM ACCOMPANIMENT**
Content: This unit covers the technical, expressive, communication and stage skills required to perform for an audience as an accompanist.
Nominal Hours: 36 Hours
Assessment: Project based and practical tasks

**CUSMPF15A PERFORM MUSIC AS A SOLOIST**
Content: This unit covers the technical, expressive, communication and stage skills required to perform for an audience as a soloist.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

**CUSMPF16A PERFORM IMPROVISATION FOR AUDIENCE**
Content: This unit describes the aural, musical and creative competencies required to perform improvisation for an audience as part of an ensemble.
Nominal Hours: 36 Hours
Assessment: Project based and practical tasks

**CUSMPF17A DEVELOP TECHNICAL SKILLS AND EXPAND REPERTOIRE**
Content: This unit describes the competencies required to refine instrumental/vocal technique to expand the range of practical performance repertoire. It covers technical and repertoire development required to present a performance. This is the fifth unit covering the development of technical skills in performance.
Nominal Hours: 69 Hours
Assessment: Project based and practical tasks
CUSSO13A SET UP, OPERATE AND DE-RIG PORTABLE SOUND RECORDING EQUIPMENT
Content: Determine production requirements. Prepare for sound operation. Set up sound equipment. Operate sound equipment. Disassemble sound equipment after use. Pack sound equipment for transit.
Nominal Hours: 33 Hours
Assessment: Project based, practical and written tasks

CUSSO14 BREAKDOWN SOUNDTRACKS
Content: This unit describes the skills and knowledge required to breakdown music and voice soundtracks and to document these accurately for productions in the cultural industries.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUSSO15A CREATE A FINAL SOUND BALANCE
Content: Assess sound sources for simultaneous balance; Identify creative and artistic possibilities; Create final sound balance; Complete documentation and other requirements.
Nominal Hours: 84-85 Hours
Assessment: Project based, practical and written tasks

CUSSO16A DEVELOP SOUND DESIGN
Content: Interpret and confirm sound design brief. Breakdown the components of the sound design brief; Investigate and experiment with sound components for the expression of ideas; Assess creative ideas; Develop the sound design; Evaluate the completed sound design.
Nominal Hours: 50 Hours
Assessment: Project based, practical and written tasks

CUSSO17A DEVELOP AND IMPLEMENT SOUND PRODUCTION FOR A RECORDING
Content: Develop and confirm a vision for the required artistic outcome; If required identify appropriate artists for the recording project; Confirm arrangements; Undertake the recording session(s); Evaluate the recording process and product.
Nominal Hours: 81-102 Hours
Assessment: Project based, practical and written tasks

CUSSO22A IMPLEMENT SOUND DESIGN
Content: Confirm sound design implementation requirements; Produce sound design; Implement sound plan; Evaluate the completed sound design.
Nominal Hours: 50-51 Hours
Assessment: Project based, practical and written tasks

CUSSO23A SPECIFY SOUND SYSTEMS
Content: Establish brief for sound system; Produce sound plan; Liaise with others to implement sound plan.
Nominal Hours: 33-5 Hours
Assessment: Project based, practical and written tasks

CUSSO24A EDIT SOUND USING COMPUTERISED DIGITAL EQUIPMENT/SYSTEMS
Content: Determine the production requirements; Plan for digital sound editing; Perform digital sound editing; Evaluate the production; Complete documentation and store appropriately; Decommission the editing facility.
Nominal Hours: 84 Hours
Assessment: Project based, practical and written tasks

CUSSO4A RECORD SOUND
Content: Dream to record sound; Record sound.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum
CUSTG01A SUPERVISE TECHNICAL OPERATIONS
Content: Receive and evaluate the brief and determine technical production requirements; Supervise technical operations; Monitor technical quality; Solve any technical problems and failures as they occur.
Nominal Hours: 35-36 Hours
Assessment: Project based, practical and written tasks

CUVADM01A DEVELOP AND IMPLEMENT ARTS ADMINISTRATION SYSTEMS AND PROCEDURES
Content: This unit describes the skills and knowledge required to develop and implement administration systems specifically within the context of an arts organisation. While skills in the development of administration systems are generic, this unit also has a focus on the contextual knowledge required for arts administrators.
Nominal Hours: 60 hours
Assessment: As per accredited curriculum

CUVADM10A RESEARCH AND UTILISE REVENUE AND FUNDING OPPORTUNITIES
Content: Determine potential revenue opportunities; Evaluate potential revenue sources; Establish and maintain relationships associate with potential revenue sources; Implement strategies to enhance revenue; Evaluate revenue opportunities.
Nominal Hours: 30 Hours
Assessment: Project based and practical assessment

CUVADM11A WORK WITHIN AN ARTS ORGANISATION CONTEXT
Content: Apply knowledge of the arts industry; Adapt work practices to an arts organisation context; Liaise with other arts organisations.
Nominal Hours: 30 hours
Assessment: Project based and practical assessment

CUVADM12A WORK WITH ARTS PROFESSIONALS IN AN ARTS ORGANISATION
Content: This unit describes the skills and knowledge required to communicate effectively with a range of arts professionals in the context of an arts organisation. It describes the role of the arts administrator or manager in working with a broad range of arts professionals.
Nominal Hours: 30 hours
Assessment: Project based and practical assessment

CUVADM13A RESEARCH AND CRITIQUE CULTURAL WORKS
Content: Research context of cultural work(s); Link research to cultural work(s); Present research; Update and maintain knowledge of trends related to domain of cultural work(s).
Nominal Hours: 50 Hours
Assessment: Project based and practical assessment

CUVCON06A DEVELOP CONCEPTS FOR ARTS ORGANISATIONS OR PROJECTS
Content: Clarify context for the concept; Generate concept; Consult on concept; Adjust and refine concept; Develop concept to pre-operational stage.
Nominal Hours: 60 Hours
Assessment: Project based and practical assessment

CUVCOR08A PRODUCE DRAWINGS TO REPRESENT AND COMMUNICATE THE CONCEPT
Content: This unit describes the skills and knowledge required to produce drawings which represent and communicate the concept.
Nominal Hours: 60 hours
Assessment: As per accredited curriculum

CUVCOR09A SELECT AND APPLY DRAWING TECHNIQUES AND MEDIA TO REPRESENT AND COMMUNICATE THE CONCEPT
Content: Research suitable drawing techniques for representing the concept; Determine purpose for drawings; Explore drawing techniques and produce drawings.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

CUVCOR12A REVIEW HISTORY AND THEORY FOR APPLICATION TO ARTISTIC PRACTICE
Content: This unit describes the skills and knowledge required to source and review information on history and theory for application to own work.
Nominal Hours: 50 hours
Assessment: As per accredited curriculum

CUVCOR13A RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM ARTISTIC PRACTICE
Content: Research history and theory; Link research to artistic practice; Update and maintain knowledge of trends within own area of artistic practice.
Nominal Hours: 70 Hours
Assessment: Project based and practical assessment

CUVCRS04A PRODUCE TECHNICAL DRAWINGS
Content: The purpose of this unit is to provide students with skills and knowledge required to develop and refine a range of techniques to produce technical drawings. It outlines the ways technical drawing can be applied to a range of contexts where visual representation is required.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CUVCRS05A USE TYPOGRAPHY TECHNIQUES FOR DESIGN WORK
Content: The purpose of this unit is to provide students with skills and knowledge required to develop and refine a range of techniques to produce typographic solutions.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVCRS06A MAKE SCALE MODELS
Content: Determine scale model requirements; Organise resources for scale model making; Make scale models; Present scale models.
Nominal Hours: 50 Hours
Assessment: Project based and practical assessment

CUVCRS11A SELECT AND PREPARE WORK FOR EXHIBITION
Content: This unit describes the skills and knowledge required to select and prepare work for display or exhibition. This is a support unit for specialisations. The skills and knowledge are not restricted to a particular specialisation but apply across all specialisations depending on the work context.
Nominal Hours: 30 Hours
Assessment: Workbook of exhibition designs, written explanation of concept, oral presentation, folio of art work for display.

CUVCRS16A PREPARE TEXT AND GRAPHICS FILES FOR PRINT PROCESSING
Content: The purpose of this unit is to provide students with skills and knowledge required to prepare electronic files for pre-press processing.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVDES01A APPLY COLOUR THEORY IN RESPONSE TO A BRIEF
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to explore and apply colour theory in response to a brief.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum
CUVDE02A APPLY THE DESIGN PROCESS TO 2-DIMENSIONAL WORK IN RESPONSE TO A BRIEF
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to explore and apply the design process in a 2-dimensional (2D) way in response to a brief.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVDE03A APPLY THE DESIGN PROCESS TO 3-DIMENSIONAL WORK IN RESPONSE TO A BRIEF
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to explore and apply the design process in a 3-dimensional way in response to a brief.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVDE04A INTEGRATE COLOUR THEORY AND DESIGN PROCESSES IN RESPONSE TO A BRIEF
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to explore and integrate colour theory and design process using 2D and/or 3D space.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVDE05A INTERPRET AND RESPOND TO A BRIEF
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to interpret and respond to a brief through the production of work.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

CUVDP01A SOURCE AND APPLY DESIGN INDUSTRY KNOWLEDGE
Content: The purpose of this unit is to provide the participants with the skills, required to source apply and update general knowledge of the design industry.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

CUVDP02A DEVELOP SELF AS DESIGNER
Content: This is a professional practice unit which describes development of technical and conceptual skills. This module provides students with skills and knowledge required to to work as a practising designer.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CUVDP04A RESEARCH AND APPLY THE HISTORY AND THEORY OF DESIGN PRACTICE
Content: This unit is to provide students with skills and knowledge required to research and analyse the history and theory of design for application to design practice.
Nominal Hours: 65 Hours
Assessment: As per accredited curriculum

CUVDP15A RESEARCH AND APPLY TECHNIQUES FOR APPLICATION TO SPATIAL DESIGN
Content: Interpret the brief for the spatial design; Organise resources for spatial design; Test design approaches for spatial design; Fabricate a model or aspect of the design.
Nominal Hours: 50 Hours
Assessment: Project based and practical assessment

CUVRD02A CONDUCT RESEARCH
Content: This unit describes the skills and knowledge required to provide information in any aspect of the cultural industries and in particular to research the information needed to support the development of operation, project and/or production and identify sources of material for inclusion.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUVSP11A APPLY TECHNIQUES TO PRODUCE DIGITAL IMAGES
Content: The purpose of this unit is to provide students with skills and knowledge required to use techniques, materials and equipment for the production of digital images.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVSP12A PRODUCE DIGITAL IMAGES
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to produce digital images through the exploration and application of a range of techniques, equipment and materials.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVSP13A RESEARCH AND EXPERIMENT WITH TECHNIQUES FOR DIGITAL IMAGE ENHANCEMENT AND MANIPULATION
Content: The purpose of this unit is to provide students with skills and knowledge required to research and experiment with various techniques for the realisation of digital images.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVSP34B APPLY TECHNIQUES TO PRODUCE PAINTINGS
Content: This unit describes the skills and knowledge required to use techniques, materials and equipment for the production of paintings. As such the unit covers general knowledge and the application of basic techniques, which would generally be nominated by the supervisor. It is a specialisation unit and refers to a specific art form. This work would usually be carried out under supervision.
Nominal Hours: 50 Hours
Assessment: Folio of paintings, development work, visual diary.

CUVSP35A PRODUCE PAINTINGS
Content: Prepare and maintain resources for painting; Explore painting techniques to plan work; Realise paintings.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVSP35B PRODUCE PAINTINGS
Content: This unit describes the skills and knowledge required to produce paintings through the exploration and application of a range of techniques, tools, equipment.
and materials. As such the range of techniques could be quite varied and broad in nature. It is a specialisation unit and refers to a specific art form. This work would usually be carried out under limited supervision.

**Nominal Hours:** 50 Hours  
**Assessment:** Folio paintings, developmental work, visual diary.

### CUVVSP36A RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PAINTINGS

**Content:** Inform work through experimentation with painting techniques and media; Develop and refine a conceptual vision for paintings; Determine and organise resource requirements for new work; Realise paintings.

**Nominal Hours:** 50 Hours  
**Assessment:** As per accredited curriculum

### CUVVSP36B RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PAINTINGS

**Content:** This unit describes the skills and knowledge required to research and experiment with various techniques and media for the realisation of paintings. It outlines the way paintings are produced through the use of experimentation and ongoing refinement. It is a specialisation unit and refers to a specific art form. This work would usually be carried out independently, although guidance would be available if required.

**Nominal Hours:** 50 Hours  
**Assessment:** Folio Paintings, developmental work, visual diary.

### CUVVSP36C RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PAINTINGS

**Content:** Inform work through experimentation with performance work; Determine and organise resource requirements for new work; Realise the performance work.

**Nominal Hours:** 25 Hours  
**Assessment:** As per accredited curriculum

### CUVVSP45A PRODUCE PRINTS

**Content:** Prepare and maintain resources for the production of prints; Explore printmaking techniques to plan work; Realise prints.

**Nominal Hours:** 50 Hours  
**Assessment:** As per accredited curriculum

### CUVVSP45B PRODUCE PRINTS

**Content:** This unit describes the skills and knowledge required to produce prints through the exploration and application of a range of techniques, tools, equipment and materials. As such the range of techniques could be quite varied and broad in nature. It is a specialisation unit and refers to a specific art form. This work would usually be carried out under limited supervision.

**Nominal Hours:** 50 Hours  
**Assessment:** Folio of prints, developmental work, visual diary.

### CUVVSP46A RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PRINTS

**Content:** Inform work through experimentation with printmaking techniques and media; Develop and refine a conceptual vision for prints; Determine and organise resource requirements for new work; Realise prints.

**Nominal Hours:** 50 Hours  
**Assessment:** As per accredited curriculum

### CUVVSP46B RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PRINTS

**Content:** This unit describes the skills and knowledge required to research and experiment with various techniques and media for the realisation of prints. It outlines the way prints are produced through the use of experimentation and ongoing refinement. It is a specialisation unit and refers to a specific art form. This work would usually be carried out independently, although guidance would be available if required.

**Nominal Hours:** 50 Hours  
**Assessment:** Folio of prints, developmental work, visual diary.

### ICAITB060A IDENTIFY PHYSICAL DATABASE REQUIREMENTS

**Content:** This unit details the competency required to create the physical database from the data dictionary and design specifications.

**Nominal Hours:** 40 Hours  
**Assessment:** As per accredited curriculum

### ICAITB061A MONITOR PHYSICAL DATABASE IMPLEMENTATION

**Content:** This unit details the competency required to model and monitor database performance.

**Nominal Hours:** 20 Hours  
**Assessment:** As per accredited curriculum

### ICAITU127A OPERATE SYSTEM SOFTWARE

**Content:** This unit defines the competency required to operate and support system software.

**Nominal Hours:** 50 Hours  
**Assessment:** As per accredited curriculum

### ICPKN11A DEMONSTRATE KNOWLEDGE AND REQUIREMENTS OF GRAPHIC PRE-PRESS

**Content:** The purpose of this unit is to provide students with skills and knowledge required to work or dealing with the graphic pre-press area of the printing industry. It facilitates technical communication and the ability to work as a team member.

**Nominal Hours:** 70 Hours  
**Assessment:** As per accredited curriculum

### ICPMM11BA IDENTIFY COMPONENTS OF MULTIMEDIA

**Content:** Identify the electronic components of multimedia; Explore the scope of multimedia; Assess the features and functions of multimedia operating systems; Outline the role of multimedia.

**Nominal Hours:** 20 Hours  
**Assessment:** As per accredited curriculum

### ICPMM15DA DEVELOP A MULTIMEDIA SCRIPT

**Content:** Identify and describe multimedia script formats and processes; Use scripting techniques to create a multimedia production script.

**Nominal Hours:** 40 Hours  
**Assessment:** As per accredited curriculum

### ICPMM296A CREATE AND TEST A CD-ROM / DVD

**Content:** This unit describes the performance outcomes, skills and knowledge required to create an interactive CD-ROM / DVD which starts automatically and has no errors in any of the interactive functions.

**Nominal Hours:** 20 Hours  
**Assessment:** As per accredited curriculum

### ICPMM41CA INCORPORATE TEXT INTO MULTIMEDIA PRESENTATIONS

**Content:** Use multimedia text software; Create multimedia text.

**Nominal Hours:** 20 Hours  
**Assessment:** As per accredited curriculum

### ICPMM44CA INCORPORATE AUDIO INTO MULTIMEDIA PRESENTATIONS

**Content:** Identify and describe formats of digital audio; Use digital audio software; Design and edit digital audio; Construct a digital audio track.

**Nominal Hours:** 42 Hours  
**Assessment:** Project based, practical and written tasks
ICPMM61DA PREPARE MULTIMEDIA FOR DIFFERENT PLATFORMS  
Content: Identify and describe multimedia delivery techniques; Prepare data for multimedia platforms.  
Nominal Hours: 50 Hours  
Assessment: Project based and practical assessment

ICPPP21BA SELECT AND APPLY TYPE  
Content: The purpose of this unit is to provide students with skills and knowledge required to develop appropriate Industry standard typographic solutions in response to simple briefs.  
Nominal Hours: 30 Hours  
Assessment: As per accredited curriculum

ICPPP21CA PRODUCE A TYPOGRAPHIC IMAGE  
Content: There is no descriptor for this unit. (advised by NTIS site).  
Nominal Hours: 50 Hours  
Assessment: As per accredited curriculum

ICPPP21DA COMPOSE AND EVALUATE TYPOGRAPHY  
Content: The purpose of this unit is to provide students with skills and knowledge required to compose type, solve technical typographic problems, ensure a quality of typographic output and manage the type system.  
Nominal Hours: 50 Hours  
Assessment: As per accredited curriculum

ICPPP22CA SCAN IMAGES FOR REPRODUCTION  
Content: The purpose of this unit is to provide students with skills and knowledge required to mount original copy, set up scanner and produce images to industry standard.  
Nominal Hours: 50 Hours  
Assessment: As per accredited curriculum

ICPPP252B OUTPUT IMAGES  
Content: This unit describes the performance outcomes, skills and knowledge required to cover image output.  
Nominal Hours: 30 Hours  
Assessment: Folio of final artwork - digital and printed, folio of developmental work and layouts in progress - digital and printed.

ICPPP32CA ELECTRONICALLY COMBINE AND ASSEMBLE DATA  
Content: The purpose of this unit is to provide students with skills and knowledge to create data using electronic files.  
Nominal Hours: 50 Hours  
Assessment: As per accredited curriculum

ICPPP32DA ELECTRONICALLY COMBINE COMPLEX IMAGES  
Content: The purpose of this unit is to provide students with skills and knowledge required to assess requirements for combining and editing complex images, solve technical combining problems and prepare information for output devices and manage the combining system.  
Nominal Hours: 50 Hours  
Assessment: As per accredited curriculum

ICPPP52BA OUTPUT IMAGES TO FILM AND PAPER  
Content: The purpose of this unit is to provide students with skills and knowledge required to set up and maintain output devices and output images using industry standard tools and equipment as appropriate.  
Nominal Hours: 30 Hours  
Assessment: As per accredited curriculum

ICPPP53BA OUTPUT IMAGES TO ELECTRONIC MEDIA  
Content: The purpose of this unit is to provide students with skills and knowledge underlying skills of image transfer is applicable across sectors of the design and pre-press industries. The module utilises special purpose industry software packages as appropriate.  
Nominal Hours: 30 Hours  
Assessment: As per accredited curriculum

THHGLE12A DEVELOP AND MANAGE MARKETING STRATEGIES  
Content: This unit deals with the skills and knowledge required to develop and manage marketing strategies within a tourism and hospitality context.  
Nominal Hours: 50 Hours  
Assessment: Project based and practical assessment

THHGLE16A MANAGE PHYSICAL ASSETS  
Content: Develop strategies for systematic maintenance, repair and purchase of physical assets; Monitor the performance of physical assets in the workplace; Co-ordinate financing of physical assets.  
Nominal Hours: 39-40 Hours  
Assessment: Project based and practical assessment

VAA209 ADVANCED NOVEL 2  
Prerequisite: VAE282 Novel 2A; VAN040 Novel 2B  
Content: For students with novels well under way. Workshopping is the main focus.  
Required Reading: To be advised  
Nominal Hours: 68 Hours  
Assessment: As per accredited curriculum

VAA408 APPLIED WRITING FOR PUBLIC RELATIONS 1  
Content: The purpose of this module is to provide training in effective writing styles required of a public relations practitioner.  
Nominal Hours: 51-68 hours  
Assessment: As per accredited curriculum

VAA910 CORPORATE WRITING 2A  
Content: The purpose of this module is to develop skills in researching, planning and writing corporate documentation, technical and scientific documents and corporate advertising material.  
Nominal Hours: 68 Hours  
Assessment: As per accredited curriculum

VAA980 DESKTOP PUBLISHING 2A  
Prerequisite(s): VAC412 Desktop Publishing 1.  
Content: Production of professional publications form authors’/designers’ specifications using gids, style sheets and templates, development of proof reading and job estimating skills; comparison of electronic publishing with traditional typesetting and typography.  
Nominal Hours: 68 Hours  
Assessment: As per accredited curriculum

VAB933 MYTHS AND SYMBOLS A  
Content: These subjects examine the use of myths and symbols in a range of literary fiction. Student study the ways writers use these as well as studying the concept of archetypal, the nature and function of symbol and the context and interpretation of a symbol.  
Nominal Hours: 68 Hours  
Assessment: As per accredited curriculum

VAC391 INTERNET SKILLS FOR WRITERS & EDITORS  
Prerequisite: VBX382 Computer Skills for Writers & Editors  
Content: The purpose of this module is to access and use the Internet, with skills in updating web pages. It will also provide skills in creating web pages with multimedia.  
Required Reading: To be advised  
Nominal Hours: 68 Hours  
Assessment: As per accredited curriculum
VAC412 DESKTOP PUBLISHING 1
Prerequisite(s): VBK384 Computer skills for Writers & Editors
Content: Introduction to desktop publishing concepts within word processing software; introduction to industry standard desktop publishing software.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAC474 INDUSTRY OVERVIEW
Prerequisite: Nil
Content: Series of lectures on issues involving the writing industry - agents, contracts, copyright, manuscript presentation, industry opportunity in various fields of writing, occupational health and safety, costing etc.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAD260 PLAYWRITING 2A
Prerequisite(s): Highly recommended-Performance Writing 1A & Performance Writing 1B.
Content: Script development within context of student’s writing project, using workshopping. Development of process of fictionalisations, alternatives to full-length playscript. Seminars in performance industry.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAD782 EDITING 2A
Prerequisite(s): VBK382 Editing 1A; VBK383 Editing 1B; VBK395 Role of the Editor.
Content: Application of copy-editing/typesetting/page proof editing symbols. Editing of drafts appropriate to “in-house” style, the reader, variety of readers levels. Editing for Content: errors of English construction. Editing functions in word processing software. Negotiations with printers, steps in self-publishing, client/employer needs, organisation of materials-group work on 5000 word commercial document.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAD964 DESIGN AND LAYOUT
Prerequisite: Nil
Content: The purpose of this module is to introduce learners to basic processes of design and layout which are fundamental to all print production. It focuses on traditional applications which provide grounding for the software applications which provide grounding for the software applications covered in other modules.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE344 CORPORATE WRITING 1A
Prerequisite: Nil
Content: Analysis and practice of a variety of writing styles for commercial and corporate communications.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE544 SCIENTIFIC/TECHNICAL WRITING 2
Prerequisite(s): VBK382 Computer Skills for Writers & Editors; VAC412 Desktop Publishing 1. It is recommended that participants undertake VAE980 Desktop Publishing 2A & VAN029 top Publishing 2B concurrently with or prior to this module.
Content: Develop skills in characteristics of good reader-based writing for technical and scientific documents.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE552 SCREENWRITING 1A
Content: The purpose of this module is to develop the skills required to originate and develop a screenplay for both fiction and non-fiction, and to examine preparation of proposals and synopses.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE831 POETRY 1A
Content: The purpose of this module is to introduce writers to popular fiction genres and the techniques for writing and workshopping. Looks at short fiction and novels.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE863 POPULAR FICTION 1A
Prerequisite: Nil
Content: The purpose of this module is to introduce writers to popular fiction genres and the techniques for writing and workshopping. Looks at short fiction and novels.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE913 SHORT STORY 1A
Content: Theory and practice of short story writing. Theory-character, plot, dialogue, point of view, theme, setting, story structure, preparing for publication. Practical writing exercises, editing, writing and rewriting complete short stories.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE919 PRACTICAL PLACEMENT
Prerequisite(s): VAC474 Industry Overview 1
Content: Students undertake 68 hours in a workplace of their choice, such as publishing, editing, PR, promotion, TV or film.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAF066 SHORT STORY 2A
Prerequisite(s): VAE913 Short Story 1A; VAE913 Short Story 1B. It is highly recommended that participants present already drafted and refined material for workshop. A participmay seek recognition through the RPL process for competencies already held.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE831 WRITER AND RESEARCH
Content: Students will learn to gather and analyse data using appropriate research methods and present their findings in a written document.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAM131 WRITING FOR YOUNG ADULTS A
Content: Students will learn fiction writing specific to the YA genre, including a focus on voice, character and issues.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAN028 CORPORATE WRITING 2B
Prerequisite(s): VAA910 Corporate Writing 2A.
Content: The purpose of this module is to further develop the skills of corporate writing begun in Corporate Writing 2A. It applies those skills to the production of materials for a publicity campaign.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAN029 DESKTOP PUBLISHING 2B
Prerequisite(s): VAA980 Desktop Publishing 2A.
Content: The purpose of this module is to continue development of desktop publishing skills begun in previous modules. It also introduces the skill of working with colour and preparing material for a bureau.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAN031 MYTHS AND SYMBOLS B
Prerequisite(s): VAB933 Myths and Symbols A
Content: These subjects examine the use of myths and symbols in a range of literary fiction. Student study the ways writers use these as well as studying the concept of archetype, the nature and function of symbol and the context and interpretation of a symbol.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAN034 PLAYWRITING 2B
Prerequisite(s): VAD260 Playwriting 2A.
Content: Script development within context of student’s writing project, using workshopping. Development of process of fictionalisations, alternatives to full-length play script. Seminars in performance industry.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAN035 EDITING 2B
Prerequisite(s): VAD728 Editing 2A.
Content: Application of copy-editing/typesetting/page proof editing symbols. Editing of drafts appropriate to “in-house” style, the reader, variety of readers levels. Editing for Content, errors of English construction. Editing functions in word processing software. Negotiations with printers, steps in self-publishing, client/employer needs, organisation of materials-group work on 5000 word commercial document.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAN037 NON FICTION 1B
Prerequisite(s): VAE272 Non Fiction 1A.
Content: Emphasis on professionalism. Quality work to a given deadline. Economy of words, interviewing techniques, observation/research techniques, feature and review writing style and presentation, marketing strategies, journalism and ethics, communication techniques.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAN038 NON FICTION PROJECT 2B
Prerequisite(s): VAE273 Non Fiction Project 2A.
Content: Edit and compare a variety of examples of non-fiction in workshops. Study techniques for verifying the topic, planning and writing chapters/titles/heading, using illustrations, through workshopping synopses and chapters of non-fiction book. Analysis of the market.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAN039 NOVEL 1B
Prerequisite(s): VAE281 Novel 1A OR VBK385 Introduction to Fiction Writing 1
Content: The purpose of this module is to continue the development of novel writing skills begun in Novel 1A. It expands a story outline to first draft stage.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAN040 NOVEL 2B
Prerequisite(s): VAE282 Novel 2A
Content: Students will study novel writing through an examination of a range of novels, as well as working on their own novels, and workshopping other students’ work.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAN041 CORPORATE WRITING 1B
Prerequisite(s): VAE344 Corporate Writing 1A.
Content: A focus on house styles, commercial documents and use of client briefs.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAN042 SCREENWRITING 1B
Prerequisite(s): VAE552 Screenwriting 1A.
Content: The purpose of this module is to further develop the skills of screenplay writing which were introduced in Screenwriting 1A, with an emphasis on television formats and an extended screenwriting project.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAN043 POETRY 1B
Prerequisite(s): VAE831 Poetry 1A.
Content: The purpose of this module is to develop a sustained voice in poetry produced to specified standard and presented in a public forum.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAN044 POPULAR FICTION 1B
Prerequisite(s): VAE863 Popular Fiction 1A OR VBK385 Introduction to Fiction Writing 1.
Content: The purpose of this module is to continue the development of novel writing skills begun in Popular Fiction 1A.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAN045 SHORT STORY 1B
Prerequisite(s): VAE913 Short Story 1A.
Content: Theory and practice of short story writing. Theory - character, plot, dialogue, point of view, theme, setting, story structure, preparing for publication. Practical writing exercises, editing and rewriting and writing complete short stories.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum
VAN046 SHORT STORY 2B
Prerequisite(s): VAF066 Short Story 2A. A participant may seek recognition through the RPL process for competencies already held.
Content: Continues the study of use of language, structure, tension, tone and style in contemporary short story writers. Analysis and editing of own and other students’ short stories in workshopping. Tradition of constructive criticism. Discussion of markets.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAN048 WRITING HISTORIES 2B
Prerequisite(s): VAM123 Writing Histories 2A or appropriate sustained history research project well-established. A participant may seek recognition through the RPL process for competencies already held.
Content: Develop a major history project with appropriate production/presentation format.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAN050 WRITING FOR YOUNG ADULTS B
Prerequisite(s): VAN131 Writing for Young Adults A. A participant may seek recognition through the RPL process for competencies already held.
Content: This module continues from A, developing longer pieces of fiction or novels with workshopping. Includes an analysis of YA publishing.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBD144 DIGITAL MEDIA MINOR STUDIES
Content: The purpose of this unit is to provide students with the skills and knowledge and attitude to apply appropriate methods in the production of digital based work.
Nominal Hours: 96 Hours
Assessment: As per accredited curriculum

VBD259 ELECTRONIC IMAGING 1
Content: Application of industry-relevant imaging software to produce computer generated design and artwork for 2D print media. Application of conceptual skills and techniques to create design solutions and creatively manipulate and present visual information as well as develop a practical knowledge of digital photographic imaging.
Nominal Hours: 48 Hours
Assessment: Students must demonstrate that they are competent in each learning outcome before a module is completed. Each learning outcome will require one or more of the following assessment methods: group activities, written and oral tests, presentations, assignments, projects, case studies and practical exercises which simulate the conditions of the workplace.

VBD264 ELECTRONIC IMAGING 2
Content: Application use of industry-relevant digital imaging software to produce computer generated design and artwork for 2D print media and interactive multimedia, applying conceptual skills and techniques to create design solutions; develop advanced skills in the creative manipulation and presentation of visual information and a practical knowledge of digital photographic material.
Nominal Hours: 48 Hours
Assessment: Students must demonstrate that they are competent in each learning outcome before a module is completed. Each learning outcome will require one or more of the following assessment methods: group activities, written and oral tests, presentations, assignments, projects, case studies and practical exercises which simulate the conditions of the workplace.

VBD266 RESEARCH PROJECT: SPECIALISATION 1
Content: The purpose of this module is to provide a structured environment in which students can further develop skills and expertise within their chosen area of specialisation.
Nominal Hours: 48 Hours
Assessment: As per accredited curriculum

VBF960 WRITING COMEDY FOR PERFORMANCE 1A
Content: An introduction to comedy writing, focusing on gags, stand-up, one-liners and short pieces. Some history and theory.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBJ300 ACTING 1
Content: Analyse and critically evaluate a range of performance styles; Analyse major methods of acting; Select an acting method, apply to a character in a script in rehearsal; Perform a short monologue.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

VBJ301 VOICE 1
Content: Demonstrate a vocal warm up technique; Analyse the vocal techniques of major theorists; Demonstrate vocal techniques by performing script.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBJ302 MOVEMENT 1
Content: Demonstrate a warm-up routine; Perform a short sequence which demonstrates kinaesthetic awareness; Perform a short sequence using movement in response to stimuli such as language, music, text, sound and mask; Analyse and evaluate Twentieth Century movement styles and techniques.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBJ303 IMPROVISATION 1
Content: Compare and contrast improvisation in traditional and contemporary theatre; Demonstrate a range of improvisation techniques; Apply improvisation techniques in story writing; Apply improvisation techniques to character development.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBJ304 AUSTRALIAN THEATRE
Content: Analyse the development of Australian theatre; Analyse and evaluate a range of productions of Australian theatre; Write a submission to a funding organisation for an Australian theatre production; Identify the vocational opportunities in Australian theatre and write a resume for a selected company.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBJ305 AUSTRALIAN COMMUNITY THEATRE
Prerequisite(s): VBJ304 Australian Theatre
Content: Analyse the development of community theatre, festivals and events in Australia; Identify the origins, development and current practices of a small theatre company, community festival or event; Analyse a range of community theatre performances, festivals or events; Identify the vocational opportunities in community theatre.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBJ306 SCRIPT WRITING
Content: Write a twenty minute script for rehearsal; Conduct a rehearsal of the twenty minute script and revise draft following rehearsal.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBJ311 ACTING 2
Prerequisite(s): VBJ300 Acting 1
Content: Select, rehearse and perform a dialogue; Demonstrate a major acting method in a performance; Demonstrate a range of acting techniques in ensemble performance.
VBJ302 MOVEMENT 2
Prerequisite(s): VBJ301 Movement 1
Content: Design and perform a warm up routine; Perform a solo work using a range of movement motifs; Create a unified composition using a personal movement vocabulary; Compare and contrast the work of two major Twentieth Century choreographers or physical theatre directors.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBJ314 IMPROVISATION 2
Prerequisite(s): VBJ303 Improvisation 1
Content: Interpret a given text using improvisation techniques; Apply improvisation techniques to the interpretation of a character; Apply improvisation techniques in production of a play.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBJ316 MUSIC IN PERFORMANCE
Content: Analyse the role of music in a range of performance contexts; Develop and perform a musical piece to accompany a performance using percussion instruments.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBJ383 EDITING 1A
Content: This module provides basic grammar and punctuation instruction, with a focus on the efficient use of language. Some theory.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBJ384 EDITING 1B
Content: This module extends language skills into sentence construction and basic editing and proof-reading.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBJ385 INTRODUCTION TO FICTION WRITING 1
Prerequisite: Nil
Content: This module introduces the basics of fiction writing - character, plot, dialogue etc, in a variety of forms and genres. Leads to Novel 1B and/or Short Story 1B.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBJ386 SCRIPTWRITING 1A
Prerequisite: Nil
Content: This module is used to create new short scripts and understand the structure of play writing, including action, scenario, conflict, character status, dialogue and reading or performance of short scripts.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBJ387 SCRIPTWRITING 1B
Prerequisite: VBJ386 Scriptwriting 1A
Content: Builds on the skills learned in 1A, leading to a longer script. Focus on structure, format and audience.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBJ389 WRITING FOR CHILDREN (YOUNGER READERS) B
Prerequisite: VBJ388 Writing for Children (Young Readers) 1A
Content: The purpose of this module is to continue development of the skills of writing and marketing literature for children begun in Writing for Children A. Focus on chapter books.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBJ390 WRITING FOR RADIO
Prerequisite: VBJ389 Writing for Children 1A
Content: This subject involves drafting and scripting a 30 minutes magazine program, scripting a 30 minute radio drama as well as voice production and microphone techniques.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK387 SCRIPTWRITING 1B
Prerequisite: VBJ386 Scriptwriting 1A
Content: Builds on the skills learned in 1A, leading to a longer script. Focus on structure, format and audience.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK388 WRITING FOR CHILDREN (YOUNGER READERS) A
Prerequisite: Nil
Content: The purpose of this module is to develop skills in writing for young children. The focus is on picture books.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK389 WRITING FOR CHILDREN (YOUNGER READERS) B
Prerequisite: VBJ388 Writing for Children (Young Readers) 1A
Content: The purpose of this module is to continue development of the skills of writing and marketing literature for children begun in Writing for Children A. Focus on chapter books.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK390 WRITING FOR RADIO
Prerequisite: VBJ389 Writing for Children 1A
Content: This subject involves drafting and scripting a 30 minutes magazine program, scripting a 30 minute radio drama as well as voice production and microphone techniques.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK392 LITERATURE FOR WRITERS 1A
Prerequisite: Nil
Content: The purpose of this module is to develop the awareness and analysis of the historical and critical context of a chronological range of literature, and to develop own writing through exploration of writing of contemporary Australian writers.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK393 LITERATURE FOR WRITERS 1B
Prerequisite: VBJ392 Literature for Writers 1A
Content: The purpose of this module is for the participants to further develop an awareness and analysis of the historical and critical context of a chronological range of literature, and to develop an overview of contemporary writing other than Australian in relation to their own writing.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK394 PHOTOGRAPHY FOR WRITERS
Prerequisite: Nil
Content: Students will learn how to take quality photos aimed at professional publications. Folio development and written tasks.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK395 ROLE OF THE EDITor
Prerequisite: VBJ383 Editing 1A
Content: The purpose of this module is to outline the purpose of editing, the techniques involved and the tools which are used to facilitate the process.
**FACULTY OF WORKFORCE DEVELOPMENT**

**Required Reading:** To be advised  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

**VBUK36 ADVANCED SCREENWRITING PROJECT 2**  
**Prerequisite:** Nil  
**Content:** The purpose of this module is to develop a screenwriting project into a format suitable for marketing. The project will be developed from either an initial screenwriting project or another writing/performance project which could be marketed in the screenwriting industry.  
**Required Reading:** To be advised  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

**VBUK397 AUTHORIZING A MULTIMEDIA PRODUCT 2**  
**Prerequisite:** VBUK396 Writing an Interactive Multimedia Sequence 2  
**Content:** To author a multimedia product using an industry standard authoring tool.  
**Required Reading:** To be advised  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

**VBUK398 INDUSTRY OVERVIEW 2**  
**Prerequisite:** Nil  
**Content:** The purpose of this module is to develop freelance and small business skills in managing financial and structural issues, and paperwork associated with running a small business. The module develops skills in planning and scheduling activities related to the freelance writer or small business involved in the writing industry. Includes a range of speakers from the industry.  
**Required Reading:** To be advised  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

**VBUK399 LITERARY NON FICTION PROJECT 2**  
**Prerequisite:** VADE272 Non Fiction 1A; VAN037 Non Fiction 1B; VBUK385 Introduction to fiction writing 1 (or equivalent)  
**Content:** The purpose of this module is to identify principals and techniques involved in the writing of extended literary non fiction projects.  
**Required Reading:** To be advised  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

**VBUK400 POETRY 2A**  
**Prerequisite:** VADE381 Poetry 1A & VAN043 Poetry 1B  
**Content:** Students will explore various styles of poetry in order to assist them to write their own poetry.  
**Required Reading:** To be advised  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

**VBUK401 POETRY 2B**  
**Prerequisite:** VBUK400 Poetry 2A  
**Content:** Students will look at other forms of poetry such as song writing and formal structures to advance their techniques. Workshopping is a large component.  
**Required Reading:** To be advised  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

**VBUK402 SCREENWRITING 2A**  
**Prerequisite:** Nil  
**Content:** Develop material and themes, complete synopsis of proposed screenplay, either documentary or fiction. Film analysis/criticism. Written exercises on dialogue, character development, plot, narrative, leading to workshopping of sequence.  
**Required Reading:** To be advised  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

**VBUK403 SCREENWRITING 2B**  
**Prerequisite:** VBUK402 Screen writing 2A. A participant may seek recognition through the RPL process for competencies already held.  
**Content:** Script development within context of student’s writing project, using workshopping. Development of process of fictionalisations, alternatives to full-length playscript. Seminars on performance industry.  
**Required Reading:** To be advised  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

**VBUK404 WRITING FOR CHILDREN (OLDER READERS) A**  
**Prerequisite:** Nil. A participant may seek recognition through the RPL process for competencies already held.  
**Content:** The purpose of this module is to develop skills in writing and marketing for older readers in the children’s market. It develops the longer works such as junior novels for 8-10 age group and the 10-13 age group.  
**Required Reading:** To be advised  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

**VBUK405 WRITING FOR CHILDREN (OLDER READERS) B**  
**Prerequisite:** VBUK404 Writing for Children (Older Readers) A. A participant may seek recognition through the RPL process for competencies already held.  
**Content:** The purpose of this module is to develop the skills in writing and marketing for older readers in the children market.  
**Required Reading:** To be advised  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

**VBUK406 WRITING AN INTERACTIVE MULTIMEDIA SEQUENCE 2**  
**Prerequisite:** VBUK392 Computer skills for Writers & Editors 1; VBUK391 Internet Skills for Writers & Editors; VAA980 Desktop Publishing 1; It is recommended that participants have completed or are currently studying VAA980 Desktop Publishing 2A & VAM029 Desktop Publishing 2B  
**Content:** To develop an understanding of the skills required to create, develop and write an interactive sequence for multimedia productions and to use an authoring tool to create a discrete interactive sequence.  
**Required Reading:** To be advised  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

**VBUK954 COUNSELLING FOUNDATIONS FOR WORKING WITH ELITE PERFORMERS**  
**Content:** The purpose of this unit is to provide the participants with the skills, knowledge required for setting up foundations for counselling whilst working with elite performers.  
**Nominal Hours:** 50 Hours  
**Assessment:** As per accredited curriculum

**VBUK955 CAREER PLANNING FOR ELITE PERFORMERS**  
**Content:** The purpose of this unit is to provide the participants with the skills, knowledge required for career planning for elite performers  
**Nominal Hours:** 50 Hours  
**Assessment:** As per accredited curriculum

**VBUK956 APPLICATION OF PRINCIPLES AND PRACTICE**  
**Content:** The purpose of this unit is to provide the participants with the skills and knowledge required for applying applications of principles and practices.  
**Nominal Hours:** 80 Hours  
**Assessment:** As per accredited curriculum

**VBUK957 THE ELITE SPORTS PERFORMANCE ENVIRONMENT**  
**Content:** The purpose of this unit is to provide the participants with the skills, knowledge required for setting up a performance environment
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBP664 DRAWING LEVEL 4
Prerequisite(s): VBS644 Drawing Level 2, VBS645 Drawing Level 3.
Content: The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to develop advanced conceptual and expressive skills, and to apply these concepts to a major area of study. This module covers the knowledge and skills required to extend their knowledge of drawing and drawing practices in the production of a series of works which reflect and reinforce a major area of study, and which display a degree of personal philosophy or style.
Nominal Hours: 48 Hours
Assessment: As per accredited curriculum

VBS647 LIFE DRAWING 2
Prerequisite(s): VBS642 Life Drawing (Generic).
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to incorporate new information and skills in the production of life drawings. To employ a diverse range of figure model poses and time spans to produce a folio of life drawing.
Nominal Hours: 32 Hours
Assessment: As per accredited curriculum

VBS648 ART BUSINESS LEVEL 2
Prerequisite(s): VBS634 Business Practices.
Content: The purpose of this module is to provide the participants with the skills,
knowledge and attitudes required to apply sound business practice within the legal responsibilities of self-employed art practitioner.
**Nominal Hours:** 32 Hours
**Assessment:** As per accredited curriculum

**VBS649 ART BUSINESS LEVEL 3**
**Prerequisite(s):** VBS636 Business Practices, VBS648 Art Business Level 2.
**Content:** The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to identify the policies and philosophies of potential clients including, commercial galleries, commissioning agencies and art and craft management committees.
**Nominal Hours:** 32 Hours
**Assessment:** As per accredited curriculum

**VBS651 CONTEMPORARY ART STUDIES LEVEL 3**
**Prerequisite(s):** VBS639 Contemporary Art Studies Level 1, VBS650 Contemporary Art Studies Level 2, VBS653 Context and Culture Level 3.
**Content:** The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to analyse in detail the influence of specific prominent philosophical concerns upon contemporary art and design.
**Nominal Hours:** 32 Hours
**Assessment:** As per accredited curriculum

**VBS652 CONTEXT AND CULTURE LEVEL 2**
**Prerequisite(s):** VBS656 Context and Culture Level 1.
**Content:** The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to identify and analyse diverse cultures/subcultures and their relationship to the arts. A visiting artists program is an essential aspect of this study.
**Nominal Hours:** 48 Hours
**Assessment:** As per accredited curriculum

**VBS653 CONTEXT AND CULTURE LEVEL 3**
**Prerequisite(s):** VBS656 Context and Culture Level 1, VBS652 Context and Culture Level 2.
**Content:** The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to analyse philosophical theory and its relationship to art production.
**Nominal Hours:** 48 Hours
**Assessment:** As per accredited curriculum

**VBS654 CONTEXT AND CULTURE LEVEL 4**
**Prerequisite(s):** VBS656 Context and Culture Level 1, VBS652 Context and Culture Level 2, VBS653 Context and Culture Level 3
**Content:** The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to evaluate their own work in terms of aesthetics, social context and philosophical foundations. Students are also required to prepare for an exhibition of their work.
**Nominal Hours:** 48 Hours
**Assessment:** As per accredited curriculum

**VBS655 STUDIO AND MATERIALS STUDIES**
**Content:** The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to develop a range of approaches using differing methods, materials and techniques to artistic problems.
**Nominal Hours:** 96 Hours
**Assessment:** As per accredited curriculum

**VBS656 CONTEXT AND CULTURE LEVEL 1**
**Content:** The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to identify and analyse sociological subject matter and its impact on the production of art.
**Nominal Hours:** 48 Hours
**Assessment:** As per accredited curriculum

**VBS661 PAINTING MAJOR STUDY 1**
**Prerequisite(s):** VBS657 Painting Level 1, VBS658 Painting Level 2.
**Content:** The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to apply and develop a knowledge of materials and methods in regard to the production of paintings.
**Nominal Hours:** 144 Hours
**Assessment:** As per accredited curriculum

**VBS662 PAINTING MAJOR STUDY 2**
**Prerequisite(s):** VBS661 Painting Major Study 1 or equivalent.
**Content:** The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to initiate, plan and execute paintings which are a vehicle for personal expression.
**Nominal Hours:** 144 Hours
**Assessment:** As per accredited curriculum

**VBS665 PRINTMAKING MINOR STUDY 1**
**Content:** The purpose of this module is to provide participants with the skills, knowledge and attitudes required to develop the expression of ideas through the application of an extended range of printmaking processes, and at an increasingly sophisticated level.
**Nominal Hours:** 96 Hours
**Assessment:** As per accredited curriculum

**VBS689 ELECTRONIC DESIGN LEVEL 2**
**Prerequisite(s):** VBS640 Computer Aided Design, VBS688 Electronic Design Level 1
**Content:** The purpose of this module is to provide participants with the skills, knowledge and attitudes required to: use industry standard 2D software and hardware for graphic production; create and manipulate images and illustration for the presentation of visual information which will lead to satisfactory design solutions.
**Nominal Hours:** 48 Hours
**Assessment:** As per accredited curriculum

**VBS749 FINISHED ART LEVEL 2**
**Prerequisite(s):** VBS748 Finished Art Level 1.
**Content:** The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to produce manual and computer finished art from a designer’s brief or rough on time and within budget.
**Nominal Hours:** 80 Hours
**Assessment:** As per accredited curriculum

**VBS750 FINISHED ART LEVEL 3**
**Prerequisite(s):** VBS749 Finished Art Level 2.
**Content:** The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to create initial design concepts and produce artwork to finished art stage.
**Nominal Hours:** 80 Hours
**Assessment:** As per accredited curriculum

**VBS757 EXTENDED PRACTICAL PLACEMENT**
**Prerequisite(s):** VBS635 Occupational Health and Safety.
**Content:** The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to work in an assistant capacity in graphic art studio/s with real industry brief to meet agreed expectations of employer for the completion of workplace projects.
**Nominal Hours:** 224 Hours
**Assessment:** As per accredited curriculum

**VBS758 HISTORY OF DESIGN**
**Content:** The purpose of this module is to provide participants with the skills, knowledge and attitudes required to research the historical concepts and developments of design.
**Nominal Hours:** 48 Hours
**Assessment:** As per accredited curriculum
VBS759 DESIGN PROCESS LEVEL 2
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to develop design and imagery by applying creative, analytical and problem solving approaches to design problems in response to a brief.
Nominal Hours: 96 Hours
Assessment: As per accredited curriculum

VBS760 DESIGN PROCESS LEVEL 3
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to develop design to complete a complex industry design brief.
Nominal Hours: 96 Hours
Assessment: As per accredited curriculum

VBS761 3D STUDIES
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to apply creative, analytical problem solving approaches to design problems by constructing three dimensional objects.
Nominal Hours: 48 Hours
Assessment: As per accredited curriculum

VBS762 DESIGN FOR NEW MEDIA
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to design for new media.
Nominal Hours: 96 Hours
Assessment: As per accredited curriculum

VBS763 VOCATIONAL STUDIES
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to manage self and includes understanding and applying ethical practices to own creative and business activities, setting and meeting own priorities and developing and maintaining artistic and professional competence.
Nominal Hours: 96 Hours
Assessment: Written presentation, oral presentation, visual diary.

VBS764 CRITICAL ANALYSIS
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to critically analyse designs using industry standard terminology, concepts, theories and analytical processes.
Nominal Hours: 48 Hours
Assessment: As per accredited curriculum

VPAU010 ANALYSE AND IMPLEMENT SUSTAINABLE WORK PRACTICES
Content: This unit describes the knowledge and skills required by artists and designers to develop, monitor and maintain economic, social, institutional and environmental work practices.
Nominal Hours: 15 Hours
Assessment: Written and oral presentation.

VPAU011 APPLY RESEARCH AND CRITICAL ANALYSIS TO INFORM ARTISTIC AND DESIGN PRACTICE
Content: This unit describes the skills and knowledge required to research and critically analyse historical and theoretical concepts for application to own artistic and design practice. The unit includes the need for critical analysis of information and own work and the challenging of different points of view to inform own personal work and philosophy.
Nominal Hours: 100 Hours
Assessment: Workbook of exhibition designs, written explanation of concept, oral presentation, folio of art work for display.

VPAU012 USE ADVANCED DRAWING TECHNIQUES TO REPRESENT AND COMMUNICATE CONCEPTS
Content: This unit describes the skills and knowledge required to represent and communicate a concept through the use of advanced drawing techniques.
Nominal Hours: 100 Hours
Assessment: Folio drawings.

VPAU013 APPLY THE ELEMENTS AND PRINCIPLES OF DESIGN
Content: This unit describes the skills and knowledge required to extend artistic practice to explore and apply the principles of design to an artwork or a design solution. The unit may be applied to 2D or 3D work.
Nominal Hours: 100 Hours
Assessment: Folio of designs based on written briefs.

VPAU014 MANAGE CREATIVE AND PROFESSIONAL SELF
Content: This unit describes the skills and knowledge required to manage self and includes understanding and applying ethical practices to own creative and business activities, setting and meeting own priorities and developing and maintaining artistic and professional competence.
Nominal Hours: 96 Hours
Assessment: Written presentation, oral presentation, visual diary.

VPAU015 PLAN AND IMPLEMENT A PROJECT IN THE WORKPLACE
Content: This unit describes the skills and knowledge required to plan and implement a project, work effectively within an organisation and accept responsibility for and monitor own work.
Nominal Hours: 200 Hours
Assessment: Oral assessment, written report.

VPAU024 DEVELOP AND REFINE ARTISTIC PRACTICE TO PRODUCE A CONCEPT FOR THEMATICALLY CONNECTED DIGITAL ART WORK
Content: This unit describes the skills and knowledge required to develop artistic practice to produce a concept for a thematically connected digital art work incorporating other media through the exploration and application of a range of advanced techniques and media.
Nominal Hours: 100 Hours
Assessment: Written essays, oral presentations, visual diary, thematically connected series of digital prints, video projects.

VPAU025 REALISE THEMATICALLY CONNECTED DIGITAL ARTWORK
Content: This unit describes the skills and knowledge required to develop artistic practice to produce a concept for a thematically connected digital art work incorporating other media through the exploration and application of a range of advanced techniques and media.
Nominal Hours: 150 Hours
Assessment: Written essays, visual diary, folio of thematically connected digital prints.

VPAU026 DEVELOP AND REFINE ARTISTIC PRACTICE TO PRODUCE A CONCEPT FOR THEMATICALLY CONNECTED PAINTINGS
Content: This unit describes the skills and knowledge required to produce and present a thematically connected digital art work which incorporates other media.
Nominal Hours: 100 Hours
Assessment: Folio of paintings, developmental work, visual diary.

VPAU027 REALISE THEMATICALLY CONNECTED PAINTINGS
Content: This unit describes the skills and knowledge required to produce and present a thematically connected paintings.
Nominal Hours: 150 Hours
Assessment: Folio of paintings, developmental work, visual diary.
VPAU030 DEVELOP AND REFINE ARTISTIC PRACTICE TO PRODUCE A CONCEPT FOR THEMATICALLY CONNECTED PRINTS
Content: This unit describes the skills and knowledge required to develop artistic practice to produce a concept for thematically connected prints through the exploration and application of a range of advanced techniques and media.
Nominal Hours: 100 Hours
Assessment: Written essays, visual diary, folio of thematically connected digital prints.

VPAU050 PRODUCE TYPOGRAPHY IN RESPONSE TO A BRIEF
Content: This unit describes the skills and knowledge required to select and compose type to produce typography at an advanced level in response to a brief.
Nominal Hours: 140 Hours
Assessment: Folio of artworks, developmental work, oral presentation.

VPAU051 CREATE PAGE LAYOUTS IN RESPONSE TO A BRIEF
Content: This unit describes the skills and knowledge required to create and compose pages using layout applications at an advanced level in response to a brief.
Nominal Hours: 90 Hours
Assessment: Folio of final layouts, developmental work showing progression of layouts.

VPAU053 PRODUCE AND SCAN COMPLEX DIGITAL IMAGES FOR REPRODUCTION
Content: This unit describes the skills and knowledge required to produce and scan complex colour separated images at an advanced level for reproduction.
Nominal Hours: 54 Hours
Assessment: Folio of final digital images - printed and digital files.

VPAU054 PRODUCE A CONCEPT FROM A GIVEN BRIEF
Content: This unit describes the skills and knowledge required to produce a concept from a given brief through the exploration and application of a range of advanced techniques and media.
Nominal Hours: 50 Hours
Assessment: Folio of developmental work, oral presentation, written presentation.

VPAU055 PRODUCE ART WORK FROM CONCEPT TO FINISHED ART STAGE
Content: This unit describes the skills and knowledge required to produce artwork from a concept to finished art stage through the exploration and application of a range of advanced techniques and media. It is a specialisation unit and refers to a specific art form.
Nominal Hours: 50 Hours
Assessment: Folio of developmental work, oral presentation, written presentation.

VPAU056 CREATE DESIGN CONCEPTS FROM A BRIEF TO PRODUCE 2 DIMENSIONAL ART WORK TO FINISHED ART STAGE
Content: This unit describes the skills and knowledge required to create design concepts to produce a 2-dimensional (2D) artwork to finished art stage through exploration and application of a range of advanced techniques and media. It is a specialisation unit and refers to a specific art form.
Nominal Hours: 50 Hours
Assessment: Folio of 2D developmental work, oral presentation, final artworks.

VPAU057 CREATE DESIGN CONCEPTS FROM A BRIEF TO PRODUCE 3 DIMENSIONAL ART WORK TO FINISHED ART STAGE
Content: This unit describes the skills and knowledge required to create design concepts to produce a 3-dimensional (3D) artwork to finished art stage through exploration and application of a range of advanced techniques and media. It is a specialisation unit and refers to a specific art form.
Nominal Hours: 70 Hours
Assessment: Folio of 3D developmental work, oral presentation, final artworks.

VPAU058 PRODUCE FILES FOR MULTIMEDIA PRODUCTION AND DISPLAY
Content: This unit describes the skills and knowledge required to produce files for multimedia production and display through the exploration and application of a range of advanced techniques and media. It is a specialisation unit and refers to a specific art form.
Nominal Hours: 40 Hours
Assessment: Development work, website and flash animations, digital folio, oral presentation.

VPAU059 USE COMPLEX DRAWING TECHNIQUES TO REPRESENT AND COMMUNICATE THEMATICALLY CONNECTED CONCEPTS
Content: This unit describes the more complex drawing techniques required to communicate thematically connected concepts through drawing.
Nominal Hours: 100 Hours
Assessment: Folio, developmental work, visual diary.

VPAU060 APPLY RESEARCH AND CRITICAL ANALYSIS TO EXTEND ARTISTIC AND DESIGN PRACTICE
Content: This unit describes the skills and knowledge required to extend artistic and design practice. It is a specialisation unit and refers to a specific art form.
Nominal Hours: 50 Hours
Assessment: Folio of artwork, oral presentation, written brief.

VPAU061 DEVELOP A DESIGN IN RESPONSE TO A COMPLEX DESIGN BRIEF
Content: This unit describes the skills and knowledge required to develop a design in response to a complex design brief. It focuses on the process to meet the requirements of the brief to the design proposal stage. It is a specialisation unit and refers to a specific art form.
Nominal Hours: 150 Hours
Assessment: Folio of designs and written brief, developmental work.

VPAU062 INTERPRET AND RESPOND TO A COMPLEX PRODUCT/GRAFIC DESIGN COMMISSION OR BRIEF
Content: This unit describes the skills and knowledge required to interpret and respond to a complex, product/graphic design commission or brief to the finished art stage. The product/graphic design commission/brief may be for a multifaceted product and the art will build upon the designer’s theoretical, conceptual and technical development. It is a specialisation unit and refers to a specific art form.
Nominal Hours: 150 Hours
Assessment: Folio of designs and written brief, developmental work.

VPAU063 CREATE DESIGN CONCEPTS TO PRODUCE ART WORK TO FINISHED ART STAGE
Content: This unit describes the skills and knowledge required to produce artwork that uses a range of advanced techniques and media to finished art stage and to prepare the artwork for production. It is a specialisation unit and refers to a specific art form.
Nominal Hours: 150 Hours
Assessment: Folio of designs and written brief, developmental work.

VPAU249 PRODUCE AND CREATE GRAPHICS IN RESPONSE TO A BRIEF
Content: This unit describes the skills and knowledge required to develop graphics incorporating a range of features for cross-media publishing in response to a brief using advanced skills and high-end application.
Nominal Hours: 90 Hours
Assessment: Development work and layout pad, digital folio and final printed artwork, oral presentation.
SCHOOL OF COMMUNITY SERVICES

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

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

CERTIFICATE IV IN JUSTICE
Course Code: 21212VIC - Continuing Students Only
Campus: Footscray Nicholson.
Scope of Delivery
Full-time and Part Time.
Course Objective
The course aims to provide students with vocational education and training needed by persons wishing to enter, or develop additional skills or pursue a long-term career in, the justice field.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at Australian Qualifications Framework Level 4. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Course Duration
650 Nominal Hours.
Course Structure
Core Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSP0401</td>
<td>20</td>
</tr>
<tr>
<td>VAK247</td>
<td>38</td>
</tr>
<tr>
<td>VAK262</td>
<td>38</td>
</tr>
<tr>
<td>VAK280</td>
<td>75</td>
</tr>
<tr>
<td>VAK281</td>
<td>75</td>
</tr>
<tr>
<td>VAK283</td>
<td>54</td>
</tr>
<tr>
<td>VAK288</td>
<td>54</td>
</tr>
<tr>
<td>VAK291</td>
<td>40</td>
</tr>
<tr>
<td>VAK293</td>
<td>54</td>
</tr>
<tr>
<td>VAK294</td>
<td>54</td>
</tr>
</tbody>
</table>

Computing Units
Computing units, totalling at least 40 nominal hours, selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in

• National Information Technology Computer Skills module bank; ACTRAC, published 1995;
• National Office Skills computer module bank, ACTRAC, published 1996.

Elective Units
Selected by the student, with the approval of the Head of Department, from:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAK297</td>
<td>12</td>
</tr>
<tr>
<td>VAK298</td>
<td>12</td>
</tr>
<tr>
<td>VAK299</td>
<td>12</td>
</tr>
<tr>
<td>VAK300</td>
<td>18</td>
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<td>VAK296</td>
<td>54</td>
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<td>VAK301</td>
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<tr>
<td>VAL651</td>
<td>54</td>
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<tr>
<td>VAK304</td>
<td>54</td>
</tr>
<tr>
<td>VAK060</td>
<td>54</td>
</tr>
</tbody>
</table>

FOUNDATIONS OF COUNSELLING
Course Code: 3113080104
Campus: City King.
Career Opportunities
Allied Health, community counselling and counselling.
Scope of Delivery
Part-time. This is a full fee paying course.
Course Objectives
The course aims to provide participants with skills for basic counselling or as a pathway to other training in the Community Services sector.
For further information about this course contact the department on (03) 9919 8674.
CERTIFICATE II IN COMMUNITY SERVICES WORK
Course Code: CHC20202

Campus: Footscray Nicholson Campus
Career Opportunities
Community Services Worker
Scope of Delivery
Full-time or part-time.
Course Objective
Provide a pathway qualification into community services work.
Entry Requirements
4. To qualify for admission students must attend an interview and demonstrate to the satisfaction of the Head of Department, their ability to complete the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.
Course Duration
Full-time basis over 295 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>CHCCS201A</td>
<td>PREPARE FOR WORK IN THE COMMUNITY SERVICES INDUSTRY</td>
<td>50</td>
</tr>
<tr>
<td>CHCCOM1B</td>
<td>COMMUNICATE WITH PEOPLE ACCESSING THE SERVICES OF THE ORGANISATION</td>
<td>15</td>
</tr>
<tr>
<td>CHCORG1B</td>
<td>FOLLOW THE ORGANISATION’S POLICIES, PROCEDURES AND PROGRAMS</td>
<td>15</td>
</tr>
<tr>
<td>CHCORG2B</td>
<td>WORK WITH OTHERS</td>
<td>15</td>
</tr>
<tr>
<td>CHCCHS2101A</td>
<td>FOLLOW OHS PROCEDURES</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective Units of Study
Six units, including at least one orientation unit, to be selected from other Community Services Training Package units available at this or Certificate III levels. A maximum of two units may be selected from other relevant National Training Package units available at Certificate II level. If the Children’s Services stream is undertaken, electives must be selected from the following units and the orientation unit is not required.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Elective Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCFC1C</td>
<td>SUPPORT THE DEVELOPMENT OF CHILDREN IN THE SERVICE</td>
<td>40</td>
</tr>
<tr>
<td>CHCICAB</td>
<td>COMMUNICATE WITH CHILDREN</td>
<td>30</td>
</tr>
<tr>
<td>CHCPK1C</td>
<td>DELIVER SERVICES/ ACTIVITIES TO STIMULATE CHILDREN’S DEVELOPMENT AND ENHANCE THEIR LEISURE</td>
<td>40</td>
</tr>
<tr>
<td>CHCCN1D</td>
<td>ENSURE CHILDREN’S HEALTH AND SAFETY</td>
<td>30</td>
</tr>
</tbody>
</table>

CERTIFICATE III IN CHILDREN’S SERVICES
Course Code: CHC30402

Campus: Footscray Nicholson, Melton and Werribee Campuses.
Career Opportunities
Child care worker.
Scope of Delivery
This course is delivered on a full time or part-time basis.
Course Objective
This course is designed for individuals working on a full-time, part-time or voluntary basis as assistants in a range of early childhood settings. These settings may include long day care centres, pre-school centres and occupational settings such as schools. The course enables students to develop their knowledge and understanding of early childhood development and school age children’s development. The course prepares workers to use organisational policies, procedures and individual children’s profiles to plan activities and provide care to children, facilitating their development and play and enabling them to achieve their developmental outcomes.
Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.
Entry Requirements
To qualify for admission to the course, applicants must have completed year 12 or equivalent, and /or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study and to work in Children’s Services.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures
All applicants are advised to attend one of the information sessions run by the Department. Applicants are required to submit an application form, attend an interview and sit a selection test.
Course Duration
The course is approximately 9 months full-time.
Practical Component
A supervised workplace assessment program is required for all units and is organised by the Department in an appropriate children’s services setting. Most agencies require that participants provide a police check clearance before undertaking the workplace training.
Materials Fees
This course has a materials fee for providing goods and materials that are retained by the student. Further information about material fees can be obtained from the Department at the information sessions.
Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCCHILD1C</td>
<td>IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM</td>
<td>30</td>
</tr>
<tr>
<td>CHCHS301A</td>
<td>PARTICIPATE IN WORKPLACE SAFETY PROCEDURE</td>
<td>30</td>
</tr>
</tbody>
</table>
Unit Code | Hours |
---|---|
CHCCS301A | WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK 50 |
CHCCN1D | ENSURE CHILDREN’S HEALTH AND SAFETY 30 |
CHCCN2C | CARE FOR CHILDREN 70 |
CHCCN4D | RESPOND TO ILLNESS, ACCIDENTS AND EMERGENCIES 30 |
CHCFC1C | SUPPORT THE DEVELOPMENT OF CHILDREN IN THE SERVICE 40 |
CHCIC1C | INTERACT EFFECTIVELY WITH CHILDREN 70 |
CHCPB1C | DELIVER SERVICES / ACTIVITIES TO STIMULATE CHILDREN’S DEVELOPMENT AND ENHANCE THEIR LEISURE 40 |
CHCPB3C | DEVELOP AN UNDERSTANDING OF CHILDREN’S INTERESTS AND DEVELOPMENTAL NEEDS 20 |
HLFA1A | APPLY BASIC FIRST AID 10 |
AND/or |
HLFA2A | APPLY ADVANCED FIRST AID 30 |

Note: CHCCN5C Care for babies is required as a core unit in some jurisdictions (This is the case for Victorian Delivery).

Elective Units of study
Plus at least 4 units, selected by the Head of Department from the approved list in the Community Services Training Package to meet Victorian regulatory and other requirements.

CHCCN5C | CARE FOR BABIES 40 |
CHCPB2C | ARRANGE/ORGANISE EXPERIENCES WHICH FACILITATE AND ENHANCE CHILDREN’S DEVELOPMENT 80 |
CHCPR1C | WORK EFFECTIVELY WITH FAMILIES IN CARING FOR THE CHILD 25 |
CHCORG3B | PARTICIPATE IN THE WORK ENVIRONMENT 20 |

CERTIFICATE III IN YOUTH WORK
Course Code: CHC30602
Campus: Footscray Nicholson

Career Opportunities
This qualification equips workers who provide support to young people through a range of community — based programs designed to address the social, behavioural, health, welfare, developmental and protection needs of young people. The qualification also covers youth workers who are employed in juvenile detention facilities.

Scope of Delivery
Full-time, Part-time.

Course Objective
An entry-level qualification into the field of Youth Work or Community Services. It will provide an introduction to the industry that may lead to employment, or a pathway to further qualifications in the industry.

Entry Requirements
Sufficient language skills to be able to complete the course, as well as meeting selection criteria pertaining to appropriate interpersonal skills which are suitable for this industry.

Course Duration
1 year Full-time or 2 years part-time.

Course Structure
Unit Code | Hours |
---|---|
Core Units of Study |
CHCCN1C | IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM 30 |
CHCCOM2B | COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES 20 |
CHCCS301A | WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK 50 |
CHCCS401A | FACILITATE CO-OPERATIVE BEHAVIOUR 40 |
CHCOHS301A | PARTICIPATE IN WORKPLACE SAFETY PROCEDURE 30 |
CHCYTH1C | WORK EFFECTIVELY WITH YOUNG PEOPLE 40 |
CHCYTH2C | PROVIDE CARE AND PROTECTION FOR YOUNG PEOPLE 60 |
CHCCS405A | WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 30 |
CHCORG3B | PARTICIPATE IN THE WORK ENVIRONMENT 20 |

Elective Units of study
Four Elective units may be selected from the units listed below, or from other Community Services Training Package units available at Certificate III or higher levels, or from other relevant National Training Package units available at Certificate III and enterprise specific units.

- Where national enterprise units are included as options, these must be nationally endorsed (see introduction in Training Package CHC02 regarding new units and customisation).
- Other relevant National Training Packages may include Correctional Services, Community Recreation, Outdoor Recreation, Sport and Fitness, Music and Entertainment.

CHCAD1C | ADVOCATE FOR CLIENTS 20 |
CHCAD3B | UNDERTAKE ADMINISTRATIVE WORK 50 |
CHCC1D | APPLY A COMMUNITY DEVELOPMENT FRAMEWORK 50 |
CHCC1B | SUPPORT COMMUNITY PARTICIPATION 50 |
CHCGROUP2C | SUPPORT GROUP ACTIVITIES 20 |
CHCCS402A | RESPOND HOUSTICALLY TO CLIENT ISSUES 75 |
CHCNET2B | PARTICIPATE IN NETWORKS 20 |
CHCYTH3C | SUPPORT YOUTH PEOPLE TO ADDRESS THEIR CIRCUMSTANCES 30 |
CHCYTH5C | SUPPORT YOUTH PROGRAMS 150 |
CHCYTH7C | RESPOND TO CRITICAL SITUATIONS 90 |
HLFA1A | APPLY BASIC FIRST AID 10 |
HLFA2A | APPLY ADVANCED FIRST AID 30 |
HLFA3A | MAINTAIN FIRST AID EQUIPMENT AND RESOURCES 20 |
HLTHIR4A | WORK EFFECTIVELY IN A CROSS CULTURAL CONTEXT WITH ABORIGINAL AND Torres Strait islander PEOPLE AND ORGANISATIONS 20
**CERTIFICATE III IN COMMUNITY SERVICES WORK**

**Course Code:** CHC30802

**Campus:** St Albans.

**Career Opportunities**
When you graduate, you will be qualified to be a Support Worker within the Social and Community Sector.

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

**Course Objectives**
The course applies to community work delivered through a broad range of services which provide support to individuals and groups.

**Entry Requirements**
You must be able to demonstrate to the satisfaction of the Head of Department, your ability to complete the course.

You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.

You will to submit a TAFE Direct Application Form together with a TAFE Supplementary form.

**Selection Procedures/Selection Criteria**
You must undertake a literacy test and participate in a group interview.

**Course Duration**
6 months full-time.

**Course Structure**

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCD12C APPLY A COMMUNITY DEVELOPMENT FRAMEWORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCCOM2B COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES</td>
<td>20</td>
</tr>
<tr>
<td>CHCINF2B MAINTAIN ORGANISATION’S INFORMATION SYSTEMS</td>
<td>40</td>
</tr>
<tr>
<td>CHCCS301A WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS401A FACILITATE CO-OPERATIVE BEHAVIOUR</td>
<td>40</td>
</tr>
<tr>
<td>CHCCS402A RESPOND HOLISTICALLY TO CLIENT ISSUES</td>
<td>75</td>
</tr>
<tr>
<td>CHCADMN5A WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION</td>
<td>75</td>
</tr>
<tr>
<td>CHCORG6B PARTICIPATE IN THE WORK ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>CHCOHS302A PARTICIPATE IN SAFETY PROCEDURES FOR DIRECT CARE WORK</td>
<td>30</td>
</tr>
</tbody>
</table>

or

<table>
<thead>
<tr>
<th>Elective Units of study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 1</td>
<td></td>
</tr>
<tr>
<td>CHCAD1C ADVOCATE FOR CLIENTS</td>
<td>20</td>
</tr>
<tr>
<td>CHCCMD1C IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM</td>
<td>30</td>
</tr>
<tr>
<td>CHCCS5A PROVIDE FIRST POINT OF CONTACT</td>
<td>30</td>
</tr>
<tr>
<td>CHCGROUP2C SUPPORT GROUP ACTIVITIES</td>
<td>20</td>
</tr>
<tr>
<td>CHCINF8A COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS</td>
<td>40</td>
</tr>
<tr>
<td>CHNETC1C PARTICIPATE IN NETWORKS</td>
<td>20</td>
</tr>
<tr>
<td>HLTCSD6A RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR</td>
<td>20</td>
</tr>
</tbody>
</table>

or

| CHCDIS15A PROVIDE BEHAVIOUR SUPPORT            | 30    |

You will need to choose at least two units, with the approval of the Head of Department, from ONE group of the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate III:

| Group 2                                        |       |
| CHCAOD2B ORIENTATION TO ALCOHOL AND OTHER DRUGS WORK | 50    |
| CHCAOD6B WORK WITH CLIENTS WHO ARE INTOXICATED   | 50    |
| CHCAOD7B PROVIDE NEEDLE EXCHANGE SERVICES       | 50    |
| CHCCS5A PROVIDE SUPPORT SERVICES TO CLIENTS      | 50    |

| Group 3                                        |       |
| CHCYTH1C WORK EFFECTIVELY WITH YOUNG PEOPLE    | 40    |
| CHCYTH2C PROVIDE CARE AND PROTECTION FOR YOUNG PEOPLE | 60    |
| CHCYTH3C SUPPORT YOUNG PEOPLE TO ADDRESS THEIR CIRCUMSTANCES | 30    |
| CHCYTH5C SUPPORT YOUTH PROGRAMS                | 150   |
| CHCYTH7C RESPOND TO CRITICAL SITUATIONS        | 90    |

| Group 4                                        |       |
| CHCCHILD2C SUPPORT THE RIGHTS AND SAFETY OF CHILDREN WITHIN DUTY OF CARE REQUIREMENTS | 50    |
| AND                                           |       |
| CHCPROT9C PROVIDE PRIMARY/ RESIDENTIAL CARE    | 90    |

| Group 5                                        |       |
| CHCDFV1B RECOGNISE AND RESPOND TO DOMESTIC AND FAMILY VIOLENCE | 50    |
| CHCDFV3B PROVIDE CRISIS INTERVENTION AND SUPPORT TO THOSE EXPERIENCING DOMESTIC AND FAMILY VIOLENCE | 50    |
| CHCDFV8B PROVIDE SUPPORT TO CHILDREN AFFECTED BY DOMESTIC AND FAMILY VIOLENCE | 70    |

| Group 6                                        |       |
| CHCDIS1B ORIENTATION TO DISABILITY WORK        | 47    |
| CHCDIS2B MAINTAIN AN ENVIRONMENT DESIGNED TO EMPOWER PEOPLE WITH DISABILITIES | 90    |
CHC40402

Campus: St Albans and Industry Workplace.

Career Opportunities

Child care supervisor, Service Coordinator

Scope of Delivery

Industry, part-time and full-time.

Course Objective

The course is appropriate for workers who conduct vacation programs and before and after school activities for children who are of school age. Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

Entry Requirements

To qualify for admission to the course, applicants must have completed year 12 or equivalent, and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at AQF level 4 and to work in Children’s Services.

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

Selection Procedures/Selection Criteria

Applicants are required to submit an application form and sit a selection test. Applicants may also be required to attend an interview.

Course Duration

The course may be offered on a full-time basis over a minimum of 528 nominal hours or part-time equivalent.

Practical Component

A supervised workplace assessment program is required for all units and is organised by the Department in an appropriate children’s services setting. Most agencies require that participants provide a police check clearance before undertaking the workplace training.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCADMIN3B</td>
<td>50</td>
</tr>
<tr>
<td>CHCCON1C</td>
<td>30</td>
</tr>
<tr>
<td>CHCCON1D</td>
<td>30</td>
</tr>
<tr>
<td>CHCCON301A</td>
<td>50</td>
</tr>
<tr>
<td>CHCCON405A</td>
<td>30</td>
</tr>
<tr>
<td>CHCSS041A</td>
<td>50</td>
</tr>
<tr>
<td>CHCP101C</td>
<td>40</td>
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<tr>
<td>CHCP103C</td>
<td>20</td>
</tr>
<tr>
<td>CHCY101C</td>
<td>40</td>
</tr>
<tr>
<td>SRCR0020A</td>
<td>20</td>
</tr>
<tr>
<td>SRCR0010A</td>
<td>10</td>
</tr>
<tr>
<td>SRXTEM003A</td>
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<tr>
<td>HLTF01A</td>
<td>10</td>
</tr>
<tr>
<td>HLTF02A</td>
<td>30</td>
</tr>
<tr>
<td>HLTF03A</td>
<td>20</td>
</tr>
<tr>
<td>HLTHIR301A</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units of Study

Plus at least four units, selected by the student with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate IV level:
FACULTY OF WORKFORCE DEVELOPMENT

Unit Code | Hours
--- | ---
CHCCN2C | 70
CHCCN3A | 40
CHCCN4B | 20
CHCCN4D | 30
CHCCO1C | 40
CHCCO1C | 40
CHCORG3B | 20
CHCORG28A | 120
CHCIC10C | 40
CHCIC10C | 40
CHCORG3B | 20
CHCORG28A | 120
CHCPOL2A | 50
CHCRF1C | 25
CHCRH3B | 90
SRCCRO001A | 10
SRCCRO008A | 20
SROABL002A | 25
SRXCAI004A | 8
SRXCAI005A | 8
SRXEME004A | 20
SRXFAC004A | 15

CERTIFICATE IV IN YOUTH WORK
Course Code: CHC40602

Campus: St Albans and Footscray Park.

Career Opportunities
Youth work, community youth work, outreach, local government.

Scope of Delivery
Full-time and part-time.

Course Objectives
The course is appropriate for workers who develop and co-ordinate programs for young people through a range of community-based programs designed to address the social, behavioural, health, welfare, developmental and protection needs of young people.

Entry Requirements
To qualify for admission students must all applicants must complete a group interview, and be able to demonstrate to the satisfaction of the Head of Department, their ability to complete the course. Enrolment in the course includes concurrent enrolment in the Diploma of Youth Work.

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

Selection Procedures/Selection Criteria
Applicants should apply through VTAC, complete a TAFE Supplementary Application Form and participate in a group interview. Applicants enrol in the Diploma in Youth Work concurrently.

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

Course Structure

Unit Code | Hours
--- | ---
CHCYTH1C | 40
CHCYTH2C | 60
CHCYTH3C | 30
CHCYTH6C | 150
CHCCD12C | 50
CHCCOM3C | 50
CHCCS301A | 50
CHCCS401A | 40
CHCCS402A | 75
CHCCS405A | 30
CHCORS301A | 30
CHCFV1B | 50
CHCMH1B | 50
CHCCS9A | 50
CHCNET4A | 70
CHCORG5B | 50
CHCYTH10A | 50
CHCYTH4C | 40
CHCYTH7C | 90

Elective Units of study
At least four units from the following:
BSBCMN206A | PROCESS AND MAINTAIN WORKPLACE INFORMATION | 30
CHCA02B | ORIENTATION TO ALCOHOL AND OTHER DRUGS WORK | 50
CHCIC10C | IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM | 30
CHCCS501A | ASSESS AND RESPOND TO INDIVIDUALS AT RISK OF SELF-HARM OR SUICIDE | 150
CHCDFV1B | RECOGNISE AND RESPOND TO DOMESTIC AND FAMILY VIOLENCE | 50
CHCMA1B | ORIENTATION TO MENTAL HEALTH WORK | 50
CHCC59A | PROVIDE SUPPORT SERVICES TO CLIENTS | 50
CHCNET4A | WORK WITH OTHER SERVICES | 70
CHCORG5B | MAINTAIN AN EFFECTIVE WORK ENVIRONMENT | 50
CHCYTH10A | WORK EFFECTIVELY WITH THE FAMILIES OF YOUNG PEOPLE | 50
CERTIFICATE IV IN MARRIAGE CELEBRANCY

Course Code: CHC41502

Please Note: this is a full fee course.

Campus: Flinders Street Campus

Career Opportunities
Civil Marriage Celebrant

Scope of Delivery
Part-time.

Course Objectives
This course covers the responsibilities of marriage celebrants to comply with the relevant legislation and to conduct their own business operations as a marriage celebrant including client contract, administration and demonstrating high level communication skills.

Entry Requirements
To qualify for admission students must be able to demonstrate to the satisfaction of the Head of Department, their ability to complete the course.

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

Selection Procedures/Selection Criteria
References; Police check. Attendance at the information session and pre-selection interview.

Course Duration
605 nominal hours full-time or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBSBM401A</td>
<td>ESTABLISH BUSINESS AND LEGAL REQUIREMENTS</td>
<td>50</td>
</tr>
<tr>
<td>BSBSBM403A</td>
<td>PROMOTE THE BUSINESS</td>
<td>50</td>
</tr>
<tr>
<td>BSBSBM405A</td>
<td>MONITOR AND MANAGE BUSINESS OPERATIONS</td>
<td>50</td>
</tr>
<tr>
<td>BSBSBM406A</td>
<td>MANAGE FINANCES</td>
<td>50</td>
</tr>
<tr>
<td>CHCCOM4B</td>
<td>DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATION TECHNIQUES</td>
<td>75</td>
</tr>
<tr>
<td>CHCCS5B</td>
<td>IDENTIFY AND ADDRESS SPECIFIC CLIENT NEEDS</td>
<td>15</td>
</tr>
<tr>
<td>CHCMCEL401A</td>
<td>PLAN, CONDUCT AND REVIEW A MARRIAGE CEREMONY</td>
<td>160</td>
</tr>
<tr>
<td>CUSGEN05A</td>
<td>MAKE PRESENTATIONS</td>
<td>35</td>
</tr>
</tbody>
</table>

Elective Units of study
At least two units, selected by the student with the approval of the Head of Department, from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM402A</td>
<td>DEVELOP WORK PRIORITIES</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM403A</td>
<td>ESTABLISH BUSINESS NETWORKS</td>
<td>50</td>
</tr>
<tr>
<td>BSBCM406A</td>
<td>MAINTAIN BUSINESS TECHNOLOGY</td>
<td>40</td>
</tr>
<tr>
<td>BSBCM408A</td>
<td>REPORT ON FINANCIAL ACTIVITY</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM409A</td>
<td>PROMOTE PRODUCTS AND SERVICES</td>
<td>20</td>
</tr>
<tr>
<td>CHCCS405A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>30</td>
</tr>
</tbody>
</table>

Note: Electives offered will be selected by the School.

CERTIFICATE IV IN ALCOHOL AND OTHER DRUGS WORK

Course Code: CHC41702

Campus: Footscray Park.

Career Opportunities
Alcohol and other drug rehabilitation workers, outreach.

Scope of Delivery
Full-time or part-time.

Course Objectives
This course covers workers who provide a range of services and interventions to clients with AOD issues and/or implement health promotion and community interventions. Work may take place in a range of contexts such as community based organisations, residential rehabilitation services and outreach services.

Entry Requirements
To qualify for admission students must all applicants must be currently employed in the drug and alcohol sector, or enrolled in the Cert IV/ Diploma in Youth Work, attend a selection interview, and be able to demonstrate to the satisfaction of the Head of Department, their ability to complete the course.

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

Selection Procedures/Selection Criteria
Course is offered only in conjunction with the Diploma of Youth Work interested applicants should meet all the requirements of the Youth Work selection procedures and criteria.

Course Duration
The course may be offered on a full-time basis over a minimum of 715 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAOD2B</td>
<td>ORIENTATION TO ALCOHOL AND OTHER DRUGS WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCAOD6B</td>
<td>WORK WITH CLIENTS WHO ARE INTOXICATED</td>
<td>50</td>
</tr>
<tr>
<td>CHCAOD8C</td>
<td>ASSESS THE NEEDS OF CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES</td>
<td>150</td>
</tr>
<tr>
<td>CHCCOM3C</td>
<td>UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS</td>
<td>50</td>
</tr>
<tr>
<td>CHCNET4A</td>
<td>WORK WITH OTHER SERVICES</td>
<td>70</td>
</tr>
<tr>
<td>CHCORG5B</td>
<td>MAINTAIN AN EFFECTIVE WORK ENVIRONMENT</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS301A</td>
<td>WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS401A</td>
<td>FACILITATE CO-OPERATIVE BEHAVIOUR</td>
<td>40</td>
</tr>
<tr>
<td>CHCCS402A</td>
<td>RESPOND HOLISTICALLY TO CLIENT ISSUES</td>
<td>75</td>
</tr>
<tr>
<td>CHCCS405A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>30</td>
</tr>
<tr>
<td>CHCHS301A</td>
<td>PARTICIPATE IN WORKPLACE SAFETY PROCEDURE</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective Units of Study
At least two units selected from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCM2C</td>
<td>ESTABLISH AND MONITOR A CASE PLAN</td>
<td>50</td>
</tr>
<tr>
<td>CHCMH8A</td>
<td>PROVIDE INTERVENTIONS TO MEET THE NEEDS OF CONSUMERS WITH MENTAL HEALTH AND AOD ISSUES</td>
<td>90</td>
</tr>
<tr>
<td>HLFIA1A</td>
<td>APPLY BASIC FIRST AID</td>
<td>10</td>
</tr>
<tr>
<td>CHCAOD9C</td>
<td>PROVIDE ALCOHOL AND/OR OTHER DRUG WITHDRAWAL SERVICES</td>
<td>150</td>
</tr>
<tr>
<td>CHCAOD10A</td>
<td>WORK WITH CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES</td>
<td>75</td>
</tr>
<tr>
<td>CHCCS403A</td>
<td>PROVIDE BRIEF INTERVENTION</td>
<td>75</td>
</tr>
<tr>
<td>CHCHPROM1A</td>
<td>SHARE HEALTH INFORMATION</td>
<td>50</td>
</tr>
<tr>
<td>HLFIA1A</td>
<td>APPLY ADVANCED FIRST AID</td>
<td>10</td>
</tr>
<tr>
<td>HLFIA2A</td>
<td>APPLY ADVANCED FIRST AID</td>
<td>30</td>
</tr>
</tbody>
</table>

At least one unit selected from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCD4B</td>
<td>DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS</td>
<td>150</td>
</tr>
<tr>
<td>CHCCS9A</td>
<td>PROVIDE SUPPORT SERVICES TO CLIENTS</td>
<td>50</td>
</tr>
<tr>
<td>CHCMH1B</td>
<td>ORIENTATION TO MENTAL HEALTH WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCRF2A</td>
<td>PROVIDE INTERVENTION SUPPORT TO CHILDREN AND FAMILIES</td>
<td>70</td>
</tr>
<tr>
<td>CHCAOD7B</td>
<td>PROVIDE NEEDLE EXCHANGE SERVICES</td>
<td>50</td>
</tr>
<tr>
<td>CHCYTH10A</td>
<td>WORK EFFECTIVELY WITH THE FAMILIES OF YOUNG PEOPLE</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS406A</td>
<td>PROVIDE EDUCATION AND SUPPORT ON HEALTH, WELLBEING AND PARENTING</td>
<td>75</td>
</tr>
<tr>
<td>CHCCS501A</td>
<td>ASSESS AND RESPOND TO INDIVIDUALS AT RISK OF SELF-HARM OR SUICIDE</td>
<td>150</td>
</tr>
<tr>
<td>CHCCWLD1C</td>
<td>IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM</td>
<td>30</td>
</tr>
<tr>
<td>BSBCAN206A</td>
<td>PROCESS AND MAINTAIN WORKPLACE INFORMATION</td>
<td>30</td>
</tr>
<tr>
<td>CHCHPROM2A</td>
<td>IMPLEMENT HEALTH PROMOTION AND COMMUNITY INTERVENTION</td>
<td>75</td>
</tr>
</tbody>
</table>

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

DIPLOMA OF OUT OF SCHOOL HOURS CARE

Course Code: CHC50202

Campus: Industry Workplace.
Career Opportunities
Child care supervisor, director, service manager
Scope of Delivery
Industry only.

Course Objective
The course is appropriate for workers who have responsibility for the day-to-day running of a before and after school care and/or vacation care service. They undertake a managerial role and have responsibility for the supervision of other staff and volunteers. Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

Entry Requirements
To qualify for admission to the course, applicants must have completed year 12 or equivalent, and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at AQF level 5 and to work in Children's Services. Applicants must have successfully completed all prerequisite competencies or equivalent prior to commencing core and elective course competencies.

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

Selection Procedures/Selection Criteria
Applicants are required to submit an application form and sit a selection test. Applicants may also be required to attend an interview.

Course Duration
The course may be offered on a full-time basis over a minimum of 1160 nominal hours or part-time equivalent.

Practical Component
A supervised workplace assessment program is required for all units and is organised by the Department in an appropriate children's services setting. Most agencies require that participants provide a police check clearance before undertaking the workplace training.
Course Structure
All prerequisite units must be completed successfully prior to commencing course core and elective units.

Prerequisite Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCADMIN3B</td>
<td>UNDERTAKE ADMINISTRATIVE WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCCN1D</td>
<td>ENSURE CHILDREN'S HEALTH AND SAFETY</td>
<td>30</td>
</tr>
<tr>
<td>CHCC301A</td>
<td>WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCC540A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>30</td>
</tr>
<tr>
<td>CHCIC1C</td>
<td>INTERACT EFFECTIVELY WITH CHILDREN</td>
<td>70</td>
</tr>
<tr>
<td>CHCYTH1C</td>
<td>WORK EFFECTIVELY WITH YOUNG PEOPLE</td>
<td>40</td>
</tr>
<tr>
<td>SRRCD007A</td>
<td>DEVELOP RECREATION PROGRAMS</td>
<td>20</td>
</tr>
<tr>
<td>SRXIS001A</td>
<td>UNDERTAKE RISK ANALYSIS OF ACTIVITIES</td>
<td>10</td>
</tr>
<tr>
<td>SRXEM003A</td>
<td>WORK AUTONOMOUSLY</td>
<td></td>
</tr>
<tr>
<td>HLTFA1A</td>
<td>APPLY BASIC FIRST AID</td>
<td>10</td>
</tr>
<tr>
<td>AND/or</td>
<td>HLTFA2A APPLY ADVANCED FIRST AID</td>
<td>30</td>
</tr>
</tbody>
</table>

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCF2C</td>
<td>FOSTER AND ENHANCE CHILDREN'S DEVELOPMENT</td>
<td>40</td>
</tr>
<tr>
<td>CHCR5B</td>
<td>CONDUCT A PROGRAM FOR CHILDREN AND YOUNG PEOPLE WITH SPECIAL NEEDS</td>
<td>40</td>
</tr>
<tr>
<td>CHCCMN1C</td>
<td>ESTABLISH, MANAGE AND MONITOR THE IMPLEMENTATION OF A SAFE AND HEALTHY ENVIRONMENT</td>
<td>40</td>
</tr>
<tr>
<td>CHCIC10C</td>
<td>ESTABLISH AND IMPLEMENT PLANS FOR DEVELOPING RESPONSIBLE BEHAVIOUR</td>
<td>40</td>
</tr>
<tr>
<td>CHCOR5B</td>
<td>MAINTAIN AN EFFECTIVE WORK ENVIRONMENT</td>
<td>50</td>
</tr>
<tr>
<td>CHCPO4A</td>
<td>DEVELOP AND IMPLEMENT POLICY</td>
<td>70</td>
</tr>
<tr>
<td>CHCPR10C</td>
<td>DESIGN, IMPLEMENT AND EVALUATE PROGRAMS OF THE SERVICE</td>
<td>170</td>
</tr>
<tr>
<td>CHCRF11B</td>
<td>WORK IN PARTNERSHIP WITH FAMILIES TO CARE FOR THE CHILD</td>
<td>70</td>
</tr>
<tr>
<td>CHCOHS501A</td>
<td>MANAGE WORKPLACE OHS MANAGEMENT SYSTEM</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units of Study

Plus at least nine units, selected by the student with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Diploma level:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCF2C</td>
<td>FOSTER AND ENHANCE CHILDREN'S SOCIAL EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT</td>
<td>100</td>
</tr>
<tr>
<td>CHCF2C</td>
<td>FOSTER AND ENHANCE CHILDREN'S COGNITIVE AND LANGUAGE DEVELOPMENT</td>
<td>100</td>
</tr>
<tr>
<td>CHCF2B</td>
<td>PROMOTE THE ETHICAL UNDERSTANDINGS OF CHILDREN</td>
<td>30</td>
</tr>
<tr>
<td>CHCINF2B</td>
<td>MAINTAIN ORGANISATION'S INFORMATION SYSTEMS</td>
<td>40</td>
</tr>
<tr>
<td>CHCINF2B</td>
<td>MEET INFORMATION NEEDS OF THE COMMUNITY</td>
<td>70</td>
</tr>
<tr>
<td>CHCNET2B</td>
<td>MAINTAIN EFFECTIVE NETWORKS</td>
<td>50</td>
</tr>
<tr>
<td>CHCOR5B</td>
<td>MANAGE ORGANISATIONAL CHANGE</td>
<td>150</td>
</tr>
<tr>
<td>CHCOR5B</td>
<td>LEAD AND DEVELOP OTHERS</td>
<td>90</td>
</tr>
<tr>
<td>CHCRO2B</td>
<td>CO-ORDINATE WORK</td>
<td>60</td>
</tr>
<tr>
<td>CHCRO2B</td>
<td>PROVIDE LEADERSHIP IN COMMUNITY SERVICES DELIVERY</td>
<td>120</td>
</tr>
<tr>
<td>CHCRO2B</td>
<td>PROMOTE AND REPRESENT THE SERVICE</td>
<td>90</td>
</tr>
<tr>
<td>CHCRO2B</td>
<td>PROVIDE MENTORING SUPPORT TO COLLEAGUES</td>
<td>120</td>
</tr>
<tr>
<td>CHCRO2B</td>
<td>REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE</td>
<td>120</td>
</tr>
<tr>
<td>CHCRO2B</td>
<td>PROVIDE COACHING AND MOTIVATION</td>
<td>70</td>
</tr>
<tr>
<td>CHCRO2B</td>
<td>ACT AS A RESOURCE TO WORKERS</td>
<td>40</td>
</tr>
<tr>
<td>CHCRO2B</td>
<td>SUPPORT YOUTH PROGRAMS</td>
<td>150</td>
</tr>
<tr>
<td>CHCRO2B</td>
<td>MANAGE AN ACCREDITATION PROCESS</td>
<td>60</td>
</tr>
<tr>
<td>HLTFA2A</td>
<td>APPLY ADVANCED FIRST AID</td>
<td>30</td>
</tr>
<tr>
<td>SRXEM004A</td>
<td>COORDINATE EMERGENCY RESPONSE</td>
<td>20</td>
</tr>
</tbody>
</table>

DIPLOMA OF CHILDREN'S SERVICES (I)

Course Code: CHCS0302

Campus: Footscray Nicholson, Melton, Werribee Campuses.

Career Opportunities
Child care supervisor, director, service manager.

Scope of Delivery
This course is delivered on a full time or part-time basis plus pre-requisite units.

Course Objective
This course covers workers who are responsible for developing and evaluating the program. Workers at this level have responsibility for the supervision of other staff and volunteers and in most states it is the highest qualification required at director or service manager level.

Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

Entry Requirements
To qualify for admission to the course, applicants must have completed year 12 or equivalent, and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study and to work in Children's Services. Applicants must have successfully completed all prerequisite competencies or equivalent before being permitted to commence core and elective course competencies.
FACULTY OF WORKFORCE DEVELOPMENT

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

Selection Procedures
All applicants are advised to attend one of the information sessions run by the Department. Full Time applicants should apply through VTAC and Part Time applicants directly to the University. All applicants are required to submit an application form, attend an interview and sit a selection test.

Course Duration
The course is 1160 nominal hours full-time or part-time equivalent.

Practical Component
A supervised workplace assessment program for all units is required and is organised by the Department in an appropriate children’s services setting. Most agencies require that participants provide a police check clearance before undertaking the workplace training.

Materials Fees
This course has a materials fee for providing goods and materials that are retained by the student. Further information about material fees can be obtained from the Department at the information sessions.

Course Structure
All prerequisite units must be completed successfully prior to commencing course core and elective units.

Prerequisite Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCN1D</td>
<td></td>
</tr>
<tr>
<td>CHCCN2C</td>
<td></td>
</tr>
<tr>
<td>CHCCN4D</td>
<td></td>
</tr>
<tr>
<td>CHCF1C</td>
<td></td>
</tr>
<tr>
<td>CHCF2C</td>
<td></td>
</tr>
<tr>
<td>CHCF3C</td>
<td></td>
</tr>
<tr>
<td>CHCF5C</td>
<td></td>
</tr>
<tr>
<td>CHCF6C</td>
<td></td>
</tr>
<tr>
<td>CHCF8C</td>
<td></td>
</tr>
<tr>
<td>CHCF9C</td>
<td></td>
</tr>
<tr>
<td>CHCCN11C</td>
<td></td>
</tr>
<tr>
<td>CHCF10C</td>
<td></td>
</tr>
<tr>
<td>CHCF12C</td>
<td></td>
</tr>
<tr>
<td>CHCCHILD3A</td>
<td></td>
</tr>
<tr>
<td>CHCCN3C</td>
<td></td>
</tr>
<tr>
<td>CHCCS405A</td>
<td></td>
</tr>
<tr>
<td>CHCORG3B</td>
<td></td>
</tr>
<tr>
<td>CHCCS301A</td>
<td></td>
</tr>
</tbody>
</table>

These units may be compulsory in some jurisdictions:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCN5C</td>
<td></td>
</tr>
</tbody>
</table>

Diploma Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCN8B</td>
<td></td>
</tr>
<tr>
<td>CHCFC2C</td>
<td></td>
</tr>
<tr>
<td>CHCFC3C</td>
<td></td>
</tr>
<tr>
<td>CHCFC5C</td>
<td></td>
</tr>
<tr>
<td>CHCFC6C</td>
<td></td>
</tr>
<tr>
<td>CHCFC7C</td>
<td></td>
</tr>
<tr>
<td>CHCFC8C</td>
<td></td>
</tr>
</tbody>
</table>

Elective Units of study

Plus at least seven units selected by the Head of Department, in accordance with the Community Services Training Package qualification framework rules to meet Victorian regulatory and other requirements:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCADMIN3B</td>
<td></td>
</tr>
<tr>
<td>CHCAL7B</td>
<td></td>
</tr>
<tr>
<td>CHCC11D</td>
<td></td>
</tr>
<tr>
<td>CHCCN6C</td>
<td></td>
</tr>
<tr>
<td>CHCCN7C</td>
<td></td>
</tr>
<tr>
<td>CHCORG2C</td>
<td></td>
</tr>
<tr>
<td>CHCORG3C</td>
<td></td>
</tr>
<tr>
<td>CHCCS405A</td>
<td></td>
</tr>
</tbody>
</table>

These units may be compulsory in some jurisdictions:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCF6C</td>
<td></td>
</tr>
<tr>
<td>CHCF7C</td>
<td></td>
</tr>
<tr>
<td>CHCF8A</td>
<td></td>
</tr>
</tbody>
</table>

Note: CHCCN5C Care for babies is required as a prerequisite unit in some jurisdictions (This is the case for Victorian Delivery.)
Diploma of Youth Work (I)
Course Code: CHC50502
Campus: St Albans, Footscray Park.
Career Opportunities
Youth work, community youth work, outreach, local government.
Scope of Delivery
Full-time and part-time.
Course Objectives
This course covers people with responsibility for the development and the outcomes of programs and services for young people managed through a range of community and institution-based agencies and designed to meet the social, behavioural, health, welfare, developmental and protection needs of young people. Enrolment in the course includes concurrent enrolment in the Certificate IV in Youth Work.
Entry Requirements
To qualify for admission students must demonstrate experience either paid or unpaid in the youth work sector or Community services Industry. All applicants must attend an interview and be able to demonstrate to the satisfaction of the Head of Department, their ability to be able to complete the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
Applicants should apply through VTAC, complete a TAFE Supplementary Application Form and participate in a group interview.
Course Duration
2 years full-time or part-time equivalent.
Course Structure
Core Units of Study
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Unit</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD2B</td>
<td>A SUPPORT FOR THE INTERESTS, RIGHTS AND NEEDS OF CLIENTS WITHIN DUTY OF CARE REQUIREMENTS</td>
<td>75</td>
</tr>
<tr>
<td>CHCC53C</td>
<td>CO-ORDINATE THE PROVISION OF SERVICES AND PROGRAMS</td>
<td>75</td>
</tr>
<tr>
<td>CHCNET4A</td>
<td>WORK WITH OTHER SERVICES</td>
<td>70</td>
</tr>
<tr>
<td>CHCCOM4B</td>
<td>DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES</td>
<td>75</td>
</tr>
<tr>
<td>CHCYTH5C</td>
<td>SUPPORT YOUTH PROGRAMS</td>
<td>150</td>
</tr>
<tr>
<td>CHCYTH6C</td>
<td>PROVIDE APPROPRIATE SERVICES FOR YOUNG PEOPLE</td>
<td>150</td>
</tr>
<tr>
<td>CHCYTH8B</td>
<td>MANAGE SERVICE RESPONSE TO YOUNG PEOPLE IN CRISIS</td>
<td>150</td>
</tr>
<tr>
<td>CHCC402A</td>
<td>RESPOND HOLISTICALLY TO CLIENT ISSUES</td>
<td>75</td>
</tr>
<tr>
<td>CHCGROUP3C</td>
<td>PLAN AND CONDUCT GROUP ACTIVITIES</td>
<td>50</td>
</tr>
<tr>
<td>CHCOHS401A</td>
<td>IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE</td>
<td>50</td>
</tr>
<tr>
<td>CHCCC301C</td>
<td>IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective Units of Study
At least two units from the following:
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Unit</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCM2C</td>
<td>ESTABLISH AND MONITOR A CASE PLAN</td>
<td>50</td>
</tr>
<tr>
<td>CHCCM3B</td>
<td>DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT</td>
<td>75</td>
</tr>
<tr>
<td>CHCAMS1B</td>
<td>ORIENTATION TO MENTAL HEALTH WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCRF2A</td>
<td>PROVIDE INTERVENTION SUPPORT TO CHILDREN AND FAMILIES</td>
<td>70</td>
</tr>
<tr>
<td>CHCYTH9C</td>
<td>DEVELOP AND IMPLEMENT PROCEDURES TO ENABLE YOUNG PEOPLE TO ADDRESS THEIR NEEDS</td>
<td>150</td>
</tr>
<tr>
<td>CHCNET3B</td>
<td>DEVELOP NEW NETWORKS</td>
<td>75</td>
</tr>
<tr>
<td>CHCAOD8C</td>
<td>ASSESS THE NEEDS OF CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES</td>
<td>150</td>
</tr>
<tr>
<td>CHCCW4A</td>
<td>DESIGN AND SUPERVISE FAMILY INTERVENTION STRATEGIES</td>
<td>90</td>
</tr>
<tr>
<td>CHCDFV5B</td>
<td>COUNSEL CLIENTS AFFECTED BY DOMESTIC AND FAMILY VIOLENCE</td>
<td>70</td>
</tr>
<tr>
<td>CHCPOL4A</td>
<td>DEVELOP AND IMPLEMENT POLICY</td>
<td>70</td>
</tr>
<tr>
<td>CHCYTH10A</td>
<td>WORK EFFECTIVELY WITH THE FAMILIES OF YOUNG PEOPLE</td>
<td>50</td>
</tr>
<tr>
<td>CHCC540A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>30</td>
</tr>
<tr>
<td>CHCCC501A</td>
<td>ASSESS AND RESPOND TO INDIVIDUALS AT RISK OF SELF-HARM OR SUICIDE</td>
<td>150</td>
</tr>
<tr>
<td>CHCORG25B</td>
<td>RECRUIT AND CO-ORDINATE VOLUNTEERS</td>
<td>70</td>
</tr>
<tr>
<td>CHCORG27A</td>
<td>PROVIDE MENTORING SUPPORT TO COLLEAGUES</td>
<td>60</td>
</tr>
<tr>
<td>SRXTEM003A</td>
<td>WORK AUTONOMOUSLY</td>
<td>7</td>
</tr>
</tbody>
</table>

Note: Note: Electives offered will be selected by the School.

Diploma of Community Welfare Work (I)
Course Code: CHC50702
Campus: Footscray Nicholson.
Career Opportunities
This course is suited to those who wish to pursue a career working in Human Service organisations, Community Work or the Community Welfare Sector. Workers at this level operate at an advanced skill level and may also have responsibility for the supervision of other staff and volunteers.
Scope of Delivery
Full-time and part-time.
Course Objectives
This course provides participants with the skills and knowledge required to work in the Community Welfare sector through direct client work, group work and community development projects.
Entry Requirements
To qualify for admission students must have completed paid and/or voluntary community service related work, and be able to demonstrate their ability to undertake formal study.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, or from work and/or life experience.

**Selection Procedures/Selection Criteria**
Entry is based on the Supplementary Application form, Professional Reference form, current resume, a group interview and a brief written task to a Year 12 standard. Full time applicants must apply through VTAC.

**Course Duration**
This course is offered over 1252 hours full-time or part-time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCM3B DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT</td>
<td>75</td>
</tr>
<tr>
<td>CHCCOM4B DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES</td>
<td>75</td>
</tr>
<tr>
<td>CHCCD15B DEVELOP AND IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY</td>
<td>150</td>
</tr>
<tr>
<td>CHCCW3B WORK WITH CLIENTS INTENSIVELY</td>
<td>75</td>
</tr>
<tr>
<td>CHCINF5B MEET STATUTORY AND ORGANISATIONAL INFORMATION REQUIREMENTS</td>
<td>90</td>
</tr>
<tr>
<td>CHCNET3B DEVELOP NEW NETWORKS</td>
<td>75</td>
</tr>
<tr>
<td>CHCORG6B CO-ORDINATE THE WORK ENVIRONMENT</td>
<td>90</td>
</tr>
<tr>
<td>CHCP013A DEVELOP AND IMPLEMENT POLICY</td>
<td>50</td>
</tr>
<tr>
<td>CHCP014A DEVELOP AND IMPLEMENT POLICY</td>
<td>70</td>
</tr>
<tr>
<td>CHCPG02A REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE</td>
<td>120</td>
</tr>
<tr>
<td>CHCCS402A MANAGE THE ORGANISATION'S FINANCES, ACCOUNTS AND RESOURCES</td>
<td>90</td>
</tr>
<tr>
<td>CHCADMIN4B PLAN AND CONDUCT GROUP ACTIVITIES</td>
<td>50</td>
</tr>
<tr>
<td>CHCD050A IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE</td>
<td>50</td>
</tr>
<tr>
<td>CHCP013A MANAGE THE ORGANISATION'S FINANCES, ACCOUNTS AND RESOURCES</td>
<td>50</td>
</tr>
<tr>
<td>CHCP014A DEVELOP AND IMPLEMENT POLICY</td>
<td>70</td>
</tr>
<tr>
<td>CHCORG3A MANAGE THE ORGANISATION'S FINANCES, ACCOUNTS AND RESOURCES</td>
<td>90</td>
</tr>
</tbody>
</table>

**Elective Units of Study**
Four elective units from the Community Services Training Package as chosen by the School.

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**DIPLOMA OF ALCOHOL AND OTHER DRUGS WORK**

**Course Code:** CHCST102

**Campus:** Footscray Park.

**Career Opportunities**
Alcohol and other drug rehabilitation workers, outreach.

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

**Course Objectives**
This course applies to workers providing services to clients in relation to alcohol and other drugs issues. It includes counselling, referral, advocacy and education/health promotion services.

**Entry Requirements**
To qualify for admission students must be currently employed in the drug and alcohol sector and attend a selection interview, and be able to demonstrate to the satisfaction of the Head of Department, their ability to be able complete the course.

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

**Selection Procedures/Selection Criteria**
Course is offered only in conjunction with the Diploma of Youth Work interested applicants should meet all the requirements of the Youth Work selection procedures and criteria.

**Course Duration**
This course is offered on a full-time basis over a minimum of 1082 nominal hours or part-time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCSL601A</td>
<td>WORK WITHIN A STRUCTURED COUNSELLING PROCESS</td>
<td>90</td>
</tr>
<tr>
<td>CHCCSL603A</td>
<td>PROVIDE SUPPORT FOR CLIENTS IMPLEMENTING A COURSE OF ACTION</td>
<td>120</td>
</tr>
<tr>
<td>CHCDC9B</td>
<td>SUPPORT COMMUNITY LEADERSHIP</td>
<td>90</td>
</tr>
<tr>
<td>CHCDC4B</td>
<td>DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS</td>
<td>150</td>
</tr>
<tr>
<td>CHCAD1C</td>
<td>ADVOCATE FOR CLIENTS</td>
<td>20</td>
</tr>
<tr>
<td>CHCCS3B</td>
<td>DELIVER AND MONITOR SERVICES TO CLIENTS</td>
<td>20</td>
</tr>
<tr>
<td>CHCAD01C</td>
<td>ASSESS THE NEEDS OF CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES</td>
<td>150</td>
</tr>
<tr>
<td>CHCCM06C</td>
<td>UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS</td>
<td>50</td>
</tr>
<tr>
<td>CHCCW3B</td>
<td>WORK WITH CLIENTS INTENSIVELY</td>
<td>75</td>
</tr>
<tr>
<td>CHCNET4A</td>
<td>WORK WITH OTHER SERVICES</td>
<td>70</td>
</tr>
<tr>
<td>CHCPG128A</td>
<td>REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE</td>
<td>120</td>
</tr>
<tr>
<td>CHCAD01A</td>
<td>WORK WITH CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUG ISSUES</td>
<td>75</td>
</tr>
<tr>
<td>CHCAD011A</td>
<td>PROVIDE ADVANCED INTERVENTIONS TO MEET THE NEEDS OF CLIENTS WITH ALCOHOL AND/OR OTHER DRUG ISSUES</td>
<td>90</td>
</tr>
<tr>
<td>CHCCS402A</td>
<td>RESPOND HOLOSTICALLY TO CLIENT ISSUES</td>
<td>75</td>
</tr>
<tr>
<td>CHCCS405A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>30</td>
</tr>
</tbody>
</table>
### Elective Units of study

At least five units, selected by the student with the approval of the Head of Department, three (3) units may be selected from the following list or from other Community Services Training Package units available at this or higher levels. Two (2) units may be selected from the following list or from other relevant training package units available at Diploma level:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD3A</td>
<td>90</td>
</tr>
<tr>
<td>CHCAD4A</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD2B</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD3B</td>
<td>75</td>
</tr>
<tr>
<td>CHCCD4B</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD5C</td>
<td>75</td>
</tr>
<tr>
<td>CHMNH7A</td>
<td>90</td>
</tr>
<tr>
<td>CHMNH8A</td>
<td>90</td>
</tr>
<tr>
<td>CHCAOD9C</td>
<td>150</td>
</tr>
<tr>
<td>CHCNEF5B</td>
<td>90</td>
</tr>
<tr>
<td>CHDEF5V5B</td>
<td>70</td>
</tr>
<tr>
<td>CHORG11B</td>
<td>90</td>
</tr>
<tr>
<td>CHORG25B</td>
<td>70</td>
</tr>
<tr>
<td>CHCYTH10A</td>
<td>50</td>
</tr>
<tr>
<td>CHCSC40A</td>
<td>75</td>
</tr>
<tr>
<td>CHCSL602A</td>
<td>120</td>
</tr>
<tr>
<td>CHCSL603A</td>
<td>120</td>
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<tr>
<td>CHCSL604A</td>
<td>90</td>
</tr>
<tr>
<td>CHChiPROM2A</td>
<td>75</td>
</tr>
<tr>
<td>SXTEM003A</td>
<td>7</td>
</tr>
</tbody>
</table>

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

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### DIPLOMA OF COMMUNITY DEVELOPMENT

**Course Code:** CHCS1402

**Campus:** Footscray Nicholson.

**Career Opportunities**

Community capacity building, community engagement, community development work, community projects in non government and government programs.

**Scope of Delivery**

Full-time and part-time.

**Course Objective**

This course applies to community work delivered through a broad range of services which contributes to the development of community capacity by community consultation, public education, health promotion and advocacy.

**Entry Requirements**

To qualify for admission to the course, applicants must have significant paid and/or voluntary community sector, post secondary school experience and be able to complete educational learning at year 12 or equivalent level.

**Recognition of prior learning and skills recognition** may be available based on skills and knowledge acquired by the applicant through previous experience and study.

**Selection Procedures**

To qualify for entry to the course:

- Applicants are required to have completed significant paid and/or voluntary community sector related work, post secondary school, and be able to demonstrate their ability to be able to complete the course.

- Applicants may apply for entry under the VCE Category or under the Alternative Category Entry:
  - Victoria Certificate of Education (VCE Entry)
  - Applicants must have successfully completed a BOS approved Year 12 course
  - Alternative Category Entry.

**Course Duration**

This course is offered on a full-time basis over a minimum of 1347 hours or part-time equivalent.

**Course Structure**

The course consists of 19 units of study, made up of 16 core units and 3 non core units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD3A</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD4B</td>
<td>150</td>
</tr>
<tr>
<td>CHCCD5B</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD8B</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD9B</td>
<td>90</td>
</tr>
<tr>
<td>CHCD14B</td>
<td>70</td>
</tr>
<tr>
<td>CHCD15B</td>
<td>150</td>
</tr>
</tbody>
</table>
### Faculty of Workforce Development

Unit Code | Hours |
--- | --- |
CHCCOM4B | DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES | 75 |
CHCCS402A | RESPOND HOLISTICALLY TO CLIENT ISSUES | 75 |
CHCINF5B | MEET STATUTORY AND ORGANISATIONAL INFORMATION REQUIREMENTS | 90 |
CHCNET3B | DEVELOP NEW NETWORKS | 75 |
CHCNET4A | WORK WITH OTHER SERVICES | 70 |
CHCONS401A | IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE | 50 |
CHCPOL3A | UNDERTAKE RESEARCH ACTIVITIES | 50 |
CHCPOL4A | DEVELOP AND IMPLEMENT POLICY | 70 |
CHCPOL5A | MANAGE RESEARCH ACTIVITIES | 75 |

#### Elective Units of Study
The current non core units offered are:

---

### Diploma of Community Services Management

**Course Code:** CHC51602

**Campus:** Industry only.

**Career Opportunities**
Service Co-ordinator, Manager.

**Scope of Delivery**
Industry.

**Course Objective**
This qualification relates to the work of program, unit, service or site managers in the Community Services Industry. Workers in these occupational groups work in residential, community or government agencies and facilities. These workers work independently and report to executive management or Boards of management. They undertake a range of functions requiring the application of knowledge and skills to achieve results in line with organisation’s goals and strategic directions. This qualification applies to community service managers who work in a range of sectors such as Housing, Children’s Services, Alcohol and Other Drugs, Mental Health, Disability, Aged Care.

Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

**Entry Requirements**
To qualify for admission to the course, applicants must have completed year 12 or equivalent, and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study and to work in a management, and/or leadership, role in Community Services. All applicants must be able to demonstrate that they currently hold a suitable community services management or leadership position, or have the support of an agency to have access to work in such a role, in order to undertake the course. Evidence of substantial experience in the delivery of community service programs is required and a relevant community services qualification is preferable.

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

**Selection Procedures**
Currently hold a management position in community services.

**Course Duration**
Full-time basis over a minimum of 807 hours or part-time equivalent.

**Practical Component**
All students will be assessed for all competencies in their workplace.

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCGROUP3C</td>
<td>50</td>
</tr>
<tr>
<td>CHCORG28A</td>
<td>120</td>
</tr>
<tr>
<td>CHCORG6B</td>
<td>90</td>
</tr>
<tr>
<td>CHCOM3C</td>
<td>50</td>
</tr>
<tr>
<td>CHCORG6B</td>
<td>90</td>
</tr>
<tr>
<td>CHCORG7B</td>
<td>75</td>
</tr>
<tr>
<td>CHCORG23B</td>
<td>60</td>
</tr>
<tr>
<td>CHCORG28A</td>
<td>120</td>
</tr>
<tr>
<td>CHCMIN4B</td>
<td>90</td>
</tr>
<tr>
<td>BSBM609A</td>
<td>60</td>
</tr>
<tr>
<td>CHCONS501A</td>
<td>40</td>
</tr>
<tr>
<td>PSMN650A</td>
<td>40</td>
</tr>
</tbody>
</table>

**Elective Units of Study**
Six units of which three units must be selected from Group 1 and the remaining 3 units may be selected from Group 1 or Group 2, from other Community Services Training Package units available at this or higher levels, or from other relevant National Training Package units available at Diploma level and enterprise specific units.

**Note 1:** Where national enterprise units are included as options, these must be nationally endorsed (see introduction regarding new units and customisation).

**Group 1**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTF44A</td>
<td>40</td>
</tr>
<tr>
<td>CHCD19A</td>
<td>150</td>
</tr>
<tr>
<td>CHCINF5B</td>
<td>90</td>
</tr>
<tr>
<td>CHCCS405A</td>
<td>30</td>
</tr>
<tr>
<td>CHCORG15B</td>
<td>150</td>
</tr>
<tr>
<td>CHCORG11B</td>
<td>90</td>
</tr>
<tr>
<td>CHCORG41B</td>
<td>90</td>
</tr>
<tr>
<td>CHCORG42B</td>
<td>70</td>
</tr>
<tr>
<td>CHCORG27A</td>
<td>60</td>
</tr>
</tbody>
</table>

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146
### Unit Code Hours

- CHCORG29A PROVIDE COACHING AND MOTIVATION 70
- CHCOHS401A IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE 50
- CHCOHS502A EVALUATE AND IMPROVE WORKPLACE OHS MANAGEMENT SYSTEM 90
- SRXGOV004A WORK EFFECTIVELY WITH THE BOARD OF AN ORGANISATION 25
- SRXTEM003A WORK AUTONOMOUSLY 7

**Group 2**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>BSBADM502A</td>
<td>MANAGE MEETINGS</td>
</tr>
<tr>
<td>CHCAD3A</td>
<td>UNDERTAKE SYSTEMS ADVOCACY</td>
</tr>
<tr>
<td>CHCAD4A</td>
<td>PROVIDE ADVOCACY AND REPRESENTATION</td>
</tr>
<tr>
<td>CHCAD5A</td>
<td>REPRESENT THE CLIENT IN COURT</td>
</tr>
<tr>
<td>CHCAD6A</td>
<td>REPRESENT THE ORGANISATION IN COURT</td>
</tr>
<tr>
<td>CHCAL23C</td>
<td>MANAGE HOME BASED CARE ADMINISTRATION REQUIREMENTS</td>
</tr>
<tr>
<td>CHCAOD10A</td>
<td>WORK WITH CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES</td>
</tr>
<tr>
<td>CHCAOD11A</td>
<td>PROVIDE ADVANCED INTERVENTIONS TO MEET THE NEEDS OF CLIENTS WITH ALCOHOL AND/OR OTHER DRUG ISSUES</td>
</tr>
<tr>
<td>CHCAOD8C</td>
<td>ASSESS THE NEEDS OF CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES</td>
</tr>
<tr>
<td>CHCCD14B</td>
<td>IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY</td>
</tr>
<tr>
<td>CHCCD5C</td>
<td>DEVELOP COMMUNITY RESOURCES</td>
</tr>
<tr>
<td>CHCCD8B</td>
<td>SUPPORT COMMUNITY ACTION</td>
</tr>
<tr>
<td>CHCCD9B</td>
<td>SUPPORT COMMUNITY LEADERSHIP</td>
</tr>
<tr>
<td>CHCCD10B</td>
<td>IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM</td>
</tr>
<tr>
<td>CHCC404B</td>
<td>PROMOTE HIGH QUALITY CASE MANAGEMENT</td>
</tr>
<tr>
<td>CHCC510A</td>
<td>FACILITATE CLIENT PARTICIPATION IN THE ORGANISATION</td>
</tr>
<tr>
<td>CHCC53C</td>
<td>CO-ORDINATE THE PROVISION OF SERVICES AND PROGRAMS</td>
</tr>
<tr>
<td>CHCC5402A</td>
<td>RESPOND HOUSTICALLY TO CLIENT ISSUES</td>
</tr>
<tr>
<td>CHCC57C</td>
<td>CO-ORDINATE THE ASSESSMENT AND DELIVERY OF SERVICES TO CLIENTS WITH PARTICULAR NEEDS</td>
</tr>
<tr>
<td>CHCDIS10B</td>
<td>PROVIDE CARE AND SUPPORT</td>
</tr>
<tr>
<td>CHCSES01A</td>
<td>MANAGE SERVICES DELIVERY IN PURCHASER/PROVIDER RELATIONSHIP WITH GOVERNMENT</td>
</tr>
<tr>
<td>CHCSES02A</td>
<td>RESEARCH AND REPORT ON LABOUR MARKET INFORMATION</td>
</tr>
<tr>
<td>CHCEC3B</td>
<td>DEVELOP NEW NETWORKS</td>
</tr>
<tr>
<td>CHCET4A</td>
<td>WORK WITH OTHER SERVICES</td>
</tr>
<tr>
<td>CHCPOL4A</td>
<td>DEVELOP AND IMPLEMENT POLICY</td>
</tr>
<tr>
<td>CHCPOL5A</td>
<td>MANAGE RESEARCH ACTIVITIES</td>
</tr>
<tr>
<td>CHCPOL6A</td>
<td>CO-ORDINATE POLICY DEVELOPMENT</td>
</tr>
<tr>
<td>CHCYH5C</td>
<td>SUPPORT YOUTH PROGRAMS</td>
</tr>
<tr>
<td>LGACOM501A</td>
<td>DEVELOP AND ORGANISE PUBLIC EDUCATION PROGRAMS</td>
</tr>
<tr>
<td>LGACOM502A</td>
<td>DEVISE AND CONDUCT COMMUNITY CONSULTATIONS</td>
</tr>
<tr>
<td>SRXGOV001A</td>
<td>PARTICIPATE AS A MEMBER OF AN EFFECTIVE BOARD OF AN ORGANISATION</td>
</tr>
<tr>
<td>SRXGOV003A</td>
<td>UNDERTAKE THE ROLE OF A CHAIRPERSON AT A BOARD MEETING</td>
</tr>
<tr>
<td>SRXGOV002A</td>
<td>UNDERTAKE THE ROLE OF AN INDIVIDUAL DIRECTOR OF AN ORGANISATION</td>
</tr>
<tr>
<td>or</td>
<td>BSATSIL501A MEET THE ROLES AND RESPONSIBILITIES OF A BOARD MEMBER (2)</td>
</tr>
</tbody>
</table>

### ADVANCED DIPLOMA OF CHILDREN’S SERVICES

**Course Code:** CHC60202

**Campus:** Industry only.

**Career Opportunities**
- Service Co-ordinator, Director.

**Scope of Delivery**
- Industry.

**Course Objective**
- The course is appropriate for workers who may operate at an advanced skills level to provide specialist services; act as a resource for other workers; provide practice supervision of staff including volunteers; work intensively with clients; and work with clients with complex needs.
- Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

**Entry Requirements**
- To qualify for admission to the course, applicants must have completed year 12 or equivalent, and / or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at AQF level 6 and to work at an advanced skill or supervisory level in Children’s Services.
- Applicants must have successfully completed all prerequisite competencies prior to commencing care and elective course competencies.
- Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

**Selection Procedures**
- Applicants are required to submit an application form and sit a selection test. Applicants may also be required to attend an interview.

**Course Duration**
- The course may be offered on a full-time basis over a minimum of 1027 nominal hours or part-time equivalent.

**Practical Component**
- A supervised workplace assessment program is required for all units and is organised by the Department in an appropriate children’s services setting. Most agencies require that participants provide a police check clearance before undertaking the workplace training.

**Materials Fees**
- This course has a materials fee for providing goods and materials that are retained by the student. Further information about material fees can be obtained from the Department at the information sessions.
### Course Structure

#### Unit Code

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCN1D ENSURE CHILDREN'S HEALTH AND SAFETY</td>
<td>30</td>
</tr>
<tr>
<td>CHCCN2C CARE FOR CHILDREN</td>
<td>70</td>
</tr>
<tr>
<td>CHCCN4D RESPOND TO ILLNESS, ACCIDENTS AND EMERGENCIES</td>
<td>30</td>
</tr>
<tr>
<td>CHCP81C DELIVER SERVICES / ACTIVITIES TO STIMULATE CHILDREN'S DEVELOPMENT AND ENHANCE THEIR LEISURE</td>
<td>40</td>
</tr>
<tr>
<td>CHCP83C DEVELOP AN UNDERSTANDING OF CHILDREN'S INTERESTS AND DEVELOPMENTAL NEEDS</td>
<td>20</td>
</tr>
<tr>
<td>HLTFA1A APPLY BASIC FIRST AID</td>
<td>10</td>
</tr>
<tr>
<td>HLTFA2A APPLY ADVANCED FIRST AID</td>
<td>30</td>
</tr>
<tr>
<td>CHCCN5C CARE FOR BABIES</td>
<td>40</td>
</tr>
<tr>
<td>CHCFC1C SUPPORT THE DEVELOPMENT OF CHILDREN IN THE SERVICE</td>
<td>40</td>
</tr>
<tr>
<td>CHCIC1C INTERACT EFFECTIVELY WITH CHILDREN</td>
<td>70</td>
</tr>
<tr>
<td>CHCCN8B PLAN CARE ROUTINES</td>
<td>70</td>
</tr>
<tr>
<td>CHCFC2C FOSTER AND ENHANCE CHILDREN'S DEVELOPMENT</td>
<td>40</td>
</tr>
<tr>
<td>CHCFC3C FOSTER AND ENHANCE CHILDREN'S SOCIAL EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT</td>
<td>100</td>
</tr>
<tr>
<td>CHCFC5C FOSTER AND ENHANCE CHILDREN'S COGNITIVE AND LANGUAGE DEVELOPMENT</td>
<td>100</td>
</tr>
<tr>
<td>CHCP9C DOCUMENT, INTERPRET AND USE INFORMATION ABOUT CHILDREN</td>
<td>80</td>
</tr>
<tr>
<td>CHCRI1B WORK IN PARTNERSHIP WITH FAMILIES TO CARE FOR THE CHILD</td>
<td>70</td>
</tr>
<tr>
<td>CHCCN11C ESTABLISH, MANAGE AND MONITOR THE IMPLEMENTATION OF A SAFE AND HEALTHY ENVIRONMENT</td>
<td>40</td>
</tr>
<tr>
<td>CHCIC10C ESTABLISH AND IMPLEMENT PLANS FOR DEVELOPING RESPONSIBLE BEHAVIOUR</td>
<td>40</td>
</tr>
<tr>
<td>CHCIC12C PLAN THE INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS</td>
<td>40</td>
</tr>
<tr>
<td>CHCP91C DESIGN, IMPLEMENT AND EVALUATE PROGRAMS OF THE SERVICE</td>
<td>170</td>
</tr>
<tr>
<td>CHCCS30A WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCOS30A PARTICIPATE IN WORKPLACE SAFETY PROCEDURE</td>
<td>30</td>
</tr>
<tr>
<td>CHCHIL1C IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM</td>
<td>30</td>
</tr>
<tr>
<td>CHCHIL2C SUPPORT THE RIGHTS AND SAFETY OF CHILDREN WITHIN DUTY OF CARE REQUIREMENTS</td>
<td>50</td>
</tr>
<tr>
<td>CHCOSH50A MANAGE WORKPLACE OHS MANAGEMENT SYSTEM</td>
<td>40</td>
</tr>
</tbody>
</table>

#### Core Units of Study

| CHCAD3A UNDERTAKE SYSTEMS ADVOCACY | 90 |
| CHCCS4C MANAGE THE DELIVERY OF QUALITY CLIENT SERVICE | 90 |
| CHCCS7C CO-ORDINATE THE ASSESSMENT AND DELIVERY OF SERVICES TO CLIENTS WITH PARTICULAR NEEDS | 75 |
| CHCNE4A WORK WITH OTHER SERVICES | 70 |
| CHCORG7B MANAGE WORKPLACE ISSUES | 75 |
| CHCORG20B PROMOTE AND REPRESENT THE SERVICE | 90 |
| CHCORG21B ACT AS A RESOURCE TO OTHER SERVICES | 90 |
| CHCORG24B PROVIDE LEADERSHIP IN COMMUNITY SERVICES DELIVERY | 120 |
| BSBMGT505A ENSURE A SAFE WORKPLACE | 60 |

And one of the following units:

- CHCORG19B DEVELOP AND MAINTAIN THE QUALITY OF SERVICE OUTCOMES | 90 |
- BSBMGT608A MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT | 60 |

#### Elective Units of Study

Ten units, selected by the student with the approval of the Head of Department. At least two must be selected.

| CHCCM5B DEVELOP PRACTICE STANDARDS | 90 |
| CHCCN20B ADVOCATE FOR THE RIGHTS AND NEEDS OF CHILDREN AND YOUNG PEOPLE | 40 |
| CHCCW3B WORK WITH CLIENTS INTENSIVELY | 75 |
| CHCFC10B PROMOTE THE ETHICAL UNDERSTANDINGS OF CHILDREN | 30 |
| CHCIC2B MANAGE COMPLEX BEHAVIOURAL SITUATIONS | 30 |
| CHCNE4B MANAGE THE ORGANISATION'S INFORMATION SYSTEMS | 75 |
| CHCP91B FACILITATE THE DEVELOPMENT OF PROGRAMS FOR CHILDREN WITH ADDITIONAL NEEDS | 40 |
| CHCRI2B PROMOTE EQUITY IN ACCESS TO THE SERVICE | 40 |
| CHCRI22B PLAN CHILD CARE PROVISION WITH FAMILIES | 30 |
| CHCRI23B RESPOND TO PROBLEMS AND COMPLAINTS ABOUT THE SERVICE | 40 |
| CHCRI24B SUPPORT PARENTS IN THEIR PARENTING ROLE | 30 |
| CHCSD11B FACILITATE THE INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS | 40 |
| CHCST8B MANAGE SERVICE RESPONSE TO YOUNG PEOPLE IN CRISIS | 150 |
| CHCC5406A PROVIDE EDUCATION AND SUPPORT ON HEALTH, WELLBEING AND PARENTING | 75 |
| CHCORG27A PROVIDE MENTORING SUPPORT TO COLLEAGUES | 60 |
| CHCORG28A REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE | 120 |
| CHCORG29A PROVIDE COACHING AND MOTIVATION | 70 |
| CHCPR91B DEPEND PROTOCOLS FOR OPERATING WITHIN A STATUTORY ENVIRONMENT | 150 |
| PSPMGT605A MANAGE DIVERSITY | 40 |
| SXTEM003A WORK AUTONOMOUSLY | 7 |

The following pairs of units are interchangeable and only one of each should be elected:

- CHCORG10B MANAGE ORGANISATIONAL CHANGE | 150 |
- LGACOM602A CO-ORDINATE AND FACILITATE A CHANGE PROCESS | 40 |
UNIT CODE  |  HOURS  
--- | ---  
CHCORG11B  |  LEAD AND DEVELOP OTHERS  |  90  
BSBMGT605A  |  PROVIDE LEADERSHIP ACROSS THE ORGANISATION  |  60  
CHCORG12B  |  REVIEW ORGANISATIONAL EFFECTIVENESS  |  150  
BSBMGT603A  |  REVIEW AND DEVELOP BUSINESS PLANS  |  60  

ADVANCED DIPLOMA OF COMMUNITY SERVICES WORK  
Course Code: CHC60302  
Campus: Industry only  
Career Opportunities  
Service Co-ordinator, Supervisor  
Scope of Delivery  
Industry.  
Course Objective  
This qualification covers those workers who may operate at an advance skills level to provide specialist services, act as a resource for other workers, provide practice supervision of staff including volunteers, work intensively with clients and work with clients with complex needs. They may work in a range of sectors such as Housing, Children’s Services, Alcohol and Other Drugs, Mental Health, Disability, Aged Care.  
Entry Requirements  
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of School that they possess the necessary aptitude, skills and knowledge to undertake formal study at QAF level 6, and to work in an advance skills practitioner or leadership role in Community Services. They will need to be employed as an advance skills worker in the community services agency or have the support of a community services agency to do the training. Applicants evidence of substantial experience at an advanced level.  
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and / or life experience.  
Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.  
Selection Procedures  
All applicants are advised to attend one of the information sessions run by the School. Full Time applicants should apply through VTAC and Part Time applicants directly to the University. All applicants are required to submit an application form, attend an interview and sit a selection test.  
Course Duration  
The course may be offered on a full-time basis over a minimum of 727 nominal hours or part-time equivalent.  
Practical Component  
All students are assessed for all competencies in the workplace.  
Course Structure  
The structure of the course is 11 units of which 7 are core and 4 elective as follows:  

**Unit Code  |  Hours**  
--- | ---  
CHCAD3A  |  UNDERTAKE SYSTEMS ADVOCACY  |  90  
CHCCM5B  |  DEVELOP PRACTICE STANDARDS  |  90  
CHCCSL601A  |  ASSESS AND RESPOND TO INDIVIDUALS AT RISK OF SELF-HARM OR SUICIDE  |  150  
CHCCSL602A  |  FACILITATE THE COUNSELLING RELATIONSHIP  |  120  
CHCCSL603A  |  PROVIDE SUPPORT FOR CLIENTS IMPLEMENTING A COURSE OF ACTION  |  120  
CHCCSL604A  |  REFLECT AND IMPROVE UPON COUNSELLING SKILLS  |  90  
CHCCW13B  |  WORK WITH CLIENTS INTENSIVELY  |  75  
CHCCW14A  |  DESIGN AND SUPERVISE FAMILY INTERVENTION STRATEGIES  |  90  
CHCINF4B  |  MANAGE THE ORGANISATION’S INFORMATION SYSTEMS  |  75  
BSBMGT505A  |  ENSURE A SAFE WORKPLACE  |  60  
CHCORG10B  |  MANAGE ORGANISATIONAL CHANGE  |  150  
CHCORG11B  |  LEAD AND DEVELOP OTHERS  |  90  
CHCORG12B  |  REVIEW ORGANISATIONAL EFFECTIVENESS  |  150  
CHCORG21B  |  ACT AS A RESOURCE TO OTHER SERVICES  |  90  
CHCORG7B  |  MANAGE WORKPLACE ISSUES  |  75  

At least four electives must be selected with the approval of the Head of School. Two units must be selected from the list detailed below and the remaining units may be selected from the units listed below or from other Community Services training Package units available at this level, or from other relevant National Training Package units available at Advance Diploma level and enterprise specific units.  
Note: Where national enterprise units are included as options, these must be nationally endorsed.
FACULTY OF WORKFORCE DEVELOPMENT

Unit Code | Hours
--- | ---
CHCPRT14B | 150
CHCTHB8 | 150
LGACOM602A | 40
PRXP001A | 70
PRXP002A | 70
PRXP003A | 70
PRXP004A | 90
PRXP007A | 50
PRXP008A | 40
PRXP14A | 60
PRXP15A | 60
PRXP16A | 40
PSPMGT605A | 40
SRXGOV001A | 20
SRXGOV002A | 25
SRXGOV003A | 25
SRXGOV004A | 25
SRXTEM003A | 7

ADVANCED DIPLOMA OF COMMUNITY SERVICES MANAGEMENT

Course Code: CHC60402

Campus: Industry only.

Career Opportunities
Service Co-ordinator, Manager

Scope of Delivery
Industry.

Course Objective
The management stream covers workers who are responsible for the coordination and management of agencies. These workers work independently and report to executive management or boards of management. They undertake a range of functions requiring the application of knowledge and skills to achieve results in line with organisation's goals and strategic directions. This qualification applies to the managers of programs, services or service organisations in the community services industry. They may work in a range of sectors such as Housing, Children's Services, Alcohol and Other Drugs, Mental Health, Disability, Aged Care.

Entry Requirements
To qualify for admission to the course, applicants must have completed year 12 or equivalent, and /or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at Australian Qualifications Framework level 6 and to work in a management and or leadership role in Community Services.

All applicants must be able to demonstrate that they currently hold a suitable community services management or leadership position, or have the support of an agency to have access to work in such a role, in order to undertake the course. Evidence of substantial experience in the delivery of community service programs is required and a relevant community services qualification is preferable.

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

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

Selection Procedures
Must hold current community services management position.

All applicants are advised to attend one of the information sessions run by the Department. Full Time applicants should apply through VTAC and Part Time applicants directly to the University. All applicants are required to submit an application form, attend an interview and sit a selection test.

Course Duration
The course may be offered on a full-time basis over a minimum of 1265 nominal hours or part-time equivalent.

Practical Component
All students are assessed for all competencies in the workplace.

Course Structure
The structure of the course is 20 units of which 9 are core and 11 elective as follows:

Unit Code | Hours
--- | ---
CHCCS4C | 90
CHCCOM4B | 75
CHCCD19A | 150
CHCORG14B | 90
BSBMGT609A | 60
CHCADMIN4B | 90
BSBMGT505A | 60
PSPMGT605A | 40

Plus one of the following units:
CHCORG11B | 90
BSBMGT605A

Elective Units of study
At least 10 electives must be chosen from Group 1, one (1) unit may be selected from Group 1 or Group 2, from other Community Services Training Package units available at this level, or from other relevant National Training Package units available at Advanced Diploma and enterprise specific units.
Note: Where national enterprise units are included as options, these must be nationally endorsed.

Group 1 - At least TEN (10) units must be chosen from this group

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTFA4A</td>
<td>40</td>
<td>MANAGE FIRST AID POLICY</td>
</tr>
<tr>
<td>CHCORG7B</td>
<td>75</td>
<td>MANAGE WORKPLACE ISSUES</td>
</tr>
<tr>
<td>CHCOR68C</td>
<td>75</td>
<td>ESTABLISH AND MANAGE NEW PROGRAMS OR SERVICES</td>
</tr>
<tr>
<td>CHCOR69B</td>
<td>90</td>
<td>MANAGE PROJECTS AND STRATEGIES</td>
</tr>
<tr>
<td>CHCPOLS5A</td>
<td>75</td>
<td>MANAGE RESEARCH ACTIVITIES</td>
</tr>
<tr>
<td>CHCPOL7A</td>
<td>90</td>
<td>MANAGE POLICY DEVELOPMENT</td>
</tr>
<tr>
<td>CHCOM601A</td>
<td>60</td>
<td>MANAGE AN ACCREDITATION PROCESS</td>
</tr>
<tr>
<td>CHCOR612B</td>
<td>150</td>
<td>REVIEW ORGANISATIONAL EFFECTIVENESS</td>
</tr>
<tr>
<td>CHCOR615B</td>
<td>150</td>
<td>PROMOTE THE ORGANISATION</td>
</tr>
<tr>
<td>CHCOR624B</td>
<td>120</td>
<td>PROVIDE LEADERSHIP IN COMMUNITY SERVICES DELIVERY</td>
</tr>
<tr>
<td>CHCOR626A</td>
<td>150</td>
<td>MANAGE A SERVICE LEGAL AGREEMENT</td>
</tr>
<tr>
<td>CHC5001A</td>
<td>90</td>
<td>MANAGE SERVICES DELIVERY IN PURCHASER/PROVIDER RELATIONSHIP WITH GOVERNMENT</td>
</tr>
<tr>
<td>BSBMGT606A</td>
<td>60</td>
<td>MANAGE CUSTOMER FOCUS</td>
</tr>
<tr>
<td>SRXGOV004A</td>
<td>25</td>
<td>WORK EFFECTIVELY WITH THE BOARD OF AN ORGANISATION</td>
</tr>
<tr>
<td>BSBMGT604A</td>
<td>60</td>
<td>MANAGE BUSINESS OPERATIONS</td>
</tr>
</tbody>
</table>

Any one of the following three units:

| CHCINF4B        | 75    | MANAGE THE ORGANISATION'S INFORMATION SYSTEMS                               |
| CHCINF6B        | 90    | MANAGE INFORMATION STRATEGICALLY                                            |
| BSBMGT607A      | 60    | MANAGE KNOWLEDGE AND INFORMATION                                             |

One of the following:

| CHCOR610B       | 150   | MANAGE ORGANISATIONAL CHANGE                                                |
| LGACM602A       | 40    | CO-ORDINATE AND FACILITATE A CHANGE PROCESS                                  |

Either:

| CHCOR613B       | 90    | MANAGE ORGANISATIONAL STRATEGIC AND BUSINESS PLANNING                       |
| BSBMGT601A      | 60    | CONTRIBUTE TO STRATEGIC DIRECTION                                             |
| BSBMGT603A      | 60    | REVIEW AND DEVELOP BUSINESS PLANS                                             |

One unit from the following pairs of units:

| CHCOR619B       | 90    | DEVELOP AND MAINTAIN THE QUALITY OF SERVICE OUTCOMES                          |
| BSBMGT608A      | 60    | MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT                                  |
| CHCOR620B       | 90    | PROMOTE AND REPRESENT THE SERVICE                                             |
| CHCOR621B       | 90    | ACT AS A RESOURCE TO OTHER SERVICES                                           |
| CHCOR625B       | 70    | RECRUIT AND CO-ORDINATE VOLUNTEERS                                           |
| SRXHMR001B      | 20    | MANAGE VOLUNTEERS                                                            |

Group 2

| BSBAT5IL502A    | 30    | WORK WITH THE MANAGER                                                        |
| CHCAD3A         | 90    | UNDERTAKE SYSTEMS ADVOCACY                                                   |
| CHCCD15B        | 150   | DEVELOP AND IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY                       |
| CHCCD18A        | 150   | FACILITATE THE DEVELOPMENT OF COMMUNITY CAPACITY TO MANAGE PLACE             |
| CHCCD6B         | 90    | ESTABLISH AND DEVELOP COMMUNITY ORGANISATIONS                                |
| CHCCH20C        | 50    | ACQUIRE PROPERTIES BY PURCHASE OR TRANSFER                                    |
| CHCNET4A        | 70    | WORK WITH OTHER SERVICES                                                     |
| CHCCMS5B        | 90    | DEVELOP PRACTICE STANDARDS                                                   |
| CHCCS5C         | 75    | CO-ORDINATE THE ASSESSMENT AND DELIVERY OF SERVICES TO CLIENTS WITH PARTICULAR Needs |
| CHCIC12C        | 40    | PLAN THE INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS                         |
| CHCOR616B       | 150   | MANAGE TRAINING                                                              |
| CHCPRO714B      | 150   | DEVELOP PROTOCOLS FOR OPERATING WITHIN A STATUTORY ENVIRONMENT               |
| CHCPR073D       | 50    | MANAGE PROVISIONS OF OUT HOME CARE                                           |
| CHCTHYHB        | 50    | MANAGE SERVICE RESPONSE TO YOUNG PEOPLE IN CRISIS                            |
| CHCDTHP4C       | 150   | DEVELOP AND IMPLEMENT PROCEDURES TO ENABLE YOUNG PEOPLE TO ADDRESS THEIR NEEDS |
| SRXGOV001A      | 25    | PARTICIPATE AS A MEMBER OF AN EFFECTIVE BOARD OF AN ORGANISATION             |
| SRXGOV002A      | 20    | UNDERTAKE THE ROLE OF AN INDIVIDUAL DIRECTOR OF AN ORGANISATION              |

| BSBAT5IL501A    | 40    | MEET THE ROLES AND RESPONSIBILITIES OF A BOARD MEMBER (2)                     |

**CERTIFICATE III IN NON-EMERGENCY PATIENT TRANSPORT**

Course Code: HLT30202 - Continuing Students Only

This course is offered by the TAFE School of Human Services, Science and Technology in association with the School of Health Sciences in the Faculty of Human Development.

**Campus:** St Albans Campus.

**Career Opportunities**

To apply for positions of as patient transport officer (PTO) in the private non-emergency patient transport sector in Victoria. The PTO works as an associate with the primary officer.
Scope of Delivery
This is a full fee paying course. This course is offered on a part time basis.

Course Objective
The course aims to provide the knowledge and skills required of those who drive non-emergency patient transport vehicles.

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

Selection Procedures/Selection Criteria
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 part-time basis over 395 nominal hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAC3A</td>
<td>50</td>
</tr>
<tr>
<td>HLTFA2A</td>
<td>30</td>
</tr>
<tr>
<td>HLTIN1A</td>
<td>20</td>
</tr>
<tr>
<td>CHCIDSC</td>
<td>50</td>
</tr>
<tr>
<td>HLTHIR1A</td>
<td>20</td>
</tr>
<tr>
<td>HLTHSE1A</td>
<td>20</td>
</tr>
<tr>
<td>HLTARBT1A</td>
<td>10</td>
</tr>
<tr>
<td>HLTHMBC1A</td>
<td>10</td>
</tr>
<tr>
<td>BSANED201A</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN204A</td>
<td>15</td>
</tr>
<tr>
<td>PUAVEH001A</td>
<td>80</td>
</tr>
</tbody>
</table>

Elective Units of Study
- Australian Qualifications Framework Level 3 in the Health Training Package: HLT02 (V2.0), Australian National Training Authority, 2001;
- Australian Qualifications Framework Level 3 in any relevant Training Package endorsed by the Australian National Training Authority.

Certificate III in Non-Emergency Client Transport

Course Code: HLT30207

This course is offered by Vocational Education, Faculty of Workforce Development in conjunction with the School of Biomedical and Clinical Sciences in the Faculty of Health, Engineering and Science.

Campus: St Albans Campus.

Career Opportunities
When you graduate you will be qualified to be a Patient Transport Officer, Ambulance Transport Officer or Patient Transport Attendant.

Scope of Delivery
This is a full fee paying course. This course is offered on a part time basis.

Course Objective
This qualification is required for those who want to work in the non-emergency ambulance transport sector to provide transport for clients. Transport services of this kind are usually pre-arranged and time response is not given a high priority in comparison to emergency transport. Clients are those requiring transport and/or care for non-acute or chronic or disability.

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

Selection Procedures/Selection Criteria
All applicants must complete a TAFE Direct Admission/Supplementary Information form. Applicants will need to demonstrate sufficient language skills to be able to complete the course, as well as meeting selection criteria pertaining to appropriate interpersonal skills and professional responsibilities which are suitable for this industry. Learning and assessment in this course requires practical skills, clear written English skills and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. Interviews may be applicable to some applicants.

Clinical Placement Requirements
Students are currently required to complete a number of mandatory industry requirements before commencing placement. These include: - Enrolled students must undergo an annual Victoria Police Check. Students who do not provide a satisfactory Victoria Police Check will be denied access to all clinical placement units necessary for graduation. Failure to gain a Police clearance may also impact on the likelihood of gaining employment in industry. - A Victorian Drivers Licence (probationary licence accepted), is required to fulfill the driving component of the course and the student must have a licence at the time enrolment.

Course Duration
The course is part-time for six months.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTIR301A</td>
<td>20</td>
</tr>
<tr>
<td>HLTOHS200A</td>
<td>20</td>
</tr>
</tbody>
</table>
DIPLOMA OF PARAMEDICAL SCIENCE (AMBULANCE)

Course Code: HLT50402 - Continuing Students Only

Campus: St Albans Campus.

Career Opportunities
To apply for positions of ambulance transport attendant (the primary officer) in the private, non-emergency transport sector in Victoria.

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

Course Objective
The course aims to provide the knowledge and skills required of workers employed by private non-emergency patient transport companies in Victoria to deliver non-emergency patient care and transport services. Requirements vary from state to state. This qualification does not enable graduates to apply for positions in Ambulance Service Victoria. Occupational titles may include Ambulance Officer, Ambulance Paramedic and Ambulance Attendant.

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

Selection Procedures/Selection Criteria
English literacy requirements might apply.

Course Duration
The course may be offered on a full-time basis over 1080-nominal hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTIN301A</td>
<td>20</td>
</tr>
<tr>
<td>HLTAMBEC301B</td>
<td>20</td>
</tr>
<tr>
<td>HLTAMBTS301A</td>
<td>20</td>
</tr>
<tr>
<td>HLTAP301A</td>
<td>70</td>
</tr>
<tr>
<td>HLTFA301B</td>
<td>18</td>
</tr>
<tr>
<td>HLTFA402B</td>
<td>30</td>
</tr>
<tr>
<td>BSBMED201A</td>
<td>30</td>
</tr>
<tr>
<td>BSBEIA303B</td>
<td>40</td>
</tr>
</tbody>
</table>

Five Elective Units of study

DIPLOMA OF PARAMEDICAL SCIENCE (AMBULANCE)

Course Code: HLT50407

This course is offered by Vocational Education, Faculty of Workforce Development in conjunction with the School of Biomedical and Clinical Sciences in the Faculty of Health, Engineering and Science.

Campus: St Albans Campus.

Career Opportunities
To apply for positions of ambulance transport attendant (the primary officer) in the private, non-emergency transport sector in Victoria.
**Scope of Delivery**
This is a full fee paying course. This course is offered on a part time basis only.

**Course Objective**
The course aims to provide the knowledge and skills required of workers employed by private non-emergency patient transport companies in Victoria to deliver non-emergency patient care and transport services. Requirements vary from state to state. This qualification does not enable graduates to apply for positions in Ambulance Service Victoria. Occupational titles may include Ambulance Transport Attendant and Ambulance Attendant.

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

**Selection Procedures/Selection Criteria**
All applicants must complete a TAFE Direct Admission/Supplementary Information form. Applicants will need to demonstrate sufficient language skills to be able to complete the course, as well as meeting selection criteria pertaining to appropriate interpersonal skills and professional responsibilities which are suitable for this industry. Learning and assessment in this course requires practical skills, clear written English skills and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. Interviews may be applicable to some applicants.

**Clinical Placement Requirements**
Students are currently required to complete a number of mandatory industry requirements before commencing placement. These include: - Enrolled students must undergo an annual Victoria Police Check. Students who do not provide a satisfactory Victorian Police Check will be denied access to all clinical placement units necessary for graduation. Failure to gain a Police clearance may also impact on the likelihood of gaining employment in industry. - A Victorian Drivers Licence (probationary licence accepted), is required to fulfill the driving component of the course and the student must have a licence at the time of enrolment. - A Medical Check and a Physical Capacity Test are industry requirements for students attending clinical placements with Metropolitan Ambulance Service (MAS) and Rural Ambulance Service (RAV). Students must meet medical standards including the medical guidelines for the ‘Assessing Fitness to Drive for Commercial and Private Vehicle Drivers 2003’. For further information visit www.austroads.com.au. Students should be aware that their checks and test are to remain current until all their clinical placement units have been satisfactorily completed. Prospective students who believe that they may have difficulties meeting or maintaining the requirements are advised to contact the Course Coordinator prior to admission.

**Course Duration**
Part-time for 12 months.

**Course Structure**
There are nine pre-requisites units for entry to this qualification. These units will be offered to those needing to undertake them. This qualification requires the completion of 14 competency units, including seven compulsory units and seven elective units.

**Pre-requisite Units of Study**
The following nine pre-requisite units will be delivered to those required to undertake them in accordance with the Health Training package 2007.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSFLM303B</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
</tr>
<tr>
<td>HLT05300A</td>
<td>CONTRIBUTE TO OHS PROCESSES</td>
</tr>
<tr>
<td>HLTH030A</td>
<td>COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK</td>
</tr>
<tr>
<td>HLTAP401A</td>
<td>CONFIRM PHYSICAL HEALTH STATUS</td>
</tr>
<tr>
<td>HLTAHABE403B</td>
<td>FOLLOW PROCEDURES FOR ROUTINE SAFE REMOVAL OF CLIENT</td>
</tr>
<tr>
<td>HLTHABSC401A</td>
<td>MANAGE ROUTINE SCENE AND PROMOTE PUBLIC SAFETY</td>
</tr>
<tr>
<td>HLTHABFC301B</td>
<td>COMMUNICATE WITH CLIENTS AND COLLEAGUERS TO SUPPORT HEALTH CARE</td>
</tr>
<tr>
<td>HLTHABCR401A</td>
<td>DELIVER BASIC CLINICAL CARE</td>
</tr>
<tr>
<td>HLTHABTS301A</td>
<td>TRANSPORT NON-EMERGENCY CLIENTS UNDER OPERATIONAL CONDITIONS</td>
</tr>
</tbody>
</table>

**Seven Core Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTHABAS501A</td>
<td>CONDUCT CLINICAL ASSESSMENT</td>
</tr>
<tr>
<td>HLTHABCR502A</td>
<td>DELIVER STANDARD CLINICAL CARE</td>
</tr>
<tr>
<td>HLTHABRFC402B</td>
<td>COMMUNICATE IN COMPLEX OR DIFFICULT SITUATIONS</td>
</tr>
<tr>
<td>HLTHABPR401B</td>
<td>MANAGE PERSONAL STRESSORS IN THE WORK ENVIRONMENT</td>
</tr>
<tr>
<td>HLTHABAS501B</td>
<td>IMPLEMENT SAFE ACCESS AND EGRESS IN AN EMERGENCY</td>
</tr>
<tr>
<td>HLTHAB402B</td>
<td>CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY</td>
</tr>
<tr>
<td>HLTH05456A</td>
<td>IDENTIFY, ASSESS AND CONTROL OHS RISK IN OWN WORK</td>
</tr>
</tbody>
</table>

**Seven Elective Units of study**
SUBJECTS

Below are subject details for courses offered by School of Community Services in 2009.

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

BSBATLS050A MEET THE ROLES AND RESPONSIBILITIES OF A BOARD MEMBER (2)
Content: This unit covers the diverse roles and responsibilities of being a Board member. This unit, when combined with BSBATLS050A Be a community leader and BSBATLS050A Work with the manager, is equivalent to SRXGOV001A Participate as a member of an effective Board organisation.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBATLS050A WORK WITH THE MANAGER
Content: This unit covers appointing the Manager, clarifying respective roles and working together effectively on an on-going basis. This unit, in combination with BSBATLS050A Be a community leader and BSBATLS050A Meet the roles and responsibilities of a Board member (2), is equivalent to SRXGOV001A Participate as a member of an effective Board organisation.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBMP201A USE BASIC MEDICAL TERMINOLOGY
Content: This unit covers understanding and responding to instructions, carrying out routine tasks and communicating with a range of internal/external clients in a Medical Office, using appropriate basic medical terminology. This unit can be assessed alone or in combination with other units making up a job role.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBMGT603A REVIEW AND DEVELOP BUSINESS PLANS
Content: Develop tactical and operational plans; Review business systems.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBMGT604A MANAGE BUSINESS OPERATIONS
Content: Implement tactical and operational plans; Monitor performance; Respond to performance data.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBMGT606A MANAGE CUSTOMER FOCUS
Content: Determine customer requirements; Manage delivery of products and services to customers; Monitor and evaluate quality of customer service.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBMGT607A MANAGE KNOWLEDGE AND INFORMATION
Content: Obtain information relevant to business issues; Analyse information and knowledge; Make decisions on business issues identified; Disseminate information to the organisation.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBMGT608A MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT
Content: Review programs, systems and processes; Develop options for continuous improvement; Implement innovative processes.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBOHS606A DEVELOP AND IMPLEMENT CRISIS MANAGEMENT PROCESSES
Content: This unit specifies the outcomes required to develop and implement the planning and management to prevent or mitigate the OHS outcomes of a crisis. The focus is on the development of a number of management processes including emergency assessments, plans and preparation, analysis, monitoring, training and post incident support.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCAC12C PROVIDE SERVICES TO AN OLDER PERSON WITH COMPLEX NEEDS
Content: Evaluate and prioritise the needs of an older person with complex case issues; Liaise and negotiate with appropriate personnel in the development of a service delivery plan; Co-ordinate the delivery of the service delivery plan; Co-ordinate the monitoring, evaluation and review of the service delivery plan.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCAC15A PROVIDE CARE SUPPORT WHICH IS RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA
Content: Use communication strategies which take account of the progressive and variable nature of dementia; Provide appropriate activities to maintain clients’ dignity, skills and health at an optimum level; Develop and implement strategies which minimise the impact of challenging behaviours.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CHCAC17A SUPPORT THE OLDER PERSON TO MAINTAIN THEIR INDEPENDENCE
Content: Support the older person with their instrumental activities of living; Recognise and report changes in an older person’s ability to undertake instrumental activities of living; Support the older person to maintain an environment that maximises independence, safety and security.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCAC1C PROVIDE SUPPORT TO AN OLDER PERSON
Content: Demonstrate an understanding of the physical and psychosocial aspects of ageing; Establish and maintain appropriate relationships with older people; Assist the older person to identify and meet their needs; Respond to situations of risk to the older person within work role and responsibilities.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCAC2C PROVIDE PERSONAL CARE
Content: Demonstrate an understanding of changes associated with ageing; Recognise and report changes in an older person’s personal care needs; Support or assist the older person to meet their personal care needs.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCAC3A ORIENTATION TO AGED CARE WORK
Content: Work is performed within a legal and ethical framework and supports the rights and interests of the aged people and follows appropriate reporting mechanisms to meet duty of care requirements.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
FACULTY OF WORKFORCE DEVELOPMENT

**CHCAG3C ORIENTATION TO AGED CARE WORK**
Content: Demonstrate an understanding of the structure and profile of the aged care sector; Demonstrate a commitment to the philosophy of ‘positive ageing’; Support the rights and interests of older person.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience

**CHCAG6C SUPPORT THE OLDER PERSON TO MEET THEIR EMOTIONAL AND PSYCHOSOCIAL NEEDS**
Content: Support the older person remain engaged with their social network and the wider community; Support the older person to meet their emotional and psychological needs; Recognise and accommodate the older person’s cultural and spiritual preferences; Support the older person who is experiencing loss and grief; Recognise and accommodate the older person’s expressions of identity and sexuality.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**CHCAG7C PLAN AND MONITOR SERVICE DELIVERY PLANS**
Content: Identify the service needs of the older person; Consult with the older person and/or their carer when determining the service delivery plan; Develop and implement the service delivery plan; Monitor and review the service delivery plan.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

**CHCAG1C ADVOCATE FOR CLIENTS**
Content: Assist clients to identify their rights and represent their own needs; Advocate on behalf of clients on request; Advocate for clients.
Nominal Hours: 20 Hours
Assessment: Group assessment, research, written assessment, role plays

**CHCAG2B A SUPPORT FOR THE INTERESTS, RIGHTS AND NEEDS OF CLIENTS WITHIN DUTY OF CARE REQUIREMENTS**
Content: Provide support to client for the realisation of their interests, rights and needs within job roles and responsibilities; Support and safeguard the interests and rights of clients.
Nominal Hours: 75 Hours
Assessment: In class assessment, written assignments, case studies, presentation, field visit

**CHCAG2C SUPPORT THE INTERESTS, RIGHTS AND NEEDS OF CLIENTS WITHIN DUTY OF CARE REQUIREMENTS**
Content: Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

**CHCAG3A UNDERTAKE SYSTEMS ADVOCACY**
Content: Obtain, analyse and document information relevant to the needs of clients as a community of interest within the general community; Work with consumers, service users, services and other stakeholders to develop strategies to address identified needs; Advocate for and facilitate the implementation of strategies developed to address the needs of clients with specific needs.
Nominal Hours: 20 Hours
Assessment: Written assignment, case study

**CHCAG4A PROVIDE ADVOCACY AND REPRESENTATION**
Content: Establish the representative role and process; Participate in decision-making forums; Negotiate outcomes and liaise with key people; Evaluate effectiveness of strategies.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

**CHCAG5A REPRESENT THE CLIENT IN COURT**
Content: Undertake adequate preparation to represent the client in court. Follow appropriate processes and organisational policies for successful representation of the client in court. Carry out appropriate procedures for reporting, debriefing and follow up actions from court appearance.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

**CHCAD6A REPRESENT THE ORGANISATION IN COURT**
Content: Undertake adequate preparation to represent the client in court. Follow appropriate processes and organisational policies for successful representation of the client in court. Carry out appropriate procedures for reporting, debriefing and follow up actions from court appearance. Determine whether the organisation can lodge an application for a hearing. Follow procedures and protocol of the hearing. Prepare for presentation at hearing. Use the procedure for resolving specific issues.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

**CHCAD3B UNDERTAKE ADMINISTRATIVE WORK**
Content: Maintain accounts; Participate in budgeting processes; Operate equipment; Maintain equipment; Monitor equipment use and needs.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**CHCAD4A MANAGE THE ORGANISATION’S FINANCES, ACCOUNTS AND RESOURCES**
Content: Implement budget processes; Establish and implement systems for financial management and reporting; Manage the use of funds; Develop and recommend funding options; Develop and implement resourcing proposals to meet operational needs; Monitor resource usage and performance; Manage property, equipment and stores.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

**CHCAD4B MANAGE THE ORGANISATION’S FINANCES, ACCOUNTS AND RESOURCES**
Content: Implement budget processes; Establish and implement systems for financial management and reporting; Manage the use of funds; Develop and recommend funding options; Develop and implement resourcing proposals to meet operational needs; Monitor resource usage and performance; Manage property, equipment and stores.
Nominal Hours: 90 Hours
Assessment: Budget, submission

**CHCAD5A WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION**
Content: Complete workplace forms and documents; Store and maintain organisational information; Use and maintain equipment and machines; Manage inquiries in accordance with organisational policy and protocol.
Nominal Hours: 50 Hours
Assessment: On the job assessment, written assessments

**CHCAL23C MANAGE HOME BASED CARE ADMINISTRATION REQUIREMENTS**
Content: Manage administration responsibilities; Coordinate service provision in the scheme; Monitor requirements are being met.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**CHCAL7B FULFIL FAMILY DAY CARE ADMINISTRATION REQUIREMENTS**
Content: Design and distribute information to parents; Provide care within guidelines and requirements. Complete financial records required. Organise insurance coverage. Organise leave arrangements.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
CHCAOD10A WORK WITH CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES
Content: Provide services to meet client needs; Review client progress; Evaluate work undertaken with clients.
Nominal Hours: 75 Hours
Assessment: Written assessments, verbal discussion

CHCAOD11A PROVIDE ADVANCED INTERVENTIONS TO MEET THE NEEDS OF CLIENTS WITH ALCOHOL AND/OR OTHER DRUG ISSUES
Content: Apply suitable counselling and support techniques to assist individuals with AOD issues; Review personal and agency ability to deliver service to address all client needs.
Nominal Hours: 90 hours
Assessment: As per accredited curriculum

CHCAOD12B ORIENTATION TO ALCOHOL AND OTHER DRUGS WORK
Content: Work within the context of the alcohol and other drugs sector; Develop knowledge of the alcohol and other drugs sector; Demonstrate commitment to the central philosophies of the alcohol and other drugs sector.
Nominal Hours: 50 Hours
Assessment: In class debate and quiz, research, role plays, case studies

CHCAOD2C ORIENTATION TO ALCOHOL AND OTHER DRUGS WORK
Content: Work within the context of the alcohol and other drugs sector; Develop knowledge of the alcohol and other drugs sector; Demonstrate commitment to the central philosophies of the alcohol and other drugs sector.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCAOD4B SUPPORT PEOPLE WITH ALCOHOL AND/OR OTHER DRUGS ISSUES
Content: Respond to cues; Assist in responding to people’s needs; Use self-protection strategies.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCAOD6B WORK WITH CLIENTS WHO ARE INTOXICATED
Content: Provide a service to intoxicated clients; Assist client with longer term needs; Apply strategies to reduce harm or injury.
Nominal Hours: 50 Hours
Assessment: Written assessments, verbal discussion

CHCAOD7B PROVIDE NEEDLE EXCHANGE SERVICES
Content: Provide needle and syringe services; Provide education on safer drug use.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCAOD8C ASSESS THE NEEDS OF CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES
Content: Assess the needs and status of client/s; Develop a case management plan with the client; Refer clients.
Nominal Hours: 150 Hours
Assessment: In class activity, case studies, in class debate, on the job assessment

CHCAOD9C PROVIDE ALCOHOL AND/OR OTHER DRUG WITHDRAWAL SERVICES
Content: Check needs of clients; Support management of withdrawal; Evaluate client withdrawal; Assist clients with ongoing harm minimisation.
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum

CHCDC12C APPLY A COMMUNITY DEVELOPMENT FRAMEWORK
Content: Operate within a community development framework; Work with individuals and groups to achieve community development outcomes; Address individual issues arising when working within a community development framework; Work effectively with diversity in the community.
Nominal Hours: 50 Hours
Assessment: In class assessment, verbal and written discussion, research

CHCDC12D APPLY A COMMUNITY DEVELOPMENT FRAMEWORK
Content: Operate within a community development framework; Work with groups to achieve community development outcomes; Address individual issues arising when working within a community development framework; Work effectively with diversity in the community.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCDC14A IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY
Content: Working with individuals and in the community to facilitate public awareness and resolution of issues.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCDC14B IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY
Content: Work with individuals to identify issues; Work with individuals and groups to establish cooperative processes; Support group processes.
Nominal Hours: 70 Hours
Assessment: Written assignment, presentation

CHCDC15B DEVELOP AND IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY
Content: Establish and build group processes; Facilitate and maintain public processes; Implement structures.
Nominal Hours: 150 Hours
Assessment: Written work, group work task

CHCDC18A FACILITATE THE DEVELOPMENT OF COMMUNITY CAPACITY TO MANAGE PLACE
Content: Research and display the diversity of issues and factors that describe a ‘Place’; Identify community need for information, skills and opportunities for involvement in place management; Identify and assess the effectiveness of methods for creating and increasing community awareness of the agency’s role and purpose regarding place management; Develop a place plan; Manage and review implementation of place plan.
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum

CHCDC19A ESTABLISH AND MAINTAIN COMMUNITY, GOVERNMENT AND BUSINESS PARTNERSHIPS
Content: Define opportunities for specific partnerships; Develop a framework for the partnership; Maintain the partnership; Evaluate the effectiveness of the partnership.
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum

CHCDC1B SUPPORT COMMUNITY PARTICIPATION
Content: Work with individuals and the community to promote participation; Support existing community activities.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
CHCDC2B PROVIDE COMMUNITY EDUCATION PROJECTS
Content: Develop the education project; Deliver the education project; Review the education project.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCDC3A MEET INFORMATION NEEDS OF THE COMMUNITY
Content: Identify information requirements; Address information requirements.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCDC4B DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS
Content: Develop program parameters; sign programs with the community; Implement programs; Evaluate programs.
Nominal Hours: 150 Hours
Assessment: Written report, group work task

CHCDC5B DEVELOP COMMUNITY RESOURCES
Content: Assess community resource requirements; Develop and acquire resources; Facilitate community access to resources.
Nominal Hours: 90 Hours
Assessment: Project, placement workbook, class activities

CHCDC5C DEVELOP COMMUNITY RESOURCES
Content: Assess community resource requirements Develop and acquire resources. Facilitate community access to resources.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCDC6A ESTABLISH AND DEVELOP COMMUNITY ORGANISATIONS
Content: Work with the community to establish new organisations and networks.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCDC6B ESTABLISH AND DEVELOP COMMUNITY ORGANISATIONS
Content: Establish the need, purpose and philosophy for the organisation. Review and develop organisational structures. Meet legal requirements to establish or develop the organisation. Market and promote the organisation changes.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCDC8B SUPPORT COMMUNITY ACTION
Content: Respond to community needs; Support identified community needs; Evaluate effectiveness of community action.
Nominal Hours: 90 Hours
Assessment: Written assignments, in class assessment, verbal or written discussion, group assessment

CHCDC9B SUPPORT COMMUNITY LEADERSHIP
Content: Develop and maintain support mechanisms; Promote community leadership; Develop leadership skills.
Nominal Hours: 90 Hours
Assessment: Simulation, written assignment

CHCCM1C UNDERTAKE CASE MANAGEMENT
Content: Provide for client needs and monitor progress on a regular basis; Promote client’s development.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCCM2C ACQUIRE PROPERTIES BY PURCHASE OR TRANSFER
Content: Formulate terms and conditions of contract or transfer agreement element. Negotiate contract/agreement terms and conditions. Confirm acceptability of contract.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCCM4A PROMOTE HIGH QUALITY CASE MANAGEMENT
Content: Provide a lead in case management practice; Provide practice advice on complex cases.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCCM4B PROMOTE HIGH QUALITY CASE MANAGEMENT
Content: Provide a lead in case management practice; Provide practice advice on complex cases.
CHCCM5A DEVELOP PRACTICE STANDARDS
Content: Promote practice standards; Provide case work consultancy to promote best practice.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCCM5B DEVELOP PRACTICE STANDARDS
Content: Promote practice standards; Provide case work consultancy to promote best practice.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCCN11C ESTABLISH, MANAGE AND MONITOR THE IMPLEMENTATION OF A SAFE AND HEALTHY ENVIRONMENT
Content: Assess and improve the safety of environments; Co-ordinate the response to accidents and emergencies; Plan and monitor supervision; Promote hygiene and safety practices; Promote appropriate practices to respond to illnesses; Monitor travel and excursions; Provide guidance to workers when abuse is identified or investigated; Monitor care provided by others.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCCN1D ENSURE CHILDREN’S HEALTH AND SAFETY
Content: Maintain a clean and hygienic environment; Provide a safe environment; Supervise the safety of children; Travel with children safely; Administer medication within guidelines.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCCN20B ADVOCATE FOR THE RIGHTS AND NEEDS OF CHILDREN AND YOUNG PEOPLE
Content: This unit focuses on advocating for the child with family/community members, other services/workers and the general public. This unit is not focused on advocating to children.
Nominal Hours: 40 hours
Assessment: As per accredited curriculum

CHCCN2C CARE FOR CHILDREN
Content: Provide physical care; Create opportunities for children to develop their understanding of physical needs; Establish an environment that encourages children to complete tasks themselves; Respond to the emotional needs of children; Settle new arrivals.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCCN3A UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS
Content: Identify appropriate communication strategies to meet the needs of clients and colleagues and build strong relationships; Conduct effective communication with clients and staff; Contribute to the development of effective communication strategies; Represent the organisation to a range of groups; Apply specific communication techniques to assist in resolving conflict; Implement mechanisms that facilitate group discussions.
Nominal Hours: 50 Hours
Assessment: In class assessment, written assignments, group assessments, presentation

CHCCN3B COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES
Content: Exercise effective communication techniques; Follow routine instructions; Complete reports as required.
Nominal Hours: 20 Hours
Assessment: Role plays, presentation, in class assessment, written assignments

CHCCN3C UTILISE SPECIALIST COMMUNICATION SKILLS
Content: Effective communication in the workplace and applying specialist communication techniques.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCCN4A COMMUNICATE EFFECTIVELY
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: Roleplays, verbal or written discussion questions, progress report, reflective journal, research proposals, written assignment

CHCCN5C CARE FOR BABIES
Content: Respond to babies/infants cues and needs; Develop and maintain a nurturing relationship with babies/infants; Settle new arrivals; Provide an environment that promotes security for children.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCCN5B PLAN CARE ROUTINES
Content: Plan daily routine. Adapt and change routines.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCCS10A FACILITATE CLIENT PARTICIPATION IN THE ORGANISATION
Content: Organisational policies to ensure client participation in organisational activities are developed and reviewed. Barriers to client participation are identified and addressed. Formation of client association is supported.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CHCCS11B DELIVER AND MONITOR SERVICES TO CLIENTS
Content: Identify clients needs by collecting routine information; Deliver client service; Review client service.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCCS12C DELIVER AND DEVELOP CLIENT SERVICES
Content: Target client services; Deliver client service; Develop and promote client services.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
### CHCSS301A WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK
**Content:** Demonstrate an understanding of legislation and common law relevant to work role; Follow the organisation’s policies and practices; Work ethically; Recognise and respond when the clients rights and interests are not being protected.

**Nominal Hours:** 50 Hours  
**Assessment:** Portfolio, written assignments, presentation, verbal and written discussion, case studies

### CHCSS303A PROVIDE PHYSICAL ASSISTANCE WITH MEDICATION
**Content:** Prepare for medication distribution and administration; Identify and prepare the resident/client for administration of medicine; Administer and/or assist with prescribed medication administration following prescription; Comply with the organisation’s procedures for handling the range of issues/contingencies which may arise; Complete medication distribution and administration.

**Nominal Hours:** 50 Hours  
**Assessment:** As per accredited curriculum

### CHCSS304A ASSIST WITH SELF MEDICATION
**Content:** Check authority to provide assistance; Assist with self administration; Comply with the organisation’s procedures for handling the range of contingencies which may arise.

**Nominal Hours:** 40 Hours  
**Assessment:** As per accredited curriculum

### CHCSS303C CO-ORDINATE THE PROVISION OF SERVICES AND PROGRAMS
**Content:** Identify programs and service requirements to meet client needs; Develop and implement programs for meeting client needs; Review and monitor programs.

**Nominal Hours:** 75 Hours  
**Assessment:** In class assessment, case studies, group assessments, presentation

### CHCSS401A FACILITATE CO-OPTERATIVE BEHAVIOUR
**Content:** Monitor behaviour of the client; Use communication strategies to de-escalate conflict; Respond to unacceptable behaviour.

**Nominal Hours:** 40 Hours  
**Assessment:** Case studies, presentation, on the job assessment, written assessment

### CHCSS402A RESPOND HOLISTICALLY TO CLIENT ISSUES
**Content:** Evaluate the range of issues impacting on the client and on the delivery of appropriate services; Determine the course of action to be followed; Establish interpersonal relationship with the client that will enable all issues to be addressed; Provide a brief intervention as required; Respond appropriately to people who are vulnerable and at significant risk including children and young people; Evaluate effectiveness of services provided to meet client needs.

**Nominal Hours:** 75 Hours  
**Assessment:** Portfolio, written assignments, presentation, verbal and written discussion, case studies

### CHCSS403A PROVIDE BRIEF INTERVENTION
**Content:** Explain what brief intervention is and how it can be effectively used; Assess a client’s need for intervention and the type of brief intervention required; Practice and use brief intervention strategies which match a client’s stage of change; Monitor brief intervention activities.

**Nominal Hours:** 75 Hours  
**Assessment:** As per accredited curriculum

### CHCSS405A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS
**Content:** Apply an awareness of culture as a factor in all human behaviour; Contribute to the development of relationships based on cultural diversity; Communicate effectively with culturally diverse persons; Resolve cross-cultural misunderstandings.

**Nominal Hours:** 30 Hours  
**Assessment:** Oral presentation, in class discussion, written assignment, portfolio, case studies

### CHCSS406A PROVIDE EDUCATION AND SUPPORT ON HEALTH, WELLBEING AND PARENTING
**Content:** Identify clients particular needs and interests in relation to health, wellbeing and parenting; Lead a group to communicate about parenting; Identify and respond to group and individual needs; Support the practice of new behaviours.

**Nominal Hours:** 75 Hours  
**Assessment:** As per accredited curriculum

### CHCSS409A MEET THE DIETARY AND NUTRITIONAL NEEDS OF CLIENTS IN A CULTURALLY APPROPRIATE MANNER
**Content:** Plan and evaluate meals and menus to meet recommended dietary guidelines; Plan and/or modify meals and menus according to nutrition care plans; Plan meals and menus to meet cultural and religious needs.

**Nominal Hours:** 50 Hours  
**Assessment:** As per accredited curriculum

### CHCSS4A MANAGE THE DELIVERY OF QUALITY CLIENT SERVICES
**Content:** Coordinate services provided to clients; Plan client service delivery; Review client services.

**Nominal Hours:** 90 Hours  
**Assessment:** As per accredited curriculum

### CHCSS4C MANAGE THE DELIVERY OF QUALITY CLIENT SERVICE
**Content:** Co-ordinate services provided to clients; Plan client service delivery; Review client services.

**Nominal Hours:** 90 Hours  
**Assessment:** As per accredited curriculum

### CHCSS501A ASSESS AND RESPOND TO INDIVIDUALS AT RISK OF SELF-HARM OR SUICIDE
**Content:** Identify and estimate the level and immediacy of the current self-harm/suicide risk; Undertake the necessary action required to promote safety; Facilitate and strengthen the individual’s links to further care; Provide on-going support once it is assessed that there is no imminent risk.

**Nominal Hours:** 150 Hours  
**Assessment:** As per accredited curriculum

### CHCSS5B IDENTIFY AND ADDRESS SPECIFIC CLIENT NEEDS
**Content:** Establish and maintain an appropriate relationship with clients; Extract and analyse information of client needs; Match services to client needs.

**Nominal Hours:** 15 Hours  
**Assessment:** As per accredited curriculum

### CHCSS6B ASSESS AND DELIVER SERVICES TO CLIENTS WITH COMPLEX NEEDS
**Content:** Assess and analyse client needs to ensure they can be met; Identify and provide for the delivery of services to meet client needs; Evaluate client service delivery.

**Nominal Hours:** 50 Hours  
**Assessment:** As per accredited curriculum

### CHCSS7A COORDINATE THE ASSESSMENT AND DELIVERY OF SERVICES TO CLIENTS WITH PARTICULAR NEEDS
**Content:** Ensuring the needs of existing and new clients continue to be met within complex or changing circumstances

**Nominal Hours:** 75 Hours  
**Assessment:** As per accredited curriculum
CHCCS7C CO-ORDINATE THE ASSESSMENT AND DELIVERY OF SERVICES TO CLIENTS WITH PARTICULAR NEEDS
Content: Identify program requirements for individual clients; Co-ordinate program delivery to ensure client needs are addressed; Co-ordinate the evaluation of client service delivery.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCCS8A PROVIDE FIRST POINT OF CONTACT
Content: Greet and observe client; Collect routine information from the client; Identify priority of need for service; Provide information to clients about the service and other relevant services.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCCS9A PROVIDE SUPPORT SERVICES TO CLIENTS
Content: Establish an appropriate working relationship with clients to assist them to identify their needs; Support clients to meet their needs; Promote preventative strategies; Review work with clients; Use self-protection strategies as required; Refer clients; Provide specialist services to clients.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCCS601A WORK WITHIN A STRUCTURED COUNSELLING PROCESS
Content: Establish the nature of the helping relationship; Confirm the appropriateness of the helping relationship.
Nominal Hours: 90 Hours
Assessment: video, written, reflection, presentation, role play

CHCCS602A FACILITATE THE COUNSELLING RELATIONSHIP
Content: Enable clients to identify concerns; Enable clients to work through concerns; Monitor the counselling process; Negotiate the counselling process to an end.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

CHCCS603A PROVIDE SUPPORT FOR CLIENTS IMPLEMENTING A COURSE OF ACTION
Content: Assist clients in clarifying their aims and requirements; Enable clients to decide on a course of action.
Nominal Hours: 120 Hours
Assessment: Journal, video, group presentation

CHCCS604A REFLECT AND IMPROVE UPON COUNSELLING SKILLS
Content: Reflect upon own counselling skills and practice; Ensure continuing self-support and supervision; Operate within an agreed ethical code of practice/ethics.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCCW13B WORK WITH CLIENTS INTENSIVELY
Content: This unit is designed to provide high quality case work, enlist specialist services; Establish transition processes.
Nominal Hours: 75 Hours
Assessment: Project based and practical assessment

CHCCW14A DESIGN AND SUPERVISE FAMILY INTERVENTION STRATEGIES
Content: This unit involves the design and supervision of a broad range of programs to meet the needs of families within a specific community.
Nominal Hours: 90 Hours
Assessment: Project based and practical assessment

CHCCW13B WORK WITH CLIENTS INTENSIVELY
Content: Provide high quality case work; Enlist specialist services; Establish transition processes.
Nominal Hours: 75 Hours
Assessment: Presentation, written reflection, written assignment

CHCCW14A DESIGN AND SUPERVISE FAMILY INTERVENTION STRATEGIES
Content: Guide the assessment of need of families in the community; Facilitate the implementation of relevant policies and directions; Design the delivery of an inclusive service; Supervise the quality of service delivery.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCDIS10B PROVIDE CARE AND SUPPORT
Content: Establish and maintain an appropriate relationship with people with disabilities; Provide appropriate support to people with disabilities; Assist in maintaining an environment that enables maximum independent living.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCDIS11B CO-ORDINATE DISABILITY WORK
Content: Demonstrate commitment to high quality services for people with disabilities; Support rights, interests and needs of people with disabilities; Develop and implement a framework for quality service delivery.
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum

CHCDIS12A PROVIDE CARE AND SUPPORT FOR STUDENTS WITH SEVERE PHYSICAL DISABILITIES
Content: Provide care and support for personal daily routines of students with severe disabilities; Develop and apply knowledge and skills related to safety and comfort needs of students with major movement impairments; Assist with prosthetic devices and aids used by students with severe disabilities.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum
CHCDIS14A SUPPORT STUDENTS WITH ADDITIONAL NEEDS IN THE CLASSROOM
Content: Work with others to support students with additional needs; Support individual students with additional needs; Assist with classroom programs to support students with additional needs; Contribute to learning opportunities.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCDIS15A PROVIDE BEHAVIOUR SUPPORT
Content: Follow daily lifestyle routines; Support people with disabilities to engage in their daily routine; Provide support to reduce inappropriate behaviours; Manage challenging behaviour.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCDIS15A PROVIDE BEHAVIOUR SUPPORT
Content: Demonstrates an understanding of the influence and purpose of behaviour; Assess problem behaviour; Develop multi-element support plans to meet individual needs; Utilises appropriate reactive strategies.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCDIS16A PROVIDE ADVANCED BEHAVIOUR SUPPORT
Content: This unit addresses the competencies required to understand the influence and purpose of behaviour, assess problem behaviour, develop multi-element support plans and utilise appropriate strategies to reduce inappropriate behaviour. The unit of competency CHCDIS15B Provide Behaviour support is a pre-requisite to this unit.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCDIS18A SUPPORT STUDENTS WITH SPECIAL NEEDS
Content: Develop and maintain knowledge and understanding of the area of special need; Work with others to support students with special need; Support individual students with special need; Assist with programs to support students with additional need; Contribute to learning opportunities.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCDIS1B ORIENTATION TO DISABILITY WORK
Content: Demonstrate an understanding of the delivery of quality services for people with disabilities; Respond to situations of risk or potential risk to people with disabilities.
Nominal Hours: 47-50 Hours
Assessment: As per accredited curriculum

CHCDIS1C ORIENTATION TO DISABILITY WORK
Content: Demonstrate an understanding of the delivery of quality services for people with disabilities; Demonstrate the capacity to support rights, interests and needs of people with disabilities; Respond to situations of risk or potential risk to people with disabilities.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience

CHCDIS2B MAINTAIN AN ENVIRONMENT DESIGNED TO EMPower PEOPLE WITH DISAbILITIES
Content: Work to enhance the independence and ‘self-determination’ of the person with a disability; Foster the independence of a person with a disability; Contribute to the development and review of policy and legislation related to disabilities and disability services; Recognise and accommodate the expressions of identity and sexuality of the person with a disability.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCDIS2C MAINTAIN AN ENVIRONMENT DESIGNED TO EMPower PEOPLE WITH DISAbILITIES
Content: This unit describes the knowledge and skills required by the worker to facilitate the empowerment of a people with a disability.
Nominal Hours: 90 hours
Assessment: As per accredited curriculum

CHCDIS3A PROVIDE SERVICES TO PEOPLE WITH DISAbILITIES
Content: This unit describes the competencies associated with responding to the physical, medicinal, health and safety, personal care and home maintenance requirements of people with disabilities. Clients will have differing support requirements and workers will manage physical contact, challenging behaviour and the use of equipment.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCDIS3C PROVIDE SERVICES TO PEOPLE WITH DISAbILITIES
Content: Assist the person with a disability to identify and meet their needs; Respond to changes in the needs of a person with a disability; Support or assist the person with a disability to meet their personal needs.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCDIS4B DESIGN PROCEDURES FOR SUPPORT
Content: Assess the person with a disability’s personal support requirements; Design individual personal support procedures; Implement individual personal support procedures.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCDIS5C CONTRIBUTE TO POSITIVE LEARNING
Content: Assess the learning ability and needs of a person with a disability; Implement skills development plan; Utilise incidental learning opportunities to enhance skills development.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCDIS6C PLAN AND IMPLEMENT COMMUNITY INTEGRATION
Content: Support the person with a disability to engage with a social network and the broader community; Work with the person with a disability and their family in the community integration process; Assist in minimising isolation for people with disabilities.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCDIS7B DESIGN AND ADAPT SURROUNDINGS TO GROUP REQUIREMENTS
Content: Assess locations; Design and/or use appropriate aids; Design new location to group requirements.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCDIS8B SUPPORT PEOPLE WITH DISABILITIES AS WORKERS
Content: Enhance people with disabilities safety at work; Monitor work performance.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCDIS9C MAXIMISE PARTICIPATION IN THE WORKFORCE FOR PEOPLE WITH A DISABILITY
Content: Prepare people with disabilities to work in open and supported employment; Match workplace/job and person with a disability; Assess skills and productivity for wages; Provide information on the industrial relations system as it related to the
employment of people with disabilities; Monitor employment opportunities
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCSS01A MANAGE SERVICES DELIVERY IN PURCHASER/PROVIDER RELATIONSHIP WITH GOVERNMENT
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCSS02A RESEARCH AND REPORT ON LABOUR MARKET INFORMATION
Content: Research labour market information. Analyse labour market information. Report on labour market information Apply knowledge of the labour market to management activities.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCF01C ENHANCE THE EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT OF CHILDREN
Content: Promote the child’s exploration and development of identity. Promote the child’s developing sense of competence.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCF01C STIMULATE CHILDREN’S DEVELOPMENT
Content: Create a stimulating, positive and developmentally appropriate environment to foster development, play and leisure. Actively guide and encourage children to undertake a variety of developmentally appropriate activities. Facilitate children’s play and leisure.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCF01C SUPPORT THE DEVELOPMENT OF CHILDREN IN THE SERVICE
Content: Support the development of children within the relevant age group; Support the physical development of children within the relevant age group; Support the social development of children within the relevant age group; Support the emotional and psychological development of children of the same age; Support the language development of children of the relevant age; Support the creative development of children of the relevant age; Support the cognitive development of children within the relevant age group.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCF02B PROMOTE THE ETHICAL UNDERSTANDINGS OF CHILDREN
Content: This unit applies to workers in childcare settings and refers to the role of workers in assisting and promoting the development of children’s ethical understandings.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCF02C FOSTER AND ENHANCE CHILDREN’S DEVELOPMENT
Content: Create opportunities for children to develop and practice a wide range of physical skills that develop independence and autonomy; Provide experiences that promote mutual support and cooperation and the value of diversity; Provide experiences aimed at developing self esteem, self concept; Interact appropriately with the child to foster development.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCF03C FOSTER AND ENHANCE CHILDREN’S SOCIAL, EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT
Content: Encourage children’s independence and autonomy; Foster children’s developing self-esteem and developing self-concept; Create opportunities and activities that encourage children to express their feelings, needs and ideas; Provide experiences for children to support and cooperate with each other; Provide opportunities for social interaction.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

CHCF04C PROVIDE EXPERIENCES WHICH FACILITATE CHILDREN’S EXPRESSIVE DEVELOPMENT
Content: This unit is an essential part of the delivery of childcare services and relates to developing and delivering programs that provide opportunities for children to develop and experiment with self-expression through visual arts experiences and through language and literature experiences.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CHCF04C USE MUSIC AS A MEDIUM TO ENHANCE CHILDREN’S EXPERIENCE AND DEVELOPMENT
Content: This unit is an essential part of the programming and delivery of child care services and aims to provide essential developmental experiences in music and movement.
Nominal Hours: 40 hours
Assessment: As per accredited curriculum

CHCF04B PROVIDE EXPERIENCES WHICH ENHANCE CHILDREN’S DEVELOPMENT AND LEARNING
Content: This unit relates to the development and delivery of programs that match children’s developmental stages and promotes a desire to learn and provides skills to do so through science, mathematics, technology and environmental experiences and through dramatic, imitative and imaginative play experiences.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CHGROUP02C SUPPORT GROUP ACTIVITIES
Content: Identify the purpose of the group; Establish relationship with the group; Organise resources for group activities.
Nominal Hours: 15-20 Hours
Assessment: In class assessment, role plays, case studies

CHGROUP03C PLAN AND CONDUCT GROUP ACTIVITIES
Content: Address resourcing issues for group activities; Co-ordinate a group planning process; Manage group processes including responding to conflict; Evaluate group activities
Nominal Hours: 50 Hours
Assessment: Oral presentation, in class discussion, written assignment

CHCHC01A WORK EFFECTIVELY IN A HOME AND COMMUNITY CARE ENVIRONMENT
Content: Operate within a home care environment and community settings; Work ethically; Demonstrate the importance of hygiene and infection control in a home care setting and community settings; Comply with policy and programs; Comply with duty of care implementation in home and community settings and worker roles; Cultural
and religious issues when working in home and community settings.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHC302 PROVIDE PERSONAL CARE
Content: Demonstrate an understanding of personal care; Recognise and report changes in an older person’s health and/or personal care needs; Support or assist the older person to meet their personal care needs; Demonstrate understanding of lifting/moving methods and aids and equipment.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHPROMA SHARE HEALTH INFORMATION
Content: Identify health information requirements; Develop health information in an appropriate context; Implement sharing of health information; Evaluation presentation of health information.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHPROM2 IMPLEMENT HEALTH PROMOTION AND COMMUNITY INTERVENTION
Content: A knowledge of key issues in preventative health care is applied; Work within the educational framework of health promotion.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHC10C ESTABLISH AND IMPLEMENT PLANS FOR DEVELOPING RESPONSIBLE BEHAVIOUR
Content: Identify and review behaviour causing concern; Establish and apply limits and guidelines for behaviour; Develop a plan to guide a particular child’s behaviour; Implement and monitor behaviour plan; Support children in learning about the decision making process.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHC11B IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES
Content: Support the development of inclusive policies; Demonstrate inclusive practices; Support the development of inclusive practices in the service; Support the development of inclusive resources; Promote respect for diversity among children.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHC12C PLAN THE INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS
Content: Identify children with additional needs; Develop a plan for inclusion; Implement strategies to meet the child’s additional needs; Consult with others about ongoing issues that arise; Monitor and review strategies.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHC1C INTERACT EFFECTIVELY WITH CHILDREN
Content: Communicate positively with children on an ongoing basis; Promote positive behaviour; Collaborate with children about their interests; Respect similarities and differences and encourage children to respect these differences; Support children in learning about the decision making process.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHC2B MANAGE COMPLEX BEHAVIOURAL SITUATIONS
Content: This unit describes the requirement for worker to manage complex behavioural situations.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHC2 COMMUNICATE WITH CHILDREN
Content: Communicate positively with children; Apply limits and guidelines for behaviour within service policies.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHC2B MAINTAIN ORGANISATION’S INFORMATION SYSTEMS
Content: Maintain accurate records; Handle organisational correspondence; Provide information as required.
Nominal Hours: 40 Hours
Assessment: In class assessment, research, on the job assessment, written assessments

CHC4A MANAGE THE ORGANISATION’S INFORMATION SYSTEMS
Content: Identify and address information requirements; Supervise day to day processes for collection, use, storage and dissemination of information; Establish and manage systems to record, store, process and distribute information; Support and supervise the development of information and educational resources.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHC4B MANAGE THE ORGANISATION’S INFORMATION SYSTEMS
Content: Identify and address information requirements; Supervise day to day processes for collection, use, storage and dissemination of information; Establish and manage systems to record, store, process and distribute information; Support and supervise the development of information and educational resources.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHC5A MANAGE STATUTORY AND ORGANISATION INFORMATION REQUIREMENTS
Content: Identify information requirements; Review options for systems to obtain information; Establish and manage systems to record and store information; Support and supervise the development of information and educational resources; Provide staff training.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHC5B MEET STATUTORY AND ORGANISATIONAL INFORMATION REQUIREMENTS
Content: Identify information requirements; Review options for systems to obtain information; Establish and manage systems to record and store information; Support and supervise the development of information and educational resources; Provide staff training.
Nominal Hours: 90 Hours
Assessment: Placement workbook

CHC6B MANAGE INFORMATION STRATEGICALLY
Content: Develop and implement strategies for collection, verification and use of information to achieve organisational objectives; Facilitate strategies for inter-agency information sharing and use; Monitor and upgrade organisation’s strategic management of information.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHC7B MEET INFORMATION NEEDS OF THE COMMUNITY
Content: Identify information requirements; Address information requirements.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum
**CHCINF8B COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS**

Content: Maintain accurate records; Contribute information to the development and implementation of the service delivery plan in accordance with role and responsibilities; Comply with the administration protocols of the organisation; Work within a legal and ethical framework to meet duty of care requirements.

Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**CHCINF8B COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS**

Content: Maintain accurate records; Contribute information to the development and implementation of the service delivery plan in accordance with role and responsibilities; Comply with the administration protocols of the organisation; Work within a legal and ethical framework to meet duty of care requirements.

Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**CHCLEG401A UTILISE LEGISLATION**

Content: Apply an understanding of relevant legislation; Identify and interpret relevant legislative provisions; Identify strategies in response to the client’s needs.

Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**CHCMCEL401A PLAN, CONDUCT AND REVIEW A MARRIAGE CEREMONY**

Content: Comply with legal obligations; Plan ceremony; Conduct ceremony; Review ceremony.

Nominal Hours: 160 Hours
Assessment: In class assessment, presentation, verbal and written discussion, research

**CHCMH1B ORIENTATION TO MENTAL HEALTH WORK**

Content: Work within the context of the mental health sector; Develop knowledge of the mental health sector; Demonstrate commitment to the central philosophies of the mental health sector; Work with people from culturally and linguistically diverse backgrounds.

Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**CHCMH7A PROVIDE, WITH CONSUMERS, SUPPORT AND INTERVENTIONS TO MEET THE NEEDS OF CARERS AND FAMILIES**

Content: Identify and address the needs of families and carers of consumer; Work with consumers and consumer networks to support needs of those with mental illness.

Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

**CHCMH8B PROVIDE INTERVENTIONS TO MEET THE NEEDS OF CONSUMERS WITH MENTAL HEALTH AND AOD ISSUES**

Content: Support consumers with a dual diagnosis; Identify, liaise with and support available services to address co-existing morbidity issues.

Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

**CHCNETIC PARTICIPATE IN NETWORKS**

Content: Identify and select appropriate networks; Make effective use of relevant networks.

Nominal Hours: 20 Hours
Assessment: In class assessment, verbal and written discussion, on the job assessment, case studies

**CHCNET2B MAINTAIN EFFECTIVE NETWORKS**

Content: Develop co-operative working relationships and strategic alliances with other organisations; Represent the organisation; Maintain networks.

Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**CHCNET3B DEVELOP NEW NETWORKS**

Content: Develop and maintain appropriate networks; Reflect social and cultural awareness in developing and maintaining networks.

Nominal Hours: 75 Hours
Assessment: Placement location process and workbook

**CHCNET4A WORK WITH OTHER SERVICES**

Content: Identify and maintain links with relevant services; Provide relevant information to services; Work with and support community services organisations to deliver appropriate services to people in need.

Nominal Hours: 70 Hours
Assessment: Roleplays, verbal or written discussion questions, progress report, reflective journal, research proposals, written assignment

**CHCOHS301A PARTICIPATE IN WORKPLACE SAFETY PROCEDURE**

Content: Identify hazards and assess risk; Follow procedures and strategies for risk control; Contribute to OHS in the workplace.

Nominal Hours: 30 Hours
Assessment: On the job assessment, in class assessment

**CHCOHS302A PARTICIPATE IN SAFETY PROCEDURES FOR DIRECT CARE WORK**

Content: Identify manual handling hazards, assess related risk and follow risk minimisation procedures; Identify sources of risks to personal safety, assess the level of risk and follow risk minimisation procedures; Identify sources of infection and apply industry accepted practice to minimise risk of infection to themselves, clients and others; Identify other hazards and assess risk; Follow procedures and strategies for risk control; Contribute to OHS in the workplace.

Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

**CHCOHS401A IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE**

Content: Explain OHS information for co-workers in team; Coach co-workers in team; Promote consultation and participation; Implement and monitor enterprise procedures for identifying hazards and risk; Maintain appropriate OHS records.

Nominal Hours: 50 Hours
Assessment: Written assignments, on the job assessment

**CHCOHS501A MANAGE WORKPLACE OHS MANAGEMENT SYSTEM**

Content: Establish and maintain participative arrangements for the management of OHS; Establish and maintain procedures for identifying hazards, assessing and controlling risk as well as dealing with hazardous events; Establish and maintain an OHS induction and training programs; Establish and maintain a system for OHS records.

Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**CHCOHS502A EVALUATE AND IMPROVE WORKPLACE OHS MANAGEMENT SYSTEM**

Content: This competency covers the ongoing evaluation and improvement of the OHS system within the area of managerial responsibility, in order to ensure that the workplace is, so far as is practicable, consistently safe and without risks to the health of employees.

Nominal Hours: 90 Hours
Assessment: As per accredited curriculum
CHCORG10A MANAGE ORGANISATIONAL CHANGE
Content: Ensure practices of the organisation are appropriate; Respond to change in the community; Initiate an implement organisational change within a planning framework.
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum

CHCORG10B MANAGE ORGANISATIONAL CHANGE
Content: Contribute to and promote effective work practices; Ensure practices of the organisation are appropriate; Respond to change in the community; Initiate and implement organisational change within a planning framework.
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum

CHCORG11B LEAD AND DEVELOP OTHERS
Content: Provide leadership, direction and guidance to the organisation; Maximise own performance outcomes; Manage effective work relationships; Manage and improve the performance of individuals; Support, participate and review group development; Support and develop managers.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCORG12B REVIEW ORGANISATIONAL EFFECTIVENESS
Content: Managing the continuous improvement of practices of the organisation.
Nominal Hours: 150 hours
Assessment: As per accredited curriculum

CHCORG13B MANAGE ORGANISATIONAL STRATEGIC AND BUSINESS PLANNING
Content: Undertaking ongoing strategic planning to assist in continual improvement of the service or organisation.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCORG14B MANAGE A SERVICE ORGANISATION
Content: Planning and monitoring the development direction and changes of a complex organisation, range of programs or major program area.
Nominal Hours: 90 hours
Assessment: As per accredited curriculum

CHCORG15B PROMOTE THE ORGANISATION
Content: Developing and implementing promotional strategies and activities to maximise organisational effectiveness.
Nominal Hours: 150 hours
Assessment: As per accredited curriculum

CHCORG16B MANAGE TRAINING
Content: Planning, developing and implementing training as a specialist activity to address individual skill levels to optimise organisational performance.
Nominal Hours: 150 hours
Assessment: As per accredited curriculum

CHCORG19B DEVELOP AND MAINTAIN THE QUALITY OF SERVICE OUTCOMES
Content: Evaluate outcomes for clients accessing the service; Plan and implement changes/strategies to improve outcomes; Ensure client service standards and codes of practice; Manage quality assurance processes.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCORG20B PROMOTE AND REPRESENT THE SERVICE
Content: Promote community awareness of the clients, their needs and their importance; Promote the service to increase its profile in the community; Represent the service; Respond to negative publicity and perceptions, as required.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCORG21B ACT AS A RESOURCE TO OTHER SERVICES
Content: This unit describes the requirement for worker to act as a resource to other services.
Nominal Hours: 90 hours
Assessment: As per accredited curriculum

CHCORG22B WORK WITH OTHERS
Content: This unit describes the requirement for worker to work with others.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum
CHCORG3B PARTICIPATE IN THE WORK ENVIRONMENT
Content: Contribute to the effective operation of the workgroup; Review and develop own work performance; Work co-operatively with others; Contribute to the development of policies, practices and structures of an organisation.
Nominal Hours: 20 Hours
Assessment: Written assessments, group assessment, in class assessment

CHCORG4A FOLLOW THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES
Content: Applying relevant occupational health and safety legislation and codes of practice, including duties and responsibilities for all parties under the general duty of care and capacity to render first aid as required.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCORG5B MAINTAIN AN EFFECTIVE WORK ENVIRONMENT
Content: Work to achieve identified outcomes; Establish and maintain appropriate work relationships; Facilitate operation of the workgroup; Review and develop own performance practices.
Nominal Hours: 90 Hours
Assessment: Written assignments, on the job assessment

CHCORG6B CO-ORDINATE THE WORK ENVIRONMENT
Content: Contribute to and promote effective work practices; Promote effective workplace relations; Facilitate work group activities; Develop and implement staffing processes as required; Advocate for workplace health and safety and fair employment practices.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCORG7A MANAGE WORKPLACE ISSUES
Content: Implementing appropriate people management processes and structures to maximise work outcomes.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCORG7B MANAGE WORKPLACE ISSUES
Content: Manage staff planning and recruitment; Manage work allocation; Evaluate workgroup effectiveness; Implement disciplinary and grievance procedures.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCORG8A ESTABLISH AND MANAGE NEW PROGRAMS AND SERVICES
Content: Establishing new programs or services, leading organisational restructure, and developing new structures and systems.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCORG8C ESTABLISH AND MANAGE NEW PROGRAMS OR SERVICES
Content: Complete strategic planning activities; Manage implementation of new program or service; Establish and manage organisational and operational arrangements; Undertake appropriate evaluation and reporting.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCORG9A MANAGE PROJECTS AND STRATEGIES
Content: Consider the need and scope for the project/strategy; Prepare a project plan; Identify and acquire resources to make implementation of project plan possible; Promote and advertise project/strategy; Manage implementation of project/strategy; Evaluate and report on project/strategy.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCORG9B MANAGE PROJECTS AND STRATEGIES
Content: Consider the need and scope for the project/strategy; Prepare a project plan; Identify and acquire resources to make implementation of project plan possible; Promote and advertise project/strategy; Manage implementation of project/strategy; Evaluate and report on project/strategy.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCP&R3A UNDERTAKE RESEARCH ACTIVITIES
Content: Review existing policies; Contribute to research for policy advice; Provide briefing materials on policy issues; Promote informed policy debate.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCP&R6A COORDINATE POLICY DEVELOPMENT
Content: Coordinating policy development processes including staff supervision monitoring existing organisation policies, managing policy evaluations, and providing policy advice.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCPOL2A CONTRIBUTE TO THE POLICY DEVELOPMENT
Content: Review existing policies; Contribute to research for policy advice; Provide briefing materials on policy issues; Promote informed policy debate.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCPOL3A UNDERTAKE RESEARCH ACTIVITIES
Content: Prepare a research plan; Implement appropriate research strategies; Organise and analyse information; Report the findings of the research.
Nominal Hours: 50 Hours
Assessment: Written assignments, research, in class assessment

CHCPOL4A DEVELOP AND IMPLEMENT POLICY
Content: Research and consult with others to develop policies; Test draft policies; Develop policy materials; Implement and review policies.
Nominal Hours: 70 Hours
Assessment: Role plans, case studies, verbal and written discussion, presentation, written assignments

CHCPOL5A MANAGE RESEARCH ACTIVITIES
Content: Initiate research efforts; Identify and acquire resources; Supervise research being undertaken; Interpret and act on analysis of research.
Nominal Hours: 75 Hours
Assessment: Project, placement workbook, class activities

CHCPOL6A CO-ORDINATE POLICY DEVELOPMENT
Content: Co-ordinate policy development; Monitor organisation policies; Provide policy advice.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCPOL7A MANAGE POLICY DEVELOPMENT
Content: Identify future directions in organisational services; Manage policy development; Advocate for appropriate policy development.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum
CHCPR10C DESIGN, IMPLEMENT AND EVALUATE PROGRAMS OF THE SERVICE
Content: Design and implement programs with all those involved; Design and implement programs to enhance development of children; Design and implement programs which are relevant to the cultural and social contexts of the children and their community; Develop appropriate settings and environments; Monitor and evaluate programs.
Nominal Hours: 170 Hours
Assessment: As per accredited curriculum

CHCPR13B FACILITATE THE DEVELOPMENT OF PROGRAMS FOR CHILDREN WITH ADDITIONAL NEEDS
Content: Plan required resources; Develop the program to meet the needs of the child; Maintain communication with those involved.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCPR1C DELIVER SERVICES/ ACTIVITIES TO STIMULATE CHILDREN’S DEVELOPMENT AND ENHANCE THEIR LEISURE
Content: Create a stimulating, positive and developmentally appropriate environment to foster development, play and leisure; Actively guide and encourage children to undertake a variety of developmentally appropriate activities; Facilitate children’s play and leisure.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCPR2C ARRANGE/ORGANISE EXPERIENCES WHICH FACILITATE AND ENHANCE CHILDREN’S DEVELOPMENT
Content: Establish an environment that can foster children’s development; Provide creative and challenging opportunities which stimulate learning and development of the child; Plan, implement and evaluate developmentally appropriate experiences for children; Encourage children’s involvement in experiences.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

CHCPR3C DEVELOP AN UNDERSTANDING OF CHILDREN’S INTERESTS AND DEVELOPMENTAL NEEDS
Content: Gather information about the child through observation; Gather information about the child from secondary sources; Record observations appropriately; Use observations and information collected to understand the child and contribute to program planning.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCPR9C DOCUMENT, INTERPRET AND USE INFORMATION ABOUT CHILDREN
Content: Gather and document detailed information about the child; Monitor children’s developmental progress and develop understanding of individual children; Use information from observations with others; Use information to plan the program; Design observation systems with others; Use information to plan the program; Use information to plan the program.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCPR14B DEVELOP PROTOCOLS FOR OPERATING WITHIN A STATUTORY ENVIRONMENT
Content: Promote standards for preparation of material and participating in statutory work. Provide consultancy to promote best practice within organisation.
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum

CHCPR3D MANAGE PROVISIONS OF OUT OF HOME CARE
Nominal Hours: 200 Hours
Assessment: As per accredited curriculum

CHCPR05C PROVIDE SUPERVISION IN THE COMMUNITY
Content: Promote cooperative behaviour; Liaise with client providers; Coordinate community programs; Fulfil legislative responsibilities.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCPR09C PROVIDE PRIMARY/ RESIDENTIAL CARE
Content: Outline terms of placement with client in care; Provide/mobilise domestic support; Provide for client education, support and development; Contribute to reintegration of client.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCM601A MANAGE AN ACCREDITATION PROCESS
Content: This unit describes the knowledge and skills required to facilitate the evaluation of an organisation against standards through an accreditation process.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CHCrf1B WORK IN PARTNERSHIP WITH FAMILIES TO CARE FOR THE CHILD
Content: Consult family members about the child, and the child’s needs; Reach agreement with family members about care practices; Provide opportunities for family members to participate in the service/program; Provide information to parents about incidents and develop care strategies together; Respond to a family member’s concerns about a child.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCrf1C WORK EFFECTIVELY WITH FAMILIES IN CARING FOR THE CHILD
Content: Establish a positive relationship with family members; Exchange information with family members about the child’s physical and emotional care needs; Respond to a family member’s concern about their child and reach agreement with family members about care practices.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

CHCrf21B PROMOTE EQUITY IN ACCESS TO THE SERVICE
Content: Monitor the use of the service Promote the service to all potential users. Develop strategies to enhance participation of under represented groups. Convey the eligibility criteria clearly. Decide on eligibility and priority for the service and communicate the decision effectively.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCrf22B PLAN CHILD CARE PROVISION WITH FAMILIES
Content: Explore the needs of the child and family with parents. Provide information about the service and discuss issues with parents. Develop parent’ confidence in the service. Review service provision with family members.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCrf23B RESPOND TO PROBLEMS AND COMPLAINTS ABOUT THE SERVICE
Content: Respond to a family member’s concerns about their child. Acknowledge and address grievances and complaints. Effect resolution of complaints. Develop service.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
CHCRF24B SUPPORT PARENTS IN THEIR PARENTING ROLE
Content: Develop a collaborative relationship with the parent/s. Provide information to parent/s. Listen to parent/s concerns or problems. Develop parent’s capabilities in caring for their children.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCRF2A PROVIDE INTERVENTION SUPPORT TO CHILDREN AND FAMILIES
Content: This unit describes the knowledge and skills required to work with families to identify issues that require early intervention for reducing risk and developing capacity for increased effectiveness as a family unit.
Nominal Hours: 70 hours
Assessment: As per accredited curriculum

CHCRH1A ORIENTATION TO WORK IN LEISURE AND HEALTH INDUSTRY
Content: Work within the context of the leisure and health sector; Develop knowledge of the leisure and health industry; Demonstrate a commitment to the central philosophies of the leisure and health sector; Operate within the policies and procedures of the leisure and health sector
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCRH2A LEISURE AND HEALTH PROGRAMMING
Content: Identify the leisure and health needs of the client or group; Prepare activity/program plan; Identify and obtain required resources; Promote activity/program; Deliver activity/program; Evaluate activity/program.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCRH3A DEVELOP LEISURE AND HEALTH PROGRAMS FOR CLIENTS WITH SPECIAL NEED
Content: Identify and assess the specific requirements of special needs clients in leisure and health programs; Promote the role of leisure and health programs in enhancing the well being of special needs client(s); Plan required resources; Create an environment which fosters participation of special needs client(s) in leisure and health program; Manage and develop strategies to meet the requirements of special needs client(s) participating in leisure and health programs.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCRH3B DEVELOP LEISURE AND RECREATION PROGRAMS FOR CLIENTS WITH SPECIAL NEED
Content: Identify and assess the specific requirements of special needs clients in leisure and health programs; Promote the role of leisure and health programs in enhancing the well being of special needs client(s); Plan required resources; Create an environment which fosters participation of special needs client(s) in leisure and health program; Manage and develop strategies to meet the requirements of special needs client(s) participating in leisure and health programs.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCRH4A CO-ORDINATE, IMPLEMENT AND MONITOR LEISURE AND HEALTH PROGRAMS
Content: Gather record detailed information about client(s); Facilitate the design of programs; Co-ordinate the implementation of programs; Monitor and evaluate program.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCRH5B CONDUCT A PROGRAM FOR CHILDREN AND YOUNG PEOPLE WITH SPECIAL NEEDS
Content: Plan and prepare a program/activity. Establish operational arrangements. Establish effective communication. Evaluate the effectiveness of the program.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCSD11B FACILITATE THE INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS
Content: Facilitate the development of a plan of inclusion Co-ordinate the implementation of the plan. Provide support to workers. Develop the confidence of child care workers in caring for children with additional needs.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCSD12B ACT AS A RESOURCE TO WORKERS
Content: This unit describes the requirement for worker to act as a resource to workers.
Nominal Hours: 40 hours
Assessment: As per accredited curriculum

CHCYTH10A WORK EFFECTIVELY WITH THE FAMILIES OF YOUNG PEOPLE
Content: Establish relationship with family members; Exchange information with family members about young persons needs and risks; Determine a mutual approach to addressing the needs of young people; Respond to families’ concerns about young persons.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCYTH1C WORK EFFECTIVELY WITH YOUNG PEOPLE
Content: Develop a professional rapport with young people; Address issues associated with the culture of young people; Recognise that youth culture is distinct.
Nominal Hours: 40 Hours
Assessment: Portfolio, written assignments, presentation, verbal and written discussion, case studies

CHCYTH2C PROVIDE CARE AND PROTECTION FOR YOUNG PEOPLE
Content: Identify the needs and risks of young people; Respond to the needs and risks of young people; Provide support to young people.
Nominal Hours: 60 Hours
Assessment: Written assignments, in class assessment, role plays, case studies, group assessment

CHCYTH3C SUPPORT YOUNG PEOPLE TO ADDRESS THEIR CIRCUMSTANCES
Content: Support young people to develop and use personal resources; Support young people to develop and use networks; Assist young people to monitor and evaluate strategies.
Nominal Hours: 30 Hours
Assessment: Written assignments, in class assessment, role plays, case studies, group assessment
CHCYTH4C SUPPORT YOUNG PEOPLE IN CRISIS
Content: This unit focuses on risk management strategies in crisis situation.
Nominal Hours: 40 hours
Assessment: As per accredited curriculum

CHCYTH5C SUPPORT YOUTH PROGRAMS
Content: Identify the activity/program required; Prepare activity/program plan; Deliver activity/program; Evaluate activity program.
Nominal Hours: 150 Hours
Assessment: Roleplays, verbal or written discussion questions, progress report, reflective journal, research proposals, written assignment

CHCYTH6C PROVIDE APPROPRIATE SERVICES FOR YOUNG PEOPLE
Content: Establish effective rapport with young people and families; Assess the needs and circumstances of young people; Facilitate goal setting and action planning; Provide targeted assistance and referral.
Nominal Hours: 150 Hours
Assessment: Written assignments, mock interviews, folio, role plays

CHCYTH7C RESPOND TO CRITICAL SITUATIONS
Content: Minimise the impact of critical incidents; Prevent escalation of violent behaviour; Secure the safety of clients.
Nominal Hours: 90 Hours
Assessment: In class assessment, role plays, case studies, group assessments, presentation

CHCYTH8B MANAGE SERVICE RESPONSE TO YOUNG PEOPLE IN CRISIS
Content: Implement a framework for preventing crisis situations; Support staff in responding to a crisis; Follow up crisis situations.
Nominal Hours: 150 Hours
Assessment: Portfolio, written assignments, group assignments, verbal and written discussion, case studies

CHCYTH9C DEVELOP AND IMPLEMENT PROCEDURES TO ENABLE YOUNG PEOPLE TO ADDRESS THEIR NEEDS
Content: This unit monitors and upgrades organisational approaches to young people with highly complex problems.
Nominal Hours: 150 hours
Assessment: As per accredited curriculum

FDFTCPK4A APPLY PRINCIPLES OF FOOD PACKAGING
Content: Identify characteristics of packaging suitable for use with food products.
Apply packaging knowledge in a production environment.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

HLTAH1A ASSIST WITH THE PROVISION OF AN ALLIED HEALTH THERAPY PROGRAM
Content: This unit describes the knowledge and skills required to assist an Allied Health professional in providing assistance in a therapy program relevant to that profession.
Work performed requires a range of well-developed skills where some discretion and judgement is required. Individuals will take responsibility for their own outputs and may participate in work teams. All tasks are carried out under the supervision of the Allied Health professional.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

HLTAMBAE1A ENABLE SAFE ACCESS AND EGRESS IN AN EMERGENCY
Content: This unit involves implementing procedures to enable safe access to a patient at the scene of a life-threatening incident and then safely removing the patient from the scene.
Nominal Hours: 10
Assessment: As per accredited curriculum

HLTAMBAE2A IMPLEMENT SPECIALIST ACCESS AND EGRESS PROCEDURES
Content: This unit involves implementing specialised procedures necessary to overcome major obstacles to safe access and egress at the scene of an incident.
Nominal Hours: 10
Assessment: As per accredited curriculum

HLTAMBAE3A FOLLOW PROCEDURES FOR ROUTINE SAFE EXTRICATION OF PATIENT
Content: This unit involves following procedures to ensure safe extrication of the patient under routine conditions.
Nominal Hours: 10
Assessment: As per accredited curriculum

HLTAMBAE403B FOLLOW PROCEDURES FOR ROUTINE SAFE REMOVAL OF CLIENT
Content: This unit involves following procedures to ensure safe removal of the client under routine conditions as part of ambulance work
Nominal Hours: 40 Hours
Assessment: This unit my be assessed by Scenarios, Workbook, Clinical experience

HLTAMBAE4A FOLLOW PROCEDURES FOR SAFE EXTRICATION OF PATIENT IN A LIFE THREATENING SITUATION
Content: This unit involves following procedures to ensure safe extrication of the patient at the scene of an incident that may be life threatening.
Nominal Hours: 10
Assessment: As per accredited curriculum

HLTAMBAE501B IMPLEMENT SAFE ACCESS AND EGRESS IN AN EMERGENCY
Content: This unit describes the skills and knowledge required to implement specialised procedures necessary to overcome major obstacles to safe access and egress at the scene of an incident.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTAMBASS01A CONDUCT CLINICAL ASSESSMENT
Content: This unit of competency describes the comprehensive knowledge and skills required to assess the physical health status of a client in the out of hospital setting.
Nominal Hours: 80 Hours
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTAMBCR2A DELIVER STANDARD PRE-HOSPITAL PATIENT CARE
Content: This unit involves delivering ‘standard’ patient care in the pre-hospital (or equivalent) environment by assessing the needs of the patient, planning and administering procedures, and monitoring the state of the patient
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

HLTAMBCR401A DELIVER BASIC CLINICAL CARE
Content: This unit describes the knowledge and skills required to deliver ‘basic’ client care in the out-of-hospital (or equivalent) environment by planning and administering procedures and monitoring the state of the client based on assessment of client needs
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test
HLTAMB502A DELIVER STANDARD CLINICAL CARE
Content: This unit of competency describes the knowledge and skills required to deliver ‘standard’ client care in the pre-hospital (or equivalent) environment by planning and administering procedures, and monitoring the state of the client based on assessment of the client needs.
Nominal Hours: 150 Hours
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTAMBSC1A COMMUNICATE WITHIN AN AMBULANCE ENVIRONMENT
Content: This unit covers the skills required to exercise effective communication skills within the Ambulance industry.
Nominal Hours: 10
Assessment: As per accredited curriculum

HLTAMBSC2A COMMUNICATE IN COMPLEX OR DIFFICULT SITUATION
Content: This Unit involves communication where there are special difficulties in conveying or receiving information in the context of providing ambulance services.
Nominal Hours: 10
Assessment: As per accredited curriculum

HLTAMB301B COMMUNICATE WITH CLIENTS AND COLLEAGUES TO SUPPORT HEALTH CARE
Content: This unit covers the skills required to exercise effective communication skills with clients and colleagues to support the delivery of client care services within the health industry.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by Scenarios, Workbooks, Clinical experience

HLTAMB402B COMMUNICATE IN COMPLEX OR DIFFICULT SITUATIONS
Content: This unit involves communication where there are special difficulties in conveying or receiving information in the context of providing health care services.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by Scenarios, Clinical experience, Written test

HLTAMBPD1A MANAGE PERSONAL STRESSORS IN THE WORK ENVIRONMENT
Content: This unit involves recognising stress in the work environment and developing a personal stress management plan. It also involves providing and receiving support from colleagues in the management of stress at work.
Nominal Hours: 10
Assessment: As per accredited curriculum

HLTAMBPD401B MANAGE PERSONAL STRESSORS IN THE WORK ENVIRONMENT
Content: This unit describes the skills and knowledge required to recognise stress in the work environment and develop a personal stress management plan.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by Scenarios, Workbook

HLTAMBSC1A MANAGE ROUTINE SCENE
Content: This unit involves the routine management of a non-emergency situation to ensure safety at the scene.
Nominal Hours: 10
Assessment: As per accredited curriculum

HLTAMBSC2A MANAGE SCENE OF SPECIAL EVENT
Content: This unit involves attending the scene of sporting or special events involving large numbers of people or special risks, and ensuring safety at the scene.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

HLTAMBSC3A MANAGE THE SCENE OF AN EMERGENCY
Content: This unit involves management of procedures involving patient care at the scene of an emergency.
Nominal Hours: 10
Assessment: As per accredited curriculum

HLTAMBSC401A MANAGE ROUTINE SCENE AND PROMOTE PUBLIC SAFETY
Content: This unit involves the routine management of a nonemergency situation to ensure safety at the scene and provision of information to support public awareness and addressing of public safety issues.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTAMBSC502B MANAGE THE SCENE OF A SPECIAL EVENT
Content: This unit describes the skills and knowledge required to attend the scene of sporting or special events involving large numbers of people or special risks, and ensuring safety at the scene.
Nominal Hours: 120 Hours
Assessment: This unit may be assessed by Scenarios, Workbook

HLTAMBSC503A CONTRIBUTE TO MANAGING THE SCENE OF AN EMERGENCY
Content: This unit involves management of procedures involving client care at the scene of an emergency.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by Scenarios, Workbooks, Clinical experience, Written test

HLTAMB1A TRANSPORT NON-EMERGENCY PATIENTS
Content: This unit involves the transport of non-emergency patients, checking the ambulance vehicle and equipment.
Nominal Hours: 10
Assessment: As per accredited curriculum

HLTAMB2A TRANSPORT EMERGENCY PATIENTS
Content: This unit involves transportation of patients and other appropriate personnel under emergency circumstances.
Nominal Hours: 10
Assessment: As per accredited curriculum

HLTAMB301A TRANSPORT NON-EMERGENCY CLIENTS UNDER OPERATIONAL CONDITIONS
Content: This unit describes the skills and knowledge required to prepare and drive vehicles safely to transport nonemergency clients, including checking the ambulance vehicle and equipment, remedying faults, communicating using associated equipment and techniques and loading and unloading clients safely.
Nominal Hours: 20 Hours
Assessment: This unit will be assessed by Practical driving component, Workbook

HLTAMB402B TRANSPORT EMERGENCY CLIENTS
Content: This unit describes the skills and knowledge required to transport clients and other appropriate personnel under emergency circumstances.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by Practical driving component, Workbook

HLTAP301A RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT
Content: This unit of competency describes the basic knowledge of anatomy and physiology required to recognise body systems and their components and to identify and refer alterations associated with the functioning of the human body in the context of health care work.
Nominal Hours: 70 Hours
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTA401A CONFIRM PHYSICAL HEALTH STATUS
Content: This unit of competency describes a detailed level of knowledge of anatomy and physiology required to confirm physical health status
Nominal Hours: 90 Hours
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTCSD4A SUPPORT THE CARE OF CLIENTS AND/OR PATIENT
Content: Establish and maintain an appropriate relationship with a patient/client; Provide assistance to meet patient/client needs as directed; Comply with established guidelines and procedures; Recognise and pass on significant information about patients/patients.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLTCSD5A ASSIST WITH CLIENT/PATIENT MOVEMENT
Content: 1BA
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLTCSD6A RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR
Content: Plan responses; Apply response; Report and review incidents.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLFA1A APPLY BASIC FIRST AID
Content: Assess the situation; Apply basic First Aid techniques; Communicate details of the incident.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

HLFA2A APPLY ADVANCED FIRST AID
Content: Assess the situation; Manage the casualty(s); Coordinate First Aid activities until arrival of medical assistance; Communicate essential incident details; Manage casualty in a remote and/or isolated area; Evaluate the incident.
Nominal Hours: 30 Hours
Assessment: In class assessment, written and practical test

HLFA301B APPLY FIRST AID
Content: This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.
Nominal Hours: 18 Hours
Assessment: This unit may be assessed by Scenarios, Workbook, Written test

HLFA3A MAINTAIN FIRST AID EQUIPMENT AND RESOURCES
Content: Maintain resources; Record and manage records.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLFA402B APPLY ADVANCED FIRST AID
Content: This unit deals with the provision of advanced first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance, and provision of support to other providers. This unit builds on HLFA301B: Apply first aid to include additional skills and use of a range of equipment.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by Scenarios, Workbook, Written test

HLFA4A MANAGE FIRST AID POLICY
Content: This unit encompasses the management of policy development and the implementation of effective systems for human and physical resources to ensure that First Aid can be provided in the workplace.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

HLTHIR301A COMMUNICATE AND WORK EFFECTIVELY IN HEALTH
Content: This unit of competency describes the skills and knowledge required to work effectively in a health setting with clients, staff, visitors, suppliers and others to meet established work requirements.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTHIR402B CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY
Content: This unit of competency describes the skills and knowledge required to work effectively in a health setting with clients, staff, visitors, suppliers and others to meet established work requirements.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLTHIR4A WORK EFFECTIVELY IN A CROSS CULTURAL CONTEXT WITH ABORIGINAL AND Torres Strait ISLANDER PEOPLE AND ORGANISATIONS
Content: Work practices in a cross cultural context are grounded in an awareness of one’s own culture and the cultural realities of others; Communication between Aboriginal and Torres Strait Islander people and non-Indigenous people is effective; Workplace and professional relationships are based on mutual respect, tolerance of diversity and a shared understanding of cultural safety; Effective partnerships are developed between non-Indigenous staff, Aboriginal and Torres Strait Islander people and their communities which facilitate accessibility, affordability, accountability, acceptability of appropriate healthcare and workplace service delivery.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLTN301A COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK
Content: This unit of competency describes the skills and knowledge required for workers to comply with infection control policies and procedures. All procedures must be carried out in accordance with current infection control guidelines, Australian and New Zealand Standards for maintaining infection control and the policies and procedures of the organisation. This unit acknowledges the importance of complying with an effective infection control strategy that ensures the safety of the client (or end-user of health-related products/services), maintains personal protection and prevents the transmission of infections from person to person. All tasks must be carried out in accordance with State or Territory legislative requirements that affect work practices of the organisation and/or worker.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLTMS5A PERFORM GENERAL HOUSEKEEPING DUTIES TO MAINTAIN CLEAN ENVIRONMENT
Content: Maxmise safety during cleaning; Maintain surface cleaning and finishes; Ensure sanitation; Manage waste.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum
HLTNA3A PLAN AND/OR MODIFY MEALS AND MENUS ACCORDING TO NUTRITION CARE PLANS
Content: Identify conditions requiring a nutrition care plan most commonly encountered by the client/patient group. Identify the special nutritional and dietary needs of client/patient groups. Develop or modify meals and menus to meet the special nutritional and dietary needs of client/patient groups. Plan meals to meet the nutritional needs of 'at risk' groups.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLTNA4A PLAN MEALS AND MENUS TO MEET CULTURAL AND RELIGIOUS NEEDS
Content: Select meals to meet food-related cultural and religious needs of client/patient groups. Develop menus to meet the cultural and religious needs of client/patient groups.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLTOH5200A PARTICIPATE IN OHS PROCESSES
Content: This unit specifies the workplace performance required for an entry level employee to participate in OHS processes in the workplace, in order to ensure their own health and safety at work, as well as that of others in the workplace who may be affected by their actions.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTOH5300A CONTRIBUTE TO OHS PROCESSES
Content: This unit specifies the workplace performance required by an employee to contribute to OHS processes where there is a responsibility for own work outputs and possibly limited responsibility for the work output of others.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTOH5456A IDENTIFY, ASSESS AND CONTROL OHS RISK IN OWN WORK
Content: This unit specifies the workplace performance required by a technician or specialist in addressing OHS risk, to ensure their own safety, as well as that of others who may be affected by their work.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by Scenarios, Workbook

ICAS4022A DETERMINE AND ACTION CLIENT COMPUTING PROBLEMS
Content: Determine client problem; Prioritise client problems; Refer problems where required; Carry out maintenance Prepare maintenance report; Confirm problem resolution.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

LGACOM501A DEVELOP AND ORGANISE PUBLIC EDUCATION PROGRAMS
Content: Determine requirements for provision of information to public; Determine appropriate medium to educate public; Provide education to public; Review and evaluate education; Maintain records of public education programs.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

LGACOM502A DEVISE AND CONDUCT COMMUNITY CONSULTATIONS
Content: Devise consultation strategies Conduct consultations; Record, analyse and report on results.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

LGACOM602A CO-ORDINATE AND FACILITATE A CHANGE PROCESS
Content: Establish need for change Plan change; Facilitate the implementation of change; Evaluate change programs.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PRXP01A DEVELOP A PROPERTY INVESTMENT STRATEGY
Content: This unit provides you with the tools required to develop a property investment strategy.
Nominal Hours: 70 Hours
Assessment: Project based and practical assessment

PRXP02A DETERMINE OPPORTUNITY AND RISK ASSOCIATED WITH PROPERTY INVESTMENT
Content: This unit gives you the tools to determine opportunity and risk associated with property investment.
Nominal Hours: 70 Hours
Assessment: Project based and practical assessment

PRXP04A DETERMINE OPPORTUNITY AND RISK ASSOCIATED WITH PROPERTY INVESTMENT
Content: This unit specifies the knowledge and skills required to undertake property investment feasibility for public / community housing.
Nominal Hours: 70 Hours
Assessment: Project based and practical assessment

PRXP03A UNDERTAKE A PROPERTY INVESTMENT FEASIBILITY STUDY
Content: This unit gives you the knowledge and skills required to undertake property investment feasibility for public / community housing.
Nominal Hours: 70 Hours
Assessment: Project based and practical assessment

PRXP05A MONITOR PERFORMANCE OF PROPERTY INVESTMENT
Content: This unit gives you the knowledge and skills required to monitor the performance of property investments within the public / community housing sector.
Nominal Hours: 50 Hours
Assessment: Project based and practical assessment

PRXP07A MONITOR PERFORMANCE OF PROPERTY INVESTMENT
Content: This unit gives you the knowledge and skills required to monitor the performance of property investments within the public / community housing sector.
Nominal Hours: 50 Hours
Assessment: Project based and practical assessment

PRXP08A DISPOSE OF PROPERTY
Content: This unit gives you the knowledge and skills required to dispose of property within the public / community housing sector.
Nominal Hours: 40 Hours
Assessment: Project based and practical assessment

PRXP14A PREPARE A PROJECT DESIGN BRIEF AND DOCUMENTATION
Content: Confirm user needs; Prepare a design brief; Prepare project documentation; Finalise costings; Evaluate and confirm feasibility.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PRXP15A APPOINT AND MANAGE A CONSULTANT PROJECT TEAM
Content: Establish the requirements for a project team; Determine contractual terms of appointment; Prepare consultants’ briefs; Monitor performance.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PRXP16A APPOINT PROJECT CONTRACTORS
Content: Confirm and sign off on construction documentation Prepare contract documentation; Select contractor; Negotiate contractor arrangements; Execute contract agreement.
PSPETHC501B PROMOTE THE VALUES AND ETHOS OF PUBLIC SERVICES
Content: Promote ethical standards; Assist staff to avoid conflicts of interest; Model and foster integrity of conduct.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

PSPETHC601B MAINTAIN AND ENHANCE CONFIDENCE IN THE PUBLIC SERVICE
Content: Provide ethical leadership; Balance competing interests; Establish and monitor processes and practices that encourage integrity.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

PSPGOV603B DEVELOP A TENDER SUBMISSION
Content: Identify opportunities to provide goods or services; Analyse tender requirements; Determine proposal methodology; Prepare estimate; Submit a tender; Review tender process.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

PSPLEGN501B PROMOTE THE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR
Content: Model and encourage compliance with legislative requirements; Monitor compliance with legislative requirements.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

PSPLEGN601B MANAGE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR
Content: Ensure legislative compliance; Interpret legislation relating to public sector work; Evaluate compliance outcomes.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PSPMGT605A MANAGE DIVERSITY
Content: This unit gives you the knowledge and skills required to manage diversity within the public / community housing sector.
Nominal Hours: 40 Hours
Assessment: Project based and practical assessment

PSPMNT605A MANAGE DIVERSITY
Content: This unit covers utilising diversity as productive resource to maximise business unit and/or organisational effectiveness.
Nominal Hours: 40 hours
Assessment: As per accredited curriculum

PSPMGT608B MANAGE RISK
Content: Establish the risk management context Plan for risk management; Manage risk; Evaluate the risk management plan.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PSPOHS401 IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS
Content: Implement and Monitor the Organisation’s Occupational Health and Safety Policies, Procedures and Programs
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

PUACOM005A FOSTER POSITIVE ORGANISATIONAL IMAGE IN THE COMMUNITY
Content: This unit covers the competency to enable effective two-way communication with the community, and to promote a positive public image.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

PUEAEM001A PROVIDE EMERGENCY CARE
Content: This unit covers the competency to provide emergency care pending the arrival of appropriately qualified personnel.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by Scenarios, Workbook

PUAOHS003A IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES
Content: This unit covers competency in implementing and monitoring occupational health and safety (OH&S) policies, procedures and programs in the workplace. The unit is based on the National Guidelines for Integrating Occupational Health and Safety Competencies into national industry competency standards.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

PUAVEH001A DRIVE VEHICLES UNDER OPERATIONAL CONDITIONS;
Content: This unit covers the competency to drive vehicles safely, including the systematic, safe and efficient control of all vehicles functions and effective management of hazardous situations under operational conditions.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

SRCRDD002A APPLY THE PRINCIPLES OF COMMUNITY DEVELOPMENT TO COMMUNITY RECREATION WORK
Content: This unit covers the skills and knowledge required to understand and apply the principles of community development in a community recreation work environment.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

SRCRDD007A DEVELOP RECREATION PROGRAMS
Content: Determine program parameters; Develop a recreation program plan; Implement the programs; Evaluate the program.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

SRCRRO002A RESPOND TO CLIENTS AT RISK
Content: This unit covers the skills and knowledge required to respond to clients at risk in a community recreation environment.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

SRCRRO008A INTERACT POSITIVELY WITH INFANTS, TODDLERS AND PARENTS IN A RECREATION ENVIRONMENT
Content: This unit covers the skills and knowledge to interact with infants, toddlers and their carers in a recreation environment.
Nominal Hours: 20 hours
Assessment: As per accredited curriculum

SRCRRO009A CONDUCT A RECREATION PROGRAM FOR OLDER PERSONS
Content: Prepare for a recreation program; Establish effective communication; Assist the older person to meet physical welfare and social needs through a recreation program.
Assessment: As per accredited curriculum

**SRCCRO010A CONDUCT A RECREATIONAL PROGRAM FOR PEOPLE WITH A DISABILITY**
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: 30 Hours
Assessment: As per accredited curriculum

**SRFFIT011A PROVIDE EXERCISE FOR FITNESS INDUSTRY CLIENTS WITH SPECIAL REQUIREMENTS**
Content: Provide Exercise for Fitness Industry Clients with Special Requirements
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**SRFFSP007A PLAN AND DELIVER EXERCISE FOR MODERATE RISK CLIENTS WITH CARDIO–RESPIRATORY CONSIDERATIONS**
Content: This unit has been developed for the Fitness Industry Training Package and provides the fitness specialist with skills, knowledge and attitudes required to plan and deliver exercise programs to moderate risk clients with cardio-respiratory considerations who present with no more than moderate risk of untoward event or exacerbation of impairment during exercise in conjunction with an allied health professional.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**SRFOAB002A FACILITATE ADVENTURE-BASED LEARNING ACTIVITIES**
Content: Knowledge and skills to independently plan and conduct adventure activities to facilitate learning. This unit deals specifically with the skills, knowledge and attitudes required to facilitate learning through adventure activities.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

**SRXEME002A PARTICIPATE IN THE CONTROL OF MINOR EMERGENCIES**
Content: This unit covers the knowledge and skills to deal with, or participate in the control of, emergencies which are not initially or potentially life threatening.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRXEME004A COORDINATE EMERGENCY RESPONSE**
Content: Coordinate response to emergency reports or signals; Anticipate the behaviour and characteristics of typical emergencies; Coordinate and apply operating instructions; Coordinate the rescue procedure; Coordinate, initiate and control evacuation; Coordinate operational procedures.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**SRXFAC004A PLAN AND PROVIDE SPORT AND RECREATIONAL SERVICES**
Content: This unit covers the knowledge and skills to determine the services required by clients and to plan, implement and evaluate the services, including programs and events.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

**SRXGOV001A PARTICIPATE AS A MEMBER OF AN EFFECTIVE BOARD OF AN ORGANISATION**
Content: Identify the core business and establish the strategic direction of the organisation; Follow legal requirements when carrying out Board duties; Work within the structure of the organisation; Monitor trends and changes in the industry; Monitor the organisation’s operations.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**SRXGOV002A UNDERTAKE THE ROLE OF AN INDIVIDUAL DIRECTOR OF AN ORGANISATION**
Content: Actions taken are in good faith and in the best interests of the organisation as a whole; Actions taken avoid a conflict of duty and interest; Actions taken are consistent with statutory imposed duties; Actions taken are consistent with statutory imposed duties; Due care and diligence are applied to all actions Comply with the organisation’s Director’s code of conduct document Actively participate in regular individual Director assessment.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

**SRXGOV003A UNDERTAKE THE ROLE OF A CHAIRPERSON AT A BOARD MEETING**
Content: Exhibit exemplary personal characteristics; Facilitate the establishment of an effective Board team; Arrange for the Board to deal with the right matters; Make sure that the Board considers each matter carefully; Insist that the Board reaches clear decisions; Ensure that the decisions are implemented properly; Act as a representative or spokesperson for the board.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

**SRXGOV004A WORK EFFECTIVELY WITH THE BOARD OF AN ORGANISATION**
Content: Identify the roles of governance and management; Facilitate the development of an effective board; Provide detailed information for the board to deal with the right matters; Ensure that board decisions are implemented properly; Ensure regular communication with the board.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

**SRXHRM001B MANAGE VOLUNTEERS**
Content: Research and document needs for volunteer involvement; Undertake volunteer recruitment; Maximise volunteer retention; Ensure a positive experience for volunteers.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**SRXIND002A DEVELOP AND IMPLEMENT A CAREER PATH**
Content: This unit covers the competencies required in developing and implementing a career path in the sport and recreation industry.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

**SRXOHS001A FOLLOWDEFINED OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURES RELATED TO THE WORK BEING UNDERTAKEN IN ORDER TO ENSURE OWN SAFETY AND THAT OF OTHERS IN THE WORKPLACE**
Content: This unit covers competency in applying general occupational health and safety requirements in the usual workplace environment. It describes generic Occupational Health and Safety competencies applicable for employees without managerial or supervisory responsibilities. This unit is equivalent to the generic Occupational Health and Safety Competency A.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum
**SRXORG002A WORK EFFECTIVELY IN A SPORT AND RECREATION ORGANISATION**

**Content:** This unit covers the competency needed to manage own work and work effectively with other personnel in the organisation. It does not include competency to work in a team.

**Nominal Hours:** 10 Hours

**Assessment:** As per accredited curriculum

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**VAK247 WORK ENVIRONMENT - PLANNING WORK TASKS**

**Prerequisite(s):** VAK949 Foundations of Law 1.

**Content:** This module provides participants with the knowledge, skills and experience required to plan and supervise the work of a work group.

**Nominal Hours:** 38 Hours

**Assessment:** As per accredited curriculum

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**VAK262 WORK ENVIRONMENT-SUPERVISION**

**Prerequisite(s):** VAK949 Foundations of Law 1.

**Content:** This module provides participants with the knowledge, skills and experience required to plan and supervise the work of a work group.

**Nominal Hours:** 38 Hours

**Assessment:** As per accredited curriculum

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**VAK327 FIELD PLACEMENT 3 - WORK ENVIRONMENT - STAFFING**

**Content:** This module will provide participants with the knowledge, skills and experience required to perform middle level management tasks of planning and organising work of a division or analogous management unit.

**Nominal Hours:** 38 Hours

**Assessment:** As per accredited curriculum

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**VAK602 FIELD PLACEMENT 4 - WORK ENVIRONMENT - PLANNING AND ORGANISING**

**Content:** This module will provide participants with the knowledge, skills, and experience required to perform the middle level management tasks related to staffing a host organisation.

**Nominal Hours:** 38 Hours

**Assessment:** As per accredited curriculum

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**VAL689 SOCIOLOGY**

**Content:** Theory and practice of community justice in terms of the dominant structures of Australian society regarding the nature and extent of inequality, and its manifestation in terms of class, gender, race and ethnicity.

**Nominal Hours:** 68 Hours

**Assessment:** A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

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**VBK280 LEGAL ASPECTS 1 FOR JUSTICE STUDIES**

**Content:** This module will provide students with a general introductory framework of Australian law including its law making bodies and various aspects of the law within which to critically examine the criminal justice system and develop legal research skills.

**Nominal Hours:** 75 Hours

**Assessment:** As per accredited curriculum

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**VBK281 LEGAL ASPECTS 2 FOR JUSTICE STUDIES**

**Content:** The purpose of this module is to enable students to develop a comprehensive understanding of the judicial system, procedures of conducting an investigation, case file management, preservation and recording of evidence, the law of evidence, presentation of evidence in a court of law and witness responsibilities, court procedure and etiquette.

**Nominal Hours:** 75 Hours

**Assessment:** As per accredited curriculum

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**VBK282 LEGAL ASPECTS 3 FOR JUSTICE STUDIES**

**Content:** This module will provide students with a general introductory framework of Australian law including its law making bodies and various aspects of the law within which to critically examine the criminal justice system and develop legal research skills.

**Nominal Hours:** 75 Hours

**Assessment:** As per accredited curriculum

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**VBK283 AUSTRALIAN CRIMINAL JUSTICE SYSTEM**

**Content:** The purpose of this module is to provide students with the knowledge and understanding of the relevant Criminal Justice functions of law enforcement systems, sentencing, correctional and court systems, within the framework of the Australian social environment. Students should also be familiar with recent changes in legislation, government policy interpretation and implementation and the introduction of privatization within the fields of the constituent subject.

**Nominal Hours:** 54 Hours

**Assessment:** As per accredited curriculum

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**VBK284 CRIMINOLOGY**

**Content:** To introduce students to the study of crime, substantive areas of offending behaviour, and the implications of criminological knowledge for policy formulation and crime prevention strategy.

**Nominal Hours:** 68 Hours

**Assessment:** As per accredited curriculum

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**VBK285 JUSTICE DELIVERY**

**Content:** The purpose of this module is to develop an understanding of the role and function and organisation of the departments and agencies, which comprise the justice delivery system. An emphasis will be placed on current issues relevant to community justice workers.

**Nominal Hours:** 54 Hours

**Assessment:** As per accredited curriculum

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**VBK286 JUVENILE JUSTICE**

**Content:** This module provides for an application of knowledge and skills regarding the law, procedures of institutions and structures involved within the juvenile justice system.

**Nominal Hours:** 54 Hours

**Assessment:** As per accredited curriculum

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**VBK287 CRIME PREVENTION**

**Content:** This module will enable students to develop a comprehensive knowledge of crime prevention strategies. It also aims to provide students with the ability to analyse techniques and theories used in early intervention and developmental approaches to crime prevention. A further module purpose is to enable students to evaluate, design and implement crime prevention strategies.

**Nominal Hours:** 54 Hours

**Assessment:** As per accredited curriculum

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**VBK288 SOCIAL RESEARCH AND ANALYSIS**

**Content:** On completion of this module, students will be familiar with concepts in quantitative and qualitative research and be able to carry out basic research and understand the role of research in community justice.

**Nominal Hours:** 54 Hours

**Assessment:** As per accredited curriculum

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**VKB289 APPLIED PSYCHOLOGY**

**Content:** The purpose of this module is to introduce students to the science of Psychology. On completion of this module, students will be able to apply knowledge of human behaviour provided by psychological research and study, in instances of those phenomena presented, to promote appropriate and effective interactions in the course of their work, including appropriate referral of people in crisis.

**Nominal Hours:** 68 Hours

**Assessment:** As per accredited curriculum
VBK290 CULTURAL DIVERSITY
Content: On completion of this module students will have gained a better awareness and understanding of the origins and nature of Australia’s multicultural society. By providing accurate information as well as opportunities for students to make contact with aboriginal and migrant individuals and services it seeks to dispel popular myths and develop attitudinal change and empathy in the participants.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

VBK291 JUSTICE COMMUNICATION
Content: The purpose of this module is to provide students with the necessary knowledge and skills to communicate effectively and to develop an understanding of the concepts and skills of mediation for managing conflict and resolving disputes in a justice environment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBK293 WORKPLACE PRACTICE
Content: The aim of the module is for students to acquire the skills, knowledge, attributes and professional practices that will contribute to the effective management of their workplace in the context of contemporary issues, and an environment of industrial change. This module provides competency-based training in the management of workplace practice in an environment of industrial change and award re-structuring, in a manner that will positively contribute to the effectiveness and efficiency of the organisation. As part of a suite of generic management skills this module is not designed for the industrial relations functional specialist but for first level line management.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

VBK294 ORGANISATIONAL PRINCIPLES AND PRACTICE 1
Content: The purpose of this module is to provide students with knowledge of the principles and practice of management in a justice environment and to develop the necessary knowledge, skills and strategies to deal effectively with the issues of management in a justice environment.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

VBK295 ORGANISATIONAL PRINCIPLES AND PRACTICE 2
Content: The purpose of this module is to assist students in the analysis and further understanding of the theories behind the principles and practice of management in a justice environment and to assist them to develop and apply their own style of management to deal effectively with the issues of management in the justice environment.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

VBK301 CORRECTIONAL SYSTEMS
Content: To provide a critical understanding of historical perspectives and current management principles and practices of correctional systems.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

VBK302 HUMAN RIGHTS
Content: Human Rights and Advocacy aims to provide students with the knowledge and skills to practice legal advocacy within a human rights and community justice framework.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

VBK304 CONTEMPORARY POLICING
Content: The purpose of this module is to provide the student with a general knowledge of the structure and function of policing and the role of police in a contemporary society.
Nominal Hours: 54 Hours
SCHOOL OF HOSPITALITY AND TOURISM

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

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

CERTIFICATE II IN TOURISM
Course Code: SIT20107

Campus Traineeship - Industry.

Career Opportunities
Office assistant for a small tour operator, documentation clerk for a tour wholesaler, receptionist and office assistant in a professional conference organiser, receptionist and office assistant in a retail travel agency, retail sales assistant in an attraction, museum attendant.

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

Course Objective
This qualification provides entry-level training for individuals wanting to be competent in a defined range of basic tourism technical skills. Work would be undertaken in an office environment where the planning of tourism products and services takes place, in the field where tourism products are delivered or a combination of both. The field includes any destination, local or regional area, tourist precinct, site, attraction or onboard form of transportation.

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

Course Duration
The course is a traineeship which consists of 12 months on the job training. This amounts to 152-335 nominal hours.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITXCOM001A</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>25</td>
</tr>
<tr>
<td>SITXCOM002A</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>SITTIND001A</td>
<td>DEVELOP AND UPDATE TOURISM.INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
<tr>
<td>SITXOHS001A</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>5</td>
</tr>
</tbody>
</table>

Elective Units of study
Students are offered the following elective units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITXCOM003A</td>
<td>DEAL WITH CONFLICT SITUATIONS</td>
<td>20</td>
</tr>
<tr>
<td>SITXCOM004A</td>
<td>COMMUNICATE ON THE TELEPHONE</td>
<td>5</td>
</tr>
<tr>
<td>SITXADM001A</td>
<td>PERFORM OFFICE PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>SITXADM003A</td>
<td>WRITE BUSINESS DOCUMENTS</td>
<td>25</td>
</tr>
<tr>
<td>SITXFIN001A</td>
<td>PROCESS FINANCIAL TRANSACTIONS</td>
<td>25</td>
</tr>
<tr>
<td>SITXCCS002A</td>
<td>PROVIDE QUALITY CUSTOMER SERVICE</td>
<td>40</td>
</tr>
<tr>
<td>SITTSL001A</td>
<td>OPERATE AN ONLINE INFORMATION SYSTEM</td>
<td>40</td>
</tr>
</tbody>
</table>

CERTIFICATE II IN HOSPITALITY
Course Code: SIT20207

Campus: Footscray Nicholson.

Course Objective
This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions requiring basic operational knowledge and limited practical skills in a defined context. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes and coffee shops. Individuals may work with some autonomy or in a team but usually under close supervision.

Scope of Delivery
This course is available in the following mode of delivery - Apprenticeship, Face to Face and Traineeship.

Entry Requirements
Entry for this course is admission via Direct Application to the School, or if delivered as an apprenticeship, it will be the employers choice.

Applications must be made directly to the School.

Course Duration
This course is available by Full Time, or Part Time mode, typically over a 6 month period.

Course Structure
To successfully complete this qualification, Students must successfully complete 6 core units and 6 elective units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITHIND001A</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
<tr>
<td>SITXCOM001A</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>25</td>
</tr>
<tr>
<td>SITXCOM002A</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>SITXOHS001A</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>5</td>
</tr>
<tr>
<td>SITXOHS002A</td>
<td>FOLLOW WORKPLACE HYGIENE PROCEDURES</td>
<td>15</td>
</tr>
<tr>
<td>SITTHAB020A</td>
<td>APPLY FOOD AND BEVERAGE SKILLS IN THE WORKPLACE</td>
<td>1</td>
</tr>
</tbody>
</table>

Elective Units of study
Students are offered the following elective units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITXFIN001A</td>
<td>PROCESS FINANCIAL TRANSACTIONS</td>
<td>25</td>
</tr>
</tbody>
</table>
CERTIFICATE II IN HOSPITALITY (KITCHEN OPERATIONS)
Course Code: SIT20307

Campus: Footscray Nicholson and Sunbury.

Career Opportunities
Entry level employment in a range of Kitchen functions.

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

Course Objectives
This qualification provides the skills and knowledge for an individual to be competent in a range of kitchen functions and activities that require the application of a limited range of practical skills in a defined context. Work would be undertaken in various hospitality enterprises where food is prepared and served, including restaurants, hotels, catering operations, clubs, pubs, cafes, cafeterias and coffee shops. Individuals may work with some autonomy or in a team but usually under close supervision.

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

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

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

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

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Core Units of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITHCCC001A</td>
<td>20</td>
<td>ORGANISE AND PREPARE FOOD</td>
</tr>
<tr>
<td>SITHCCC002A</td>
<td>6</td>
<td>PRESENT FOOD</td>
</tr>
<tr>
<td>SITHCCC003A</td>
<td>10</td>
<td>RECEIVE AND STORE KITCHEN SUPPLIES</td>
</tr>
<tr>
<td>SITHCCC004A</td>
<td>10</td>
<td>CLEAN AND MAINTAIN KITCHEN PREMISES</td>
</tr>
<tr>
<td>SITHCCC005A</td>
<td>45</td>
<td>USE BASIC METHODS OF COOKERY</td>
</tr>
<tr>
<td>SITHCCC027A</td>
<td>59</td>
<td>PREPARE, COOK AND SERVE FOOD FOR SERVICE</td>
</tr>
<tr>
<td>SITHIND001A</td>
<td>25</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
</tr>
<tr>
<td>SITXCMD001A</td>
<td>25</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
</tr>
<tr>
<td>SITXCMD002A</td>
<td>20</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
</tr>
<tr>
<td>SITXOHSS001A</td>
<td>5</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
</tr>
<tr>
<td>SITXOHSS002A</td>
<td>15</td>
<td>FOLLOW WORKPLACE HYGIENE PROCEDURES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Elective Units of study</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITHCCC001A</td>
<td>20</td>
<td>ORGANISE AND PREPARE FOOD</td>
</tr>
<tr>
<td>SITHCCC006A</td>
<td>25</td>
<td>PREPARE APPETISERS AND SALADS</td>
</tr>
<tr>
<td>SITHCCC007A</td>
<td>6</td>
<td>PREPARE SANDWICHES</td>
</tr>
<tr>
<td>SITHCCC008A</td>
<td>35</td>
<td>PREPARE STOCKS, SAUCES AND SOUPS</td>
</tr>
<tr>
<td>SITHCCC009A</td>
<td>45</td>
<td>PREPARE VEGETABLES, FRUIT, EGGS AND FARINACEOUS DISHES</td>
</tr>
<tr>
<td>SITHCCC013A</td>
<td>50</td>
<td>PREPARE HOT AND COLD DESSERTS</td>
</tr>
</tbody>
</table>

CERTIFICATE III IN TOURISM
Course Code: SIT30107

Campus Traineeship - Industry.

Career Opportunities
Guide and salesperson in an Indigenous cultural centre, cellar door salesperson and guide in a winery, attendant and guide in a museum, attendant in an attraction or theme park, senior ride operator in an attraction or theme park, operations consultant for a tour operator, reservation sales agent for a tour operator.

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

Course Objective
This qualification provides training at Certificate III level for individuals wanting to be competent in a range of well-developed tourism sales, operational and tour delivery skills. Work would be undertaken in an office environment where the planning of tourism products and services takes place, in the field where tourism products are delivered or a combination of both. The field includes any destination, local or regional area, tourist precinct, site, attraction or onboard form of transportation. The qualification reflects the role of skilled operators who apply a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.
Entry Requirements
Students are to be enrolled under the New Apprenticeship Scheme as a trainee. There are no formal entry requirements for this course. Applicants may be required to demonstrate to the satisfaction of the Head of School that they have achieved competency in the following units or equivalent.

Course Duration
This course is a Traineeship which consists of 12 months on the job work. This is equivalent to 237.590 nominal hours.

Course Structure
Core Units of Study
Students are to complete the following core units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITXCOM001A</td>
<td>25</td>
</tr>
<tr>
<td>SITXCOM002A</td>
<td>20</td>
</tr>
<tr>
<td>SITIND001A</td>
<td>25</td>
</tr>
<tr>
<td>SITXCCS001A</td>
<td>30</td>
</tr>
<tr>
<td>SITXH5001A</td>
<td>5</td>
</tr>
</tbody>
</table>

Elective Units of Study
Students are offered the following elective units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITXCOM003A</td>
<td>20</td>
</tr>
<tr>
<td>SITXCOM044A</td>
<td>5</td>
</tr>
<tr>
<td>SITXADM001A</td>
<td>20</td>
</tr>
<tr>
<td>BSBCM205A</td>
<td>30</td>
</tr>
<tr>
<td>SITXCCS002A</td>
<td>40</td>
</tr>
<tr>
<td>01</td>
<td>40</td>
</tr>
<tr>
<td>SITXSL001A</td>
<td>40</td>
</tr>
<tr>
<td>SITXSL002A</td>
<td>65</td>
</tr>
<tr>
<td>SITXSL005A</td>
<td>40</td>
</tr>
<tr>
<td>SITXSL006A</td>
<td>30</td>
</tr>
</tbody>
</table>

Certificate III in Tourism (Retail Travel Sales)

Course Code: SIT30207
Campus: Werribee.

Career Opportunities
Travel consultant, tour desk consultant, international travel consultant, leisure consultant, corporate leisure consultant, corporate consultant, international corporate consultant, online consultant, mobile travel consultant.

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

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

Course Objective
The course aims to provide skills and knowledge for an individual to be competent in a range of well-developed retail travel sales and operational skills. Work would be undertaken in a retail office or shopfront environment where the planning of customer’s travel and touring arrangements takes place.

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

Selection Procedures
Applicants must complete an application for admission through a TAFE Direct Admission form.

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

Course Structure
Core Units of Study
Students are to complete the following core units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITIND001A</td>
<td>25</td>
</tr>
<tr>
<td>SITSL001A</td>
<td>40</td>
</tr>
<tr>
<td>SITSL002A</td>
<td>65</td>
</tr>
<tr>
<td>SITSL004A</td>
<td>40</td>
</tr>
<tr>
<td>SITSL005A</td>
<td>35</td>
</tr>
<tr>
<td>SITSL006A</td>
<td>30</td>
</tr>
<tr>
<td>SITSL008A</td>
<td>20</td>
</tr>
<tr>
<td>SITSL010A</td>
<td>120</td>
</tr>
<tr>
<td>SITXADM001A</td>
<td>20</td>
</tr>
<tr>
<td>SITXCOM001A</td>
<td>25</td>
</tr>
<tr>
<td>SITXCOM002A</td>
<td>20</td>
</tr>
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<td>SITXH5001A</td>
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<tr>
<td>BSBCM205A</td>
<td>30</td>
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<tr>
<td>BSBCM306A</td>
<td>80</td>
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</tbody>
</table>
### Certificate III in Tourism (Guiding)

**Course Code:** SIT30507

**Campus Traineeship - Industry.**

**Career Opportunities**
Tour guide, site guide, winery guide, nature-based site guide.

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

**Course Objective**
This qualification provides training at Certificate III level for individuals wanting to be competent in a range of well-developed guiding skills. Work would be undertaken in the field where tourism products are delivered. The field includes any destination, local or regional area, tourist precinct, site or attraction. The qualification reflects the role of skilled operators who apply a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

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

**Course Duration**
The course is a traineeship which consists of 12 months on the job training. This amounts to 898 nominal hours.

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITXCOM001A</td>
<td>25</td>
</tr>
<tr>
<td>SITXCOM002A</td>
<td>20</td>
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<tr>
<td>SITXHOS003A</td>
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</tbody>
</table>

### Certificate III in Events

**Course Code:** SIT30607

**Campus Sunbury**

**Career Opportunities**
Event assistant, event administrative assistant, event operations assistant, event operative, conference assistant, exhibitions assistant.

**Scope of Delivery**
This course is offered fulltime and is a pre-requisite for entry into the Diploma of Events.

**Course Objective**
This qualification provides the skills and knowledge for an individual to be competent in an administrative or operational events support role. Event organisation and management takes place across the full spectrum of business and community activity. The qualification has particular relevance in the community, cultural, hospitality, sporting and tourism sectors.

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

**Course Duration**
This course is offered over 6 months on a full time basis.

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<td>25</td>
</tr>
<tr>
<td>SITXCOM002A</td>
<td>20</td>
</tr>
</tbody>
</table>
Certificate III in Hospitality (Commercial Cookery)

Course Code: SIT30807


Course Objective

This qualification provides the skills and knowledge for an individual to be competent as a qualified cook. Work would be undertaken in various hospitality enterprises where food is prepared and served, including restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team.

Scope of Delivery

This course is available in the following mode of delivery - Apprenticeship, Face to Face, Industry and Traineeship.

Entry Requirements

Entry for this course is admission via Direct Application to the School, or if delivered as an apprenticeship, it will be the employers choice. There may also be a written application and interview.

Applications must be made directly to the School.

Course Duration

This course is available by Full Time, over a 1 year period.

Course Structure

To successfully complete this qualification, Students must successfully complete 26 core units and 3 elective units. 2 of the electives must be chosen from the below, and the remaining elective unit may be chosen from any endorsed Training Package.

Unit Code   Hours

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITHCCC001A</td>
<td>ORGANISE AND PREPARE FOOD</td>
<td>20</td>
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<td>PRESENT FOOD</td>
<td>6</td>
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<td>SITHCCC003A</td>
<td>RECEIVE AND STORE KITCHEN SUPPLIES</td>
<td>10</td>
</tr>
<tr>
<td>SITHCCC004A</td>
<td>CLEAN AND MAINTAIN KITCHEN PREMISES</td>
<td>10</td>
</tr>
<tr>
<td>SITHCCC005A</td>
<td>USE BASIC METHODS OF COOKERY</td>
<td>45</td>
</tr>
<tr>
<td>SITHCCC006A</td>
<td>PREPARE APPETISERS AND SALADS</td>
<td>25</td>
</tr>
<tr>
<td>SITHCCC008A</td>
<td>PREPARE STOCKS, SAUCES AND SOUPS</td>
<td>35</td>
</tr>
<tr>
<td>SITHCCC009A</td>
<td>PREPARE VEGETABLES, FRUIT, EGGS AND FARINACEOUS DISHES</td>
<td>45</td>
</tr>
<tr>
<td>SITHCCC010A</td>
<td>SELECT, PREPARE AND COOK POULTRY</td>
<td>25</td>
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<tr>
<td>SITHCCC011A</td>
<td>SELECT, PREPARE AND COOK SEAFOOD</td>
<td>30</td>
</tr>
<tr>
<td>SITHCCC012A</td>
<td>SELECT, PREPARE AND COOK MEAT</td>
<td>50</td>
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<tr>
<td>SITHCCC013A</td>
<td>PREPARE HOT AND COLD DESSERTS</td>
<td>50</td>
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<td>SITHCCC014A</td>
<td>PREPARE PASTRIES, CAKES AND YEAST GOODS</td>
<td>40</td>
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<td>DEVELOP COST EFFECTIVE MENUS</td>
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<td>SITHCCC027A</td>
<td>PREPARE, COOK AND SERVE FOOD FOR SERVICE</td>
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<td>PREPARE, COOK AND SERVE FOOD FOR MENUS</td>
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<td>PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS</td>
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<td>SITHIND001A</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
<td>25</td>
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<tr>
<td>SITXCOM001A</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>25</td>
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<tr>
<td>SITXCOM002A</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
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<tr>
<td>SITXCOM003A</td>
<td>DEAL WITH CONFLICT SITUATIONS</td>
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<tr>
<td>SITXFSA001A</td>
<td>IMPLEMENT FOOD SAFETY PROCEDURES</td>
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<tr>
<td>SITXRM001A</td>
<td>COACH OTHERS IN JOB SKILLS</td>
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<td>SITHHS001A</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
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<td>FOLLOW WORKPLACE HYGIENE PROCEDURES</td>
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<td>APPLY FIRST AID</td>
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Elective Units of Study

<table>
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<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>SITHCC006A</td>
<td>PREPARE SANDWICHES</td>
<td>6</td>
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<tr>
<td>SITHCC020A</td>
<td>PREPARE PORTION-CONTROLLED MEAT CUTS</td>
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<tr>
<td>SITHCC019A</td>
<td>PLAN, PREPARE AND DISPLAY A BUFFET</td>
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</tr>
<tr>
<td>SITHCC015A</td>
<td>PLAN AND PREPARE FOOD FOR BUFFETS</td>
<td>25</td>
</tr>
<tr>
<td>SITHCC040A</td>
<td>DESIGN MENUS TO MEET MARKET NEEDS</td>
<td>30</td>
</tr>
<tr>
<td>SITHCC021A</td>
<td>HANDLE AND SERVE CHEESE</td>
<td>5</td>
</tr>
</tbody>
</table>
CERTIFICATE IV IN TOURISM (I)
Course Code: SIT40207
Campus: Werribee.
Career Opportunities
Senior operations coordinator, operations supervisor, assistant manager – tour operations, reservations sales or call centre supervisor, senior or supervisory retail consultant, corporate or leisure.

Scope of Delivery
The normal delivery mode for this program is on a full-time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.
Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 36 weeks over 12 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objective
This qualification provides training at Certificate IV level for individuals wanting to acquire the skills and knowledge to be competent in a broad range of highly-developed technical tourism sales and marketing, operational or tour delivery skills. The qualification allows for multi-skilling or for specialisation in a limited range of skills that specifically relate to either tourism operations or marketing coordination.

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

Selection Procedures
Application for admission is either through VTAC or TAFE Direct Admission form depending on the intake (check with the School for the most appropriate method for the intake and time of the year) Contact the School to find the date relevant for the intake that you are applying for.

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

Course Structure
Unit Code   Hours
Core Units of Study
SITXADM001A PERFORM OFFICE PROCEDURES 20
SITXADM003A WRITE BUSINESS DOCUMENTS 25
SITXCMM001A WORK WITH COLLEAGUES AND CUSTOMERS 25
SITXCMM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
SITTIND001A DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE 25
BSBCAN205A USE BUSINESS TECHNOLOGY 30
BSBCAN306A PRODUCE BUSINESS DOCUMENTS 80
SITXCMM033A DEAL WITH CONFLICT SITUATIONS 20
SITXHRM001A COACH OTHERS IN JOB SKILLS 20
SITXHRM005A LEAD AND MANAGE PEOPLE 60
SITXMGT001A MONITOR WORK OPERATIONS 20
SITXHRO044A IMPLEMENT AND MONITOR WORKPLACE HEALTH, SAFETY AND SECURITY PRACTICES 30
Elective Units of study
SITTSSL003A SOURCE AND PROVIDE INTERNATIONAL DESTINATION INFORMATION AND ADVICE 45
SITTTSL013A CONSTRUCT NORMAL INTERNATIONAL AIRFARES 40
SITTTSL014A CONSTRUCT PROMOTIONAL INTERNATIONAL AIRFARES 40
SITTTSL016A ADMINISTER BILLING AND SETTLEMENT PLAN 20
SITTTSL012A CONSTRUCT DOMESTIC AIRFARES 35
SITTTSL022A ACCESS AND INTERPRET PRODUCT INFORMATION 65
SITTTSL004A SOURCE AND PROVIDE AUSTRALIAN DESTINATION INFORMATION AND ADVICE 40
SITTTSL005A SELL TOURISM PRODUCTS AND SERVICES 35
SITTTSL006A PREPARE QUOTATIONS 30
SITTTSL008A BOOK AND COORDINATE SUPPLIER SERVICES 20
SITTTSL009A PROCESS TRAVEL-RELATED DOCUMENTATION 25
SITTTSL010A CONTROL RESERVATIONS OR OPERATIONS USING A COMPUTERISED SYSTEM 120
SITXADM004A PLAN AND MANAGE MEETINGS 20

CERTIFICATE IV IN HOSPITALITY
Course Code: SIT40307
Career Opportunities
This qualification provides the skills and knowledge for an individual to be competent in skilled operations and team leading or supervision. Work would be undertaken in various hospitality settings such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops.

Scope of Delivery
This course is available in the following mode of delivery - Face to Face, Industry and Traineeship.

Entry Requirements
Entry for this course is admission via Direct Application to the School, or if delivered as a traineeship, it will be the employers choice. There may also be an interview.
Applications must be made directly to the School.

Course Duration
This course is available by Full Time, over a 1 year period.
Course Structure
To successfully complete this qualification, Students must successfully complete 14 core units and 12 elective units.

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<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
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<td>SITHIND003A</td>
<td>PROVIDE AND COORDINATE HOSPITALITY SERVICE</td>
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<td>SITXCCS002A</td>
<td>PROVIDE QUALITY CUSTOMER SERVICE</td>
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</tr>
<tr>
<td>SITXCOM001A</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>25</td>
</tr>
<tr>
<td>SITXCOM002A</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>SITXCOM003A</td>
<td>DEAL WITH CONFLICT SITUATIONS</td>
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<tr>
<td>SITXFNM003A</td>
<td>INTERPRET FINANCIAL INFORMATION</td>
<td>60</td>
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<tr>
<td>SITXHRM001A</td>
<td>COACH OTHERS IN JOB SKILLS</td>
<td>20</td>
</tr>
<tr>
<td>SITXHRM005A</td>
<td>LEAD AND MANAGE PEOPLE</td>
<td>60</td>
</tr>
<tr>
<td>SITXINV001A</td>
<td>RECEIVE AND STORE STOCK</td>
<td>10</td>
</tr>
<tr>
<td>SITXINV002A</td>
<td>CONTROL AND ORDER STOCK</td>
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<td>SITXANGT001A</td>
<td>MONITOR WORK OPERATIONS</td>
<td>20</td>
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<td>SITXHIS001A</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>5</td>
</tr>
<tr>
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<td>FOLLOW WORKPLACE HYGIENE PROCEDURES</td>
<td>15</td>
</tr>
<tr>
<td>SITXHIS004A</td>
<td>IMPLEMENT AND MONITOR WORKPLACE HEALTH, SAFETY AND SECURITY PRACTICES</td>
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<table>
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<tr>
<th>Unit Code</th>
<th>Elective Units of study</th>
<th>Hours</th>
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<tbody>
<tr>
<td>SITHFAB001A</td>
<td>CLEAN AND TIDY BAR AREAS</td>
<td>10</td>
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<tr>
<td>SITHFAB002A</td>
<td>OPERATE A BAR</td>
<td>30</td>
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<tr>
<td>SITHFAB003A</td>
<td>SERVE FOOD AND BEVERAGE TO CUSTOMERS</td>
<td>80</td>
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<tr>
<td>SITHFAB009A</td>
<td>PROVIDE RESPONSIBLE SERVICE OF ALCOHOL</td>
<td>10</td>
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<td>SITHFAB010A</td>
<td>PREPARE AND SERVE NON ALCOHOLIC BEVERAGES</td>
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<tr>
<td>BSBLED101A</td>
<td>PLAN SKILLS DEVELOPMENT</td>
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<tr>
<td>BSBWOR204A</td>
<td>USE BUSINESS TECHNOLOGY</td>
<td>20</td>
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<td>APPLY FIRST AID</td>
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<tr>
<td>SITHFAB011A</td>
<td>DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE</td>
<td>50</td>
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<tr>
<td>SITHFAB012A</td>
<td>PREPARE AND SERVE ESPRESSO COFFEE</td>
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<td>SIRXCS001A</td>
<td>SELL PRODUCTS AND SERVICES</td>
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<tr>
<td>SITXFNM001A</td>
<td>PROCESS FINANCIAL TRANSACTIONS</td>
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<td>SITHFAB008A</td>
<td>PROVIDE ROOM SERVICE</td>
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<tr>
<td>SITHACCS004A</td>
<td>PROVIDE HOUSEKEEPING SERVICES TO GUESTS</td>
<td>10</td>
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<tr>
<td>SITXEVY005A</td>
<td>ORGANISE IN HOUSE EVENTS OR FUNCTIONS</td>
<td>40</td>
</tr>
<tr>
<td>SITHCSC007A</td>
<td>PREPARE SANDWICHES</td>
<td>6</td>
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<td>SITHCSC001A</td>
<td>ORGANISE AND PREPARE FOOD</td>
<td>20</td>
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<td>PREPARE AND SERVE COCKTAILS</td>
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<td>SITHFAB005A</td>
<td>PROVIDE TABLE SERVICE OF ALCOHOLIC BEVERAGES</td>
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<td>PROVIDE FOOD AND BEVERAGE SERVICE</td>
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<td>SITHIND001A</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
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</table>

DIPLOMA OF TOURISM
Course Code: SIT50107

Campus: Werribee.

Career Opportunities
Retail agency manager/branch manager, operations manager, visitor information centre manager.

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

Course Objectives
The course aims to provide training at Diploma level for individuals wanting to acquire the skills and knowledge to be competent in a broad range of managerial skills in tourism operations, marketing and product development, underpinned by a range of operational competencies chosen as electives. The qualification allows for multi-skilling or for specialisation in a limited range of skills that specifically relate to operations management or marketing and product development.

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

Selection Procedures
Application for admission is either through a TAFE Direct Admission form or VTAC. Contact the School to find the date relevant for the intake that you are applying.

Course Duration
The course is offered over 18 months on a full-time basis.
## FACULTY OF WORKFORCE DEVELOPMENT

### Core Units of Study

<table>
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<th>Unit Code</th>
<th>Hours</th>
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<td>SITXGTO006A</td>
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<td>SITXGTO01A</td>
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### Elective Units of Study

<table>
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<tr>
<th>Unit Code</th>
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### Diploma of Events (I)

**Course Code:** SIT50207

**Campus:** Sunbury

**Career Opportunities**
Event Co-ordinator, Venue Co-ordinator, Conference Co-ordinator, Exhibitions Co-ordinator.

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

**Course Objective**
This qualification provides the skills and knowledge for an individual to be competent in a broad range of event management skills, including significant communication, planning and organisational skills. This is underpinned by a detailed knowledge of the event management process. Event organisation and management takes place across the full spectrum of business and community activity. The qualification has particular relevance in the community, cultural, hospitality, sporting and tourism sectors. Work would be undertaken in both an office environment where event planning and organisation takes place, and at an event site.

**Entry Requirements**
To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of School that they possess the necessary skills and knowledge to undertake formal study.

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

**Selection Procedures**
Application for admission is either through a TAFE Direct Admission form or VTAC depending on the intake (check with the School for the most appropriate method for the intake and time of year). Contact the School to find the date relevant for the intake that you are applying for.

**Pre-requisite Entry Requirements**
There are two alternative pathways for entry into the Diploma of Events. The candidate must either:
1. Have achieved a Certificate III qualification in an events-related area. Certificate III qualifications which are particularly relevant include those in the areas of business, entertainment, hospitality, museums and libraries, music, sport and recreation, tourism.

or
2. Have paid or voluntary employment experience at an operational, coordination or management level in an events-related field. A current or previous job role that involves or has involved the application of skills and knowledge relevant to the staging and management of functions and events would be appropriate. As a minimum, employment experience must reflect the breadth, depth and complexity of a qualification at Certificate III level, as defined in the AQF guidelines.

**Course Duration**
This course is 1 year full-time.

**Course Structure**

### Unit Code Hours

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITXADM004A PLAN AND MANAGE MEETINGS</td>
<td>20</td>
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<tr>
<td>SITXCCS003A MANAGE QUALITY CUSTOMER SERVICE</td>
<td>30</td>
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<tr>
<td>SITXEVT001A DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
<tr>
<td>SITXEVT010A EVALUATE AND ADDRESS EVENT REGULATORY REQUIREMENTS</td>
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<tr>
<td>SITXEVT010A EVALUATE AND ADDRESS EVENT REGULATORY REQUIREMENTS</td>
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<tr>
<td>SITXEVT012A SELECT EVENT VENUES AND SITES</td>
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</tbody>
</table>
DIPLOMA OF HOSPITALITY

Course Code: SIT50307

Campus: Footscray Nicholson and Industry based.

Course Objective
This qualification provides the skills and knowledge for an individual to be competent as a manager in any hospitality functional area. This individual would possess a sound theoretical knowledge base and be able to use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of their team. Work would be undertaken in various hospitality settings, such as restaurants, hotels, catering operations, motels, clubs, pubs, cafes and coffee shops.

Scope of Delivery
This course is available in the following mode of delivery - Face to Face, Industry and Apprenticeship.

Entry Requirements
Entry for this course is admission via Direct Application or VTAC to the School, or if delivered as an Apprenticeship, it will be the employers choice. There may also be an interview and written application. Applications must be made directly to the School.

Course Duration
This course is available by Full Time, over a 1.5 year period.

Course Structure
To successfully complete this qualification, Students must successfully complete 23 core units and 16 elective units. A minimum of 13 elective units must be selected from the list for this qualification in the SIT07 Training Package, the remaining 3 elective units may be selected from any endorsed Training Package and a maximum of 1 Language other than English unit may be counted as an elective within this qualification.

Unit Code Hours

Core Units of Study
SITXCCS003A MANAGE QUALITY CUSTOMER SERVICE 30
SITXFIN004A MANAGE FINANCES WITHIN A BUDGET 30
SITXFIN005A PREPARE AND MONITOR BUDGETS 30
SITXGLC001A DEVELOP AND UPDATE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE 80
SITXHRM003A ROSTER STAFF 30
SITXHRM007A MANAGE WORKPLACE DIVERSITY 60
SITXGMT002A DEVELOP AND IMPLEMENT OPERATIONAL PLANS 50
SITXGMT006A ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS 60
SITHIND005A ESTABLISH AND MAINTAIN AN OHS SYSTEM 30
SITHHND002A PROVIDE AND COORDINATE HOSPITALITY SERVICE 0
SITXCCS002A PROVIDE CUSTOMER SERVICE 40
SITXCM001A WORK WITH COLLEAGUES AND CUSTOMERS 25
SITXCM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
SITXCM003A DEAL WITH CONFLICT SITUATIONS 20
SITXFIN003A INTERPRET FINANCIAL INFORMATION 60
SITXHRM001A COACH OTHERS IN JOB SKILLS 20
SITXHRM005A LEAD AND MANAGE PEOPLE 60
SITXINV001A RECEIVE AND STORE STOCK 10
SITXINV002A CONTROL AND ORDER STOCK 25
SITXGMT001A MONITOR WORK OPERATIONS 20
SITHINDS001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 5
SITHINDS002A FOLLOW WORKPLACE HYGIENE PROCEDURES 15
SITHINDS004A IMPLEMENT AND MONITOR WORKPLACE HEALTH, SAFETY AND SECURITY PRACTICES 30

Elective Units of study
SITXMPR004A COORDINATE MARKETING ACTIVITIES 30
SITXADM004A PLAN AND MANAGE MEETINGS 20
SITHCCD038A PLAN CATERING FOR AN EVENT OR FUNCTION 36
Unit Code                      Hours
SITHIND001A DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE      25
SITHFAB001A CLEAN AND TIDY BAR AREAS                             10
SITHFAB002A OPERATE A BAR                                        30
SITHFAB003A SERVE FOOD AND BEVERAGE TO CUSTOMERS                 80
SITHFAB009A PROVIDE RESPONSIBLE SERVICE OF ALCOHOL               10
SITHFAB010A PREPARE AND SERVE NON-ALCOHOLIC BEVERAGES            15
BSBLED101A PLAN SKILLS DEVELOPMENT                              20
BSW02R204A USE BUSINESS TECHNOLOGY                              20
HLTFA301B APPLY FIRST AID                                       18
SITHFAB011A DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE       50
SITHFAB012A PREPARE AND SERVE ESPRESSO COFFEE                    30
SITXLS001A SELL PRODUCTS AND SERVICES                           20
SITXFIN001A PROCESS FINANCIAL TRANSACTIONS                       25
SITHFAB008A PROVIDE ROOM SERVICE                                 15
SITHACS004A PROVIDE HOUSEKEEPING SERVICES TO GUESTS              10
SITXFD005A ORGANISE IN HOUSE EVENTS OR FUNCTIONS                 40
SITHFAB015A PREPARE AND SERVE COCKTAILS                         20
SITHFAB005A PROVIDE TABLE SERVICE OF ALCOHOLIC BEVERAGES         50
SITHFAB004A PROVIDE FOOD AND BEVERAGE SERVICE                    110
SITHFAB009A PROVIDE RESPONSIBLE SERVICE OF ALCOHOL               10
SITHFAB010A PREPARE AND SERVE NON-ALCOHOLIC BEVERAGES            15
BSBLED101A PLAN SKILLS DEVELOPMENT                              20
BSW02R204A USE BUSINESS TECHNOLOGY                              20
SITHFAB001A CLEAN AND TIDY BAR AREAS                             10
SITHFAB002A OPERATE A BAR                                        30
SITHFAB003A SERVE FOOD AND BEVERAGE TO CUSTOMERS                 80
SITHFAB009A PROVIDE RESPONSIBLE SERVICE OF ALCOHOL               10
SITHFAB010A PREPARE AND SERVE NON-ALCOHOLIC BEVERAGES            15
BSBLED101A PLAN SKILLS DEVELOPMENT                              20
BSW02R204A USE BUSINESS TECHNOLOGY                              20
SITHFAB011A DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE       50
SITHFAB012A PREPARE AND SERVE ESPRESSO COFFEE                    30
SITXLS001A SELL PRODUCTS AND SERVICES                           20
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SITHFAB010A PREPARE AND SERVE NON-ALCOHOLIC BEVERAGES            15
BSBLED101A PLAN SKILLS DEVELOPMENT                              20
BSW02R204A USE BUSINESS TECHNOLOGY                              20
SITHFAB011A DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE       50
SITHFAB012A PREPARE AND SERVE ESPRESSO COFFEE                    30
SITXLS001A SELL PRODUCTS AND SERVICES                           20
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SITHFAB008A PROVIDE ROOM SERVICE                                 15
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SITXFD005A ORGANISE IN HOUSE EVENTS OR FUNCTIONS                 40
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SITHFAB005A PROVIDE TABLE SERVICE OF ALCOHOLIC BEVERAGES         50
SITHFAB004A PROVIDE FOOD AND BEVERAGE SERVICE                    110
SITHFAB009A PROVIDE RESPONSIBLE SERVICE OF ALCOHOL               10
SITHFAB010A PREPARE AND SERVE NON-ALCOHOLIC BEVERAGES            15
BSBLED101A PLAN SKILLS DEVELOPMENT                              20
BSW02R204A USE BUSINESS TECHNOLOGY                              20
SITHFAB011A DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE       50
SITHFAB012A PREPARE AND SERVE ESPRESSO COFFEE                    30
SITXLS001A SELL PRODUCTS AND SERVICES                           20
SITXFIN001A PROCESS FINANCIAL TRANSACTIONS                       25
SITHFAB008A PROVIDE ROOM SERVICE                                 15
SITHACS004A PROVIDE HOUSEKEEPING SERVICES TO GUESTS              10
SITXFD005A ORGANISE IN HOUSE EVENTS OR FUNCTIONS                 40
SITHFAB015A PREPARE AND SERVE COCKTAILS                         20
SITHFAB005A PROVIDE TABLE SERVICE OF ALCOHOLIC BEVERAGES         50
SITHFAB004A PROVIDE FOOD AND BEVERAGE SERVICE                    110
SITHFAB009A PROVIDE RESPONSIBLE SERVICE OF ALCOHOL               10
SITHFAB010A PREPARE AND SERVE NON-ALCOHOLIC BEVERAGES            15
BSBLED101A PLAN SKILLS DEVELOPMENT                              20
BSW02R204A USE BUSINESS TECHNOLOGY                              20
SITHFAB011A DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE       50
SITHFAB012A PREPARE AND SERVE ESPRESSO COFFEE                    30
SITXLS001A SELL PRODUCTS AND SERVICES                           20
SITXFIN001A PROCESS FINANCIAL TRANSACTIONS                       25
SITHFAB008A PROVIDE ROOM SERVICE                                 15
SITHACS004A PROVIDE HOUSEKEEPING SERVICES TO GUESTS              10
SITXFD005A ORGANISE IN HOUSE EVENTS OR FUNCTIONS                 40
SITHFAB015A PREPARE AND SERVE COCKTAILS                         20
SITHFAB005A PROVIDE TABLE SERVICE OF ALCOHOLIC BEVERAGES         50
SITHFAB004A PROVIDE FOOD AND BEVERAGE SERVICE                    110
SITHFAB009A PROVIDE RESPONSIBLE SERVICE OF ALCOHOL               10
SITHFAB010A PREPARE AND SERVE NON-ALCOHOLIC BEVERAGES            15
BSBLED101A PLAN SKILLS DEVELOPMENT                              20
BSW02R204A USE BUSINESS TECHNOLOGY                              20
SITHFAB011A DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE       50
SITHFAB012A PREPARE AND SERVE ESPRESSO COFFEE                    30
SITXLS001A SELL PRODUCTS AND SERVICES                           20
SITXFIN001A PROCESS FINANCIAL TRANSACTIONS                       25
SITHFAB008A PROVIDE ROOM SERVICE                                 15
SITHACS004A PROVIDE HOUSEKEEPING SERVICES TO GUESTS              10
SITXFD005A ORGANISE IN HOUSE EVENTS OR FUNCTIONS                 40
SITHFAB015A PREPARE AND SERVE COCKTAILS                         20
SITHFAB005A PROVIDE TABLE SERVICE OF ALCOHOLIC BEVERAGES         50
SITHFAB004A PROVIDE FOOD AND BEVERAGE SERVICE                    110
SITHFAB009A PROVIDE RESPONSIBLE SERVICE OF ALCOHOL               10
SITHFAB010A PREPARE AND SERVE NON-ALCOHOLIC BEVERAGES            15
BSBLED101A PLAN SKILLS DEVELOPMENT                              20
BSW02R204A USE BUSINESS TECHNOLOGY                              20
ADVANCED DIPLOMA OF TOURISM
Course Code: SIT60107
Campus: Werribee.
Career Opportunities
Managing director, director, general manager, general manager, sales and marketing, director of sales and marketing, strategic marketing manager, general manager operations,
director of operations, business development manager.
Scope of Delivery
The normal delivery mode for this program is on a full-time basis only.
Course Objectives
This qualification provides training at Advanced Diploma level for individuals wanting to acquire skills and knowledge to be competent in wide-ranging, highly specialised technical
tourism skills covering operations, sales, marketing, product development, business planning, and human resource and financial management. These strategic management skills
are underpinned by a range of operational competencies, chosen as electives.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or
from work and/or life experience.
Selection Procedures
Application for admission is either through a TAFE Direct Admission form or VTAC. Contact the School to find the date relevant for the intake that you are applying.
Course Duration
The course is offered over 2 years on a full-time basis.
Course Structure

Core Units of Study

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<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITIND001A</td>
<td>DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE</td>
<td>25</td>
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<td>SITTPPD001A</td>
<td>RESEARCH, ASSESS AND DEVELOP TOURISM PRODUCTS</td>
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<td>SITTPPD002A</td>
<td>RESEARCH TOURISM DATA</td>
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<tr>
<td>SITXAM003A</td>
<td>WRITE BUSINESS DOCUMENTS</td>
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<td>SITXCS003A</td>
<td>MANAGE QUALITY CUSTOMER SERVICE</td>
<td>30</td>
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<td>SITXCOM001A</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>25</td>
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<td>SITXCOM002A</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
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<td>SITXCOM003A</td>
<td>DEAL WITH CONFLICT SITUATIONS</td>
<td>20</td>
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<tr>
<td>SITXFIND003A</td>
<td>INTERPRET FINANCIAL INFORMATION</td>
<td>60</td>
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<tr>
<td>SITXFIND004A</td>
<td>MANAGE FINANCES WITHIN A BUDGET</td>
<td>30</td>
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<td>SITXFIND005A</td>
<td>PREPARE AND MONITOR BUDGETS</td>
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<td>MANAGE FINANCIAL OPERATIONS</td>
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<td>SITXGLC001A</td>
<td>DEVELOP AND UPDATE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE</td>
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<td>SITXHRM005A</td>
<td>LEAD AND MANAGE PEOPLE</td>
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<td>SITXHRM007A</td>
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<td>SITXMGT001A</td>
<td>MONITOR WORK OPERATIONS</td>
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<td>SITXMGT002A</td>
<td>DEVELOP AND IMPLEMENT OPERATIONAL PLANS</td>
<td>50</td>
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<td>SITXMGT004A</td>
<td>DEVELOP AND IMPLEMENT A BUSINESS PLAN</td>
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<td>SITXMGT005A</td>
<td>MANAGE BUSINESS RISK</td>
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<td>SITXMGT006A</td>
<td>ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS</td>
<td>60</td>
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<tr>
<td>SITXMPR005A</td>
<td>DEVELOP AND MANAGE MARKETING STRATEGIES</td>
<td>80</td>
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<td>SITXOHS005A</td>
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Elective Units of Study

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<th>Elective Units of Study</th>
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<tr>
<td>SITXADM004A</td>
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<tr>
<td>SITTSSL002A</td>
<td>ACCESS AND INTERPRET PRODUCT INFORMATION</td>
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<td>SITXHRM002A</td>
<td>RECRUIT, SELECT AND INDUCT STAFF</td>
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<td>ROSTER STAFF</td>
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<td>CONSTRUCT NORMAL INTERNATIONAL AIRFARES</td>
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<td>IMONITOR STAFF PERFORMANCE</td>
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<td>CONSTRUCT PROMOTIONAL INTERNATIONAL AIRFARES</td>
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<td>SITTSSL003A</td>
<td>SOURCE AND PROVIDE INTERNATIONAL DESTINATION INFORMATION AND ADVICE</td>
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<td>SOURCE AND PROVIDE AUSTRALIAN DESTINATION INFORMATION AND ADVICE</td>
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<td>PREPARE QUOTATIONS</td>
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<td>CONSTRUCT DOMESTIC AIRFARES</td>
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<td>SITTSSL008A</td>
<td>BOOK AND COORDINATE SUPPLIER SERVICES</td>
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<td>SITTSSL009A</td>
<td>PROCESS TRAVEL-RELATED DOCUMENTATION</td>
<td>25</td>
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<td>SITTSSL010A</td>
<td>CONTROL RESERVATIONS OR OPERATIONS USING A COMPUTERISED SYSTEM</td>
<td>120</td>
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<tr>
<td>SITTSSL016A</td>
<td>ADMINISTER BILLING AND SETTLEMENT PLAN</td>
<td>20</td>
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<td>BSBCMN306A</td>
<td>PRODUCE BUSINESS DOCUMENTS</td>
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<tr>
<td>SITXHRM001A</td>
<td>COACH OTHERS IN JOB SKILLS</td>
<td>20</td>
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</tbody>
</table>

ADVANCED DIPLOMA OF HOSPITALITY (ACADEMY SOFITEL)

Course Code: SIT60307

Campus Footscray Nicholson, Academy Sofitel.

Career Opportunities

Senior manager in a large hospitality enterprise; owner or manager of a hospitality enterprise. Possible job titles include: food and beverage manager, area manager or operations manager, rooms division manager, executive housekeeper, secretary or manager, executive chef, cafe owner or manager, motel owner or manager.

Scope of Delivery

Campus based course: 2 years full time or part time equivalent. Academy Sofitel: This is a full fee paying course delivered at Hotel Sofitel. The normal delivery mode for this program is on a full-time basis only.

Course Objective

This qualification provides the skills and knowledge for an individual to be competent as a senior manager in any hospitality functional area. This individual would analyse, design and execute judgements using wide-ranging technical, creative, conceptual or managerial competencies. Their knowledge base may be specialised or broad and they are often accountable for group outcomes. Work would be undertaken in various hospitality settings, such as restaurants, hotels, catering operations, motels, clubs, pubs, cafes and coffee shops.

Entry Requirements

IELTS level 5.5

Selection Procedures/Selection Criteria

VTAC, Written application, Interview

Course Duration

Campus based course: 2 years full time or part time equivalent. Academy Sofitel: 1 year full time accelerated course.

Course Structure

Students must successfully complete 47 units: all 29 core units and 18 elective units.

A minimum of 15 elective units must be selected from the list for this qualification in the SIT07 Training Package, the remaining 3 elective units may be selected from any...
endorsed Training Package and a maximum of 1 Language other than English unit may be counted as an elective within this qualification.

In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
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<td>ESTABLISH AND MAINTAIN AN OHS SYSTEM</td>
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<tr>
<td>SITXHSD003A</td>
<td>PROVIDE AND COORDINATE HOSPITALITY SERVICE</td>
<td>0</td>
</tr>
<tr>
<td>SITXHSD002A</td>
<td>CLEAN AND TIDY BAR AREAS</td>
<td>10</td>
</tr>
<tr>
<td>SITXHSD004A</td>
<td>PROVIDE FOOD AND BEVERAGE SERVICE</td>
<td>30</td>
</tr>
<tr>
<td>SITXHSD005A</td>
<td>PROVIDE TABLE SERVICE OF ALCOHOL BEVERAGES</td>
<td>110</td>
</tr>
<tr>
<td>SITXHSD008A</td>
<td>PROVIDE ROOM SERVICE</td>
<td>50</td>
</tr>
<tr>
<td>SITXHSD009A</td>
<td>PROVIDE RESPONSIBLE SERVICE OF ALCOHOL</td>
<td>15</td>
</tr>
<tr>
<td>SITHFAB012A</td>
<td>PREPARE AND SERVE ESPRESSO COFFEE</td>
<td>10</td>
</tr>
<tr>
<td>SITTHSD002A</td>
<td>RECEIVE AND PROCESS RESERVATIONS</td>
<td>30</td>
</tr>
<tr>
<td>SITHSACC001A</td>
<td>PROVIDE ACCOMMODATION RECEPTION SERVICES</td>
<td>30</td>
</tr>
<tr>
<td>SITHSACC003A</td>
<td>PROVIDE PORTER SERVICES</td>
<td>10</td>
</tr>
<tr>
<td>SITHSACC004A</td>
<td>PROVIDE HOUSEKEEPING SERVICES TO GUESTS</td>
<td>10</td>
</tr>
<tr>
<td>SITHSACC005A</td>
<td>PREPARE ROOM FOR GUESTS</td>
<td>25</td>
</tr>
<tr>
<td>SITHSACC007A</td>
<td>LAUNDER LINEN AND GUEST CLOTHES</td>
<td>20</td>
</tr>
<tr>
<td>SITHSACC005A</td>
<td>ORGANISE IN HOUSE EVENTS OR FUNCTIONS</td>
<td>40</td>
</tr>
<tr>
<td>SITHCC005A</td>
<td>USE BASIC METHODS OF COOKERY</td>
<td>45</td>
</tr>
<tr>
<td>SITHCC008A</td>
<td>PREPARE STOCKS, SAUCES AND SOUPS</td>
<td>35</td>
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<td>SITHCC001A</td>
<td>ORGANISE AND PREPARE FOOD</td>
<td>20</td>
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<td>SITXHSD003A</td>
<td>PROVIDE FOOD AND BEVERAGE TO CUSTOMERS</td>
<td>80</td>
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<td>SITHSACC006A</td>
<td>CLEAN PREMISES AND EQUIPMENT</td>
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<td>PRESENT FOOD</td>
<td>6</td>
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<tr>
<td>SITHFAB011A</td>
<td>DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE</td>
<td>50</td>
</tr>
<tr>
<td>FDCO355W</td>
<td>EVALUATE WINES (STANDARD)</td>
<td>40</td>
</tr>
</tbody>
</table>

**CERTIFICATE I IN HOSPITALITY (OPERATIONS)**

**Course Code:** THH11002

Industry only

**Campus:** Footscray Nicholson, Industry.

**Scope of Delivery**

Full-time and Part Time.

**Course Objective**

The course aims to provide training and knowledge for entry-level employees in the hospitality industry who perform routine tasks under direct supervision.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration
6 months full-time or equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Core Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
</tr>
<tr>
<td>THHCOR02B</td>
</tr>
<tr>
<td>THHCOR03B</td>
</tr>
<tr>
<td>THHHCO01B</td>
</tr>
<tr>
<td>THHHCO01B</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Units selected by the student, with the approval of the Head of School, having regard to the units in:</td>
</tr>
<tr>
<td>• Food and Beverage</td>
</tr>
<tr>
<td>• Housekeeping</td>
</tr>
</tbody>
</table>

CERTIFICATE I IN HOSPITALITY (KITCHEN OPERATIONS)

Course Code: THH11102

Industry only
Scope of Delivery
Full-time and Part-Time.
Course Objective
The course aims to provide training and knowledge for entry-level employees in the hospitality industry who perform routine tasks in the kitchen under direct supervision.
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
6 months full-time or equivalent.
Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
</tr>
<tr>
<td>THHCOR02B</td>
</tr>
<tr>
<td>THHCOR03B</td>
</tr>
<tr>
<td>THHHCO01B</td>
</tr>
<tr>
<td>THHHCO01B</td>
</tr>
<tr>
<td>THHBKA01B</td>
</tr>
<tr>
<td>THHBKA02B</td>
</tr>
<tr>
<td>THHBKA03B</td>
</tr>
<tr>
<td>THHBKA04B</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Unit selected by the student, with the approval of the Head of Department, having regard to the units in any cookery related areas in:</td>
</tr>
<tr>
<td>• Commercial Cookery from units THHBCO1 to THHBCO10</td>
</tr>
<tr>
<td>• Commercial Catering from units THHBCAT01 to THHBCAT06</td>
</tr>
</tbody>
</table>

CERTIFICATE II IN HOSPITALITY (OPERATIONS)

Course Code: THH21802

Campus: Footscray Nicholson and Sunbury Campus.
Career Opportunities
Entry level employment across areas of hospitality.
Scope of Delivery
This program may be offered on a full-time or part-time basis.
Course Objectives
The course provides training and knowledge for hospitality employees who perform a range of activities and functions requiring basic operational knowledge and limited practical skills in a defined context. Employees may be multi-skilled across more than one functional area of hospitality. This course has a strong emphasis in Food and Beverage.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Complete an application for admission through a TAFE Direct Admission form. Applicants are advised to attend an information session.
Course Duration
The course may be offered on a full-time basis over 5 months.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR03B</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>5</td>
</tr>
<tr>
<td>THHGHS01B</td>
<td>FOLLOW WORKPLACE HYGIENE PROCEDURES</td>
<td>15</td>
</tr>
<tr>
<td>THHHCO01B</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
</tbody>
</table>

Elective Units of study
Six units are required, of which a minimum of four units must be selected from one or more of the following functional areas of the Hospitality and Tourism Training Package (THH02/THT02).
- Food and Beverage;
- Housekeeping;
- Gaming;
- Commercial Catering;
- Commercial Cookery;
- Patisserie;
- Asian Cookery.

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

CERTIFICATE II IN HOSPITALITY (KITCHEN OPERATIONS)

Course Code: THH22002

Campus: Footscray Nicholson and Sunbury.

Career Opportunities
Entry level employment in a range of Kitchen functions.

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

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

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

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

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

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR03B</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>5</td>
</tr>
<tr>
<td>THHHCO01B</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
<tr>
<td>THHGHS01B</td>
<td>FOLLOW WORKPLACE HYGIENE PROCEDURES</td>
<td>15</td>
</tr>
<tr>
<td>THHBKA01B</td>
<td>ORGANISE AND PREPARE FOOD</td>
<td>20</td>
</tr>
<tr>
<td>THHBKA02B</td>
<td>PRESENT FOOD</td>
<td>6</td>
</tr>
<tr>
<td>THHBKA03B</td>
<td>RECEIVE AND STORE KITCHEN SUPPLIES</td>
<td>10</td>
</tr>
<tr>
<td>THHBKA04B</td>
<td>CLEAN AND MAINTAIN KITCHEN PREMISES</td>
<td>10</td>
</tr>
<tr>
<td>THHBCC01B</td>
<td>USE BASIC METHODS OF COOKERY</td>
<td>45</td>
</tr>
<tr>
<td>THHCCH01A</td>
<td>PREPARE, COOK AND SERVE FOOD (HOLISTIC UNIT)</td>
<td>50</td>
</tr>
</tbody>
</table>

Elective Units of study
Five units are required of which a minimum of three units must be selected from one or more of the cookery related areas within the following functional areas in the Hospitality and Tourism Training Package (THH02/THT02).
- Commercial Cookery (THHBCC02-10B);
- Commercial Catering (THHBCAT02-06B).

with the remaining units to be selected from the Hospitality and Tourism Training Package (THH02/THT02), or any relevant training package endorsed by the Australian National Training Authority. Only one language unit may be counted as an elective within this qualification. Selection of all electives must be guided by the job outcome sought.
CERTIFICATE III IN HOSPITALITY (COMMERCIAL COOKERY)

Course Code: THH31502

Campus: Footscray Nicholson and Sunbury Campus.

Career Opportunities
Assistant cook.

Scope of Delivery
This course is offered as full-time study at Sunbury campus and as an Industry based Apprenticeship at Footscray Nicholson Campus. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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

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

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

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

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
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<tbody>
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Core Units of Study

<table>
<thead>
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<th>Name of Unit</th>
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</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
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</tr>
<tr>
<td>THHCOR02B</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
</tr>
<tr>
<td>THHCOR03B</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
</tr>
<tr>
<td>THHICOR01B</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
</tr>
<tr>
<td>THHICOR02B</td>
<td>FOLLOW WORKPLACE HYGIENE PROCEDURES</td>
</tr>
<tr>
<td>THHICOR03B</td>
<td>ORGANISE AND PREPARE FOOD</td>
</tr>
<tr>
<td>THHICOR04B</td>
<td>PRESENT FOOD</td>
</tr>
<tr>
<td>THHICOR05B</td>
<td>CLEAN AND MAINTAIN KITCHEN PREMISES</td>
</tr>
<tr>
<td>THHICOR06B</td>
<td>USE BASIC METHODS OF COOKERY</td>
</tr>
<tr>
<td>THHICOR07B</td>
<td>PREPARE, COOK AND SERVE FOOD (HOLISTIC UNIT)</td>
</tr>
<tr>
<td>THHICOR08B</td>
<td>PREPARE APPETISERS AND SALADS</td>
</tr>
<tr>
<td>THHICOR09B</td>
<td>PREPARE STOCKS, SAUCES AND SOUPS</td>
</tr>
<tr>
<td>THHICOR10B</td>
<td>PREPARE VEGETABLES, EGGS AND FARMACEOUS DISHES</td>
</tr>
<tr>
<td>THHICOR11B</td>
<td>PREPARE AND COOK POULTRY AND GAME</td>
</tr>
<tr>
<td>THHICOR12B</td>
<td>PREPARE AND COOK SEAFOOD</td>
</tr>
<tr>
<td>THHICOR13B</td>
<td>SELECT, PREPARE AND COOK MEAT</td>
</tr>
<tr>
<td>THHICOR14B</td>
<td>PREPARE HOT AND COLD DESSERTS</td>
</tr>
<tr>
<td>THHICOR15B</td>
<td>PREPARE PASTRY, CAKES AND YEAST GOODS</td>
</tr>
<tr>
<td>THHICOR16B</td>
<td>PLAN AND PREPARE FOOD FOR BUFFETS</td>
</tr>
<tr>
<td>THHICOR17B</td>
<td>IMPLEMENT FOOD SAFETY PROCEDURES</td>
</tr>
<tr>
<td>THHICOR18B</td>
<td>PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS</td>
</tr>
<tr>
<td>THHICOR19B</td>
<td>PLAN AND CONTROL MENU-BASED CATERING</td>
</tr>
<tr>
<td>THHICOR20B</td>
<td>COMMUNICATE ON THE TELEPHONE</td>
</tr>
<tr>
<td>THHICOR21B</td>
<td>PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS</td>
</tr>
<tr>
<td>THHICOR22B</td>
<td>DEAL WITH CONFLICT SITUATIONS</td>
</tr>
<tr>
<td>THHICOR23B</td>
<td>COACH OTHERS IN JOB SKILLS</td>
</tr>
<tr>
<td>THHICOR24B</td>
<td>PREPARE, COOK AND SERVE FOOD FOR MENUS (HOLISTIC UNIT)</td>
</tr>
</tbody>
</table>

Elective Units of Study

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

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

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

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

CERTIFICATE III IN HOSPITALITY (OPERATIONS)

Course Code: THH33002

Campus: Industry.

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

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

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

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

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

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR03B</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>5</td>
</tr>
<tr>
<td>THHHCO01B</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
<tr>
<td>THHHCO02B</td>
<td>FOLLOW WORKPLACE HYGIENE PROCEDURES</td>
<td>15</td>
</tr>
<tr>
<td>THHGGA01B</td>
<td>COMMUNICATE ON THE TELEPHONE</td>
<td>10</td>
</tr>
<tr>
<td>THHGCS02B</td>
<td>PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS</td>
<td>45</td>
</tr>
<tr>
<td>THHGCS03B</td>
<td>DEAL WITH CONFLICT SITUATIONS</td>
<td>20</td>
</tr>
<tr>
<td>THHGTR01B</td>
<td>COACH OTHERS IN JOB SKILLS</td>
<td>20</td>
</tr>
</tbody>
</table>

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

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

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

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

**CERTIFICATE IV IN HOSPITALITY (SUPERVISION) (I)**

**Course Code:** THH42602

**Campus:** Footscray Nicholson, Sunbury.

**Career Opportunities**
Supervisor in restaurant or food and beverage operation.

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

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

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

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

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

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

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR03B</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>5</td>
</tr>
<tr>
<td>THHHCO01B</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
<tr>
<td>THHHCO02B</td>
<td>FOLLOW WORKPLACE HYGIENE PROCEDURES</td>
<td>15</td>
</tr>
<tr>
<td>THHGGA01B</td>
<td>COMMUNICATE ON THE TELEPHONE</td>
<td>10</td>
</tr>
<tr>
<td>THHGCS02B</td>
<td>PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS</td>
<td>45</td>
</tr>
<tr>
<td>THHGCS03B</td>
<td>DEAL WITH CONFLICT SITUATIONS</td>
<td>20</td>
</tr>
</tbody>
</table>
Diploma of Hospitality Management

Course Code: THHS1202

Campus: Footscray Nicholson Campus.

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

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

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

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.

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

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

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

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

Course Structure

Unit Code   Core Units of Study
THHCOR01B WORK WITH COLLEAGUES AND CUSTOMERS 20
THHCOR02B WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
THHCOR03B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 5
THHCOR04B DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE 25
THHGSD01B FOLLOW WORKPLACE HYGIENE PROCEDURES 15
THHGSD02B COMMUNICATE ON THE TELEPHONE 10
THHGSD03B PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS 45
THHGSD04B DEAL WITH CONFLICT SITUATIONS 20
THHGTR01B COACH OTHERS IN JOB SKILLS 20
THHGSD05B RECEIVE AND STORE STOCK 10
THHGSD06B CONTROL AND ORDER STOCK 25
THHGSL01B MONITOR WORK OPERATIONS 30
THHGSL02B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES 30
THHGSL03B LEAD AND MANAGE PEOPLE 60
THHGSL04A INTERPRET FINANCIAL INFORMATION 60
THHGSL05B DEVELOP AND IMPLEMENT OPERATIONAL PLANS 50
THHGSL06B ESTABLISH AND MAINTAIN A SAFE AND SECURE WORKPLACE 30
THHGSL07B ROASTER STAFF 30
THHGSL12B MANAGE QUALITY CUSTOMER SERVICE 30

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

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

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

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

FACULTY OF WORKFORCE DEVELOPMENT

Unit Code   Hours
THHGLE13B  MANAGE FINANCES WITHIN A BUDGET  30
THHGLE14B  PREPARE AND MONITOR BUDGETS  30
THHGLE20B  DEVELOP AND UPDATE THE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE  80
THHGCS08B  ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS  60
THHGLE09B  MANAGE WORKPLACE DIVERSITY  60

Elective Units of study
Eighteen units are required of which a minimum of ten units must be selected from one or more of the following functional areas of the Hospitality and Tourism Training Package (THHO2/THTO2).
- Food and Beverage
- Front Office
- General Administration
- Computer Technology
- Financial Administration
- Hygiene, Health, Safety and Security
- Housekeeping
- Gaming
- Commercial Catering
- Commercial Cookery
- Patisserie
- Asian Cookery
- Sales/Office Operations
- Wine Tourism

The remaining units to be selected from the Hospitality and Tourism Training Package (THHO2/THTO2), or any relevant training package endorsed by the Australian National Training Authority.

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

ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT (I)

Course Code: THH60202

Campus: Footscray Nicholson.

Career Opportunities
Hospitality management.

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

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

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

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

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

Course Duration
The course is offered over 24 months on a full-time basis.

Course Structure

Unit Code   Hours
THHGLE13B  MANAGE FINANCES WITHIN A BUDGET  30
THHGLE14B  PREPARE AND MONITOR BUDGETS  30
THHGLE20B  DEVELOP AND UPDATE THE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE  80
THHGCS08B  ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS  60
THHGLE09B  MANAGE WORKPLACE DIVERSITY  60

Elective Units of study
Eighteen units are required of which a minimum of ten units must be selected from one or more of the following functional areas of the Hospitality and Tourism Training Package (THHO2/THTO2).
- Food and Beverage
- Front Office
- General Administration
- Computer Technology
- Financial Administration
- Hygiene, Health, Safety and Security
- Housekeeping
- Gaming
- Commercial Catering
- Commercial Cookery
- Patisserie
- Asian Cookery
- Sales/Office Operations
- Wine Tourism

The remaining units to be selected from the Hospitality and Tourism Training Package (THHO2/THTO2), or any relevant training package endorsed by the Australian National Training Authority.

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

Unit Code   Hours
THHGLE20B DEVELOP AND UPDATE THE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE 80
THHGES08B ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS 60
THHGLE09B MANAGE WORKPLACE DIVERSITY 60
THHGLE15B MANAGE FINANCIAL OPERATIONS 75
THHGLE16B MANAGE PHYSICAL ASSETS 40
THHGLE19B DEVELOP AND IMPLEMENT A BUSINESS PLAN 40
THHGLE12B DEVELOP AND MANAGE MARKETING STRATEGIES 80
THHGLE06B MONITOR STAFF PERFORMANCE 50
THHGLE07B RECRUIT AND SELECT STAFF 60

Elective Units of Study
Twenty units are required of which a minimum of ten units must be selected from one or more of the following functional areas of the Hospitality and Tourism Training Package (THH02/THT02).
- Food and Beverage;
- Front Office;
- General Administration;
- Computer Technology;
- Financial Administration;
- Hygiene, Health, Safety and Security;
- Housekeeping;
- Gaming;
- Commercial Catering;
- Commercial Cookery;
- Patisserie;
- Asian Cookery;
- Sales/Office Operations;
- Wine Tourism.

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

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

CERTIFICATE II IN TOURISM (OPERATIONS)
Course Code: THT20502
No new intake for 2009
Campus: Traineeship - Industry.
Career Opportunities
Junior position in one of the industry sectors, e.g. Tour Guide, Theme Park Attendant.
Scope of Delivery
This course is offered as a Traineeship only.
Course Objective
The course provides training and knowledge for entry-level tourism industry employees who perform a range of mainly routine tasks under direct supervision.
Entry Requirements
Students are to be enrolled under the New Apprenticeship Scheme as a trainee. There are no formal entry requirements for this course. Applicants may be required to demonstrate to the satisfaction of the Head of School that they have achieved competency in the following units or equivalent.
Course Duration
The course is an industry based traineeship over 245 nominal hours.

Course Structure
Unit Code   Hours
Core Units of Study
THHCOR01B WORK WITH COLLEAGUES AND CUSTOMERS 20
THHCOR02B WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
THHCOR03B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 5
THHCES01B DEVELOP AND UPDATE LOCAL KNOWLEDGE 10
THHCO01B DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE 25

Elective Units of Study
Six units are required of which a minimum of two units must be selected from the following areas of the Tourism Training Package (THT02).
- Sales/Office Operations;
- Guiding;
- Tour Operations;
- Attractions and Theme Parks;
- Wine Tourism;
- Meetings and Events.

The remaining units are selected from any training package endorsed by the Australian National Training Authority. All units are selected by the student with the approval of the Head of School. Only one language unit may be counted as an elective within this qualification. Selection of electives must be guided by the job outcome sought, local industry requirements and the level of the qualification.
CERTIFICATE III IN TOURISM (INTERNATIONAL RETAIL TRAVEL SALES)

Course Code: THT30302

No new intake for 2009

Campus: Werribee.

Career Opportunities
International Travel Consultant.

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

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

Course Objective
The course aims to provide training and knowledge for an International Travel Consultant.

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

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

Selection Procedures
Applicants must complete an application for admission through a TAFE Direct Admission form.

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

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR03B</td>
<td>5</td>
</tr>
<tr>
<td>THTTCO01B</td>
<td>25</td>
</tr>
<tr>
<td>THHGDA01B</td>
<td>10</td>
</tr>
<tr>
<td>THHGDA02B</td>
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<tr>
<td>BSBCM205A</td>
<td>30</td>
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<tr>
<td>BSBCM213A</td>
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<td>THGF01B</td>
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<td>THHG03B</td>
<td>20</td>
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<td>THTS02B</td>
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<tr>
<td>THTS03B</td>
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</tr>
<tr>
<td>THTS04B</td>
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</tr>
<tr>
<td>THTS05B</td>
<td>30</td>
</tr>
<tr>
<td>THTS07B</td>
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<td>THTS08B</td>
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<td>THTS09B</td>
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<td>THTS18A</td>
<td>40</td>
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<td>THTS19A</td>
<td>40</td>
</tr>
<tr>
<td>THTS20A</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units of study
One unit (totalling 20 nominal hours) selected from the Tourism or Hospitality Training Package (THT02/THH02), or any relevant training packaged endorsed by the Australian National Training Authority.

All units are selected by the student with the approval of the Head of School. Only one language unit may be counted as an elective within this qualification. Selection of electives must be guided by the job outcome sought, local industry requirements and the level of the qualification.

CERTIFICATE III IN TOURISM (GUIDING)

Course Code: THT30902

No new intake for 2009

Campus: Traineeship Industry.

Career Opportunities
Local guide, driver guide, coach captain.

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

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

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

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

<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>THHCOR01B</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
</tr>
<tr>
<td>THHCOR03B</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
</tr>
<tr>
<td>THHGCS01B</td>
<td>PROVIDE FIRST AID</td>
</tr>
<tr>
<td>THTFG01B</td>
<td>WORK AS A GUIDE</td>
</tr>
<tr>
<td>THTFG03B</td>
<td>DEVELOP AND MAINTAIN THE GENERAL KNOWLEDGE REQUIRED BY GUIDES</td>
</tr>
<tr>
<td>THTFG05B</td>
<td>LEAD TOUR GROUPS</td>
</tr>
<tr>
<td>THTFG06B</td>
<td>PREPARE AND PRESENT TOUR COMMENTARIES OR ACTIVITIES</td>
</tr>
<tr>
<td>THTTCO01B</td>
<td>DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE</td>
</tr>
</tbody>
</table>

Elective Units of study

Four units are required, of which a minimum of two units must be selected from one or more of the following areas in the Tourism Training Package (THH02/THT02).

- Guiding;
- Tour Operations.

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

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

CERTIFICATE III IN TOURISM (OPERATIONS)

Course Code: THT31002

No new intake for 2009

Campus: Traineeship - Industry.

Career Opportunities

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

Scope of Delivery

This course is offered as a traineeship only.

Course Objective

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

Entry Requirements

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

Course Duration

This is an industry based traineeship over 485 nominal hours.

Certificate IV in Tourism (Operations) (I)

Course Code: THT40202

No new intake for 2009

Campus: Werribee.

Career Opportunities

Supervisor in tourism operations role.

Scope of Delivery

The normal delivery mode for this program is on a full-time basis only. Subject to availability of places, applicants may discuss the study of modules on a part-time basis with the course selection officer.
Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 36 weeks over 12 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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

Entry Requirements
Applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.

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

Selection Procedures
Application for admission is either through VTAC or TAFE Direct Admission form depending on the intake (check with the School for the most appropriate method for the intake and time of the year) Applicants are advised to attend an information session for the course. Contact the School to find the date relevant for the intake that you are applying for.

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

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN205A</td>
<td>USE BUSINESS TECHNOLOGY</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN213A</td>
<td>PRODUCE SIMPLE WORDPROCESSED DOCUMENTS</td>
<td>60</td>
</tr>
<tr>
<td>THHCOR01B</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR03B</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>5</td>
</tr>
<tr>
<td>THTTCD01B</td>
<td>DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
<tr>
<td>THHGEA01B</td>
<td>COMMUNICATE ON THE TELEPHONE</td>
<td>10</td>
</tr>
<tr>
<td>THHGEA02B</td>
<td>PERFORM OFFICE PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>THHGSO03B</td>
<td>DEAL WITH CONFLICT SITUATIONS</td>
<td>20</td>
</tr>
<tr>
<td>THHGTR01B</td>
<td>COACH OTHERS IN JOB SKILLS</td>
<td>20</td>
</tr>
<tr>
<td>THHGEO01B</td>
<td>MONITOR WORK OPERATIONS</td>
<td>30</td>
</tr>
<tr>
<td>THHGEO02B</td>
<td>IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>30</td>
</tr>
<tr>
<td>THHGEO03B</td>
<td>LEAD AND MANAGE PEOPLE</td>
<td>60</td>
</tr>
</tbody>
</table>

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

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

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

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

CERTIFICATE IV IN TOURISM (GUIDING)

Course Code: THF40302

Offered to industry only
Campus: Industry
Scope of Delivery
Part Time.

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

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

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

Course Duration
874 Nominal Hours.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR03B</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>5</td>
</tr>
<tr>
<td>THHGSO03B</td>
<td>PROVIDE FIRST AID</td>
<td>24</td>
</tr>
<tr>
<td>THFTGO01B</td>
<td>WORK AS A GUIDE</td>
<td>90</td>
</tr>
<tr>
<td>THFTGO03B</td>
<td>DEVELOP AND MAINTAIN THE GENERAL KNOWLEDGE REQUIRED BY GUIDES</td>
<td>100</td>
</tr>
<tr>
<td>THFTGO05B</td>
<td>LEAD TOUR GROUPS</td>
<td>30</td>
</tr>
</tbody>
</table>
University Code | Hours
--- | ---
THTFTG06B | 70
THTTCO01B | 25
THTFTG04B | 70

**Elective Units**

Units totalling seven selected by the student, with the approval of the Head of School, having regard to the relevant units in any relevant training packages endorsed by the Australian National Training Authority, which selections must include units totalling at least three from:

- Guiding
- Tour Operations

in the Tourism Training Package (THT02), Australian National Training Authority, 2002.

**Diploma of Tourism (Operations Management)**

Diploma of Tourism (Operations Management)/Diploma of Business Management (I)

No new intake for 2009

Continuing students only

**Course Code:** THT50302

**Campus:** Werribee.

**Career Opportunities**

Manager in the tourism industry.

**Scope of Delivery**

The dual qualification is for continuing students only. On completion of this course, students would have the advantage of qualifications in the Diploma of Tourism (Operations Management) and the Diploma of Business Management. The normal delivery mode for this program is on a full-time basis only.

**Course Objectives**

The course aims to provide training and knowledge for managers in the tourism industry.

**Entry Requirements**

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

**Selection Procedures**

Application for admission is either through a TAFE Direct Admission form or VTAC. Contact the School to find the date relevant for the intake that you are applying.

**Course Duration**

The course is offered over 18 months on a full-time basis.

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
</tr>
<tr>
<td>THHCOR03B</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
</tr>
<tr>
<td>THTTCO01B</td>
<td>DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE</td>
</tr>
<tr>
<td>THHGEO1B</td>
<td>COMMUNICATE ON THE TELEPHONE</td>
</tr>
<tr>
<td>THHGEO2B</td>
<td>PERFORM OFFICE PROCEDURES</td>
</tr>
<tr>
<td>THHGEO3B</td>
<td>DEAL WITH CONFLICT SITUATIONS</td>
</tr>
<tr>
<td>BSCM205A</td>
<td>USE BUSINESS TECHNOLOGY</td>
</tr>
<tr>
<td>BSCM213A</td>
<td>PRODUCE SIMPLE WORDPROCESSED DOCUMENTS</td>
</tr>
<tr>
<td>THGHTR01B</td>
<td>COACH OTHERS IN JOB SKILLS</td>
</tr>
<tr>
<td>THHGEO9B</td>
<td>MANAGE PROJECTS</td>
</tr>
<tr>
<td>THHGE01B</td>
<td>MONITOR WORK OPERATIONS</td>
</tr>
<tr>
<td>THHGE02B</td>
<td>IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES</td>
</tr>
<tr>
<td>THHGE08B</td>
<td>LEAD AND MANAGE PEOPLE</td>
</tr>
<tr>
<td>THHGRA0A</td>
<td>INTERPRET FINANCIAL INFORMATION</td>
</tr>
<tr>
<td>THHGE03B</td>
<td>DEVELOP AND IMPLEMENT OPERATIONAL PLANS</td>
</tr>
<tr>
<td>THHGE04B</td>
<td>ESTABLISH AND MAINTAIN A SAFE AND SECURE WORKPLACE</td>
</tr>
<tr>
<td>THHGET1B</td>
<td>MANAGE QUALITY CUSTOMER SERVICE</td>
</tr>
<tr>
<td>THHGE13B</td>
<td>MANAGE FINANCES WITHIN A BUDGET</td>
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<tr>
<td>THHGE14B</td>
<td>PREPARE AND MONITOR BUDGETS</td>
</tr>
<tr>
<td>THHGE20B</td>
<td>DEVELOP AND UPDATE THE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE</td>
</tr>
<tr>
<td>THHGS08B</td>
<td>ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS</td>
</tr>
</tbody>
</table>

**Elective Units of study**

Eighteen units are required, with the approval of the Head of School in any relevant training package endorsed by the Australian National Training Authority. Of these a minimum of eight units must be selected from the Tourism Training Package (THT02):

- Sales/Office Operations;
- Guiding;
- Planning and Product Development;
- Sales and Marketing;
- Meetings and Events;
- Attractions and Theme Parks;
- Wine Tourism.
- Tour Operations.
ADVANCED DIPLOMA OF TOURISM MANAGEMENT (I)

Course Code: THH60102

No new intake for 2009

Campus: Werribee.

Career Opportunities

Manager in the tourism industry.

Scope of Delivery

The normal delivery mode for this program is on a full-time basis only.

Course Objectives

The course aims to provide training and knowledge for senior managers in the tourism area.

Entry Requirements

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

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

Selection Procedures

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

Course Duration

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

Course Structure

Unit Code Hours

Core Units of Study

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Elective Units of study

Twenty units are required, with the approval of the Head of School in any relevant training package endorsed by the Australian National Training Authority. Of these a minimum of eight units must be selected from the Tourism Training Package (TH02):

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

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

Below are subject details for courses offered by the School of Hospitality and Tourism in 2009.

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

**BSBCM205A USE BUSINESS TECHNOLOGY**
Content: Select and use technology; Process and organise data; Maintain technology.
Nominal Hours: 30 Hours
Assessment: Tests, assignments, presentations

**BSBCM213A PRODUCE SIMPLE WORDPROCESSED DOCUMENTS**
Content: This unit covers preparation and production of short routine letters, notes, memos and records using word processing software.
Nominal Hours: 60 Hours
Assessment: Tests, assignments, presentations

**FDFCDSEWB EVALUATE WINES (STANDARD)**
Content: This specialist unit has been developed for the cellar door sales stream of the wine sector. It covers the skills and knowledge required to reach an advanced standard of wine evaluation.
Nominal Hours: 40 Hours
Assessment: Assessment will cover:
- Wine Styles from major wine regions
- Instructions, information, specifications of the types of wines
- Equipment, services and corresponding information to serve and evaluate wines
- Cleaning procedures, materials and equipment as required
- Documentation and recording requirements and procedures

**MTMMP68 OVERVIEW THE MEAT INDUSTRY**
Content: This unit provides employees with an understanding of the structure of the meat industry, their own workplace and work conditions.
Nominal Hours: 30 Hours
Assessment:
- PRSS0211A MONITOR AND CONTROL INDIVIDUAL AND CROWD BEHAVIOUR
  Content: This competency standard covers the process of observing and monitoring people to maintain safety and security of people and property. It requires the ability to interpret and follow assignment instructions, accurately monitor individual and crowd behaviour, and identify and respond to potential threats and incidents. This work would be carried out under routine supervision and within organisational guidelines.
  Nominal Hours: 20 Hours
  Assessment: Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

**SITHACS003A PROVIDE PORTER SERVICES**
Content: This unit describes the performance outcomes, skills and knowledge required to provide porter services within a commercial accommodation establishment. It requires the ability to check and plan for daily arrivals, assist guests with luggage and provide ancillary services for guests.
Nominal Hours: 10 Hours
Assessment: A range of assessment methods will be used to assess the practical skills and knowledge required to provide porter services, including:
- direct observation of the candidate carrying and loading multiple pieces of luggage safely or answering customer requests
- role play to assess ability to deal with differing customer queries, requests or complaints
- case studies to complete arrival or departure luggage processes and documentation for different customer scenarios
- oral or written questions to assess knowledge of typical porterage procedures and systems
- review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

**SITHACS004A PROVIDE HOUSEKEEPING SERVICES TO GUESTS**
Content: This unit describes the performance outcomes, skills and knowledge required to provide a range of general housekeeping services to guests.
Nominal Hours: 10 Hours
Assessment: Observation, role plays, oral/written questions, portfolio of evidence.

**SITHACS005A PREPARE ROOM FOR GUESTS**
Content: This unit describes the performance outcomes, skills and knowledge required to prepare rooms including bedrooms and bathrooms for guests in an accommodation establishment.
Nominal Hours: 25 Hours
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:
- direct observation of the candidate preparing and servicing a guest room
- inspection of rooms cleaned by the candidate
- written and oral questions to test knowledge about housekeeping and room preparation procedures
- review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

**SITHACS006A CLEAN PREMISES AND EQUIPMENT**
Content: This unit describes the performance outcomes, skills and knowledge required to carry out general cleaning duties as part of a job role in a tourism or hospitality enterprise or any other service industry context. It does not include contract cleaning which is covered by the Asset Maintenance Training Package.
Nominal Hours: 12 Hours
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:
- direct observation of cleaning and maintenance activities
- oral or written questioning to assess knowledge of cleaning and maintenance procedures, materials equipment and legislation
- review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.
- Holistic assessment with other units relevant to the industry sector, workplace and job role.
A range of assessment methods will be used to assess practical skills and knowledge, including:
- direct observation of the candidate carrying out specific laundry tasks within a complete cycle
- inspection of items laundered by the candidate
- oral or written questions about commercial laundry equipment and operation, including selection of appropriate laundry cycles and programs, chemicals and their use, stain identification and treatment and OHS issues
- review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITHCOC001A ORGANISE AND PREPARE FOOD
Content: This unit describes the performance outcomes, skills and knowledge required to organise and prepare a variety of foods for the kitchen of a hospitality or catering operation. It focuses on general food preparation techniques. The term ‘organising and preparing food’ is also referred to as ‘mise en place’ and includes basic preparation prior to serving food, which may involve cooking components of a dish but does not include the actual presentation.
Nominal Hours: 20 Hours
Assessment: Direct observation, inspection of food items, test and portfolio.

SITHCOC002A PRESENT FOOD
Content: This unit describes the performance outcomes, skills and knowledge required to efficiently and professionally plate, present and serve food in a commercial kitchen or catering operation. It may include the presentation of food for Asian cuisines.
Nominal Hours: 6 Hours
Assessment: Observation, written/oral test, portfolio of evidence.

SITHCOC003A RECEIVE AND STORE KITCHEN SUPPLIES
Content: This unit describes the performance outcomes, skills and knowledge required to receive and store supplies in commercial cookery or catering operations. It focuses on the general stock handling procedures required for food and kitchen related goods. Supplies refer to all perishable and nonperishable goods received from both internal and external suppliers and maintained within a stock control system.
Nominal Hours: 10 Hours
Assessment: Direct observation, written/oral test, stock control reports/records, portfolio of evidence.

SITHCOC004A CLEAN AND MAINTAIN KITCHEN PREMISES
Content: This unit describes the performance outcomes, skills and knowledge required to clean and maintain kitchens, and food preparation and storage areas in commercial cookery or catering operations.
Nominal Hours: 10 Hours
Assessment: Direct observation, inspection of areas cleaned, written/oral test, portfolio.

SITHCOC005A USE BASIC METHODS OF COOKERY
Content: This unit describes the performance outcomes, skills and knowledge required to use a range of basic cookery methods to prepare menu items for the kitchen of a hospitality or catering operation. The unit underpins effective performance in all other cookery units.
Nominal Hours: 45 Hours
Assessment: Observation, sampling of dishes, written/oral test, portfolio of evidence.

SITHCOC006A PREPARE APPETISERS AND SALADS
Content: This unit describes the performance outcomes, skills and knowledge required to prepare and present appetisers and salads in a commercial kitchen or catering operation. Appetisers are foods that normally precede a meal, or may be served as an accompaniment to drinks. They include a range of hot and cold dishes which can be either classical or modern, and vary in ethnic and cultural origins. Salads may be vegetable or fruit based, and may also include classical or modern and varying ethnic and cultural types.
Nominal Hours: 25 Hours
Assessment: Observation, sampling of dishes, written/oral test, portfolio of evidence.

SITHCOC007A PREPARE SANDWICHES
Content: This unit describes the performance outcomes, skills and knowledge required to prepare and present a variety of sandwiches in a commercial kitchen or catering operation. Sandwiches may be classical or modern, hot or cold, of varying cultural and ethnic origins and may involve raw or cooked fish, shellfish and seafood byproducts. Preparation, presentation and storage potential of sandwiches will depend on bread types and fillings.
Nominal Hours: 6 Hours
Assessment: Direct observation, sampling of sandwiches, test and portfolio.

SITHCOC008A PREPARE STOCKS, SAUCES AND SOUPS
Content: This unit describes the performance outcomes, skills and knowledge required to prepare various stocks, sauces and soups in a commercial kitchen or catering operation. Stocks, sauces and soups can be classical or contemporary and be from varying ethnic and cultural origins. Soups may be served hot or cold. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 35 Hours
Assessment: Observation, sampling of dishes, written/oral test, portfolio of evidence.

SITHCOC009A PREPARE VEGETABLES, FRUIT, EGGS AND FARINACEOUS DISHES
Content: This unit describes the performance outcomes, skills and knowledge required to prepare various vegetables, fruit, eggs and farinaceous dishes in a commercial kitchen or catering operation. Vegetables and fruit may be fresh, preserved or frozen, and selected according to seasonal availability, menu and enterprise requirements. A variety of vegetables and fruit, and vegetable and fruit dishes must be prepared and cooked. These may be classical or contemporary, from various ethnic or cultural origins, and may be offered as main dishes, appetisers or salads, or accompaniments. Potato accompaniments must include both classical and contemporary dishes. Egg dishes should, unless otherwise required, use hen eggs that may be fresh, dried, frozen or preserved.
Nominal Hours: 45 Hours
Assessment: Observation, sampling of dishes, written/oral test, portfolio of evidence.

SITHCOC010A SELECT, PREPARE AND COOK POULTRY
Content: This unit describes the performance outcomes, skills and knowledge required to select, prepare, cook, present and store poultry in a commercial kitchen or catering operation. Poultry dishes may be classical and contemporary and from a variety of ethnic and cultural origins.
Nominal Hours: 25 Hours
Assessment: Observation, sampling of dishes, written/oral test/worksheets, portfolio of evidence.

SITHCOC011A SELECT, PREPARE AND COOK SEAFOOD
Content: This unit describes the performance outcomes, skills and knowledge required to select, prepare, present and store seafood in a commercial kitchen or catering operation. Menu items to be produced from seafood may include a variety of classical and contemporary dishes, of varying cultural and ethnic origins, and may involve raw or cooked fish, shellfish and seafood byproducts. Preparation, presentation and storage potential of seafood will depend on variety.
Nominal Hours: 30 Hours
Assessment: Observation, sampling of dishes, written/oral test/worksheets, portfolio of evidence.

SITHCOC012A SELECT, PREPARE AND COOK MEAT
Content: This unit describes the performance outcomes, skills and knowledge required to select, prepare, cook and store meats in a commercial kitchen or catering operation. Meats include primary, secondary and portioned cuts of pork, lamb, beef and veal; and game, fancy meats and offal. Meats may be fresh, frozen, cryovac or preserved.
Nominal Hours: 50 Hours
Assessment: Observation, sampling of meat dishes, oral/written test/worksheet on different cuts of meat, portfolio.
SITHCCC013A PREPARE HOT AND COLD DESSERTS
Content: This unit describes the performance outcomes, skills and knowledge required to prepare a range of hot and cold desserts in a commercial kitchen or catering operation. Desserts may include foods from varying cultural origins and may be derived from classical or contemporary recipes. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 40 Hours
Assessment: Observation, sampling of dishes, written/oral test, portfolio of evidence.

SITHCCC014A PREPARE PASTRIES, CAKES AND YEAST GOODS
Content: This unit describes the performance outcomes, skills and knowledge required to produce a range of pastries, cakes and yeast-based foods in a commercial kitchen or catering operation. Pastries, cakes and yeast-based goods may include foods from varying cultural origins and may be derived from classical or contemporary recipes.
Nominal Hours: 40 Hours
Assessment: Observation, sampling of dishes, written/oral test/worksheets, portfolio of evidence.

SITHCCC015A PLAN AND PREPARE FOOD FOR BUFFETS
Content: This unit describes the performance outcomes, skills and knowledge required to plan and prepare foods for buffet situations. There is a close relationship between this unit, which covers the planning, preparation and cooking of food items for buffets, and SITHCCC019A Plan, prepare and display a buffet, which is a more advanced unit and focuses on the overall planning, design and display of buffets. Buffets may be associated with functions; special occasions and celebrations; and breakfast, lunch or dinner service. Food items for buffets may be derived from classical or contemporary recipes and from varying ethnic origins. Buffet items may be selected to meet the requirements of particular cultural groups, or a particular cultural theme.
Nominal Hours: 25 Hours
Assessment: Observation, sampling of buffet items, evaluation of completed buffet, written/oral test, portfolio of evidence.

SITHCCC016A DEVELOP COST EFFECTIVE Menus
Content: This unit describes the performance outcomes, skills and knowledge required to develop menus and plan, prepare and control menu-based catering costs within established enterprise systems.
Nominal Hours: 50 Hours
Assessment: Samples of menus, production schedules, security plans & checklists, oral/written questions, portfolio of evidence.

SITHCCC019A PLAN, PREPARE AND DISPLAY A BUFFET
Content: This unit describes the performance outcomes, skills and knowledge required to design, plan, prepare and display a buffet creatively. There is a relationship between this unit and SITHCCC015A Plan, prepare and food for buffets, which deals with the planning, preparation, cooking and presentation of food items for buffets. Buffets may be associated with various occasions and situations, and may be indoors or outdoors. The design of the total concept, selection of food items and display will vary according to customer requirements, occasion and type of buffet. Decorations and centrepieces can be designed and made, or selected and organised according to enterprise practices or customer requests. They may be carved, moulded or assembled and can be made from edible or non-edible materials.
Nominal Hours: 36 Hours
Assessment: Evaluation of content/presentation of buffet, oral/written questions, portfolio/third party evidence.

SITHCCC020A PREPARE PORTION-CONTROLLED MEAT CUTS
Content: This unit describes the performance outcomes, skills and knowledge required to select quality meats, break down primary and secondary cuts into portions and prepare a selection of meat products. These skills build on those contained in the unit SITHCCC012A Select, prepare and cook meat, which deals with portioning, preparing and cooking meat. Meat cuts to be prepared may be both traditional or contemporary recipes and requirements. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 24 Hours
Assessment: Observation, oral/written test/worksheets, sampling, portfolio.

SITHCCC021A HANDLE AND SERVE CHEESE
Content: This unit describes the performance outcomes, skills and knowledge required to identify, handle and present cheese. Cheeses may include milk-based products from cows, sheep, goats or buffalo, or alternatives such as soy. They may be traditional, contemporary or specialist and may be locally produced or imported. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 5 Hours
Assessment: Direct observation, sampling, test and portfolio.

SITHCCC027A PREPARE, COOK AND SERVE FOOD FOR SERVICE
Content: This unit describes the performance outcomes, skills and knowledge required to prepare, cook and serve food items for a service period in a hospitality enterprise, using a range of basic cooking methods and working as part of a team.
Nominal Hours: 50 Hours
Assessment: Observation, sampling of menu items, customer feedback, written/oral test/assignments, portfolio.

SITHCCC028A PREPARE, COOK AND SERVE FOOD FOR Menus
Content: This unit describes the performance outcomes, skills and knowledge required to organise, produce and serve food for menus. It incorporates all aspects of planning, preparing, cooking and serving a variety of food items for a service period in a hospitality enterprise, using a range of cooking methods and team coordination skills. The unit integrates key technical and organisational skills required by a commercial cook. It brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a commercial kitchen.
Nominal Hours: 80 Hours
Assessment: Training record book, direct observation, sampling of menu items, customer feedback, written/oral test/worksheets, portfolio of evidence and third party workplace reports.

SITHCCC029A PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS
Content: This unit describes the performance outcomes, skills and knowledge required to prepare and cook foods to meet both basic and specific dietary and cultural needs, generally under instructions from others. It covers the ability to apply basic nutritional principles as well as deal with special dietary and cultural requirements normally encountered in a variety of hospitality and catering establishments.
Nominal Hours: 75 Hours
Assessment: Observation, sampling of dishes, oral/written questions, evaluation of suitability of dishes, portfolio/third party reports.

SITHCCC038A PLAN CATERING FOR AN EVENT OR FUNCTION
Content: This unit describes the performance outcomes, skills and knowledge required to plan the catering for an event or function. It involves developing the catering concept and planning and developing an operational plan to meet requirements.
Nominal Hours: 36 Hours
Assessment: Direct observation, sampling, test and portfolio.

SITHCCC040A DESIGN MENUS TO MEET MARKET NEEDS
Content: This unit describes the performance outcomes, skills and knowledge required to use menu planning as a marketing and management tool.
Nominal Hours: 30 Hours
Assessment: Variety of menus, case studies, written/oral questions, portfolio/third party reports.
SITHFAB001A CLEAN AND TIDY BAR AREAS
Content: This unit describes the performance outcomes, skills and knowledge required to provide general assistance in a bar area. It includes the skills to clean and tidy bars and public areas, including collecting glasses and interacting with customers.
Nominal Hours: 10 Hours
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:
• direct observation of the candidate cleaning and maintaining bar area and public areas
• written or oral questions to test knowledge of hygiene, relevant legislation and OHS issues
• review of portfolios of evidence and third party workplace reports of on the job performance by the candidate

SITHFAB002A OPERATE A BAR
Content: This unit describes the performance outcomes, skills and knowledge required to carry out bar operations in a range of hospitality enterprises. The unit involves the service of a range of alcoholic and non-alcoholic beverages commonly found in a bar.
Nominal Hours: 30 Hours
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:
• direct observation of the candidate operating the bar under normal operating conditions
• written or oral questions to test knowledge of drink recipes, relevant legislation and OHS issues
• review of portfolios of evidence and third party workplace reports of on the job performance by the candidate

SITHFAB003A SERVE FOOD AND BEVERAGE TO CUSTOMERS
Content: This unit describes the performance outcomes, skills and knowledge required to serve food and beverage to customers in a range of hospitality industry enterprises.
Nominal Hours: 80 Hours
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:
• direct observation of the candidate preparing for service, providing service to customers and closing down after service
• direct observation of the candidate undertaking specific tasks, such as taking and processing orders, serving food and drink items or clearing tables
• written or oral questions to test knowledge of sequence of service, typical problems, menu items and drink selections
• review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.
• Holistic assessment with other units relevant to the industry sector, workplace and job role

SITHFAB004A PROVIDE FOOD AND BEVERAGE SERVICE
Content: This unit describes the performance outcomes, skills and knowledge required to provide quality food and beverage service to customers in a range of hospitality industry enterprises. The unit does not focus on basic product knowledge about food and beverage, which is found in SITHFAB011A Develop and update food and beverage knowledge and SITHFAB005A Provide table service of alcoholic beverages, which covers detailed knowledge of wine.
Nominal Hours: 110 Hours
Assessment: Direct observation, written/oral test, assignment and portfolio.

SITHFAB005A PROVIDE TABLE SERVICE OF ALCOHOLIC BEVERAGES
Content: This unit describes the performance outcomes, skills and knowledge required to advise on and serve a range of bottled and prepared alcoholic beverages within a hospitality setting. It covers general knowledge of and service of all alcoholic beverages, including wines. The unit is related to SITHFAB011A Develop and update food and beverage knowledge and SITHFAB005A Provide table service of alcoholic beverages, which also covers general information on beverages. Specialist knowledge and service of wines is found in SITHFAB014A Provide specialist advice on wine. The essential knowledge base for this unit will vary according to local industry needs, and it is vital that any training take account of these.
Nominal Hours: 50 Hours
Assessment: Direct observation, written/oral test, assignment and portfolio.

SITHFAB008A PROVIDE ROOM SERVICE
Content: This unit describes the performance outcomes, skills and knowledge required to provide room service in commercial accommodation establishments. Some States and Territories may have legislative requirements in relation to service of alcohol.
Nominal Hours: 15 Hours
Assessment: Students are required to do assignments, role plays, observation, classroom activities, case studies and/or presentations.

SITHFAB009A PROVIDE RESPONSIBLE SERVICE OF ALCOHOL
Content: This unit describes the performance outcomes, skills and knowledge required to responsibly sell or serve alcohol and to satisfy the requirements for responsible sale and service of alcohol (RSA) under state or territory legislation.
A harm minimisation approach is central to compliance with liquor licensing legislation which, across all Australian States and Territories, imposes obligations on all licensed venues to participate in the management of public safety through the responsible sale and service of alcohol.
Nominal Hours: 10 Hours
Assessment: Assessment methods will comply with assessment requirements set by the Liquor Licensing Victoria to assess the practical skills and knowledge required to sell or serve alcohol responsibly, including:
• written and oral questioning or interview to test knowledge of legislation and all other knowledge components of this competency
• role-play by candidate to demonstrate ability to deal with intoxicated persons or refuse sales or service
• case studies and problem solving activities
• review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITHFAB010A PREPARE AND SERVE NON ALCOHOLIC BEVERAGES
Content: This unit describes the performance outcomes, skills and knowledge required to prepare and serve a range of teas, coffees and other nonalcoholic beverages in a range of industry contexts. The unit does not deal with the skills and knowledge required to extract and serve espresso coffee, including storage of coffee and care of machinery, which are covered in SITHFAB012A Prepare and serve espresso coffee.
Nominal Hours: 15 Hours
Assessment: Direct observation and sampling of non alcoholic drinks, written/oral test, assignment and portfolio.

SITHFAB011A DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE
Content: This unit describes the performance outcomes, skills and knowledge required to develop and maintain the general product knowledge required in food and beverage attending, bar service and catering. The unit brings together much of the product knowledge that underpins effective work performance in a range of food service roles. It addresses food knowledge and the relationship between different foods and beverages. It focuses on the need for ongoing updating of knowledge by all food and beverage staff. Types of food for which knowledge may be required include traditional or contemporary items and may be of varying ethnic origins.
Nominal Hours: 50 Hours
Assessment: Projects, written/oral test, presentations, observation, role plays, workplace activities, portfolio.

SITHFAB012A PREPARE AND SERVE ESPRESSO COFFEE
Content: This unit describes the performance outcomes, skills and knowledge required to extract and serve espresso coffee using a commercial espresso machine, including storage of coffee and cleaning, and care and preventative maintenance of machinery. Care and maintenance procedures may vary according to the machine manufacturer recommendations and warranty conditions. Dosage measuring may be mechanical or electronic. Dosing also refers to selecting the correct amount of ground coffee, appropriate particle grind size and prevailing conditions such as ambient humidity. An espresso coffee is the basis of most coffee based beverages.
Nominal Hours: 30 Hours
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:
• direct observation of practical demonstration of extracting and serving coffee over an entire service period
• tasting of coffee prepared by the candidate
• use of video or peer observation
• written or oral questions to assess required knowledge relating to preparing and serving espresso coffee
• review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITHFA015A PREPARE AND SERVE COCKTAILS

Content: This unit describes the performance outcomes, skills and knowledge required to prepare and serve cocktails in a range of hospitality enterprises. Cocktails are drinks with a base, usually of one or more spirits, to which other ingredients are added.

Nominal Hours: 20 Hours

Assessment: Observation of preparing/serving cocktails, written/oral questions, customer feedback, tasting of cocktail, portfolio.

SITHFA020A APPLY FOOD AND BEVERAGE SKILLS IN THE WORKPLACE

Content: This unit describes the performance outcomes, skills and knowledge required to organise, prepare and serve food, and alcoholic and nonalcoholic beverages to customers. It incorporates all aspects of organising, preparing and serving a variety of menu items and alcoholic and nonalcoholic beverage items for a service period in a hospitality enterprise, using a range of service methods and team coordination skills. The unit integrates key technical and organisational skills required by a food and beverage attendant. It brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a commercial cafe, dining room or restaurant. It requires individual responsibility or autonomy in relation to own work roles and responsibilities and collaboration with others as part of a team or group.

State or territory licensing requirements may apply.

Nominal Hours: 25 Hours

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

SITHIND001A DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE

Content: This unit describes the performance outcomes, skills and knowledge required to develop and update knowledge of the hospitality industry, including the role of different industry sectors and key legal and ethical issues that must be considered by hospitality industry personnel in their daytoday work. This knowledge underpins effective performance in the hospitality industry.

Nominal Hours: 25 Hours

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

SITHIND003A PROVIDE AND COORDINATE HOSPITALITY SERVICE

Content: This unit describes the performance outcomes, skills and knowledge required to provide and coordinate hospitality service to customers. The unit integrates a range of well developed key operational and organisational skills required by service staff in hospitality organisations providing a range of organisation products and services to multiple and diverse customers. The unit brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a hospitality setting to ensure a smooth workflow and quality customer service. It incorporates preparation, service and closedown of the work area, using a range of techniques, equipment and materials. It involves taking responsibility for own outputs, working as part of a team and taking limited responsibility for the work of others.

Nominal Hours: 0 Hours

Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:
• training record book
• direct observation of the candidate providing integrated service according to established systems and procedures within a commercial hospitality setting
• evaluation of customer feedback about service, including speed and timing
• written or oral questions to test knowledge about service techniques, equipment and OHS requirements
• review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITTDGE001A WORK AS A GUIDE

Content: This unit describes the performance outcomes, skills and knowledge required to work effectively as a guide. It covers key legal, ethical, safety and professional development issues that must be considered by guides in their day to day work. It is an essential skill for all guides and underpins all guiding activities.

All tour guides residing in any part of Australia are subject to the Queensland Tourism Services Act (2003) when working in Queensland. They do not need to register or meet any training or certification requirements but they can be fined if they participate in unconscionable conduct when selling Queensland-based tourism products and services.

This unit covers the requirement for guides to deliver tours according to legal and ethical requirements. The Queensland Tourism Services Act (2003) specifically deals with ethical practices. Therefore, training and assessment of this unit must take into account the specific requirements of this legislation as it has implications on all guiding activities when a guide operates within the Queensland borders.

No occupational licensing or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 90 Hours

Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example work effectively as a guide. It covers key legal, ethical, safety and professional development issues that must be considered by guides in their day to day work. It is an essential skill for all guides and underpins all guiding activities.

SITTDGE002A PROVIDE ARRIVAL AND DEPARTURE ASSISTANCE

Content: This unit describes the performance outcomes, skills and knowledge to offer arrival and departure assistance to customers between transport terminals and accommodation. It requires the ability to check the customer’s arrival and departure information, reconfirm all operational aspects of the transportation and accommodation, and provide customers with accurate information.

Nominal Hours: 20 Hours

Assessment: Traineeship:

This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example to offer arrival and departure assistance to customers between transport terminals and accommodation. It requires the ability to check the customer’s arrival and departure information, reconfirm all operational aspects of the transportation and accommodation, and provide customers with accurate information.

SITTDGE004A LEAD TOUR GROUPS

Content: This unit describes the performance outcomes, skills and knowledge required to coordinate a group of touring customers. It focuses on the communication, leadership and conflict resolution skills required by guides. The unit requires the ability to coordinate the physical movement of groups. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 30 Hours

Assessment: Traineeship:

This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example to coordinate a group of touring customers. It focuses on the communication, leadership and conflict resolution skills required by guides. The unit requires the ability to coordinate the physical movement of groups.

SITTDGE006A PREPARE AND PRESENT TOUR COMMENTARIES OR ACTIVITIES

Content: This unit describes the performance outcomes, skills and knowledge required to prepare and present commentaries or activities to customers. Its main focus is on the need to use effective interpretation and presentation techniques to ensure customer participation and enjoyment. Tour guides may have generalist or specialist knowledge and the diversity of information imported is immense and immeasurable. This unit does not focus on the knowledge base but on the skills required to prepare and present information. The unit goes beyond the delivery of fully scripted commentary and requires significant creative input.

Nominal Hours: 70 Hours

Assessment: This unit is delivered via a traineeship, where all learning is conducted
on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example prepare and present commentaries or activities to customers.

SITTGDE007A DEVELOP AND MAINTAIN THE GENERAL AND REGIONAL KNOWLEDGE REQUIRED BY GUIDES
Content: This unit describes the performance outcomes, skills and knowledge required to research information on Australia for presentation to customers. It requires broad general knowledge of Australia and a breadth and depth of regional and location specific knowledge, highlighting the need for ongoing research to update and expand the guide's knowledge.
Nominal Hours: 100 Hours
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example research information on Australia for presentation to customers. It requires broad general knowledge of Australia and a breadth and depth of regional and location specific knowledge, highlighting the need for ongoing research to update and expand the guide’s knowledge.

SITTIND001A DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE
Content: This unit describes the performance outcomes, skills and knowledge required to develop and update knowledge of the tourism industry, including the role of different industry sectors and key legal and ethical issues that must be considered by tourism industry personnel in their day to day work. This knowledge underpins effective performance in the tourism industry.
No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 25 Hours
Assessment: Campus based: Students are required to do assignments, classroom activities, and/or presentations.
Traineeship: This unit is also delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example describe the tourism industry, including the role of different industry sectors and key legal and ethical issues that must be considered by tourism industry personnel in their day to day work.

SITTPPD001A RESEARCH, ASSESS AND DEVELOP TOURISM PRODUCTS
Content: This unit describes the performance outcomes, skills and knowledge required to manage product development strategically within tourism and hospitality organisations. It requires the ability to research the market, analyse issues relevant to establishing the product, determine a profitable selling price, establish the product, and monitor and evaluate its success.
Nominal Hours: 100 Hours
Assessment: Students are required to do assignments, classroom activities, portfolio of research and/or presentations.

SITTPPD002A RESEARCH TOURISM DATA
Content: This unit describes the performance outcomes, skills and knowledge required to conduct formal tourism research. It requires the ability to identify research needs, conduct the research and accurately analyse and interpret the data.
Nominal Hours: 100 Hours
Assessment: Students are required to do assignments, classroom activities, portfolio of research and/or presentations.

SITTSLS001A OPERATE AN ONLINE INFORMATION SYSTEM
Content: This unit describes the performance outcomes, skills and knowledge required to operate an online information system, which can include the internet and any intranet system. It requires the ability to determine information requirements and locate, check and download information.
No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 40 Hours
Assessment: Campus Mode: Students are required to do assignments and classroom activities.
Traineeship: This unit is also delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example operate an online information system, which can include the internet and any intranet system.

SITTSLS002A ACCESS AND INTERPRET PRODUCT INFORMATION
Content: This unit describes the performance outcomes, skills and knowledge required to access and interpret specific details about tourism products correctly and accurately. This unit does not cover detailed interpretation of airfare information which is covered by a range of other Tourism Sales and Operations units. Any organisation that sells travel insurance to a retail client must meet the requirements of the Financial Services Reform Act (2001). In particular, sales personnel must complete a course delivered by the insurance provider in order to interpret provisions of the insurance policy and provide advice to customers on its purchase.
Nominal Hours: 65 Hours
Assessment: Campus based: Students are required to do assignments, classroom activities, projects, and/or presentations.
Traineeship: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example access and interpret specific details about tourism products correctly and accurately.

SITTSLS003A SOURCE AND PROVIDE INTERNATIONAL DESTINATION INFORMATION AND ADVICE
Content: This unit describes the performance outcomes, skills and knowledge required to source and provide information and advice for international destinations, including general product information such as what types or styles of product a destination offers. The unit requires the ability to identify appropriate information sources and research destinations in order to develop, update and maintain a general destination knowledge base relevant to the industry sector and job role.
Nominal Hours: 45 Hours
Assessment: Students are required to do assignments, classroom activities, tests, and/or presentations.

SITTSLS004A SOURCE AND PROVIDE AUSTRALIAN DESTINATION INFORMATION AND ADVICE
Content: This unit describes the performance outcomes, skills and knowledge required to source and provide information and advice for Australian destinations, including general product information such as what types or styles of product can the destination offer. The unit requires the ability to identify appropriate information sources and research destinations in order to develop, update and maintain a general destination knowledge base relevant to the industry sector and job role.
Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, classroom activities, tests, projects and/or presentations.

SITTSLS005A SELL TOURISM PRODUCTS AND SERVICES
Content: This unit describes the performance outcomes, skills and knowledge required to sell tourism services and products proactively in a range of industry contexts. It requires the ability to provide quality customer service while identifying specific customer needs, suggest a range of products to meet those needs, provide current and accurate product information and close the sale. This unit covers the sale of any type of tourism product or service to any destination. Therefore, training and assessment must take into account the specific requirements of tourism related legislation as it applies to selling the product or destination.
Nominal Hours: 35 Hours
Assessment: Campus based: Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.
Traineeship: This unit is also delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example sell tourism services and products proactively in a range of industry contexts. It requires
the ability to provide quality customer service while identifying specific customer needs, suggest a range of products to meet those needs, provide current and accurate product information and close the sale.

SITTTSL006A PREPARE QUOTATIONS

Content: This unit describes the performance outcomes, skills and knowledge required to calculate the costs of products and services accurately and to present quotations to customers. It requires the ability to provide quotations for products and services where some costing and pricing has already been undertaken in the product development phase. As such it underpins SITTPPD003A Source and package tourism products, which deals with the more advanced skills to actually source, price and package product.

Nominal Hours: 30 Hours
Assessment: Campus Mode: Students are required to do assignments, classroom activities, case studies.
Traineeship: This unit is also delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example to calculate the costs of products and services accurately and to present quotations to customers. It requires the ability to provide quotations for products and services where some costing and pricing has already been undertaken in the product development phase.

SITTTSL007A RECEIVE AND PROCESS RESERVATIONS

Content: This unit describes the performance outcomes, skills and knowledge required to receive and process reservations for a tourism or hospitality product or service offered for sale to agents or direct to the consumer. It requires the ability to determine the availability of the product or service, offer alternatives, accurately record the reservation details and administer the reservation through to finalisation.

Nominal Hours: 30 Hours
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:
- direct observation of the candidate receiving and processing reservations
- evaluation of integrated activities completed by the candidate, including sourcing information on products, selling products, providing quotations and issuing documents
- evaluation of reservations documentation and booking data generated by the candidate
- activities to assess ability to process differing types of reservations, including booking, retrieving and amending a series of bookings
- written and oral questioning or interview to test knowledge of the principles underpinning reservations procedures and the relationships between different sectors of the tourism industry
- review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITTTSL008A BOOK AND COORDINATE SUPPLIER SERVICES

Content: This unit describes the performance outcomes, skills and knowledge required to make and administer bookings for tourism or hospitality products and services. It requires the ability to identify the customer’s product requirements, request and confirm these with appropriate suppliers, and administer all bookings through to finalisation. It describes the coordination of bookings with suppliers, normally a business to business supply. The unit does not cover the skills required to receive and process an incoming reservation within a supplier organisation which are covered in SITTTSL007A Receive and process reservations.

Nominal Hours: 20 Hours
Assessment: Students are required to do assignments, classroom activities, projects.

SITTTSL009A PROCESS TRAVEL-RELATED DOCUMENTATION

Content: This unit describes the performance outcomes, skills and knowledge required to process a range of travel documentation commonly used or issued within the tourism industry. It requires the ability to identify and interpret all documentation requirements and to prepare and despatch documents within designated deadlines. Travel related documents can include air tickets.

Nominal Hours: 25 Hours
Assessment: Students are required to do classroom activities, tests, assignment.

SITTTSL010A CONTROL RESERVATIONS OR OPERATIONS USING A COMPUTERISED SYSTEM

Content: This unit describes the performance outcomes, skills and knowledge required to use a computerised reservations or operations system to create, maintain and administer bookings for a range of products and services in tourism, hospitality or events. It requires the ability to use the system capabilities to fulfil a range of sales and operational functions.

Nominal Hours: 120 Hours
Assessment: Students are required to do classroom activities, tests.

SITTTSL012A CONSTRUCT DOMESTIC AIRFARES

Content: This unit describes the performance outcomes, skills and knowledge required to construct air itineraries and cost airfares correctly for domestic air travel. It requires the ability to interpret airfare information accurately and configure air itineraries that create optimum airfare costs. This unit does not include ticketing which is found in the unit SITTTSL009A Process travel related documentation.

Nominal Hours: 35 Hours
Assessment: Students are required to do classroom activities, tests.

SITTTSL013A CONSTRUCT NORMAL INTERNATIONAL AIRFARES

Content: This unit describes the performance outcomes, skills and knowledge required to construct international air itineraries and cost normal international airfares. It requires the ability to interpret airfare information accurately and configure air itineraries that create optimum airfare costs. This unit does not include ticketing which is found in the unit SITTTSL009A Process travel related documentation.

Nominal Hours: 40 Hours
Assessment: Students are required to do classroom activities, tests.

SITTTSL014A CONSTRUCT PROMOTIONAL INTERNATIONAL AIRFARES

Content: This unit describes the performance outcomes, skills and knowledge required to construct international air itineraries and cost promotional or “special” international airfares. It requires the ability to interpret airfare information accurately and configure air itineraries which create optimum airfare costs. This unit does not include ticketing which is found in the unit SITTTSL009A Process travel related documentation.

Nominal Hours: 40 Hours
Assessment: Students are required to do classroom activities, tests.

SITTTSL016A ADMINISTER BILLING AND SETTLEMENT PLAN

Content: This unit describes the performance outcomes, skills and knowledge required to administer a billing and settlement plan (BSP) for any tourism organisation involved in the sale and ticketing of airfares. It requires the ability to compile all information and documentation for air ticket sales and to lodge and report payments with accuracy.

Nominal Hours: 20 Hours
Assessment: Students are required to do tests.

SITTVAF001A PROVIDE VENUE INFORMATION AND ASSISTANCE

Content: This unit describes the performance outcomes, skills and knowledge required to provide visitors with information on the venue’s facilities and services.

Nominal Hours: 20 Hours
Assessment: Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

SIXXADM001A PERFORM OFFICE PROCEDURES

Content: This unit describes the performance outcomes, skills and knowledge required to complete a range of routine office procedures and activities, including writing simple correspondence.

Nominal Hours: 20 Hours
Assessment:
Campus Mode: Students are required to do assignments, classroom activities, projects, case studies.
Traineeship: This unit is also delivered via a traineeship, where all learning is
conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example perform a range of routine office procedures and activities, including writing simple correspondence.

**SITXADM003A WRITE BUSINESS DOCUMENTS**

**Content:** This unit describes the performance outcomes, skills and knowledge required to prepare and produce a range of business documents expressing complex ideas and requiring varying and complex formats, e.g. formal reports.

**Nominal Hours:** 25 Hours

**Assessment:**
- **Campus Mode:** Students are required to do assignments, classroom activities, projects, case studies.
- **Traineeship:** This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example prepare and produce a range of business documents expressing complex ideas and requiring varying and complex formats.

**SITXADM004A PLAN AND MANAGE MEETINGS**

**Content:** This unit describes the performance outcomes, skills and knowledge required to plan and conduct structured meetings involving multiple participants. It requires the ability to write and distribute agendas, chair meetings and write minutes.

**Nominal Hours:** 20 Hours

**Assessment:** Students are required to do assignments, classroom activities, and/or presentations.

**SITXCCSO01A PROVIDE VISITOR INFORMATION**

**Content:** This unit describes the performance outcomes, skills and knowledge required to provide visitors with general information about a local area.

**Nominal Hours:** 30 Hours

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

**SITXCCSO02A PROVIDE QUALITY CUSTOMER SERVICE**

**Content:** This unit describes the performance outcomes, skills and knowledge required to provide quality service to customers in a range of service industry workplaces. It requires the ability to determine and address diverse customer needs and expectations, ascertain changes in customer preferences, establish rapport, deal with complaints and difficult service situations, use opportunities for promoting and up-selling, apply knowledge of protocol and ritual for particular types of industry sectors and organisations, and systematically manage a clientele through rewards systems, databases, etc.

**Nominal Hours:** 40 Hours

**Assessment:**
- **Campus Mode:** Students are required to do assignments, classroom activities, projects, case studies.
- **Traineeship:** This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example provide quality service to customers in a range of service industry workplaces.

**SITXCCSO03A MANAGE QUALITY CUSTOMER SERVICE**

**Content:** This unit describes the performance outcomes, skills and knowledge required to manage customer service quality in a range of service industry workplaces. It requires the ability to develop and monitor management strategies to enhance and oversee the delivery of quality customer service.

**Nominal Hours:** 30 Hours

**Assessment:** A range of assessment methods will be used to assess practical skills and knowledge, including:
- evaluation of industry projects managed by the candidate to enhance service delivery in a given operation
- evaluation of projects managed by the candidate to create, market and deliver a tourism or hospitality service
- case studies to address specific service delivery issues in different workplace contexts
- oral or written questions to assess knowledge of quality assurance concepts and principles
- review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.
- Holistic assessment with other units relevant to the industry sector

**SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS**

**Content:** This unit describes the performance outcomes, interpersonal, communication and customer service skills and knowledge required to work in the service industries. This is a core unit underpinning all other units involving interaction with colleagues and customers. Key required skills and knowledge for this role include meeting personal presentation standards, establishing rapport with customers, determining and addressing customer needs and expectations, dealing with complaints, working in teams and using appropriate communication techniques and mediums.

**Nominal Hours:** 25 Hours

**Assessment:**
- **Campus Mode:** Students are required to do assignments, classroom activities, projects, case studies.
- **Traineeship:** This unit is delivered via a traineeship, where all learning is conducted on the job. The student will need to demonstrate to the traineeship assessor via oral questions and written tasks they can for example meet personal presentation standards, establish rapport with customers, determine and address customer needs and expectations, deal with complaints, work with in a teams and use appropriate communication techniques and mediums.

**SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT**

**Content:** This unit describes the performance outcomes, skills and knowledge required to be culturally aware when serving customers and working with colleagues from diverse backgrounds. It requires the ability to communicate with people of different social and cultural backgrounds with respect and sensitivity and address cross-cultural misunderstandings.

**Nominal Hours:** 20 Hours

**Assessment:** Students are required to do assignments, classroom activities, case studies and/or presentations.

**SITXCOM003A DEAL WITH CONFLICT SITUATIONS**

**Content:** This unit describes the performance outcomes, skills and knowledge required to resolve conflict situations with customers and colleagues. It also describes the resolution of escalated complaints. The unit covers the conflict resolution skills required to address conflicts that may arise in day to day work situations. It does not cover formal negotiation, counselling or conducting mediation.

**Nominal Hours:** 20 Hours

**Assessment:**
- **Campus Mode:** Students are required to do assignments, classroom activities, projects, case studies.
- **Traineeship:** This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example resolve conflict situations with customers and colleagues.

**SITXCOM004A COMMUNICATE ON THE TELEPHONE**

**Content:** This unit describes the performance outcomes, skills and knowledge required to communicate effectively on the telephone. It requires the ability to make and receive calls, to take messages on behalf of other people and to use the main features of a telephone correctly.

**Nominal Hours:** 5 Hours

**Assessment:**
- **Campus Mode:** Students are required to do classroom activities, case studies.
- **Traineeship:** This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the
traineeship assessor via oral questions and written tasks they can for example communicate effectively on the telephone. It requires the ability to make and receive calls, to take messages on behalf of other people and to use the main features of a telephone correctly.

SITXCOM006A ADDRESS PROTOCOL REQUIREMENTS
Content: This unit describes the performance outcomes, skills and knowledge required to address protocol requirements in a broad range of business activities. The unit focuses on basic research skills to acquire a knowledge and understanding of protocol requirements within diverse business, social and cultural contexts, as well as the ability to use that knowledge in a practical workplace context.
Nominal Hours: 25 Hours
Assessment: Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

SITXEV001A DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE
Content: This unit describes the performance outcomes, skills and knowledge required to develop and update general knowledge of the events industry, including industry structure, legal issues and current technology. This knowledge underpins effective performance in all meeting and event organisation and management roles.
Nominal Hours: 25 Hours
Assessment: Students are required to do assignments, classroom activities, and/or presentations.

SITXEV002A PROVIDE EVENT STAGING SUPPORT
Content: This unit describes the performance outcomes, skills and knowledge required to provide assistance with the staging of an event, including general knowledge of event staging and production issues.
Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

SITXEV003A PROCESS AND MONITOR EVENT REGISTRATIONS
Content: This unit describes the performance outcomes, skills and knowledge required to process and monitor registration for any type of event.
Nominal Hours: 60 Hours
Assessment: Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

SITXEV004A COORDINATE ON SITE EVENT REGISTRATIONS
Content: This unit describes the performance outcomes, skills and knowledge required to prepare for and undertake the onsite registration of delegates or participants at an event.
Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, classroom activities, and/or presentations participate in a live event.

SITXEV005A ORGANISE IN-HOUSE EVENTS OR FUNCTIONS
Content: This unit describes the performance outcomes, skills and knowledge required to organise in-house events or functions from the perspective of an individual working within a commercial venue. The skills required by independent event organisers are covered in other Events units.
Nominal Hours: 40 Hours
Assessment: Observation, event documentation and reports, written/oral questions, customer feedback, presentation, evaluation of an event organised, portfolio.

SITXEV008A PLAN AND DEVELOP EVENT PROPOSALS AND BIDS
Content: This unit describes the performance outcomes, skills and knowledge required to plan and develop proposals and bids for the staging of complex events comprising multiple components.
Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, classroom activities, prepare an event bid.

SITXEV009A DEVELOP EVENT CONCEPTS
Content: This unit describes the performance outcomes, skills and knowledge required to develop the overall concept, theme and format for a complex event comprising multiple components. Event bids and proposals are covered in unit SITXEV008A Plan and develop event proposals and bids. The unit also shares some similarities with SITXEV014A Develop conference programs, but is broader in application.
Nominal Hours: 30 Hours
Assessment: Students are required to do assignments, classroom activities, prepare an event concept and/or presentations.

SITXEV010A EVALUATE AND ADDRESS EVENT REGULATORY REQUIREMENTS
Content: This unit describes the performance outcomes, skills and knowledge required to assess the regulatory requirements that impact on a complex event comprising multiple components, and to incorporate appropriate responses into event planning and management.
Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, classroom activities, and/or presentations.

SITXEV011A DEVELOP CROWD CONTROL PLANS AND PROCEDURES
Content: This unit describes the performance outcomes, skills and knowledge required to develop plans and procedures for the admittance, seating and dispersal of crowds. It includes procedures for emergency situations.
Nominal Hours: 30 Hours
Assessment: Students are required to do assignments, classroom activities, and/or presentations.

SITXEV012A SELECT EVENT VENUES AND SITES
Content: This unit describes the performance outcomes, skills and knowledge required to undertake the venue or site selection process for a complex event comprising multiple components.
Nominal Hours: 35 Hours
Assessment: Students are required to do assignments, classroom activities, and/or presentations.

SITXEV013A MANAGE EVENT STAGING
Content: This unit describes the performance outcomes, skills and knowledge required to manage the staging and operation of a complex event comprising multiple components.
Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, classroom activities, and conduct a live event.

SITXEV014A DEVELOP CONFERENCE PROGRAMS
Content: This unit describes the performance outcomes, skills and knowledge required to develop conference programs.
Nominal Hours: 30 Hours
Assessment: Students are required to do assignments, classroom activities, participate in a live event.

SITXEV016A ORGANISE AND MONITOR EVENT INFRASTRUCTURE
Content: This unit describes the performance outcomes, skills and knowledge required to coordinate infrastructure and facilities for a complex event comprising multiple components, where these do not already exist at a venue or site.
Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, classroom activities, participate in a live event.

SITXEV017A PROVIDE ON SITE EVENT MANAGEMENT SERVICES
Content: This unit describes the performance outcomes, skills and knowledge required to coordinate the final preparation and setup of a complex event comprising multiple
components and to manage all aspects of the onsite operation.

Nominal Hours: 60 Hours
Assessment: Students are required to do assignments, classroom activities, and conduct a live event.

SITXFIN001A PROCESS FINANCIAL TRANSACTIONS
Content: This unit describes the performance outcomes, skills and knowledge required to process simple financial transactions in a range of workplace contexts. Cash and other types of transactions are included in the unit.

Nominal Hours: 25 Hours
Assessment: Campus Mode: Students are required to complete assignments and tests.
Traineeship: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example process simple financial transactions in a range of workplace contexts.

SITXFIN003A INTERPRET FINANCIAL INFORMATION
Content: This unit describes the performance outcomes, skills and knowledge required to interpret the types of financial information used by operational supervisors and managers in their day to day work activities. The unit focuses on understanding key financial terminology, different types of financial reports and on how financial information is used in the management of a business.

Nominal Hours: 60 Hours
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:

• case studies that allow the candidate to report on business performance through analysis of financial reports
• oral or written questions to assess knowledge and understanding of accounting concepts and terminology
• review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXFIN004A MANAGE FINANCES WITHIN A BUDGET
Content: This unit describes the performance outcomes, skills and knowledge required to take responsibility for budget management where others may have developed the budget. The skills and knowledge for budget development are found in unit SITXFIN005A Prepare and monitor budgets.

Nominal Hours: 30 Hours
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:

• evaluation of financial reports detailing financial performance of projects or activities conducted by the candidate
• evaluation of reports produced by the candidate detailing the processes undertaken to manage finances within a budget
• case studies and problem solving to assess application of the principles of budget management to different situations
• review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXFIN005A PREPARE AND MONITOR BUDGETS
Content: This unit describes the performance outcomes, skills and knowledge required to prepare and monitor budgets. It builds on the skills in unit SITXFIN004A Manage finances within a budget. While the nature of the budget may vary, the unit focuses on the key managerial skills of analysing financial information to inform developing a budget, drafting a budget and monitoring budget performance over time. This unit requires researching and analysing financial and other business information and applying it to budget planning, development, negotiation and monitoring. It requires sound knowledge of accounting principles, budget development methods, and presentation formats for different types of budget.

Nominal Hours: 30 Hours
Assessment: Students are required to complete assignments tests, projects case studies presentations.

SITXFIN006A OBTAIN AND MANAGE SPONSORSHIP
Content: This unit describes the performance outcomes, skills and knowledge required to obtain and manage sponsorship for an activity, event or other organisational activity.

Nominal Hours: 30 Hours
Assessment: Students are required to do assignments, classroom activities, obtain sponsorship for a live event.

SITXFIN007A MANAGE PHYSICAL ASSETS
Content: This unit describes the performance outcomes, skills and knowledge required to manage the physical assets of an organisation. It includes a focus on establishing strategies, systems and procedures for asset maintenance and monitoring, as well as financing asset acquisition.

Nominal Hours: 40 Hours
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:

• case studies to develop asset acquisition and maintenance strategies for nominated business situations
• evaluation of industry projects conducted by the candidate to acquire assets or develop ongoing maintenance strategies
• oral or written questions to assess knowledge of financing options and relevant legislation
• review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXFIN008A MANAGE FINANCIAL OPERATIONS
Content: This unit describes the performance outcomes, skills and knowledge required to manage day to day financial operations of a small organisation, a department within a larger organisation or a complex project. The unit is not intended to cover detailed specialist accounting skills that are undertaken by qualified accountants or financial controllers, but does include the awareness of accounting issues and concepts needed by managers for effective communication with accountants or other specialists on financial matters.

Nominal Hours: 75 Hours
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:

• evaluation of financial reports detailing financial performance of projects or activities conducted by the candidate
• evaluation of financial management strategies produced by the candidate detailing systems and procedures for the management of given business operations or situations
• case studies and problem solving to assess application of financial management strategies to particular situations
• review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXFSA001A IMPLEMENT FOOD SAFETY PROCEDURES
Content: This unit describes the performance outcomes, skills and knowledge required to handle food safely during the storage, preparation, display, service and disposal of food within a range of service industry operations. It requires the ability to follow predetermined procedures as outlined in an organisation food safety program.

Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, classroom activities, case studies and/or presentations. Direct observation, oral/written test/worksheets.

SITXGCL001A DEVELOP AND UPDATE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE
Content: This unit applies to senior personnel and operational managers responsible for ensuring overall business compliance with legislative and regulatory requirements. The unit does not cover the specialist skills and knowledge required by legal experts or managers whose primary role relates to compliance.

Nominal Hours: 80 Hours
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:

• evaluation of reports prepared by the candidate detailing how legal issues were identified and addressed in the conduct of a particular project
• evaluation of industry projects conducted by the candidate to address the compliance requirements for different workplaces
• case studies that allow the candidate to address legal requirements for given situations
• review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.
SITXHRI001A COACH OTHERS IN JOB SKILLS
Content: The Academy Sofitel operates within a fully functioning 5 star hotel and as such students will complete workplace experience rotations in all areas of the hotel, including the F&B areas, front office, housekeeping, laundry, concierge, kitchens and functions. This workplace rotation will occur on an ongoing basis during the course so that all students are able to gain real world experience
Nominal Hours: 20 Hours
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:
• direct observation of the candidate coaching a colleague in a required work skill
• role-plays in which the candidate demonstrates training techniques or communication skills, such as questioning and providing feedback
• questions about training principles
• review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXHRI002A RECRUIT, SELECT AND INDUCT STAFF
Content: This unit describes the performance outcomes, skills and knowledge required to recruit, select and induct staff within the framework of existing human or staffing resource plans or policies. It requires the application of significant planning and organisational skills combined with sound knowledge of current recruitment, selection and induction practices.
Nominal Hours: 60 Hours
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:
• direct observation of the candidate conducting a number of job interviews
• review of documentation prepared by the candidate detailing job specifications, advertisements and supporting correspondence of the recruitment process
• evaluation of industry projects conducted by the candidate to develop job specifications and recruitment procedures for different workplaces
• review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXHRI003A ROSTER STAFF
Content: This unit describes the performance outcomes, skills and knowledge required to develop, administer and communicate staff rosters.
Nominal Hours: 30 Hours
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:
• evaluation of the staffing costs and service levels in a workplace or at an event for which the candidate has prepared rosters
• case studies to develop rosters for typical industry working periods and different operational situations
• oral or written questions to assess knowledge of specific factors affecting the design of rosters
• review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXHRI004A MANAGE VOLUNTEERS
Content: This unit covers the performance outcomes skills and knowledge required to recruit and retain volunteers.
Nominal Hours: 20 Hours
Assessment: Students are required to do assignments, classroom activities, and manage a group of volunteers at a live event.

SITXHRI005A LEAD AND MANAGE PEOPLE
Content: This unit describes the performance outcomes, skills and knowledge required to lead and manage teams of people in the workplace, including volunteers where appropriate. The unit focuses on modelling high standards, developing commitment and managing team performance through effective leadership.
Nominal Hours: 60 Hours
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:
• evaluation of team leadership within a project or activity managed by the candidate
• evaluation of reports prepared by the candidate detailing how team commitment was encouraged and how team performance was managed during the conduct of a project
• case studies to develop approaches to specific team leadership situations
• oral or written questions to assess theoretical knowledge of leadership, motivation and teamwork
• review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXHRI006A MONITOR STAFF PERFORMANCE
Content: This unit describes the performance outcomes, skills and knowledge required to monitor staff performance within the framework of established performance management systems. It includes the skills to conduct structured performance appraisal and formal counselling sessions.
Nominal Hours: 50 Hours
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:
• evaluation of reports prepared by the candidate detailing how performance management issues may have been addressed during the conduct of a team project
• evaluation of industry projects conducted by the candidate to develop performance management approaches for different workplaces
• role play to provide feedback and conduct a performance appraisal or formal counselling session
• review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXHRI007A MANAGE WORKPLACE DIVERSITY
Content: This unit describes the performance outcomes, skills and knowledge required to provide leadership in a diverse workplace where customers and staff are from a wide range of backgrounds. It builds on the unit SITXCOM002A Work in a socially diverse environment, and reflects the importance of managing diversity in the workplace.
Nominal Hours: 60 Hours
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:
• case studies to develop strategies for effectively managing diversity in different industry contexts
• oral or written questions to assess knowledge of cross cultural issues and communication techniques
• review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXINV001A RECEIVE AND STORE STOCK
Content: This unit describes the performance outcomes, skills and knowledge required to receive and store stock. It requires the ability to check and take delivery of stock, other than food, and to appropriately store, rotate and maintain the quality of stock items.
Nominal Hours: 10 Hours
Assessment: A range of assessment methods will be used to assess the practical skills and knowledge required to receive and store stock, including:
• direct observation of the candidate receiving and storing stock
• written and oral questioning or interview to test knowledge of stock, OHS and security procedures
• review of workplace reports and records related to stock control prepared by the candidate
• review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXINV002A CONTROL AND ORDER STOCK
Content: This unit describes the performance outcomes, skills and knowledge required to control and order stock. It requires the ability to process stock orders, maintain stock levels, minimise stock losses, manage stocktakers and maintain all documents that relate to the administration of stock.
Nominal Hours: 25 Hours
Assessment: A range of assessment methods will be used to assess the practical skills and knowledge required to control and order stock, including:
• review of project activities undertaken by the candidate to control stock for a given period of time for a specific outlet
• review of stock control activities undertaken as part of industry placement or training with an industry operator
• written and oral questioning or interview to test knowledge of stocktake procedures
• case studies to assess ability to solve problems related to stock control, stock loss or security
• review of workplace reports and records prepared by the candidate related to stock control
• review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXMGTO001A MONITOR WORK OPERATIONS
Content: This unit describes the performance outcomes, skills and knowledge required to oversee and monitor the quality of day to day work operations within a tourism or hospitality context. As such it includes fundamental knowledge of management roles and responsibilities.
Nominal Hours: 20 Hours
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:
• evaluation of a project or work activity conducted by the candidate
• evaluation of reports prepared by the candidate detailing the methods used to monitor a given project or activity
• case studies and problem solving exercises to assess ability to develop approaches to different workplace situations and problems
• review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXMGTO002A DEVELOP AND IMPLEMENT OPERATIONAL PLANS
Content: This unit describes the performance outcomes, skills and knowledge required to undertake workplace planning with an operational focus.
Nominal Hours: 50 Hours
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:
• evaluation of a plan prepared by the candidate as well as an evaluation of the implementation and evaluation phase to assess ongoing monitoring
• evaluation of reports prepared by the candidate detailing the plan, how the planning process was undertaken, the ways in which implementation and evaluation of the plan were carried out and the lessons learned to inform future project planning
• review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXMGTO003A MANAGE PROJECTS
Content: This unit describes the performance outcomes, skills and knowledge required to manage all aspects of a complex project, including project planning, monitoring and evaluation.
Nominal Hours: 60 Hours
Assessment: Students are required to do assignments, classroom activities, and conduct a live event.

SITXMGTO004A DEVELOP AND IMPLEMENT A BUSINESS PLAN
Content: This unit describes the performance outcomes, skills and knowledge required to develop and monitor a business plan that incorporates a range of subsidiary plans or strategies.
Nominal Hours: 50 Hours
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:
• evaluation of a business plan prepared by the candidate to guide the management of a commercial or not for profit business activity, as well as evaluation of the resulting performance report also prepared by the candidate
• case studies to develop specific business plans and strategies for selected business activities or projects
• review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXMGTO005A MANAGE BUSINESS RISK
Content: This unit describes the performance outcomes, skills and knowledge required to actively identify risks to business operations, assess the associated consequences and take measures to eliminate or control the risk. It requires the ability to monitor business risks on an ongoing basis. This unit focuses on business risk and not on the risk management strategies that a business applies to the management of OHS issues. OHS management practices are covered in separate specialisation units.
Nominal Hours: 60 Hours
Assessment: Students are required to complete assignments tests, projects, case studies, presentations.

SITXMGTO006A ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS
Content: This unit describes the performance outcomes, skills and knowledge required to manage business relationships with customers or suppliers. It requires the ability to establish and maintain business relationships, conduct formal negotiations and make and manage agreements or contracts.
Nominal Hours: 60 Hours
Assessment: A range of assessment methods will be used to assess the practical skills and knowledge required to establish and conduct business relationships, including:
• direct observation of the candidate participating in verbal negotiations
• evaluation of negotiations and business relationships or agreements conducted or made by the candidate
• evaluation of reports prepared by the candidate to detail the way in which a negotiation activity was planned and conducted and lessons to be learned for future activities
• review of negotiating documents prepared by the candidate, including preparatory facts, statistics, KPIs, product usage rates, request letters and written confirmation of agreements
• case studies to assess application of different techniques to different negotiating scenarios
• written and oral questioning or interview to test knowledge, such as industry structure and interrelationships, negotiating principles and techniques and legal compliance issues
• review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXMPR004A COORDINATE MARKETING ACTIVITIES
Content: This unit describes the performance outcomes, skills and knowledge required to plan and coordinate a range of marketing and promotional activities at an operational level. The unit incorporates knowledge of marketing principles.
Nominal Hours: 30 Hours
Assessment: Direct observation, sampling, test and portfolio.

SITXMPR005A DEVELOP AND MANAGE MARKETING STRATEGIES
Content: This unit describes the performance outcomes, skills and knowledge required to develop and manage marketing strategies, including developing a marketing plan. The actual conduct of activities that generally takes place within the framework of marketing plans is covered in various other units such as SITXMPR001A Coordinate production of brochures and marketing materials, and SITXMPR004A Coordinate marketing activities.
Nominal Hours: 80 Hours
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:
• evaluation of the marketing aspects of a project conducted by the candidate, either alone or in conjunction with industry
• evaluation of reports prepared by the candidate detailing marketing plans and results achieved
• case studies to assess application of marketing planning to different industry situations and contexts
• review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.
SITXOH501A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES
Content: This unit describes the performance outcomes, skills and knowledge required to follow predetermined health, safety and security procedures. It requires the ability to incorporate safe work practices into all workplace activities and to participate in the organisation’s OHS management practices.
Nominal Hours: 5 Hours
Assessment:
Campus Mode: Students are required to do classroom activities, tests, case studies and/or presentations.
Traineeship: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example follow predetermined health, safety and security procedures. It requires the ability to incorporate safe work practices into all workplace activities and to participate in the organisation’s OHS management practices.

SITXOH502A FOLLOW WORKPLACE HYGIENE PROCEDURES
Content: This unit describes the performance outcomes, skills and knowledge required to apply good hygiene practices within a range of service industry operations. It requires the ability to follow predetermined procedures, identify and control simple hazards and take particular hygiene measures to ensure the noncontamination of food and other items that might put customers, colleagues and self at a health risk.
Nominal Hours: 15 Hours
Assessment: Students are required to do assignments, workbook, classroom activities, tests, case studies and/or presentations.

SITXOH503A IDENTIFY HAZARDS AND ASSESS AND CONTROL SAFETY RISKS
Content: This unit describes the performance outcomes, skills and knowledge required to identify hazards, assess the associated safety risks and take measures to eliminate or control and minimise the risk. It focuses on the processes necessary to control specific workplace safety risks. This risk management approach is central to compliance with OHS legislation, which imposes obligations on businesses in all Australian States and Territories (whether small, medium or large) to manage the safety of their workers and anyone else in the workplace. In the service industries, the workplace would include any location where the business operates and ‘others’ would include customers.
Nominal Hours: 30 Hours
Assessment:
Campus Mode: Students are required to do assignments, classroom activities, projects, case studies.
Traineeship: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example

SITXOH504A IMPLEMENT AND MONITOR WORKPLACE HEALTH, SAFETY AND SECURITY PRACTICES
Content: This unit describes the performance outcomes, skills and knowledge required to implement predetermined OHS policies and procedures and to monitor OHS practices as a supervisory function. A systematic management approach is central to compliance with OHS legislation which, in all Australian States and Territories, imposes obligations on all businesses whether small, medium or large, to manage the safety of their workers and anyone else in the workplace. This unit involves the implementation and monitoring of those predetermined OHS practices designed, at management level, to ensure a safe workplace.
Nominal Hours: 30 Hours
Assessment: A range of assessment methods will be used to assess the practical skills and knowledge required to implement and monitor workplace health and safety practices, including:
• evaluation of action plans prepared by the candidate to coordinate consultative processes, hazard identification and risk assessment activity
• direct observation of the candidate providing OHS information and conducting OHS consultation sessions
• evaluation of a range of OHS records completed by the candidate
• evaluation of monitoring reports prepared by the candidate detailing the effectiveness of OHS management practices and recommendations for change

SITXOH505A ESTABLISH AND MAINTAIN AN OHS SYSTEM
Content: This unit describes the performance outcomes, skills and knowledge required to develop, implement and sustain effective, professional and contemporary OHS management practices. It focuses on the establishment and review of systems, policies and procedures designed to ensure a safe workplace.
Nominal Hours: 30 Hours
Assessment: A range of assessment methods will be used to assess the practical skills and knowledge required to establish and maintain an OHS system, including:
• evaluation of a portfolio which incorporates an entire written OHS system for an organisation, including policies, procedures, hazard identification and risk assessment template documents, information fact sheets for workers, job descriptions incorporating OHS roles, training plans and a communication strategy
• evaluation of reports prepared by the candidate detailing how OHS policies, systems and procedures were established for a given project or work activity
• evaluation of project or work activities conducted in conjunction with an industry operator to allow the candidate to develop systems for a particular workplace
• evaluation of the implementation and review processes through interviews with key stakeholders or review of reports
• case studies and problem solving exercises to establish systems, policies and procedures for different workplace sizes and types
• written and oral questioning or interview to test knowledge of the legislative requirements
• review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

THHBCAT01B PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS
Content: Prepare and present foods to meet basic nutritional needs; Prepare and present foods to meet special dietary requirements; Prepare foods to satisfy specific cultural or religious needs.
Nominal Hours: 70 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBCAT02B PACKAGE PREPARED FOODSTUFFS
Content: Ensure food is suitable for packaging, storage and transportation; Select packaging appropriate to specific food; Package food according to needs.
Nominal Hours: 6 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBCAT03B TRANSPORT AND STORE FOOD IN A SAFE AND HYGIENIC MANNER
Content: Identify appropriate food transportation; Transport food safely and hygienically; Store food safely and hygienically.
Nominal Hours: 12 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBCAT06B APPLY CATERING CONTROL PRINCIPLES
Content: Identify procedures to reduce wastage; Carry out catering control procedures; Minimise waste.
Nominal Hours: 10 Hours
Assessment: Tests, assignments, presentations, portfolio, observations
THHBC01B USE BASIC METHODS OF COOKERY
Content: Select and use cooking equipment and technology; Use methods of cookery.
Nominal Hours: 45 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBC02B PREPARE APPETISERS AND SALADS
Content: Prepare and present a variety of salads and dressings; Prepare and present a range of hot and cold appetisers; Store appetisers and salads.
Nominal Hours: 25 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBC03B PREPARE STOCKS, SAUCES AND SOUPS
Content: Prepare stocks, glazes and essences required for menu items; Prepare sauces required for menu items; Store and reconstitute stocks, sauces and soups.
Nominal Hours: 35 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBC04B PREPARE VEGETABLES, EGGS AND FARINACEOUS DISHES
Content: Prepare vegetable and fruit dishes; Prepare farinaceous dishes; Prepare and cook egg-based dishes; Store vegetables, egg and farinaceous foodstuffs.
Nominal Hours: 45 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBC05B PREPARE AND COOK POULTRY AND GAME
Content: Select and purchase poultry and game; Handle and store poultry and game; Prepare, cook and present poultry and game.
Nominal Hours: 25 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBC06B PREPARE AND COOK SEAFOOD
Content: Select and store seafood; Prepare and cook fish and shellfish; Present fish and seafood.
Nominal Hours: 30 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBC07B SELECT, PREPARE AND COOK MEAT
Content: Select meats; Prepare and portion meats; Cook and present meat cuts for service; Store meat.
Nominal Hours: 50 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBC08B PREPARE HOT AND COLD DESSERTS
Content: Prepare and produce desserts; Decorate, portion and present desserts; Prepare sweet sauces; Prepare accompaniments, garnishes and decorations; Store desserts.
Nominal Hours: 50 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBC09B PREPARE PASTRY, CAKES AND YEAST GOODS
Content: Prepare, decorate and present pastries; Prepare and produce cakes and yeast goods; Decorate pastry, bakery products, cakes and yeast goods; Portion and store pastry, cakes and yeast goods.
Nominal Hours: 40 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBC10B PLAN AND PREPARE FOOD FOR BUFFETS
Content: Plan the buffet; Prepare, produce and present foods for buffets; Prepare and produce desserts for buffets; Store buffet items.
Nominal Hours: 25 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBC11B IMPLEMENT FOOD SAFETY PROCEDURES
Content: Identify food safety critical control points and hazards; Implement procedures for food safety.
Nominal Hours: 25 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBC12B PLAN AND CONTROL MENU-BASED CATERING
Content: Plan and prepare menus; Control menu-based catering.
Nominal Hours: 30 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBA01B ORGANISE AND PREPARE FOOD
Content: Organise and prepare for use; Assemble and prepare ingredients for menu items; Prepare dairy, dry goods, fruits and vegetables; Prepare meat, seafood and poultry.
Nominal Hours: 20 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBA02B PRESENT FOOD
Content: Prepare food for service; Portion and plate food; Work in a team.
Nominal Hours: 6 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBA03B RECEIVE AND STORE KITCHEN SUPPLIES
Content: Take delivery of supplies; Store supplies; Rotate and maintain supplies.
Nominal Hours: 10 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBA04B CLEAN AND MAINTAIN KITCHEN PREMISES
Content: Clean, sanitise and store equipment; Clean and sanitise premises; Handle waste and linen.
Nominal Hours: 10 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THCC01A PREPARE, COOK AND SERVE FOOD (HOLISTIC UNIT)
Content: Organise and prepare for food service; Cook and serve menu items for food service; Complete end of service requirements.
Nominal Hours: 50 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THCC02A PREPARE, COOK AND SERVE FOOD FOR MENUS (HOLISTIC UNIT)
Content: Coordinate, organise and prepare for food service; Cook and serve menu items for food service; Coordinate and complete end of service requirements.
Nominal Hours: 80 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THCC03A WORK WITH COLLEAGUES AND CUSTOMERS
Content: Communicate in the workplace; Maintain personal presentation standards; Provide service to colleagues and customers; Work in a team.
Nominal Hours: 20 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THCC04A 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: Tests, assignments, presentations, portfolio, observations
THHCG03B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES
Content: Follow workplace procedures for health, safety and security; Deal with emergency situations; Maintain safe personal presentation standards; Provide feedback on health, safety and security.
Nominal Hours: 5 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHCG01B DEVELOP AND UPDATE LOCAL KNOWLEDGE
Content: Develop local knowledge; Update local knowledge.
Nominal Hours: 10 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHCG02B PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS
Content: This unit deals with the skills and knowledge required to promote products and services to customers. It relates to situations where the sales function is not the primary focus of work activity. It applies to those employees who deal with customers and whose job provides the opportunity to promote products and services and to ascertain changes in customer preferences eg. waiters, housekeepers, attraction attendants, receptionists.
Nominal Hours: 45 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHCG03B DEAL WITH CONFLICT SITUATIONS
Content: Identify conflict situations; Resolve conflict situations; Respond to customer complaints.
Nominal Hours: 20 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGCS08B ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS
Content: Establish and conduct business relationships; Conduct negotiations; Make formal business agreements; Foster and maintain business relationships.
Nominal Hours: 60 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGFA01B PROCESS FINANCIAL TRANSACTIONS
Content: Process receipts and payments; Reconcile takings.
Nominal Hours: 25 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGFA06A INTERPRET FINANCIAL INFORMATION
Content: Access and interpret financial information; Apply financial information to management activities.
Nominal Hours: 60 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGGA01B COMMUNICATE ON THE TELEPHONE
Content: Respond to incoming telephone calls; Make telephone calls.
Nominal Hours: 10 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGGA02B PERFORM OFFICE PROCEDURES
Content: Process office documents; Draft written communication; Maintain document systems.
Nominal Hours: 20 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGGA06B RECEIVE AND STORE STOCK
Content: Take delivery of stock; Store stock; Rotate and maintain stock.
Nominal Hours: 10 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGGA07B CONTROL AND ORDER STOCK
Content: Maintain stock levels and records; Process stock orders; Minimise stock losses; Follow up orders; Organise and administer stocktaking.
Nominal Hours: 25 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGGA09B MANAGE PROJECTS
Content: This unit deals with the skills and knowledge required to manage major projects within a tourism or hospitality industry environment. Managers and team leaders would generally undertake this role. This unit does not reflect the skills required by operational staff.
Nominal Hours: 60 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGHS01B FOLLOW WORKPLACE HYGIENE PROCEDURES
Content: Follow hygiene procedures; Identify and prevent hygiene risks.
Nominal Hours: 15 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGHS03B PROVIDE FIRST AID
Content: Assess the situation; Apply basic first aid techniques; Monitor the situation; Prepare required documentation.
Nominal Hours: 24 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGLE01B MONITOR WORK OPERATIONS
Content: Monitor and improve workplace operations; Plan and organise workflow; Maintain workplace records; Solve problems and make decisions.
Nominal Hours: 30 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

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

THHGLE03B DEVELOP AND IMPLEMENT OPERATIONAL PLANS
Content: Develop operational plans; Administer and monitor operational plans; Conduct ongoing evaluation.
Nominal Hours: 50 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGLE04B ESTABLISH AND MAINTAIN A SAFE AND SECURE WORKPLACE
Content: Establish and maintain a framework for health, safety and security; Establish and maintain participative arrangements for the management of health, safety and security; Establish and maintain procedures for identifying, assessing and controlling hazards and risks; Evaluate the organisation’s health, safety and security system.
Nominal Hours: 30 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGLE05B ROSTER STAFF
Content: Develop and implement staff rosters; Maintain staff records.
Nominal Hours: 30 Hours
Assessment: Tests, assignments, presentations, portfolio, observations
THHGLE06B MONITOR STAFF PERFORMANCE
Content: Monitor performance and provide feedback to staff; Recognise and resolve performance problems; Implement performance management systems.
Nominal Hours: 50 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGLE07B RECRUIT AND SELECT STAFF
Content: Identify recruitment needs; Administer recruitment; Select staff; Plan and organise induction programs.
Nominal Hours: 60 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGLE08B LEAD AND MANAGE PEOPLE
Content: Model high standards of performance and behaviour; Develop team commitment and cooperation; Manage team performance.
Nominal Hours: 60 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGLE09B MANAGE WORKPLACE DIVERSITY
Content: Encourage respect for diversity in the workplace; Use diversity as an asset; Deal with problems arising from diversity issues.
Nominal Hours: 60 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGLE11B MANAGE QUALITY CUSTOMER SERVICE
Content: Develop approaches to enhance customer service quality; Manage the delivery of quality service; Monitor and adjust customer service.
Nominal Hours: 30 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGLE12B DEVELOP AND MANAGE MARKETING STRATEGIES
Content: Collect and analyse information on the internal business environment; Collect and analyse information on the external business environment; Prepare marketing strategies or plans; Implement and monitor marketing activities; Conduct ongoing evaluation.
Nominal Hours: 80 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGLE13B MANAGE FINANCES WITHIN A BUDGET
Content: Allocate budget resources; Monitor financial activities against budget; Identify and evaluate options for improved budget performance; Complete financial/statistical reports.
Nominal Hours: 30 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGLE14B PREPARE AND MONITOR BUDGETS
Content: Prepare budget information; Prepare budget; Monitor and review budget.
Nominal Hours: 30 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGLE15B MANAGE FINANCIAL OPERATIONS
Content: Develop approaches to financial management; Develop and monitor financial procedures and systems; Make pricing decisions; Monitor financial performance; Prepare financial reports.
Nominal Hours: 75 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

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

THHGLE19B DEVELOP AND IMPLEMENT A BUSINESS PLAN
Content: Analyse the internal and external business environment; Formulate business plans and strategies; Implement the business plan; Monitor the business plan.
Nominal Hours: 40 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGLE20B DEVELOP AND UPDATE THE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE
Content: Research the legal information required for business compliance; Ensure compliance with legal requirements; Update legal knowledge.
Nominal Hours: 80 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGLE22A MANAGE RISK
Content: Develop risk management strategies; Implement risk management strategies; Monitor risk management strategies.
Nominal Hours: 60 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGTO1B COACH OTHERS IN JOB SKILLS
Content: Prepare for on job coaching; Coach colleagues on the job; Follow up coaching.
Nominal Hours: 20 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHHCO01B DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE
Content: Seek information on the hospitality industry; Source and apply information on legal and ethical issues for the hospitality industry; Update hospitality industry knowledge.
Nominal Hours: 25 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

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

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

THTFME04A DEVELOP AN EVENT CONCEPT
Content: This unit describes the skills and knowledge required to develop the overall concept, theme and format for a major event comprising multiple components. An event manager would generally undertake this process at the commencement of the event management cycle in consultation with key stakeholders. Sometimes the concept development phase is undertaken as part of the event bidding process. Event bids and proposals are covered in unit THHIPP008B Plan and develop event proposals and bids.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork
THTFME05A SELECT EVENT VENUES AND SITES
Content: This unit describes the skills and knowledge required to undertake the venue/site selection process for a major event comprising multiple components. It requires the application of significant analytical and research skills to complete the process of matching an event to a particular site or venue.
Nominal Hours: 35 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

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

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

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

THTFTG01B WORK AS A GUIDE
Content: Apply knowledge of the guiding sector; Guide tours according to legal, ethical and safety requirements; Develop guiding skills and knowledge; Communicate with tourism industry operators in English.
Nominal Hours: 90 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THTFTG03B DEVELOP AND MAINTAIN THE GENERAL KNOWLEDGE REQUIRED BY GUIDES
Content: Research information on Australia and the local region; Prepare information for guiding activities; Update general knowledge of Australia and the local region.
Nominal Hours: 100 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THTFTG04B CO-ORDINATE AND OPERATE A TOUR
Content: This unit deals with the skills and knowledge required by guides to conduct a tour which includes multiple products, services and sites. It requires the application of significant planning and organisational skills plus the ability to liaise with suppliers and industry colleagues to maximise tour efficiency and customer service quality.
Nominal Hours: 70 Hours
Assessment: This unit may be assessed by assignments, classwork, tests and projects.

THTFTG05B LEAD TOUR GROUPS
Content: Co-ordinate group movements; Encourage group morale and goodwill; Deal with conflicts and difficulties.
Nominal Hours: 30 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THTFTG06B PREPARE AND PRESENT TOUR COMMENTARIES OR ACTIVITIES
Content: Prepare commentaries or activities for presentation to customers; Present commentaries or activities to customers; Interact with customers.
Nominal Hours: 70 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THTPPD08B PLAN AND DEVELOP EVENT PROPOSALS AND BIDS
Content: This unit deals with the skills and knowledge required to plan and develop proposals and bids for the staging of meetings and events. Depending on the context, this role could be performed by a wide range of individuals including event managers, local or regional tourism managers, venue managers and marketing managers.
Nominal Hours: 40 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THTPPD09B DEVELOP CONFERENCE PROGRAMS
Content: This unit deals with the skills and knowledge required to design a conference program. Meetings managers, either internal or external to the sponsoring organisation, would generally undertake this role.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, projects, presentations and classwork.

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

THTSOP02B SOURCE AND PROVIDE DESTINATION INFORMATION AND ADVICE
Content: Develop destination knowledge; Update destination knowledge; Provide destination information and advice.
Nominal Hours: 85 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THTSOP03B ACCESS AND INTERPRET PRODUCT INFORMATION
Content: Identify and access product information; Interpret product information.
Nominal Hours: 65 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THTSOP04B SELL TOURISM PRODUCTS AND SERVICES
Content: Identify customer needs; Suggest products to meet customer needs; Provide product information and advice; Follow up sales opportunities.
Nominal Hours: 35 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THTSOP05B PREPARE QUOTATIONS
Content: Calculate costs of products and services; Provide quotations to customer; Update and amend quotations.
Nominal Hours: 30 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THTSOP07B BOOK AND CO-ORDINATE SUPPLIER SERVICES
Content: Administer customer file and identify booking requirements; Request services; Record request and confirmation; Update and finalise bookings.
Nominal Hours: 20 Hours
Assessment: Tests, assignments, presentations, portfolio, observations
THTSOP08B OPERATE A COMPUTERISED RESERVATIONS SYSTEM
Content: Access and manipulate reservation system information; Create and process reservations; Send and receive reservation communications.
Nominal Hours: 120 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THTSOP09B PROCESS NON AIR DOCUMENTATION
Content: Interpret information required for processing of documentation; Process documentation.
Nominal Hours: 25 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THTSOP18A PROCESS AIR DOCUMENTATION
Content: Interpret the information required to process air tickets; Process air travel documentation.
Nominal Hours: 40 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THTSOP19A CONSTRUCT DOMESTIC AIRFARES
Content: Interpret domestic airfare information; Construct and cost domestic airfares and itineraries; Record customer quotations and administer customer file.
Nominal Hours: 35 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THTSOP20A CONSTRUCT NORMAL INTERNATIONAL AIRFARES
Content: Interpret international airfare information; Construct and cost international airfares and itineraries; Record customer quotations and administer customer file.
Nominal Hours: 40 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THTSOP21A CONSTRUCT PROMOTIONAL INTERNATIONAL AIRFARES
Content: Interpret promotional airfare information; Construct and cost promotional airfares and itineraries; Record customer quotations and administer customer file.
Nominal Hours: 40 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THTTCO01B DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE
Content: Seek information on the tourism industry; Source and apply information on legal and ethical issues which impact on the tourism industry; Update tourism industry knowledge.
Nominal Hours: 25 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

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

TTHGLE11B MANAGE QUALITY CUSTOMER SERVICE
Content: This unit deals with the skills and knowledge required to manage customer service quality in the workplace within a tourism or hospitality context. It focuses on the need to develop pro-active approaches to service quality issues with some strategic focus.
Nominal Hours: 30 Hours
Assessment: Tests, assignments, presentations, portfolio, observations
SCHOOL OF BUSINESS AND MANAGEMENT

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

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

ADVANCED DIPLOMA OF BUSINESS (INTERNATIONAL BUSINESS) (I)
Course Code: 21613VIC

Campus: Footscray Nicholson Campus
Career Opportunities
Operational and management roles in International Trade businesses.

Scope of Delivery
Full-time

Course Objective
The course aims to provide skills and knowledge for students wishing to pursue a career in an area of International Business and/or articulate into the relevant area of higher education.

Entry Requirements
To qualify for admission to this course, students must have completed all the Training Package qualifications in the Diploma of International Business BSB52004 and/or their equivalent.
Applicants are required to have a minimum English level of 5.0 IELTS to enter the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration
This course is one year full-time.

Selection Procedures
To be advised by the School.

Course Structure
Unit Code  Hours
Pre-requisite Units of Study
Successful completion of BSB52004 Diploma of International Business
Core Units of Study
VBP162 PLAN AND IMPLEMENT A TRANSPORT AND LOGISTICS SYSTEM FOR AN INTERNATIONAL TRADE ORGANISATION 60
VBP163 APPLY CONTRACT LAW TO INTERNATIONAL BUSINESS ACTIVITIES 80
VBP164 MANAGE BUSINESS ACTIVITIES IN AN INTERNATIONAL ENVIRONMENT 80
VBP165 RESEARCH AND REPORT ON AN IMPORT AND EXPORT VENTURE 80
VBP166 REVIEW THE FINANCIAL STRUCTURES AND PROCESSES IN INTERNATIONAL BUSINESS 80

Elective Units of Study
VBP167 ESTABLISH AND MAINTAIN AN EFFECTIVE TRADING RELATIONSHIP 90
or
VBP168 REVIEW THE BUSINESS CULTURE AND ENVIRONMENT OF A SELECTED COUNTRY OR REGION 15
PLUS Language for a selected country or region* 100-120
*Providers are to choose appropriate accredited language modules.
For further information regarding this course, contact the School on (03) 9919 8686.

CERTIFICATE IV IN LOGISTICS AND SUPPLY CHAIN PRINCIPLES
Course Code: 21638VIC

Course Location
Footscray Nicholson Campus
Career Opportunities
This practical course has been developed with industry to provide women and men with the knowledge, skill and industry awareness that the logistics industry is looking for. This VU qualification will enable you to confidently seek employment in a wide range of occupations including technical, operational and administrative positions in businesses or specialised companies involved in moving materials nationally or internationally.

Scope of Delivery
Full-time.

Course Objectives
To provide entry-level theoretical and hands on training for men and women wanting to work in white collar roles in the logistics and supply chain industry.

Entry Requirements
To qualify for admission students must have literacy and numeracy competencies at least equivalent to those defined by level 2 of the National Reporting System and satisfy the Head of School of their ability to complete the course.

Course Duration
One year full time.

Course Structure
Unit Code  Hours
Core Units of Study
VBP113 INTRODUCTION TO TRANSPORT, DISTRIBUTION AND LOGISTICS 30
VBP114 SUPPLY CHAIN PRINCIPLES 60
VBP115 INTRODUCTION TO WAREHOUSE OPERATIONS 60
FACULTY OF WORKFORCE DEVELOPMENT

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CERTIFICATE IV IN BUSINESS (PUBLIC RELATIONS) 21639VIC

Course Code: 21639VIC

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

Campus: Footscray Nicholson.

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

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

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

Course applicants are assessed and ranked against course selection criteria available from the School.

Course Duration:
This course is one year full-time.

Course Structure:

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<td>BSBMBM403A</td>
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Elective Units of Study
One unit of study from the following:

- BSBCMN412A PROMOTE INNOVATION AND CHANGE
- BSBIMK404A FORECAST MARKET AND BUSINESS NEEDS
- BSBMKG405A IMPLEMENT AND MONITOR MARKETING ACTIVITIES

For further information regarding this course, contact the School on (03) 9919 8686.

ADVANCED DIPLOMA OF BUSINESS (PUBLIC RELATIONS) 21640VIC

Course Code: 21640VIC

This course will provide the knowledge and skills for students wishing to enter the field of Public Relations and/or Integrated Marketing, or students currently working in such an area, and for students wishing to articulate into the Bachelor of Communications (Public Relations) or its equivalent.

Campus: Footscray Nicholson.

Career Opportunities:
When you graduate you will be qualified to work as a PR consultant, Marketing Communications Officer or Public Relations Account Manager.

Entry Requirements:
You will need to have satisfactorily completed the Certificate IV in Business (Public Relations) or its equivalent.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Course applicants are assessed and ranked against course selection criteria available from the School.

Course Duration
One year full time

Course Structure
Pre-requisite Units of Study
Successful completion of 21639VIC Certificate IV in Business (Public Relations).

Unit Code | Hours
---|---
PUACOM004A | MANAGE ORGANISATIONAL COMMUNICATION STRATEGIES 25
VBP336 | DEVELOP STRATEGIC PR WRITING 50
BSBCMN420A | WRITE COMPLEX DOCUMENTS 50
CHCPOL5A | MANAGE RESEARCH ACTIVITIES 75
or
PSPGOV504B | COORDINATE RESEARCH AND ANALYSIS 40
CUSADM09A | ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS 50
CUFMEM07A | APPLY PRINCIPLES OF VISUAL DESIGN AND COMMUNICATION TO THE DEVELOPMENT OF A MULTIMEDIA PRODUCT 40
BSBFLM512A | ENSURE TEAM EFFECTIVENESS 60
BSBMGT504A | MANAGE BUDGETS AND FINANCIAL PLANS 60
BSBMGT611A | DEVELOP RISK MANAGEMENT STRATEGY 60
PSPGOV601B | APPLY KNOWLEDGE OF GOVERNMENT SYSTEMS 60
SRXFIN008A | SECURE FINANCIAL RESOURCES TO SUPPORT THE ORGANISATION 20
CUEFIN03B | OBTAIN SPONSORSHIP 80
CUFSAF01A | FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 15
CUSADM01A | DEVELOP AND APPLY INDUSTRY KNOWLEDGE 15

Elective Units of Study
Select two competencies from the following: (or relevant endorsed competencies at Diploma or Advanced Diploma level)

BSBMKG604A | DEVELOP AND MANAGE DIRECT MARKETING CAMPAIGNS 50
BSBADV602A | DEVELOP AN ADVERTISING CAMPAIGN 100
CULLB510B | DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS 50
BSBADV506A | EVALUATE AND RECOMMEND ‘BELOW THE LINE’ MEDIA OPTIONS 60
BSBMKG503A | DEVELOP A MARKETING COMMUNICATIONS PLAN 50
CUSADM05A | DEVELOP & IMPLEMENT A BUSINESS/STRATEGIC PLAN 70
or
BSBMKG607A | DIRECT Communications MANAGEMENT OF MULTIPLE PROJECTS/PROGRAMS 40
CUSADM05A | DEVELOP & IMPLEMENT A BUSINESS/STRATEGIC PLAN 70

For further information contact the School on (03) 9919 8686.

CERTIFICATE IV IN BUSINESS (OPERATIONS MANAGEMENT)
Course Code: 21699VIC

Campus: Footscray Nicholson Campus

Career Opportunities
Operations Manager

Scope of Delivery
Time required to complete the course will vary according to the delivery and assessment mode offered. NB: students can progress from Certificate IV in Business (Operations Management) to Diploma in Business (Operations Management) and Advanced Diploma level. Please contact the School for advice.

Course Objective
These courses provide students with an understanding of the operations management functions within an organisation and the techniques, skills and knowledge, which are required. Operation Managers perform duties and tasks in the following areas; Planning; Materials Management; Purchasing; Work study, Industrial Engineering; Occupational Health and Safety.

Entry Requirements
To qualify for admission to this course, you must generally have acquired the following competencies:
- Read, comprehend and discuss complex information in English;
- Write complex sentences; and
- Use and analyse complex data, relation and pattern, number measurement and shape. You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.

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

Course Duration
18 months part-time.

Course Structure

Unit Code | Hours
---|---
BSBFLM403B | IMPLEMENT EFFECTIVE WORKPLACE RELATIONSHIPS 50
BSBCMN410A | COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 40
TDFT397B | IMPLEMENT AND MONITOR OHS PROCEDURES 30
BSBCMN406A | MAINTAIN BUSINESS TECHNOLOGY 40
MENM21.24A | PERFORM COMPUTATIONS 30
VBPI15 | INTRODUCTION TO WAREHOUSE OPERATIONS 60
FDPLSCP4A | SCHEDULE AND MANAGE PRODUCTION 50
DIPLOMA OF BUSINESS & ENTERPRISE
Course Code: 3113C0207

Course Objective
The Diploma of Business & Enterprise aims to develop a broad range of business knowledge and skills to enable students to successfully undertake further study at undergraduate level in business including chosen specialist disciplines.

Scope of Delivery
It is intended that the program be delivered on a full fee paying, full time basis.

Entry Requirements
Applicants should have successfully completed a course of study at year 12 level or equivalent. In addition to satisfying the entry requirements students must provide evidence of proficiency in English language before entry to the course will be granted.

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

Applications must be made directly to the School by phoning Administration on (03) 9919 6207.

Course Duration
780 Contact Hours.

Course Structure
To successfully complete this qualification, students must successfully complete 8 mandatory units. There are no elective units in this course.

Unit Code   Hours
---
3113C0207U01 ACCOUNTING 120
3113C0207U02 BUSINESS LAW PRINCIPLES 90
3113C0207U03 BUSINESS MATHEMATICS AND STATISTICS 90
3113C0207U04 ECONOMICS 90
3113C0207U05 INFORMATION SYSTEMS 90
3113C0207U06 MARKETING 90
3113C0207U07 MANAGEMENT 90
3113C0207U08 PROFESSIONAL PRACTICE 120

CERTIFICATE III IN CUSTOMER CONTACT
Course Code: BSB30207

Campus: Industry only.

Course Objective
This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in call centres and businesses in a wide variety of contexts. They apply solutions to a defined range of customer service queries, unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others. This course aligns with the University’s Strategic objectives of meeting the educational and training needs of students, staff and industry in the western metropolitan region.

Scope of Delivery
Part-time.

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

Applications must be made directly to the School by phoning Administration on (03) 9919 6207.

Course Duration
305 - 450 Nominal hours.

Course Structure
To successfully complete this qualification, students must successfully complete a minimum of 12 units: 6 core units plus 6 electives.

Unit Code   Hours
---
BSBCCO301A USE MULTIPLE INFORMATION SYSTEMS 40
BSBCUS301A DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
Certificate III in Business (Sales)
Course Code: BSB30301

Campus: Industry.
Career Opportunities
Administrative officer, sales.

Scope of Delivery
This course is offered to Industry only.

Course Objective
The course provides students with the knowledge and skills required to undertake work in the Administrative and sales function in a variety of workplace environments.

Entry Requirements
You must be assessed by the Head of School as being capable of successfully completing the course.
You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
Full time 345-635 nominal hours or part time equivalent.

Course Structure
(a) Core Units of Study
- BSBCCO303A Conduct a Telemarketing Campaign 40
- BSBCCO304A Provide Sales Solutions to Customers 40
- BSBCCO305A Process Credit Applications 40
- BSBCCO306A Process Complex Accounts, Service Severance and Defaults 40
- BSBPR301A Recommend Products and Services 20
- BSBWOR201A Manage Personal Stress in the Workplace 40

(b) A minimum of 5 units selected by the student with the approval of the Head of School, from the following:
- BSBLS301A Develop Product Knowledge 30
- BSBLS302A Identify Sales Prospects 25
- BSBLS303A Present a Sales Solution 60
- BSBLS304A Secure Prospect Commitment 20
- BSBLS305A Support Post-Sales Activities 15
- BSBLS306A Self-Manage Sales Performance 40

(c) A minimum of 2 units selected by the student with the approval of the Head of School, from the following:
- BSBCMN301A Exercise Initiative in a Business Environment 20
- BSBCMN302A Organise Personal Work Priorities and Development 40
- BSBFLM303A Contribute to Effective Workplace Relationships 40
- BSBCMN304A Contribute to Personal Skill Development and Learning 30
- BSBCMN305A Organise Workplace Information 30
- BSBCMN306A Produce Business Documents 80
- BSBCMN307A Maintain Business Resources 20
- BSBCMN308A Maintain Financial Records 60
- BSBCMN309A Recommend Products and Services 20
- BSBCMN310A Deliver and Monitor a Service to Customers 35
- BSBCMN312A Support Innovation and Change 40
- BSBCMN313A Maintain Environmental Procedures 30

(d) Plus 4 units (totalling at least 135 nominal hours) from the SB01 Business Services Training Package or any other endorsed training package of which a minimum of 2 units must be undertaken from a qualification at Certificate III level; and a maximum of 2 units may be taken at a higher or lower level.

Certificate IV in Advertising
Course Code: BSB40107

Campus: Footscray Nicholson.
Career Opportunities
Account Co-ordinator, Art Director, Copywriter, Media Assistant, Media Buyer, Assistant Account Planner, Media Planner.

Scope of Delivery
This course is offered on a full-time basis.
FACULTY OF WORKFORCE DEVELOPMENT

Course Objective
The course aims to provide the knowledge and skills required for a person wishing to acquire well-developed advertising skills & a broad knowledge base for application in a wide variety of industry contexts.

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

Selection Procedures/Selection Criteria
Course applicants are required to attend an interview.

Course Duration
The course is approximately 6 months full-time.

Course Structure
All units selected are subject to the approval of the Head of School.
Units from other Training Packages must not duplicate units selected from the Business Training Package.
All units selected must contribute to and combine to form a work outcome.

Complete five core units listed below:

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<thead>
<tr>
<th>Unit Code</th>
<th>Unit Code</th>
<th>Hours</th>
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<tr>
<td>BSBADV402B</td>
<td>CONDUCT PRE-CAMPAIGN TESTING</td>
<td>50</td>
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<tr>
<td>BSBADV403B</td>
<td>MONITOR ADVERTISING PRODUCTION</td>
<td>50</td>
</tr>
<tr>
<td>BSBADV404B</td>
<td>SCHEDULE ADVERTISEMENTS</td>
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<tr>
<td>BSBMK6401B</td>
<td>PROFILE THE MARKET</td>
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<tr>
<td>BSBMK6402B</td>
<td>ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS</td>
<td>60</td>
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Plus a minimum of five elective units:

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<tr>
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<tbody>
<tr>
<td>BSBADV509A</td>
<td>CREATE MASS PRINT MEDIA ADVERTISEMENTS</td>
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<tr>
<td>BSBMK6414A</td>
<td>UNDERTAKE MARKETING ACTIVITIES</td>
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<tr>
<td>BSBADV503B</td>
<td>COORDINATE ADVERTISING RESEARCH</td>
<td>50</td>
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<tr>
<td>BSBRES401A</td>
<td>ANALYSE AND PRESENT RESEARCH INFORMATION</td>
<td>40</td>
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<tr>
<td>BSBFIA402A</td>
<td>REPORT ON FINANCIAL ACTIVITY</td>
<td>30</td>
</tr>
<tr>
<td>BSBMK6413A</td>
<td>PROMOTE PRODUCTS AND SERVICES</td>
<td>40</td>
</tr>
<tr>
<td>BSBCMN404A</td>
<td>DEVELOP TEAMS AND INDIVIDUALS</td>
<td>30</td>
</tr>
<tr>
<td>BSB0HS201A</td>
<td>PARTICIPATE IN OHS PROCESSES</td>
<td>20</td>
</tr>
</tbody>
</table>

CERTIFICATE IV IN BUSINESS

Course Code: BSB40207

Campus: Footscray Nicholson

Career Opportunities
Administrator, project officer.

Scope of Delivery
This course is offered part-time only.

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

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

Course Duration
The course is offered part-time only over 18 months.

Course Structure
Completion of a minimum of 10 units: 1 core unit and 9 electives.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB0HS407A</td>
<td>MONITOR A SAFE WORKPLACE</td>
<td>50</td>
</tr>
</tbody>
</table>

Elective Units of study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBINN301A</td>
<td>PROMOTE INNOVATION IN A TEAM ENVIRONMENT</td>
<td>40</td>
</tr>
<tr>
<td>BSBRSK401A</td>
<td>IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES</td>
<td>50</td>
</tr>
<tr>
<td>BSBMGT402A</td>
<td>IMPLEMENT OPERATIONAL PLAN</td>
<td>40</td>
</tr>
<tr>
<td>BSBHRM402A</td>
<td>RECRUIT, SELECT AND INDUCT STAFF</td>
<td>50</td>
</tr>
<tr>
<td>BSBRES401A</td>
<td>ANALYSE AND PRESENT RESEARCH INFORMATION</td>
<td>40</td>
</tr>
<tr>
<td>BSBFIA402A</td>
<td>REPORT ON FINANCIAL ACTIVITY</td>
<td>30</td>
</tr>
<tr>
<td>BSBLED401A</td>
<td>DEVELOP TEAMS AND INDIVIDUALS</td>
<td>40</td>
</tr>
<tr>
<td>BSBREL401A</td>
<td>ESTABLISH NETWORKS</td>
<td>35</td>
</tr>
<tr>
<td>BSBWOR401A</td>
<td>ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>50</td>
</tr>
</tbody>
</table>
CERTIFICATE IV IN BUSINESS DEVELOPMENT

Course Code: BSB40501

Industry Only
Campus: Industry
Career Opportunities
Sales Administrator/Coordinator.
Scope of Delivery
The course is offered to industry only.
Course Objective
The course provides the knowledge and skills required for a person working as a sales administrator or coordinator.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the School.
Course Duration
This course is offered over 345 - 620 nominal hours.

Course Structure
All units selected are subject to the approval of the Head of School.
(A) A minimum of four units (totalling 160 nominal hours) to be undertaken from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV401A</td>
<td>50</td>
</tr>
<tr>
<td>BSBADV402A</td>
<td>80</td>
</tr>
<tr>
<td>BSBADV403A</td>
<td>80</td>
</tr>
<tr>
<td>BSBADV404A</td>
<td>40</td>
</tr>
</tbody>
</table>

(B) A minimum of three units (totalling 80 nominal hours) to be undertaken from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV405A</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV406A</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV407A</td>
<td>60</td>
</tr>
</tbody>
</table>

(C) Plus three units (totalling at least 105 nominal hours) from the (BSB01) Business Services Training Package or any endorsed Training Package of which a minimum of two must be from a Certificate IV level and 1 unit may be included from a Certificate III or Diploma qualification.

Upon successful completion of all units specified in paragraph (A)(i), three units in paragraph (B) and three units in paragraph (C), students may be eligible to graduate with the award of BSB40601 Certificate IV in Business (Advertising).
Upon successful completion of all units specified in paragraph (A)(ii), three units in paragraph (B) and three units in paragraph (C), students may be eligible to graduate with the award of BSB40701 Certificate IV in Business (Marketing).

CERTIFICATE IV IN BUSINESS (ADVERTISING)

Course Code: BSB40601

No new intake for 2009
Campus: Footscray Nicholson.
Career Opportunities
Advertising administration and media and production support officer.
Scope of Delivery
This course is offered on a full-time basis.
Course Objective
The course aims to provide the knowledge and skills required for a person working as an assistant across a range of functions in advertising or media department.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Procedures/Selection Criteria
Course applicants are required to attend an interview.

Course Duration
The course is approximately 6 months full-time.

Course Structure
All units selected are subject to the approval of the Head of School. Units from other Training Packages must not duplicate units selected from the Business Training Package. All units selected must contribute to and combine to form a work outcome.

Complete four units from the Advertising domain listed below:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS.BADV.401A</td>
<td>50</td>
</tr>
<tr>
<td>BS.BADV.402A</td>
<td>80</td>
</tr>
<tr>
<td>BS.BADV.403A</td>
<td>80</td>
</tr>
<tr>
<td>BS.BADV.404A</td>
<td>40</td>
</tr>
</tbody>
</table>

Plus a minimum of three units (together totalling a minimum of 80 nominal hours) from the following Common Business units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS.BCMN.402A</td>
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</tr>
<tr>
<td>BS.BCMN.403A</td>
<td>50</td>
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<tr>
<td>BS.BCMN.404A</td>
<td>30</td>
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<tr>
<td>BS.BCMN.405A</td>
<td>40</td>
</tr>
<tr>
<td>BS.BCMN.406A</td>
<td>40</td>
</tr>
<tr>
<td>BS.BCMN.407A</td>
<td>30</td>
</tr>
<tr>
<td>BS.BCMN.408A</td>
<td>30</td>
</tr>
<tr>
<td>BS.BCMN.409A</td>
<td>40</td>
</tr>
<tr>
<td>BS.BCMN.410A</td>
<td>50</td>
</tr>
<tr>
<td>BS.BCMN.412A</td>
<td>50</td>
</tr>
<tr>
<td>BS.BCMN.413A</td>
<td>40</td>
</tr>
<tr>
<td>BS.BFLM.404A</td>
<td>50</td>
</tr>
</tbody>
</table>

Plus three units (together totalling a minimum of 105 nominal hours) from the (BSB01) Business Services Training Package or any other relevant endorsed training package. Of the three units selected, at least two must be from a qualification at Certificate IV level and the remaining unit may be from a lower or higher level qualification. Should any of the following units be selected, then all three units must be taken together:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS.Z401A</td>
<td>15</td>
</tr>
<tr>
<td>BS.Z402A</td>
<td>15</td>
</tr>
<tr>
<td>BS.Z403A</td>
<td>5</td>
</tr>
</tbody>
</table>

CERTIFICATE IV IN BUSINESS SALES
Course Code: BSB40607

Campus: St Albans.

Career Opportunities
Positions as sales account assistants, sales agents and sales representatives.

Scope of Delivery
Full-time.

Course Objectives
The course aims to provide participants with well-developed business sales skills and a broad knowledge base in a wide variety of business sales contexts.

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

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

Course Structure
Completion of a minimum of 10 units: 1 core unit and 9 electives.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB0HS.407A</td>
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</table>

Core Units of Study

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<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB0HS.407A</td>
<td>50</td>
</tr>
</tbody>
</table>

Elective Units of study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB.SLM.403A</td>
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<tr>
<td>BSB.SLM.404A</td>
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<tr>
<td>BSB.SLM.405A</td>
<td>20</td>
</tr>
<tr>
<td>BSB.SLM.406A</td>
<td>60</td>
</tr>
</tbody>
</table>
CERTIFICATE IV IN BUSINESS (MARKETING)
Course Code: BSB40701
No new intake for 2009
Campus: St Albans.
Career Opportunities
Marketing officer, market research.
Scope of Delivery
The course is available on a full time basis.
Course Objective
The course provides the knowledge and skills required for a person working as a marketing assistant under the direction of a marketing or promotions manager in a medium sized firm.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the School.
Course Duration
This course is approximately 1 year full-time or equivalent. Time required to complete the course will vary according to the delivery and assessment mode offered. NB: This course includes BSB41201 Certificate IV in E-Business for full time students.
Course Structure
All units selected are subject to the approval of the Head of School. Units from other Training Packages must not duplicate units selected from the Business Training Package. All units selected must contribute to and combine to form a work outcome. A minimum of four units to be undertaken from the following Marketing units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMKG301A</td>
<td>RESEARCH THE MARKET</td>
</tr>
<tr>
<td>BSBMKG302A</td>
<td>IDENTIFY MARKETING OPPORTUNITIES</td>
</tr>
<tr>
<td>BSBMKG303A</td>
<td>DRAFT AN ELEMENTARY MARKETING AUDIT REPORT</td>
</tr>
<tr>
<td>BSBMKG304A</td>
<td>ASSIST WITH MARKET RESEARCH</td>
</tr>
<tr>
<td>BSBMKG401A</td>
<td>PROFILE THE MARKET</td>
</tr>
<tr>
<td>BSBMKG402A</td>
<td>ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS</td>
</tr>
<tr>
<td>BSBMKG403A</td>
<td>ANALYSE MARKET DATA</td>
</tr>
<tr>
<td>BSBMKG404A</td>
<td>FORECAST MARKET AND BUSINESS NEEDS</td>
</tr>
<tr>
<td>BSBMKG405A</td>
<td>IMPLEMENT AND MONITOR MARKETING ACTIVITIES</td>
</tr>
<tr>
<td>BSBMKG406A</td>
<td>BUILD CLIENT RELATIONSHIPS</td>
</tr>
<tr>
<td>BSBMKG407A</td>
<td>MAKE A PRESENTATION</td>
</tr>
<tr>
<td>BSBMKG408A</td>
<td>CONDUCT MARKET RESEARCH</td>
</tr>
</tbody>
</table>

A minimum of three units to be undertaken from the following Common Business units -

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN402A</td>
<td>DEVELOP WORK PRIORITIES</td>
</tr>
<tr>
<td>BSBCMN403A</td>
<td>ESTABLISH BUSINESS NETWORKS</td>
</tr>
<tr>
<td>BSBCMN404A</td>
<td>DEVELOP TEAMS AND INDIVIDUALS</td>
</tr>
<tr>
<td>BSBCMN405A</td>
<td>ANALYSE AND PRESENT RESEARCH INFORMATION</td>
</tr>
<tr>
<td>BSBCMN406A</td>
<td>MAINTAIN BUSINESS TECHNOLOGY</td>
</tr>
<tr>
<td>BSBCMN407A</td>
<td>COORDINATE BUSINESS RESOURCES</td>
</tr>
<tr>
<td>BSBCMN408A</td>
<td>REPORT ON FINANCIAL ACTIVITY</td>
</tr>
<tr>
<td>BSBCMN409A</td>
<td>PROMOTE PRODUCTS AND SERVICES</td>
</tr>
<tr>
<td>BSBCMN410A</td>
<td>COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES</td>
</tr>
<tr>
<td>BSBCMN411A</td>
<td>MONITOR A SAFE WORKPLACE</td>
</tr>
<tr>
<td>BSBCMN412A</td>
<td>PROMOTE INNOVATION AND CHANGE</td>
</tr>
<tr>
<td>BSBCMN413A</td>
<td>IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES</td>
</tr>
</tbody>
</table>

Plus three units from the (BSB01) Business Services Training Package or any endorsed Training Package of which a minimum of two must be from a Certificate IV level and one unit may be included from a Certificate III or Diploma qualification.

Should any of the following units be selected, then all three units must be undertaken:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSZ401A</td>
<td>PLAN ASSESSMENT</td>
</tr>
<tr>
<td>BSZ402A</td>
<td>CONDUCT ASSESSMENT</td>
</tr>
<tr>
<td>BSZ403A</td>
<td>REVIEW ASSESSMENT</td>
</tr>
</tbody>
</table>

CERTIFICATE IV IN BUSINESS (HUMAN RESOURCES)
Course Code: BSB40801
No new intake for 2009
Campus: Footscray Nicholson.
Career Opportunities
Human Resource Administrator.
Scope of Delivery
The course is offered on a full-time or part-time basis.
Course Objective
The course aims to provide the knowledge and skills required for a person working as an administrative assistant in an HR Department.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

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

Course Duration
1 year full-time or 18 months part-time. Time required to complete the course will vary according to the delivery and assessment mode offered. NB: students can progress from Certificate IV in Human Resources (BSB41007) to Diploma of Human Resources (BSB50801). Please contact the School for advice. Recognition of Prior Learning may apply.

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

Unit Code   Hours
BSBHRM401A REVIEW HUMAN RESOURCES FUNCTIONS 40
BSBHRM402A RECRUIT, SELECT AND INDUCT STAFF 50
BSBHRM403A SUPPORT PERFORMANCE MANAGEMENT PROCESS 40
BSBWRK410A IMPLEMENT INDUSTRIAL RELATIONS PROCEDURES 50

Elective Units
BSBFIA402A REPORT ON FINANCIAL ACTIVITY 30
BSSRES401A ANALYSE AND PRESENT RESEARCH INFORMATION 40
BSBWOR401A ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS 50

Plus three units from the BSB01 Business Services Training Package or any endorsed Training Package of which a minimum of two must be from a Certificate IV level and 1 unit may be included from a Certificate III or Diploma qualification.

CERTIFICATE IV IN HUMAN RESOURCES
Course Code: BSB41007

Campus: Footscray Nicholson.

Career Opportunities
Human Resources Assistant, Human Resources Officer, Payroll Officer.

Scope of Delivery
The course is offered on a full-time or part-time basis.

Course Objective
The course aims to provide the knowledge and skills required for a person working as an administrative assistant in an HR Department.

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

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

Course Duration
1 year full-time or 18 months part-time. Time required to complete the course will vary according to the delivery and assessment mode offered. NB: students can progress from Certificate IV in Human Resources to Diploma of Human Resources. Please contact the School for advice. Recognition of Prior Learning may apply.

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

Unit Code   Hours
BSBFIA402A REPORT ON FINANCIAL ACTIVITY 30
BSBRES401A ANALYSE AND PRESENT RESEARCH INFORMATION 40
BSBWOR401A ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS 50

Plus three units from the BSB01 Business Services Training Package or any endorsed Training Package of which a minimum of two must be from a Certificate IV level and 1 unit may be included from a Certificate III or Diploma qualification.
SCHOOL OF BUSINESS AND MANAGEMENT

Unit Code   Hours
BSBWR401A WRITE COMPLEX DOCUMENTS 50
BSBOHS407A MONITOR A SAFE WORKPLACE 50
BSBREL401A ESTABLISH NETWORKS 35

CERTIFICATE IV IN BUSINESS MANAGEMENT
Course Code: BSB41101

No new intake for 2009
Campus: Footscray Nicholson.
Career Opportunities
Supervisor, team leader.

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

Course Objective
The course trains students in the practice of management skills appropriate to the position of a Team Leader or Supervisor, performing the functions of management in a public or private organisation. The aim is to facilitate widespread best practice management skills formation for individuals and groups at the lower to middle levels of organisations. The course aims to develop management skills in four key areas: managing operations, managing people, managing financial resources and managing information.

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

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

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

Course Duration
18 months part-time. Time required to complete the course will vary according to the delivery and assessment mode offered. Note: Students can progress from Certificate IV in Business Management to Diploma in Business Management and Advanced Diploma level. Please contact the School for advice. Recognition of Prior Learning may apply.

Course Structure
All units selected are subject to the approval of the Head of School.
Units from other Training Packages must not duplicate units selected from the Business Training Package.
All units selected must contribute to and combine to form a work outcome.
The following pair of units should not be undertaken within a single qualification:
Unit Code   Hours
BSBCMN403A ESTABLISH BUSINESS NETWORKS 50
BSBFLM403B IMPLEMENT EFFECTIVE WORKPLACE RELATIONSHIPS 50

A minimum of four (together totaling a minimum of 140 nominal hours) units to be undertaken from the following:
BSBCMN403A ESTABLISH BUSINESS NETWORKS 50
BSBCMN404A DEVELOP TEAMS AND INDIVIDUALS 30
BSBCMN407A COORDINATE BUSINESS RESOURCES 30
BSBCMN410A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 40
BSBCMN412A PROMOTE INNOVATION AND CHANGE 50
BSBCMN413A IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES 40
BSBFLM412A PROMOTE TEAM EFFECTIVENESS 50

Plus three units from the (BSB01) Business Services Training Package or any endorsed Training Package of which a minimum of two must be from a Certificate IV level and one unit may be included from a Certificate III or Diploma qualification.

CERTIFICATE IV IN INTERNATIONAL TRADE
Course Code: BSB41107

Campus: Footscray Nicholson.
Career Opportunities
Export Customer Service Coordinator, Exporter, Importer, Trade Coordinator.

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

Course Objective
This qualification provides training at AQTF Level 4 for individuals wishing to acquire well-developed skills and broad knowledge base in export and import industries.

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

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

Selection Procedures/Selection Criteria
Course applicants are required to attend an interview.

Course Duration
The course is approximately 1 year full-time.

Course Structure
All units selected are subject to the approval of the Head of School.
Complete a minimum of four core units listed below:
### COURSE STRUCTURE

#### Core Units of Study

A minimum of five units from the following E-Business modules:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBEUS401A</td>
<td>35</td>
</tr>
<tr>
<td>BSBEUS402A</td>
<td>20</td>
</tr>
<tr>
<td>BSBEUS403A</td>
<td>30</td>
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<td>BSBEUS404A</td>
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<td>BSBEUS405A</td>
<td>20</td>
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<tr>
<td>BSBEUS406A</td>
<td>50</td>
</tr>
<tr>
<td>BSBEUS407A</td>
<td>50</td>
</tr>
<tr>
<td>BSBEUS408A</td>
<td>50</td>
</tr>
<tr>
<td>BSBEUS409A</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units of Study

A minimum of two units from any field or domain of the Business Services Training Package at Certificate IV level; and three units from the Business Services Training Package or any other endorsed training package, with the approval of the Head of School, of which two units must be at the Certificate IV level and one unit at the highter or lower level.

### CATALOGUE OF COURSES

**Certificate IV in Marketing**

Course Code: BSB41307

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBEUS401A</td>
<td>35</td>
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<tr>
<td>BSBEUS402A</td>
<td>20</td>
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<td>BSBEUS403A</td>
<td>30</td>
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<tr>
<td>BSBEUS404A</td>
<td>30</td>
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<tr>
<td>BSBEUS405A</td>
<td>20</td>
</tr>
<tr>
<td>BSBEUS406A</td>
<td>50</td>
</tr>
<tr>
<td>BSBEUS407A</td>
<td>50</td>
</tr>
<tr>
<td>BSBEUS408A</td>
<td>50</td>
</tr>
<tr>
<td>BSBEUS409A</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units of Study

A minimum of two units from any field or domain of the Business Services Training Package at Certificate IV level; and three units from the Business Services Training Package or any other endorsed training package, with the approval of the Head of School, of which two units must be at the Certificate IV level and one unit at the highter or lower level.

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### CATALOGUE OF COURSES

**Certificate IV in E-Business**

Course Code: BSB41201

<table>
<thead>
<tr>
<th>Unit Code</th>
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<tr>
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**Certificate IV in Marketing**

Course Code: BSB41307

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Elective Units of Study

A minimum of two units from any field or domain of the Business Services Training Package at Certificate IV level; and three units from the Business Services Training Package or any other endorsed training package, with the approval of the Head of School, of which two units must be at the Certificate IV level and one unit at the highter or lower level.
Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the School.

Course Duration
This course is approximately 1 year full-time or equivalent. Time required to complete the course will vary according to the delivery and assessment mode offered. NB: This course includes BSB40607 Certificate IV in Business Sales for full time students.

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

Unit Code   Hours
Core Units of Study
BSBCMM401A   MAKE A PRESENTATION 30
BSBMKG401B   PROFILE THE MARKET 50
BSBMKG402B   ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS 60
BSBMKG408B   CONDUCT MARKET RESEARCH 60

Elective Units of Study
BSBEU401A   REVIEW AND MAINTAIN A WEBSITE 50
BSBITU301A   CREATE AND USE DATABASES 30
BSBMKG412A   CONDUCT ELECTRONIC MARKETING COMMUNICATIONS 30
BSBRES401A   ANALYSE AND PRESENT RESEARCH INFORMATION 40
BSBSLS405A   SUPPORT POST-SALE ACTIVITIES 20
BSBWRT401A   WRITE COMPLEX DOCUMENTS 50

CERTIFICATE IV IN PROJECT MANAGEMENT
Course Code: BSB41507

Campus: Industry only.
Career Opportunities
Project Coordinator, Project Management Officer, Project Team Member, Project or Program Administrator.
Scope of Delivery
Part Time.
Course Objective
This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.
Entry Requirements
Successful completion of VCE/VCAL or equivalent, Direct application.
Selection Procedures/Selection Criteria
Written application, Interview, Employer Choice, Portfolio.
Course Duration
The course is offered on a part-time basis over 300 nominal hours.
Course Structure
Students must successfully complete a minimum of 8 core units as specified in the BSB07 Business Services Training Package.

Unit Code   Hours
Core Units of Study
BSBPMG401A   APPLY PROJECT SCOPE MANAGEMENT TECHNIQUES 40
BSBPMG402A   APPLY TIME MANAGEMENT TECHNIQUES 40
BSBPMG403A   APPLY COST MANAGEMENT TECHNIQUES 40
BSBPMG404A   APPLY QUALITY MANAGEMENT TECHNIQUES 30
BSBPMG405A   APPLY HUMAN RESOURCES MANAGEMENT APPROACHES 40
BSBPMG406A   APPLY COMMUNICATIONS MANAGEMENT TECHNIQUES 40
BSBPMG407A   APPLY RISK MANAGEMENT TECHNIQUES 40
BSBPMG408A   APPLY CONTRACT AND PROCUREMENT PROCEDURES 30

CERTIFICATE IV IN UNIONISM
Course Code: BSB41804

Industry only
Campus: Industry.
Career Opportunities
Union organiser, shop stewards.
Scope of Delivery
This course is offered to industry only.
Course Objective
The course aims to provide an skills and knowledge for students wishing to pursue a career as a union organisers or shop steward.
Entry Requirements
To qualify for admission to the course, applicants must be assessed by the Head of School as being capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the School.

Course Duration
1 year full time or part time equivalent.

Course Structure
Completion of 10 units of study.
A minimum of four units to be undertaken from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
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<th>Hours</th>
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<tbody>
<tr>
<td>BSBUN401A</td>
<td>DEVELOP AND IMPLEMENT AN ORGANISATION PLAN</td>
<td>75</td>
</tr>
<tr>
<td>BSBUN402A</td>
<td>EMPower Members</td>
<td>55</td>
</tr>
<tr>
<td>BSBUN403A</td>
<td>COMMUNICATE WITH WORKERS</td>
<td>55</td>
</tr>
<tr>
<td>BSBUN404A</td>
<td>PROMOTE EQUALITY OF OPPORTUNITY AND FAIR TREATMENT FOR ALL MEMBERS</td>
<td>40</td>
</tr>
<tr>
<td>BSBUN405A</td>
<td>PROMOTE THE VALUES, PRINCIPLES AND POLICIES OF THE UNION</td>
<td>90</td>
</tr>
<tr>
<td>BSBUN406A</td>
<td>UNDERTAKE BARGAINING</td>
<td>60</td>
</tr>
<tr>
<td>BSBUN407A</td>
<td>PROVIDE ADVICE TO UNION MEMBERS AND UNDERTAKE NEGOTIATIONS</td>
<td>50</td>
</tr>
<tr>
<td>BSBUN408A</td>
<td>PREPARE CASES FOR THE UNION</td>
<td>20</td>
</tr>
<tr>
<td>BSBUN409A</td>
<td>APPEAR BEFORE TRIBUNALS AND REPRESENT MEMBERS</td>
<td>20</td>
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Plus three units of study from the following:

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<tr>
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<tr>
<td>BSBUN410A</td>
<td>DEVELOP WORK PRIORITIES</td>
<td>30</td>
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<tr>
<td>BSBUN411A</td>
<td>ESTABLISH BUSINESS NETWORKS</td>
<td>50</td>
</tr>
<tr>
<td>BSBUN412A</td>
<td>DEVELOP TEAMS AND INDIVIDUALS</td>
<td>30</td>
</tr>
<tr>
<td>BSBUN413A</td>
<td>ANALYSE AND PRESENT RESEARCH INFORMATION</td>
<td>40</td>
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<tr>
<td>BSBUN414A</td>
<td>MAINTAIN BUSINESS TECHNOLOGY</td>
<td>40</td>
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<tr>
<td>BSBUN415A</td>
<td>COORDINATE BUSINESS RESOURCES</td>
<td>30</td>
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<tr>
<td>BSBUN416A</td>
<td>REPORT ON FINANCIAL ACTIVITY</td>
<td>30</td>
</tr>
<tr>
<td>BSBUN417A</td>
<td>PROMOTE PRODUCTS AND SERVICES</td>
<td>20</td>
</tr>
<tr>
<td>BSBUN418A</td>
<td>COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES</td>
<td>40</td>
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<tr>
<td>BSBUN419A</td>
<td>MONITOR A SAFE WORKPLACE</td>
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<tr>
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<td>PROMOTE INNOVATION AND CHANGE</td>
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<tr>
<td>BSBUN421A</td>
<td>IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES</td>
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<td>BSBUN422A</td>
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<td>BSBUN423A</td>
<td>UNDERTAKE MARKETING ACTIVITIES</td>
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<tr>
<td>BSBUN424A</td>
<td>MANAGE FIRST AID POLICY</td>
<td>40</td>
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<tr>
<td>BSBUN425A</td>
<td>IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES</td>
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<tr>
<td>BSBUN426A</td>
<td>COORDINATE CUSTOMER SERVICE ACTIVITIES</td>
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<tr>
<td>BSBUN427A</td>
<td>ADDRESS CUSTOMER NEEDS</td>
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<tr>
<td>BSBUN428A</td>
<td>MANAGE PROJECTS</td>
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<tr>
<td>BSBUN429A</td>
<td>WRITE COMPLEX DOCUMENTS</td>
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<tr>
<td>BSBUN430A</td>
<td>PUBLISH RESEARCH REPORTS</td>
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<tr>
<td>BSBUN431A</td>
<td>COORDINATE CUSTOMER SERVICE ACTIVITIES</td>
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</tr>
<tr>
<td>BSBUN432A</td>
<td>ADDRESS CUSTOMER NEEDS</td>
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<tr>
<td>BSBUN433A</td>
<td>MANAGE PROJECTS</td>
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<tr>
<td>BSBUN434A</td>
<td>WRITE COMPLEX DOCUMENTS</td>
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</tr>
<tr>
<td>BSBUN435A</td>
<td>PUBLISH RESEARCH REPORTS</td>
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Plus three units from the SB01 Business Services Training Package or any other endorsed training package, of which a minimum of 2 units must be from a qualification at Certificate IV level; 1 unit may be included from a Certificate III or Diploma level.

CERTIFICATE IV IN UNIONISM AND INDUSTRIAL RELATIONS
Course Code: BSB41807

Campus: Industry Only.

Course Objective
This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in unionism and industrial relations in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others. This course aligns with the University’s Strategic objectives of meeting the educational and training needs of students, staff and industry in the western metropolitan region.

Scope of Delivery
Part-time.

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

Applications must be made directly to the School by phoning Administration on (03) 9919 6207.

Course Duration
375 - 550 Nominal hours.

Course Structure
To successfully complete this qualification, students must successfully complete a minimum of 10 units - 3 core units plus 2 unionism units plus 5 elective units.

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<td>BSBUN404A</td>
<td>PROMOTE UNION VALUES, PRINCIPLES AND POLICIES</td>
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Plus three units from the SB01 Business Services Training Package or any other endorsed training package, of which a minimum of 2 units must be from a qualification at Certificate IV level; 1 unit may be included from a Certificate III or Diploma level.
CERTIFICATE IV IN BUSINESS (INTERNATIONAL TRADE)

Course Code: BSB42004

No new intake for 2009

Campus: Footscray Nicholson campus.

Career Opportunities
Clerical Officer in the importing/exporting/warehousing/freight forwarding industry.

Scope of Delivery
Full-time and part-time.

Course Objective
The course aims to provide knowledge and skills for students wishing to pursue a career in one of the aspects of International Trade and/or proceed to study in the same field at a higher level.

Entry Requirements
In order to undertake this course, applicants will have to have a minimum English level of 5.0 IELTS. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration
Duration of the qualification when offered on a full time basis - one semester.

Selection Procedures
To be advised by the School.

Course Structure

Unit Code   Hours
a) Minimum of four units from the International Trade Domain list below:
BSBIN401A RESEARCH INTERNATIONAL BUSINESS OPPORTUNITIES 20
BSBIN402A MARKET GOODS AND SERVICES INTERNATIONALLY 70
BSBIN403A RESEARCH INTERNATIONAL MARKETS 50
BSBIN404A IMPLEMENT INTERNATIONAL CLIENT RELATIONSHIP STRATEGIES 30
BSBIN405A APPLY KNOWLEDGE OF IMPORT AND EXPORT INTERNATIONAL CONVENTIONS, LAWS AND FINANCE 30
BSBIN406A PROMOTE COMPLIANCE WITH LEGISLATION 40
BSBIN407A PREPARE BUSINESS ADVICE ON EXPORT FREE ON BOARD VALUE 30
BSBIN408A PREPARE BUSINESS ADVICE ON THE TAXES AND DUTIES FOR INTERNATIONAL TRADE TRANSACTIONS 40
BSBIN409A PLAN FOR INTERNATIONAL TRADE 50

b) Three from the Common Business Units:
BSBCMN402A DEVELOP WORK PRIORITIES 30
BSBCMN403A ESTABLISH BUSINESS NETWORKS 50
BSBCMN404A DEVELOP TEAMS AND INDIVIDUALS 30
BSBCMN405A ANALYSE AND PRESENT RESEARCH INFORMATION 40
BSBCMN406A MAINTAIN BUSINESS TECHNOLOGY 40
BSBCMN407A COORDINATE BUSINESS RESOURCES 30
BSBCMN408A REPORT ON FINANCIAL ACTIVITY 30
BSBCMN409A PROMOTE PRODUCTS AND SERVICES 20
BSBCMN410A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 40
BSBCMN411A MONITOR A SAFE WORKPLACE 50
BSBCMN412A PROMOTE INNOVATION AND CHANGE 50
BSBCMN413A IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES 40
BSBCMN414A UNDERTAKE MARKETING ACTIVITIES 40
BSBCMN415A MANAGE FIRST AID POLICY 40
BSBCMN416A IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES 50
BSBCMN417A COORDINATE CUSTOMER SERVICE ACTIVITIES 30
BSBCMN418A ADDRESS CUSTOMER NEEDS 50
BSBCMN419A MANAGE PROJECTS 60
BSBCMN420A WRITE COMPLEX DOCUMENTS 50
BSBCMN421A PROMOTE TEAM EFFECTIVENESS 50
BSBCMN421A ASSIST WITH COMPLIANCE WITH OHS AND OTHER RELEVANT LAWS 40

(c) And three units from the Business Services Training Package or any other endorsed Training Package, of which a minimum of two units must be from a Certificate IV level and one unit may be included from a Certificate III or Diploma qualification. Units from other Training Packages must not duplicate units selected from the Business Services Training Package.

All units selected must contribute to and combine to form a work outcome.

For further information regarding this course, contact the School on (03) 9919 8686.
DIPLOMA OF BUSINESS (I)
Course Code: BSB50101
Campus: Footscray Nicholson and City King.
Career Opportunities
Management.
Scope of Delivery
This course is offered to international students on a full-time basis.
Course Objective
The course is a generic business program which aims to provide the knowledge and skills required for a person wishing to pursue a management role.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the School.
Course Duration
The course is offered on a full-time basis over 280-610 nominal hours.
Course Structure
All units selected are subject to the approval of the Head of School.
• A maximum of four units may be selected from the Assessment and Workplace Training domain.
• A minimum of five units from any field or domain of the Business Services Training Package (BSB01) from a Diploma qualification;
• Three units from the (BSB01) Business Services Training Package, or any other endorsed Training Package, of which a minimum of 2 units must be from a Diploma qualification and one unit may be included from a Certificate IV or Advanced Diploma qualification.
Units from other Training Packages must not duplicate units selected from the Business Training Package.
All units selected must contribute to and combine to form a work outcome.

DIPLOMA OF ADVERTISING
Course Code: BSB50107
Campus: Footscray Nicholson.
Career Opportunities
Managing Advertising Function, Media Planner, Media Buyer, Copywriter, Copy Director.
Scope of Delivery
This course is offered on a full-time basis.
Course Objective
The course aims to provide the knowledge and skills required for a person wishing to acquire skills in Advertising management to ensure that advertising functions are effectively conducted in an organisation or business area.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.
Applicants with no prior qualification or experience are expected to complete the Certificate IV in Advertising before commencing this course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/Selection Criteria
Course applicants are required to attend an interview.
Course Duration
The course is approximately 6 months full-time.
Course Structure
All units selected are subject to the approval of the Head of School.
Complete a minimum of five core units listed below:
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV512A</td>
<td>DEVELOP AN ADVERTISING STRATEGY AND BRIEF</td>
<td>60</td>
</tr>
<tr>
<td>BSBWRT501A</td>
<td>WRITE PERSUASIVE COPY</td>
<td>50</td>
</tr>
<tr>
<td>BSBADV503B</td>
<td>COORDINATE ADVERTISING RESEARCH</td>
<td>50</td>
</tr>
<tr>
<td>BSBADV510A</td>
<td>CREATE MASS ELECTRONIC MEDIA ADVERTISEMENTS</td>
<td>50</td>
</tr>
<tr>
<td>BSBADV507A</td>
<td>DEVELOP A MEDIA PLAN</td>
<td>50</td>
</tr>
</tbody>
</table>

Plus a minimum of three elective units:
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCRS501A</td>
<td>ORIGINATE AND DEVELOP CONCEPTS</td>
<td>30</td>
</tr>
<tr>
<td>BSBMKG510A</td>
<td>PLAN ELECTRONIC MARKETING COMMUNICATIONS</td>
<td>20</td>
</tr>
<tr>
<td>BSBMKG514A</td>
<td>IMPLEMENT AND MONITOR MARKETING ACTIVITIES</td>
<td>50</td>
</tr>
</tbody>
</table>

DIPLOMA OF BUSINESS (I)
Course Code: BSB50207
Campus: Footscray Nicholson.
Career Opportunities
Executive Officer, Program Consultant, Program Coordinator.
Scope of Delivery
This course is offered full time and part time.
Course Objective
This qualification reflects the role of individuals with substantial experience in a range of settings and who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to further develop in order to create further educational and employment opportunities.

Entry Requirements
Successful completion of VCE/VCAL or equivalent, Direct applications

Selection Procedures/Selection Criteria
Written application, Portfolio, Interview, Employer Choice

Course Duration
The course may be offered on a full-time basis over 420-540 nominal hours over 34 weeks or part time equivalent.

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

Unit Code Hours
Core Units of Study
- BSBRSK501A MANAGE RISK 60
- BSBWORS01A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 60
- BSBFIMS01A MANAGE BUDGETS & FINANCIAL PLANS 70
- BSBMGT502A MANAGE PEOPLE PERFORMANCE 60
- BSBMGT505B PROVIDE LEADERSHIP ACROSS THE ORGANISATION 60
- BSOHNS09A ENSURE A SAFE WORKPLACE 50
- BSBPMG510A MANAGE PROJECTS 60
- BSBHRM609A MANAGE EMPLOYEE RELATIONS 60

DIPLOMA OF BUSINESS MANAGEMENT
Course Code: BSB50401
No new intake for 2009
Campus: Footscray Nicholson.
Career Opportunities
Middle-level Manager.
Scope of Delivery
This course is offered on a part-time basis.

Course Objective
The course aims to provide students with the knowledge and skills required to manage and provide leadership to administrative workers across all industries.

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

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

Course Duration
18 months part-time. Time required to complete the course will vary according to the delivery and assessment mode offered. NB: students must complete the Certificate IV in Business Management, prior to commencing the Diploma program. Please contact the School for advice. Recognition of Prior Learning may apply.

Course Structure
The course consists of eight units.
A minimum of five units to be undertaken from the following Strategic Management domain:

Unit Code Hours
- BSBMGT501A MARKET SERVICES AND CONCEPTS TO INTERNAL CUSTOMERS 60
- BSBMGT502A MANAGE PEOPLE PERFORMANCE 60
- BSBMGT503A PREPARE BUDGETS AND FINANCIAL PLANS 60
- BSBMGT504A MANAGE BUDGETS AND FINANCIAL PLANS 60
- BSBMGT505A ENSURE A SAFE WORKPLACE 60
- BSBMGT506A RECRUIT, SELECT AND INDUCT STAFF 60
- BSBMGT507A MANAGE ENVIRONMENTAL PERFORMANCE 40

Plus three units from the SBO1 Business Services Training Package, of which a minimum of 2 units must be from a qualification at Diploma level; 1 unit may be included from a lower or higher level in this qualification, providing it has not previously been included in a qualification at a lower level.
All units selected must contribute to and combine to form a work outcome.

DIPLOMA OF BUSINESS DEVELOPMENT
Course Code: BSB50501
Industry Only
Campus: Industry
Career Opportunities
Communications Officer, Promotions Manager.
Scope of Delivery
The course is offered to industry only.
Course Objective
The course provides the knowledge and skills required for a person working as a Communications officer or Promotions Manager in a small to medium sized business.

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

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

Course Duration
This course is offered over 380 - 570 nominal hours.

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

(A) A minimum of five units (totalling 250 nominal hours) selected by the student with the approval of the Head of School, from:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV501A</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV502A</td>
<td>40</td>
</tr>
<tr>
<td>BSBADV503A</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV504A</td>
<td>60</td>
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<td>BSBADV505A</td>
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<tr>
<td>BSBADV506A</td>
<td>60</td>
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<tr>
<td>BSBADV507A</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV508A</td>
<td>60</td>
</tr>
</tbody>
</table>

(B) A minimum of three units (totalling 130 nominal hours) selected by the student with the approval of the Head of School, having regard to the relevant units listed in:

- the (BSB01) Business Services Training Package;
- any other relevant training package accredited by the Australian National Training Authority;

Of which at least two must be from a qualification at Diploma level.

Upon successful completion of at least five units specified in paragraph 4(A)(i), and three units in paragraph 4(B), students may exit the course at that stage and be eligible to graduate with the award of BSB50601 Diploma of Business (Advertising).

Upon successful completion of all units specified in paragraph 4(A)(ii), and three units in paragraph 4(B), students may exit the course at that stage and be eligible to graduate with the award of BSB50701 Diploma of Business (Marketing).

Upon successful completion of five (or more) units specified in paragraph 4(A), and three units in paragraph 4(B), students may be eligible to graduate with the award of BSB50501 Diploma of Business Development.

DIPLOMA OF BUSINESS (ADVERTISING)

Course Code: BSB50601
No new intake for 2009

Campus: Footscray Nicholson.

Career Opportunities
Account Management, Media Planning and Production.

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

Course Objective
The course aims to provide the knowledge and skills required for a person working as a media planning assistant in an advertising agency or the media department in a medium to large organisation.

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

Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria. Applicants are required to attend an interview.

Course Duration
One year full-time including the Certificate IV in Business (Advertising) delivered concurrently.

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

Units from other Training Packages must not duplicate units selected from the Business Training Package.

All units selected must contribute to and combine to form a work outcome.

The Diploma program is a minimum of five units (together totalling a minimum of 280 nominal hours) to be undertaken from the following Advertising units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BSBADV501A</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV502A</td>
<td>40</td>
</tr>
<tr>
<td>BSBADV503A</td>
<td>60</td>
</tr>
</tbody>
</table>
DIPLOMA OF HUMAN RESOURCES MANAGEMENT
Course Code: BSB50607
Campus: Footscray Nicholson.
Career Opportunities
Consultant, Manager, Advisor or Senior Officer in the Human Resource field.
Scope of Delivery
The course is offered on a full-time or part-time basis.
Course Objective
The course aims to provide the knowledge and skills required for a person working as a Human Resources officer with responsibility for all HR functions or a middle level HR manager in a large organisation and/or articulate into a relevant area of higher education.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the School.
Course Duration
One year full-time. Time required to complete the course will vary according to the delivery and assessment mode offered. NB: this accelerated course includes Certificate IV in Business (Human Resources). Please contact the School for advice. Recognition of Prior Learning may apply.
Course Structure
All units selected are subject to the approval of the Head of School.
Core Units
Unit Code   Hours
BSBHRM501A MANAGE HUMAN RESOURCES SERVICES 60
BSBHRM503A MANAGE PERFORMANCE MANAGEMENT SYSTEMS 60
BSBHRM504A MANAGE WORKFORCE PLANNING 60
Elective Units
BSBHRM505A MANAGE REMUNERATION AND EMPLOYEE BENEFITS 60
BSBHRM509A MANAGE REHABILITATION & RETURN TO WORK 50
BSBFIM502A MANAGE PAYROLL 30
BSBFIM501A MANAGE BUDGETS & FINANCIAL PLANS 70
BSBWRK509A MANAGE INDUSTRIAL RELATIONS 80

DIPLOMA OF BUSINESS (MARKETING)
Course Code: BSB50701
No new intake for 2009
Campus: Footscray Nicholson, St Albans.
Career Opportunities
Marketing officer, market research, product/sales manager.
Scope of Delivery
The course is available on a full time and part time basis.
Course Objective
The course aims to provide the knowledge and skills required for a person working as a marketing officer with a supervisory role and significant responsibility in business functions which may include-product management, research and sales.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the School.
Course Duration
This course is approximately 6 months full-time or equivalent. Time required to complete the course will vary according to the delivery and assessment mode offered. Note: Students progress through Certificate IV in Business (Marketing) levels prior to commencing this Diploma program.
Course Structure
All units selected are subject to the approval of the Head of School.
Complete all units from the Marketing domain listed below:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMKG501A</td>
<td>80</td>
</tr>
<tr>
<td>BSBMKG502A</td>
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</tr>
<tr>
<td>BSBMKG503A</td>
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<tr>
<td>BSBMKG504A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG505A</td>
<td>40</td>
</tr>
</tbody>
</table>

Plus three units from the (BSB01) Business Services Training Package or any endorsed Training Package of which a minimum of two must be from a Diploma level and the remaining unit may be from a lower or higher level qualification.

Units from other Training Packages must not duplicate units selected from the Business Training Package.
All units selected must contribute to and combine to form a work outcome.

DIPLOMA OF BUSINESS (HUMAN RESOURCES) (I)

Course Code: BSB50801
No new intake for 2009
Campus: Footscray Nicholson.

Career Opportunities
Human Resource Officer.

Scope of Delivery
The course is offered on a full-time or part-time basis.

Course Objective
The course aims to provide the knowledge and skills required for a person working as a Human Resources officer with responsibility for all HR functions or a middle level HR manager in a large organisation.

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

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

Course Duration
One year full-time. Time required to complete the course will vary according to the delivery and assessment mode offered. NB: this accelerated course includes Certificate IV in Business (Human Resources). Please contact the School for advice. Recognition of Prior Learning may apply.

Course Structure
All units selected are subject to the approval of the Head of School.
Units from other Training Packages must not duplicate units selected from the Business Training Package.
All units selected must contribute to and combine to form a work outcome.
A minimum of five units (together totaling a minimum of 240 nominal hours) to be undertaken from the following Human Resources units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBHR501A</td>
<td>80</td>
</tr>
<tr>
<td>BSBHR502A</td>
<td>60</td>
</tr>
<tr>
<td>BSBHR503A</td>
<td>60</td>
</tr>
<tr>
<td>BSBHR504A</td>
<td>80</td>
</tr>
<tr>
<td>BSBHR505A</td>
<td>40</td>
</tr>
<tr>
<td>BSBHR506A</td>
<td>60</td>
</tr>
<tr>
<td>BSBHR507A</td>
<td>40</td>
</tr>
<tr>
<td>BSBHR508A</td>
<td>60</td>
</tr>
<tr>
<td>BSBHR509A</td>
<td>40</td>
</tr>
</tbody>
</table>

Plus three units from the (BSB01) Business Services Training Package or any endorsed Training Package of which a minimum of two must be from a Diploma level and the remaining unit may be from a lower or higher level qualification.

DIPLOMA OF INTERNATIONAL BUSINESS

Course Code: BSB50807
Campus: Footscray Nicholson campus.

Career Opportunities
Trainee Manager/Manages/Accounts Manager in several fields of the international business/international trade sector.

Scope of Delivery
Full-time and part-time.

Course Objective
This qualification provides training for individuals wishing to acquire well-developed skills and broad knowledge base in the management of export and import businesses. Students completing this qualification may proceed to the Advanced Diploma level which in turn could lead on to articulation into the undergraduate degree course.

Entry Requirements
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Course Duration
6 months - full time. Note: Students progress through Certificate IV in International Trade level prior to commencing this Diploma program.

Selection Procedures
Course applicants are required to attend an interview.

Course Structure
Complete 12 units: 5 core and 7 electives.

Unit Code Hours
Core Units of Study
BSBMKG516A PROFILE INTERNATIONAL MARKETS 60
BSBMKG517A ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC INTERNATIONAL MARKETS 60
BSBMKG511A ANALYSE DATA FROM INTERNATIONAL MARKETS 60
BSBMKG512A FORECAST INTERNATIONAL MARKET AND BUSINESS NEEDS 60
BSBMKG513A PROMOTE PRODUCTS AND SERVICES TO INTERNATIONAL MARKETS 50

Elective Units of study
BSBFIA501A REPORT ON FINANCES RELATED TO INTERNATIONAL BUSINESS 70
BSBRELS01A BUILD INTERNATIONAL CLIENT RELATIONSHIPS 50
BSBMGT515A MANAGE OPERATIONAL PLAN 60
BSBINMS01A MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM 50
BSBFIN501A MANAGE BUDGETS & FINANCIAL PLANS 70
BSBHS509A ENSURE A SAFE WORKPLACE 50
BSBRKS01A MANAGE RISK 60

For further information regarding this course, contact the School on (03) 9919 8686.

DIPLOMA OF MANAGEMENT
Course Code: BSB51107

Campus
Footscray Nicholson.

Career Opportunities
Manager.

Scope of Delivery
This course is offered part time only.

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

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

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

Selection Procedures/Selection Criteria
Written application, Portfolio, Interview, Employer Choice

Course Duration
The course may be offered part time over 18 months.

Course Structure
Students must successfully complete a minimum of 8 units: 5 core and 3 electives.

Core Units of Study

Unit Code Hours
BSBRSK501A MANAGE RISK 60
BSBFM510A MANAGE PROJECTS 60
BSBFM501A MANAGE BUDGETS & FINANCIAL PLANS 70
BSBMGT502A MANAGE PEOPLE PERFORMANCE 60
BSBMGT605B PROVIDE LEADERSHIP ACROSS THE ORGANISATION 60
BSBHRM604A MANAGE EMPLOYEE RELATIONS 60
BSBHRM402A RECRUIT, SELECT AND INDUCT STAFF 50

DIPLOMA OF MARKETING
Course Code: BSB51207

Campus: Footscray Nicholson, St Albans.

Career Opportunities
Brand Managers, Category Managers, Direct Marketing Managers, Marketing Team Leaders and Public Relations Managers.

Scope of Delivery
The course is available full time at St Albans and part time at Footscray Nicholson.

Course Objective
The course aims to provide the knowledge and skills in marketing management and demonstrate a range of managerial skills to ensure that marketing functions are effectively conducted in an organisation or business area.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

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

Course Duration
This course is approximately 6 months full-time or equivalent part time. Time required to complete the course will vary according to the delivery and assessment mode offered. Note: Students progress through Certificate IV in Marketing prior to commencing this Diploma program.

Course Structure
All units selected are subject to the approval of the Head of School.
Complete all units from the Marketing domain listed below:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMKG501B</td>
<td>70</td>
</tr>
<tr>
<td>BSBMKG502B</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG506B</td>
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<tr>
<td>BSBMKG507A</td>
<td>50</td>
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<tr>
<td>BSBMKG514A</td>
<td>50</td>
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</tbody>
</table>

Plus three electives

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMKG409A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG508A</td>
<td>50</td>
</tr>
<tr>
<td>BSBMKG515A</td>
<td>40</td>
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</tbody>
</table>

Diploma of International Business
Course Code: BSB52004
No new intake for 2009
Campus: Footscray Nicholson campus.

Career Opportunities
Operational and management roles in International Trade businesses.

Scope of Delivery
Full-time and part-time.

Course Objective
The aims of the qualification are to provide training opportunities in the area of international business/international trade at AQF level 5. Students completing this qualification may proceed to the Advanced Diploma level which in turn could lead on to articulation into the undergraduate degree course.

Entry Requirements
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Course Duration
One year - full time
Selection Procedures
To be advised by School.

Course Structure
A minimum of five units from the International Business domain listed below.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSBINT501A</td>
<td>60</td>
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<tr>
<td>BSBINT502A</td>
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<td>BSBINT503A</td>
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<td>BSBINT504A</td>
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<td>BSBINT506A</td>
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<tr>
<td>BSBINT507A</td>
<td>70</td>
</tr>
<tr>
<td>BSBINT508A</td>
<td>70</td>
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</tbody>
</table>

Elective Units of study
Plus three units from the (BSB01) Business Services Training Package or any endorsed Training Package of which a minimum of two must be from a Diploma level and the remaining unit may be from a lower or higher level qualification.

All units selected must contribute to and combine to form a work outcome.

For further information regarding this course, contact the School on (03) 9919 8686.

ADVANCED DIPLOMA OF ADVERTISING
Course Code: BSB60107
Campus: Footscray Nicholson.

Career Opportunities
Account Director, Account Planning Manager, Client Services Executive, Client Services Director.

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

Course Objective
To provide training for the management of the overall advertising function of organisations, managing an advertising studio or operating as a sole trader.

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

Applicants with no prior qualification or experience are expected to complete the Diploma of Advertising before commencing this course.

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

Selection Procedures/Selection Criteria
Course applicants are required to attend an interview.

Course Duration
The course is approximately 6 months full-time.

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

Complete a minimum of five core units listed below:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV512A</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV602B</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV603B</td>
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<td>BSBADV604B</td>
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</tr>
<tr>
<td>BSBADV605B</td>
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</tr>
<tr>
<td>BSBMKG603B</td>
<td>50</td>
</tr>
<tr>
<td>BSBCR501A</td>
<td>30</td>
</tr>
<tr>
<td>BSBMGT617A</td>
<td>60</td>
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</tbody>
</table>

ADVANCED DIPLOMA OF BUSINESS (HUMAN RESOURCES) (I)
Course Code: BSB60301
No new intake for 2009. Continuing students only.
Campus: Footscray Nicholson.

Career Opportunities
Human Resource Manager.

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

Course Objective
The course provides the knowledge and skills required for a person working as a Senior or General Human Resources Manager in a large organisation.

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

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the School.

Course Duration
18 months part-time. Note: Students progress from Certificate IV in Business (Human Resources), and Diploma in Business (Human Resources) levels prior to commencing this Advanced Diploma program. Please contact the School for advice. Recognition of Prior Learning may apply.

Course Structure
All units selected are subject to the approval of the Head of School.
Units from other Training Packages must not duplicate units selected from the Business Training Package.
All units selected must contribute to and combine to form a work outcome.
All of the following units from the Human Resources domain are to be undertaken:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BSBHR601A</td>
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</table>

plus three units (together totaling a minimum of 140 nominal hours) from the (BSB01) Business Services Training Package, or any other endorsed training package.
Of the three units selected, at least two must be from an Advanced Diploma level and the remaining unit may be from a lower level qualification.

ADVANCED DIPLOMA OF BUSINESS DEVELOPMENT
Course Code: BSB60401
Industry Only
Campus: Industry
Career Opportunities
Senior Marketing Manager, Communications Manager, Sales Manager.
Scope of Delivery
The course is offered to industry only.
Course Objective
The course provides the knowledge and skills required for a person working as a Senior Marketing, Communications or Sales Manager.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

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

Course Duration
This course is offered over 450 - 570 nominal hours.

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

(A) A minimum of five units (totalling 280 nominal hours) selected by the student with the approval of the Head of School, from:

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<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSBADV601A</td>
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<td>BSBADV603A</td>
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</table>

(B) A minimum of three units (totalling 170 nominal hours) selected by the student with the approval of the Head of School, having regard to the relevant units listed in:

- the (BSB01) Business Services Training Package;
- any other relevant training package accredited by the Australian National Training Authority;
of which at least two must be from a qualification at Advanced Diploma level and one may be selected from a lower qualification.

Upon successful completion of all units specified in paragraph 4(A)(i), three units in paragraph 4(B) students may be eligible to graduate with the award of BSB60501 Advanced Diploma of Business (Advertising).

Upon successful completion of all units specified in paragraph 4(A)(ii), and three units in paragraph 4(B), students may be eligible to graduate with the award of BSB60601 Advanced Diploma of Business (Marketing).

Upon successful completion of five (or more) units specified in paragraph 4(A), and three units in paragraph 4(B), students may be eligible to graduate with the award of BSB60401 Advanced Diploma of Business Development.
ADVANCED DIPLOMA OF BUSINESS (ADVERTISING) (I)
Course Code: BSB60501
No new intake for 2009. Continuing students only.
Campus: Footscray Nicholson.
Career Opportunities
Account Management, Promotions Consultant.
Scope of Delivery
This course is offered on a full-time basis.
Course Objective
The course aims to provide the knowledge and skills required for a person working as an account executive in a medium to large advertising agency or a media/promotions manager in a medium to large organisation.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/Selection Criteria
Applicants are required to attend an interview. Course applicants are assessed and ranked against course selection criteria available from the School. NB: students must complete the Diploma of Business (Advertising) prior to commencing the Advanced Diploma program. Please contact the School for advice.
Course Duration
1 year full time study.
Course Structure
Complete 5 units from the Advertising domain:

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<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tr>
<td>BSBADV601A</td>
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</table>

Plus three units from the (BSB01) Business Services Training Package or any endorsed Training Package of which a minimum of two must be from an Advanced Diploma level and 1 unit may be included from a Diploma qualification.

ADVANCED DIPLOMA OF MARKETING
Course Code: BSB60507
Campus: St Albans.
Career Opportunities
Marketing Officer, Product Manager, Marketing Strategist, Marketing Manager.
Scope of Delivery
The course is available on a full-time and part-time basis.
Course Objective
The course provides the knowledge and skills to provide leadership and strategic direction in the marketing activities of an organization.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the School.
Course Duration
This course is approximately 6 months full-time or equivalent. Time required to complete the course will vary according to the delivery and assessment mode offered. NB: students progress through Certificate IV and Diploma of Marketing levels prior to commencing this Advanced Diploma program.
Course Structure
All units selected are subject to the approval of the Head of School.
A minimum of four units to be undertaken from the following Marketing units:

<table>
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<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSBMKG603B</td>
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<tr>
<td>BSBMKG607B</td>
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<tr>
<td>BSBMKG608A</td>
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<td>BSBMKG609A</td>
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Plus four elective units:

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<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tr>
<td>BSBFIM601A</td>
<td>80</td>
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<tr>
<td>BSBMGT608B</td>
<td>70</td>
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<tr>
<td>BSBMGT616A</td>
<td>80</td>
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<td>BSBMKG605B</td>
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</table>
ADVANCED DIPLOMA OF BUSINESS (MARKETING) (I)
Course Code: BSB60601
No new intake for 2009
Campus: St Albans.
Career Opportunities
Marketing officer, market research, product/sales manager.
Scope of Delivery
The course is available on a full time and part time basis.
Course Objective
The course provides the knowledge and skills required for a person with a planning and management role in business functions which include product management, research and sales.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the School.
Course Duration
This course is approximately 6 months full-time or equivalent. Time required to complete the course will vary according to the delivery and assessment mode offered. NB: students progress through Certificate IV and Diploma in Business (Marketing) levels prior to commencing this Advanced Diploma program.
Course Structure
All units selected are subject to the approval of the Head of School.
Units from other Training Packages must not duplicate units selected from the Business Training Package.
All units selected must contribute to and combine to form a work outcome.
A minimum of five units to be undertaken from the following Marketing units:

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<th>Unit Code</th>
<th>Hours</th>
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<td>BSBMKG601A</td>
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Plus three units from the (BSB01) Business Services Training Package or any endorsed Training Package of which a minimum of two must be from an Advanced Diploma level and one unit may be included from a Diploma qualification.

ADVANCED DIPLOMA OF E-BUSINESS
Course Code: BSB60701
Industry only
Campus: Industry.
Career Opportunities
Business Analyst, Business Development Manager.
Scope of Delivery
This course is offered to industry only.
Course Objectives
The course aims to provide participants with appropriate skills to be able to work as a business analyst or senior business development manager in an e-business environment.
Entry Requirements
To qualify for admission applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Course Duration
The course may be offered on a full-time basis over a minimum of 320 nominal hours or part-time equivalent.
Course Structure
Core Units of Study
A minimum of five units from the following E-Business modules:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSBEBUS601A</td>
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<td>BSBEBUS602A</td>
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COURSE OBJECTIVE
The course provides students with the knowledge and skills for application in the Telecommunications industry including sales, services to customers and complaint management.

Entry Requirements
You must be assessed by the Head of School as being capable of successfully completing the course.
You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Diploma of Logistics Management
Course Code: TDT51002
No new intake for 2009
Campus: Industry
Career Opportunities
An exciting career exists for many candidates who successfully complete the Diploma Course. Careers in a wide range of industries exist with this qualification and allows for entry into a number of higher education courses.

Course Structure
Students must successfully complete all 7 units listed below:

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<th>Unit Code</th>
<th>Hours</th>
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<tr>
<td>BSBMGT502A</td>
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</table>
DIPLoma of Logistics

Course Code: TLI50107

Campus: Footscray Nicholson.

Career Opportunities
Provides skills and knowledge to advance your career in such fields as purchasing, materials management, inventory management, warehousing, distribution, transport and customer service.

Scope of Delivery
Full time and Part time.

Course Objective
This course aims to provide an accredited program at Diploma level for students wishing to pursue a career in an area of logistics and supply management and/or articulate into a relevant area of higher education.

Entry Requirements
For full time study you will need to have a minimum English level of 5.0 IELTS and to have satisfactorily completed VCE or its equivalent. You may be asked to attend an interview. Should places be available, direct application will be considered. For part time study apply direct to the School. To qualify for admission to the course applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.

Selection Procedures/Selection Criteria
Selection is based on ENTER score with a possible interview. Applicants wishing to start the course at other times through the year may apply via direct entry. Contact the Unit on 9919 6259.

Course Duration
1 year full time or part time equivalent.

Course Structure
Students must successfully complete all units listed below:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Name</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>TLI12907A</td>
<td>APPLY WORKPLACE KNOWLEDGE TO PLAN IMPROVEMENTS TO OPERATIONS</td>
<td>40</td>
</tr>
<tr>
<td>MEM1115A</td>
<td>INVENTORY MANAGEMENT</td>
<td>60</td>
</tr>
<tr>
<td>TLI12098B</td>
<td>DEVELOPMENT AND MAINTAIN OPERATIONAL PROCEDURES FOR TRANSPORT AND DISTRIBUTION ENTERPRISES</td>
<td>30</td>
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<tr>
<td>TLI1998B</td>
<td>IMPLEMENT AND MONITOR TRANSPORT LOGISTICS</td>
<td>40</td>
</tr>
<tr>
<td>TLI2998B</td>
<td>SET AND ACHIEVE BUDGET</td>
<td>40</td>
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<tr>
<td>THG1010B</td>
<td>MANAGE WORKPLACE RELATIONS</td>
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<tr>
<td>TLI1010B</td>
<td>DEVELOPMENT AND MAINTAIN OPERATIONAL PROCEDURES FOR TRANSPORT AND DISTRIBUTION ENTERPRISES</td>
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</tr>
<tr>
<td>TLI1998B</td>
<td>IMPLEMENT AND MONITOR TRANSPORT LOGISTICS</td>
<td>40</td>
</tr>
<tr>
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<td>60</td>
</tr>
<tr>
<td>TLI1010B</td>
<td>DEVELOPMENT AND MAINTAIN OPERATIONAL PROCEDURES FOR TRANSPORT AND DISTRIBUTION ENTERPRISES</td>
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</tbody>
</table>
SUBJECT

Below are subject details for courses offered by the School of Business and Management in 2009.

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

BSBADV401A PROFILE A TARGET AUDIENCE
Content: Identify the target market; Segment the market; Profile target audience.
Nominal Hours: 50 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations

BSBADV402A CONDUCT PRE-CAMPAIGN TESTING
Content: Plan for pre-campaign testing; Pilot the advertisement; Utilise pre-campaign test results.
Nominal Hours: 80 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBADV402B CONDUCT PRE-CAMPAIGN TESTING
Content: This unit describes the performance outcomes, skills and knowledge required to pilot an advertising campaign and to make adjustments that will maximise the effectiveness of the campaign.
Nominal Hours: 50 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV403A MONITOR ADVERTISING PRODUCTION
Content: Oversee pre-production work; Oversee production processes; Monitor post-production processes; Produce monitoring reports.
Nominal Hours: 80 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBADV403B MONITOR ADVERTISING PRODUCTION
Content: This unit describes the performance outcomes, skills and knowledge required to monitor and report on pre-production, production and post-production work for advertisements.
Nominal Hours: 50 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV404A SCHEDULE ADVERTISEMENTS
Content: Confirm advertising and media requirements; Prepare and cost the media schedule; Book advertising time/space and lodge advertisements.
Nominal Hours: 40 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBADV404B SCHEDULE ADVERTISEMENTS
Content: This unit describes the performance outcomes, skills and knowledge required to prepare and cost media schedules, to book advertising time/space and to lodge advertisements
Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV502A WRITE PERSUASIVE COPY
Content: Interpret a creative brief; Evaluate creative options; Prepare persuasive copy.
Nominal Hours: 40 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBADV503A COORDINATE ADVERTISING RESEARCH
Content: Assess advertising research requirements; Select research method/s; Utilise advertising research findings.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBADV503B COORDINATE ADVERTISING RESEARCH
Content: This unit covers the performance outcomes, skills and knowledge required to conduct primary and secondary advertising research to test advertising themes and ideas.
Nominal Hours: 50 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV504A CREATE ADVERTISEMENTS
Content: Interpret a creative brief; Create a print advertisement; Create a radio advertisement; Create a television or cinema advertisement; Create a website or e-commerce advertisement.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBADV505A EVALUATE AND RECOMMEND ‘ABOVE THE LINE’ MEDIA OPTIONS
Content: Evaluate the use of broadcast media for advertising; Evaluate the use of print media for advertising; Evaluate the use of cinema and video as advertising media; Evaluate the use of sponsorship as an advertising medium; Evaluate the use of the Internet as an advertising medium; Recommend ‘above the line’ media for a target audience.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBADV506A EVALUATE AND RECOMMEND ‘BELOW THE LINE’ MEDIA OPTIONS
Content: Evaluate the use of direct mail as an advertising medium; Evaluate the use of point-of-sale, sales literature and promotion advertising media; Evaluate the use of other ‘below the line’ advertising media; Recommend ‘below the line’ media for a target audience.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBADV507A DEVELOP A MEDIA PLAN
Content: Define media requirements; Select the media; Select media vehicle/s; Determine the media schedule; Produce a media plan.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.
BSBADV507B DEVELOP A MEDIA PLAN
Content: This unit describes the performance outcomes, skills and knowledge required to interpret an advertising brief to develop a media plan within a given budget.
Nominal Hours: 60 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV508A PRESENT AN ADVERTISING CAMPAIGN
Content: Plan an advertising campaign presentation; Prepare for an advertising campaign presentation; Deliver an advertising campaign presentation; Act on feedback from advertising campaign presentation.
Nominal Hours: 80 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBADV509A CREATE MASS PRINT MEDIA ADVERTISEMENTS
Content: This unit describes the performance outcomes, skills and knowledge required to create mass print media advertisements that communicate the key features of a product, service or idea to the consumer.
Nominal Hours: 30 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV510A CREATE MASS ELECTRONIC MEDIA ADVERTISEMENTS
Content: This unit describes the performance outcomes, skills and knowledge required to communicate the key features of a product, service or idea to a consumer using mass electronic media.
Nominal Hours: 50 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV512A DEVELOP AN ADVERTISING STRATEGY AND BRIEF
Content: This unit describes the performance outcomes, skills and knowledge required to develop an advertising brief, advertising strategy and creative brief which reflects advertiser needs and preferences.
Nominal Hours: 60 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV601A CREATE AN ADVERTISING BRIEF
Content: Determine advertiser requirements; Develop an advertising brief; Develop the creative brief.
Nominal Hours: 80 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBADV602A DEVELOP AN ADVERTISING CAMPAIGN
Content: Define campaign objectives; Prepare an advertising budget; Develop a schedule for proposed advertising activities.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

BSBADV602B DEVELOP AN ADVERTISING CAMPAIGN
Content: This unit describes the performance outcomes, skills and knowledge required to determine key objectives and to develop an advertising campaign to optimise product or service market performance in response to an advertising brief.
Nominal Hours: 60 Hours
Assessment: Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentation.

BSBADV603A MANAGE ADVERTISING PRODUCTION
Content: Plan the production process for advertisements; Segment the market; Profile target audience.
Nominal Hours: 80-120 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBADV603B MANAGE ADVERTISING PRODUCTION
Content: This unit describes the performance outcomes, skills and knowledge required to plan, direct, monitor and evaluate the production of electronic and print advertising.
Nominal Hours: 70 Hours
Assessment: Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentation.

BSBADV604A EXECUTE AN ADVERTISING CAMPAIGN
Content: Develop an implementation strategy; Negotiate media contracts; Monitor the advertising campaign.
Nominal Hours: 60-80 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBADV604B EXECUTE AN ADVERTISING CAMPAIGN
Content: This unit describes the performance outcomes, skills and knowledge required to coordinate and monitor the implementation of an advertising campaign.
Nominal Hours: 70 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBADV605A EVALUATE CAMPAIGN EFFECTIVENESS
Content: Develop a campaign evaluation strategy; Implement campaign evaluation strategy; Utilise advertising effectiveness data.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBADV605B EVALUATE CAMPAIGN EFFECTIVENESS
Content: This unit describes the performance outcomes, skills and knowledge required to coordinate and monitor the implementation of an advertising campaign.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBCCO301A USE MULTIPLE INFORMATION SYSTEMS
Content: This unit describes the performance outcomes, skills and knowledge required to effectively use multiple information systems to research information and records, and to maintain up to date customer information.
Nominal Hours: 40 Hours

BSBCCO303A CONDUCT A TELEMARKETING CAMPAIGN
Content: This unit describes the performance outcomes, skills and knowledge required to undertake a telemarketing campaign which may involve both inbound and outbound calling.
Nominal Hours: 40 Hours
Assessment: Oral and written questioning, oral presentation, practical demonstration, role plays, written report.

BSBCCO304A PROVIDE SALES SOLUTIONS TO CUSTOMERS
Content: This unit describes the performance outcomes, skills and knowledge required to process sales inquiries requiring complex solutions and follow up to ensure customer satisfaction.
Nominal Hours: 40 Hours
BSBCOM405A PROMOTE COMPLIANCE WITH LEGISLATION
Content: This unit describes the performance outcomes, skills and knowledge required to promote compliance with domestic and international legislation, both by self and others in the workplace.
Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBCOM501A IDENTIFY AND INTERPRET COMPLIANCE REQUIREMENTS
Content: This unit covers the identification and interpretation of the range of external and internal compliance requirements and obligations that must be fulfilled by an organisation. It has been designed to be consistent with Australian Standard AS 3806: Compliance Programs.
Nominal Hours: 20 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBCOM601B RESEARCH COMPLIANCE REQUIREMENTS AND ISSUES
Content: This unit describes the performance outcomes, skills and knowledge required to explore and investigate various aspects and issues associated with compliance requirements and a related compliance program/management system.
Nominal Hours: 50 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBCRT501A ORIGINATE AND DEVELOP CONCEPTS
Content: This unit describes the performance outcomes, skills and knowledge required to originate and develop concepts for products, programs, processes or services to an operational level.
Nominal Hours: 30 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.
BSBEU401A REVIEW AND MAINTAIN A WEBSITE
Content: This unit describes the performance outcomes, skills and knowledge required to undertake data analysis, review website content and update and maintain a website.
Nominal Hours: 50 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBEU401A CONDUCT ONLINE RESEARCH
Content: This unit covers researching business information using Internet, intranet or extranet, communicating with team as required and presenting reports on research outcomes.
Nominal Hours: 35
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

BSBEU402A IMPLEMENT E-CORRESPONDENCE POLICIES
Content: This unit covers sending and receiving email correspondence via Internet, intranets or extranets, setting up and maintaining electronic software, maintaining and managing individual email mailing lists/address books, implementing email policy and adhering to organisational protocols or practices for email.
Nominal Hours: 20
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEU403A TRADE ONLINE
Content: This unit covers assessment of suppliers, ordering, purchasing, selling or exchanging business goods and services online including the use of electronic shopping agents, reverse markets and auctions.
Nominal Hours: 30
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEU405A CONDUCT ONLINE FINANCIAL TRANSACTIONS
Content: This unit covers evaluation, use and management of online financial services.
Nominal Hours: 20
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEU406A MONITOR AND MAINTAIN RECORDS IN AN ONLINE ENVIRONMENT
Content: This unit covers the identification and assessment of records for storage and management and monitoring of electronic business records.
Nominal Hours: 50
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEU501A EVALUATE E-BUSINESS OPPORTUNITIES
Content: This unit covers evaluation of the impact of e-business for an industry sector, new opportunities or capabilities provided by the Internet, threats and opportunities related to e-business, and risks / obstacles to be overcome to take advantage of e-business opportunities.
Nominal Hours: 60
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

BSBEU501A DEVELOP AN E-BUSINESS STRATEGY
Content: This unit covers environmental analysis and strategic planning for e-business that supports the organisation's overall business strategy.
Nominal Hours: 30
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEU601A DEVELOP AN ACTION PLAN FOR AN E-BUSINESS STRATEGY
Content: This unit covers development of an action plan or operational plan for the implementation and management of an e-business strategy.
Nominal Hours: 20
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEU603A EVALUATE NEW TECHNOLOGIES FOR BUSINESS
Content: This unit covers identification of new technologies and evaluation of their suitability to the business.
Nominal Hours: 60
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEU604A DEVELOP A BUSINESS WEBSITE STRATEGY
Content: This unit covers development of a web strategy that supports the business strategy, determining marketing objectives and strategies for the website and planning its integration into business operations.
Nominal Hours: 50
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEU605A IDENTIFY AND IMPLEMENT E-BUSINESS INNOVATION
Content: This unit covers analysis of traditional business processes to identify and implement e-business opportunities for innovation and reform.
Nominal Hours: 40
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEU606A MANAGE E-BUSINESS RISK
Content: This unit covers identification and management of risks associated with e-business including objectives failure, technology failure, security, and fraud. It focuses on the development of risk management strategies to provide a secure environment for business transactions.
Nominal Hours: 50 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEU607A DEVELOP E-BUSINESS OUTSOURCING POLICY AND GUIDELINES
Content: This unit covers development of policy and guidelines for e-business outsourcing or contracting by the business.
Nominal Hours: 40
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.
BSBEUS608A DEVELOP AND IMPLEMENT ONLINE INFORMATION POLICY
Content: This unit covers establishing, implementing and evaluating policies and processes for managing online information.
Nominal Hours: 40
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEUS610A DEVELOP ELECTRONIC COMMUNICATION POLICY
Content: This unit covers development of policy relating to Internet, intranet, extranet and email usage.
Nominal Hours: 40
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEUS611A DEVELOP AND IMPLEMENT E-BUSINESS HUMAN RESOURCE MANAGEMENT POLICY AND PRACTICES
Content: This unit covers investigation of the human resource management environment for e-business and development, implementation and monitoring of policy and practices for e-business human resource management.
Nominal Hours: 40
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEUS612A DEVELOP AND IMPLEMENT E-WORK POLICY AND GUIDELINES
Content: This unit covers the development, implementation, monitoring and evaluation of policy and guidelines for an off-site e-work system that allows employees to perform agreed duties at an alternative site (usually home) during some or all of scheduled work hours. It is a flexible employment option that meets all legal and regulatory employment requirements.
Nominal Hours: 30
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEUS613A DEVELOP ONLINE CUSTOMER SERVICE STRATEGIES
Content: This unit covers investigating requirements for online customer service, development of policy and strategies for the delivery of customer services and monitoring and evaluation of policy implementation.
Nominal Hours: 40
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEUS614A BUILD ONLINE CUSTOMER LOYALTY
Content: This unit covers development, implementation and monitoring of customer loyalty strategies for e-business.
Nominal Hours: 40
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEUS615A USE ONLINE SYSTEMS TO SUPPORT MANAGERIAL DECISION-MAKING
Content: This unit covers the use of management information systems, decision support systems and executive support systems to underpin managerial decision-making.
Nominal Hours: 40
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBFIA402A REPORT ON FINANCIAL ACTIVITY
Content: This unit describes the performance outcomes, skills and knowledge required to report financial activity for business both in response to client requests and to meet statutory requirements such as the completion of statutory requirement reports.
Nominal Hours: 30 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBFIA501A REPORT ON FINANCES RELATED TO INTERNATIONAL BUSINESS
Content: This unit describes the performance outcomes, skills and knowledge required to report on finances related to international business activity.
Nominal Hours: 70 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBFIM501A MANAGE BUDGETS & FINANCIAL PLANS
Content: This unit describes the performance outcomes, skills and knowledge required to undertake financial management within a work team in an organisation. This includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances, and reviewing and evaluating effectiveness of financial management processes in line with the financial objectives of the work team and the organisation.
Nominal Hours: 70 Hours
Assessment: Oral and written questioning, Oral presentation, Written report, Practical demonstration.

BSBFIM502A MANAGE PAYROLL
Content: This unit describes the performance outcomes, skills and knowledge required to establish and monitor security procedures for managing organisational payroll services and to calculate and process salary payments, group taxation and related payments.
Nominal Hours: 30 Hours

BSBFIM601A MANAGE FINANCES
Content: This unit describes the performance outcomes, skills and knowledge required to undertake budgeting, financial forecasting and reporting requirements, and to allocate and manage resources to achieve the required outputs for the business unit. It includes contributing to financial bids and estimates, allocating funds, managing budgets and reporting on financial activity.
Nominal Hours: 80 Hours
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBFIM402A REPORT ON FINANCIAL ACTIVITY
Content: This unit describes the performance outcomes, skills and knowledge required to report financial activity for business both in response to client requests and to meet statutory requirements such as the completion of statutory requirement reports.
Nominal Hours: 30 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBFIM403A MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS
Content: Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.
Nominal Hours: 50 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBFIM404A LEAD WORK TEAMS
Content: Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Participate in and facilitate the work team.
Nominal Hours: 50 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests, presentation.
BSBFLM505A MANAGE OPERATIONAL PLAN
Content: This unit specifies the outcomes required to develop and monitor the implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

BSBHR401A ADMINISTER HUMAN RESOURCE SYSTEMS
Content: Administer human resource policies and procedures; Administer staff performance feedback system; Coordinate workers' compensation and rehabilitation claims.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

BSBHR402A RECRUIT AND SELECT PERSONNEL
Content: Maintain personnel needs; Determine job specifications; Recruit staff; Assess and select applicants.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBHR403A PROCESS HUMAN RESOURCE DOCUMENTS AND INQUIRIES
Content: Process leave applications; Process job vacancies; Provide information on personnel matters.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BSBHR404A COORDINATE HUMAN RESOURCE SERVICES
Content: Establish human resource service requirements; Undertake performance management; Identify and implement solutions to employee/industrial issues.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBHR405A IMPLEMENT INDUSTRIAL RELATIONS PROCEDURES
Content: This unit specifies the outcomes required to work in the industrial relations area and implement organisational policies and procedures.
Nominal Hours: 50 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHR501A MANAGE HUMAN RESOURCE CONSULTANCY SERVICES
Content: Determine strategies for delivery of human resource services; Manage the delivery of human resource services; Evaluate HR service delivery.
Nominal Hours: 80 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHR502A MANAGE HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEMS
Content: Identify HR information requirements; Select HR information management system; Implement HR information system; Monitor/evaluate performance of HR information system.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHR503A MANAGE PERFORMANCE MANAGEMENT SYSTEMS
Content: Develop performance management systems; Implement performance management systems; Coordinate formal feedback processes; Coordinate individual/group learning development plans.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHR504A MANAGE INDUSTRIAL RELATIONS POLICIES AND PROCESSES
Content: Develop industrial relations (IR) strategies/policies; Industrial relations strategies/policies and plans are implemented; Manage conflict.
Nominal Hours: 80 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHR505A MANAGE REMUNERATION AND EMPLOYEE BENEFITS
Content: Develop the organisation’s remuneration strategy; Implement the remuneration strategy; Review and update the remuneration strategy.
Nominal Hours: 40 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHR506A MANAGE RECRUITMENT, SELECTION AND INDUCTION PROCESSES
Content: Develop recruitment selection and induction processes; Recruitment and selection of staff; Manage induction of staff.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHR507A MANAGE SEPARATION/TERMINATION
Content: Develop processes for separation/termination of employment; Manage separation/termination processes; Conduct exit interviews.
Nominal Hours: 40 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHR508A MANAGE WORK/LIFE SKILLS
Content: Research and analyse work/life needs; Plan work/life skills project; Implement, administer and monitor project; Evaluate projects.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHR509A MANAGE REHABILITATION/RETURN TO WORK PROGRAMS
Content: Analyse claims; Establish rehabilitation/return-to-work program; Monitor/evaluate rehabilitation/return-to-work program.
Nominal Hours: 40 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHR601A MANAGE CHANGE
Content: Identify change requirements/opportunities; Develop change management strategy; Implement change management strategy.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHR602A MANAGE HUMAN RESOURCE STRATEGIC PLANNING
Content: Undertake preparatory activities; Develop HR strategic plan; Implement HR strategic plans.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.
BSBHR603A CONTRIBUTE TO ORGANISATION DEVELOPMENT
Content: Develop organisation development plan; Implement organisation development activities; Maintain organisation development program.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHR604A MANAGE EMPLOYEE RELATIONS
Content: Implement employee relations strategy and policies for own work area; Build and maintain a productive culture; Resolve employee relations problems; Manage diversity.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBHR605A CONTRIBUTE TO ORGANISATION DESIGN
Content: Review organisation design; Develop organisation redesign plan; Job design and work realignment is undertaken as necessary to support the organisation redesign.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBHRM401A REVIEW HUMAN RESOURCES FUNCTIONS
Content: This unit describes the performance outcomes, skills and knowledge required to undertake research that supports work across a range of human resources functional areas. This is a foundation unit for anyone wishing to pursue competency in human resources and provides a sound basis for working across various human resources functional areas.
Nominal Hours: 40 Hours
Assessment: Assignments, Case studies, Projects and Research.

BSBHRM402A RECRUIT, SELECT AND INDUCT STAFF
Content: This unit describes the performance outcomes, skills and knowledge required to execute tasks associated with the recruitment cycle.
Nominal Hours: 50 Hours
Assessment: Assignments, Case studies, Projects and Research.

BSBHRM403A SUPPORT PERFORMANCE MANAGEMENT PROCESS
Content: This unit describes the performance outcomes, skills and knowledge required to assist in the effective implementation of a performance management system and to facilitate employee performance.
Nominal Hours: 40 Hours
Assessment: Assignments, Case studies, Projects and Research.

BSBHRM501A MANAGE HUMAN RESOURCES SERVICES
Content: This unit describes the performance outcomes, skills and knowledge required to plan and oversee and deliver human resources services. It is not specific to any given human resources function and deals with the coordination of services and approaches. This unit takes an overview of human resources services and includes business ethics.
Nominal Hours: 40 Hours
Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report.

BSBHRM503A MANAGE PERFORMANCE MANAGEMENT SYSTEMS
Content: This unit describes the performance outcomes, skills and knowledge required to design, implement and oversee performance management systems. It includes ongoing performance feedback strategies as well as formal performance feedback meetings. Specific intervention associated with underperformance and/or misconduct is also included.
Nominal Hours: 60 Hours

BSBHRM504A MANAGE WORKFORCE PLANNING
Content: This unit describes the performance outcomes, skills and knowledge required to plan workforce strategies to achieve organisational goals and objectives. It includes aligning workforce objectives with business plans, analysing labour market trends and predictions, and designing strategies and succession plans to ensure a competent and appropriately diverse workforce is available to meet anticipated changes.
Nominal Hours: 60 Hours

BSBHRM505A MANAGE REMUNERATION AND EMPLOYEE BENEFITS
Content: This unit describes the performance outcomes, skills and knowledge required to implement an organisation’s remuneration and benefit plans. It incorporates all functions associated with remuneration including packaging, salary benchmarking, market rates reviews, bonuses and the legislative aspects of remuneration and employee benefits.
Nominal Hours: 60 Hours
Assessment: Oral and written questioning, Oral presentation, Compliance of all legal aspects, Knowledge of ATO Laws & FBT, Portfolio of evidence, Written report.

BSBHRM509A MANAGE REHABILITATION & RETURN TO WORK
Content: This unit describes the performance outcomes, skills and knowledge required to process and analyse both workers compensation and sick leave claims. It also covers the establishment of rehabilitation needs and return to work programs, and their monitoring, ongoing review and evaluation.
Nominal Hours: 50 Hours
Assessment: Oral and written questioning, Oral presentation, Role plays, Written report, Case studies & scenarios, Evaluation.

BSBHRM604A MANAGE EMPLOYEE RELATIONS
Content: This unit covers all aspects of employee relations impacting on managers at the strategic level. It seeks to develop and maintain a positive and productive workplace environment at all times.
Nominal Hours: 60 Hours
Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report

BSBHM501A MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM
Content: This unit describes the performance outcomes, skills and knowledge required to organise learning to use an information or knowledge management system and to manage the use of the system.
Nominal Hours: 50 Hours
Assessment: Students are required to do assignments, coursework, tests, projects, case studies and/or presentations

BSBINN301A PROMOTE INNOVATION IN A TEAM ENVIRONMENT
Content: This unit describes the performance outcomes, skills and knowledge required to be an effective and pro-active member of an innovative team.
Nominal Hours: 40 Hours
Assessment: Students are required to do oral questioning, oral presentation, practical demonstration, research assignments and written report

BSBININT305B PREPARE BUSINESS DOCUMENTS FOR THE INTERNATIONAL TRADE OF GOODS
Content: This unit describes the performance outcomes, skills and knowledge required to contribute to the preparation of business documents required for the trade of goods internationally.
Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, coursework, tests, projects, case studies and/or presentations

SCHOOL OF BUSINESS AND MANAGEMENT
BSBINT401A RESEARCH INTERNATIONAL BUSINESS OPPORTUNITIES
Content: This unit specifies the outcomes required to ascertain the opportunities available and the feasibility of a particular international business opportunity.
Nominal Hours: 20 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBINT401B RESEARCH INTERNATIONAL BUSINESS OPPORTUNITIES
Content: This unit describes the performance outcomes, skills and knowledge required to ascertain the international business opportunities available and the feasibility of a particular opportunity.
Nominal Hours: 20 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBINT402A MARKET GOODS AND SERVICES INTERNATIONALLY
Content: This unit specifies the outcomes required to market goods and service internationally.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

BSBINT403A RESEARCH INTERNATIONAL MARKETS
Content: This unit specifies the outcomes required to undertake market research to select markets to pursue.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

BSBINT404A IMPLEMENT INTERNATIONAL CLIENT RELATIONSHIP STRATEGIES
Content: This unit specifies the outcomes required to implement international client relationships in line with a defined organisational strategy for international client relationships.
Nominal Hours: 30 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBINT405A APPLY KNOWLEDGE OF IMPORT AND EXPORT INTERNATIONAL CONVENTIONS, LAWS AND FINANCE
Content: This unit specifies the outcomes required to maintain currency of knowledge and skills of international conventions, laws and finance in order to apply these to import and export responsibilities.
Nominal Hours: 30 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBINT405B APPLY KNOWLEDGE OF IMPORT AND EXPORT INTERNATIONAL CONVENTIONS, LAWS AND FINANCE
Content: This unit describes the performance outcomes, skills and knowledge required to maintain currency of knowledge and skills of international conventions, laws and finance in order to apply these to import and export responsibilities.
Nominal Hours: 30 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBINT406A PROMOTE COMPLIANCE WITH LEGISLATION
Content: This unit specifies the outcomes required to promote compliance with legislation, both by self and others in the workplace.
Nominal Hours: 40 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBINT407A PREPARE BUSINESS ADVICE ON EXPORT FREE ON BOARD VALUE
Content: This unit specifies the outcomes required to accurately determine and prepare business advice on the export entry or declaration Free on Board (FOB) Value on goods exported from Australia.
Nominal Hours: 30 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBINT407B PREPARE BUSINESS ADVICE ON EXPORT FREE ON BOARD VALUE
Content: This unit describes the performance outcomes, skills and knowledge required to accurately determine and prepare business advice on the export entry or declaration Free on Board (FOB) Value on goods exported from Australia.
Nominal Hours: 30 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBINT408A PREPARE BUSINESS ADVICE ON THE TAXES AND DUTIES FOR INTERNATIONAL TRADE TRANSACTIONS
Content: This unit specifies the outcomes required to assess the applicability of GST, other relevant taxes and duty to international trade transactions, and to prepare business advice based on the assessments and calculations undertaken.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBINT409A PLAN FOR INTERNATIONAL TRADE
Content: This unit specifies the outcomes required to effectively plan for the international trade of goods.
Nominal Hours: 50 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBINT409B PLAN FOR INTERNATIONAL TRADE
Content: This unit specifies the outcomes required to effectively plan for the international trade of goods.
Nominal Hours: 50 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBINT501A PROFILE INTERNATIONAL MARKETS
Content: This unit specifies the outcomes required to select and confirm an appropriate international market.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBINT502A ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC INTERNATIONAL MARKETS
Content: This unit specifies the outcomes required to analyse consumer behaviour for specific international markets.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBINT503A ANALYSE DATA FROM INTERNATIONAL MARKETS
Content: This unit specifies the outcomes required to analyse data from international markets.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.
BSBINT504A FORECAST INTERNATIONAL MARKET AND BUSINESS NEEDS
Content: This unit specifies the outcomes required to gather intelligence about the target international market and use that information in the business.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBINT505A BUILD INTERNATIONAL CLIENT RELATIONSHIPS
Content: This unit specifies the outcomes required to build effective international client relationships.
Nominal Hours: 50 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBINT506A BUILD INTERNATIONAL BUSINESS NETWORKS
Content: This unit specifies the outcomes required to build international business networks.
Nominal Hours: 40 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBINT507A REPORT ON FINANCES RELATED TO INTERNATIONAL BUSINESS
Content: This unit specifies the outcomes required to report on finances related to international business activity.
Nominal Hours: 70 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBINT508A PROMOTE PRODUCTS AND SERVICES TO INTERNATIONAL MARKETS
Content: This unit specifies the outcomes required to promote products and/or services of the business within specified international markets.
Nominal Hours: 70 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBITU301A CREATE AND USE DATABASES
Content: This unit describes the performance outcomes, skills and knowledge required to create simple two table relational databases with reports and queries, for the storage and retrieval of information.
Nominal Hours: 30 Hours
Assessment: Students are required to do Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report, Written tests.

BSBITU401A DESIGN AND DEVELOP COMPLEX TEXT DOCUMENTS
Content: This unit describes the performance outcomes, skills and knowledge required to design and develop business documents using complex technical features of word processing software.
Nominal Hours: 100 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBLED401A DEVELOP TEAMS AND INDIVIDUALS
Content: This unit describes the performance outcomes, skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup.
Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBMGT402A IMPLEMENT OPERATIONAL PLAN
Content: This unit describes the performance outcomes, skills and knowledge required to implement the operational plan by monitoring and adjusting operational performance, producing short term plans for the department/section, planning and acquiring resources and providing reports on performance as required.
Nominal Hours: 40 Hours
Assessment: Students are required to do oral and written questioning, oral presentation, practical demonstration, research assignment and written report.

BSBMGT501A MARKET SERVICES AND CONCEPTS TO INTERNAL CUSTOMERS
Content: Interpret strategic and operational plans; Manage research activities; Prepare internal marketing plans; Evaluate internal marketing plans.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMGT502A MANAGE PEOPLE PERFORMANCE
Content: Allocate work; Assess performance; Provide feedback; Manage follow-up.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMGT503A PREPARE BUDGETS AND FINANCIAL PLANS
Content: Analyse strategic and operational plans; Develop revenue, expenditure and capital investment proposals; Build agreement for budgets and financial plans.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMGT504A MANAGE BUDGETS AND FINANCIAL PLANS
Content: Communicate budget and financial plans; Monitor and control activities against plans; Report outcomes of financial plans.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMGT505A ENSURE A SAFE WORKPLACE
Content: Establish and maintain an Occupational Health and Safety system; Establish and maintain participative arrangements for the management of Occupational Health and Safety; Establish and maintain procedures for identifying hazards, and assessing and controlling risks; Establish and maintain a quality Occupational Health and Safety management system.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMGT506A RECRUIT, SELECT AND INDUCT STAFF
Content: Determine future people needs; Select appropriate people; Confirm employment arrangements.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMGT507A MANAGE ENVIRONMENTAL PERFORMANCE
Content: Develop a business plan to enhance environmental performance; Manage environmental impact and opportunity; Promote innovation and opportunity; Manage system to record and report environmental impacts and opportunities; Evaluate environmental performance.
Nominal Hours: 40 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.
BSMGT615A MANAGE OPERATIONAL PLAN
Content: This unit describes the performance outcomes, skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans. Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation's operational plan.
Nominal Hours: 60 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSMGT601A CONTRIBUTE TO STRATEGIC DIRECTION
Content: Contribute to the creation and/or review of the organisational mission statement; Analyse the external environment; Undertake competitive analysis; Analyse and review organisation's capabilities.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMGT602A CONTRIBUTE TO THE DEVELOPMENT AND IMPLEMENTATION OF STRATEGIC PLANS
Content: Confirm organisational mission, vision and purpose; Formulate strategic objectives and strategies; Evaluate and improve strategic performance.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMGT605A PROVIDE LEADERSHIP ACROSS THE ORGANISATION
Content: Communicate organisational mission and goals; Influence groups and individuals; Build and support teams; Demonstrate personal and professional competence.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMGT605B PROVIDE LEADERSHIP ACROSS THE ORGANISATION
Content: This unit describes the performance outcomes, skills and knowledge required to demonstrate senior leadership behaviour, and personal and professional competence.
Nominal Hours: 60 Hours
Assessment: T

BSMGT608B MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT
Content: This unit describes the performance outcomes, skills and knowledge required to sustain and develop an environment in which continuous improvement, innovation and learning are promoted and rewarded.
Nominal Hours: 70 Hours
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSMGT609A MANAGE RISK
Content: Develop risk management plan; Implement risk management plan; Evaluate risk management plan.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMGT610A MANAGE ENVIRONMENTAL MANAGEMENT SYSTEMS
Content: Establish an environmental management system; Manage innovation and improvement; Review environmental management system.
Nominal Hours: 40 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMGT611A DEVELOP RISK MANAGEMENT STRATEGY
Content: This unit specifies the outcomes required to develop a risk management strategy for an organisation, business unit or complex project or program, and plan for the implementation of the strategy.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMGT616A DEVELOP AND IMPLEMENT STRATEGIC PLANS
Content: This unit describes the performance outcomes, skills and knowledge required to establish the strategic direction of the organisation, and to sustain competitive advantage and enhance competitiveness. It requires analysis and interpretation of relevant markets, capability assessment of the organisation, and its existing and potential competitors and allies. It also covers implementation of the strategic plan.
Nominal Hours: 80 Hours
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSMGT617A DEVELOP AND IMPLEMENT A BUSINESS PLAN
Content: This unit describes the performance outcomes, skills and knowledge required to run a business operation and covers the steps required to develop and implement a business plan.
Nominal Hours: 60 Hours
Assessment: Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentation.

BSMKG301A RESEARCH THE MARKET
Content: Collect and present information on the internal business environment; Collect and present information on the external business environment; Investigate new or emerging factors in the market; Record market data.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG302A IDENTIFY MARKETING OPPORTUNITIES
Content: Confirm business needs; Identify market needs; Identify marketing opportunities.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG303A DRAFT AN ELEMENTARY MARKETING AUDIT REPORT
Content: Prepare for a marketing audit; Identify the form of a marketing audit; Conduct an external marketing audit; Conduct an internal marketing (self) audit; Prepare a draft marketing audit report.
Nominal Hours: 40 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG304A ASSIST WITH MARKET RESEARCH
Content: Assist with market research
Nominal Hours: 50 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG401A PROFILE THE MARKET
Content: Segment the market; Identify the target market; Profile target audience; Develop a positioning strategy.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.
BSMKG401B PROFILE THE MARKET
Content: This unit describes the performance outcomes, skills and knowledge required to profile a target market or market segments in accordance with a marketing plan and to develop market positioning strategies.
Nominal Hours: 50 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSMKG402A ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS
Content: This unit covers analysis of consumer behaviour to enable marketing to be targeted to specific markets and specific needs.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG402B ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS
Content: This unit describes the performance outcomes, skills and knowledge required to analyse consumer behaviour to target marketing to specific markets and specific needs.
Nominal Hours: 60 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSMKG403A ANALYSE MARKET DATA
Content: Interpret trends and market developments; Interpret competitor market performance; Report on market data.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG404A FORECAST MARKET AND BUSINESS NEEDS
Content: Build and maintain networks; Review current business performance and capability; Evaluate the market; Articulate the needs of the market and the business.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG405A IMPLEMENT AND MONITOR MARKETING ACTIVITIES
Content: Review the marketing mix for the business; Implement marketing activities; Monitor and review marketing performance.
Nominal Hours: 40 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG407A MAKE A PRESENTATION
Content: Prepare the presentation; Deliver a presentation; Review the presentation.
Nominal Hours: 30 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG408B CONDUCT MARKET RESEARCH
Content: This unit describes the performance outcomes, skills and knowledge required to conduct market research using interview and survey methodologies (not specialist statistical design and analysis) and to report on findings.
Nominal Hours: 60 Hours
Assessment: Students are required to do Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report, Written tests.

BSMKG409A DESIGN DIRECT RESPONSE OFFERS
Content: This unit describes the performance outcomes, skills and knowledge required to design, implement and evaluate direct response offers which match organisational business and marketing objectives and resolve marketing problems.
Nominal Hours: 60 Hours
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSMKG412A CONDUCT ELECTRONIC MARKETING COMMUNICATIONS
Content: This unit describes the performance outcomes, skills and knowledge required to prepare electronic advertisements for use in Internet, email or facsimile marketing communications, and to evaluate their effectiveness in achieving marketing objectives.
Nominal Hours: 30 Hours
Assessment: Students are required to do Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report, Written tests.

BSMKG413A PROMOTE PRODUCTS AND SERVICES INTERNATIONALLY
Content: This unit describes the performance outcomes, skills and knowledge required to plan, implement and manage basic marketing and promotional activities.
Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSMKG414A UNDERTAKE MARKETING ACTIVITIES
Content: This unit describes the performance outcomes, skills and knowledge required to undertake market research to select markets to pursue.
Nominal Hours: 50 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSMKG415A RESEARCH INTERNATIONAL MARKETS
Content: This unit describes the performance outcomes, skills and knowledge required to undertake market research to select markets to pursue.
Nominal Hours: 50 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSMKG416A MARKET GOODS & SERVICES INTERNATIONALLY
Content: This unit describes the performance outcomes, skills and knowledge required to market goods and services internationally in line with the organisation’s marketing plan and marketing strategy for a specified international target market.
Nominal Hours: 70 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSMKG501A EVALUATE MARKETING OPPORTUNITIES
Content: This unit covers the performance outcomes, skills and knowledge required to evaluate marketing opportunities; Evaluate the business environment and market; Develop marketing strategies and plans; Evaluate the effectiveness of marketing strategies and plans.
Nominal Hours: 60 Hours
Assessment: Assessment may be Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report, Written tests.

BSMKG501B IDENTIFY AND EVALUATE MARKETING OPPORTUNITIES
Content: This unit covers the performance outcomes, skills and knowledge required to identify and evaluate marketing opportunities; Identify target markets and market segments; Develop marketing strategies and plans; Evaluate the effectiveness of marketing strategies and plans.
Nominal Hours: 70 Hours
Assessment: Assessment may be Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report, Written tests.
BSMKG502A ESTABLISH AND ADJUST THE MARKETING MIX
Content: Evaluate the significance of each component of the marketing mix and their inter-relationships; Determine the marketing mix for the specific markets; Monitor and adjust marketing mix.
Nominal Hours: 80 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG502B ESTABLISH AND ADJUST THE MARKETING MIX
Content: This unit describes the performance outcomes, skills and knowledge required to determine the optimum marketing mix for a business through analysis of inter related marketing components.
Nominal Hours: 60 Hours
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSMKG503A DEVELOP A MARKETING COMMUNICATIONS PLAN
Content: Develop marketing communication objectives; Determine the marketing communications mix; Set a promotional budget; Prepare an integrated marketing communications plan.
Nominal Hours: 50 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG504A IMPLEMENT A MARKETING SOLUTION
Content: Implement marketing strategies; Monitor marketing strategies; Evaluate and improve marketing performance.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG505A REVIEW MARKETING PERFORMANCE
Content: Review customer requirements; Confirm market demand; Review product/service features; Monitor and improve marketing performance.
Nominal Hours: 40 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG506B PLAN MARKET RESEARCH
Content: This unit describes the performance outcomes, skills and knowledge required to plan market research by identifying market research needs, defining market research objectives, identifying data gathering approaches and developing a market research plan.
Nominal Hours: 50 Hours
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSMKG507A INTERPRET MARKET TRENDS AND DEVELOPMENTS
Content: This unit describes the performance outcomes, skills and knowledge required to conduct an analysis of market data in order to determine organisational and competitor business performance, and to prepare market and business forecasts that assist in targeting marketing activities and in drawing up a marketing plan.
Nominal Hours: 50 Hours
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSMKG508A PLAN DIRECT MARKETING ACTIVITIES
Content: This unit describes the performance outcomes, skills and knowledge required to plan direct marketing activities that match organisational objectives.
Nominal Hours: 50 Hours
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSMKG510A PLAN ELECTRONIC MARKETING COMMUNICATIONS
Content: This unit describes the performance outcomes, skills and knowledge required to research, prepare and evaluate an organisational e marketing plan that integrates electronic communications and website marketing in support of marketing objectives.
Nominal Hours: 20 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSMKG511A ANALYSE DATA FROM INTERNATIONAL MARKETS
Content: This unit describes the performance outcomes, skills and knowledge required to analyse data from international markets.
Nominal Hours: 60 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSMKG512A FORECAST INTERNATIONAL MARKET AND BUSINESS NEEDS
Content: This unit describes the performance outcomes, skills and knowledge required to gather intelligence about the target international market and to use that information in the business.
Nominal Hours: 60 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSMKG513A PROMOTE PRODUCTS AND SERVICES TO INTERNATIONAL MARKETS
Content: This unit describes the performance outcomes, skills and knowledge required to promote products and/or services of the business within specified international markets.
Nominal Hours: 50 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSMKG514A IMPLEMENT AND MONITOR MARKETING ACTIVITIES
Content: This unit describes the performance outcomes, skills and knowledge required to implement marketing activities described in a marketing plan, to monitor their effectiveness in meeting organisational marketing objectives, and to take actions to improve marketing performance.
Nominal Hours: 50 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSMKG515A CONDUCT A MARKETING AUDIT
Content: This unit describes the performance outcomes, skills and knowledge required to prepare for, conduct and report on a marketing audit in accordance with an organisation’s marketing plan.
Nominal Hours: 40 Hours
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSMKG516A PROFILE INTERNATIONAL MARKETS
Content: This unit describes the performance outcomes, skills and knowledge required to select and confirm an appropriate international market.
Nominal Hours: 60 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSMKG517A ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC INTERNATIONAL MARKETS
Content: This unit describes the performance outcomes, skills and knowledge required to analyse consumer behaviour for specific international markets.
BSMKG601A DEVELOP MARKETING STRATEGIES
Content: Scope marketing opportunities; Develop marketing strategies.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG602A DEVELOP A MARKETING PLAN
Content: Identify strategic direction; Review marketing performance; Formulate marketing objectives; Devise marketing strategies; Plan marketing tactics; Prepare and present a marketing plan.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG603A MANAGE THE MARKETING PROCESS
Content: This unit describes the performance outcomes, skills and knowledge required to strategically manage the marketing process and marketing personnel within an organisation.
Nominal Hours: 50 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG604A DEVELOP AND MANAGE DIRECT MARKETING CAMPAIGNS
Content: Develop direct marketing strategies; Develop a marketing plan for a direct marketing campaign; Manage direct marketing campaign production processes; Direct campaign implementation; Evaluate direct marketing campaign effectiveness.
Nominal Hours: 50 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG605A EVALUATE INTERNATIONAL MARKETING OPPORTUNITIES
Content: Review the global market environment; Assess international business and e-commerce market factors; Identify risk factors for international marketing opportunities; Investigate international business and e-commerce marketing opportunities.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG606A EVALUATE INTERNATIONAL MARKETING OPPORTUNITIES
Content: This unit describes the performance outcomes, skills and knowledge required to evaluate the international environment, to identify market factors and risks, and to assess the viability of international marketing opportunities.
Nominal Hours: 60 Hours
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSMKG607A MANAGE MARKET RESEARCH
Content: Manage market research
Nominal Hours: 50 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG608A DEVELOP ORGANISATIONAL MARKETING OBJECTIVES
Content: This unit describes the performance outcomes, skills and knowledge required to conduct a strategic analysis to develop organisational marketing objectives. This involves reviewing the organisation’s internal and external environments, evaluating past and current marketing performance, and exploring and evaluating new marketing opportunities.
Nominal Hours: 60 Hours
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMKG609A DEVELOP A MARKETING PLAN
Content: This unit covers the skill and knowledge to devise specific marketing strategies and tactics arising from formulation of marketing objectives.
Nominal Hours: 50 Hours
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSOH5201A PARTICIPATE IN OHS PROCESSES
Content: This unit describes the performance outcomes, skills and knowledge required to participate in workplace occupational health and safety (OHS) processes to protect workers own health and safety, and that of others.
Nominal Hours: 20 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSOH5401A MONITOR A SAFE WORKPLACE
Content: This unit describes the performance outcomes, skills and knowledge required to implement and monitor the organisation’s occupational health and safety (OHS) policies, procedures and programs in the relevant work area to meet legislative requirements.
Nominal Hours: 50 Hours
Assessment: Assignments, Case studies, Projects, Research, Portfolio of evidence

BSOH5509A ENSURE A SAFE WORKPLACE
Content: This unit describes the performance outcomes, skills and knowledge required to establish, maintain and evaluate the organisation’s occupational health and safety (OHS) policies, procedures and programs in the relevant work area in accordance with OHS legal requirements.
Nominal Hours: 50 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBP607A DIRECT COMMUNICATIONS MANAGEMENT OF MULTIPLE PROJECTS/PROGRAMS
Content: This unit specifies the outcomes required to provide the critical link between people, ideas and information at all stages in the life-cycles of multiple projects across a program. It covers directing project communications and information management,
BSBPMG401A APPLY PROJECT SCOPE MANAGEMENT TECHNIQUES
Content: This unit describes the performance outcomes, skills and knowledge required to contribute to the control of a project's scope by assisting with the identification of objectives, deliverables, constraints, assumptions and outcomes; and by applying controls once the project has commenced.
Nominal Hours: 40 Hours
Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report.

BSBPMG402A APPLY TIME MANAGEMENT TECHNIQUES
Content: This unit describes the performance outcomes, skills and knowledge required to assist with project scheduling activities, the application and monitoring of the agreed schedule and evaluation of time management effectiveness for the project.
Nominal Hours: 40 Hours
Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report.

BSBPMG403A APPLY COST MANAGEMENT TECHNIQUES
Content: This unit describes the performance outcomes, skills and knowledge required to work with others to produce a project budget, to monitor project expenditure and to contribute to cost finalisation processes.
Nominal Hours: 40 Hours
Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report.

BSBPMG404A APPLY QUALITY MANAGEMENT TECHNIQUES
Content: This unit describes the performance outcomes, skills and knowledge required to enhance project outcomes through contributing to quality planning, applying quality policies and procedures and contributing to continuous improvement within projects.
Nominal Hours: 30 Hours
Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report.

BSBPMG405A APPLY HUMAN RESOURCES MANAGEMENT APPROACHES
Content: This unit describes the performance outcomes, skills and knowledge required to assist with aspects of human resources management of a project. This involves establishing human resource requirements, identifying the learning and development needs of people working on the project, facilitating these needs being met and resolving conflict within the team.
Nominal Hours: 40 Hours
Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report.

BSBPMG406A APPLY COMMUNICATIONS MANAGEMENT TECHNIQUES
Content: This unit describes the performance outcomes, skills and knowledge required to provide a critical link between people, ideas and information at all stages in the project lifecycle. It covers assisting the project team to plan communications, communicating information related to the project and reviewing communications.
Nominal Hours: 40 Hours
Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report.

BSBPMG407A APPLY RISK MANAGEMENT TECHNIQUES
Content: This unit describes the performance outcomes, skills and knowledge required to assist with aspects of risk management within a project. It specifically involves assisting the project team to plan for, control and review risks associated with the project.
Nominal Hours: 40 Hours
Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report.

BSBPMG408A APPLY CONTRACT AND PROCUREMENT PROCEDURES
Content: This unit describes the performance outcomes, skills and knowledge required to assist with contracting and procurement for a project. It covers identifying procurement and contract requirements, assisting with contractor selection, conducting contracting and procurement activities and assisting with finalisation of activities for the project.
Nominal Hours: 30 Hours
Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report.

BSBPMG510A MANAGE PROJECTS
Content: This unit describes the performance outcomes, skills and knowledge required to manage a straightforward project or a section of a larger project. This unit addresses the management of projects including the development of a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learnt for application to future projects.
Nominal Hours: 60 Hours
Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report.

BSBPRO401A DEVELOP PRODUCT KNOWLEDGE
Content: This unit describes the performance outcomes, skills and knowledge required to develop product knowledge in preparation for the sales process.
Nominal Hours: 30 Hours
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBPUR501A DEVELOP IMPLEMENT AND REVIEW PURCHASING STRATEGIES
Content: This unit specifies the outcomes required to develop, implement and evaluate an organisation’s purchasing strategies, and implement improvements to those strategies.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBPUR502A MANAGE SUPPLIER RELATIONSHIPS
Content: This unit specifies the outcomes required to manage relationships with suppliers of larger purchases or multiple smaller purchases, where the relationship is of some significance to the organisation. It covers managing purchasing agreements, resolving disagreements with suppliers, finalising agreements, and reviewing the performance of suppliers.
Nominal Hours: 40 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBPUR504A MANAGE A SUPPLY CHAIN
Content: This unit specifies the outcomes required to manage a supply chain, including the relationships between an organisation and its supply and demand partners along the chain. It covers implementing a demand driven supply chain management strategy, managing the supply chain, and evaluating and improving supply chain effectiveness.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.
BSBREL401A ESTABLISH NETWORKS
Content: This unit describes the performance outcomes, skills and knowledge required to develop and maintain effective work relationships and networks. It covers the relationship building and negotiation skills required by workers within an organisation as well as freelance or contract workers.
Nominal Hours: 35 Hours
Assessment: Assignments, Case studies, Projects, Research, Portfolio of evidence

BSBREL501A BUILD INTERNATIONAL CLIENT RELATIONSHIPS
Content: This unit describes the performance outcomes, skills and knowledge required to build effective international client relationships.
Nominal Hours: 50 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBRES401A ANALYSE AND PRESENT RESEARCH INFORMATION
Content: This unit describes the performance outcomes, skills and knowledge required to gather, organise and present workplace information using available systems
Nominal Hours: 40 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBRSK401A IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES
Content: This unit describes the performance outcomes, skills and knowledge required to identify risks and to apply established risk management processes to a subset of an organisation or project's operations that are within the person's own work responsibilities and area of operation.
Nominal Hours: 50 Hours
Assessment: Students are required to do oral and written questioning, oral presentation, practical demonstration, research assignment and written report.

BSBRSK501A MANAGE RISK
Content: This unit describes the performance outcomes, skills and knowledge required to manage risks in a range of contexts across the organisation or for a specific business unit or area. The unit has been designed to be consistent with AS/NZS 4360:2004 Risk management.
Nominal Hours: 60 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBSLS301A DEVELOP PRODUCT KNOWLEDGE
Content: This unit covers the development of product knowledge as preparation for the sales process.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBSLS302A IDENTIFY SALES PROSPECTS
Content: This unit covers identification of potential sales prospects through application of prospecting methods.
Nominal Hours: 25 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBSLS303A PRESENT A SALES SOLUTION
Content: This unit covers presentation of a sales solution which responds to the specific buying needs of the client.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBSLS304A SECURE PROSPECT COMMITMENT
Content: This unit covers the sales processes associated with securing prospect commitment to proceed with a sale.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBSLS305A SUPPORT POST-SALES ACTIVITIES
Content: This unit covers attendance to post-sale activities that build and strengthen the partnership between salesperson and client, and enhance the prospect of future sales.
Nominal Hours: 15 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBSLS306A SELF-MANAGE SALES PERFORMANCE
Content: This unit covers self-management of sales performance through establishment of an individualised sales plan, and thorough management of stress, time, and sales-related paperwork.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBSLS401A LEAD A SALES TEAM
Content: This unit covers planning, implementing, directing and evaluating sales team activities.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations.

BSBSLS402A IDENTIFY SALES PROSPECTS
Content: This unit describes the performance outcomes, skills and knowledge required to identify of potential sales prospects through application of prospecting methods.
Nominal Hours: 25 Hours
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBSLS403A PRESENT A SALES SOLUTION
Content: This unit describes the performance outcomes, skills and knowledge required to present a sales solution which responds to the specific buying needs of the client.
Nominal Hours: 60 Hours
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBSLS404A SECURE PROSPECT COMMITMENT
Content: This unit describes the performance outcomes, skills and knowledge required to use sales processes associated with securing prospect commitment to proceed with a sale.
Nominal Hours: 20 Hours
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBSLS405A SUPPORT POST-SALE ACTIVITIES
Content: This unit describes the performance outcomes, skills and knowledge required to attend to post sale activities that build and strengthen the partnership between a salesperson and the client, and enhance the prospect of future sales.
Nominal Hours: 20 Hours
Assessment: Students are required to do Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report, Written tests.

BSBSLS406A SELF-MANAGE SALES PERFORMANCE
Content: This unit describes the performance outcomes, skills and knowledge required to self manage sales performance through establishing an individualised sales plan, and through managing stress, time and sales related paperwork.
Nominal Hours: 40 Hours
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.
This unit may be assessed by tests, assignments, classwork, presentations.

BSBUN402A EMPOWER MEMBERS
Content: This unit specifies the outcomes required to identify and develop activists and networks to advance union interests and activities in the workplace and more generally within the community.
Nominal Hours: 55 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations.

BSBUN403A COMMUNICATE WITH WORKERS
Content: This unit specifies the outcomes required to communicate effectively with workers on a one-to-one basis and in groups in order to move them towards union membership, involvement and activism.
Nominal Hours: 55 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations.

BSBUN404A PROMOTE EQUALITY OF OPPORTUNITY AND FAIR TREATMENT FOR ALL MEMBERS
Content: This unit specifies the outcomes required to work with diversity and promote equality within the union. It deals with challenging discrimination on the basis of race, sex, sexual orientation, disability, age and employment status.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations.

BSBUN405A PROMOTE THE VALUES, PRINCIPLES AND POLICIES OF THE UNION
Content: This unit specifies the outcomes required to model behaviour that supports the values of the union and social justice movements, thereby encouraging confidence and belief in unionism as a way of improving workers’ lives.
Nominal Hours: 90 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations.

BSBUN406A UNDERTAKE BARGAINING
Content: This unit specifies the outcomes required to effectively manage the process of bargaining to establish agreements on matters of importance to members.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations.

BSBUN407A PROVIDE ADVICE TO UNION MEMBERS AND UNDERTAKE NEGOTIATIONS
Content: This unit specifies the outcomes required to effectively provide advice to union members about their industrial and employment rights and to participate in negotiations either as an individual or as a member of a negotiating team.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations.

BSBUN408A PREPARE CASES FOR THE UNION
Content: This unit specifies the outcomes required to undertake research and prepare evidence and case submissions that may be required in the course of representing members and their issues before a tribunal.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations.

BSBUN409A APPEAR BEFORE TRIBUNALS AND REPRESENT MEMBERS
Content: This unit specifies the outcomes required to effectively appear before a tribunal and advocate routine matters such as handling grievances, disputes and dismissals, agreement certification and general award maintenance. It includes use of appropriate court/tribunal etiquette, participation in conciliation matters and presenting a case for arbitration.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations.

BSBUN501A DEVELOP, MANAGE AND REVIEW CAMPAIGNS AND PROJECTS
Content: This unit specifies the outcomes required to effectively plan, manage and review union campaigns or projects.
Nominal Hours: 65 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations.

BSBUN502A REPRESENT THE UNION IN KEY FORUMS
Content: This unit specifies the outcomes required to take a lead role in representing the union and its positions on key issues.
Nominal Hours: 45 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations.

BSBUN503A COORDINATE CASE PREPARATION AND RESEARCH
Content: This unit specifies the outcomes required to effectively coordinate and prepare key cases on behalf of the union for a court or tribunal. It covers formulating strategies within a legal framework and jurisdictions to achieve optimum outcomes; providing advice on cases; and undertaking research and preparing case submissions.
Nominal Hours: 65 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations.

BSBUN504A ADVOCATE AND PRESENT CASES FOR MEMBERS
Content: This unit specifies the outcomes required to effectively appear before a court or tribunal and advocate a key case on behalf of the union.
Nominal Hours: 80 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

BSBUN505A DEVELOP, IMPLEMENT AND MANAGE UNION POLICY
Content: This unit specifies the outcomes required to develop and implement union policy, and manage policy implementation and review.
Nominal Hours: 65 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

BSBUN506A COORDINATE RESEARCH AND ANALYSIS
Content: This unit specifies the outcomes required to coordinate and undertake major research projects on behalf of the union. It covers planning research, coordinating and undertaking the research process, managing information systems, compiling reports and evaluating the research process.
Nominal Hours: 65 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentations.

BSWBOR201A MANAGE PERSONAL STRESS IN THE WORKPLACE
Content: This unit describes the performance outcomes, skills and knowledge required to manage personal stress in a customer contact environment.
BSBWRK407A PROVIDE ADVICE TO UNION MEMBERS
Content: This unit describes the performance outcomes, skills and knowledge required to effectively provide advice to union members about their industrial and employment rights.
Nominal Hours: 30 Hours
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

BSBWRK410A IMPLEMENT INDUSTRIAL RELATIONS PROCEDURES
Content: This unit describes the performance outcomes, skills and knowledge required to work with industrial relations policies and procedures.
Nominal Hours: 50 Hours
Assessment: Assignments, Case studies, Projects and Research.

BSBWRK509A MANAGE INDUSTRIAL RELATIONS
Content: This unit describes the performance outcomes, skills and knowledge required to manage industrial relations matters within an organisation, with day to day involvement. It includes strategic planning and policy development for industrial relations as well as negotiation, conflict management and dispute resolution.
Nominal Hours: 80 Hours

BSBWR401A WRITE COMPLEX DOCUMENTS
Content: This unit describes the performance outcomes, skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.
Nominal Hours: 50 Hours
Assessment: Assignments, Case studies, Projects and Research.

BSBWR501A WRITE PERSUASIVE COPY
Content: This unit describes the performance outcomes, skills and knowledge required to interpret a creative brief and evaluate a range of creative options to write persuasive copy.
Nominal Hours: 50 Hours
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSXFMI508A DEVELOP AND MAINTAIN A SAFE WORKPLACE AND ENVIRONMENT
Content: Legislation, codes and standards; Safety requirements and performance; Non-conformance.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations

BSXFMI509A IMPLEMENT AND MONITOR CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES
Content: Content Continuous improvement systems and processes; Monitoring, adjusting and reporting performance; Consolidating opportunities for further improvement.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations

CUEFIN03B OBTAIN SPONSORSHIP
Content: This unit describes the skills and knowledge required to obtain and manage sponsorship for an activity, event or organisation. As such the unit may focus on ‘one-off’ sponsorship arrangements or ongoing activities within an organisation. The unit requires a sound knowledge of sponsorship opportunities and protocols in a given industry context plus a range of communication, negotiation and management skills.
Nominal Hours: 80 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.
CWFRT04A WRITE PRESENTATION MATERIAL
Content: This unit describes the skills and knowledge required to write a range of presentation material that contributes to the continuity of an audio program, including links, "intras", "outros", and back announcements.
Nominal Hours: 20 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

CUSADM05A DEVELOP & IMPLEMENT A BUSINESS/STRATEGIC PLAN
Content: This unit describes the skills and knowledge required to develop a strategic plan and to monitor and manage its implementation. It may be applied to a small independent operation or to a section of a large organisation.
Nominal Hours: 70 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

CUSGEN05B MAKE PRESENTATIONS
Content: This unit describes the skills and knowledge required to prepare for and make effective presentations to a group of people. Senior operational staff, sales and marketing personnel or managers would generally undertake this role.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

FDPLSCP4A SCHEDULE AND MANAGE PRODUCTION
Content: This unit covers the skills and knowledge required to plan, monitor and adjust schedules to meet operational requirements. This competency is appropriate for production personnel with some responsibility for planning.
Nominal Hours: 50 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

ICAU3126A USE ADVANCED FEATURES OF COMPUTER APPLICATIONS
Content: This unit defines the competency required to use computer applications employing advanced features.
Nominal Hours: 40 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

ICPMM65DA CREATE WEB PAGES WITH MULTIMEDIA
Content: Identify the tools and parameters of web page design; Produce Web pages; Validate and prepare for distribution.
Nominal Hours: 50 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

ICTCC100A FOLLOW OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURES
Content: This unit applies to occupational health and safety competencies for employees without supervisory responsibility.
Nominal Hours: 20 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

ICTCC101A COMMUNICATE EFFECTIVELY IN A CUSTOMER CONTACT CENTRE
Content: This unit applies to the wide variety of communication process and media that operate in a customer contact centre. It includes verbal, non-verbal, written and electronic communications.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

ICTCC110A WORK EFFECTIVELY IN A CONTACT CENTRE ENVIRONMENT
Content: This unit applies to the individual contact centre staff member’s assimilation into the operations of a customer contact centre.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

ICTCC111A RESPOND TO INBOUND CUSTOMER CONTACT
Content: This unit applies to customer contact operational staff who take inquiries and who arrange the supply of a product or service.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

ICTCC112A CONDUCT OUTBOUND CONTACT OPERATIONS
Content: This unit applies to contact centre staff who make outbound contacts in relation to inquiries or sales of a particular product or service.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

ICTCC120A USE BASIC COMPUTER TECHNOLOGY
Content: This unit applies to the use of computers for information processing. It addresses basic information processing operations and the use of basic hardware, software and support resources.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

ICTCC130A PROVIDE QUALITY CUSTOMER SERVICE
Content: This unit applies to short-term contact with customers. It applies to identifying and satisfying customer needs and expectations in a positive and professional manner.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

IFT305 ADVANCED OPERATIONS - SPREADSHEETS
Content: This module will provide a student with the skills and knowledge in the use of a spreadsheet package to produce worksheets incorporating mathematical and financial functions and common formulae according to user specifications.
Nominal Hours: 20 Hours
Assessment: Assessment may be class work, project work, assignments

MEM11015B MANAGE WAREHOUSE INVENTORY SYSTEM
Content: This unit covers monitoring warehouse record keeping processes, supervising the production of inventory system reports and analysing inventory reports.
Nominal Hours: 40 Hours
Assessment: Assignments, classwork, tests, projects, case studies and/or presentation.

MPM021 PURCHASING AND INVENTORY FUNDAMENTALS
Content: To enable the learner to develop and apply knowledge and skills necessary for fundamental purchasing tasks and activities.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by tests, assignments, projects, presentations, classwork.

MPM022 PURCHASING POLICY
Content: The purchasing function's role in achieving organisational objectives; Develop policy and procedures for the purchasing function that satisfies organisational requirements; Performance measures to monitor the purchasing function; New purchasing agreements; Purchase requisites from overseas sources; Develop a mission statement for the Purchasing Unit.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.
NAP719 ACCOUNTING FOR NON-ACCOUNTANTS
Content: Accounting concepts; Debits and credits; Double entry bookkeeping; Accounting reports; Limitations of reports; The accounting standard setting process; Analysis of reports; Job and process costing; Incremental and cost-volume-profit analysis; Capital investment decisions, Budgeting process.
Nominal Hours: 50-68 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations

NAP720 BUSINESS MATHEMATICS
Content: Provide the participant with the knowledge and skills to apply mathematical techniques to a variety of business applications and decisions.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

NAP721 BUSINESS STATISTICS
Content: This module provides the knowledge and skills to interpret and use statistical techniques in a variety of business activities.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

NAP750 COMMERCIAL LAW PRINCIPLES
Content: Origins of law, Civil liability, Legal entities and business names, Negotiable instruments; Financial Transactions; Reports; Act.
Nominal Hours: 40 Hours
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance

NAP752 CONTRACT LAW
Content: To provide the participant with the knowledge of basic contract law and a selection of specialty contracts applicable within recreation organisation.
Nominal Hours: 40 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations

NCS009 NEGOTIATION SKILLS
Content: Provide training for effective communication in negotiating.
Nominal Hours: 20 Hours
Assessment: Assessment may be class work, assignments.

NCS014 SPEAKING IN PUBLIC
Content: To provide competency based training to speak effectively in a public forum.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by classwork, observations.

NGMS106 MANAGING EFFECTIVE WORKING RELATIONSHIPS
Content: The purpose of this module is to provide competency based training to develop skills and attributes needed to work effectively with one’s subordinates, peers, colleagues and immediate managers.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

NGMS112 MANAGING PEOPLE - RECRUITMENT, SELECTION AND INDUCTION
Content: Training in recruitment, selection and induction of candidates.
Nominal Hours: 40 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations

NOS116 KEYBOARDING - TECHNIQUES AND OPERATIONS
Content: Provide the participant with skills in keyboard techniques and operation.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

NOS215.V2 DATABASE FUNDAMENTALS
Content: Provide the participant with basic knowledge and skills to use a database package effectively.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

NOS216.V2 SPREADSHEET FUNDAMENTALS
Content: Provide the participant with basic knowledge and skills to use a spreadsheet package effectively.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

NOS222.V2 WORD PROCESSING INTRODUCTION
Content: Provide the participant with the basic knowledge and skills in the use of a word processing software package to produce simple documents in the most efficient manner. The emphasis is on the process rather than production skills.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

PSPGOVS04B COORDINATE RESEARCH AND ANALYSIS
Content: This unit covers research and analysis to develop advice and recommendations. It includes identifying and undertaking research, analysing information and applying the results of analysis, maintaining information systems, and compiling reports from information.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PSPGOVS18A BENCHMARK PERFORMANCE
Content: This unit covers benchmarking performance of a functional area or business unit of an organisation. It includes designing a benchmarking approach, establishing benchmarks, establishing and managing a benchmarking exercise, gathering and analysing information and reporting on/acting on benchmarking outcomes.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

PSPGOVS01B APPLY KNOWLEDGE OF GOVERNMENT SYSTEMS
Content: This unit covers the effective application of government systems to work in the public sector. It includes applying knowledge of linkages between government/other organisations and between governments, and applying knowledge of the broader political context.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PUACOM004A MANAGE ORGANISATIONAL COMMUNICATION STRATEGIES
Content: This unit covers competency in developing, implementing, reviewing and evaluating communication strategies and promoting effective communication techniques in the workplace.
Nominal Hours: 25 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

SRXF608A SECURE FINANCIAL RESOURCES TO SUPPORT THE ORGANISATION
Content: This unit covers the knowledge and skills required to seek and secure additional funding through sponsorship and/or income generation avenues and to manage these activities in a professional manner.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDT397A IMPLEMENT AND MONITOR OHS PROCEDURES
Content: Requirements for workers with some supervisory responsibility for implementation and monitoring of Occupational Health and Safety policies, procedures and systems
FACULTY OF WORKFORCE DEVELOPMENT

Nominal Hours: 30 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

**TDTE797A IMPLEMENT ACCIDENT/EMERGENCY PROCEDURES**
**Content:** The implementation of emergency/accident procedures by designated personnel
**Nominal Hours:** 20 Hours
**Assessment:** As per accredited curriculum

**TDJ197A APPLY QUALITY PROCEDURES**
**Content:** Basic knowledge and skills to apply quality procedures to workplace tasks.
**Nominal Hours:** 40 Hours
**Assessment:** As per accredited curriculum

**TDTL1998A IMPLEMENT AND MONITOR TRANSPORT LOGISTICS**
**Content:** Skills and knowledge required to implement, monitor and maintain effective and efficient transport logistics systems
**Nominal Hours:** 40 Hours
**Assessment:** As per accredited curriculum

**TDTP998 PLAN AND MAINTAIN WAREHOUSE LAYOUTS AND INVENTORY LOCATIONS**
**Content:** This unit involves the skills and knowledge required to plan and maintain warehouse layouts and inventory locations in accordance with relevant regulatory requirements and workplace procedures. This includes identifying space requirements, identifying safety and security needs, developing the required documentation system, designing storage zones, and evaluating warehouse utilisation.
**Nominal Hours:** 60 Hours
**Assessment:** As per accredited curriculum

**TLIA2907C PLAN AND MANAGE STORAGE OF DANGEROUS GOODS AND HAZARDOUS SUBSTANCES**
**Content:** This unit involves the skills and knowledge required to plan and manage the storage of dangerous goods and hazardous substances in accordance with relevant regulatory requirements and workplace procedures including the ADG Code. This includes defining the objectives of the required handling and storage operations, specifying equipment and system performance requirements, evaluating and selecting bulk handling and storage resources, and completing all required documentation.
**Nominal Hours:** 60 Hours
**Assessment:** Assignments, coursework, tests, projects, case studies and/or presentation.

**TLIA5807A MANAGE FACILITY AND INVENTORY REQUIREMENTS**
**Content:** This unit involves the skills and knowledge required to manage a facility and its inventory requirements. It includes identifying space, safety and security requirements; developing a documentation system; designing storage zones; and evaluating facility utilisation.
**Nominal Hours:** 130 Hours
**Assessment:** Assignments, coursework, tests, projects, case studies and/or presentation.

**TLII1807B MANAGE CUSTOMER SERVICE**
**Content:** This unit involves the skills and knowledge required to manage customer service. It includes planning to meet internal and external customer requirements; ensuring delivery of quality products/services; and monitoring, adjusting and reporting customer service.
**Nominal Hours:** 60 Hours
**Assessment:** Assignments, coursework, tests, projects, case studies and/or presentation.

**TLII2007C DEVELOP AND MAINTAIN OPERATIONAL PROCEDURES FOR TRANSPORT AND DISTRIBUTION ENTERPRISES**
**Content:** This unit involves the skills and knowledge required to develop and maintain operational procedures for transport and distribution enterprises in accordance with relevant regulatory requirements and workplace procedures, including planning and developing operational procedures, monitoring the implementation of the operational procedure(s), and evaluating the implementation of operational procedures.
**Nominal Hours:** 40 Hours
**Assessment:** Assignments, coursework, tests, projects, case studies and/or presentation.

**TLII5507A MANAGE A SUPPLY CHAIN**
**Content:** This unit involves the skills and knowledge required to manage a supply chain, including the relationships between an organisation and its supply and demand partners along the chain. It covers implementing a demand-driven supply chain management strategy, managing the supply chain, and evaluating and improving supply chain effectiveness.
**Nominal Hours:** 60 Hours
**Assessment:** Assignments, coursework, tests, projects, case studies and/or presentation.

**TLIP407C DEVELOP A TRANSPORT AND DISTRIBUTION BUSINESS PLAN**
**Content:** This unit involves the skills and knowledge required to develop a business plan for an organisation or a discrete business unit in the transport, storage and distribution industries in accordance with relevant regulatory requirements and workplace procedures. This includes conducting a situational and market analysis, analysing the organisational environment, developing appropriate strategies, and implementing and evaluating the resulting business plan.
**Nominal Hours:** 150 Hours
**Assessment:** Assignments, coursework, tests, projects, case studies and/or presentation.

**TLIP807C MANAGE A TRANSPORT AND DISTRIBUTION BUSINESS UNIT**
**Content:** This unit involves the skills and knowledge required to manage a transport and distribution business unit in accordance with relevant regulatory requirements and workplace procedures. This includes identifying the market for the business unit, setting transport and distribution business unit objectives, collecting information for business planning operations, establishing the resources required to achieve objectives, and managing business unit performance to achieve the required outcomes.
**Nominal Hours:** 100 Hours
**Assessment:** Assignments, coursework, tests, projects, case studies and/or presentation.

**TLIQ207C SET AND ACHIEVE A BUDGET**
**Content:** This unit involves the skills and knowledge required to set and achieve a workplace budget in accordance with relevant regulatory requirements and workplace procedures. This includes planning the budget requirements, monitoring the budget and taking appropriate corrective action, monitoring expenditure, and reviewing and appropriately modifying the budget if necessary.
**Nominal Hours:** 40 Hours
**Assessment:** Assignments, coursework, tests, projects, case studies and/or presentation.
**TLIR307C NEGOTIATE A CONTRACT**

**Content:** This unit involves the skills and knowledge required to contract transport and distribution services in accordance with relevant regulatory requirements and workplace procedures. This includes negotiating the contract with a contractor, finalising the contract negotiations, and completing all enterprise contract requirements.

**Nominal Hours:** 60 Hours

**Assessment:** Assignments, classwork, tests, projects, case studies and/or presentation.

**TLIR507A MANAGE A CONTRACT**

**Content:** This unit involves the skills and knowledge required to manage a contract. It includes confirming contract requirements; establishing a contract management system; and monitoring and evaluating the contract.

**Nominal Hours:** 60 Hours

**Assessment:** Assignments, classwork, tests, projects, case studies and/or presentation.

**TLIR607A DEVELOP, IMPLEMENT AND REVIEW PURCHASING STRATEGIES**

**Content:** This unit involves the skills and knowledge required to develop, implement and review an organisation’s purchasing strategies. It includes determining, developing and implementing purchasing strategies, evaluating these and implementing improvements.

**Nominal Hours:** 80 Hours

**Assessment:** Assignments, classwork, tests, projects, case studies and/or presentation.

**VAD950 THE MARKETING CONCEPT**

**Content:** Evolution of the marketing concept; Components and relationships between the strategic and marketing plan; Macro and micro environments; Marketing information systems; Consumer behaviour; Industrial markets and buyer behaviour; Market segmentation, targets, positioning and mix; International service and non-profit markets.

**Nominal Hours:** 50-68 Hours

**Assessment:** A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

**VBJ360 INTRODUCTION OF EMPLOYMENT LAW**

**Content:** The purpose of this module is to provide the learner with the knowledge and skills to identify a range of valid employment contracts and the ways they can be discharged.

**Nominal Hours:** 40 Hours

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

**VBJ362 INDUSTRIAL RELATIONS/EMPLOYMENT RELATIONS**

**Content:** Content Current workplace industrial relations/employment relations issues; The theoretical system framework; The preparation of agreements within the current human resources climate.

**Nominal Hours:** 40 Hours

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

**VBJ373 PRODUCTIVITY AND WORK METHODS IMPROVEMENT**

**Content:** To provide the learner with the knowledge necessary to apply Predetermined Motion Time Standard (PMTS) systems to establish standard times for operations.

**Nominal Hours:** 40 Hours

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

**VBJ374 RESOURCE REQUIREMENT PLANNING**

**Content:** To provide the learner with the necessary knowledge and skills to implement Resource Requirement Planning as a strategy.

**Nominal Hours:** 40 Hours

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

**VBJ375 PRODUCTION PLANNING, SCHEDULING AND CONTROL**

**Content:** To provide the learner with the relevant knowledge and skills to explain the Production Planning Process.

**Nominal Hours:** 40 Hours

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

**VBJ376 SUPPLY CHAIN MANAGEMENT PRINCIPLES**

**Content:** To provide the learner with the knowledge and skills to be able to understand the concept of supply chains and analyse and plan for inventory management systems.

**Nominal Hours:** 60 Hours

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

**VBJ377 MANAGEMENT OF WAREHOUSE SYSTEMS**

**Content:** To provide the learner with the necessary knowledge and skills to be able to analyse, organise and plan the management of warehouse operations and systems.

**Nominal Hours:** 60 Hours

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

**VBJ382 PREDETERMINED MOTION TIME STANDARD SYSTEMS**

**Content:** To provide the learner with the knowledge necessary to apply Predetermined Motion Time Standard (PMTS) systems to establish standard times for operations.

**Nominal Hours:** 40 Hours

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

**VBJ383 FACILITY LAYOUT AND WORKPLACE DESIGN**

**Content:** To provide the learner with the relevant knowledge and skills to be able to plan a facility layout and workplace design, for a given context, in an operations management environment.

**Nominal Hours:** 40 Hours

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

**VBJ384 PROJECT MANAGEMENT**

**Content:** Network analysis approaches to project planning; Establish the critical path by doing the forward and backward passes and compute the table of floats and allocation of resources; The similarities and differences of other network systems; PERT (Project Evaluation and Review Technique); Basic processes involved in the management of a project after the planning phase; Design the project; Cast the project; Outline project organisation; Schedule the project.

**Nominal Hours:** 40 Hours

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

**VBJ386 COMPUTER APPLICATIONS FOR OPERATIONS MANAGEMENT**

**Content:** Computer operating systems; Commercially available software packages applicable to operations management; Use software packages for a range of operations management applications.

**Nominal Hours:** 40 Hours

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

**Content:** Nominal Hours 40 Hours
**VB389 STATISTICAL AND ESTIMATING TECHNIQUES**
**Content:** To provide the learner with the necessary knowledge and skills to understand and apply the concepts of statistical and estimating techniques to establish time standards of measurement.

**Nominal Hours:** 40 Hours

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

**VB391 INDUSTRY PROJECT/PRACTICUM**
**Content:** To provide the learner with the ability to integrate the theoretical knowledge and the practical skills of Operations Management in a ‘real work’ situation.

**Nominal Hours:** 30 Hours

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

**VB577 INTRODUCTION TO PUBLIC RELATIONS**
**Content:** Provide an understanding of the fundamentals of PR. Comprehend the role and positioning of public relations within an organisation.

**Nominal Hours:** 51 Hours

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

**VB113 INTRODUCTION TO TRANSPORT, DISTRIBUTION AND LOGISTICS**
**Content:** A broad knowledge of the history and structure of the transport, distribution and logistics industry in order to understand its current 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.

**VB114 SUPPLY CHAIN PRINCIPLES**
**Content:** An understanding of the production supply chain and the functions of the transport, distribution and logistics industries have within its overall operations.

**Nominal Hours:** 60 Hours

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

**VB115 INTRODUCTION TO WAREHOUSE OPERATIONS**
**Content:** A broad understanding of the range of functionality of Warehousing and Distribution Centre operations and their links to transport operations.

**Nominal Hours:** 60 Hours

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

**VB116 INTRODUCTION TO TRANSPORTATION PRINCIPLES**
**Content:** A broad understanding of Transport Operations including different transport modes available for local, national and international transportation of goods, including basic knowledge of regulations, restrictions and load planning associated with transporting goods.

**Nominal Hours:** 60 Hours

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

**VB117 LOGISTICS BUDGETING PRINCIPLES**
**Content:** Broad understanding and skills of Logistic Budgeting cost elements, including the principles of productivity measuring techniques and costs associated with logistics operations.

**Nominal Hours:** 40 Hours

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

**VB156 TRANSPORTATION AND STORAGE OF DANGEROUS GOODS AND HAZARDOUS SUBSTANCES**
**Content:** Knowledge of the types of dangerous goods and hazardous substances, handling methods and procedures, understanding of the legislative and regulatory requirements, for safely transporting and storing dangerous goods and hazardous substances.

**Nominal Hours:** 50 Hours

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

**VB158 INDUSTRIAL AND PERFORMANCE MANAGEMENT**
**Content:** An understanding of the purpose and procedures involved in the legislative requirements regulating the employment relationship, the performance management and appraisal process, including the ability to prepare for the appraisal interview and to understand rosters in accordance with regulatory and workplace requirements.

**Nominal Hours:** 40 Hours

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

**VB159 CAREER PLANNING AND JOB SEEKING SKILLS**
**Content:** Ability to source vacancies and prepare job applications, and referees as well as prepare for, and undertake employment interviews.

**Nominal Hours:** 20 Hours

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

**VB162 PLAN AND IMPLEMENT A TRANSPORT AND LOGISTICS SYSTEM FOR AN INTERNATIONAL TRADE ORGANISATION**
**Content:** This unit covers the knowledge and skills required to develop and implement a transport and logistics system within an international trade organisation or relevant workplace environment. It also includes the skills and knowledge required to monitor and evaluate the effectiveness of the transport and logistics system.

**Nominal Hours:** 60 Hours

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

**VB163 APPLY CONTRACT LAW TO INTERNATIONAL BUSINESS ACTIVITIES**
**Content:** This unit covers the skills and underpinning knowledge required to analyse contract law relevant to international business activities.

**Nominal Hours:** 80 Hours

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

**VB164 MANAGE BUSINESS ACTIVITIES IN AN INTERNATIONAL ENVIRONMENT**
**Content:** This unit covers the knowledge and skills required to manage business in a global market. It also covers the knowledge and skills required to Analyse global and national variables and factors that impact on the markets, Evaluate effective leadership styles, theories and practices for organizational effectiveness and efficiency, Analyse the legal, regulatory and compliance requirements together with risk control strategies, Investigate strategic planning and implementation strategies to achieve organizational goals in an international market.

**Nominal Hours:** 80 Hours

**Assessment:** Assessment may be class work, project work, assignments, topic tests and presentations.
VBP165 RESEARCH AND REPORT ON AN IMPORT AND EXPORT VENTURE
Content: This unit covers the knowledge and skills required to research and report on identifying, selecting and targeting a product or service for import or export to a country or region of choice.
Nominal Hours: 80 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

VBP166 REVIEW THE FINANCIAL STRUCTURES AND PROCESSES IN INTERNATIONAL BUSINESS
Content: This unit covers the knowledge and skills required to analyse international trade finance variables within Australia and in a global context. It includes examining the structures and processes of financing international import and export transactions in the banking system, including optional finance models and practices that are available to international businesses.
Nominal Hours: 80 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

VBP167 ESTABLISH AND MAINTAIN AN EFFECTIVE TRADING RELATIONSHIP
Content: This unit covers the knowledge and skills required to establish and maintain an effective international trading relationship with a selected country or region. It includes investigating the socio-economic, cultural and political factors of a selected country or region, and analyzing their impact on business infrastructure, trading characteristics and investment opportunities. This unit also covers the knowledge and skills required to apply culturally appropriate communication styles to an international trading relationship.
Nominal Hours: 90 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

VBP168 REVIEW THE BUSINESS CULTURE AND ENVIRONMENT OF A SELECTED COUNTRY OR REGION
Content: This unit covers the knowledge and skills required to review the business culture and behaviour norms and practices of selected country or region to enhance trade capabilities and complement language studies.
Nominal Hours: 15 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

VBP335 DEVELOP AND APPLY KNOWLEDGE OF PUBLIC RELATIONS INDUSTRY
Content: This unit covers the knowledge and skills required to research and analyse components of the public relations industry that contribute to problem solving, situational analysis, strategic planning and setting objectives. It includes the knowledge and skills required to understand industry ethical/legal issues and processes of management communications in that context.
Nominal Hours: 100 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

VBP336 DEVELOP STRATEGIC PR WRITING
Content: This unit describes the skills and knowledge required to develop strategic PR writing material for targeted external and internal publics.
Nominal Hours: 50 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

VBP720 REVIEW IMPORT AND EXPORT BUSINESS PROCEDURES IN AN OPERATIONAL MANAGEMENT ENVIRONMENT
Content: This unit covers the knowledge and skills required to analyse and apply the import and export business concepts, procedures and regulations in an operations management environment.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

VBPQM313 MARKETING CONCEPTS AND STRATEGIES
Content: The purpose of this module is to develop the knowledge, skills and attitudes required for planning and implementing strategic marketing decisions to ensure sustainable competitive advantage.
Nominal Hours: 54 Hours
Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU082 MANAGE MULTIPLE PROJECTS
Content: This unit covers the management of project activities in situations where a person has strategic responsibility, accountability and decision making for the overall management of multiple projects. It includes identifying project scope in a strategic context, managing establishment and integration of project activities, and finalising and reviewing project activities.
Nominal Hours: 80 Hours
Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU083 MANAGE THE DEVELOPMENT, IMPLEMENTATION AND REVIEW OF THE STRATEGIC BUSINESS PLAN
Content: This unit covers the knowledge and skills required to manage the development and implementation of strategic business plans. It encompasses the development and communication of business strategies, business plans, continual improvement and knowledge management.
Nominal Hours: 60 Hours
Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU084 MANAGE COMPLIANCE WITH LEGAL, REGULATORY AND ETHICAL REQUIREMENTS IN AN ORGANISATIONAL ENVIRONMENT
Content: This unit covers the competency required to manage regulatory compliance in relation to workplace staff, customers, investors and the communities. It describes the skills and knowledge required to comply with regulatory legal framework, work within specific regulations for related industry and ethical frameworks, and to apply best practice and ethical business conduct.
Nominal Hours: 50 Hours
Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU085 DEVELOP AND MANAGE RISK MANAGEMENT STRATEGY
Content: This unit covers the competency required to plan and strategically manage the risk management strategy within an organisation context, and in accordance with professionally recognised “best practice” standards. It includes the development,
Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

**VPAU086 LEAD INNOVATIVE THINKING AND PRACTICE IN AN ORGANISATIONAL ENVIRONMENT**

Content: This unit describes the knowledge and skills and performance outcomes required to generate innovative and creative thinking, to lead sustainable innovative practices, support and maintain a culture of innovative thinking and practice in an organisational context.

Nominal Hours: 60 Hours

Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

**VPAU087 MANAGE PEOPLE IN AN ORGANISATIONAL ENVIRONMENT**

Content: This unit describes the knowledge and skills required to manage, motivate and empower employees of an organisation to achieve what the organisation has set out to do, and manage their own personal development to enhance individual and organisation performance.

Nominal Hours: 60 Hours

Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

**VPAU088 MANAGE HUMAN RESOURCE PRACTICES**

Content: This unit covers the knowledge and skills required to establish and manage appropriate human resource practices so they positively contribute to the effectiveness and efficiency of the organisation.

Nominal Hours: 60 Hours

Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

**VPAU089 MANAGE FINANCIAL RESOURCES IN AN ORGANISATION**

Content: This unit covers the competency required to review financial performance in an organisational context. The analysis and interpretation of financial information to support management decision making, undertaking budgeting and financial forecasting are addressed.

Nominal Hours: 60 Hours

Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

**VPAU090 MANAGE BUSINESS IN A GLOBAL ENVIRONMENT**

Content: This unit covers the competency required to analyse and interpret international business environment including the issues and challenges that impact on the strategic and operational management of a business in a global environment. The analysis includes reviewing the cultural differences and its impact on undertaking business in a global context to inform management decision making in business.

Nominal Hours: 60 Hours

Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

**VPAU091 MANAGE ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES**

Content: This unit covers the scoping, establishment and review of the organisation’s environmental sustainability as an integral part of organisational planning and management.

Nominal Hours: 50 Hours

Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.
SCHOOL OF HEALTH

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

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

CERTIFICATE IV IN HEALTH (NURSING) (I)
Course Code: 21358VIC - Continuing Students Only

Campus: Sunbury
Career Opportunities
There are excellent employment opportunities for Division 2 Registered Nurses, particularly in Hospitals, Nursing Homes and Community Based Centres. Those seeking careers, as Division 2 Nurses should enjoy working with a diverse range of people with varied medical conditions. Division 2 Nurses work under the direct or indirect supervision of a Division 1 Registered Nurse within the hospital, residential aged care or community health settings.

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

Course Objective
The course is designed to provide a broad-based training program for students who wish to become Division 2, Registered Nurses, working in Hospital, Medical, Aged Care or Community Health Care facilities. Those who successfully complete this course may apply to NBV for registration as Div 2 RN.

Selection Procedures/Selection Criteria
Admission to the courses is offered to applicants who satisfactorily pass an English literacy/numeracy, clear thinking and problem-solving test. The test is conducted by VETASSESS and will cost applicants $35 which is non refundable.

Entry Requirements
Applicants who do not pass the selection test may be referred to other courses in order to satisfy the minimum entrance requirements.

Special Entry Requirements
Special Conditions
It is mandatory that all students undertaking clinical experience provide clinical experience employers with a police check, prior to commencement of their placement. Clinical experience employers may refuse to accept a student for placement, based on the information contained in their police check. Successful applicants must provide the University with a current Police Check on the first day of the course. The police check must be in a sealed envelope with the applicants name and address printed clearly on the outside of the envelope. The sealed envelopes will be forwarded to clinical placement employers for their approval, one month prior to clinical experience taking place. Victoria University does not select students based on the information contained in their police checks. However, should a student be refused a clinical placement based on the information contained in their police check, the University will make one further attempt to locate another clinical placement for the student. Students who are unable to complete clinical experience due to their police checks will not be able to successfully complete the course.

First Aid Level 2
It is a requirement of the Certificate IV in Health (Nursing) course that all students have a current First Aid Level 2 Certificate by the end of the first semester of the course. Victoria University does offer the First Aid Level 2 qualification for students. Students are welcome to undertake the First Aid Level 2 at any other provider, and full credits will be given. Applicants interested in undertaking this course, need to apply to the Health Services Unit.

Course Duration
The course is 1 year full-time or 2 years part-time. Including class and nursing laboratory hours, students will also be required to satisfactorily complete 340 hours of Supervised Clinical Experience.

Course Structure
Core Units of Study
Unit of Study Code Hours
Unit Code | Hours
--- | ---
BSBCHCM205A | USE BUSINESS TECHNOLOGY 30
CHCOD53A | PROVIDE SERVICES TO PEOPLE WITH DISABILITIES 50
CHCORG4A | FOLLOW THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES 30
HLTCOM4A | COMMUNICATE EFFECTIVELY WITH CLIENTS/PATIENTS 30
VBM585 | WORK EFFECTIVELY AS A PROFESSIONAL NURSE 90
VBM587 | UNDERTAKE CLIENT ASSESSMENT 90
VBM588 | DELIVER NURSING CARE TO CLIENTS 140
VBM589 | DEVELOP RESEARCH SKILLS TO SUPPORT NURSING PRACTICE 20
VBM590 | APPLY PROFESSIONAL NURSING PRACTICE TO CLIENT CARE IN RESIDENTIAL AGED CARE FACILITIES 50
VBM591 | IMPLEMENT INFECTION PREVENTION AND UNDERTAKE SIMPLE WOUND MANAGEMENT 80
VBM592 | PROVIDE INDIVIDUALISED HEALTH EDUCATION TO CLIENTS 60
VBM593 | CONTRIBUTE TO THE HEALTH AND WELLBEING OF CLIENTS (REHABILITATION AND COMMUNITY) 30
VBM594 | PARTICIPATE IN PROVIDING PALLIATIVE CARE 50
VBM595 | PARTICIPATE AS A PRECEPTOR IN A WORK TEAM 30
VBM596 | PARTICIPATE IN PROVIDING THERAPEUTIC INTERVENTIONS FOR CLIENTS EXPERIENCING ALTERATIONS TO MENTAL HEALTH AND MENTAL DISORDERS 50

Elective Unit of Study
HLTHIR3A | WORK EFFECTIVELY WITH CULTURALLY DIVERSE PATIENTS, CLIENTS, CUSTOMERS AND CO-WORKERS 20

COURSE IN MEDICATION ADMINISTRATION FOR DIVISION 2 REGISTERED NURSES IN VICTORIA
Course Code: 21506VIC

Campus: Sunbury
Career Opportunities
This course is designed for Victorian Division 2 Registered Nurses wishing to further their career and eduction by undertaking a course medication administration.
Course Objectives
The course provides the skills and knowledge required to administer medication within the scope of practice of the Division 2 Registered Nurse in Victoria. Upon successful completion of the course, the nurse will be eligible to apply for Endorsement to administer medications with the Nurses Board of Victoria.

Entry Requirements

Normal Entry Requirements
Division 2 Nurses with the Certificate IV in Health (Nursing) qualification
To qualify for admission to the course, applicants must have:
- Current registration with the Nurses Board of Victoria as a Division 2 Nurse
- Successfully pass an English and Maths test conducted by VETASSESS
- Be currently working as a Division 2 registered nurse.

Division 2 Nurses with a hospital certificate
- To qualify for admission to the course, applicants must have:
  - Current registration with the Nurses Board of Victoria as a Division 2 Nurse
  - Successfully pass an English and Maths test conducted by VETASSESS
  - Be currently working as a Division 2 registered nurse.

Applicants are required to pass an Anatomy & Physiology Test to the level of the Certificate IV in Health (Nursing) Course.

Special Requirements
It is mandatory that all students undertaking clinical experience provide clinical experience employers with a police check. Clinical experience employers may refuse to accept a student for placement, based on the information contained in their police check. Successful applicants must provide the University with a current Police Check on the first day of the course. The police check must be in a sealed envelope with the applicants name and address printed clearly on the outside of the envelope. The Police Checks must be submitted to the Clinical Experience Co-ordinator. Failure to provide the Police Check will preclude students from undertaking the required clinical placement. This is a legal requirement of all persons working in Hospitals or Health Service Agencies.

Victoria University does not select students based on the information contained in their police checks. However, should a student be refused a clinical placement based on the information contained in their police check, the University will make one further attempt to locate another clinical placement for the student. Students who are unable to complete clinical experience due to their police checks will not be able to successfully complete the course.

Selection Procedures/Selection Criteria
Applicants must contact the Health Services Department to obtain an application form for the VETASSESS test.

Course Duration
The course may be offered on a full-time basis over a minimum of 200 nominal hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN535</td>
<td>40</td>
</tr>
<tr>
<td>VBQU001</td>
<td>160</td>
</tr>
</tbody>
</table>

ANATOMY AND PHYSIOLOGY UPDATE COURSE

Applicants can update their Anatomy and Physiology knowledge prior to sitting the Anatomy and Physiology test can undertake a short course 2 days per over 7 weeks. The course covers the Anatomy and Physiology knowledge required of the current Certificate IV in Health (Nursing) course and a review of English and Maths skills required for the VETASSESS test.

The course will be conducted at Sunbury Campus and is a full fee paying course. The course cost will include the Anatomy and Physiology and VETASSESS tests, which will be conducted at Sunbury Campus at the conclusion of the course.

The cost is $485 and is a full fee paying course and does not have any fee exemptions. As places are limited, you must book early to secure a place. Successful completion of the Anatomy and Physiology Update Course plus current registration and employment as a Division 2 nurse will satisfy the requirements for entry into the Medications Course.

Transitional Module VBQU001 in Medication Administration for endorsed Division 2 RNs. This new short course is available for currently endorsed Div 2 RNs within the State of Victoria.

COURSE IN FIRST AID LEVEL 1 - EMERGENCY LIFE SUPPORT

Course Code: 21592VIC

Campus: Sunbury

Career Opportunities
Most courses that lead to employment now require First Aid Level 1 or 2 as a requirement.

Course Objectives
To enable students to provide emergency first aid in the workplace or community environment.

It is also a co-requisite to the Certificate IV in Health (Nursing) course.

Entry Requirements
Basic English literacy and numeracy, plus a minimum of 15 years of age for the resuscitation component of the course. The minimum age is a legal requirement.

Course Duration
Curriculum document: nominal hours: 8. 1 day only (in class)

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBP112</td>
<td>4</td>
</tr>
<tr>
<td>VB006</td>
<td>4</td>
</tr>
</tbody>
</table>

Contact the Health Services Unit on 9919 3231 for further information regarding this course.
COURSE IN FIRST AID LEVEL 2 - PROVIDE FIRST AID
Course Code: 21593VIC

Campus: TBA
Career Opportunities
Most courses that lead to employment now require First Aid Level 1 or 2 as a requirement.
Course Objectives
To enable students to provide emergency first aid in the workplace or community environment.
It is also a co-requisite to the Certificate IV in Health (Nursing) course.
Entry Requirements
Basic English literacy and numeracy, plus a minimum of 15 years of age for the resuscitation component of the course. The minimum age is a legal requirement.
Course Duration
24 hours (3 days in class)

Course Structure
Unit Code   Hours
Core Units of Study
Unit of Study Code Hours
VBP112   APPLY CARDIOPULMONARY RESUSCITATION 4
VBP007   APPLY FIRST AID 20
Contact the Health Services Unit on 9919 3231 for further information regarding this course.

COURSE IN WORKPLACE LEVEL II FIRST AID
Course Code: 3113QE0108

Campus: Footscray Nicholson, St Albans, Sunbury and Werribee.
Career Opportunities
Most courses that lead to employment now require First Aid Level 1 or 2 as a requirement.
Course Objectives
To equip participants with first aid practical skills and knowledge, such as CPR, bandaging and splinting and applying the principles of first aid safety.
It is also a co-requisite to the Certificate IV in Nursing (Enrolled/Division 2 nursing).
Entry Requirements
Basic English literacy and numeracy, plus a minimum of 15 years of age for the resuscitation component of the course. The minimum age is a legal requirement.
Course Duration
18 hours, over 3 days.

Course Structure
Unit Code   Hours
Core Units of Study
Unit of Study Code Hours
HLTFA301B   APPLY FIRST AID 18
Contact the Health Services Unit on 9919 3233 or 9919 3231 for further information regarding this course.

CERTIFICATE III IN AGED CARE WORK
Course Code: CHC30102

Career Opportunities
When you graduate, you will be qualified to be an Aged Care Worker providing personal care in residential care facilities.
Scope of Delivery
Part-time.
Course Objective
The course is appropriate for workers primarily in residential facilities under direct or regular supervision within clearly defined organisational guidelines and service plans.
Entry Requirements
To qualify for admission students must be interested in caring for the aged, have written skills adequate to deal with the documentation requirements in the aged care sector, be able to undertake manual handling duties and demonstrate to satisfaction of the Head of Department, their ability to complete the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
Preference will be given to prospective students who are currently employed in this field. Some agencies require that participants provide a police clearance before undertaking workplace training.
Course Duration
6 months part-time.

Course Structure
Unit Code   Hours
Core Units of Study
CHCAC1C   PROVIDE SUPPORT TO AN OLDER PERSON 50
CHCAC2C   PROVIDE PERSONAL CARE 75
CHCAC3C   ORIENTATION TO AGED CARE WORK 50
CHCAC6C   SUPPORT THE OLDER PERSON TO MEET THEIR EMOTIONAL AND PSYCHOSOCIAL NEEDS 50
CHCACS5A   PROVIDE CARE SUPPORT WHICH IS RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA 60
FACULTY OF WORKFORCE DEVELOPMENT

Unit Code   Hours
CHC202B COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES 20
CHC302B PROVIDE PERSONAL CARE 50
CHC303A ORIENTATION TO AGED CARE WORK 50
CHC304A ORIENTATION TO DISABILITY WORK 47

Elective Units of study
You will need to choose at least five units selected by the student with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant Training Package units available at Certificate III:

CHC402A PROVIDE CARE SUPPORT WHICH IS RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA 60
CHC203B COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES 20
CHC301A FACILITATE CO-OPERATIVE BEHAVIOUR 40
CHC305A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 30
CHC307A ORIENTATION TO AGED CARE WORK 47

Note: Electives offered will be selected by the Department and subject to availability.

CERTIFICATE III IN HOME AND COMMUNITY CARE

Course Code: CHC30202


Career Opportunities
This course is for people wishing to provide care for people living in their own homes.

Scope of Delivery
Part-time. At this stage, this course is currently delivered to industry groups only.

Course Objective
The course is appropriate for workers in the community under regular supervision within clearly defined organisational guidelines and service plans.

Entry Requirements
To qualify for admission students must be interested in caring for the aged, have written skills adequate to deal with the documentation requirements in the aged care sector and able to undertake manual handling duties, and be able to demonstrate to the satisfaction of the Head of Department, their ability to complete the course.

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

Selection Procedures/Selection Criteria
Group interview sessions are conducted.

Course Duration
6 months part-time.

Course Structure

Unit Code   Hours
CHC301A ORIENTATION TO AGED CARE WORK 50
CHC302A PROVIDE PERSONAL CARE 50
CHC304A ORIENTATION TO DISABILITY WORK 47

Elective Units of study
You will need to choose at least five units selected by the student with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant training package units available at Certificate III:
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAC1C</td>
<td>PROVIDE SUPPORT TO AN OLDER PERSON</td>
<td>50</td>
</tr>
<tr>
<td>CHCAC2C</td>
<td>PROVIDE PERSONAL CARE</td>
<td>75</td>
</tr>
<tr>
<td>CHCAC6C</td>
<td>SUPPORT THE OLDER PERSON TO MEET THEIR EMOTIONAL AND PSYCHOSOCIAL NEEDS</td>
<td>50</td>
</tr>
<tr>
<td>CHCAC17A</td>
<td>SUPPORT THE OLDER PERSON TO MAINTAIN THEIR INDEPENDENCE</td>
<td>20</td>
</tr>
<tr>
<td>CHCAOD4B</td>
<td>SUPPORT PEOPLE WITH ALCOHOL AND/OR OTHER DRUGS ISSUES</td>
<td>70</td>
</tr>
<tr>
<td>CHCCS304A</td>
<td>IDENTIFY AND RESPOND TO CHILDCARE AND YOUNG PEOPLE AT RISK OF HARM</td>
<td>30</td>
</tr>
<tr>
<td>CHCAC17A</td>
<td>PROVIDE SUPPORT SERVICES TO OTHERS</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS304A</td>
<td>PROVIDE SERVICES TO PEOPLE WITH DISABILITIES</td>
<td>20</td>
</tr>
<tr>
<td>CHCCS304A</td>
<td>SUPPORT GROUP ACTIVITIES</td>
<td>20</td>
</tr>
<tr>
<td>HLTCSD3A</td>
<td>PREPARE AND MAINTAIN BEDS</td>
<td>15</td>
</tr>
<tr>
<td>HLTCSD7A</td>
<td>CARE FOR HOME ENVIRONMENT OF CLIENTS</td>
<td>20</td>
</tr>
<tr>
<td>HLTCSD8A</td>
<td>TRANSPORT CLIENTS/PATIENTS</td>
<td>20</td>
</tr>
<tr>
<td>HLTF67A</td>
<td>APPLY BASIC FIRST AID</td>
<td>10</td>
</tr>
<tr>
<td>HLTF68A</td>
<td>APPLY ADVANCED FIRST AID</td>
<td>30</td>
</tr>
<tr>
<td>HLTF55A</td>
<td>PERFORM KITCHENWARE WASHING</td>
<td>10</td>
</tr>
<tr>
<td>HLTF57A</td>
<td>FOLLOW BASIC FOOD SAFETY PRACTICES</td>
<td>20</td>
</tr>
<tr>
<td>HLTF58A</td>
<td>TRANSPORT FOOD</td>
<td>20</td>
</tr>
<tr>
<td>HLTF61A</td>
<td>PERFORM ROUTINE SERVICING OF PLANT, EQUIPMENT AND MACHINERY</td>
<td>20</td>
</tr>
<tr>
<td>HLTF62A</td>
<td>USE HAND AND POWER TOOLS</td>
<td>20</td>
</tr>
<tr>
<td>HLTF63A</td>
<td>PERFORM MINOR GENERAL MAINTENANCE</td>
<td>20</td>
</tr>
<tr>
<td>HLTHIR3A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE PATIENTS, CUSTOMERS AND CO-WORKERS</td>
<td>20</td>
</tr>
<tr>
<td>HLTMS5A</td>
<td>PROVIDE PERSONAL LAUNDRY SERVICE TO CLIENTS, PATIENTS AND OTHERS</td>
<td>20</td>
</tr>
<tr>
<td>HLTMS5A</td>
<td>PERFORM GENERAL HOUSEKEEPING DUTIES TO MAINTAIN CLEAN ENVIRONMENT</td>
<td>30</td>
</tr>
</tbody>
</table>

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

CERTIFICATE III IN DISABILITY WORK - TEACHERS AID

Course Code: CHC30302

Campus: Footscray Nicholson

Career Opportunities
This course is for people wishing to pursue careers working with people who experience disability. It has a specific focus on working with children in an education setting.

Scope of Delivery
Part-time

Course Objectives
This course aims to provide participants with the vocational skills and competencies required to work with people who experience disability to enhance their ability to achieve greater levels of independence, self reliance and community participation.

Entry Requirements
You must be able to demonstrate effective communication skills plus an understanding of, and commitment to, services for people with disabilities.
You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience. All agencies require a police clearance before undertaking workplace training.

Selection Procedures/Selection Criteria
You will be required to attend a group/individual interview and complete a literacy assessment.

Course Duration
12 months part-time

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCADM15C</td>
<td>WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION</td>
<td>75</td>
</tr>
<tr>
<td>CHCCOM2B</td>
<td>COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES</td>
<td>20</td>
</tr>
<tr>
<td>CHCOS1C</td>
<td>ORIENTATION TO DISABILITY WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCOS2C</td>
<td>MAINTAIN AN ENVIRONMENT DESIGNED TO EMPOWER PEOPLE WITH DISABILITIES</td>
<td>90</td>
</tr>
<tr>
<td>CHCOS5C</td>
<td>CONTRIBUTE TO POSITIVE LEARNING</td>
<td>50</td>
</tr>
<tr>
<td>CHC0H302A</td>
<td>PARTICIPATE IN SAFETY PROCEDURES FOR DIRECT CARE WORK</td>
<td>30</td>
</tr>
<tr>
<td>CHC0R383B</td>
<td>PARTICIPATE IN THE WORK ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLTHIR3A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE PATIENTS, CUSTOMERS AND CO-WORKERS</td>
<td>20</td>
</tr>
<tr>
<td>CHCCS405A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective Units of Study
6 units selected from the National Training Package by the Department
CERTIFICATE IV IN AGED CARE WORK
Course Code: CHC40102


Career Opportunities
When you graduate, you will be qualified to be a Supervisor or Team Leader of an Aged Care facility.

Scope of Delivery
Full-time or part-time.

Course Objectives
The course is appropriate for workers in residential facilities within defined organisational guidelines and service plans.

Entry Requirements
You must currently hold Certificate III in Aged Care Work CHC30102, or equivalent, or be currently employed as a carer on in a supervisory role in the Aged Care sector and have a minimum of two years experience in the aged care sector.

You may receive recognition of prior learning based on skills and knowledge acquired through previous study, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Group interview sessions are conducted.

Course Duration
1 year part-time.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAC6C</td>
<td>SUPPORT THE OLDER PERSON TO MEET THEIR EMOTIONAL AND PSYCHOSOCIAL NEEDS</td>
<td>50</td>
</tr>
<tr>
<td>CHCAC7C</td>
<td>PLAN AND MONITOR SERVICE DELIVERY PLANS</td>
<td>100</td>
</tr>
<tr>
<td>CHCC5C</td>
<td>DELIVER AND DEVELOP CLIENT SERVICES</td>
<td>50</td>
</tr>
<tr>
<td>CHCAC12C</td>
<td>PROVIDE SERVICES TO AN OLDER PERSON WITH COMPLEX NEEDS</td>
<td>90</td>
</tr>
<tr>
<td>CHCCOM3C</td>
<td>UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS</td>
<td>50</td>
</tr>
<tr>
<td>CHCINF2B</td>
<td>MAINTAIN ORGANISATION'S INFORMATION SYSTEMS</td>
<td>40</td>
</tr>
<tr>
<td>CHCORG5B</td>
<td>MAINTAIN AN EFFECTIVE WORK ENVIRONMENT</td>
<td>40</td>
</tr>
<tr>
<td>CHCCS21T1</td>
<td>WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK</td>
<td>40</td>
</tr>
<tr>
<td>CHCADMIN3B</td>
<td>UNDERTAKE ADMINISTRATIVE WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCRGROUP3C</td>
<td>PLAN AND CONDUCT GROUP ACTIVITIES</td>
<td>50</td>
</tr>
<tr>
<td>CHCOPS401A</td>
<td>IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE</td>
<td>50</td>
</tr>
</tbody>
</table>

Elective Units of Study
You will need to choose at least three units, with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate IV:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSZ404A</td>
<td>TRAIN SMALL GROUPS</td>
<td>30</td>
</tr>
<tr>
<td>CHCAD1C</td>
<td>ADVOCATE FOR CLIENTS</td>
<td>20</td>
</tr>
<tr>
<td>CHCCD1B</td>
<td>SUPPORT COMMUNITY PARTICIPATION</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD2B</td>
<td>PROVIDE COMMUNITY EDUCATION PROJECTS</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD4B</td>
<td>DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS</td>
<td>150</td>
</tr>
<tr>
<td>CHCCD5B</td>
<td>DEVELOP COMMUNITY RESOURCES</td>
<td>90</td>
</tr>
<tr>
<td>CHCCS6B</td>
<td>ASSESS AND DELIVER SERVICES TO CLIENTS WITH COMPLEX NEEDS</td>
<td>50</td>
</tr>
<tr>
<td>HLTFA1A</td>
<td>APPLY BASIC FIRST AID</td>
<td>10</td>
</tr>
<tr>
<td>HLTFA2A</td>
<td>APPLY ADVANCED FIRST AID</td>
<td>30</td>
</tr>
<tr>
<td>CHCINF7B</td>
<td>MEET INFORMATION NEEDS OF THE COMMUNITY</td>
<td>70</td>
</tr>
<tr>
<td>CHCNET2B</td>
<td>MAINTAIN EFFECTIVE NETWORKS</td>
<td>50</td>
</tr>
<tr>
<td>CHCPOL2A</td>
<td>CONTRIBUTE TO THE POLICY DEVELOPMENT</td>
<td>50</td>
</tr>
<tr>
<td>CHCPOLSA</td>
<td>UNDERTAKE RESEARCH ACTIVITIES</td>
<td>50</td>
</tr>
<tr>
<td>CHCAC15A</td>
<td>PROVIDE CARE SUPPORT WHICH IS RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA</td>
<td>60</td>
</tr>
<tr>
<td>CHCCS303A</td>
<td>PROVIDE PHYSICAL ASSISTANCE WITH MEDICATION</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS304A</td>
<td>ASSIST WITH SELF MEDICATION</td>
<td>40</td>
</tr>
<tr>
<td>CHCCS405A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>30</td>
</tr>
<tr>
<td>CHCCS409A</td>
<td>MEET THE DIETARY AND NUTRITIONAL NEEDS OF CLIENTS IN A CULTURALLY APPROPRIATE MANNER</td>
<td>50</td>
</tr>
<tr>
<td>CHCORG25B</td>
<td>RECRUIT AND CO-ORDINATE VOLUNTEERS</td>
<td>70</td>
</tr>
<tr>
<td>SRCCRO209A</td>
<td>CONDUCT A RECREATION PROGRAM FOR OLDER PERSONS</td>
<td>30</td>
</tr>
</tbody>
</table>

Note: Electives offered will be selected by the Department and subject to availability.

CERTIFICATE IV IN SERVICE CO-ORDINATION (AGEING AND DISABILITY)
Course Code: CHC40202

Campus: Footscray Nicholson.

Career Opportunities
Team leader, Supervisor, Manager.

Scope of Delivery
Full-time or part-time.

Course Objectives
The course is appropriate for workers in residential facilities and/or community care agencies.

Entry Requirements
To qualify for admission students must currently hold Certificate III in Aged Care or disability, or be eligible for assessment to an equivalent level of these competencies. Be currently employed as a carer on in a supervisory role in the Aged Care or Disability sector and have a minimum two years experience in the either of those sectors.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria

To be advised.

Course Duration

The course may be offered on a full-time basis over a minimum of 755 nominal hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CHCAC7C</td>
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<tr>
<td>CHCCS3C</td>
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<tr>
<td>CHCCOM3C</td>
<td>50</td>
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<tr>
<td>CHCCS12A</td>
<td>75</td>
</tr>
<tr>
<td>CHCINF3B</td>
<td>75</td>
</tr>
<tr>
<td>CHCINF8B</td>
<td>40</td>
</tr>
<tr>
<td>CHCNET4A</td>
<td>70</td>
</tr>
<tr>
<td>CHCCS405A</td>
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</tr>
<tr>
<td>CHCORG23A</td>
<td>60</td>
</tr>
<tr>
<td>CHCOHS401A</td>
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</tbody>
</table>

Elective Units of study

At least five units, selected by the student with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate IV level:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CHCAD2B</td>
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</tr>
<tr>
<td>CHCCS1B</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD4B</td>
<td>150</td>
</tr>
<tr>
<td>HLTFA1A</td>
<td>10</td>
</tr>
<tr>
<td>HLTFA2A</td>
<td>30</td>
</tr>
<tr>
<td>CHCCD13B</td>
<td>70</td>
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<tr>
<td>CHCINF7B</td>
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</tr>
<tr>
<td>CHCNET2B</td>
<td>50</td>
</tr>
<tr>
<td>HLTCS6A</td>
<td>20</td>
</tr>
<tr>
<td>CHCORG5B</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS303A</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS304A</td>
<td>40</td>
</tr>
<tr>
<td>CHCCS401A</td>
<td>40</td>
</tr>
<tr>
<td>CHCCS402A</td>
<td>75</td>
</tr>
<tr>
<td>CHCCHILD1C</td>
<td>30</td>
</tr>
<tr>
<td>CHCGROUP3C</td>
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</tr>
<tr>
<td>CHADMIN3B</td>
<td>50</td>
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</tbody>
</table>

Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources. Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN DISABILITY WORK

Course Code: CHC40302

Campus: Footscray Nicholson, City King and Industry.

Career Opportunities

This course is for people wishing to pursue careers working with people who experience disability. Opportunities exist in agencies which provide residential, day services, vocational, early intervention, outreach or respite services. Workers with this qualification report to service managers and may liaise with health professionals and other service agencies. They may work without direct supervision and may be required to supervise and/or co-ordinate a limited number of lower classified workers.

Scope of Delivery

Full-time or part-time equivalent.

Course Objective

The course aims to provide participants with the vocational skills and competencies required to work with people who experience disability to enhance their ability to achieve greater levels of independence, self reliance and community participation.

Entry Requirements

You must be able to demonstrate effective communication skills plus an understanding of, and commitment to, services for people with disabilities. You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.

All agencies require that a police clearance before undertaking workplace training.

Selection Procedures/Selection Criteria

You will be required to attend a group/individual interview and complete a literacy assessment.
Course Duration
720-790 hours full-time or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCOM3C</td>
<td>UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS 50</td>
</tr>
<tr>
<td>CHCHC301A</td>
<td>WORK EFFECTIVELY IN A HOME AND COMMUNITY CARE ENVIRONMENT 50</td>
</tr>
<tr>
<td>CHCDIS1C</td>
<td>ORIENTATION TO DISABILITY WORK 50</td>
</tr>
<tr>
<td>CHCDIS2C</td>
<td>MAINTAIN AN ENVIRONMENT DESIGNED TO EMPOWER PEOPLE WITH DISABILITIES 90</td>
</tr>
<tr>
<td>CHCDIS3C</td>
<td>PROVIDE SERVICES TO PEOPLE WITH DISABILITIES 20</td>
</tr>
<tr>
<td>CHCDIS4B</td>
<td>DESIGN PROCEDURES FOR SUPPORT 90</td>
</tr>
<tr>
<td>CHCDIS5C</td>
<td>PLAN AND IMPLEMENT COMMUNITY INTEGRATION 90</td>
</tr>
<tr>
<td>CHCDIS6B</td>
<td>MAINTAIN AN EFFECTIVE WORK ENVIRONMENT 50</td>
</tr>
<tr>
<td>CHCCS301A</td>
<td>WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK 50</td>
</tr>
</tbody>
</table>

Elective Units of Study
Four elective units will be chosen from the National Training Package by the Department.

CERTIFICATE IV IN COMMUNITY SERVICES LIFESTYLE AND LEISURE
Course Code: CHC41602

Campus: Footscray Nicholson.

Career Opportunities
Workers in this occupational group work in residential facilities and/or in community agencies and day care centres.

Entry Requirements
To qualify for admission it is preferred that applicants have completed either the either an aged care course at AQF level III or equivalent or a disability course at AQF level IV or equivalent. All applicants must attend an interview. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration:
Full-time over 640 nominal hours. Part-time one day per week for 2 years PLUS 15 day placement.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCOM3C</td>
<td>UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS 50</td>
</tr>
<tr>
<td>CHCCS301A</td>
<td>WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK 50</td>
</tr>
<tr>
<td>CHCDIS1A</td>
<td>ORIENTATION TO WORK IN LEISURE AND HEALTH INDUSTRY 50</td>
</tr>
<tr>
<td>CHCHR1A</td>
<td>LEISURE AND HEALTH PROGRAMMING 70</td>
</tr>
<tr>
<td>CHCHR2A</td>
<td>DEVELOP LEISURE AND HEALTH PROGRAMS FOR CLIENTS WITH SPECIAL NEEDS 90</td>
</tr>
<tr>
<td>CHCHR4A</td>
<td>CO-ORDINATE, IMPLEMENT AND MONITOR LEISURE AND HEALTH PROGRAMS 90</td>
</tr>
<tr>
<td>CHCCS401A</td>
<td>FACILITATE CO-OPERATIVE BEHAVIOUR 40</td>
</tr>
</tbody>
</table>

And one of the following units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCOHS301A</td>
<td>PARTICIPATE IN WORKPLACE SAFETY PROCEDURE 30</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CHCOHS302A</td>
<td>PARTICIPATE IN SAFETY PROCEDURES FOR DIRECT CARE WORK 30</td>
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</table>

Elective Units
Seven units, selected from the following, or from the Community Services Training Package units:

Group 1

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>CHCDADM3B</td>
<td>UNDERTAKE ADMINISTRATIVE WORK 50</td>
</tr>
<tr>
<td>CHCCS3C</td>
<td>CO-ORDINATE THE PROVISION OF SERVICES AND PROGRAMS 75</td>
</tr>
<tr>
<td>CHCDDS1C</td>
<td>APPLY A COMMUNITY DEVELOPMENT FRAMEWORK 50</td>
</tr>
<tr>
<td>CHCHHLID1C</td>
<td>IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM 30</td>
</tr>
<tr>
<td>CHCCS402A</td>
<td>RESPOND HOLISTICALLY TO CLIENT ISSUES 75</td>
</tr>
<tr>
<td>CHCDIS6A</td>
<td>PROVIDE ADVANCED BEHAVIOUR SUPPORT 90</td>
</tr>
<tr>
<td>CHCGRP2C</td>
<td>PLAN AND CONDUCT GROUP ACTIVITIES 50</td>
</tr>
<tr>
<td>CHCNET4A</td>
<td>WORK WITH OTHER SERVICES 70</td>
</tr>
<tr>
<td>CHCCRG25B</td>
<td>RECRUIT AND CO-ORDINATE VOLUNTEERS 70</td>
</tr>
<tr>
<td>CHCDIS5B</td>
<td>MAINTAIN AN EFFECTIVE WORK ENVIRONMENT 50</td>
</tr>
<tr>
<td>HLFFA1A</td>
<td>APPLY BASIC FIRST AID 10</td>
</tr>
<tr>
<td>HLFFA2A</td>
<td>APPLY ADVANCED FIRST AID 30</td>
</tr>
<tr>
<td>SRRRDR0001A</td>
<td>ASSIST WITH RECREATION GAMES NOT REQUIRING EQUIPMENT 10</td>
</tr>
<tr>
<td>SRRRDR0007A</td>
<td>DEVELOP RECREATION PROGRAMS 20</td>
</tr>
<tr>
<td>CHCDISB</td>
<td>DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS 150</td>
</tr>
<tr>
<td>CHCINF8A</td>
<td>COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS 40</td>
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Group 2 Aged Care

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAC15A</td>
<td>PROVIDE CARE SUPPORT WHICH IS RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA</td>
<td>60</td>
</tr>
<tr>
<td>CHCAC6C</td>
<td>SUPPORT THE OLDER PERSON TO MEET THEIR EMOTIONAL AND PSYCHOSOCIAL NEEDS</td>
<td>50</td>
</tr>
<tr>
<td>CHCAC3C</td>
<td>ORIENTATION TO AGED CARE WORK</td>
<td>50</td>
</tr>
<tr>
<td>SRCR0009A</td>
<td>CONDUCT A RECREATION PROGRAM FOR OLDER PERSONS</td>
<td>30</td>
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</table>

Group 3 Disability

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCDIS1C</td>
<td>ORIENTATION TO DISABILITY WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCDIS4C</td>
<td>PLAN AND IMPLEMENT COMMUNITY INTEGRATION</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS7B</td>
<td>DESIGN AND ADAPT SURROUNDINGS TO GROUP REQUIREMENTS</td>
<td>90</td>
</tr>
<tr>
<td>SRCR0010A</td>
<td>CONDUCT A RECREATIONAL PROGRAM FOR PEOPLE WITH A DISABILITY</td>
<td>30</td>
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<tr>
<td>SRCR006A</td>
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</table>

Group 4 Mental Health

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHC4H1B</td>
<td>ORIENTATION TO MENTAL HEALTH WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS9A</td>
<td>PROVIDE SUPPORT SERVICES TO CLIENTS</td>
<td>50</td>
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</table>

Group 5 Alcohol and Other Drugs

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAOD2B</td>
<td>ORIENTATION TO ALCOHOL AND OTHER DRUGS WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCAOD4B</td>
<td>SUPPORT PEOPLE WITH ALCOHOL AND/OR OTHER DRUGS ISSUES</td>
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</table>

Group 6 Youth

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CHCYTH5C</td>
<td>SUPPORT YOUTH PROGRAMS</td>
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<tr>
<td>CHCYTH1C</td>
<td>WORK EFFECTIVELY WITH YOUTH PEOPLE</td>
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Group 7 Working with Specific Groups

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTHIR4A</td>
<td>WORK EFFECTIVELY IN A CROSS CULTURAL CONTEXT WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE AND ORGANISATIONS</td>
<td>20</td>
</tr>
<tr>
<td>HLTHIR3A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE PATIENTS, CLIENTS, CUSTOMERS AND CO-WORKERS</td>
<td>20</td>
</tr>
<tr>
<td>CHCCS402A</td>
<td>RESPOND HOUSTICALLY TO CLIENT ISSUES</td>
<td>75</td>
</tr>
</tbody>
</table>

DIPLOMA OF COMMUNITY SERVICES LIFESTYLE AND LEISURE

Course Code: CHC50802

Campus: Footscray Nicholson.

Career Opportunities

Workers in this occupational group work in residential facilities and/or in community agencies and day care centres.

Entry Requirements

To qualify for admission it is preferred that applicants have completed either the either an aged care course at AQF level III or equivalent or a disability course at AQF level IV or equivalent. All applicants must attend an interview. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration:

Full-time over 897 nominal hours. Part-time one day per week for 2 years PLUS 15 day placement.

Course Structure

Unit Code  | Course Title                                                      | Hours |
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<tr>
<th></th>
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<tbody>
<tr>
<td>CHCR01A</td>
<td>ORIENTATION TO WORK IN LEISURE AND HEALTH INDUSTRY</td>
<td>50</td>
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<tr>
<td>CHCR02A</td>
<td>LEISURE AND HEALTH PROGRAMMING</td>
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<td>CHCR03A</td>
<td>DEVELOP LEISURE AND HEALTH PROGRAMS FOR CLIENTS WITH SPECIAL NEEDS</td>
<td>90</td>
</tr>
<tr>
<td>CHCR04A</td>
<td>CO-ORDINATE, IMPLEMENT AND MONITOR LEISURE AND HEALTH PROGRAMS</td>
<td>90</td>
</tr>
<tr>
<td>HLFA2A</td>
<td>APPLY ADVANCED FIRST AID</td>
<td>30</td>
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<td>CHCCD12C</td>
<td>APPLY A COMMUNITY DEVELOPMENT FRAMEWORK</td>
<td>50</td>
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<tr>
<td>CHC051B</td>
<td>ORIENTATION TO DISABILITY WORK</td>
<td>47</td>
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<tr>
<td>CHC065B</td>
<td>MAINTAIN AN EFFECTIVE WORK ENVIRONMENT</td>
<td>50</td>
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<tr>
<td>CHCAC15A</td>
<td>PROVIDE CARE SUPPORT WHICH IS RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA</td>
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</tr>
<tr>
<td>CHC062A</td>
<td>REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE</td>
<td>120</td>
</tr>
<tr>
<td>CHCCO4M4B</td>
<td>DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES</td>
<td>75</td>
</tr>
<tr>
<td>CHCCS401A</td>
<td>FACILITATE CO-OPERATIVE BEHAVIOUR</td>
<td>40</td>
</tr>
<tr>
<td>CHCCS402A</td>
<td>RESPOND HOUSTICALLY TO CLIENT ISSUES</td>
<td>75</td>
</tr>
<tr>
<td>CHCCS403A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>30</td>
</tr>
<tr>
<td>CHCG003C</td>
<td>PLAN AND CONDUCT GROUP ACTIVITIES</td>
<td>50</td>
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<tr>
<td>CHC0401A</td>
<td>IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE</td>
<td>50</td>
</tr>
<tr>
<td>CHC05B</td>
<td>MAINTAIN AN EFFECTIVE WORK ENVIRONMENT</td>
<td>50</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHC062C</td>
<td>CO-ORDINATE WORK</td>
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</table>

Elective Units

One unit from Group 1 Organisational Requirements

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD03B</td>
<td>UNDERTAKE ADMINISTRATIVE WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCC54C</td>
<td>MANAGE THE DELIVERY OF QUALITY CLIENT SERVICE</td>
<td>90</td>
</tr>
<tr>
<td>CHCC55B</td>
<td>MEET STATUTORY AND ORGANISATIONAL INFORMATION REQUIREMENTS</td>
<td>90</td>
</tr>
<tr>
<td>CHCC56B</td>
<td>COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS</td>
<td>40</td>
</tr>
<tr>
<td>CHCNET28</td>
<td>MAINTAIN EFFECTIVE NETWORKS</td>
<td>50</td>
</tr>
<tr>
<td>CHCNET4A</td>
<td>WORK WITH OTHER SERVICES</td>
<td>70</td>
</tr>
</tbody>
</table>
FACULTY OF WORKFORCE DEVELOPMENT

CHCORG11B LEAD AND DEVELOP OTHERS 90
CHCORG21B ACT AS A RESOURCE TO OTHER SERVICES 90
CHCORG27A PROVIDE MENTORING SUPPORT TO COLLEAGUES 60
CHCORG6B CO-ORDINATE THE WORK ENVIRONMENT 90
CHCORG7B MANAGE WORKPLACE ISSUES 75
CHCORG8C ESTABLISH AND MANAGE NEW PROGRAMS OR SERVICES 75
CHCPOL4A DEVELOP AND IMPLEMENT POLICY 70

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLF1A2A</td>
<td>30</td>
</tr>
<tr>
<td>SRCCRO009A</td>
<td>30</td>
</tr>
<tr>
<td>CHCCD4B</td>
<td>150</td>
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<tr>
<td>SRCCRO010A</td>
<td>30</td>
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<tr>
<td>CHCAC15A</td>
<td>60</td>
</tr>
<tr>
<td>CHCAC6C</td>
<td>50</td>
</tr>
<tr>
<td>CHCAC3C</td>
<td>50</td>
</tr>
</tbody>
</table>

Group 2 Aged Care

Two units, selected by the student with the approval of the Head of Department, from ONE group of the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Diploma level:

CHCAC5B ORIENTATION TO AGED CARE WORK 50
CHCINF4B MANAGE THE ORGANISATION'S INFORMATION SYSTEMS 75
CHCNET3B DEVELOP NEW NETWORKS 75
CHCORG7B MANAGE WORKPLACE ISSUES 75
CHCORG8C ESTABLISH AND MANAGE NEW PROGRAMS OR SERVICES 75

Unit Code | Hours |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CHC60102</td>
<td></td>
</tr>
</tbody>
</table>

Campus: Footscray Nicholson

Career Opportunities

When you graduate, you will be qualified to pursue a career working in Human Services/Disability/ Community Work Sector.

Scope of Delivery

Part-time.

Course Objectives

This course provides participants with the high level skills and knowledge required to deliver and manage services for people who experience disability.

Selection Procedures/Selection Criteria

You must be either in paid employment or volunteering in the sector. You must also be able to demonstrate an understanding of, and commitment to, human services for people with disabilities and an ability to communicate effectively.

You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience. All applicants must complete a TAFE Supplementary Application form and attend an interview.

All agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration

This course is two years full-time or part-time equivalent.

Course Structure

Unit Code | Hours
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>BSMSGT005A</td>
<td>60</td>
</tr>
<tr>
<td>CHCAD3A</td>
<td>90</td>
</tr>
<tr>
<td>CHCADMN04B</td>
<td>90</td>
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<tr>
<td>CHCC54C</td>
<td>90</td>
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<tr>
<td>CHCC57C</td>
<td>75</td>
</tr>
<tr>
<td>CHCDIS1B</td>
<td>150</td>
</tr>
<tr>
<td>CHCINF4B</td>
<td>75</td>
</tr>
<tr>
<td>CHCNET3B</td>
<td>75</td>
</tr>
<tr>
<td>CHCORG7B</td>
<td>75</td>
</tr>
<tr>
<td>CHCORG8C</td>
<td>75</td>
</tr>
<tr>
<td>CHCORG10B</td>
<td>150</td>
</tr>
</tbody>
</table>

ADVANCED DIPLOMA OF DISABILITY WORK

Course Code: CHC60102

Career Opportunities

When you graduate, you will be qualified to pursue a career working in Human Services/Disability/ Community Work Sector.

Scope of Delivery

Part-time.

Course Objectives

This course provides participants with the high level skills and knowledge required to deliver and manage services for people who experience disability.

Selection Procedures/Selection Criteria

You must be either in paid employment or volunteering in the sector. You must also be able to demonstrate an understanding of, and commitment to, human services for people with disabilities and an ability to communicate effectively.

You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience. All applicants must complete a TAFE Supplementary Application form and attend an interview.

All agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration

This course is two years full-time or part-time equivalent.

Course Structure

Unit Code | Hours
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BSMSGT005A</td>
<td>60</td>
</tr>
<tr>
<td>CHCAD3A</td>
<td>90</td>
</tr>
<tr>
<td>CHCADMN04B</td>
<td>90</td>
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<tr>
<td>CHCC54C</td>
<td>90</td>
</tr>
<tr>
<td>CHCC57C</td>
<td>75</td>
</tr>
<tr>
<td>CHCDIS1B</td>
<td>150</td>
</tr>
<tr>
<td>CHCINF4B</td>
<td>75</td>
</tr>
<tr>
<td>CHCNET3B</td>
<td>75</td>
</tr>
<tr>
<td>CHCORG7B</td>
<td>75</td>
</tr>
<tr>
<td>CHCORG8C</td>
<td>75</td>
</tr>
<tr>
<td>CHCORG10B</td>
<td>150</td>
</tr>
</tbody>
</table>
### Certificate III in Health Service Assistance (Hospital/Community Health Pharmacy Assistance)

**Course Code:** HLT31402 - Continuing Students Only  
**Campus:** Footscray Nicholson Campus or Industry based.

**Career Opportunities**  
Assistant to a pharmacist in a hospital or community health setting.

**Scope of Delivery**  
Flexible Delivery.

**Course Objective**  
The course aims to provide knowledge and skills required of those working as a pharmacy assistant to pharmacists in a hospital or community health setting, and who undertake a range of varied assistance tasks.

**Entry Requirements**  
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Applicants must also be working in a hospital/community pharmacy department.

**Selection Procedure/Selection Criteria**  
Should be working in a hospital or community health setting.

**Course Duration**  
6 months full-time and also flexible delivery.

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLT111A COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>HLT112A ORIENTATION TO HOSPITAL PHARMACY SERVICES AND HOSPITAL PHARMACY ASSISTANT PRACTICES</td>
<td>20</td>
</tr>
<tr>
<td>HLT113A PROCURE AND STORE PHARMACEUTICAL PRODUCTS</td>
<td>20</td>
</tr>
<tr>
<td>HLT114A DISTRIBUTE PHARMACEUTICAL PRODUCTS</td>
<td>20</td>
</tr>
<tr>
<td>HLT115A MAINTAIN PHARMACEUTICAL IMPREST/WARD STOCK</td>
<td>15</td>
</tr>
<tr>
<td>HLT116A ASSIST WITH PRESCRIPTION PREPARATION</td>
<td>30</td>
</tr>
<tr>
<td>HLT117A PACKAGE AND/OR PRE-PACK PHARMACEUTICAL PRODUCTS</td>
<td>15</td>
</tr>
<tr>
<td>HLT118A SMALL SCALE COMPOUND/MANUFACTURE OF PHARMACEUTICAL PRODUCTS</td>
<td>50</td>
</tr>
<tr>
<td>HLT119A CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY</td>
<td>20</td>
</tr>
<tr>
<td>HLT120A FOLLOW THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES</td>
<td>20</td>
</tr>
<tr>
<td>BSAMED201A USE BASIC MEDICAL TERMINOLOGY IN ORDER TO COMMUNICATE WITH PATIENTS, FELLOW WORKERS AND HEALTH PROFESSIONALS</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM202A COMMUNICATE IN THE WORKPLACE</td>
<td>40</td>
</tr>
<tr>
<td>BSBCM203A WORK EFFECTIVELY WITH OTHERS</td>
<td>15</td>
</tr>
<tr>
<td>BSBCM204A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT</td>
<td>40</td>
</tr>
<tr>
<td>BSBCM205A USE BUSINESS TECHNOLOGY</td>
<td>30</td>
</tr>
</tbody>
</table>

### Certificate III in Health Service Assistance (Allied Health Assistance)

**Course Code:** HLT31702 - Continuing Students Only  
**Campus:** Sunbury

**Career Opportunities**  
Occupational Therapy Aide, Therapy Assistant, Physiotherapy Aide, Speech Pathology Aide, Nutrition Assistant, Allied Health Assistant.

**Scope of Delivery**  
Part-time.

**Course Objective**  
To obtain the skills required to assist healthcare professionals (therapists) in carrying out their duties in nursing homes.

**Entry Requirements**  
All applicants will be required to undergo an interview and pass a written and verbal English comprehension test to ascertain that they are capable of successfully completing the course.

**Course Duration**  
13 weeks at 2 days per week or 25 weeks at 1 day per week.
Course Structure

Core Units of Study

PART A
All of the following

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTHIR2A</td>
<td>CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY</td>
<td>20</td>
</tr>
<tr>
<td>BSCCMN203A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>40</td>
</tr>
<tr>
<td>BSCCMN204A</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
<td>15</td>
</tr>
<tr>
<td>BSCCMN302A</td>
<td>ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT</td>
<td>40</td>
</tr>
<tr>
<td>HLTTIN1A</td>
<td>COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>HLTHSE1A</td>
<td>FOLLOW THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES</td>
<td>20</td>
</tr>
<tr>
<td>HLTAH1A</td>
<td>ASSIST WITH THE PROVISION OF AN ALLIED HEALTH THERAPY PROGRAM</td>
<td>30</td>
</tr>
</tbody>
</table>

PART B
Three units from the following

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTCS04A</td>
<td>SUPPORT THE CARE OF CLIENTS AND/OR PATIENT</td>
<td>20</td>
</tr>
<tr>
<td>HLTCS05A</td>
<td>ASSIST WITH CLIENT/PATIENT MOVEMENT</td>
<td>20</td>
</tr>
<tr>
<td>CHCAC3C</td>
<td>ORIENTATION TO AGED CARE WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCDS1C</td>
<td>ORIENTATION TO DISABILITY WORK</td>
<td>50</td>
</tr>
</tbody>
</table>

PART C
At least two units from the Health Services Assistance group with nominal AQF III alignment as listed in the Health Training Package HLT02.

Elective Units of Study

One elective unit may be selected from:
- Health Training Package units available at Certificate III
- Community Services Training Package units available at Certificate III
- Other national Training Package units available at Certificate III

CERTIFICATE III IN HEALTH SERVICES ASSISTANCE

Course Code: HLT32507

Campus: Industry

Career Opportunities
Ward work, patient services and hospital orderly work.

Scope of Delivery
Part time.

Course Objective
This qualification covers workers in a range of work roles who provide assistance to health professional staff with the care of clients. Health Services Assistance involves the worker in direct client contact under supervision.

Course Duration
1 year.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTHIR301A</td>
<td>COMMUNICATE AND WORK EFFECTIVELY IN HEALTH</td>
<td>20</td>
</tr>
<tr>
<td>HLTTIN301A</td>
<td>COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK</td>
<td>20</td>
</tr>
<tr>
<td>HLTOS300A</td>
<td>PARTICIPATE IN OHS PROCESSES</td>
<td>20</td>
</tr>
<tr>
<td>BSBMED201A</td>
<td>USE BASIC MEDICAL TERMINOLOGY</td>
<td>30</td>
</tr>
<tr>
<td>HLTAP301A</td>
<td>RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT</td>
<td>70</td>
</tr>
<tr>
<td>BSBFLM303B</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units of Study

CERTIFICATE III IN HEALTH ADMINISTRATION

Course Code: HLT32907

Campus: Werribee and Industry.

Career Opportunities
Medical Receptionist, Health Administration.

Scope of Delivery
Part time.

Course Objective
This qualification covers workers who complete a wide range of administrative tasks, under direct or indirect supervision. These functions can be carried out in a range of settings, including hospitals, community health centres, private practice, etc.

Selection Procedures/Selection Criteria
Direct application.

Course Duration
2 days per week for 6 months.
## Course Structure

### Unit Code | Hours
--- | ---
HLTCSD201B | MAINTAIN HIGH STANDARD OF CLIENT SERVICES 30
HLTCSD304B | SUPPORT THE CARE OF CLIENTS 20
HLTCSD305B | ASSIST WITH CLIENT MOVEMENT 20
HLTCSD208B | TRANSPORT CLIENTS 20
HLTHIR403B | WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
CHCC5401A | FACILITATE CO-OPERATIVE BEHAVIOUR 40
HLTCSD306B | RESPOND EFFECTIVELY TO A DIFFICULT OR CHALLENGING BEHAVIOUR 20
HLTCSD307B | CARE FOR THE HOME ENVIRONMENT OF CLIENTS 20
CHCMH1B | ORIENTATION TO MENTAL HEALTH WORK 50
HLTHIR301A | COMMUNICATE AND WORK EFFECTIVELY IN HEALTH 20
HLTHIR301A | COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK 20
HLTHIR300A | PARTICIPATE IN OHS PROCESSES 20
BSBMED201A | USE BASIC MEDICAL TERMINOLOGY 30
CHCMN308A | CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40

### Elective Units of Study

You will need to choose at least ten elective units with the approval of the Head of School, from the following or from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate III.

- BSBMCM301A | EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT 20
- BSBMCM305A | ORGANISE WORKPLACE INFORMATION 30
- HLTCSD301A | ASSIST WITH PRACTICE ADMINISTRATION 20
- BSBMCM302A | USE ADVANCED MEDICAL TERMINOLOGY 30
- BSBMCM303A | PREPARE AND PROCESS MEDICAL ACCOUNTS 30
- BSBMCM307A | MAINTAIN PATIENT RECORDS 20
- BSBMCM308A | MAINTAIN FINANCIAL RECORDS 60
- BSBFLM309A | SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES 40
- HLTHIR403B | WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
- HLTCSD306B | RESPOND EFFECTIVELY TO A DIFFICULT OR CHALLENGING BEHAVIOUR 20

## Certificate IV in Health Supervision

### Course Code: HLT40407

#### Campus:
Werribee and Industry.

#### Career Opportunities
GP Practice Supervision.

#### Scope of Delivery
Part-time

#### Course Objective
This qualification covers workers in the role of a supervisor or senior workplace trainer in a functional or operational unit/service in a healthcare setting providing health support services, health technical services, health care services, health professional support services and health administration services.

#### Selection Procedures/Selection Criteria
Direct application.

#### Course Duration
1 day per week for 1 year.

### Course Structure

#### Unit Code | Hours
--- | ---
HLTHIR506B | IMPLEMENT AND MONITOR COMPLIANCE WITH LEGAL AND ETHICAL REQUIREMENTS 50
HLTHIR503A | CONTRIBUTE TO OHS PROCESSES 20
HLTHIR403B | IMPLEMENT AND MONITOR INFECTION CONTROL POLICY AND PROCEDURES 50
HLTSUP401A | SUPERVISE IN A HEALTH SETTING 60
BSBFN412A | PROMOTE TEAM EFFECTIVENESS 50
BSBMED201A | USE BASIC MEDICAL TERMINOLOGY 30

### Elective Units of Study

You will need to choose at least nine elective units with the approval of the Head of School, from the following or from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate IV or higher.

- CHCORG28A | REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE 120
- HLTHIR403B | WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
- HLTHIR505B | PROVIDE LEADERSHIP IN PROMOTING EFFECTIVE WORK PRACTICES IN HEALTH 30
- HLTHIR500A | MANAGE OHS PROCESSES 40
- BSBFNL503B | MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS 60
- HLTPM401A | MANAGE IN A HEALTH CARE BUSINESS 30
- BSBMCM302A | USE ADVANCED MEDICAL TERMINOLOGY 30
- BSBMGT609A | MANAGE RISK 60
- HLTPM502A | MANAGE HEALTH BILLING AND ACCOUNTING SYSTEM 30
CERTIFICATE IV IN HEALTH SERVICE ASSISTANCE (HOSPITAL AND COMMUNITY HEALTH PHARMACY TECHNICIAN)

Course Code: HLT40502 - Continuing Students Only

Campus: Sunbury

Career Opportunities
Pharmacy Assistant or Pharmacy Technician

Scope of Delivery
Part-time, Flexible

Course Objective
Provide training for workers who provide a range of technical tasks under the supervision of a pharmacist in a hospital or community health setting. These workers may also have a role in co-ordinating the work of pharmacy assistants or aides.

Entry Requirements
To qualify for admission to the course, applicants must have completed Certificate III in Health Service assistance (Hospital and Community Health Pharmacy Assistance) HLT31402

Course Duration
1 year Full-time

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLPCHH10A</td>
<td>50</td>
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<tr>
<td>HLPCHH11A</td>
<td>130</td>
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<tr>
<td>HLPCHH12A</td>
<td>90</td>
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<tr>
<td>HLPCHH13A</td>
<td>130</td>
</tr>
<tr>
<td>HLPCHH14A</td>
<td>40</td>
</tr>
<tr>
<td>BSBMED301A</td>
<td>30</td>
</tr>
</tbody>
</table>

Plus 2 units from either (with at least 1 from Front Line Management)
- Frontline Management units available at Certificate III or IV
- Workplace Training and Assessment

Recommended Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM303A</td>
<td>40</td>
</tr>
<tr>
<td>BSZ404A</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective Units of study

- Health Training Package units available at Certificate IV
- Community Services Training Package units available at Certificate IV
- Other National Training Package units available at Certificate IV

CERTIFICATE IV IN NURSING (ENROLLED/DIVISION 2 NURSING)

Course Code: HLT43407

Campus: Sunbury and St Albans Campus

Career Opportunities
There are excellent employment opportunities for Division 2 Registered Nurses, particularly in Hospitals, Nursing Homes and Community Based Centres. Those seeking careers, as Division 2 Nurses should enjoy working with a diverse range of people with varied medical conditions. Division 2 Nurses work under the direct or indirect supervision of a Division 1 Registered Nurse within the hospital, residential aged care or community health settings.

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

Course Objective
The course is designed to provide a broad-based training program for students who wish to become Division 2, Registered Nurses, working in Hospital, Medical, Aged Care or Community Health Care facilities. Those who successfully complete this course may apply to NBV for registration as Div 2 RN.

Selection Procedures/Selection Criteria
Admission to the courses is offered to applicants who satisfactorily pass an English literacy/numeracy, clear thinking and problem-solving test. The test is conducted by VETASSESS and will cost applicants $45 which is non refundable.

Entry Requirements
Applicants who do not pass the selection test may be referred to other courses in order to satisfy the minimum entrance requirements.

Special Entry Requirements
Special Conditions
It is mandatory that all students undertaking clinical experience provide clinical experience employers with a police check, prior to commencement of their placement. Clinical experience employers may refuse to accept a student for placement, based on the information contained in their police check. Successful applicants must provide the University with a current Police Check on the first day of the course. This police check must be in a sealed envelope with the applicants name and address printed clearly on the outside of the envelope. The sealed envelopes will be forwarded to clinical placement employers for their approval, one month prior to clinical experience taking place.

Victoria University does not select students based on the information contained in their police checks. However, should a student be refused a clinical placement based on the information contained in their police check, the University will make one further attempt to locate another clinical placement for the student. Students who are unable to complete clinical experience due to their police checks will not be able to successfully complete the course.

First Aid Level 2
It is a requirement of the Certificate IV in Health (Nursing) course that all students have a current First Aid Level 2 Certificate by the end of the first semester of the course. Victoria University does offer the First Aid Level 2 qualification for students. Students are welcome to undertake the First Aid Level 2 at any other provider, and full credits will be given. Applicants interested in undertaking this course, need to apply to the Health Services Unit.
Course Duration
The course is 1 year full-time or 2 years part-time. Including class and nursing laboratory hours, students will also be required to satisfactorily complete 340 hours of Supervised Clinical Experience.

Course Structure

Unit Code   Hours

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTEN401A</td>
<td>WORK IN THE NURSING PROFESSION</td>
<td>90</td>
</tr>
<tr>
<td>HLTEN301A</td>
<td>COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK</td>
<td>20</td>
</tr>
<tr>
<td>HLTEN5300A</td>
<td>CONTRIBUTE TO OHS PROCESSES</td>
<td>20</td>
</tr>
<tr>
<td>HLTIR404B</td>
<td>WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE</td>
<td>20</td>
</tr>
<tr>
<td>HLTIR403B</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>20</td>
</tr>
<tr>
<td>HLTAP401A</td>
<td>CONFIRM PHYSICAL HEALTH STATUS</td>
<td>90</td>
</tr>
<tr>
<td>HLTEN403A</td>
<td>UNDERTAKE BASIC CLIENT ASSESSMENT</td>
<td>30</td>
</tr>
<tr>
<td>HLTEN405A</td>
<td>IMPLEMENT BASIC NURSING CARE</td>
<td>90</td>
</tr>
<tr>
<td>HLTEN406A</td>
<td>UNDERTAKE BASIC WOUND CARE</td>
<td>30</td>
</tr>
<tr>
<td>HLTEN410A</td>
<td>DELIVER NURSING CARE TO CONSUMERS WITH MENTAL HEALTH CONDITIONS</td>
<td>50</td>
</tr>
<tr>
<td>HLTEN509A</td>
<td>APPLY LEGAL AND ETHICAL PARAMETERS TO NURSING PRACTICE</td>
<td>30</td>
</tr>
<tr>
<td>HLTEN414A</td>
<td>DELIVER BASIC NURSING CARE TO OLDER CLIENTS</td>
<td>70</td>
</tr>
<tr>
<td>HLTEN415A</td>
<td>DELIVER NURSING CARE TO ACUTE CARE CLIENTS</td>
<td>50</td>
</tr>
<tr>
<td>HLTFA301B</td>
<td>APPLY FIRST AID</td>
<td>18</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>HLTEN507A</td>
<td>ADMINISTER AND MONITOR MEDICATIONS IN THE WORK ENVIRONMENT</td>
<td>180</td>
</tr>
<tr>
<td>HLTAP501A</td>
<td>ANALYSE HEALTH INFORMATION</td>
<td>30</td>
</tr>
<tr>
<td>HLTEN502A</td>
<td>APPLY EFFECTIVE COMMUNICATION SKILLS IN NURSING PRACTICE</td>
<td>40</td>
</tr>
<tr>
<td>HLTEN513A</td>
<td>IMPLEMENT AND MONITOR NURSING CARE FOR CLIENTS WITH CHRONIC HEALTH PROBLEMS</td>
<td>50</td>
</tr>
<tr>
<td>HLTEN505A</td>
<td>CONTRIBUTE TO THE COMPLEX NURSING CARE OF CLIENTS</td>
<td>90</td>
</tr>
</tbody>
</table>

DIPLOMA OF NURSING (ENROLLED/DIVISION 2 NURSING)

Course Code: HLT51607

Campus: Sunbury and St Albans Campuses

Career Opportunities

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

Course Objective
This qualification covers the application of nursing skills and knowledge required to be eligible for enrolment with state/territory nursing and midwifery regulatory authorities (or registration as a Division 2 Nurse in Victoria).

Selection Procedures/Selection Criteria

Entry Requirements
The Diploma course selection is restricted to Registered Nurses Division 2 or equivalent (enrolled nurse from a state other than Victoria). Either The Certificate IV in Health (Nursing) – 21358VIC/2407ADC or the Certificate IV in Nursing – HLT43407 must have been completed prior to registration.

Special Entry Requirements

Special Conditions

Course Duration
Approximately 1.5 years.

Course Structure
To qualify for the Diploma of Nursing (Enrolled/Division 2 nursing) students must successfully complete a minimum of 21 core units and 5 elective units in accordance with the package rules specified in the HLT07 Training Package.

Unit Code   Hours

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTAP401A</td>
<td>CONFIRM PHYSICAL HEALTH STATUS</td>
<td>90</td>
</tr>
<tr>
<td>HLTAP501A</td>
<td>ANALYSE HEALTH INFORMATION</td>
<td>30</td>
</tr>
<tr>
<td>HLTEN401A</td>
<td>WORK IN THE NURSING PROFESSION</td>
<td>90</td>
</tr>
<tr>
<td>HLTEN502A</td>
<td>APPLY EFFECTIVE COMMUNICATION SKILLS IN NURSING PRACTICE</td>
<td>40</td>
</tr>
<tr>
<td>HLTEN503A</td>
<td>CONTRIBUTE TO CLIENT ASSESSMENT AND DEVELOPING NURSING CARE PLANS</td>
<td>100</td>
</tr>
<tr>
<td>HLTEN504A</td>
<td>IMPLEMENT AND EVALUATE A PLAN OF NURSING CARE</td>
<td>60</td>
</tr>
<tr>
<td>HLTEN505A</td>
<td>CONTRIBUTE TO THE COMPLEX NURSING CARE OF CLIENTS</td>
<td>90</td>
</tr>
<tr>
<td>HLTEN506A</td>
<td>APPLY PRINCIPLES OF WOUND MANAGEMENT IN THE CLINICAL ENVIRONMENT</td>
<td>45</td>
</tr>
<tr>
<td>HLTEN507A</td>
<td>ADMINISTER AND MONITOR MEDICATIONS IN THE WORK ENVIRONMENT</td>
<td>180</td>
</tr>
<tr>
<td>HLTEN508A</td>
<td>APPLY REFLECTIVE PRACTICE, CRITICAL THINKING AND ANALYSIS IN HEALTH</td>
<td>20</td>
</tr>
<tr>
<td>HLTEN509A</td>
<td>APPLY LEGAL AND ETHICAL PARAMETERS TO NURSING PRACTICE</td>
<td>30</td>
</tr>
<tr>
<td>HLTEN510A</td>
<td>IMPLEMENT AND MONITOR NURSING CARE FOR CONSUMERS WITH MENTAL HEALTH CONDITIONS</td>
<td>40</td>
</tr>
<tr>
<td>HLTEN512A</td>
<td>IMPLEMENT AND MONITOR NURSING CARE FOR CLIENTS WITH ACUTE HEALTH PROBLEMS</td>
<td>70</td>
</tr>
<tr>
<td>HLTEN513A</td>
<td>IMPLEMENT AND MONITOR NURSING CARE FOR CLIENTS WITH CHRONIC HEALTH PROBLEMS</td>
<td>50</td>
</tr>
<tr>
<td>HLTEN515A</td>
<td>IMPLEMENT AND MONITOR NURSING CARE FOR OLDER CLIENTS</td>
<td>75</td>
</tr>
<tr>
<td>HLTEN516A</td>
<td>APPLY UNDERSTANDING OF THE AUSTRALIAN HEALTH CARE SYSTEM</td>
<td>20</td>
</tr>
<tr>
<td>HLTFA301B</td>
<td>APPLY FIRST AID</td>
<td>18</td>
</tr>
<tr>
<td>HLTIR403B</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>20</td>
</tr>
<tr>
<td>HLTIR404B</td>
<td>WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE</td>
<td>20</td>
</tr>
</tbody>
</table>
DIPLOMA OF PRACTICE MANAGEMENT
Course Code: HLT52007
Campus: Werribee and Industry
Career Opportunities: GP Practice Supervision

Course Objectives: This qualification covers workers who undertake a range of functions requiring application of knowledge and skills to achieve results in line with the organisation/business's goals and strategic direction.

Course Duration: 1 day per week for 1 year.

Course School

Unit Code | Hours
---|---
HLTHIR505B | PROVIDE LEADERSHIP IN PROMOTING EFFECTIVE WORK PRACTICES IN HEALTH | 30
HLTOHS300A | CONTRIBUTE TO OHS PROCESSES | 20
HLTOHS500A | MANAGE OHS PROCESSES | 40
HLTN403B | IMPLEMENT AND MONITOR INFECTION CONTROL POLICY AND PROCEDURES | 50
BSBFMLS503B | MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS | 60
HLTHIR506B | IMPLEMENT AND MONITOR COMPLIANCE WITH LEGAL AND ETHICAL REQUIREMENTS | 50
HLTPM501A | MANAGE IN A HEALTH CARE BUSINESS | 50
HLTPM502A | MANAGE HEALTH BILLING AND ACCOUNTING SYSTEM | 30
BSBMED301A | USE ADVANCED MEDICAL TERMINOLOGY | 30
BSBMGT609A | MANAGE RISK | 60

Elective Units
BSBFMLS513A | MANAGE BUDGETS AND FINANCIAL PLANS WITHIN THE WORK TEAM | 70
BSBKMGX503A | DEVELOP A MARKETING COMMUNICATIONS PLAN | 50
CHCORG28A | REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE | 120
BSBRRK6050A | MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS | 40
HLTHIR403B | WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS | 20
HLTCSSD306B | RESPOND EFFECTIVELY TO A DIFFICULT OR CHALLENGING BEHAVIOUR | 20

CERTIFICATE IV IN TRAINING AND ASSESSMENT
Course Code: TAA40104C
Course Location: Sunbury Campus.
Career Opportunities: For people who are currently working in or wish to work in the area of training/teaching development, delivery and assessment. Upon completion of the 14 units of competence offered, participants will be eligible for a nationally recognised qualification and will meet the AQTF compliance standards for teachers/trainers.

Scope of Delivery: Full-time or Part-time.

Course Objectives: To develop competencies to enter into a career as a trainer and/or assessor.

Entry Requirements: No specific entry requirements. All training is undertaken in English language. Basic English literacy and numeracy will be required as it is clearly stated in the Training Package, that several units within this course require an ability to read, examine and interpret written material. All applicants will need to have access to a practice environment (eg. TAFE, other RTO or workplace). Some assessment must take place in the workplace (eg. Classroom, office, factory).

Selection Procedures/Selection Criteria: Not applicable.

Course Duration: Training Package: 255 - 305 nominal hours.
Average duration is 14 weeks @ 1 day per week. Evening/Weekend courses are also available.

Delivery Structure: The Educational Professional Development Unit offers three options/courses of study from the Training and Assessment Training Package to meet individual needs. Participants have the option of choosing one of the three following courses:

Option One: Certificate IV in Training and Assessment
The Educational Professional Development Unit offers the complete Certificate IV in Training & Assessment (12 core units and 2 elective units from a possible 12 elective units of study) over 14 days either one whole day a week or over 28 evenings between 5:30-9:30pm. In addition to attending training students will be required to undertake research

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and project work. The course is structured to meet the needs of new entrants into training as well as those of established trainers with industry, corporations or registered training organisations. This broad mix of participants promotes peer learning through interaction and sharing of ideas and learning experiences. Our trainers use a diverse range of approaches to learning and teaching to meet varied student needs. Participants will have the opportunity to reflect on the learning experience, practice new skills and work on assessment tasks during the course to develop a range of learning strategies and assessment approaches.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Nominal hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAAASS401A</td>
<td>PLAN AND ORGANISE ASSESSMENT 10</td>
</tr>
<tr>
<td>TAAASS402A</td>
<td>ASSESS COMPETENCE 15</td>
</tr>
<tr>
<td>TAAASS403A</td>
<td>DEVELOP ASSESSMENT TOOLS 30</td>
</tr>
<tr>
<td>TAAASS404A</td>
<td>PARTICIPATE IN ASSESSMENT VALIDATION 20</td>
</tr>
<tr>
<td>TAADES401A</td>
<td>USE TRAINING PACKAGES TO MEET CLIENT NEEDS 20</td>
</tr>
<tr>
<td>TAADES402A</td>
<td>DESIGN AND DEVELOP LEARNING PROGRAMS 40</td>
</tr>
<tr>
<td>TAADEL401A</td>
<td>PLAN AND ORGANISE GROUP-BASED DELIVERY 20</td>
</tr>
<tr>
<td>TAADEL403A</td>
<td>FACILITATE INDIVIDUAL LEARNING 15</td>
</tr>
<tr>
<td>TAADEL404A</td>
<td>FACILITATE WORK-BASED LEARNING 15</td>
</tr>
<tr>
<td>TAAENV401A</td>
<td>WORK EFFECTIVELY IN VOCATIONAL EDUCATION AND TRAINING 10</td>
</tr>
<tr>
<td>TAAENV402A</td>
<td>FOSTER AND PROMOTE AN INCLUSIVE LEARNING CULTURE 10</td>
</tr>
<tr>
<td>TAAENV403A</td>
<td>ENSURE A HEALTHY AND SAFE LEARNING ENVIRONMENT 10</td>
</tr>
</tbody>
</table>

Elective Units of Study

Select 2 elective units. Both electives can be selected from the list of units below. Alternatively, 1 of the 2 elective units can be selected from the TAA50104 Diploma of Training and Assessment, or any other Diploma or any other Certificate IV. The * denotes the elective units offered by VU as part of course delivery for the Certificate IV in Training and Assessment. All other electives can be acquired through RPL/Credit Transfer.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Nominal hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBAUD402A</td>
<td>PARTICIPATE IN A QUALITY AUDIT 40</td>
</tr>
<tr>
<td>BSBCM400A</td>
<td>DEVELOP TEAMS AND INDIVIDUALS 30</td>
</tr>
<tr>
<td>BSBCM405A</td>
<td>ANALYSE AND PRESENT RESEARCH INFORMATION 40</td>
</tr>
<tr>
<td>BSBCM409A</td>
<td>PROMOTE PRODUCTS AND SERVICES 20</td>
</tr>
<tr>
<td>BSBMKG406A</td>
<td>BUILD CLIENT RELATIONSHIPS 50</td>
</tr>
<tr>
<td>TAAASS501A</td>
<td>CONTRIBUTE TO ASSESSMENT 10</td>
</tr>
<tr>
<td>TAADEL501A</td>
<td>PROVIDE TRAINING THROUGH INSTRUCTION AND DEMONSTRATION OF WORK SKILLS 40</td>
</tr>
<tr>
<td>TAADEL502A</td>
<td>FACILITATE GROUP-BASED LEARNING 20</td>
</tr>
<tr>
<td>TAADEL505A</td>
<td>COORDINATE AND FACILITATE DISTANCE-BASED LEARNING 30</td>
</tr>
<tr>
<td>TAAENV404A</td>
<td>DEVELOP INNOVATIVE IDEAS AT WORK 35</td>
</tr>
<tr>
<td>TAALLN401A</td>
<td>ADDRESS LANGUAGE, LITERACY AND NUMERACY ISSUES WITHIN LEARNING AND ASSESSMENT PRACTICE 30</td>
</tr>
<tr>
<td>TAATAS401A</td>
<td>MAINTAIN INFORMATION REQUIREMENTS OF TRAINING AND/OR ASSESSMENT ORGANIZATIONS 40</td>
</tr>
</tbody>
</table>

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

This program is aimed at students who hold the BSZ40198 Certificate IV in Assessment & Workplace Training and are currently involved in training and want to upgrade to TAA40104 Certificate IV in Training & Assessment. The upgrade course involves training in the five units of competence listed below, over five days either one whole day a week or over 5 consecutive days. In addition to attending training for these units, students will be required to undertake research and project work plus attend an interview with an assessor to present an RPL portfolio for the remaining nine units of the Certificate IV in Training and Assessment.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Nominal hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAAENV401A</td>
<td>WORK EFFECTIVELY IN VOCATIONAL EDUCATION AND TRAINING 10</td>
</tr>
<tr>
<td>TAAENV402A</td>
<td>FOSTER AND PROMOTE AN INCLUSIVE LEARNING CULTURE 10</td>
</tr>
<tr>
<td>TAAENV403A</td>
<td>ENSURE A HEALTHY AND SAFE LEARNING ENVIRONMENT 10</td>
</tr>
<tr>
<td>TAADES401A</td>
<td>USE TRAINING PACKAGES TO MEET CLIENT NEEDS 20</td>
</tr>
<tr>
<td>TAATAS401A</td>
<td>MAINTAIN INFORMATION REQUIREMENTS OF TRAINING AND/OR ASSESSMENT ORGANIZATIONS 40</td>
</tr>
</tbody>
</table>

The RPL process will cover the remaining 9 units.

Contact the Health Services Unit on 9919 3231 for the application and enrolment details for this course.
SUBJECTS

Below are subject details for courses offered by the School of Health in 2009.

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

BSAMED201A USE BASIC MEDICAL TERMINOLOGY IN ORDER TO COMMUNICATE WITH PATIENTS, FELLOW WORKERS AND HEALTH PROFESSIONALS

Content: This Unit covers understanding and responding to instructions, carrying out routine tasks and communicating with a range of internal/external clients in a Medical Office, using appropriate basic medical terminology. This unit can be assessed alone or in combination with other units making up a job role.

Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBCM4044A DEVELOP TEAMS AND INDIVIDUALS

Content: Determine develop needs; Develop individuals and teams; Monitor and evaluate workplace learning.

Nominal Hours: 30 Hours
Assessment: Analyse team effectiveness in relation to organisation goals; Develop and implement a learning plan to achieve those goals; Report on the outcomes

BSBFLM309A SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES

Content: This units gives the student knowledge on how to implement continuous improvement systems and processes, Monitor, adjust and report performance, Consolidate opportunities for further improvement.

Nominal Hours: 40 Hours
Assessment: On-the-job assessment and worksheets, assignments, Quizzes, class participation – approximately 25%.

BSBMED301A USE ADVANCED MEDICAL TERMINOLOGY

Content: Respond appropriately to instructions, which contain advanced medical terminology; Carry out routine tasks; Use appropriate advanced medical terminology in oral and written communication with patients; Fellow workers and health professionals.

Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBMED303A MAINTAIN PATIENT RECORDS

Content: This unit specifies the outcomes required to maintain patient records within an existing medical records management system, under supervision.

Nominal Hours: 20 Hours
Assessment: On-the-job assessment and worksheets, assignments, Quizzes, class participation – approximately 25%.

BSBOHS401A CONTRIBUTE TO THE IMPLEMENTATION OF A SYSTEMATIC APPROACH TO MANAGING OHS

Content: Contribute to the implementation of information and data systems; Contribute to the implementation of OHS strategies, systems and plans; Support integration of OHS within the overall management approach; Identify OHS implications of proposed changes to the workplace and provide advice to control risks; Identify implications of all sources of change to managing OHS and provide advice regarding those changes; Evaluate effectiveness of the approach to managing OHS.

Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBOHS402A CONTRIBUTE TO THE IMPLEMENTATION OF THE OHS CONSULTATION PROCESS

Content: This unit specifies the outcomes required to effectively contribute to the promotion of consultative arrangements in the workplace by communicating, influencing and consulting as part of a systematic approach to managing OHS.

Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBOHS406A USE EQUIPMENT TO CONDUCT WORKPLACE MONITORING

Content: Select measuring device(s); Prepare to collect workplace information and data; Use devices to collect workplace information and data; Document and evaluate results of monitoring.

Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBOHS501A PARTICIPATE IN THE COORDINATION AND MAINTENANCE OF A SYSTEMATIC APPROACH TO MANAGING OHS

Content: Participate in the coordination and maintenance of a systematic approach to manage (OHS) in the workplace. It includes strategies, policies and procedures necessary to systematically manage OHS and its evaluation to ensure that the workplace is, as far as practicable, safe and without risk to the health of employees and others.

Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBOHS502A PARTICIPATE IN THE MANAGEMENT OF THE OHS INFORMATION AND DATA SYSTEMS

Content: Access sources of OHS information and data; Assist in the application of policies and procedures for collection of workplace information, data and records; Assist in maintaining an information and data management system that enables retrieval and distribution of OHS information and data; Participate in the analysis of information and data to identify trends and actions for prevention; Communicate OHS information results of data analysis to stakeholders and external bodies; Communicate the effectiveness of OHS information and data systems through monitoring and evaluation.

Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBOHS503A ASSIST IN THE DESIGN AND DEVELOPMENT OF OHS PARTICIPATIVE ARRANGEMENTS

Content: Identify the need for OHS participative arrangements; Assist in the design of participative arrangements; Assist in developing participative arrangements; Participate in supporting the implementation of participative arrangements; Participate in evaluating the design and development of participative arrangements;

Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBOHS504A APPLY PRINCIPLES OF OHS RISK MANAGEMENT

Content: Access external sources of information and data to identify hazards; Analyse the work environment to identify hazards; Assess risk associated with a hazard; Control risk associated with a hazard; Maintain hazard identification and risk control processes; Monitor and review risk management processes.

Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBOHS505A MANAGE HAZARDS IN THE WORK ENVIRONMENT

Content: Access sources of information and data and the work environment to identify hazardous tasks or conditions; Analyse the work environment to assess the risk; Control risk associated with hazard; Monitor and review effectiveness of control strategy; Apply professional practice.

Nominal Hours: 60 Hours
Assessment: As per accredited curriculum
BSBOHS5506A MONITOR AND FACILITATE THE MANAGEMENT OF HAZARDS ASSOCIATED WITH PLANT
Content: Identify hazards arising from the use of plan and associated systems of work; Analyse OHS risk associated with plant; Control risks associated with plant hazards; Identify and recommend controls for hazards associated with maintenance activities and continued safe use of plant and equipment; Identify and advise on licensing and certification issues associated with plant and equipment; Review and evaluate risk control measures for plant.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBOHS5507A FACILITATE THE APPLICATION OF PRINCIPLES OF OCCUPATIONAL HEALTH TO CONTROL OHS RISK
Content: Identify the potential for adverse effects on health from agents in the workplace; Identify the potential for adverse effects on health related to the interaction of the work environment, work systems and people; Facilitate the control of risks to health in the workplace; Participate in the development of strategies to communicate occupational health information and data; Monitor and facilitate occupational health education and training; Review and evaluate the occupational health programs;
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBOHS601A DEVELOP A SYSTEMATIC APPROACH TO MANAGING OHS
Content: Analyse the workplace to identify needs; Design integrated approaches to managing OHS; Plan and develop integrated approaches to managing OHS; Support planning and implementation of integrated approaches to managing OHS; Evaluate the design and development of integrated approaches to managing OHS.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBOHS602A DEVELOP OHS INFORMATION AND DATA ANALYSIS AND REPORTING AND RECORDING PROCESSES
Content: Design and develop OHS information and data analysis; and reporting and recording processes that inform and contribute to the effectiveness of OHS in the workplace; and to evaluate the effectiveness of these processes.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBOHS603A ANALYSE AND EVALUATE OHS RISK
Content: Define parameters of the OHS risk study; Analyse the OHS risk of a task or process; Evaluate OHS risk of a task or process.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBOHS604A APPLY ERGONOMIC PRINCIPLES TO CONTROL OHS RISK
Content: Assess the degree of match between people and their activities, equipment, environment and systems; Design ergonomic interventions to enhance the match between people and their activities, equipment, environment and systems; Implement ergonomic interventions to enhance the match between people and their activities, equipment environment and systems; Evaluate ergonomic interventions.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBOHS605A APPLY OCCUPATIONAL HYGIENE PRINCIPLES TO CONTROL OHS RISK
Content: Application of occupational hygiene knowledge and the techniques to control OHS risk arising from health hazards at work.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBOHS607A ADVISE ON APPLICATION OF SAFE DESIGN PRINCIPLES TO CONTROL OHS RISK
Content: Advise on the OHS requirements of the design process; Develop a systematic hazard identification and OHS risk evaluation system for safe design; Advise on principles of OHS risk control; Advise on consultation processes between people involved in the life cycle of the designed product; Advise on contractual arrangements and procurement systems to minimise ‘purchased’ OHS risk.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBOHS609A EVALUATE AN ORGANISATION’S OHS PERFORMANCE
Content: Evaluate effectiveness of systematic approaches to identifying OHS hazards; Evaluate the effectiveness of systematic approaches to OHS risk management; Evaluate the effectiveness of systematic OHS monitoring processes; Assess whether the OHS management approaches have produced improved performance; Assess and advise on organisational OHS compliance against agreed benchmarks.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSZ405 PLAN AND PROMOTE A TRAINING PROGRAM
Content: Identify the competency needs; Document training program requirements; Identify program resources; Promote training.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCAC16A PROVIDE FOOD SERVICES
Content: Maintain food safety while carrying out food handling activities; Comply with hygienic work practices and appropriate OHS guidelines; Distribute meals and refreshment to clients; Set utensils and meal trays; Prepare foods as required.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCAC4B ASSIST IN THE PROVISION OF AN APPROPRIATE ENVIRONMENT
Content: Providing support and assistance to provide a clean, comfortable, safe and secure environment.
Nominal Hours: 50 hours
Assessment: As per accredited curriculum

CHCADMIN2B PROVIDE ADMINISTRATIVE SUPPORT
Content: Use and maintain equipment and machines; Meet administrative requirements.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCDD13B WORK WITHIN SPECIFIC COMMUNITIES
Content: Define the issues of specific communities or groups; Undertake relevant work in the context of specific communities or groups; Evaluate work undertaken within specific communities.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCDD7B SUPPORT COMMUNITY RESOURCES
Content: Develop an information base; Establish relationship with key people; Apply strategies for linking people; Maintain community facilities and resources.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCCS12A DEVELOP A SERVICE DELIVERY STRATEGY
Content: Assess eligibility to access the service; Information is provided to the clients and the clients carer to facilitate an informed choice; Strategy is determined with the client and relevant workers; Identify the potential safety risks and minimise risk of injury.
FACULTY OF WORKFORCE DEVELOPMENT

CHCW118 OPERATE UNDER A CASE WORK FRAMEWORK
Content: Establish an appropriate working relationship with clients; Uphold the rights and responsibilities of clients.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCDIS17A PROVIDE CARE AND SUPPORT FOR STUDENTS WITH DISABILITIES
CHCDIS17A PROVIDE CARE AND SUPPORT FOR STUDENTS WITH DISABILITIES
Content: Develops and applies knowledge and skills related to daily needs of student with disabilities; Assist students with relevant aids; Assist with the safe administration and handling of medication.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCINF3B CO-ORDINATE INFORMATION SYSTEMS
Content: Gather and record information; Prepare and present reports; Supervise processes for collection, use, storage and dissemination of information.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCORG22A CONTRIBUTE TO SERVICE DELIVERY STRATEGY
Content: Carry out work activities according to organisational procedures; Contribute to implementation of service delivery.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCORG23A CO-ORDINATE WORK
Content: Demonstrate commitment to the delivery of high quality services to clients; Develop and implement a framework for quality service delivery.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CHCPOL1A PARTICIPATE IN POLICY DEVELOPMENT
Content: Assist in the policy development of the organisation; Contribute to collection of data for research purposes.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCT3B APPLY SAFE FOOD HYGIENE PRACTICES
Content: Apply hygienic practices; Prevent the occurrence of food safety risks.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

FDFCORFSY1A FOLLOW WORK PROCEDURES TO MAINTAIN FOOD SAFETY
Content: This is a Core unit. It covers the skills and knowledge required to maintain food safety when carrying out work tasks. Basic food safety practices include personal hygiene and conduct, food handling, housekeeping and waste disposal related to work tasks and responsibilities where work involves routine manual processes and/or operation of simple automated equipment.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

FDFCORHS1A FOLLOW WORK PROCEDURES TO MAINTAIN HEALTH AND SAFETY
Content: This is a Core unit. It covers the skills and knowledge required to follow defined occupational health and safety principles and procedures relating to work responsibilities where work involves routine manual processes and/or operation of simple automated equipment.
Nominal Hours: 40 hours
Assessment: As per accredited curriculum

FDFCORHS2A IMPLEMENT OCCUPATIONAL HEALTH AND SAFETY SYSTEMS
FDFCORHS2A IMPLEMENT OCCUPATIONAL HEALTH AND SAFETY SYSTEMS
Content: Identify, control and report OHS hazards; Conduct work safely; Follow emergency response procedures.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

FDFCORHS3A MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES
Content: Ensure others in the work area are able to implement safe work practices; Monitor observance of safe work practices in the work area; Implement emergency procedures to respond to a hazardous event; Maintain and improve health and safety in the work area.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

FDFCORQAS1A FOLLOW WORK PROCEDURES TO MAINTAIN QUALITY
FDFCORQAS1A FOLLOW WORK PROCEDURES TO MAINTAIN QUALITY
Content: This is a Core unit. It covers the skills and knowledge required to follow basic quality assurance practices related to monitoring quality where work involves routine manual processes and/or operation of simple automated equipment.
Nominal Hours: 20 hours
Assessment: As per accredited curriculum

FDFCORQFS3A MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES
Content: Monitor quality of work outcome; Participate in maintaining and improving quality at work.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

FDFCWRCM1A COMMUNICATE WORKPLACE INFORMATION
Content: This is a Core unit. It covers the skills and knowledge required to gather, convey and receive workplace information and to interact with others at work.
Nominal Hours: 20 hours
Assessment: As per accredited curriculum

FDFCWRCM2A PRESENT AND APPLY WORKPLACE INFORMATION
Content: Present information to suit workplace and audience requirements; Respond to information requests; Use and maintain workplace information.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

FDFTECFAD4A APPLY AN UNDERSTANDING OF FOOD ADDITIVES
Content: Identify additives used in food; Manage use of additives in a production process.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLTAD301 ASSIST WITH PRACTICE ADMINISTRATION
Content: This unit of competency describes the skills and knowledge required to input client information into a medical practice information system.
Nominal Hours: 20 Hours
Assessment: On-the-job assessment and worksheets, assignments, quizzes, class participation — approximately 25%.
This is assessed as follows: An Assignment

As per accredited curriculum

This will be assessed as Follows: Assignments

This is assessed as follows: Laboratory Assessment and Major Test

As per accredited curriculum

This is assessed as follows: A Major Test

clients; Monitor client service.

care or domestic assistance plan; Maintain a safe and hygienic home environment for

Provide information for client; Monitor and maintain equipment; Implement home

care or domestic environment of CL ientS

Content:

HLtCSD7a CARE FOR HOME ENVIRONMENT OF CLIENTS

Content: Obtain correct information regarding client and their environmental needs; Provide information for client; Monitor and maintain equipment; Implement home care or domestic assistance plan; Maintain a safe and hygienic home environment for clients; Monitor client service.

Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLT405A IMPLEMENT BASIC NURSING CARE

Content: This competency unit describes the skills and knowledge required to contribute to the nursing care of clients in a range of health environments.
Nominal Hours: 30 Hours
Assessment: This is assessed as follows: A Major Test

HLT406A UNDERNEAVER BASIC WOUND CARE

Content: This unit involves the principles of infection prevention, in relation to wound care processes in a variety of health care contexts. This will include wound assessments and contemporary wound care working with the wound management health care team.
Nominal Hours: 30 Hours
Assessment: This is assessed as follows: Laboratory Assessment and Major Test

HLTEN410A DELIVER NURSING CARE TO CONSUMERS WITH MENTAL HEALTH CONDITIONS

Content: This competency unit describes the skills and knowledge required to contribute to the nursing care and management of consumers with mental health conditions. It focuses on the roles and responsibilities of the Enrolled Nurse within the mental health team, and on the nursing management of the consumer with a mental illness.
Nominal Hours: 50 Hours
Assessment: This is assessed as follows: An Assignment

HLTEN414A DELIVER BASIC NURSING CARE TO OLDER CLIENTS

Content: This competency unit describes the skills and knowledge required for the Enrolled Nurse to perform basic nursing interventions to support the health care needs of the older person in any environment.
Nominal Hours: 70 Hours
Assessment: This is assessed as follows: An Assignment

HLTEN415A DELIVER NURSING CARE TO ACUTE CARE CLIENTS

Content: This unit of competency describes the skills and knowledge required of Enrolled nurses in contributing to the care of a person with an acute health problem.
Nominal Hours: 50 Hours
Assessment: This is assessed as follows: Laboratory Assessment and Major Test
This is assessed as follows: An Assignment

A case study will assess all elements of competence. Development of a professional portfolio will assess all elements of competence.

An assignment will assess all elements of competence. Workplace assessment will account for assessment of elements. Workplace assessment will contribute to the assessment process.

An exam will assess all elements of competence. Workplace assessment will contribute to the assessment process.

This is assessed as follows: Assignment, Calculations Test, Theory Test

A case study will assess all elements of competence. Workplace

This is assessed as follows: Laboratory Assessment and Major Test

Development of a nursing care plan based on data collection and critical thinking and analysis and reflective practice.

An enrolled Nurse to demonstrate nursing practice in a contemporary health environment

Content:

Thinking and Analysis in Health

This unit of competency describes the skills and knowledge required of an Enrolled Nurse in contributing to the development of individualised health care plans by collection of data captured during a client's preliminary and ongoing health assessments. Assessment is based on a lifespan approach.

Nominal Hours: 100 Hours
Assessment: An examination will assess all elements of competence. Workplace assessment will contribute to the assessment process.

This unit of competency describes the knowledge and skills required to implement nursing care plans for individual clients and evaluate the care provided in a range of health environments.

Nominal Hours: 60 Hours
Assessment: Development of a nursing care plan based on data collection and assessment will account for assessment of elements. Workplace assessment will contribute to the assessment process.

This competency unit describes the knowledge, skills and attitudes required to provide nursing care for clients with complex needs.

Nominal Hours: 90 Hours
Assessment: This is assessed as follows: Laboratory Assessment and Major Test

This unit of competency describes the knowledge and skills required to apply contemporary wound management principles to the care of clients with varying types of wounds.

Nominal Hours: 45 Hours
Assessment: A case study will assess all elements of competence. Workplace assessment will contribute to the assessment process.

This competency unit describes the skills and knowledge required to function within the legal and ethical parameters of professional practice, supporting client rights and meeting duty of care requirements.

Nominal Hours: 30 Hours
Assessment: This is assessed as follows: An Assignment

This unit of competency describes the skills and knowledge required for an enrolled nurse to perform within the legal and ethical parameters of professional practice, supporting client rights and meeting duty of care requirements.

Nominal Hours: 40 Hours
Assessment: An exam will assess all elements of competence. Workplace assessment will contribute to the assessment process.

This competency unit describes the skills and knowledge required to contribute to the nursing care and management of consumers with mental illness.

Nominal Hours: 40 Hours
Assessment: An assignment will assess all elements of competence. Workplace assessment will contribute to the assessment process.

This unit of competency describes the knowledge and skills required for the division 2 nurse.

Nominal Hours: 50 Hours
Assessment: An exam will assess all elements of competence. Workplace assessment will contribute to the assessment process.

This unit of competency describes the skills and knowledge required for an enrolled nurse to perform within the legal and ethical parameters of professional practice, supporting client rights and meeting duty of care requirements.

Nominal Hours: 100 Hours
Assessment: This is assessed as follows: Laboratory Assessment and Test.

This unit of competency describes skills and knowledge required to function independently in developing strategies to practise within the current and future health
care environment taking into account the Australian health care system.

**Nominal Hours:** 20 Hours
**Assessment:** An assignment will assess all elements of competence. Workplace assessment will contribute to the assessment process.

**HLTENS19A ADMINISTER AND MONITOR INTRAVENOUS MEDICATION IN THE NURSING ENVIRONMENT**

**Content:** This unit of competency describes the skills and knowledge required of enrolled nurses to administer and monitor intravenous medications and evaluate their effectiveness for clients within a health environment.

**Nominal Hours:** 100 Hours
**Assessment:** A varied strategy of assessment will include: examination, calculations tests and laboratory assessment.

**HLTENS20A CONTRIBUTE TO THE CARE OF MOTHERS AND BABIES**

**Content:** This unit describes the knowledge and skills required in the provision of care to mothers and babies in a range of settings: postnatal, low risk nursery, child and family health and paediatric settings.

**Nominal Hours:** 80 Hours
**Assessment:** An exam will assess all elements of competence. Workplace assessment will contribute to the assessment process.

**HLTF55A PERFORM KITCHENWARE WASHING**

**Content:** Prepare to wash dishes and associated items; Wash and dry dishes; Store dishes.

**Nominal Hours:** 10 Hours
**Assessment:** As per accredited curriculum

**HLTF57A FOLLOW BASIC FOOD SAFETY PRACTICES**

**Content:** Maintain food safety while carrying out food handling activities; Comply with personal hygiene standards.

**Nominal Hours:** 20 Hours
**Assessment:** As per accredited curriculum

**HLTF58A TRANSPORT FOOD**

**Content:** Prepare to transport food; Transport food.

**Nominal Hours:** 20 Hours
**Assessment:** As per accredited curriculum

**HLTG1A PERFORM ROUTINE SERVICING OF PLANT, EQUIPMENT AND MACHINERY**

**Content:** Carry out routine assessment of plant, equipment and machinery; Prepare for routine servicing and/or minor repairs; Perform routine servicing and minor repairs.

**Nominal Hours:** 20 Hours
**Assessment:** As per accredited curriculum

**HLTG1A USE HAND AND POWER TOOLS**

**Content:** Identify and select hand and power tools; Use hand tools; Use power tools; Clean Up.

**Nominal Hours:** 20 Hours
**Assessment:** As per accredited curriculum

**HLTG3A PERFORM MINOR GENERAL MAINTENANCE**

**Content:** Identify maintenance task to be undertaken; Identify tools and materials required; Prepare to undertake maintenance; Perform maintenance; Clean up work area; Notification of completion of task and complete documentation.

**Nominal Hours:** 20 Hours
**Assessment:** As per accredited curriculum

**HLTHIR2A CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY**

**Content:** Contribute to ethical work practice; All work undertaken reflects the health industry context of the organisation; Contribute to the improved performance of the organisation.

**Nominal Hours:** 20-30 Hours
**Assessment:** As per accredited curriculum

**HLTHIR3A WORK EFFECTIVELY WITH CULTURALLY DIVERSE PATIENTS, CLIENTS, CUSTOMERS AND CO-WORKERS**

**Content:** Follow work practices based on an awareness of culture as a factor in all human behaviour; Contribute to the development of work place and professional relationships based on acceptance of cultural diversity; Communicate effectively with culturally diverse persons; Resolve cross-cultural misunderstandings.

**Nominal Hours:** 20 Hours
**Assessment:** As per accredited curriculum

**HLTHIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS**

**Content:** This unit deals with the cultural awareness required for effective communication and cooperation with persons of diverse cultures.

**Nominal Hours:** 20 Hours
**Assessment:** This will be assessed as follows: Assignment and classroom presentation.

**HLTHIR404B WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE**

**Content:** This unit describes the communication and work practice skills and knowledge required to work with Aboriginal and Torres Strait Islander people in the health industry context. It deals specifically with cross-cultural awareness and issues involving working with Aboriginal and Torres Strait Islander individuals, organisations and communities.

**Nominal Hours:** 30 Hours
**Assessment:** On-the-job assessment and worksheets, assignments, Quizzes, class participation — approximately 25%.

**HLTHIR505B PROVIDE LEADERSHIP IN PROMOTING EFFECTIVE WORK PRACTICES IN HEALTH**

**Content:** This unit specifies the outcomes required of frontline managers to promote teamwork. It involves developing team plans to meet expected outcomes, leading the work team, and proactively working with the management of the organisation.

**Nominal Hours:** 50 Hours
**Assessment:** On-the-job assessment and worksheets, assignments, Quizzes, class participation — approximately 25%.

**HLTHIR506B IMPLEMENT AND MONITOR COMPLIANCE WITH LEGAL AND ETHICAL REQUIREMENTS**

**Content:** This unit describes the skills and knowledge required to implement and monitor compliance with legal and ethical requirements relevant in the work area.

**Nominal Hours:** 50 Hours
**Assessment:** On-the-job assessment and worksheets, assignments, Quizzes, class participation — approximately 25%.

**HLTHSE2A IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS**

**Content:** Provide information to the work group about the organisation’s OHS policies, procedures and programs; Integrate into basic work practices the participative arrangements for the management of OHS; Integrate into basic work practices the organisation’s procedures for identifying hazards and assessing risks; Implement and monitor the organisation’s procedures for controlling risks; Integrate into basic work practices the organisation’s procedures for providing OHS training; Integrate into basic work practices the organisation’s procedure for maintaining OHS records.

**Nominal Hours:** 40 Hours
**Assessment:** As per accredited curriculum
HLTMS1A COLLECT AND MAINTAIN LINEN STOCKS AT USER-LOCATIONS
Content: Collect soiled linen; Distribute clean linen; Maintain linen stock levels.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

HLTMS2A PROVIDE PERSONAL LAUNDRY SERVICE TO CLIENTS, PATIENTS AND OTHERS
Content: Collect soiled linen and personal clothing; Wash, dry and finish personal and other laundry items; Sort and return finished items.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLTMS6A Prepare General Cleaning Tasks in a Clinical Setting
Content: Maximise safety during cleaning; Clean and maintain surfaces in clinical areas; Ensure maintenance of cleaning standards; Manage waste; Equipment and cleaning agents are safely stored.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

HLTMS8A Handling Waste in a Health Care Environment
Content: Determine job requirements; Identifies and segregates waste; Transports and stores waste appropriately; Conduct quality control activities; Cleans up work areas.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLTOSH500A Manage OHS Processes
Content: This unit specifies the workplace performance required by an individual responsible for ongoing management of OHS within an area of management responsibility, where the OHS management processes have been set up by other persons, either internal or external to the organisation.
Nominal Hours: 40 Hours
Assessment: On-the-job assessment and worksheets, assignments, Quizzes, class participation — approximately 25%.

HLTPH1A ORIENTATION TO HOSPITAL PHARMACY SERVICES AND HOSPITAL PHARMACY ASSISTANT PRACTICES
Content: Work within the pharmacy environment; Demonstrate commitment to the central philosophies of the organisation; Perform the duties of a pharmacy assistant.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLTPH2A PROCURE AND STORE PHARMACEUTICAL PRODUCTS
Content: Procure stock; Process new stock; Maintain stock; Ensure security of stock; Assist in stock-taking procedures; Monitor and maintain storage conditions; Maintain relevant documentation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLTPH3A Distribute Pharmaceutical Products
Content: Pack product orders; Dispatch product orders; Handle returned stock; Maintain relevant documentation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLTPH4A Maintain Pharmaceutical Imprest/Ward Stock
Content: Generate/receive and check stock requisition list; Select and dispatch stock to recipients; Complete and maintain documentation; Record and collate drug usage.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

HLTPH5A Assist with Prescription Preparation
Content: Accept prescription for dispensing; Ensure clinical evaluation of prescription by pharmacist; Calculate prescription quantities; Assemble prescription items in accordance with good dispensing practice; Prepare labels in accordance with legal requirements; Ensure final check conducted by pharmacist; Complete and maintain documentation.
Nominal Hours: 30 Hours
Assessment: Practical tests, theory tests

HLTPH6A Package and/or Pre-Pack Pharmaceutical Products
Content: Prepare packing/pre-packing process; Allocate bulk product/medicine to machinery/pre-packing apparatus; Pack or pre-pack products; Conduct quality control; Shut down packaging/pre-packaging process.
Nominal Hours: 15 Hours
Assessment: Problem sheets, practical test, observation of class work

HLTPH7A SMALL SCALE COMPOUND/MANUFACTURE ASEPTIC PHARMACEUTICAL PRODUCTS
Content: Prepare for production process; Obtain and process raw materials; Prepare for sterile manufacturing; Manufacture/compound products; Complete production process; Participate in quality control; Transport and store released product.
Nominal Hours: 50 Hours
Assessment: Exercises, practical activities, practical test

HLTPH8A MAINTAIN THE PROCUREMENT AND STORAGE OF PHARMACEUTICAL PRODUCTS
Content: Source inventory and/or unusual stock; Control the receipt of products; Control the storage of products; Monitor and maintain stock.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum
HLP9HA SMALL SCALE COMPOUND/ MANUFACTURE
ASEPTIC PHARMACEUTICAL PRODUCTS
Content: Maintain the packing of product orders; Maintain the dispatch product orders; Maintain the handling of returned products.
Nominal Hours: 130 Hours
Assessment: As per accredited curriculum

HLTPM501A MANAGE IN A HEALTH CARE BUSINESS
Content: This unit of competency describes the skills and knowledge required to manage a business requirements of a practice within the health care environment.
Nominal Hours: 50 Hours
Assessment: On-the-job assessment and worksheets, assignments, Quizzes, class participation — approximately 25%.

HLTPM502A MANAGE HEALTH BILLING AND ACCOUNTING SYSTEM
Content: This unit of competency describes the skills and knowledge required to manage a billing and accounting system in a health practice, with consideration of client accessibility, practice viability and regulatory and legislative requirements.
Nominal Hours: 30 Hours
Assessment: On-the-job assessment and worksheets, assignments, Quizzes, class participation — approximately 25%.

HLTSUP401A SUPERVISE IN A HEALTH SETTING
Content: This unit of competency describes the skills and knowledge required to supervise workers in a health setting. It involves working with a work group to optimise client safety and comfort whilst completing job expectations and outputs.
Nominal Hours: 60 Hours
Assessment: On-the-job assessment and worksheets, assignments, Quizzes, class participation — approximately 25%.

LGACORE103B PROVIDE SERVICE TO LOCAL GOVERNMENT CUSTOMERS
Content: This unit outlines the competencies required when providing customer service in a local government environment, including identification of customer needs and the use of effective communication skills. It requires an ability to understand and work with a diverse range of customer groups and is appropriate for all areas of council.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

LGACORE105B WORK WITH OTHERS IN LOCAL GOVERNMENT
Content: This unit addresses the promotion of effective work relationships within local government. The importance of building relationships, fulfilling own tasks and responding to constructive feedback when working within a team setting is recognised.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

LGAGOV201B ISSUE PERMITS
Content: Receive and register applications for permits; Issue permits.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

LGAGOV301B ASSIST CUSTOMERS WITH RATE ENQUIRIES
Content: Respond to rates and special charges enquiries from external clients; Provide information on rates and special charges to other council personnel; Adjust supplementary notices.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

MTMCR401A MANAGE OWN WORK PERFORMANCE
Content: Set and achieve personal goals; Establish and achieve personal work priorities; Maintain and update professional skills and knowledge; Review own work performance.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

MTMCR402A FACILITATE QUALITY ASSURANCE PROCESS
Content: Facilitate the ongoing implementation of the QA program in the workplace; Monitor inspection and test records; Respond to non-conforming product or processes; Review product samples; Calculate yield, wastage and productivity indicators; Calculate calibration adjustments.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

MTMMP2B APPLY HYGIENE AND SANITATION PRACTICES
Content: Clean own work area and equipment during operations; Identify sources of contamination and spoilage; Follow workplace’s hygiene and sanitation requirements.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
MTMMP38 APPLY QUALITY ASSURANCE PRACTICES
Content: Identify hazards and control points; Identify elements of the quality assurance (QA) system; Follow requirements of a hazard analysis and critical control points (HACCP) based QA system; Identify quality control practices in a HACCP based QA system; Perform inspection of own work.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

MTMMP48 FOLLOW SAFE WORK POLICIES AND PROCEDURES
Content: Fulfil OH&S responsibilities and recognise the OH&S responsibilities of key personnel; Follow workplace OH&S policies and procedures; Follow legal provisions related to OH&S; Contribute to OH&S; Follow workplace requirements for hazard identification and risk control; Follow emergency procedures; Operate machinery safely.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

MTMMP58 COMMUNICATE IN THE WORKPLACE
Content: Contribute to maintenance and improvement of workplace operations and requirements; Identify key personnel in the workplace; Contribute to positive workplace relations.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

MTMMP70B PARTICIPATE IN OCCUPATIONAL HEALTH AND SAFETY RISK CONTROL PROCESS
Content: Participate in workplace inspections; Participate in OH&S risk control process; Monitor implementation of safe work practices; Assist development of safe work practices; Contribute to participative arrangements for the management of OH&S; Contribute to workplace rehabilitation program as appropriate.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

MTMMP72B FACILITATE HYGIENE AND SANITATION PERFORMANCE
Content: Interpret statutory and workplace requirements relating to hygiene and sanitation; Monitor hygiene and sanitation performance; Respond to hygiene and sanitation problems.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

NCS003 JOB SEEKING SKILLS
Content: Employment opportunities; Job applications and preparation; Interview techniques; Personal performance evaluation.
Nominal Hours: 20-80 Hours
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

PMLCOM500A PROVIDE INFORMATION TO CUSTOMERS
Content: Assess the request for information and/or advice; Prepare response; Provide information and/or advice; Record details of the request and response.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

PMLDATA300 PROCESS AND RECORD DATA
Content: Record and store data; Perform laboratory computations; Present data in tables, charts and graphs; Interpret data in tables, charts and graphs; Keep accurate records and maintain their confidentiality.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

PMLDATA500A ANALYSE DATA AND REPORT RESULTS
Content: Perform laboratory computations; Analyse trends and relationships in data; Determine variation and/or uncertainty in data distributions; Check for aberrant results; Report results.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

PMLDATA500B ANALYSE DATA AND REPORT RESULTS
Content: This unit of competency covers the ability to perform scientific calculations, analyse trends and uncertainty in data and report results within the required timeframe.
This unit of competency covers the ability to use and apply computer application software in the laboratory, field and production plants for analysis and reporting.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

PMLDATA501A USE LABORATORY APPLICATION SOFTWARE
Content: Access application software; Use software for specified purposes; Produce reports of retrieved data and/or processed data; Perform simple record housekeeping.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PMLDATA501B USE LABORATORY APPLICATION SOFTWARE
Content: This unit of competency covers the ability to use and apply computer application software in the laboratory, field and production plants for analysis and reporting.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PMLMAIN300A MAINTAIN THE LABORATORY FIT FOR PURPOSE
Content: Clean work preparation areas; Clean and store glassware and equipment; Contribute to maintenance of laboratory hygiene.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

PMLMAIN400A MAINTAIN AND CONTROL STOCKS
Content: Maintain and control stocks of materials or equipment; Order and receive materials and equipment; Maintain stock records; Maintain a safe work environment.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

PMLLOHS300A WORK SAFELY IN ACCORDANCE WITH DEFINED POLICIES AND PROCEDURES
Content: Follow established work practices and instruction aimed at keeping immediate work environment safe; Follow established safe work practices and procedures to maintain safe systems of work; Safely store, collect and dispose of hazardous materials; Respond effectively to incidents, accidents and emergencies; Maintain personal health in the workplace; Refer to relevant regulations and procedures to ensure regulatory requirements are met; Follow risk control measures to
minimise environmental hazards.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PMLOHS301B WORK SAFELY WITH INSTRUMENTS THAT EMIT TANGARD RADIATION
Content: Store instruments safely and securely; Transport instruments safely and securely; Use instruments safely and maintain security; Monitor radiation levels; Maintain records; Perform emergency procedures.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PMLORG200A WORK WITHIN A LABORATORY/FIELD WORKPLACE (INDUCTION)
Content: Work within enterprise structure and culture; Work in accordance with workplace agreements and/or legislative requirements; Provide scientific/technical support; Organise daily work efficiently; Accept responsibility for quality of own work; Identify own learning needs.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

PMLORG300A FOLLOW ESTABLISHED WORK PLAN
Content: Organise daily work activities; Follow work plan; Modify work plan.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

PMLORG400A PREPARE PRACTICAL SCIENCE CLASSES AND DEMONSTRATIONS
Content: This unit of competency covers the ability to manage the day-to-day running of science teaching laboratories and the preparation of practical experiments, demonstrations and field trips. Personnel are required to assess and treat risks associated with practical activities. They may work autonomously but are required to liaise closely with teaching staff about the design and scheduling of practical activities.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PMLQUAL400B CONTRIBUTE TO THE ONGOING DEVELOPMENT OF HACCP PLANS
Content: Review existing HACCP plans; Provide support for the implementation of HACCP plans; Review the implementation plan.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PMLQUAL401B APPLY QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT PROCESSES
Content: This unit of competency covers the exercise of good laboratory practice and effective participation in quality improvement teams. Personnel are required to ensure the quality and integrity of their own work and detect non-conformances and work with others to suggest improvements in productivity and quality.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

PMLSAMP200A COLLECT ROUTINE SITE SAMPLES
Content: Prepare for sampling; Conduct sampling; Finalise sampling; Maintain a safe work environment.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

PMLSAMP201A HANDLE AND TRANSPORT SAMPLES OR EQUIPMENT
Content: Prepare for pickup; Pick up and transport items; Maintain transport equipment; Maintain a safe work environment.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

PMLSAMP400B OBTAIN REPRESENTATIVE SAMPLES IN ACCORDANCE WITH SAMPLING PLAN
Content: Prepare for sampling; Conduct sampling and log samples; Prepare samples for testing; Address client issues; Maintain a safe work environment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PMLSAMP401A PREPARE MINERAL SAMPLES FOR ANALYSIS
PMLSAMP401A PREPARE MINERAL SAMPLES FOR ANALYSIS
Content: Interpret and schedule client requirements; Prepare client sample(s) for analysis; Use (non) destructive methods to prepare laboratory portions for analysis; Maintain a safe work environment.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PMLSCIG300B OPERATE BASIC HANDBLLOWING EQUIPMENT
Content: Prepare for handblowing operations; Follow sequence of operations for glasswork procedure to be performed; Use annealing equipment; Maintain a safe work environment; Maintain records.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PMLSCIG301B REPAIR GLASS APPARATUS USING SIMPLE GLASSBLOWING EQUIPMENT
Content: Prepare for repair operations; Repair apparatus; Operate annealing equipment; Maintain a safe work environment; Maintain records.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PMLTEAM300A WORK EFFICIENTLY AS PART OF A TEAM
Content: Work in a team environment; Complete allocated work; Identify and resolve work problems.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

PMLTEST300A PERFORM BASIC TESTS
Content: Receive, label and store samples for testing; Prepare sample; Perform tests on samples.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PMLTEST301A PERFORM BIOLOGICAL LABORATORY PROCEDURES
Content: Prepare specimens for microscopic examination; Stain smears, films, sections and whole mounts; Process plant and animal tissue; Cut sections of plant and animal tissue; Count cells; Work safely to protect the safety of self and other workers.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

PMLTEST301B PERFORM BIOLOGICAL LABORATORY PROCEDURES
PMLTEST301B PERFORM BIOLOGICAL LABORATORY PROCEDURES
Content: This unit of competency covers the ability to perform a range of biological laboratory procedures that are part of diagnostic testing, scientific research, product development and quality assurance. The performance of some procedures in the field may be applicable and can be accommodated within this unit.
Nominal Hours: 80 Hours
Assessment: Practical, Written Assignment, Test

PMLTEST302A CALIBRATE TEST EQUIPMENT AND ASSIST WITH MAINTENANCE
PMLTEST302A CALIBRATE TEST EQUIPMENT AND ASSIST WITH MAINTENANCE
Content: Perform setup and pre-use checks of laboratory equipment; Perform calibration checks; Assist with equipment maintenance; Maintain records.
Nominal Hours: 50 Hours
PMLEST304A PERFORM CHEMICAL TESTS AND PROCEDURES
Content: This unit of competency covers the ability to interpret chemical test requirements, prepare samples, conduct pre-use and calibration checks on equipment and perform routine chemical tests/procedures. These tests will involve several measurement steps. The unit includes data processing and interpretation of results and tracking of obvious test malfunctions where the procedure is standardised. However, personnel are not required to analyse data, optimise tests/procedures for specific samples or troubleshoot equipment problems where the solution is not apparent.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

PMLEST405A PERFORM FOOD TESTS
Content: Interpret and schedule test requirements; Receive and prepare food samples; Check equipment before use; Test samples to determine food components and characteristics; Process data; Maintain a safe work environment; Maintain laboratory records.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

PMLEST406A PERFORM PHYSICAL TESTS
Content: Interpret and schedule test requirements; Receive and prepare samples; Check equipment before use; Test samples to determine physical properties; Process and interpret data; Maintain a safe work environment; Maintain laboratory records.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

PMLEST409A CAPTURE AND MANAGE SCIENTIFIC IMAGES
Content: Establish requirements for image capture; Plan and set up the shoot; Capture and reproduce the required image; Keep records and deliver images.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PMLEST410A UNDERTAKE ENVIRONMENTAL FIELD-BASED, REMOTE-SENSING MONITORING
Content: Establish requirements for image capture; Plan and set up the shoot; Capture and reproduce the required image; Keep records and deliver images.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PMLEST411A PERFORM MECHANICAL TESTS
Content: Interpret and schedule test requirements; Receive samples and prepare test-pieces; Check equipment before use; Test samples to determine mechanical properties; Process and interpret data; Maintain a safe work environment; Maintain laboratory records.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

PMLEST412A PREPARE TISSUE AND CELL CULTURES
Content: Work safely according to the legal and regulatory framework; Prepare and test cell and tissue culture media; Prepare tissue or cell cultures; Monitor tissue or cell culture; Maintain records.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

PMLEST500A CALIBRATE AND MAINTAIN INSTRUMENTS
Content: Perform setup and pre-use safety checks; Perform calibration checks; Maintain equipment.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum
As per accredited curriculum

Students develop a portfolio of evidence used for assessment. This will include role plays, teacher observation, student written tasks and oral presentations.

PMLTEST501A PERFORM MICROBIOLOGICAL TESTS
Content: Receive samples and process associated request forms; Prepare for safe microbiological work and aseptic applications; Process samples for direct examination; Prepare pure cultures for microbiological work and aseptic applications; Perform procedures that can assist in the identification of microorganisms; Estimate the number and/or size of microorganisms in samples; Contribute to antibiotic sensitivity testing where required; Maintain records of laboratory work.
Nominal Hours: 140 Hours
Assessment: As per accredited curriculum

PMLTEST502A PERFORM HAEMATOLOGICAL TESTS
Content: Process samples and associated request details; Perform tests; Maintain a safe environment; Maintain laboratory records.
Nominal Hours: 135 Hours
Assessment: As per accredited curriculum

PMLTEST503A PERFORM HISTOLOGICAL TESTS
Content: Process specimens and associated request forms; Prepare specimens for cut-up; Process tissue; Embed tissue; Cut tissue sections; Stain tissue sections; Contribute to efficient provision of histological services; Maintain a safe environment; Maintain laboratory records.
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum

PMLTEST504A PERFORM CHEMICAL PATHOLOGY TESTS
Content: Process samples and associated request forms; Perform tests; Maintain a safe work area and environment; Maintain laboratory records.
Nominal Hours: 130 Hours
Assessment: As per accredited curriculum

PMLTEST505B CONDUCT SENSORY ANALYSIS
Content: Select panelists for sensory analysis; Prepare panelists for sensory analysis; Prepare samples for sensory analysis; Conduct routine sensory analysis; Evaluate and report findings; Maintain a safe work environment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PUACOM012A LIAISE WITH MEDIA AT A LOCAL LEVEL
Content: Liaison with media at a low level incident, provide information about local events.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

RGRH205A PERFORM BASIC RIDING OR DRIVING TASKS
Content: This unit focuses on the competencies associated with basic horse riding or basic driving tasks performed by a novice rider/driver with a “well-educated horse” with a docile temperament. Consequently when performance criteria are applied they will relate to either a harness horse or a thoroughbred and statements of attainment for this unit will reflect this distinction. The term “well-educated horse” is used throughout this standard. This refers to an animal that has undergone sufficient training to ensure that it behaves in a safe, tractable, and manageable way when being handled, even by inexperienced personnel.
Nominal Hours: 100 Hours
Assessment:

RGRH206A APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES IN HORSE CODES
Content: This unit focuses on competencies to ensure occupational health and safety for humans and animals in the workplaces encountered in the racing industry. This includes stables and racecourses, training tracks, beaches, farms and public areas.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

RGRH207A HANDLE HORSES SAFELY
Content: This unit deals with competencies relating to the identification and safe catching, controlling and handling of racehorses for the purposes of transporting, training and racing.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

RGRH208A WORK EFFECTIVELY IN THE THOROUGHBRED OR STANDARDBRED CODE OF RACING INDUSTRY
Content: This unit involves competencies relating to roles, rights, responsibilities and professional behaviour for individuals working in occupations in the racing industry that relate directly to the care and welfare of horses. It requires knowledge of the rules relating to licensed persons, permit holders and others authorised to undertake work on racecourses and training establishments associated with the thoroughbred or harness code of the racing industry. Working effectively means attaining competencies to the industry standard of the relevant code, in areas of professional behaviour and personal development. Competencies attained in this unit apply to either the thoroughbred or standardbred code of the industry. Consequently when performance criteria are applied they will relate to either the harness code or the thoroughbred code and statements of attainment for this unit will reflect this distinction.
Nominal Hours: 60 Hours
Assessment:

RGRH301A OVERSEE SAFE HANDLING OF HORSES
Content: This unit extends the competencies contained in unit RGRH207A handle horses safely. It adds the competencies of directing, assisting and overseeing others to identify and safely catch, control and handle horses. The competencies operate in work environments of racing stables, paddocks, yards, racecourses, and in public areas. The competencies are required of licensed trainers, stable foremen, and supervisors. Competencies attained in this unit apply to either thoroughbred or standardbred code of the industry. Consequently when performance criteria are applied they will relate to either the harness code or the thoroughbred code and statements of attainment for this unit will reflect this distinction. A person who has achieved competence in this unit is recognised as competent in unit SK01EQU002B - Supervise horse handling.
Nominal Hours: 40 Hours.
Assessment:

RTC2801A PARTICIPATE IN WORKPLACE COMMUNICATIONS
Content: Follow routine spoken messages; Perform workplace duties following routine written notices; Obtain and provide information in response to workplace requirements; Complete relevant work related documents; Participate in workplace meeting and discussions.
Nominal Hours: 30
Assessment: Students develop a portfolio of evidence used for assessment. This will include, role plays, teacher observation, student written tasks and oral presentations.

RTC4702A MINIMISE RISKS IN THE USE OF CHEMICALS
Content: Developing, implementing and monitoring a risk control strategy in a workplace where chemicals are being handled and used, Legislation and regulations, develop and implement procedures to ensure minimum risk and the ability to carry out a risk assessment .
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum
RTC010A COLLECT AND CLASSIFY PLANTS
Content: Collecting and identifying plants using taxonomic keys. Collecting, preserving and identifying plant specimens. Herbarium collection techniques and ethics, botany, physical and biological habitat types, and plant nomenclature and taxonomy.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

RDU020A PLAN THE IMPLEMENTATION OF REVEGETATION WORKS
Content: Planning and implementation of revegetation works for disturbed, degraded or remnant natural sites. Application of horticultural, natural science and environmental skills. Costing, estimating and basic budgeting skills.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

RDU040A DEFINE THE PEST PROBLEM IN A LOCAL AREA
Content: Defining and analyse the pest problem in the local area; determine critical control points for management and document and collate the impacts of the pest. Knowledge of pest biology, land management processes, production processes, relevant legislative and regulatory requirements and environmental protection legislation.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

RDU040A DEVELOP A PEST MANAGEMENT ACTION PLAN
Content: Developing an action plan for the management of target pests in a local area. Knowledge of relevant local, regional, State and national strategies, relevant legislative and regulatory requirements, environmental protection legislation, pest control methods and techniques, and sustainable land use principles.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

RDU040A INVESTIGATE A REPORTED PEST TREATMENT FAILURE
Content: This competency standard covers the process of investigating cases of treatment failure as part of a program of pest management and control. Assess treatment failure and report on causes of failure, knowledge of pest treatment techniques, surveying population of pests, treatment characteristics and modes of action, basic statistical analysis and report preparation.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

RDU040A MONITOR BIODIVERSITY
Content: Monitor critical biological and physical factors to make corrective changes in a natural area. Develop monitoring techniques, prepare equipment and resources, monitor biodiversity and review data. Knowledge of ecology, plant and animal classification, monitoring systems for flora, fauna and micro-organism populations, threats to places of natural significance, accepted scientific processes.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

RDU050A PRODUCE MAPS FOR LAND MANAGEMENT PURPOSES
Content: Preparation of maps by hand or using geographical information systems (GIS) for land management purposes. Knowledge of land management processes, relevant legislative and regulatory requirements, mapping principles, and the use of mapping software and hardware.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

RDU260A ASSIST WITH SURGERY PREPARATIONS
Content: Prepare animal for surgery under direction; Prepare theatre or surgical operating area for use; Provide pre- and postoperative patient care; Clean theatre equipment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

RDU330A CARRY OUT INSTITUTION CONTAINMENT AND EXCLUSION PROCEDURES
Content: Prepare to carry out containment and/or exclusion procedures; Carry out site containment and exclusion procedures; Carry out animal care in a containment and/or exclusion area; Respond to site containment and/or exclusion breach or problem; Respond to site containment and/or exclusion breach or problem.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

RDU330A PROVIDE BEHAVIOURAL ENRICHMENT FOR RESEARCH ANIMALS
Content: Identify, provide and maintain accommodation of research animals; Identify and provide appropriate physical, social and food-related enrichment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

RDU330A PREPARE FOR AND MONITOR ANAESTHESIA IN ANIMALS
Content: Prepare for anaesthesia; Prepare animals for anaesthesia procedures; Assist in administering anaesthesia and monitoring animals; Provide post-anaesthetic care for animals; Maintain anaesthetic facilities and equipment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

RDU330A PREPARE COMPANION ANIMAL DIETS AND MONITOR FEEDING
Content: Maintain food quality and hygiene standards; Prepare diets and feeding strategies; Breed and euthanase food animals as required; Feed animals.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

RDU330A PERFORM CLINIC PATHOLOGY PROCEDURES
Content: Implement pathology procedures; Perform and record appropriate haematology, blood chemistry tests and other tests; Assist with post-mortem examination.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

RDU330A PROVIDE SPECIFIC ANIMAL CARE ADVICE
Content: Provide specific animal health advice; Offer animal care product advice; Advise on animal nutritional requirements; Provide animal behaviour advice.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

RDU330A CARRY OUT VETERINARY DENTAL NURSING PROCEDURES
Content: Perform oral examination; Complete dental chart; Perform dental prophylaxis under veterinary supervision; Assist in the performance of a simple extraction under veterinary supervision.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

RDU330A MANAGE COMPLIANCE IN ANIMAL TECHNOLOGY
Content: Manage animals in accordance with relevant codes of practice and legislative and institutional requirements; Manage the euthanasia of research animals; Manage the operation of and compliance with containment and exclusion procedures; Maintain records.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

SRCRD0007A DEVELOP RECREATION PROGRAMS
Content: Determine program parameters; Develop a recreation program plan; Implement the program; Evaluate the program.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
VBD725 ATOMIC STRUCTURE
Content: Classification of matter; Atomic structure; Periodic table; Systematic names and formulae for simple inorganic compounds.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBD727 ORGANIC CHEM & PROPERTIES OF MATTER
Content: Structure and isomerism of organic molecules; IUPAC nomenclature for naming of simple organic molecules; Relationship between structure and properties of liquids and solids.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBM585 WORK EFFECTIVELY AS A PROFESSIONAL NURSE
Content: This subject covers the knowledge and skills required to work as a professional nurse. Nursing is conducted within a multi-disciplinary health care team and occurs in the following clinical setting: Aged Care, Rehabilitation, Community Nursing, Mental Health and Acute care. It also introduces the principles of working within a legal and ethical framework, within the scope of practice of the Registered Nurse Division 2. Issues relating to health and wellbeing, determinants of health and individual client’s expectations of health care will be researched and identified.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

VBM587 UNDERTAKE CLIENT ASSESSMENT
Content: This subject provides the student with the knowledge and skills required by the Registered Nurse Division 2 to undertake the nursing assessment - primarily vital signs. Through this process, the student learns to measure and record vital signs. They also learn normal ranges, recording and reporting processes, in routine settings as well as for client admission and discharge. Issues of informed consent, client focused care and autonomy are addressed. Clinical reasoning skills along with problem solving are developed.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

VBM588 DELIVER NURSING CARE TO CLIENTS
Content: This subject provides the student with knowledge of Anatomy and Physiology and Clinical Nursing required to develop to competency to nurse clients requiring acute/episodic nursing care. Using a developmental, and life span approach, the condition of the client is evaluated. Utilising the skills and knowledge of skills acquired throughout this subject, the student learns assess, plan, deliver and evaluate nursing care. They learn to utilise an integrated and contextualised approach to nursing care, within the multi-disciplinary nursing team.
Nominal Hours: 140 Hours
Assessment: As per accredited curriculum

VBM589 DEVELOP RESEARCH SKILLS TO SUPPORT NURSING PRACTICE
Content: This subject introduces the student to the concepts of nursing research and evidenced based practice. It covers the issues related to nursing research, introduction to the critical analysis of research articles. Students are required, in collaboration with colleagues in the classroom and clinical setting to develop a research proposal, learning about the implications for conducting research through these processes.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBM590 APPLY PROFESSIONAL NURSING PRACTICE TO CLIENT CARE IN RESIDENTIAL AGED CARE FACILITIES
Content: Professional nursing practice in residential aged care involves a partnership with residents and significant others to assess their capabilities, needs and expectations to ensure provision of quality care. This subject covers the assessment, documentation and reporting requirements undertaken by nurses in collaboration with the health care team, specific to residential aged care services as specified by policy, legislature and aged care standards.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBM591 IMPLEMENT INFECTION PREVENTION AND UNDERTAKE SIMPLE WOUND MANAGEMENT
Content: This subject introduces the student to principles of infection prevention, especially in relation to contemporary wound management processes. The student is required to undertake wound management in a variety of health care contexts. They will be required to carry out wound assessment s and contemporary wound care working with the wound management health care team and then evaluating the progress of the wound status.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBM592 PROVIDE INDIVIDUALISED HEALTH EDUCATION TO CLIENTS
Content: Using developmental, lifespan and ecological themes, health promotion and education is planned, delivered and evaluated utilising an integrated and contextualised approach within the health care team. Client education and health promotion will focus on significant national health priority areas: cardiovascular health, cancer control, injury prevention and control, mental health, diabetes mellitus and asthma.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBM593 CONTRIBUTE TO THE HEALTH AND WELLBEING OF CLIENTS (REHABILITATION AND COMMUNITY)
Content: This subject describes competencies for the nurse whose role may include assisting clients to improve their health and wellbeing within a rehabilitation and community setting. Working in conjunction with the multidisciplinary health care team, the nurse will contribute to assessment’s, act and communicate to contribute to the health and wellbeing of the client.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBM594 PARTICIPATE IN PROVIDING PALLIATIVE CARE
Content: This subject introduces palliative care using a holistic life span approach and utilises the issues related to death and dying, to explore the complexity of nursing care in this field of nursing. The student is required to understand the value of establishing supportive relationships with their client and significant others. This enables them to learn to provide nursing care to client and carers with differing reaction, needs and socio-cultural values in relation to the dying process.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBM595 PARTICIPATE AS A PRECEPTOR IN A WORK TEAM
Content: This subject introduces the role of preceptor within the work team by developing teaching, learning and reflective skills. These skills will enable the registered nurse division 2 to take an active role in orientation of new staff and students on placement as part of their own work plan. The subject will also provide the knowledge and skills to manage conflict within the work team constructively and use it as an opportunity to improve processes and interactions.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBM596 PARTICIPATE IN PROVIDING THERAPEUTIC INTERVENTIONS FOR CLIENTS EXPERIENCING ALTERATIONS TO MENTAL HEALTH AND MENTAL DISORDERS
Content: This subject describes how the registered nurse division 2 participates as one of the multidisciplinary team in providing care and support to meet the needs of consumers in a range of clinical settings. It encourages the student to learn that the nursing care in a mental health context is holistic - and the client’s physical, spiritual and psychosocial needs are to be met as well mental health needs. It also gives the student the opportunity to reflect on their own stress levels and learn ways of managing themselves in this specialty area.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Content</th>
<th>Assessment</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN535</td>
<td>APPLY PRINCIPLES OF PHARMACOLOGY TO SAFE NURSING PRACTICE</td>
<td>This unit covers the underpinning knowledge of pharmacology related to the administration of medication and is a pre-requisite for unit VBQU001.</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBP006</td>
<td>APPLY BASIC EMERGENCY LIFE SUPPORT</td>
<td>This course is perfect for groups of people, for example parents and grandparents, partners, who have no formal workplace/community responsibility for giving first aid but wish to have the knowledge and skills to recognize and provide basic emergency life support (excluding respiratory and cardiac resuscitation.).</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBP007</td>
<td>APPLY FIRST AID</td>
<td>This unit covers the application of skills and knowledge in an emergency in the workplace where first aid treatment options are applied. It is about assessing the situation, providing first aid to the casualty, coordinating first aid until arrival of medical assistance, communicating details of the incident to others involved in treatment, and evaluating the incident after the event to learn from the situation activities.</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBP036</td>
<td>APPLY CHEMISTRY KNOWLEDGE AND LABORATORY PRACTICES IN THE WORKPLACE</td>
<td>This unit covers the skills and knowledge required to apply chemical principles related to food and food processing.</td>
<td>As per accredited curriculum</td>
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</tr>
<tr>
<td>VBP037</td>
<td>IDENTIFY THE PRINCIPLES OF HAZARD ANALYSIS &amp; CRITICAL CONTROL POINTS (HACCP)</td>
<td>This unit covers the skills and knowledge required to identify the principles of Hazard Analysis Critical Control Points.</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBP038</td>
<td>APPLY HYGIENE AND SANITATION PRACTICES</td>
<td>This unit covers the skills and knowledge required to apply the principles of sanitation and hygiene and implement appropriate preventative and control measures.</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBP039</td>
<td>IDENTIFY NUTRITIONAL FUNDAMENTALS</td>
<td>This unit covers the skills and knowledge required to identify the fundamentals of nutrition as they relate to the food processing industry.</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBP040</td>
<td>APPLY PRINCIPLES OF OCCUPATIONAL HEALTH &amp; SAFETY TO THE FOOD INDUSTRY’</td>
<td>This unit covers the skills and knowledge required to effectively handle OH&amp;S issues in the food industry.</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBP043</td>
<td>APPLY AN UNDERSTANDING OF THE FOOD PROCESSING INDUSTRY</td>
<td>This unit provides an introduction to the operational environment of the food processing industry. It includes basic skills and knowledge about the structure of the food processing industry; food preservation and processing techniques; hygiene and sanitation; and quality management principles.</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBP044</td>
<td>APPLY PRINCIPLES OF FOOD SPOILAGE AND CONTROL</td>
<td>This unit provides the basic operational principles of food spoilage and its control.</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBP045</td>
<td>IDENTIFY UNIT OPERATIONS</td>
<td>This unit provides the principles of the major unit operations in the food industry. It covers the skills and knowledge required to identify the operational principles in unit operations of Food Industry.</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBP046</td>
<td>APPLY PRINCIPLES OF LOW TEMPERATURE PRESERVATION METHODS</td>
<td>This unit provides the basic principles of low temperature preservation, and its application in the food industry. It covers the skills and knowledge required to identify the effects of chilling and freezing on food stuffs, the current methods of chilling and freezing foods and the different processes used in industry.</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBP047</td>
<td>APPLY PRINCIPLES OF HIGH TEMPERATURE PRESERVATION METHODS</td>
<td>This unit provides the basic principles of high temperature food preservation, and their application in the food industry. It covers the skills and knowledge required to identify the effects of heat on food, current methods of heating food and relevant processes used in industry.</td>
<td>As per accredited curriculum</td>
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</tr>
<tr>
<td>VBP048</td>
<td>APPLY AN UNDERSTANDING OF THE PROCESS OF CONCENTRATION AND DRYING IN FOOD PRODUCTION</td>
<td>This unit covers the skills and knowledge required to apply the principles of concentration and drying processes to food production.</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBP049</td>
<td>DEVELOP &amp; UPDATE FOOD INDUSTRY KNOWLEDGE</td>
<td>This unit covers the skills and knowledge required to access, increase and update knowledge relating to the operation of a food industry workplace.</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBP055</td>
<td>MANUFACTURE MEAT AND MEAT PRODUCTS</td>
<td>This unit covers the skills and knowledge required to identify the basic principles of meat, meat processing and meat product manufacture.</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBP056</td>
<td>MANUFACTURE DAIRY PRODUCTS</td>
<td>This unit covers the skills and knowledge required to understand the principles and concepts behind milk, its use as food and various processes associated with milk product manufacture.</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
</tbody>
</table>
VBP058 MANUFACTURE FISH AND SEAFOOD PRODUCTS
Content: This unit covers the skills and knowledge required to understand the principles and concepts behind fish and seafood, their use as food and various processes associated with fish and seafood manufacture.
Nominal Hours: 20 Hours
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP064 PROCESS NUTS, PULSES AND OTHER SEEDS
Content: This unit covers the skills and knowledge required to process nuts, pulses and seeds used in the food processing industry.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBP065 APPLY AN UNDERSTANDING OF THE DAIRY INDUSTRY
Content: This unit provides the basic principles associated with the dairy industry. It covers the skills and knowledge required to obtain an overview of the dairy industry.
Nominal Hours: 40 Hours
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP066 PRODUCE MARKET MILK AND RELATED PRODUCTS
Content: This unit covers the skills and knowledge required to coordinate the preparation and manufacture of market milk and related products.
Nominal Hours: 50 Hours
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP071 APPLY AN UNDERSTANDING OF THE CANNING PROCESS
Content: This unit covers the knowledge required to oversee packaging operations and assess the nature and likely causes of packaging problems. This unit provides the basic principles associated with the production of fermented dairy products.
Nominal Hours: 40 Hours
Assessment: This module is competency based.

VBP075 APPLY THE FUNDAMENTALS OF NUTRITION
Content: This unit covers the skills and knowledge required to apply the fundamentals of nutrition to the food processing industry.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBP076 APPLY AN UNDERSTANDING OF DAIRY PLANT MANAGEMENT ALL COMPETENCY UNITS REQUIRED TO COMPLETE THE CERTIFICATE IV
Content: This unit covers the skills and knowledge required to manage a dairy plant.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBP077 APPLY AN UNDERSTANDING OF REFRIGERATION AND AIR CONDITIONING SYSTEMS
Content: It covers the skills and knowledge required to set up, operate, adjust and shutdown a refrigeration and air conditioning systems.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBP078 APPLY DAIRY ENGINEERING SYSTEMS
Content: It covers the skills and knowledge required to set up, operate, adjust and shutdown diary engineering systems.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBP080 APPLY BASIC PRINCIPLES OF FOOD ENGINEERING
Content: This unit covers the skills and knowledge required to understand the principles and concepts behind food engineering.
Nominal Hours: 30 Hours
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP081 APPLY THE FUNDAMENTALS OF FLUID FLOW IN FOOD PROCESSING
Content: Units cover the skills and knowledge required to provide basic principles of fluid flow in food processing.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBP082 APPLY HEAT AND HEAT TRANSFER FUNDAMENTALS
Content: Units cover the skills and knowledge required to co-ordinate the production of heat transference in the food industry.
Nominal Hours: 30 Hours
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP083 APPLY PRINCIPLES OF CONCENTRATION AND DEHYDRATION
Content: This unit gives you the knowledge and understanding to apply the principles of concentration and dehydration in the workplace.
Nominal Hours: 30 Hours
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP084 APPLY AN UNDERSTANDING OF NUTRITIONAL BIOCHEMISTRY
Content: This unit gives you the knowledge and understanding to work in the nutritional biochemistry industry.
Nominal Hours: 45 Hours
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP085 ANALYSE NUTRITIONAL ISSUES IN THE FOOD PROCESSING INDUSTRY
Content: This unit gives you the knowledge to analyse the nutritional issues in the food processing industry.
Nominal Hours: 80 Hours
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP089 PRODUCE FERMENTED DAIRY PRODUCTS
Content: This unit provides the basic principles associated with the production of fermented dairy products.
Nominal Hours: 80 Hours
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP090 MANUFACTURE CONCENTRATED AND DRIED DAIRY PRODUCTS
Content: This unit covers the skills and knowledge required to coordinate the preparation and manufacture of concentrated and dried dairy products.
Nominal Hours: 80 Hours
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP112 APPLY CARDIOPULMONARY RESUSCITATION
Content: The purpose of the course in Apply CPR is to provide participants with the skills and knowledge to administer Expired Air Resuscitation and Cardiopulmonary Resuscitation following a life-threatening incident.
Nominal Hours: 4 Hours
Assessment: As per accredited curriculum
VBQU001 ADMINISTER ENTERAL, TROPICAL SUBCUTANEOUS AND INTRAMUSCULAR MEDICATIONS

Content: This unit covers the administration of medication related to different functional health patterns in a nursing environment. It must be delivered after the completion of unit V8N535.

Nominal Hours: 160 Hours

Assessment: As per accredited curriculum
SCHOOL OF PERSONAL SERVICES

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

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

CERTIFICATE II IN MODELLING (I)

Course Code: 21456VIC

Campus: City King.

Career Opportunities
Modelling

Scope of Delivery
This course is offered on a full-time basis (Monday-Friday).

Course Objective
The Certificate II in Modelling course is the only Government accredited modelling course in Australia. It provides initial vocational training in the three main branches of modelling. These are:

- fashion parades;
- photographic work; and
- media productions.

This course is intended for those persons, both male and female, who wish to obtain modelling work and to develop the technical skills likely to enhance their employment potential. In addition, successful students will recognise that the development of a professional and business-like approach will greatly enhance their careers.

Entry Requirements
To qualify for admission to this course applicants generally must have basic English language, literacy and numeracy skills and be assessed by the School as being capable of successfully completing the course.

Selection Procedures/Selection Criteria
Applicants will be required to attend a selection interview.

Course Duration
The course is offered on a full-time basis over 16 weeks.

Course Structure
The course consists of 11 core units totalling 278 nominal hours:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN179</td>
<td>30</td>
</tr>
<tr>
<td>VBN180</td>
<td>30</td>
</tr>
<tr>
<td>VBN181</td>
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<td>VBN182</td>
<td>15</td>
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<td>VBN183</td>
<td>10</td>
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<tr>
<td>VBN184</td>
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<td>VBN185</td>
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<td>VBN186</td>
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<tr>
<td>VBN187</td>
<td>10</td>
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<tr>
<td>VBN188</td>
<td>30</td>
</tr>
<tr>
<td>WRRLP1B</td>
<td>18</td>
</tr>
</tbody>
</table>

Elective Units of study

Plus two Elective Units of study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN190</td>
<td>30</td>
</tr>
<tr>
<td>VBN191</td>
<td>20</td>
</tr>
</tbody>
</table>

CERTIFICATE IV IN MAKE-UP CUF40203

No intake for 2008

The Diploma in Make-Up is a must for those who are serious about pursuing a career in make-up. You will learn and experience what it’s really like to work and network with people in the industry. This course is designed to bring out the best in your creative talents. You will learn to develop your technical skills and professional attitude, leading you to the highest levels in the make-up industry. In areas such as fashion, catwalk, multimedia, bridal, photography, stage, film and TV.

Campus: City King.

Career Opportunities
When you graduate you will be qualified to work as make-up and hair stylist assistant.

Entry Requirements
Interviews take place via an expression of interest and selection process.

Applicants are required to submit an application form and attend an interview.

Course Duration
Part-time for 12 months.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFMUP02A</td>
<td>160</td>
</tr>
<tr>
<td>CUGGENOTA</td>
<td>15</td>
</tr>
<tr>
<td>CUEOHSTA</td>
<td>10</td>
</tr>
</tbody>
</table>
FACULTY OF WORKFORCE DEVELOPMENT

Unit Code   Hours
SPECIALIST UNITS OF STUDY
Select six units from the following:
CUFMUP02A DESIGN, APPLY AND REMOVE MAKE-UP 160
CUFSDO2A CONDUCT RESEARCH 35
CUSADM02A CO-ORDINATE THE PURCHASE OR HIRE OF EQUIPMENT/SUPPLIES 33
CUEMUP6A DRESS HAIR FOR A PERFORMANCE OR PRODUCTION 60
CUEMUP5A DRESS (STYLE) WIGS 60
CUFMUP03A MAINTAIN MAKE-UP CONTINUITY 160
CUERWR19A MAINTAIN WIGS AND HAIRPIECES 60
CUERWR20A MAKE WIGS 140

ELECTIVE UNITS OF STUDY B
Select three units of which at least two must be selected from the Certificate IV level and one from any other endorsed training package at Certificate IV level. elective units from the following:
CUERWR20A MAKE WIGS 140
CUERWR19A MAINTAIN WIGS AND HAIRPIECES 60
CUFSDO2A CONDUCT RESEARCH 35
CUFMSR01A SELL PRODUCTS AND SERVICES 40
WRH18A

For further information regarding this course, contact the Department of Personal Services on (03) 9919 7877.

DIPLOMA OF MAKE-UP (I)
Course Code: CUF50203

This is a full fee course. No concessions apply.
The Diploma in Make-Up is a must for those who are serious about pursuing a career in make-up. You will learn and experience what it’s really like to work and network with people in the industry. This course is designed to bring out the best in your creative talents. You will learn to develop your technical skills and professional attitude, leading you to the highest levels in the make-up industry. In areas such as fashion, catwalk, multimedia, bridal, photography, stage, film and TV.

Campus: City King.

Career Opportunities
When you graduate you will be qualified to work in the film, video, television, theatre, photographic and fashion industries.

Entry Requirements
You will need to have completed an appropriate Victorian Year 12 or its equivalent. Mature age and those already working in the industry are invited to apply. Interviews take place via an expression of interest and selection process.

Applicants are required to submit an application form and attend an interview.

Course Duration
Full-time for 12 months.

Course Structure
Compulsory Units of Study

Unit Code   Hours
CUFGEN01A DEVELOP AND APPLY INDUSTRY KNOWLEDGE 15
CUEOHS1A IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES 10

SPECIALIST UNITS OF STUDY A
Select one specialist unit from the following:
CUFMUP01A DESIGN, APPLY AND REMOVE PERIOD AND SPECIALISED MAKE-UP 65
CUEMUP4A DESIGN, APPLY AND REMOVE SPECIAL EFFECTS MAKE-UP 160

SPECIALIST UNITS OF STUDY B
Select four elective units from the following:
CUFMUP02A DESIGN, APPLY AND REMOVE MAKE-UP 160
CUEMUP6A DRESS HAIR FOR A PERFORMANCE OR PRODUCTION 60
CUEMUP5A DRESS (STYLE) WIGS 60
CUERWR19A MAINTAIN WIGS AND HAIRPIECES 60
CUFMUP03A MAINTAIN MAKE-UP CONTINUITY 160
CUERWR20A MAKE WIGS 140

SPECIALIST UNITS OF STUDY C
Select seven elective units from the following:
CUSADM09A ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS 50
ICAITADO58A APPLY SKILLS IN OBJECT ORIENTED DESIGN 40
CUFPOS09A CONDUCT A BRIEFING 30
CUEFIN1A DEVELOP A BUDGET 30
CUEFIN2A MANAGE A BUDGET 30
CUSADM03A MANAGE A PROJECT 35
THHGLE16A MANAGE PHYSICAL ASSETS 39
CUSGEN05A MAKE PRESENTATIONS 35
CUSADM02A CONDUCT RESEARCH 35
CUSADM02A CO-ORDINATE THE PURCHASE OR HIRE OF EQUIPMENT/SUPPLIES 33
CUSADM06A DEVELOP AND IMPLEMENT AN OPERATIONAL PLAN 69
CUSADM10A ESTABLISH AND MANAGE CONTRACTS 70
CUFCOS07A MAKE CHARACTER AND PERIOD COSTUMES 60
CUFPRPO5A OPERATE AN OFFSITE PROPS DEPARTMENT 15
SCHOOL OF PERSONAL SERVICES

Unit Code       Hours
THHGE07A RECRUIT AND SELECT STAFF 60
CFWSC03A REALISE COSTUMES 60

**Elective Units of study**

Select three elective units, at least one of which must be selected from the Diploma unit bank. Two units may be selected from other industry training packages at Diploma level.

CUEPO09A CONDUCT A BRIEFING 30
CUEFIN1A DEVELOP A BUDGET 30
CUSADM03A MANAGE A PROJECT 35
CUEMUP5A DRESS (STYLE) WIGS 60
CUSRAD02A CONDUCT RESEARCH 35

For further information regarding this course, contact the School of Personal Services on (03) 9919 7877.

**DIPLOMA OF SPECIALIST MAKE-UP SERVICES**

**Course Code:** CUF50407

**Campus City King.**

**Career Opportunities**

Make-Up/Hair Stylist/Designer, Special Make-Up Effects Artist/Designer, Freelance TV, Theatre and film make-up artist.

**Scope of Delivery**

Full time

**Course Objective**

This qualification reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate the work of self and/or team in the area of specialist make-up services for the film, television and entertainment industries. They may coordinate the operation of a make-up department or business or operate on a freelance basis.

**Entry Requirements**

Successful completion of VCE/VCAL or equivalent, IELTS level 5.5, Direct Application.

**Selection Procedures/Selection Criteria**

Written application, Interview

**Course Duration**

The course is offered on a full-time basis which consists of 845 – 1310 nominal hours, delivered over 4 days a week, for 36 weeks of one year.

**Course Structure**

Students must complete a total of 17 units: 6 core units plus 5 specialist units plus 6 elective units.

4 of the elective units must be selected from the specialist and elective units listed for the qualification in the CUF07 Screen and Media Training Package.

The remaining 2 elective units may be selected from the specialist and elective units listed in the Training Package or any other currently endorsed national Training Package.

Units must be selected from a Diploma level qualification.

No more than 4 elective units previously achieved can be counted towards the qualification.

Electives must be relevant to the work outcome, local industry requirements and the qualification level.

**Core Units of Study**

Students are to complete the following core units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCRT301A</td>
<td>40</td>
</tr>
<tr>
<td>BSBCRT402A</td>
<td>40</td>
</tr>
<tr>
<td>CUFMUP401A</td>
<td>160</td>
</tr>
<tr>
<td>CUFMUP403A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMGT510A</td>
<td>60</td>
</tr>
<tr>
<td>BSBOHS09A</td>
<td>50</td>
</tr>
</tbody>
</table>

**Specialist Units of Study**

Students are to complete the following specialist units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRHHD405A</td>
<td>30</td>
</tr>
<tr>
<td>CUFMUP402A</td>
<td>160</td>
</tr>
<tr>
<td>CUFMUP404A</td>
<td>120</td>
</tr>
<tr>
<td>CUFMUP501A</td>
<td>65</td>
</tr>
<tr>
<td>CUFMUP502A</td>
<td>60</td>
</tr>
</tbody>
</table>

**Elective Units of study**

Students are offered the following elective units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMM401A</td>
<td>30</td>
</tr>
<tr>
<td>BSBCRT501A</td>
<td>30</td>
</tr>
<tr>
<td>BSBDSD402A</td>
<td>20</td>
</tr>
<tr>
<td>CUFIND401A</td>
<td>30</td>
</tr>
<tr>
<td>WRFBS203B</td>
<td>30</td>
</tr>
<tr>
<td>BSBSRL401A</td>
<td>35</td>
</tr>
</tbody>
</table>

**CERTIFICATE II IN NAIL TECHNOLOGY**

**Course Code:** WRF20104

**Campus:** City King.

**Career Opportunities**

Provide participants with a beauty industry entry-level qualification to begin a career as a nail technician.
**Scope of Delivery**  
Delivered as part of VET in School only.

**Course Objectives**  
The course provides participants with an entry-level qualification to begin a career in the Beauty industry. It involves interacting with customers and providing treatments such as manicure/pedicure services, acrylic/gel nail enhancement as well as retail, sales, merchandising, and safe work practices.

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

**Selection Procedures**  
Apply through Secondary College only.

**Course Duration**  
The course is offered on a full-time basis over a minimum of 339 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>WRBBS201B</td>
<td>PROVIDE MANICURE AND PEDICARE SERVICES</td>
<td>30</td>
</tr>
<tr>
<td>WRBCS201B</td>
<td>CONDUCT FINANCIAL TRANSACTIONS</td>
<td>25</td>
</tr>
<tr>
<td>WRBCS202A</td>
<td>APPLY TECHNIQUES TO UPDATE BEAUTY INDUSTRY KNOWLEDGE</td>
<td>20</td>
</tr>
<tr>
<td>WRBCS203B</td>
<td>PROVIDE SERVICES TO CLIENTS</td>
<td>30</td>
</tr>
<tr>
<td>WRBCS204A</td>
<td>APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES</td>
<td>15</td>
</tr>
<tr>
<td>WRRCST1B</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>50</td>
</tr>
<tr>
<td>WRRER1B</td>
<td>WORK EFFECTIVELY IN A RETAIL ENVIRONMENT</td>
<td>40</td>
</tr>
<tr>
<td>WRRPL1B</td>
<td>APPLY SAFE WORKING PRACTICES</td>
<td>18</td>
</tr>
<tr>
<td>WRN1B</td>
<td>MERCHANDISE PRODUCTS</td>
<td>30</td>
</tr>
<tr>
<td>WRRN2B</td>
<td>PERFORM ROUTINE HOUSEKEEPING DUTIES</td>
<td>18</td>
</tr>
<tr>
<td>WRRS1B</td>
<td>SELL PRODUCTS AND SERVICES</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>and EITHER</td>
<td></td>
</tr>
<tr>
<td>WRBBS202A</td>
<td>APPLY GEL NAIL ENHANCEMENT</td>
<td>30</td>
</tr>
<tr>
<td>WRBBS203A</td>
<td>APPLY ACRYLIC NAIL ENHANCEMENT</td>
<td>35</td>
</tr>
<tr>
<td>WRBBS204B</td>
<td>APPLY NAIL ART</td>
<td>15</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

A minimum of one elective selected by the student, with the approval of the Head of School from the following:

- WRBBS202A   | APPLY GEL NAIL ENHANCEMENT                   | 30    |
- WRBBS203A   | APPLY ACRYLIC NAIL ENHANCEMENT               | 35    |
- WRBBS204B   | APPLY NAIL ART                               | 15    |

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**CERTIFICATE II IN MAKE-UP SERVICES**

**Course Code:** WRB20204

**Campus:** City King.

**Career Opportunities**  
Pathway to future career in the beauty industry.

**Scope of Delivery**  
Delivered as part of VET in School only.

**Course Objectives**  
The course provides participants with an entry-level qualification to begin a career in the beauty industry. It involves workplace communications, routine salon/store functions, demonstrating skin care products, designing and applying make-up in general and specialist situations.

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

**Selection Procedures**  
Apply through Secondary College only.

**Course Duration**  
The course is offered on a full-time basis over a minimum of 404 nominal hours or part-time equivalent.

### Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRBCS201B</td>
<td>CONDUCT FINANCIAL TRANSACTIONS</td>
<td>25</td>
</tr>
<tr>
<td>WRBCS202A</td>
<td>APPLY TECHNIQUES TO UPDATE BEAUTY INDUSTRY KNOWLEDGE</td>
<td>20</td>
</tr>
<tr>
<td>WRBCS203B</td>
<td>PROVIDE SERVICES TO CLIENTS</td>
<td>30</td>
</tr>
<tr>
<td>WRBF5201B</td>
<td>DEMONSTRATE RETAIL SKIN CARE PRODUCTS</td>
<td>25</td>
</tr>
<tr>
<td>WRBF5202B</td>
<td>DESIGN AND APPLY MAKE-UP</td>
<td>40</td>
</tr>
<tr>
<td>WRBF5203B</td>
<td>DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY</td>
<td>30</td>
</tr>
<tr>
<td>WRBF5204B</td>
<td>DESIGN AND APPLY REMEDIAL CAMOUFLAGE</td>
<td>30</td>
</tr>
<tr>
<td>WRRCST1B</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>50</td>
</tr>
<tr>
<td>WRRER1B</td>
<td>WORK EFFECTIVELY IN A RETAIL ENVIRONMENT</td>
<td>40</td>
</tr>
<tr>
<td>WRRPL1B</td>
<td>APPLY SAFE WORKING PRACTICES</td>
<td>18</td>
</tr>
<tr>
<td>Unit Code</td>
<td>Description</td>
<td>Hours</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>WRRM1B</td>
<td>MERCHANDISE PRODUCTS</td>
<td>30</td>
</tr>
<tr>
<td>WRRM2B</td>
<td>PERFORM ROUTINE HOUSEKEEPING DUTIES</td>
<td>18</td>
</tr>
<tr>
<td>WRRS1B</td>
<td>SELL PRODUCTS AND SERVICES</td>
<td>18</td>
</tr>
</tbody>
</table>

**Elective Units of study**

A minimum of two elective selected by the student, with the approval of the Head of School from the following:

- WRBBS201B PROVIDE MANICURE AND PEDICARE SERVICES 30
- WRBBS202A APPLY GEL NAIL ENHANCEMENT 30
- WRBBS203A APPLY ACRYLIC NAIL ENHANCEMENT 35
- WRBCS204A APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES 15
- WRBSS201B PIERCE EARS 15
- WRRCA1B OPERATE RETAIL EQUIPMENT 21
- WRRER2B CO-ORDINATE WORK TEAMS 36
- WRR11B PERFORM STOCK CONTROL PROCEDURES 36
- WRRP1B MINIMISE THEFT 21
- WRRM5A MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY 36
- WRRM6A CREATE A DISPLAY FOR A SMALL BUSINESS 36
- WRR07A PROFILE A RETAIL MARKET 36
- WREROA DEVELOP INNOVATIVE IDEAS AT WORK 36
- BSBSBM301A RESEARCH BUSINESS OPPORTUNITIES 30
- BSBERUS301A SEARCH AND ASSESS ONLINE BUSINESS INFORMATION 20

*If WRBBS201B - Provide manicure and pedicare services, or WRBBS202A - Apply nail gel enhancement or WRBBS203A - Apply acrylic nail enhancement) are selected then WRBCS204A - Apply knowledge of nail science to nail services must also be selected.

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**CERTIFICATE III IN BEAUTY SERVICES**

**Course Code:** WRB30104

**Campus:** City King

**Career Opportunities**
Beauty practitioner in a salon

**Scope of Delivery**
This course is delivered on a full-time basis during the day. Traineeships are also available.

**Course Objective**
The Certificate III in Beauty Services is designed to develop the skills and knowledge for those who wish to be employed as a beauty practitioner in a salon with limited supervision, ensuring a safe working environment, providing treatments, including lash and brow treatment and temporary epilation.

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

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

**Selection Procedures/Selection Criteria**
Applicants are required to submit an application form, sit a selection test and attend an interview.

**Course Duration**
This course is 6 months full-time.

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRBBS201B</td>
<td>PROVIDE MANICURE AND PEDICARE SERVICES</td>
<td>30</td>
</tr>
<tr>
<td>WRBCS201B</td>
<td>CONDUCT FINANCIAL TRANSACTIONS</td>
<td>25</td>
</tr>
<tr>
<td>WRBCS202A</td>
<td>APPLY TECHNIQUES TO UPDATE BEAUTY INDUSTRY KNOWLEDGE</td>
<td>20</td>
</tr>
<tr>
<td>WRBCS203B</td>
<td>PROVIDE SERVICES TO CLIENTS</td>
<td>30</td>
</tr>
<tr>
<td>WRBCS204A</td>
<td>APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES</td>
<td>15</td>
</tr>
<tr>
<td>WRBCS305A</td>
<td>APPLY KNOWLEDGE OF SKIN BIOLOGY TO BEAUTY TREATMENTS</td>
<td>15</td>
</tr>
<tr>
<td>WRBCS306B</td>
<td>ADVISE ON BEAUTY SERVICES</td>
<td>30</td>
</tr>
<tr>
<td>WRBS305B</td>
<td>PROVIDE LASH AND BROW TREATMENTS</td>
<td>15</td>
</tr>
<tr>
<td>WRBS302B</td>
<td>PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS</td>
<td>95</td>
</tr>
<tr>
<td>WRRCS1B</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>50</td>
</tr>
<tr>
<td>WRRER1B</td>
<td>WORK EFFECTIVELY IN A RETAIL ENVIRONMENT</td>
<td>40</td>
</tr>
<tr>
<td>WRRP1B</td>
<td>APPLY SAFE WORKING PRACTICES</td>
<td>18</td>
</tr>
<tr>
<td>WRRM1B</td>
<td>MERCHANDISE PRODUCTS</td>
<td>30</td>
</tr>
<tr>
<td>WRRM2B</td>
<td>PERFORM ROUTINE HOUSEKEEPING DUTIES</td>
<td>18</td>
</tr>
<tr>
<td>WRRS1B</td>
<td>SELL PRODUCTS AND SERVICES</td>
<td>18</td>
</tr>
</tbody>
</table>

**Elective Units of study**

Six elective units of study from the following:

- WRBBS202A APPLY GEL NAIL ENHANCEMENT 30
- WRBBS203A APPLY ACRYLIC NAIL ENHANCEMENT 35
- WRBBS204B APPLY NAIL ART 15
- WRBS305B USE ELECTRICAL EQUIPMENT FOR NAILS 30
- WRBS306A APPLY AIRBRUSHED NAIL ART 15
- WRBS301B DEMONSTRATE RETAIL SKIN CARE PRODUCTS 25
- WRRFS202B DESIGN AND APPLY MAKE-UP 40
FACULTY OF WORKFORCE DEVELOPMENT

Unit Code   Hours
WRBF5203B DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY 30
WRBF5204B DESIGN AND APPLY REMEDIAL CAMOUFLAGE 30
WRBS5201B PIERCE EARS 15
WRCA1B OPERATE RETAIL EQUIPMENT 21
WRER2B CO-ORDINATE WORK TEAMS 36
WRRI1B PERFORM STOCK CONTROL PROCEDURES 36
WRRLP2B MINIMISE THEFT 21
WRRM5A MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY 36
WRRM6A CREATE A DISPLAY FOR A SMALL BUSINESS 36
WRRO3B PROVIDE A SAFE WORKING ENVIRONMENT 36
WRRO7A PROFILE A RETAIL MARKET 36
WRRO8A PROVIDE A SAFE WORKING ENVIRONMENT 36
WRRM5A MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY 36
WRRM6A CREATE A DISPLAY FOR A SMALL BUSINESS 36
BSBEUS301A SEARCH AND ASSESS ONLINE BUSINESS INFORMATION 20
BSBM404A FORECAST MARKET AND BUSINESS NEEDS 60
BSBSBM401A RESEARCH BUSINESS OPPORTUNITIES 30
BSBSBM402A ESTABLISH BUSINESS AND LEGAL REQUIREMENTS 50
BSBSBM403A PROMOTE THE BUSINESS 50
BSBSBM404A UNDERTAKE BUSINESS PLANNING 60
BSBSBM405A MONITOR AND MANAGE BUSINESS OPERATIONS 50
BSBSBM406A MANAGE FINANCES 50
BSBSBM407A MANAGE A SMALL TEAM 40
BSZ404A TRAIN SMALL GROUPS 30

One elective may be chosen from another relevant endorsed Training Package, for example Retail and Business Services. The unit chosen may be selected from units packaged within a Certificate II, III or IV qualification.

CERTIFICATE IV IN BEAUTY THERAPY

Course Code: WRB40105

Campus: City King
Career Opportunities
Beauty therapist.
Scope of Delivery
Traineeship only.
Course Objectives
Certificate IV in Beauty Therapy has been designed to develop the first line management skills of those working in the beauty Industry. It applies to those who are co-ordinating or managing the services within a small beauty salon, or a section or department within a larger store.
Entry Requirements
Selection is via aptitude and literacy tests (at the level 2 competency as defined in the Certificate of General Education for Adults) followed by an interview.
This Course is only delivered as a traineeship.
Recognition of prior learning may be available based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures
On-going enrolments.
Course Duration
3 years part-time Traineeship.
Course Structure
Unit Code   Hours
Core Units of Study
WRBS201B PROVIDE MANICURE AND PEDICARE SERVICES 30
WRBCS201B CONDUCT FINANCIAL TRANSACTIONS 25
WRBCS203B PROVIDE SERVICES TO CLIENTS 30
WRBCS204A APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES 15
WRBCS305A APPLY KNOWLEDGE OF SKIN BIOLOGY TO BEAUTY TREATMENTS 15
WRBCS306B ADVISE ON BEAUTY SERVICES 30
WRBCS407A DEVELOP A TREATMENT PLAN FOR BEAUTY THERAPY TREATMENTS 30
WRBCS408A APPLY KNOWLEDGE OF ANATOMY AND PHYSIOLOGY TO BEAUTY THERAPY 60
WRBCS409A APPLY KNOWLEDGE OF SKIN SCIENCE TO BEAUTY THERAPY TREATMENTS 50
WRBCS410A APPLY KNOWLEDGE OF ELECTRICITY TO BEAUTY THERAPY TREATMENTS 20
WRBCS411A APPLY KNOWLEDGE OF NUTRITION TO BEAUTY THERAPY TREATMENTS 20
WRBCS412A APPLY KNOWLEDGE OF COSMETIC CHEMISTRY TO BEAUTY THERAPY TREATMENTS 30
WRBF5202B DESIGN AND APPLY MAKE-UP 40
WRBF5305B PROVIDE LASH AND BROW TREATMENTS 15
WRBF5406B PROVIDE FACIAL TREATMENTS 120
WRBF5407B PROVIDE ADVANCED FACIAL TREATMENTS 110
WRBS5302B PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS 95
WRCS51B COMMUNICATE IN THE WORKPLACE 50
WRER1B WORK EFFECTIVELY IN A RETAIL ENVIRONMENT 40
WRRLP1B APPLY SAFE WORKING PRACTICES 18
WRSC51B SELL PRODUCTS AND SERVICES 18

312
Unit Code   Hours
Elective Units of study
Six units from the following list:
One elective may be chosen from another relevant endorsed training package. The unit chosen may be selected from units packaged within a Certificate II, III, IV or Diploma qualification.
WRBBS202A APPLY GEL NAIL ENHANCEMENT 30
WRBBS203A APPLY ACRYLIC NAIL ENHANCEMENT 35
WRBBS204B APPLY NAIL ART 15
WRBBS305B USE ELECTRICAL EQUIPMENT FOR NAILS 30
WRBBS306A APPLY AIRBRUSHED NAIL ART 15
WRBBS407B PROVIDE BODY TREATMENTS 100
WRBBS408B PROVIDE AESTHETIC AROMATIC MASSAGE 40
WRBCS202A APPLY TECHNIQUES TO UPDATE BEAUTY INDUSTRY KNOWLEDGE 20
WRBF5203B DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY 30
WRBF5204B DESIGN AND APPLY REMEDIAL CAMOUFLAGE 30
WRBS5201B PIERCE EARS 15
WRRCA1B OPERATE RETAIL EQUIPMENT 21
WRRER2B CO-ORDINATE WORK TEAMS 36
WRRL2B MINIMISE THEFT 21
WRR03B PROVIDE A SAFE WORKING ENVIRONMENT 36
WRR07A PROFILE A RETAIL MARKET 36
WRR08A DEVELOP INNOVATIVE IDEAS AT WORK 36
WRRM1B MERCHANDISE PRODUCTS 30
WRRM2B PERFORM ROUTINE HOUSEKEEPING DUTIES 18
WRRM6A CREATE A DISPLAY FOR A SMALL BUSINESS 36
WRRS4B BUILD RELATIONSHIPS WITH CUSTOMERS 36
BSBEG0301A SEARCH AND ASSESS ONLINE BUSINESS INFORMATION 20
BSBMKG404A FORECAST MARKET AND BUSINESS NEEDS 60
BSBSBM301A RESEARCH BUSINESS OPPORTUNITIES 30
BSBSBM403A ESTABLISH BUSINESS AND LEGAL REQUIREMENTS 50
BSBSBM404A PROMOTE THE BUSINESS 50
BSBSBM404A UNDERTAKE BUSINESS PLANNING 60
BSBSBM405A MONITOR AND MANAGE BUSINESS OPERATIONS 50
BSBSBM406A MANAGE FINANCES 50
BSBSBM407A MANAGE A SMALL TEAM 40
BSZ401A PLAN ASSESSMENT 15
BSZ402A CONDUCT ASSESSMENT 15
BSZ403A REVIEW ASSESSMENT 5
BSZ404A TRAIN SMALL GROUPS 30

DIPLOMA OF BEAUTY THERAPY
Course Code: WRBS50105

Campus: City King.
Career Opportunities
Beauty Therapist.
Scope of Delivery
This course is delivered on a full time basis during the day and part time evening.
Course Objective
The Diploma has been designed for those wishing to operate as a beauty therapist employing staff and managing a beauty salon.
Entry Requirements
To qualify for admission participants will need to have achieved year 12 or equivalent and have literacy and numeracy skills at the level 3/4 of the National Reporting System. Mature age applicants who have not completed year 12 will also be considered for admission. Selection is via aptitude and literacy tests followed by an interview. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/ Selection Criteria
Applicants are required to submit an application form and sit a selection test. Applicants may also be required to attend an interview.
Course Duration
This course is 18 months full-time or part-time equivalent.
Course Structure
Unit Code   Hours
Core Units of Study
WRBBS201B PROVIDE MANICURE AND PEDICARE SERVICES 30
WRBBS407B PROVIDE BODY TREATMENTS 100
WRBCS201B CONDUCT FINANCIAL TRANSACTIONS 25
WRBCS203B PROVIDE SERVICES TO CLIENTS 30
WRBCS204A APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES 15
WRBCS305A APPLY KNOWLEDGE OF SKIN BIOLOGY TO BEAUTY TREATMENTS 15
WRBCS306B ADVISE ON BEAUTY SERVICES 30
### FACULTY OF WORKFORCE DEVELOPMENT

#### Unit Code | Hours
---|---
WRBCS407A | DEVELOP A TREATMENT PLAN FOR BEAUTY THERAPY TREATMENTS 30
WRBCS408A | APPLY KNOWLEDGE OF ANATOMY AND PHYSIOLOGY TO BEAUTY THERAPY 60
WRBCS409A | APPLY KNOWLEDGE OF SKIN SCIENCE TO BEAUTY THERAPY TREATMENTS 50
WRBCS410A | APPLY KNOWLEDGE OF ELECTRICITY TO BEAUTY THERAPY TREATMENTS 20
WRBCS411A | APPLY KNOWLEDGE OF NUTRITION TO BEAUTY THERAPY TREATMENTS 20
WRBCS412A | APPLY KNOWLEDGE OF COSMETIC CHEMISTRY TO BEAUTY THERAPY TREATMENTS 30
WRBCS513B | INVESTIGATE NEW PRODUCTS AND SERVICES 50
WRBFS202B | DESIGN AND APPLY MAKE-UP 40
WRBFS305B | PROVIDE LASH AND BROW TREATMENTS 15
WRBFS406B | PROVIDE FACIAL TREATMENTS 120
WRBFS407B | PROVIDE ADVANCED FACIAL TREATMENTS 110
WRBFS302B | PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS 95
WRKCS1B | COMMUNICATE IN THE WORKPLACE 50
WRER1B | WORK EFFECTIVELY IN A RETAIL ENVIRONMENT 40
WRRLP1B | APPLY SAFE WORKING PRACTICES 18
WRK51B | SELL PRODUCTS AND SERVICES 18

#### Elective Units of study

Select a minimum of 8 units from the following:

- WRBSS408B | PROVIDE AESTHETIC AROMATIC MASSAGE 40
- WRBSS509A | PLAN THE SPA PROGRAM 25
- WRBSS510A | PROVIDE THE SPA PROGRAM 100
- WRBSS511A | APPLY AROMATIC PLANT OIL CHEMISTRY TO BEAUTY THERAPY TREATMENTS 20
- WRBSS512A | BLEND A RANGE OF AROMATIC PLANT OILS FOR BEAUTY TREATMENTS 35
- WRBSS513A | USE Reflexology Relaxation Techniques in Beauty Treatments 30
- WRBSS514A | PROVIDE SUPERFICIAL LYMPH DRAINAGE MASSAGE 40
- WRBSS504B | PERFORM DIATHERMY SERVICE 50
- WRBSS503B | PROVIDE PERMANENT EPILATION 145
- WRBSS506A | PROVIDE UPPER BODY PIERCING 30
- HLTREM7A | PLAN THE MASSAGE TREATMENT 20

*The following units of study each will count as three units, due to the depth and complexity of knowledge and skills required related to other specialist elective units.

- WRBSS503B | PROVIDE PERMANENT EPILATION 145
- WRBSS505B | DESIGN AND PERFORM COSMETIC TATTOOING/ MICROPIGMENTATION PROCEDURES 110
- CUEMUP2A | DESIGN, APPLY AND REMOVE PERIOD MAKE-UP 160
- CUEMUP3A | DESIGN, APPLY AND REMOVE SPECIALISED MAKE-UP 160
- HLTREM6A | PROVIDE THE MASSAGE TREATMENT 340

The following units of study will count as 2 units, due to the depth and complexity of knowledge and skills required relative to other specialist elective units:

- WRBSS510A | PROVIDE THE SPA PROGRAM 100

Select a minimum of two elective units of study from the following:

- WRBSS201B | PIERCE EARS 15
- WRBSS203B | DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY 30
- WRER3B | MAINTAIN EMPLOYEE RELATIONS 36
- WRBSS204B | DESIGN AND APPLY REMEDIAL CAMOUFLAGE 30
- WRRCA1B | OPERATE RETAIL EQUIPMENT 21
- WRRER2B | CO-ORDINATE WORK TEAMS 36
- WRRRL1B | PERFORM STOCK CONTROL PROCEDURES 36
- WRRPL2B | MINIMISE THEFT 21
- WRR03B | PROVIDE A SAFE WORKING ENVIRONMENT 36
- WRR07A | PROFILE A RETAIL MARKET 36
- WRR08A | DEVELOP INNOVATIVE IDEAS AT WORK 36
- WRRP13B | INITIATE AND IMPLEMENT CHANGE 150
- WRRM3B | LEAD AND MANAGE PEOPLE 36
- WRR54B | BUILD RELATIONSHIPS WITH CUSTOMERS 36
- WRRM1B | MERCHANDISE PRODUCTS 30
- WRRM2B | PERFORM ROUTINE HOUSEKEEPING DUTIES 18
- WRRM5A | MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY 36
- WRRM6A | CREATE A DISPLAY FOR A SMALL BUSINESS 36
- BSBEBUS301A | SEARCH AND ASSESS ONLINE BUSINESS INFORMATION 20
- BSBFLM505A | MANAGE OPERATIONAL PLAN 60
- BSBFLM506A | MANAGE QUALITY CUSTOMER SERVICE 60
- BSBFLM509A | PROMOTE CONTINUOUS IMPROVEMENT 60
- BSMBXG404A | FORECAST MARKET AND BUSINESS NEEDS 60
- BSBM401A | RESEARCH BUSINESS OPPORTUNITIES 30
- BSBM402A | ESTABLISH BUSINESS AND LEGAL REQUIREMENTS 50
- BSBM403A | PROMOTE THE BUSINESS 50
- BSBM404A | UNDERTAKE BUSINESS PLANNING 60
- BSBM405A | MONITOR AND MANAGE BUSINESS OPERATIONS 50
- BSBM406A | MANAGE FINANCES 50
- BSBM407A | MANAGE A SMALL TEAM 40

**BS2401A** | PLAN ASSESSMENT 15
**BS2402A** | CONDUCT ASSESSMENT 15

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*314*
DIPLOMA OF BEAUTY THERAPY

Course Code: WR850199

No new intake for 2009. Continuing students only.

Campus: City King.

Career Opportunities
Beauty Therapist.

Scope of Delivery
This course is delivered on a full time basis during the day and part time evening.

Course Objective
The Diploma has been designed for those wishing to operate as a beauty therapist employing staff and managing a beauty salon.

Entry Requirements
To qualify for admission participants will need to have achieved year 12 or equivalent and have literacy and numeracy skills at the level 3/4 of the National Reporting System. Mature age applicants who have not completed year 12 will also be considered for admission. Selection is via aptitude and literacy tests followed by an interview.

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

Selection Procedures/ Selection Criteria
Applicants are required to submit an application form and sit a selection test. Applicants may also be required to attend an interview.

Course Duration
This course is 18 months full-time or part-time equivalent.

Course Structure

Unit Code   Hours

Core Units of Study

WR801A WORK EFFECTIVELY IN A SALON/STORE ENVIRONMENT 18
WR803A APPLY SAFE WORKING PRACTICES 40
WR803A-A INFECTION CONTROL 30
WR803A-B FIRST AID 8
WR804A PERFORM SALON/STORE CLEANING DUTIES 18
WR805A MERCHANDISE BEAUTY PRODUCTS 36
WR806A SELL BEAUTY PRODUCTS 18
WR807A CONDUCT FINANCIAL TRANSACTIONS 36
WR808A PROVIDE SERVICE TO CLIENTS 36
WR813A ADVISE ON BEAUTY SERVICES 30
WR814A PIERCE EARS 20
WR815A PROVIDE LASH AND BROW TREATMENTS 20
WR816A PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS 100
WR816A-A SKIN BIOLOGY 20
WR817A PROVIDE MANICARE AND PEDICARE SERVICE 40
WR821A DESIGN AND APPLY MAKE UP 40
WR822A DESIGN AND APPLY MAKE UP FOR PHOTOGRAPHY 40
WR823A DESIGN AND APPLY REMEDIAL CAMOUFLAGE 30
WR824A ASSESS CLIENT’S TREATMENT NEEDS 133
WR824A-A.1 SKIN 42
WR824A-A.2 ANATOMY AND PHYSIOLOGY B 41
WR824A-C ASSESSMENT DURING FACIAL TREATMENTS 9
WR825A PROVIDE FACIAL TREATMENTS 152
WR825A-A PROVIDE FACIAL TREATMENTS 122
WR825A-B SKIN DISORDERS 30
WR826A PROVIDE ADVANCED FACIAL TREATMENTS 145
WR826A-A ADVANCED FACIALS 80
WR826A-B COSMETIC CHEMISTRY 41
WR826A-C BASIC ELECTRICITY 24
WR827A PROVIDE BODY TREATMENTS 116
WR828A PROVIDE AESTHETIC AROMATHERAPY MASSAGE 60
WR829A PROVIDE PERMANENT EPILATION 160
WR829A-A PROVIDE PERMANENT EPILATION A 80
WR829A-B PROVIDE PERMANENT EPILATION B 80
WR832A CO-ORDINATE WORK TEAMS 36
WR840A PROVIDE A SAFE WORKING ENVIRONMENT 36
CERTIFICATE II IN HAIRDRESSING [PRE-APPRENTICESHIP]
Course Code: WRH20106

Campus: City King and Melton.
Career Opportunities
Hairdresser.

Scope of Delivery
Full-time or VETIS Program in secondary schools.

Course Objectives
The course aims to provide pre-vocational training for individuals wishing to work in the hairdressing industry.

Entry Requirements
To qualify for admission to the course, applicants must generally have acquired literacy and numeracy skills at the level two competency as defined of the National Reporting System.

Selection Procedures/Selection Criteria
Aptitude test and interview. Application through Schools in VETIS Program.

Course Duration
The course is full-time 12 weeks, 1 day a week over 10 months for secondary schools. Call 9919 7854 for commencement dates.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRHCS201A</td>
<td>PREPARE CLIENTS FOR SALON SERVICES</td>
<td>20</td>
</tr>
<tr>
<td>WRHCS202A</td>
<td>MAINTAIN TOOLS AND EQUIPMENT</td>
<td>10</td>
</tr>
<tr>
<td>WRHCS204A</td>
<td>MAINTAIN AND ORGANISE WORK AREAS</td>
<td>10</td>
</tr>
<tr>
<td>WRHCS205A</td>
<td>FOLLOW PERSONAL HEALTH AND SAFETY ROUTINES AT WORK</td>
<td>15</td>
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<tr>
<td>WRHCS206A</td>
<td>PERFORM HEAD, NECK, AND SHOULDER MASSAGE</td>
<td>20</td>
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<tr>
<td>WRHCS207A</td>
<td>DEVELOP HAIRDRESSING INDUSTRY KNOWLEDGE</td>
<td>15</td>
</tr>
<tr>
<td>WRHHD201A</td>
<td>DRY HAIR TO SHAPE</td>
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<tr>
<td>WRRCS1B</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>50</td>
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<tr>
<td>WRRER1B</td>
<td>WORK EFFECTIVELY IN A RETAIL ENVIRONMENT</td>
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<td>WRRPL1B</td>
<td>APPLY SAFE WORKING PRACTICES</td>
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<thead>
<tr>
<th>Unit Code</th>
<th>Elective Units of study</th>
<th>Hours</th>
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<tbody>
<tr>
<td>WRHCL201A</td>
<td>APPLY TEMPORARY HAIR COLOUR AND REMOVE RESIDUAL COLOUR PRODUCTS</td>
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<tr>
<td>WRHCR201A</td>
<td>RINSE AND NEUTRALISE CHEMICALLY CURLED OR VOLUMISED HAIR</td>
<td>25</td>
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<tr>
<td>WRHCS203A</td>
<td>HONE AND STROP STRAIGHT RAZORS</td>
<td>10</td>
</tr>
<tr>
<td>WRHHD202A</td>
<td>APPLY SINGLE, TWO AND THREE STRAND BRAIDING TECHNIQUES</td>
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<tr>
<td>WRHWP201A</td>
<td>ASSIST COLLEAGUES PROVIDING MULTIPLE SALON SERVICES AS TEAM MEMBER</td>
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<tr>
<td>WRRI1B</td>
<td>MERCHANDISE PRODUCTS</td>
<td>30</td>
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<tr>
<td>WRPS1B</td>
<td>SELL PRODUCTS AND SERVICES</td>
<td>18</td>
</tr>
<tr>
<td>THHGS03B</td>
<td>PROVIDE FIRST AID</td>
<td>24</td>
</tr>
</tbody>
</table>

CERTIFICATE III IN HAIRDRESSING (I)
Course Code: WRH30100

No new intake for 2009. Continuing students only.

Campus: City King.
Career Opportunities
Hairdresser.

Scope of Delivery
Full-time - fee for service, part-time - employed apprentices only. All modes of attendance include day release, block release and on-the-job training. Offers training as:
- apprenticeship;
- full-time training - full fee paying;
- reskilling;
- Australian Qualification/Trade Recognition Australia Skills Test;
- hairdressers with overseas qualifications who wish to gain Australian Qualification Certificate III in Hairdressing.

Course Objectives
The course provides training for individuals wishing to work in the Hairdressing Industry as a Hairdresser.

Entry Requirements
To qualify for admission to the course, applicants must generally have acquired literacy and numeracy skills equivalent to Level 2/3 of the National Reporting System.

Applicants enrolling as an apprentice must be over 15 years of age and be employed in the industry and indentured to a tradesperson.

Applicants enrolling on a full-time basis must be over 17 years of age to ensure a standard entry age for qualified hairdressing as required by industry.

Selection Procedures/Selection Criteria
Apprenticeship - student selection through employer.
Full-time Training - application forms, interview.
Reskilling - application forms, interview, qualified hairdresser.

Course Duration
Apprentice: 2 years
Full-time, full fee: 18 months
Reskilling: 18 weeks full-time

Course Structure
Core Units of Study

(A)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>WRH01A</td>
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<td>WRH07A</td>
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<td>WRRS1A</td>
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(B)

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<tr>
<th>Unit Code</th>
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<td>WRH09A</td>
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<td>WRH10A</td>
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<td>WRH11A</td>
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<td>WRH12A</td>
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<td>WRH14A</td>
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<td>WRH15A</td>
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Optional Unit of Study

<table>
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<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRH22A</td>
<td>20</td>
</tr>
</tbody>
</table>

Selection of the optional unit is by the student, in consultation with his/her employer, depending on work requirements and is subject to the approval of the Head of School.

Upon successful completion of (A) above, students may exit the course at that stage and be eligible to graduate with the award of Certificate II in Hairdressing (WRH20100).

CERTIFICATE III IN HAIRDRESSING (I)

Course Code: WRH30106

Campus: City King.

Career Opportunities
Hairdresser.

Scope of Delivery
Full-time - fee for service, part-time - employed apprentices only. All modes of attendance include day release, block release and on-the-job training. Offers training as:
- apprenticeship;
- full-time training - full fee paying;
- reskilling;
- Australian Qualification/Trade Recognition Australia Skills Test;
- hairdressers with overseas qualifications who wish to gain Australian Qualification Certificate III in Hairdressing.

Course Objectives
The course provides training for individuals wishing to work in the Hairdressing Industry as a Hairdresser.

Entry Requirements
To qualify for admission to the course, applicants must generally have acquired literacy and numeracy skills equivalent to Level 2/3 of the National Reporting System.
Applicants enrolling as an apprentice must be over 15 years of age and be employed in the industry and indentured to a tradesperson.
Applicants enrolling on a full-time basis must be over 17 years of age to ensure a standard entry age for qualified hairdressing as required by industry.

Selection Procedures/Selection Criteria
Apprenticeship - student selection through employer.
Full-time Training - application forms, interview.
Reskilling - application forms, interview, qualified hairdresser.

Course Duration
Apprentice: 2 years
Full-time, full fee: 18 months
Reskilling: 18 weeks full-time

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>WRBCS201B</td>
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<td>WRBCS203B</td>
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<td>WRHCS202A</td>
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</tbody>
</table>
Certificate IV in Hairdressing

Course Code: WRH40106

Campus: City King.

Career Opportunities
Hairdresser.

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

Course Objectives
The course provides training to hairdressers requiring a post-trade qualification.

Entry Requirements
To qualify for admission to the course, applicants must have acquired the Certificate III in Hairdressing or equivalent, and must be able to demonstrate to the satisfaction of the head of Department appropriate literacy and numeracy skills.

Selection Procedures/Selection Criteria
Application form and interview process.

Course Duration
The course is 6 months full time or part time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>WRHIC306A</td>
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<td>WHHIC307A</td>
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<td>WRHCL305A</td>
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<td>WHHC308A</td>
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<tr>
<td>WRHDD202A</td>
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<tr>
<td>WRHDD304A</td>
<td>30</td>
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</tbody>
</table>

* WRHWP302A OPERATE EFFECTIVELY AS A HAIRDRESSER IN A SALON WORK TEAM 0

WRRM1B MERCHANDISE PRODUCTS 30
WRRM6A CREATE A DISPLAY FOR A SMALL BUSINESS 36
WRRS2B ADVISE ON PRODUCTS AND SERVICES 27
WRRS15B RECOMMEND HAIR/BEAUTY/COSMETICS PRODUCTS 36

* This unit is compulsory and only applicable for learners undertaking this qualification via an institutional pathway.
DIPLOMA OF HAIRDRESSING SALON MANAGEMENT (I)

Course Code: WRH50106

Campus: City King.

Career Opportunities
Hairdressing Salon Manager.

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

Course Objective
The course provides the skills and knowledge required to manage a hairdressing salon.

Entry Requirements
To qualify for admission to the course, applicants must have acquired the Certificate III and IV in Hairdressing and demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course. Must be over 17 years of age.

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

Selection Procedures/Selection Criteria
Application form, interview process.

Course Duration
This course is 1 semester full-time or part-time equivalent.

Course Structure

Unit Code          Hours

Core Units of Study
WRHSM501A MANAGE HAIRDRESSING SERVICES AND SALES DELIVERY 35
WRHSM502A PROMOTE A HAIRDRESSING BUSINESS 40
BSBSBM406A MANAGE FINANCES 50
WRRO3B PROVIDE A SAFE WORKING ENVIRONMENT 36
WRRPM2B RECRUIT AND SELECT PERSONNEL 36
WRRPM3B LEAD AND MANAGE PEOPLE 36

Elective Units of study
Complete 4 of the following units of competency. Two of these four units may be substituted by units from the following endorsed Training Packages, must relate to the core function or role of the candidate’s current or intended work environment, and must be from a Certificate IV or Diploma qualification:

WRRO4 Beauty Training Package
BSBO1 Business Service Training Package
CUE03 Entertainment Training Package
WRR02 Retail Training Package
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBEBUS501A</td>
<td>EVALUATE E-BUSINESS OPPORTUNITIES</td>
<td>60</td>
</tr>
<tr>
<td>BSBFLM412A</td>
<td>PROMOTE TEAM EFFECTIVENESS</td>
<td>50</td>
</tr>
<tr>
<td>BSBFLM507A</td>
<td>MANAGE QUALITY CUSTOMER SERVICE</td>
<td>60</td>
</tr>
<tr>
<td>BSBFLM509A</td>
<td>PROMOTE CONTINUOUS IMPROVEMENT</td>
<td>60</td>
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<tr>
<td>BSBFRAS501A</td>
<td>ESTABLISH A FRANCHISE OPERATION</td>
<td>120</td>
</tr>
<tr>
<td>BSBFRAS502A</td>
<td>MANAGE A FRANCHISE OPERATION</td>
<td>50</td>
</tr>
<tr>
<td>BSBMGK404A</td>
<td>FORECAST MARKET AND BUSINESS NEEDS</td>
<td>60</td>
</tr>
<tr>
<td>BSBMGK502A</td>
<td>ESTABLISH AND ADJUST THE MARKETING MIX</td>
<td>80</td>
</tr>
<tr>
<td>BSBMML404A</td>
<td>UNDERTAKE BUSINESS PLANNING</td>
<td>60</td>
</tr>
<tr>
<td>WRBCSS513B</td>
<td>INVESTIGATE NEW PRODUCTS AND SERVICES</td>
<td>50</td>
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<tr>
<td>WRRPA1B</td>
<td>ADMINISTER HUMAN RESOURCES POLICY</td>
<td>36</td>
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<tr>
<td>WRRPO9A</td>
<td>LEAD A TEAM TO FOSTER INNOVATION</td>
<td>36</td>
</tr>
<tr>
<td>WRRP12A</td>
<td>SELECT AN E-BUSINESS MODEL</td>
<td>50</td>
</tr>
</tbody>
</table>
SUBJECTS

Below are subject details for courses offered by the School of Personal Services in 2009.

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

BSBCRT301A DEVELOP AND EXTEND CRITICAL AND CREATIVE THINKING SKILLS
Content: This unit describes the performance outcomes, skills and knowledge required to develop the habit of thinking in a more creative way.
Nominal Hours: 40 Hours
Assessment: Integrated Assessment where creativity and thinking skills may be applied with other units relevant to the Industry sector. Students will need to demonstrate competency for this unit by active participation in a range of creative thinking activities, including ability to ask relevant questions and to generate a range of ideas in response to a given situation, challenge and various scenarios.

BSBCRT402A COLLABORATE IN A CREATIVE PROCESS
Content: This unit describes the performance outcomes, skills and knowledge required to collaborate in a creative process.
Nominal Hours: 40 Hours
Assessment: Integrated assessment involving a team of people in the collaborative, creative process where the student must demonstrate competency with a positive and full participation that generates, expands and develops ideas into a well conceived solution whilst contributing creative thinking skills through communication and understanding of the ethical framework in which any type of creative endeavour operates.

BSBDES402A INTERPRET AND RESPOND TO A DESIGN BRIEF
Content: This unit describes the performance outcomes, skills and knowledge required to interpret and creatively respond to a design brief through the production of work.
Nominal Hours: 20 Hours
Assessment: Integrated assessment with other units relevant to the Industry sector, workplace and job role where the student is required to demonstrate competency with effective response to the requirements of at least 2 design briefs including interpretation concept development, communication and production planning with knowledge of copyright, moral rights and intellectual property issues and legislation relevant to the ways design concepts are developed and presented.

BSBFRA501A ESTABLISH A FRANCHISE OPERATION
Content: This unit specifies the outcomes required for franchisors to establish a franchising operation from an existing business, chain of businesses or from a planned concept.
Nominal Hours: 120 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

BSBFRA502A MANAGE A FRANCHISE OPERATION
Content: This unit specifies the outcomes required for franchisors to manage a franchise operation.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

BSBSBM405A MONITOR AND MANAGE BUSINESS OPERATIONS
Content: Develop operational strategies; Implement operational strategies; Monitor business performance; Maintain networks; Review business operations.
Nominal Hours: 40-50 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

BSX001/A EVALUATE A BUSINESS OPPORTUNITY
Content: Preliminary investigation of a business opportunity to assess its viability and how well it conforms with current personal and business directions.
Nominal Hours: 20 Hours
Assessment: Assessment is a combination of practical and theory assessments.

BSX002/A COMPLETE A BUSINESS PLAN
Content: Development of an integrated business plan as a guide to achieving specific business objectives in accordance with perceived client needs and business.
Nominal Hours: 30 Hours
Assessment: Assessment is a combination of practical and theory assessments.

BSX003/1 MANAGE FINANCES
Content: Translate financial plan into strategies; Implement financial strategies; Monitor financial performance; Explore opportunities to improve financial performance.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

BSX003/2 COMPLETE A BUSINESS PLAN
Content: This unit involves developing an integrated business plan as a guide to achieving specified business objectives in accordance with perceived customer needs and business capabilities to provide quality product/service.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

BSX003/3 ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS
Content: This unit involves identifying and complying with legal and administrative requirements in the process of setting up and maintaining a small business. This includes risk minimisation, insurance, establishing a business structure and legal rights regarding production and use of products.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

BSX003/5 MANAGE BUSINESS OPERATIONS
Content: This unit is concerned with translating the business plan into operational strategies to deliver products/services. These strategies may involve managing equipment, materials, premises and physical or natural resources and developing operational procedures.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects.

BSXFMI503A ESTABLISH AND MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS
Content: Developing and maintaining positive relationships in internal and external environments so that organisations achieve planned outputs/outcomes; Trust and evidence; Networks and relationships.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.
BSFMI504A PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS
Content: Team planning; Commitment and cooperation; Team performance; Work team/group.
Nominal Hours: 40-60 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

BSFMI505A MANAGE OPERATIONS TO ACHIEVE PLANNED OUTCOMES
Content: Profit/productivity targets; Operational plans; Operational performance; Resource usage.
Nominal Hours: 50-60 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

BSFMI507A MANAGE QUALITY CUSTOMER SERVICE
Content: Internal and external customer requirements; Delivery of quality products;
Customer Service.
Nominal Hours: 50-60 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

CHCN501 CARE FOR BABIES
CHCN501 CARE FOR CHILDREN
Content: Respond to babies/infants cues and needs; Develop and maintain a nurturing relationship with babies/infants; Settle new arrivals; Provide an environment that promotes security for children.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

CUECOR02A WORK WITH OTHERS
Content: Participate in the work/group process; Contribute to the flow of information and ideas; Deal effectively with issues, problems and conflicts.
Nominal Hours: 15 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

CUEFIN2A MANAGE A BUDGET
Content: Allocate funds; Monitor and control expenditure; Complete financial reports.
Nominal Hours: 30-33 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

CUEMUP2A DESIGN, APPLY AND REMOVE PERIOD MAKE-UP
Content: Determine period make-up requirements; Prepare to apply period make-up; Apply period make-up; Maintain period make-up; Remove period make-up.
Nominal Hours: 160 Hours
Assessment: A Combination of practical and theory assessment.

CUEMUP3A DESIGN, APPLY AND REMOVE SPECIALISED MAKE-UP
Content: Developing creative specialised make-up designs in accordance with the requirements of the production; Applying State and local health and hygiene requirements and regulations; Applying safe work practices in regard to the provision of make-up services and safe use of product according to occupational health and safety requirements; Consistently using effective questioning and active listening techniques.
Nominal Hours: 160 Hours
Assessment: A combination of practical and theory assessment.

CUEMUP4A DESIGN, APPLY AND REMOVE SPECIAL EFFECTS MAKE-UP
Content: This unit describes the skills and knowledge required to design, apply and remove special effects make-up for any production within the cultural industries.
Nominal Hours: 160 Hours
Assessment: A combination of practical and theory assessment.

CUEMUP5A DRESS (STYLE) WIGS
Content: This unit describes the skills and knowledge required to design hair styles for wigs and to select and style wigs to meet the requirements of any production within the cultural industries.
Nominal Hours: 60 Hours
Assessment: A combination of practical and theory assessments.

CUEMUP6A DRESS HAIR FOR A PERFORMANCE OR PRODUCTION
Content: This unit describes those competencies required to perform a range of current and period hair styles and finishes in entertainment and media contexts using a wide variety of techniques.
Nominal Hours: 60 Hours
Assessment: A Combination of practical and theory assessments.

CUEOH51A IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES.
Content: Provide information to the work group about occupational health and safety policies, procedures and programs; Implement and monitor participative arrangements for the management of occupational health and safety; Implement the organisation’s procedures for identifying hazards and assessing risks; Implement and monitor the organisation’s procedures for controlling risks; Implement the organisation’s procedures for dealing with hazardous events; Implement and monitor the organisation’s procedures for providing occupational health and safety training; Implement and monitor the organisation’s procedure for maintaining occupational health and safety records.
Nominal Hours: 9-10 Hours
Assessment: Project based and practical assessment

CUEWRH19A MAINTAIN WIGS AND HAIRPIECES
Content: This unit describes the skills and knowledge required to carry out normal cleaning and maintenance of wigs and hair pieces using a wide variety of techniques to meet the requirements of any production within the cultural industries.
Nominal Hours: 60 Hours
Assessment: A combination of practical and theory assessments.

CUEWRH20A MAKE WIGS
Content: This unit describes the skills and knowledge required to select hair type, prepare materials for the making of hair pieces and full wigs, and provide performer services in a secure, safe, hygienic and confident manner for any production within the cultural industries.
Nominal Hours: 140 Hours
Assessment: A Combination of practical and theory assessments.

CUCFOS03A REALISE COSTUMES
Content: This unit describes the skills and knowledge required to interpret costume production schedules and specifications, and to produce costumes for any production within the cultural industries.
Nominal Hours: 60 Hours
Assessment: A Combination of practical and theory assessments.

CUCFOS07A MAKE CHARACTER AND PERIOD COSTUMES
Content: This unit describes the skills and knowledge required to interpret costume specifications and production schedules, and to produce character and period costumes for any production within the cultural industries. This unit is modified and expands on the unit Make novelty and period costumes from the entertainment industry training package.
Nominal Hours: 60 Hours
Assessment: A Combination of practical and theory assessments.

CUCFGEN01A DEVELOP AND APPLY INDUSTRY KNOWLEDGE
Content: Seek information on the structure and operation of the industry; Seek information on industry employment obligations and opportunities; Seek information on new technology; Update industry knowledge.
Nominal Hours: 15 Hours
Assessment: Project based and practical assessment
CUFIND401A PROVIDE SERVICES ON A FREELANCE BASIS
Content: This unit describes the performance outcomes, skills and knowledge required to operate as a freelancer within the creative arts industry. Success as a freelancer requires a high level of self motivation and discipline, an ability to develop industry networks and an entrepreneurial attitude when pursuing work opportunities. Freelancers are usually responsible for negotiating their own contracts.
Nominal Hours: 30 Hours
Assessment: Integrated assessment with other units relevant to the industry sector, workplace and job role where the student is required to demonstrate competency with effective preparation of resume and other material to promote oneself to potential clients or employers with the ability to negotiate work contract and develop and maintain industry contacts. To participate in industry networks whilst developing and maintaining effective financial record keeping system. That takes in account the need for adequate cash flow.

CUFMAR01A SELL PRODUCTS AND SERVICES
Content: This unit describes the skills required to sell the products and services provided by organisations and individuals to current and potential clients and customers.
Nominal Hours: 40 Hours
Assessment: A Combination of practical and theory assessments.

CUFMUP01A DESIGN, APPLY AND REMOVE PERIOD AND SPECIALISED MAKE-UP
Content: This unit describes the skills and knowledge required to determine and research, apply, maintain and remove period and specialised make-up for any production within the cultural industries.
Nominal Hours: 65 Hours
Assessment: A combination of practical and theory assessments.

CUFMUP02A DESIGN, APPLY AND REMOVE MAKE-UP
Content: This unit describes the skills and knowledge required to determine and research, apply, maintain and remove make-up for any production within the cultural industries.
Nominal Hours: 160 Hours
Assessment: A combination of practical and theory assessments.

CUFMUP03A MAINTAIN MAKE-UP CONTINUITY
Content: This unit describes the skills and knowledge required to maintain make-up and/or hair continuity for any production within the cultural industries.
Nominal Hours: 160 Hours
Assessment: Combination of practical and theory assessment.

CUFMUP401A DESIGN, APPLY AND REMOVE MAKEUP
Content: This unit describes the performance outcomes, skills and knowledge required to design, apply and remove standard make up for productions in the screen, media and entertainment industries.
Nominal Hours: 160 Hours
Assessment: Integrated assessment with other units relevant to the industry sector, workplace and job role where a student must demonstrate competency in the finished range of hair design and application tasks for at least 2 productions, with the ability to work to deadlines implementing work safe practices in regard to the provision of make-up services.

CUFMUP402A MAINTAIN MAKEUP AND HAIR CONTINUITY
Content: This unit describes the performance outcomes, skills and knowledge required to provide continuity services for make-up and hair in the screen, media and entertainment industries.
Nominal Hours: 160 Hours
Assessment: Integrated assessment where student will need to demonstrate competency in their ability to maintain continuity of performers makeup and hair during productions ensuring accurate documentation of hair, makeup continuity information with their ability to work under pressure with a collaborative approach to work attention to detail.

CUFMUP403A STYLE HAIR FOR PERFORMANCES OR PRODUCTIONS
Content: This unit describes the performance outcomes, skills and knowledge required to provide a range of current and period hair styles for productions in the film, television and live entertainment industries.
Nominal Hours: 60 Hours
Assessment: Integrated assessment where student can demonstrate their competency in the creation of current and period hair designs that meet production requirements that take into account characteristics of performer’s hair that may affect the desired style of productions. To select a appropriate products and application techniques to perform hair services within defined timelines and to recreate the same designs for a performer on consecutive occasions with consistent application of work safe practices in regards to the provision of hair services.

CUFMUP404A STYLE WIGS AND HAIRPIECES FOR PERFORMANCES OR PRODUCTIONS
Content: This unit describes the performance outcomes, skills and knowledge required to style wigs and hairpieces for productions in the film, television and live entertainment industries.
Nominal Hours: 120 Hours
Assessment: Integrated assessment with other units relevant to the industry sector, workplace and job role where a student must demonstrate competency in the finished range of hair design and application tasks for at least 2 productions, with the ability to work to deadlines implementing work safe practices in regard to the provision of hair services.

CUFMUP501A DESIGN AND APPLY SPECIALISED MAKEUP
Content: This unit describes the performance outcomes, skills and knowledge required to provide specialised make up services for productions in the screen, media and entertainment industries.
Nominal Hours: 65 Hours
Assessment: Integrated assessment with other units relevant to the industry sector, workplace and job role where the student must demonstrate competency in documented specialised make-up design that demonstrate an ability to use make-up to enhance characterisations whilst selecting appropriate products and application techniques that incorporate colour design principles into make-up designs and application tasks for at least 2 productions whilst implementing work safe practices in regard to the provision of make-up services.

CUFMUP502A DESIGN AND APPLY SPECIAL MAKEUP EFFECTS
Content: This unit describes the performance outcomes, skills and knowledge required to design and apply special make up effects services for productions in the screen, media and entertainment industries.
Nominal Hours: 60 Hours
Assessment: Integrated assessment with other units relevant to the industry sector, workplace and job role where the student must demonstrate competency in documented special make-up effects that demonstrate an ability to use make-up to enhance characterisations whilst selecting appropriate products and application techniques that incorporate colour design principles into special make-up effects and application tasks for at least 2 productions whilst implementing work safe practices in regard to the provision of make-up services.

CUFPOP02A BREAK DOWN A SCRIPT
Content: This unit describes the skills and knowledge required to maintain make-up and/or hair continuity for any production within the cultural industries.
Nominal Hours: 35 Hours
Assessment: A combination of practical and theory assessments.

CUFPRP05A OPERATE AN OFFSITE PROPS DEPARTMENT
Content: This unit describes the skills and knowledge required to establish and operate an off site props department for productions within the cultural industries.
Nominal Hours: 15 Hours
Assessment: A combination of practical and theory assessments.
CUSADM02A CO-ORDINATE THE PURCHASE OR HIRE OF EQUIPMENT/SUPPLIES
Content: Identify resources required. Investigate sources for purchase or hire of specialist supplies: Select and acquire materials/items. Coordinate the availability of materials/items.
Nominal Hours: 33 Hours
Assessment: Project based, practical and written tasks.

CUSRAD02A CONDUCT RESEARCH
Content: Clarify and confirm purpose of research; Identify and access sources of information; Analyse research findings; Provide information in appropriate format.
Nominal Hours: 35 Hours
Assessment: Project based, practical and written tasks.

CUVPHI05A USE A 35MM SLR CAMERA OR DIGITAL EQUIVALENT
Content: This unit describes the skills and knowledge required to apply a range of techniques to the use of a 35mm SLR camera or digital equivalent. It is a specialisation unit and refers to specific techniques for photomaging.
Nominal Hours: 50 Hours
Assessment: A combination of practical and theory assessments.

THHGLE02A RECRUIT AND SELECT STAFF
Content: This unit deals with the skills and knowledge required to recruit and select staff within the framework of overall human resource plans.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects.

VBN179 ORIENTATION TO MODELLING AS A CAREER
Content: This unit deals with the skills and knowledge required to access, increase and update knowledge of modelling as a career, including different work contexts for models, relevant legislation and professional standards. Models include men and women of varying body types, ages and ethnicity.
Nominal Hours: 30 Hours
Assessment: A combination of practical and theory assessments.

VBN180 COMMUNICATE EFFECTIVELY IN THE MODELLING INDUSTRY
Content: This unit deals with the skills and knowledge required to communicate effectively in a range of modelling work environments. It includes the knowledge and skills required to communicate effectively with clients and colleagues and to respond appropriately to a range of different and sometimes difficult client/colleague/assignment situations.
Nominal Hours: 30 Hours
Assessment: A combination of practical and theory assessments.

VBN181 DESIGN, APPLY AND REMOVE OWN BASIC MAKE-UP
Content: This unit deals with the skills and knowledge required to design and apply one's own basic make-up to meet the requirements of a range of modelling assignments. It covers health and hygiene, make-up products and equipment, and the skills to analyse the requirements of a range of assignments to design and apply make-up to a plan.
Nominal Hours: 20 Hours
Assessment: A combination of practical and theory assessments.

VBN182 CARE FOR AND STYLE OWN HAIR
Content: This unit deals with the skills and knowledge required to care for own hair and to create a range of classic and current hair looks, using a combination of tools, styling aids and appropriate techniques, consistent with assignment requirements and relevant health and hygiene requirements and regulations in the use of hair care products and equipment. It includes the skills required to consistently use appropriate communication techniques to consult with relevant personnel about the look of the hairstyle.

Nominal Hours: 15 Hours
Assessment: A combination of practical and theory assessments.

VBN183 PERFORM OWN NAIL GROOMING
Content: This unit deals with the skills and knowledge required to groom own nails in accordance with a range of assignments in the modelling industry. It includes the skills to analyse nails and skin taking into account areas requiring special treatment and to perform nail grooming techniques in accordance with health and hygiene requirements.
Nominal Hours: 10 Hours
Assessment: A combination of practical and theory assessments.

VBN184 PERFORM TECHNIQUES FOR CATWALK MODELLING
Content: This unit deals with the skills and knowledge required to apply the context of the modelling assignment, and use postural and attitudinal techniques to convey an image, including movement to music.
Nominal Hours: 80 Hours
Assessment: A combination of practical and theory assessments.

VBN185 MAINTAIN HEALTH FOR PERSONAL AND PROFESSIONAL EFFECTIVENESS
Content: This unit deals with the skills and knowledge required to inform choices on nutrition, exercise, self image and lifestyle to enhance the personal and professional health and well being of persons working as models.
Nominal Hours: 15 Hours
Assessment: A combination of practical and theory assessments.

VBN186 SEEK INFORMATION ON EMPLOYMENT ARRANGEMENT FOR MODELS
Content: This unit deals with the skills and knowledge required to source industry information on legal, contractual, taxation and financial planning requirements for the business of a model.
Nominal Hours: 20 Hours
Assessment: A combination of practical and theory assessments.

VBN187 PERFORM BACKSTAGE DUTIES
Content: This unit deals with the skills and knowledge required to ensure the quality of a fashion look for a modelling assignment by performing backstage duties including selecting accessories, caring for and repairing garments and dressing the model in accordance with the concept of the assignment.
Nominal Hours: 10 Hours
Assessment: A combination of practical and theory assessments.

VBN188 PERFORM TECHNIQUES FOR PHOTOGRAPHIC MODELLING
Content: This unit deals with the skills and knowledge required to analyse the context of the photographic modelling assignment and use postural and attitudinal techniques to create an appropriate image.
Nominal Hours: 30 Hours
Assessment: A combination of practical and theory assessments.

VBN190 PARTICIPATE IN A PHOTO SHOOT
Content: This unit deals with the skills and knowledge required to participate in a fashion or advertising photo shoot as a model.
Nominal Hours: 30 Hours
Assessment: A combination of practical and theory assessments.

VBN191 APPLY PROMOTIONAL TECHNIQUES
Content: This unit deals with the skills and knowledge required to promote a range of products and events as well as compare modelling events including promotions, parades, functions and occasions. It includes the skills and knowledge required to determine the requirements of the event, prepare the promotion, promote and compare.
Nominal Hours: 20 Hours
Assessment: A combination of practical and theory assessments.
WRB02A WORK EFFECTIVELY IN A SALON/STORE ENVIRONMENT
Content: Professional behaviour and communication in salon/store; Staff rights and responsibilities in salon/store environment.
Nominal Hours: 18 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRB03A APPLY SAFE WORKING PRACTICES
Content: Observe basic safety procedures; Observe emergency procedures; Comply with health and hygiene regulations; Apply First Aid procedures.
Nominal Hours: 40 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRB03A-A INFECTION CONTROL
Content: Contagious agents of disease and disease transmission; Interpretation and implementation of Health Regulations; Human body defences against microorganisms; Safe practices management of electrical and other equipment as well as chemicals in the salon; Potential hazards in the salon; Fire, evacuation and other emergency procedures; Procedure for reporting accidents/incidents/emergencies; Manual handling, OH&S arrangements and safe lifting practices.
Nominal Hours: 30 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRB03A-B FIRST AID
Content: Level 1 first aid plus some additional first aid procedures.
Nominal Hours: 8 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRB04A PERFORM SALON/STORE CLEANING DUTIES
Content: Personal hygiene, tidiness and cleanliness of the workplace; Disposal of waste and hazardous materials; Care of furniture, tools and equipment; Stack control.
Nominal Hours: 18 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRB05A MERCHANDISE BEAUTY PRODUCTS
Content: Arrangement and presentation of product displays; Setting up and maintenance of displays and checking, maintaining and labeling or pricing stock.
Nominal Hours: 36 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRB06A SELL BEAUTY PRODUCTS
Content: Use of sales techniques; Key selling skills from approaching the client to closing the sale.
Nominal Hours: 18 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRB07A CONDUCT FINANCIAL TRANSACTIONS
Content: Operations at the point of sale area; Procedures for use of point of sale equipment for maintaining a cash float, reconciling takings and for completing a sales transaction.
Nominal Hours: 36 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRB08A PROVIDE SERVICE TO CLIENTS
Content: Receiving clients in a professional, courteous manner; Making appointments; Recording client’s details; Responding to client complaints; Identify client’s special needs and requirements.
Nominal Hours: 36 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRB13A ADVISE ON BEAUTY SERVICES
Pre-requisites: WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.

WRB14A PIERCE EARS
Prerequisite(s): WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, 05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.

WRB15A PROVIDE LASH AND BROW TREATMENTS
Prerequisite(s): WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, 05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.

WRB16A PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS
Content: Prepare client for service; Perform waxing treatments; Perform bleaching treatments; Provide aftercare advice.
Nominal Hours: 100 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRB16A-B SKIN BIOLOGY
Content: The appearance, gross anatomy and microscopic anatomy of the skin; The effects of beauty treatments on the hair and nails.
Nominal Hours: 20 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRB17A PROVIDE MANICURE AND PEDICURE SERVICE
Content: Prepare client for manicure/pedicure service; Perform a basic manicure/pedicure service; Provide aftercare advice.
Nominal Hours: 40 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRB21A DESIGN AND APPLY MAKE UP
Prerequisite(s): WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, 05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.

WRB22A DESIGN AND APPLY MAKE UP FOR PHOTOGRAPHY
Pre-requisite: WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB21A Design and Apply Make Up.
Content: Design and apply suitable make-up techniques for photography.
Nominal Hours: 40 Hours
Assessment: Assessment is a combination of practical and theory assessments.
WRB23A DESIGN AND APPLY REMEDIAL CAMOUFLAGE
Pre-requisite: WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB21A Design and Apply Make Up.
Content: Camouflage make-up including make-up for tattoos, birthmarks, scars, varicose veins.
Nominal Hours: 30 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRB24A ASSESS CLIENT’S TREATMENT NEEDS
Content: Determine clients’ requirements; Analyse client characteristics; Identify contraindications/precautions; Determine treatment plan.
Nominal Hours: 133 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRB24A-A.1 SKIN
Content: Skin gland function; Physiological basis of skin colour; The role of skin in homeostasis and thermoregulation; The role of skin as a sense organ; Growth, development and wound healing in skin; the influence of the endocrine and nervous system on the skin; Basis of skin cancers and their development; Skin immunological and irritation reactions; Typical symptoms and medical treatments of common skin disorders; The role and limitations of the Beauty Therapist with respect to skin disorders; Medical terminology commonly used to describe skin disorders.
Nominal Hours: 42 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRB24A-A.2 ANATOMY AND PHYSIOLOGY B
Content: The various levels of organisation of the human body; Tissue types; The nervous, muscular, skeletal, digestive, excretory, respiratory and circulatory systems; The role of hormones in the body.
Nominal Hours: 41 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRB24A-C ASSESSMENT DURING FACIAL TREATMENTS
Content: Integration of underpinning knowledge into the facial practical unit.
Nominal Hours: 9 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRB25A PROVIDE FACIAL TREATMENTS
Content: Prepare client for facial treatment; Assess client requirements; Prepare face; Perform massage; Apply skin care products; Advise on further treatments.
Nominal Hours: 152 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRB25A-A PROVIDE FACIAL TREATMENTS
Pre-requisite: WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB24A Assess Client’s Treatment Needs.
Content: Manual facial techniques including cleansing, exfoliating, steaming, extractions, facial massage, mask therapy; Design of treatment programs; Contraindications; Advice to clients on further treatments.
Nominal Hours: 122 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRB25A-B SKIN DISORDERS
Content: Skin gland function; Physiological basis of skin colour; The role of skin in homeostasis and thermoregulation; The role of skin as a sense organ; Growth, development and wound healing in skin; the influence of the endocrine and nervous system on the skin; Basis of skin cancers and their development; Skin immunological and irritation reactions; Typical symptoms and medical treatments of common skin disorders; The role and limitations of the Beauty Therapist with respect to skin disorders; Medical terminology commonly used to describe skin disorders.
Nominal Hours: 30 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRB26A PROVIDE ADVANCED FACIAL TREATMENTS
Content: Prepare client and work area for facial treatment; Assess client requirements; Prepare face; Treat prematurely aged skin; Treat red, flushed skin (Erythema); Treat mature seborrhoea and/or acne; Advise on further treatments.
Nominal Hours: 145 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRB26A-A ADVANCED FACIALS
Pre-requisite: WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB24A Assess Client’s Treatment Needs, WRB25A Provide Facial Treatments.
Content: Assess client’s requirements for machine facial treatments; Physiological effects and practical use of brush, galvanic, vaporzone, high frequency treatments; Manual lymph drainage; Design and perform appropriate treatments on problem and mature skins using manual and machine treatments; Treat red, flushed skin (erythema); Contraindications; Advice to clients on further treatments.
Nominal Hours: 80 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRB26A-B COSMETIC CHEMISTRY
Content: The function, formation and behaviour of important skin chemicals; Process of percutaneous skin absorption and transdermal water loss; Toxic effect of various substances on the skin; Chemical concepts and their relationship to cosmetic products and skin treatments; Chemical formulations of products; Action of liposomes on skin; Tanning preparations and sunscreens; New developments in cosmetic products.
Nominal Hours: 41 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRB26A-C BASIC ELECTRICITY
Content: Understanding the fundamentals behind static and current electricity as used in the salon and on the body; direct (galvanic) treatments; Alternating and direct currents for muscle and nerve stimulation; Alternating current for muscle heating and high frequency treatments; Ultra-violet and infrared radiation; Laser treatments; Safe practice and management with electrical equipment.
Nominal Hours: 24 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRB27A PROVIDE BODY TREATMENTS
Pre-requisite: WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB24A Assess Client’s Treatment Needs.
Content: Assess client’s requirements; Relaxation body massage; Designing and performing a massage including machine massage treatments as required; Neuromuscular electronic stimulation; Contraindications; Post massage advice.
Nominal Hours: 116 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRB28A PROVIDE AESTHETIC AROMATHERAPY MASSAGE
Pre-requisite: WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB24A Assess Client’s Treatment Needs, WRB25A Provide Facial Treatments, WRB27A Provide Body Treatments
Content: Assess client’s requirements; Design and perform aesthetic aromatherapy massage; Provide after care advice.
Nominal Hours: 60 Hours
Assessment: Assessment is a combination of practical and theory assessments.
Assessment is a combination of practical and theory assessments.

**WRB29A PROVIDE PERMANENT EPILATION**
Content: Consult with and assess client for service; Prepare client for permanent epilation service; Perform permanent hair removal patch test; Perform permanent hair removal; Provide aftercare advice.
Nominal Hours: 160 Hours
Assessment: Assessment is a combination of practical and theory assessments.

**WRB29A-A PROVIDE PERMANENT EPILATION A**
Content: Assess client’s requirements; Understanding of contraindications and indications for treatment; Technical skills to perform permanent hair removal of body and facial hair; Advice to client; Provide aftercare advice.
Nominal Hours: 80 Hours
Assessment: Assessment is a combination of practical and theory assessments.

**WRB29A-B PROVIDE PERMANENT EPILATION B**
Content: Assess client’s requirements; Understanding of contraindications and indications for treatment; Technical skills to perform permanent hair removal of body and facial hair; Advice to client; Provide aftercare advice.
Nominal Hours: 80 Hours
Assessment: Assessment is a combination of practical and theory assessments.

**WRB32A CO-ORDINATE WORK TEAMS**
Pre-requisite: WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content: Monitoring, coaching and motivation of other staff; Creating an environment in which teams are motivated.
Nominal Hours: 36 Hours
Assessment: Assessment is a combination of practical and theory assessments.

**WRB40A PROVIDE A SAFE WORKING ENVIRONMENT**
Content: Develop policies to establish and maintain a safe working environment; Consult with staff; Establish and maintain a safe working environment; Assess risks; Control risks; Establish and maintain policies to deal with hazardous events; Organise staff training; Establish and maintain record system; Evaluate policies and procedures.
Nominal Hours: 36 Hours
Assessment: Assessment is a combination of practical and theory assessments.

**WRBBS201B PROVIDE MANICURE AND PEDICURE SERVICES**
Content: Prepare client for manicure/ pedicure service; prepare a basic manicure/ pedicure service; provide aftercare advice.
Nominal Hours: 30 Hours
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace.

**WRBBS202A APPLY GEL NAIL ENHANCEMENT**
Content: Prepare client; remove artificial nails; apply/ refill artificial nails; provide aftercare advice.
Nominal Hours: 30 Hours
Assessment: Assessment is a combination of practical and theory assessments.

**WRBBS203A APPLY ACRYLIC NAIL ENHANCEMENT**
Content: Prepare client; remove artificial nails; apply/ refill artificial nails; provide aftercare advice.
Nominal Hours: 35 Hours
Assessment: Assessment is a combination of practical and theory assessments.

**WRBBS204B APPLY NAIL ART**
Content: Prepare client; apply nail art; provide aftercare advice.
Nominal Hours: 15 Hours
Assessment: Assessment is a combination of practical and theory assessments.

**WRBBS305B USE ELECTRICAL EQUIPMENT FOR NAILS**
Content: Identify client need; use electrical equipment.
Nominal Hours: 30 Hours
Assessment: Assessment is a combination of practical and theory assessments.

**WRBBS306A APPLY AIRBRUSHED NAIL ART**
Content: Prepare client; apply airbrushed nail art; provide aftercare advice.
Nominal Hours: 15 Hours
Assessment: A combination of practical and theory assessments.

**WRBBS407B PROVIDE BODY TREATMENTS**
Content: Confirm client treatment plan; prepare client and service area for body treatments; apply body treatment products; perform body massage; provide electrical body massage; provide aftercare advice.
Nominal Hours: 100 Hours
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace.

**WRBBS408B PROVIDE AESTHETIC AROMATIC MASSAGE**
Content: Confirm treatment plan; prepare client for aesthetic aromatic treatments; select products; perform massage techniques; apply aesthetic aromatic products; provide aftercare advice.
Nominal Hours: 40 Hours
Assessment: Assessment is a combination of practical and theory assessments.

**WRBBS509A PLAN THE SPA PROGRAM**
Content: Demonstrate knowledge of spa principles; consult with client; determine the spa program.
Nominal Hours: 25 Hours
Assessment: Assessment is a combination of practical and theory assessments.

**WRBBS510A PROVIDE THE SPA PROGRAM**
Content: Confirm spa program plan; prepare client for spa treatment/s; perform spa treatment/s perform aftercare treatment; advise on further treatments.
Nominal Hours: 100 Hours
Assessment: Assessment is a combination of practical and theory assessments.

**WRBBS511A APPLY AROMATIC PLANT OIL CHEMISTRY TO BEAUTY THERAPY TREATMENTS**
Content: Identify properties of a range of aromatic oils; apply organic chemistry to aromatic oil properties; evaluate properties of carrier oils; apply chemical information to beauty treatments.
Nominal Hours: 20 Hours
Assessment: Assessment is a combination of practical and theory assessments.

**WRBBS512A BLEND A RANGE OF AROMATIC PLANT OILS FOR BEAUTY TREATMENTS**
Content: Confirm treatment plan; blend aromatic plant oils; apply aromatic plant oil blends; provide aftercare advice.
Nominal Hours: 35 Hours
Assessment: Assessment is a combination of practical and theory assessments.

**WRBBS513A USE REFLEXOLOGY RELAXATION TECHNIQUES IN BEAUTY TREATMENTS**
Content: Confirm treatment plan; prepare client; apply reflexology relaxation techniques; provide aftercare advice.
Nominal Hours: 30 Hours
Assessment: Assessment is a combination of practical and theory assessments.

**WRBBS514A PROVIDE SUPERFICIAL LYMPH DRAINAGE MASSAGE**
Content: Confirm treatment plan; perform superficial lymph drainage massage for the face; perform superficial lymph drainage massage for the body; provide aftercare advice.
Assessment is a combination of practical and theory assessments.

WRBCS201B CONDUCT FINANCIAL TRANSACTIONS
Content: Operate point of sale equipment; perform point of sale transactions; complete sales; remove takings from register/terminal; reconcile takings.
Nominal Hours: 25 Hours
Assessment: Assessment may be a combination of practical and theory assessments and participation in Learning in the Workplace.

WRBCS202A APPLY TECHNIQUES TO UPDATE BEAUTY INDUSTRY KNOWLEDGE
Content: Source information on the beauty industry; source and apply information on legal and ethical issues for the beauty industry; update beauty industry knowledge.
Nominal Hours: 20 Hours
Assessment: Assignment

WRBCS203B PROVIDE SERVICES TO CLIENTS
Content: Receive clients; deliver customer service to clients; schedule clients; respond to client complaints; identify clients’ special customer service needs/equipment.
Nominal Hours: 30 Hours
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace.

WRBCS204A APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES
Content: Apply nail knowledge of nail science to beauty treatments; apply knowledge of the structure and function of nails to beauty treatments; provide skin health and care.
Nominal Hours: 15 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRBCS305A APPLY KNOWLEDGE OF SKIN BIOLOGY TO BEAUTY TREATMENTS
Content: Apply knowledge of skin structure and function to beauty treatments; apply knowledge of the structure and function of hair to beauty treatments; promote skin health and care.
Nominal Hours: 15 Hours
Assessment: Assessment is via theory assessments (assessments may include assignments and tests).

WRBCS306B ADVISE ON BEAUTY SERVICES
Content: Develop product knowledge; identify beauty products and services; recommend specialised products and services.
Nominal Hours: 30 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRBCS407A DEVELOP A TREATMENT PLAN FOR BEAUTY THERAPY TREATMENTS
Content: Determine client requirements; analyse client characteristics; identify contra-indications; develop treatment plan
Nominal Hours: 30 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRBCS408A APPLY KNOWLEDGE OF ANATOMY AND PHYSIOLOGY TO BEAUTY THERAPY
Content: Apply knowledge of anatomical and physiological terminology to beauty therapy treatments; apply knowledge of anatomy and physiology to beauty therapy treatments; apply knowledge of the body’s systems to beauty therapy treatments.
Nominal Hours: 60 Hours
Assessment: Assessment is via theory assessments (assessments may include assignments and tests).

WRBCS409A APPLY KNOWLEDGE OF SKIN SCIENCE TO BEAUTY THERAPY TREATMENTS
Content: Apply knowledge of skin science to beauty therapy treatments; apply knowledge of skin disorders to beauty therapy treatments; promote skin health and care.
Nominal Hours: 50 Hours
Assessment: Assessment is via theory assessments (assessments may include assignments and tests).

WRBCS410A APPLY KNOWLEDGE OF ELECTRICITY TO BEAUTY THERAPY TREATMENTS
Content: Apply knowledge of electricity to beauty therapy treatments; perform beauty therapy treatments using direct and alternating current appliances; perform beauty therapy treatments using electrical muscle stimulation micro current equipment; promote electrical safety.
Nominal Hours: 20 Hours
Assessment: Assessment is via theory assessments (assessments may include assignments and tests).

WRBCS411A APPLY KNOWLEDGE OF NUTRITION TO BEAUTY THERAPY TREATMENTS
Content: Apply knowledge of the importance of nutrition in the performance of beauty therapy treatments; apply knowledge of the body’s systems to beauty therapy treatments; provide advice on dietary guidelines.
Nominal Hours: 20 Hours
Assessment: Assessment is via theory assessments (assessments may include assignments and tests).

WRBCS412A APPLY KNOWLEDGE OF COSMETIC CHEMISTRY TO BEAUTY THERAPY TREATMENTS
Content: Apply knowledge of cosmetic chemistry to beauty therapy treatments; apply knowledge of cosmetic products to beauty therapy treatments; sell products to complement beauty therapy treatments.
Nominal Hours: 30 Hours
Assessment: Assessment is via theory assessments (assessments may include assignments and tests).

WRBCS513B INVESTIGATE NEW PRODUCTS AND SERVICES
Content: Analyse market; plan product and service range; maintain supplier relations; negotiate supply of goods; monitor quality control; introduce product range; maximize profit; rationalize stock.
Nominal Hours: 50 Hours
Assessment: Research Assignments.

WRBF201B DEMONSTRATE RETAIL SKIN CARE PRODUCTS
Content: Prepare client for skin cleansing; cleanse face; apply skin care products; advise on further product use.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum.

WRBF202B DESIGN AND APPLY MAKE-UP
Content: Prepare client; cleanse face; analyse face and design make-up plan; select products and equipment; apply make-up; apply false eyelashes; advise on further product use.
Nominal Hours: 40 Hours
Assessment: Assessment is a combination of practical and theory assessments.
WRBFS203B DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY
Content: Prepare client; cleanse face; analyse face; analyse context; apply make-up;
Nominal Hours: 30 Hours
Assessment: A combination of practical and theory assessments.

WRBFS204B DESIGN AND APPLY REMEDIAL CAMOUFLAGE
Content: Prepare client; cleanse skin; analyse treatment area; select products and equipment; apply remedial camouflage; advise on further product use.
Nominal Hours: 30 Hours
Assessment: A combination of practical and theory assessments.

WRBFS305B PROVIDE LASH AND BROW TREATMENTS
Content: Prepare client for service; chemically treat eyelash and eyebrows; shape eyebrows; provide aftercare advice.
Nominal Hours: 15 Hours
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace

WRBFS406B PROVIDE FACIAL TREATMENTS
Content: Confirm treatment plan; prepare client for facial treatment; prepare treatment area; perform massage; apply skin care products; advise on further treatments.
Nominal Hours: 120 Hours
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace

WRBFS407B PROVIDE ADVANCED FACIAL TREATMENTS
Content: Confirm treatment plan; prepare client and work area for facial treatment; prepare treatment area; treat prematurely aged skin; treat red, flushed skin (erythema); treat mature seborrhoea and/or acne; advise on further treatments.
Nominal Hours: 110 Hours
Assessment: Assessment is a combination of practical and theory assessments

WRBSS201B PIERCE EARS
Content: Prepare client for service; perform ear piercing; provide aftercare advice.
Nominal Hours: 15 Hours
Assessment: Assessment is a combination of practical and theory assessments

WRBSS302B PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS
Content: Prepare the client for service; perform waxing treatments; perform bleaching treatments; provide aftercare advice.
Nominal Hours: 95 Hours
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace

WRBSS503B PROVIDE PERMANENT EPILATION
Content: Confirm treatment plan; prepare client for permanent epilation service; perform permanent hair removal patch test; perform permanent hair removal; provide aftercare advice.
Nominal Hours: 145 Hours
Assessment: Assessment is a combination of practical and theory assessments and case studies

WRBSS504B PERFORM DIATHERMY SERVICE
Content: Confirm treatment plan; prepare client for diathermy service; perform diathermy patch test; perform diathermy service; provide aftercare advice.
Nominal Hours: 50 Hours
Assessment: A combination of practical and theory assessments.

WRBSS505B DESIGN AND PERFORM COSMETIC TATTOOING/ MICROPIGMENTATION PROCEDURES
Content: Confirm treatment plan; prepare client for service; perform patch test; perform cosmetic tattooing/ micro pigmentation service; provide aftercare advice.
Nominal Hours: 110 Hours
Assessment: Assessment is As per accredited curriculum

WRBSS506A PROVIDE UPPER BODY PIERCING
Content: Confirm treatment plan; prepare client for service; perform body piercing; provide aftercare advice.
Nominal Hours: 30 Hours
Assessment: Assessment is As per accredited curriculum

WRH01A MAINTAIN A SAFE, CLEAN AND EFFICIENT WORK ENVIRONMENT
Content: This unit incorporates the Work Safety Australia Guidelines and basic first aid procedures, it encompasses competencies necessary to maintain a safe workplace for staff, clients and others. It also involves the application of health regulations, including personal hygiene practised by staff members, provision of a caring client environment and the efficient operation of the salon.
Nominal Hours: 30 Hours
Assessment: Assessment is a combination of practical and theory assessments

WRH02A COMMUNICATE IN THE WORKPLACE
Content: This unit encompasses those competencies required to follow routine instructions, participate in workgroup and teams, apply professional ethics, support the organisation and receive and refer client complaints.
Nominal Hours: 30 Hours
Assessment: Assessment is As per curriculum.

WRH03A RECEIVE AND DIRECT CLIENTS
Content: This unit encompasses those competencies required in the reception area of the salon, including receiving clients and answering the telephone.
Nominal Hours: 20 Hours
Assessment: Assessment is a combination of practical and theory assessments

WRH04A PREPARE CLIENTS FOR SALON SERVICES
Content: This unit encompasses the preparation of clients for a range of salon services.
Nominal Hours: 10 Hours
Assessment: Assessment is a combination of practical and theory assessments

WRH05A CO-ORDINATE SALON TASKS
Content: This unit encompasses those competencies required for effective co-ordination of tasks, giving routine instructions and the promotion of the organisation.
Nominal Hours: 10 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRH06A REMOVE CHEMICALS FROM HAIR
Content: This unit relates to those competencies required to prepare the rinsing and neutralising process of permanent wave and chemical relaxation treatments and to remove colour chemicals from hair.
Nominal Hours: 20 Hours
Assessment: Assessment is a combination of practical and theory assessments

WRH07A SCHEDULE AND CHECK OUT CLIENTS
Content: This unit relates to those competencies required to provide full receptionists services, schedule clients, process payments, complete client details and implement stock control procedures.
Nominal Hours: 36 Hours
Assessment: Assessment is a combination of practical and theory assessments
WRH09A CONSULT WITH CLIENTS AND DIAGNOSE SCALP AND HAIR CONDITIONS
Content: This unit relates to those competencies required to consult the clients for the whole range of hairdressing services.
Nominal Hours: 10 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRH10A TREAT HAIR AND SCALP
Content: This unit describes those competencies required to treat a range of hair and scalp conditions.
Nominal Hours: 10 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRH11A CUT HAIR
Content: This unit encompasses those competencies which are used in providing a wide range of haircut looks and beard designs.
Nominal Hours: 170 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRH12A DRESS (STYLE) HAIR
Content: This unit encompasses those competencies required to perform a range of classic and current commercial hairstyles and finishes using a wide variety of techniques.
Nominal Hours: 135 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRH13A PERFORM PERMANENT WAVE AND CHEMICAL RELAXATION SERVICES
Content: This unit encompasses those competencies which are required to perform a range of permanent wave and chemical relaxation techniques for a wide variety of classic and current fashion looks.
Nominal Hours: 90 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRH14A COLOUR HAIR
Content: This unit encompasses those competencies which are required to perform temporary, semi permanent and permanent colour and lightening services on clients.
Nominal Hours: 115 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRH15A CO-ORDINATE SALON TEAM
Content: This unit encompasses those competencies required for effective co-ordination and communication in the workplace and resolution of client complaints.
Nominal Hours: 36 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRH22A PERFORM A FACE SHAVE
Content: This unit encompasses those competencies which are required to perform face shaving on male clients.
Nominal Hours: 20 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRHCL201A APPLY TEMPORARY HAIR COLOUR AND REMOVE RESIDUAL COLOUR PRODUCTS
Content: This unit describes the skills and knowledge required to apply temporary colour products and remove residual product under the direction of a senior operator. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Nominal Hours: 25 Hours
Assessment: Combination of practical and theory assessments and participation in Learning in the Workplace.

WRHCL302A COLOUR AND LIGHTEN HAIR
Content: This unit describes the skills and knowledge required to select products and perform hair colour and lightening services. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Nominal Hours: 35 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRHCL303A DESIGN AND PERFORM FULL AND PARTIAL HIGHLIGHTING TECHNIQUES
Content: This unit describes the skills and knowledge required to design and apply foiling and quick colour full and partial highlighting applications for current commercial colour and lightening effects. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Nominal Hours: 25 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRHCL304A PERFORMANCE COLOUR CORRECTION
Content: This unit describes the skills and knowledge required to select and apply techniques to change unwanted hair colour and tones to achieve the desired base colour and tone. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Nominal Hours: 35 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRHCL305A PERFORM ON SCALP FULL HEAD AND REVITALISING SERVICES
Content: This unit describes the skills and knowledge required to select products and perform on scalp and re-touch bleach services. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Nominal Hours: 30 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRHCL406A SOLVE COMPLEX COLOUR PROBLEMS
Content: This unit describes the skills and knowledge required to design and perform corrective hair colour services, and/or provide advice to other operators performing those services, to resolve complex colour problems. This unit of competency will apply to experienced hairdressers playing a technical leadership and/or support role in the workplace.
Nominal Hours: 40 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRHCR201A RINSE AND NEUTRALISE CHEMICALLY CURLED OR VOLUMISED HAIR
Content: This unit describes the skills and knowledge required to apply the rinsing and neutralising process to chemically curled or volumised hair under the direction of a senior operator. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.
Nominal Hours: 25 Hours
Assessment: A combination of practical and theory assessments.

WRHCR302A PERFORM CHEMICAL CURLING AND VOLUMISING SERVICES
Content: This unit describes the skills and knowledge required to design and perform chemical curling and volumising services to add curl or body to short or medium length hair. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.
Nominal Hours: 50 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRHCR303A PERFORM CHEMICAL STRAIGHTENING AND RELAXING SERVICES
Content: This unit describes the skills and knowledge required to design and perform chemical straightening and relaxing services to reform natural curl or wave in the hair. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.
Nominal Hours: 35 Hours
Assessment: Assessment is a combination of practical and theory assessments.
Assessment is a combination of practical and theory assessments.

**WRHCR404A APPLY CHEMICAL REFORMATION TECHNIQUES TO ENHANCE HAIR DESIGNS**

- **Content:** This unit describes the skills and knowledge required to design and apply creative chemical reformation techniques to a range of haircut structures and long hair. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.
- **Nominal Hours:** 40 Hours
- **Assessment:** Assessment is a combination of practical and theory assessments.

**WRHCS201A PREPARE CLIENTS FOR SALON SERVICES**

- **Content:** This unit describes the skills and knowledge required to prepare clients for a range of salon services. This unit of competency may apply to a range of roles in the workplace.
- **Nominal Hours:** 20 Hours
- **Assessment:** Combination of practical and theory assessments and participation in Learning in the Workplace.

**WRHCS202A MAINTAIN TOOLS AND EQUIPMENT**

- **Content:** This unit describes the skills and knowledge required to care for and maintain workplace hairdressing tools and equipment.
- **Nominal Hours:** 10 Hours
- **Assessment:** Theory assessments which may include assignments, tests and salon checklists.

**WRHCS203A HONE AND STROP STRAIGHT RAZORS**

- **Content:** This unit describes the skills and knowledge required to sharpen and prepare a straight (cut-throat) razor for use in facial shaving or haircutting services.
- **Nominal Hours:** 10 Hours
- **Assessment:** As per accredited curriculum.

**WRHCS204A MAINTAIN AND ORGANISE WORK AREAS**

- **Content:** This unit describes the skills and knowledge required to maintain and organise work areas in service environments.
- **Nominal Hours:** 10 Hours
- **Assessment:** Theory assessments which may include assignments, tests and salon checklists.

**WRHCS205A FOLLOW PERSONAL HEALTH AND SAFETY ROUTINES AT WORK**

- **Content:** This unit describes the self-care skills and knowledge involved in developing and integrating personal health and safety measures as part of routine work practices in a hairdressing salon environment.
- **Nominal Hours:** 15 Hours
- **Assessment:** Combination of practical and theory assessments and participation in Learning in the Workplace.

**WRHCS206A PERFORM HEAD, NECK, AND SHOULDER MASSAGE**

- **Content:** This unit describes the skills and knowledge required to provide a head, neck and shoulder massage as an enhancement prior to the salon shampoo service.
- **Nominal Hours:** 20 Hours
- **Assessment:** Assessment is a combination of practical and theory assessments.

**WRHCS207A DEVELOP HAIRDRESSING INDUSTRY KNOWLEDGE**

- **Content:** This unit describes the skills and knowledge required to access information on the hairdressing industry and relevant industry legislation. The unit may apply to a range of roles in the workplace.
- **Nominal Hours:** 15 Hours
- **Assessment:** Assessment is via theory assessment (which includes an integrated assignment) and participation in Learning in the Workplace.

**WRHCS308A PLAN SERVICES FOR SPECIAL EVENTS**

- **Content:** This unit describes the skills and knowledge required to consult with clients to plan for the provision of a complete hair and beauty service for special events. This unit may apply to a range of roles in the workplace.
- **Nominal Hours:** 20 Hours
- **Assessment:** A combination of practical and theory assessments.

**WRHHC301A DESIGN HAIRCUT STRUCTURES**

- **Content:** This unit describes the skills and knowledge required in the two-dimensional application of interior and exterior lines and angles to develop visual representations and plans for haircut structures.
- **Nominal Hours:** 20 Hours
- **Assessment:** Assessment is a combination of practical and theory assessments.

**WRHHC302A APPLY ONE LENGTH/SOLID HAIRCUT STRUCTURES**

- **Content:** This unit describes the skills and knowledge required to design and apply one length/solid haircut structures.
- **Nominal Hours:** 25 Hours
- **Assessment:** Assessment is a combination of practical and theory assessments.

**WRHHC303A APPLY GRADUATED HAIRCUT STRUCTURES**

- **Content:** This unit describes the skills and knowledge required to design and apply graduated haircut structures.
- **Nominal Hours:** 30 Hours
- **Assessment:** Assessment is a combination of practical and theory assessments.

**WRHHC304A APPLY LAYERED HAIRCUT STRUCTURES**

- **Content:** This unit describes the skills and knowledge required to design and apply layered haircut structures.
- **Nominal Hours:** 30 Hours
- **Assessment:** Assessment is a combination of practical and theory assessments.

**WRHHC305A APPLY OVER-COMB TECHNIQUES**

- **Content:** This unit describes the skills and knowledge required to apply over-comb techniques.
- **Nominal Hours:** 25 Hours
- **Assessment:** Assessment is a combination of practical and theory assessments.

**WRHHC306A COMBINE HAIRCUT STRUCTURES ON WOMEN**

- **Content:** This unit describes the skills and knowledge required to combine haircut structures for finished haircut designs on women.
- **Nominal Hours:** 25 Hours
- **Assessment:** Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace.

**WRHHC307A COMBINE HAIRCUT STRUCTURES FOR TRADITIONAL AND CLASSIC DESIGNS ON MEN**

- **Content:** This unit describes the skills and knowledge required to combine haircut structures for traditional and classic finished haircut designs on men.
- **Nominal Hours:** 20 Hours
- **Assessment:** Assessment is a combination of practical and theory assessments.

**WRHHC308A DESIGN AND MAINTAIN BEARDS AND MOUSTACHES**

- **Content:** This unit describes the skills and knowledge required to design and apply a range of beard and moustache styles and also to maintain existing beards and/or moustaches.
- **Nominal Hours:** 10 Hours
- **Assessment:** As per accredited curriculum.
WRHHC309A PERFORM FACE AND HEAD SHAVES  
**Content:** This unit describes the skills and knowledge required to perform face shaves and head shaves.  
**Nominal Hours:** 25 Hours  
**Assessment:** As per accredited curriculum

WRHHC410A DESIGN AND PERFORM CREATIVE HAIRCUTS  
**Content:** This unit describes the skills and knowledge required to combine haircut structures in the performance of creative haircuts on a range of clients.  
**Nominal Hours:** 40 Hours  
**Assessment:** Assessment is a combination of practical and theory assessments

WRHHD201A DRY HAIR TO SHAPE  
**Content:** This unit describes the skills and knowledge required to dry hair to shape, as directed by a senior operator.  
**Nominal Hours:** 35 Hours  
**Assessment:** Assessment is a combination of practical work and participation in the Workplace

WRHHD202A APPLY SINGLE, TWO AND THREE STRAND BRAIDING TECHNIQUES  
**Content:** This unit describes the skills and knowledge required to apply single, two and three strand braiding techniques to achieve quick service designs.  
**Nominal Hours:** 30 Hours  
**Assessment:** Combination of practical work and participation in Learning in the Workplace

WRHHD303A DESIGN AND APPLY SHORT TO MEDIUM-LENGTH HAIR DESIGN FINISHES  
**Content:** This unit describes the skills and knowledge required to apply the elements and principles of design to create classic and current short to medium-length hair design finishes on a range of clients. This unit of competency will apply to a range of hairdressing services and roles in the workplace.  
**Nominal Hours:** 40 Hours  
**Assessment:** Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace

WRHHD304A DESIGN AND APPLY LONG HAIR FINISHES  
**Content:** This unit describes the skills and knowledge required to apply the elements and principles of design to create classic and current long hair design finishes on a range of clients. The unit will apply to a range of hairdressing services and roles in the workplace.  
**Nominal Hours:** 30 Hours  
**Assessment:** Assessment is a combination of practical and theory assessments

WRHHD405A SELECT AND APPLY HAIR EXTENSIONS  
**Content:** This unit describes the skills and knowledge required to select hair type and apply appropriate hair extensions. This unit of competency will apply to a range of hairdressing services and roles in the workplace.  
**Nominal Hours:** 30 Hours  
**Assessment:** Assessment is a combination of practical and theory assessments

WRHHD406A WORK AS A SESSION STYLIST  
**Content:** This unit describes the skills and knowledge required to create finished hair designs especially applicable to events, film sets, photographic studios or platform work. This unit will apply to hairdressers who work in fashion parades, hair shows, hairdressing technical seminars, demonstrations, training sessions and on fashion shoots.  
**Nominal Hours:** 40 Hours  
**Assessment:** Assessment is a combination of practical and theory assessments

WRHHD407A APPLY AND MAINTAIN WIGS AND HAIRPIECES  
**Content:** This unit describes the skills and knowledge required to select and apply hairpieces to complement a hair design, and to carry out the cleaning and maintenance of wigs and hairpieces. This unit of competency will apply to hairdressers who work as session stylists, use hairpieces to enhance hair designs, and provide a service to clients who regularly wear wigs or hairpieces.  
**Nominal Hours:** 40 Hours  
**Assessment:** Assessment is a combination of practical and theory assessments

WRHHD408A MAKE WIGS AND HAIRPIECES  
**Content:** This unit describes the skills and knowledge required to select hair type and hand make wigs and hairpieces. This unit of competency will apply to a range of hairdressing services and roles in the workplace.  
**Nominal Hours:** 120 Hours  
**Assessment:** Assessment is a combination of practical and theory assessments

WRHHS301A APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCE  
**Content:** This unit describes the skills and knowledge required to apply the principles of skin and hair biology and cosmetic chemistry to hairdressing services. This unit of competency will apply to a range of hairdressing services and roles in the workplace.  
**Nominal Hours:** 25 Hours  
**Assessment:** Assessment is via theory assessments (assessments may include assignments and tests)

WRHHS302A CONSULT WITH CLIENTS AND TREAT HAIR AND SCALP CONDITIONS  
**Content:** This unit describes the skills and knowledge required to apply and interpret skin test reactions prior to colour and lightening services, to recognise a range of normal and abnormal conditions of the hair and scalp, and to propose and perform treatments from the salon range.  
**Nominal Hours:** 15 Hours  
**Assessment:** Assessment is via theory assessments (assessments may include assignments and tests)

WRHHS403A APPLY KNOWLEDGE OF HAIR AND SCALP PROBLEMS TO TRICHOLOGICAL CONSULTATIONS  
**Content:** This unit describes the skills and knowledge required to apply the principles of hair and scalp science and disorders to trichological consultations. The unit of competency will apply to a range of trichological consultations and roles in the workplace.  
**Nominal Hours:** 40 Hours  
**Assessment:** As per accredited curriculum

WRHHS404A PERFORM TRICHOLOGICAL ASSESSMENTS  
**Content:** This unit describes the skills and knowledge required to establish a rapport with the patient, and interact with and examine the patient to determine the scope of the assessment and the patient’s needs. This unit of competency may apply to a number of roles in the workplace.  
**Nominal Hours:** 40 Hours  
**Assessment:** As per accredited curriculum

WRHHS405A APPLY THE PRINCIPLES OF NUTRITION  
**Content:** This unit describes the skills and knowledge required to apply the principles of nutrition in trichological clinical practice.  
**Nominal Hours:** 25 Hours  
**Assessment:** As per accredited curriculum

WRHHS406A DEVELOP AND APPLY SCALP TREATMENT THERAPIES  
**Content:** This unit describes the skills and knowledge required to develop and apply scalp treatment therapies for single or multiple treatment sessions.  
**Nominal Hours:** 30 Hours  
**Assessment:** As per accredited curriculum
Assessment is a combination of practical and theory assessments. This unit may be assessed by tests, assignments, classwork.

WRHSM502A PROMOTE A HAIRDRESSING BUSINESS
Content: This unit describes the skills and knowledge required to develop and implement marketing strategies, and monitor the improvement of the market performance of a hairdressing business, to expand both the client base and business turnover.
Nominal Hours: 40 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRHWP201A ASSIST COLLEAGUES PROVIDING MULTIPLE SALON SERVICES AS TEAM MEMBER
Content: This unit describes the skills and knowledge required to assist colleagues who are involved in the provision of multiple services in a hairdressing services environment.
Nominal Hours: TBA Hours
Assessment: Assessment is participation in Learning in the Workplace.

WRHWP302A OPERATE EFFECTIVELY AS A HAIRDRESSER IN A SALON WORK TEAM
Content: This unit describes the skills and knowledge required to effectively integrate and perform a full range of tasks and hairdressing services when working as part of a team in a hairdressing workplace environment.
Nominal Hours: TBA Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRR03B PROVIDE A SAFE WORKING ENVIRONMENT
Content: This unit is based on the National Occupational Health and Safety Commission (NOHSC) guidelines for occupational health and safety. It encompasses the competencies involved in developing and implementing policies and procedures relating to occupational health and safety issues. It involves consulting with staff, assessing and controlling risks, establishing and maintaining record systems and evaluating policies and procedures.
Nominal Hours: 36 Hours
Assessment: Assessment is via theory assessments (assessments may include assignments and tests).

WR07A PROFILE A RETAIL MARKET
Content: This unit encompasses the skills and knowledge required to profile a retail market. It involves reviewing the image of the store, researching market demands, profiling store customers and implementing methods to attract customers to the store.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by assignments, projects, presentations.

WR08A DEVELOP INNOVATIVE IDEAS AT WORK
Content: This unit covers the skills required to systematically generate and develop ideas for workplace improvement. It involves interpreting or observing the need for improvement and developing a detailed idea. This requires the creative generation and discussion of a number of ideas or solutions and accepting positive and negative feedback. Ideas should be tested in order to establish and present a workable outcome which meets the needs of the end user.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, project, presentation.

WR09A LEAD A TEAM TO FOSTER INNOVATION
Content: This unit covers the skills and knowledge required to lead a workplace team in ways that foster innovative work practice. It covers the skills that are needed by individuals who are leading work teams on individual projects or in work in general. The skills cover the requirements for encouraging innovation within individual team members as well as a team as a whole. They include how to put a team together and keep it working well, how to structure work and monitor progress, how to ensure that the team have the information and skills they need and how to apply innovative work skills to the leadership role.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, presentation.

WRR11B PERFORM STOCK CONTROL PROCEDURES
Content: This unit encompasses the skills, knowledge and attitudes required to handle stock in a retail environment. It involves receiving and processing incoming goods, rotating stock, participating in stocktakes, reordering stock and dispatching goods.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRC51B COMMUNICATE IN THE WORKPLACE
Content: Establish contact with customers; Process information; Work in a team; Maintain personal presentation; Follow routine instructions; Read and interpret retail documents; Use numbers in the workplace.
Nominal Hours: 50-63 Hours
Assessment: Assessment may be a combination of practical and theory assessments and participation in Learning in the Workplace.

WRRER1B WORK EFFECTIVELY IN A RETAIL ENVIRONMENT
Content: Act responsibly; Act in a non-discriminatory manner; Identify the Awards/Agreement.
Nominal Hours: 40-42 Hours
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace.

WRRER2B CO-ORDINATE WORK TEAMS
Content: Monitor and organise staffing levels; Inform team members; Coach on the job; Motivate the team; Maintain staffing records.
Nominal Hours: 36 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRRLP1B APPLY SAFE WORKING PRACTICES
Content: Observe basic safety procedures; Observe emergency procedures.
Nominal Hours: 18 Hours
Assessment: Assessment is via theory assessments (assessments may include assignments and tests).

WRR08A DEVELOP INNOVATIVE IDEAS AT WORK
Content: This unit covers the skills required to systematically generate and develop ideas for workplace improvement. It involves interpreting or observing the need for improvement and developing a detailed idea. This requires the creative generation and discussion of a number of ideas or solutions and accepting positive and negative feedback. Ideas should be tested in order to establish and present a workable outcome which meets the needs of the end user.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, project, presentation.

WRR51B SELL PRODUCTS AND SERVICES
Content: This unit encompasses those competencies required for effective co-ordination and communication in the workplace and resolution of client complaints.
Nominal Hours: 18 Hours
Assessment: Assessment is a combination of practical and theory assessments.

WRR51B SELL PRODUCTS AND SERVICES
Content: Apply product knowledge; Approach customer; Gather information; Sell benefits; Overcome objections; Close sale; Maximise sales opportunities.
Nominal Hours: 18 Hours
Assessment: Assessment may be a combination of practical and theory assessments and participation in Learning in the Workplace.
SCHOOL OF SPORT AND SCIENCE

Below are details of courses offered by the School of Sports and Science 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.

GRADUATE CERTIFICATE IN CAREER COUNSELLING FOR ELITE PERFORMERS (DANCE, MUSIC, SPORT)(I)
(NO NEW INTAKE - CONTINUING STUDENTS ONLY)

Course Code: 21237VIC

This is a part-time full-fee course
Campus: Online.
Career Opportunities
Athlete Career Education Adviser, Professional Sport Welfare Officer, Career Counsellor.

Scope of Delivery
This is a flexible course, but is generally offered on a part-time basis over one year. The course is offered on-line through TAFEVCC.

Course Objectives
The course aims to provide students with the knowledge and skills required to perform the role of career and education adviser to elite performers. It is designed to provide an accredited training program for people to work with elite performers on their career and education options.

Entry Requirements
To qualify for admission to the course applicants must possess a Bachelor Degree or Advanced Diploma in a related discipline, such as psychology, education, welfare or recreation, and demonstrate potential to undertake work at this level. Applicants are expected to be employed within the sports, dance or music industry or have access to significant work placement.

Where formal relevant qualifications are not held applicants must demonstrate to the satisfaction of the Head of Department a level of maturity, and an understanding of the industry sector and a commitment to work as a career and education adviser.

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

Selection Procedures/Selection Criteria
All applicants must complete a direct application form available from the Department. Selection into the course is based on prior experience, prior qualifications, interest and involvement in the industry.

Course Duration
The course is over 230 hours full-time or equivalent part-time basis.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Core Units of Study</td>
<td></td>
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<tr>
<td>V8K954</td>
<td>50</td>
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<td>V8K955</td>
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<tr>
<td>V8K956</td>
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<td>Elective Units of Study</td>
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<td>V8K957</td>
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<td>V8K958</td>
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<td>V8K959</td>
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</table>

CERTIFICATE III IN SCIENCE

Course Code: 21238VIC No Intake 2009 Onwards - Continuing Students Only

Campus: Werribee and Footscray Nicholson Campuses.

Career Opportunities
When you graduate you will have developed knowledge and skills to enter a TAFE course or undertake VCE.

Scope of Delivery
Full-time or part-time.

Course Objective
This course provides general science training for people wishing to undertake further study in the science or health related fields at Certificate IV or Diploma level.

Entry Requirements
You must demonstrate to the satisfaction of the Head of Department that you are capable of successfully completing the course.

Course Duration
Full-time basis over 400 nominal hours or part-time equivalent

Course Structure

<table>
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<tr>
<th>Unit Code</th>
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<tbody>
<tr>
<td>Core Units of Study</td>
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<tr>
<td>VBM049</td>
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<tr>
<td>VBD740</td>
<td>50</td>
</tr>
<tr>
<td>VBD745</td>
<td>20</td>
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<tr>
<td>VBD746</td>
<td>50</td>
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<tr>
<td>VBM050</td>
<td>20</td>
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<tr>
<td>VBM060</td>
<td>60</td>
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</tbody>
</table>
Stream Modules (totalling at least 160 nominal hours)
at least 80 nominal hours in each stream from two of the following streams —
(i) Chemistry
(ii) Physics
(iii) Biology;
to be selected by the student, with the approval of the Head of Department, having regard to the list of relevant modules on page XIX in the Certificate III in Science (21238VIC) and Certificate IV in Science (21239VIC) accreditation document (published 2002).

Elective Units
at least 20 nominal hours selected by the student, with the approval of the Head of Department, having regard to the relevant units listed in —
• the Certificate III in Science (21238VIC) and Certificate IV in Science (21239VIC) accreditation document (published 2002);
• any other training package or accredited curriculum endorsed by the Australian National Training Authority.

CERTIFICATE IV IN SCIENCE (I)

Course Code: 21239VIC No Intake 2009 Onwards - Continuing Students Only

Campus: Footscray Nicholson, Werribee.

Career Opportunities
This course aims to develop knowledge and skills of students wishing to undertake further study in a scientific field.

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

Course Objective
Provides general science training for people wishing to undertake further study in the science or health related fields at Diploma or Degree level.

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

Selection Procedures
Via VTAC. Applicants may be contacted to attend an interview and complete a numeracy/literacy assessment.

Course Duration
The course may be offered on a full-time basis over 700 nominal hours or part-time equivalent.

Course Structure
To qualify for the Certificate IV in Science, a learner must complete:

i) A minimum of 160 hours of units of study in two science streams (Chemistry and Biology - a total of 320 hours), but must include VBD725 Atomic Structure from the Chemistry stream; and VBD734 Cell Biology from the Biology stream; and

<table>
<thead>
<tr>
<th>Unit Code</th>
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<tbody>
<tr>
<td>NCS015</td>
<td>20</td>
</tr>
<tr>
<td>VBB223</td>
<td>20</td>
</tr>
<tr>
<td>VBD40</td>
<td>50</td>
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<td>VBD41</td>
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<td>VBD45</td>
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<td>VBD46</td>
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<tr>
<td>VBM060</td>
<td>60</td>
</tr>
<tr>
<td>VBM064</td>
<td>25</td>
</tr>
</tbody>
</table>

iii) a minimum of 45 hours of units of study from further units of study in science streams, mathematics extension units of study, Job Seeking Skills, computing stream units of study or units of study from other courses/training packages (at an equivalent level or higher), to make up a total of a least 700 hours.

Stream Units of Study
Chemistry Stream

- VBD725 ATOMIC STRUCTURE 50
- VBD727 ORGANIC CHEM & PROPERTIES OF MATTER 20
- VBM051 STOICHIOMETRY & SOLUTION CHEMISTRY 45
- VBM052 IONIC THEORY 45

Biology Stream

- VBD734 CELL BIOLOGY 40
- VBM057 HUMAN ANATOMY & PHYSIOLOGY 40
- VBM058 INTRODUCTION TO GENETICS 40
- VBM059 ECOLOGY 40

Communications Stream

- NCS003 JOB SEEKING SKILLS 20

COURSE IN MICROCHIP IMPLANTATION OF CATS AND DOGS

Course Code: 21478VIC

Campus: Werribee Campus.

Career Opportunities
Approved Implanter.

Scope of Delivery
Part-time.
Course Objectives:
The Course in Microchip Implantation of Cats and Dogs is designed to meet the training needs of people employed within the Animal Management sectors to implant microchip identification devices in dogs and cats. The course has been structured to meet the needs of those currently employed.

Entry Requirements:
To enter the Course in Microchip Implantation of Cats and Dogs, participants must have completed or be undertaking an approved qualification as identified in the current relevant legislation. The participants may include:
- Veterinary practitioners
- Veterinary nurse
- Nominated employees and shelter managers of animal welfare agencies
- Local government animal management officers and pound managers
- Animal technicians in role of managers or supervisors in animal research laboratories as nominated by the employing institution
- Animal control officers.

Selection Procedures/Selection Criteria:
Direct application.

Course Duration:
16 hours

Course Structure:
To be eligible to be awarded the Course in Microchip Implantation, participants must demonstrate competency in the unit VBN287 Perform Microchip Implantation Procedures for Cats and Dogs.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN287</td>
<td>PERFORM MICROCHIP IMPLANTATION PROCEDURES FOR CATS AND DOGS</td>
<td>16</td>
</tr>
</tbody>
</table>

CERTIFICATE IV IN FOOD SCIENCE TECHNOLOGY

Course Code: 21616VIC

Campus: Industry Only

Career Opportunities:
Food Technology Industry

Scope of Delivery:
Part-time, Flexible delivery, Online

Course Objective:
Provide an accredited program at AQF level 4 for those wishing to pursue a career in food laboratory or quality laboratory and/or proceed to study in the same field at a higher level.

Entry Requirements:
To qualify for admission to the course, applicants generally must have completed VCE with preference for Chemistry and Biology and have an appreciation of food technology in the workplace, or be or mature age and be assessed as being capable of successfully completing the course.

Course Duration:
Part-time basis over three years.

Course Structure:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBP034</td>
<td>PROCESS AND INTERPRET PHYSICAL DATA PERTAINING TO THE FOOD INDUSTRY</td>
<td>70</td>
</tr>
<tr>
<td>VBP035</td>
<td>PERFORM MICROBIOLOGICAL TECHNIQUES IN THE FOOD INDUSTRY</td>
<td>80</td>
</tr>
<tr>
<td>VBP036</td>
<td>APPLY CHEMISTRY KNOWLEDGE AND LABORATORY PRACTICES IN THE WORKPLACE</td>
<td>60</td>
</tr>
<tr>
<td>VBP073</td>
<td>DEMONSTRATE QUALITY MANAGEMENT PRACTICES</td>
<td>30</td>
</tr>
<tr>
<td>VBP051</td>
<td>IDENTIFY SENSORY ANALYSIS FUNDAMENTALS</td>
<td>15</td>
</tr>
<tr>
<td>VBP038</td>
<td>APPLY HYGIENE AND SANITATION PRACTICES</td>
<td>15</td>
</tr>
<tr>
<td>VBP037</td>
<td>IDENTIFY THE PRINCIPLES OF HAZARD ANALYSIS &amp; CRITICAL CONTROL POINTS (HACCP)</td>
<td>15</td>
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<tr>
<td>VBP039</td>
<td>IDENTIFY NUTRITIONAL FUNDAMENTALS</td>
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<tr>
<td>FDFTECPKX4A</td>
<td>APPLY PRINCIPLES OF FOOD PACKAGING</td>
<td>50</td>
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<tr>
<td>VBP040</td>
<td>APPLY PRINCIPLES OF OCCUPATIONAL HEALTH &amp; SAFETY TO THE FOOD INDUSTRY</td>
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<tr>
<td>VBP043</td>
<td>APPLY AN UNDERSTANDING OF THE FOOD PROCESSING INDUSTRY</td>
<td>15</td>
</tr>
<tr>
<td>VBP044</td>
<td>APPLY PRINCIPLES OF FOOD SPOILAGE AND CONTROL</td>
<td>15</td>
</tr>
<tr>
<td>VBP045</td>
<td>IDENTIFY UNIT OPERATIONS</td>
<td>15</td>
</tr>
<tr>
<td>VBP046</td>
<td>APPLY PRINCIPLES OF LOW TEMPERATURE PRESERVATION METHODS</td>
<td>15</td>
</tr>
<tr>
<td>VBP047</td>
<td>APPLY PRINCIPLES OF HIGH TEMPERATURE PRESERVATION METHODS</td>
<td>15</td>
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<tr>
<td>VBP048</td>
<td>APPLY AN UNDERSTANDING OF THE PROCESS OF CONCENTRATION AND DRYING IN FOOD PRODUCTION</td>
<td>10</td>
</tr>
<tr>
<td>VBP092</td>
<td>APPLY AN UNDERSTANDING OF THE FERMENTATION PROCESS IN FOOD PRODUCTION</td>
<td>10</td>
</tr>
<tr>
<td>VBP049</td>
<td>DEVELOP &amp; UPDATE FOOD INDUSTRY KNOWLEDGE</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units of Study:
Choose one unit from any of the following units of competency. Note: Other Management units from any endorsed training package may also be selected, depending on client and industry needs.

- BSFLM409A IMPLEMENT CONTINUOUS IMPROVEMENT
- BSFLM403A MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS
- BSBCM404A DEVELOP TEAMS AND INDIVIDUALS
- BSZHR402A RECRUIT AND SELECT PERSONNEL
- BSZ405 PLAN AND PROMOTE A TRAINING PROGRAM
Diploma of Food Science Technology

Course Code: 21617VIC

Campus: Industry only

Career Opportunities
Food Technologist and quality manager

Scope of Delivery
Part-time, flexible delivery.

Course Objective
The course provides an accredited program at AQF level 5 for students wishing to pursue a career in food laboratory or quality laboratory and/or proceed to study in the same field at a higher level.

Entry Requirements
To qualify for admission to the course, applicants generally must have completed VCE with preference for Chemistry and Biology and have an appreciation of food technology in the workplace, or be over mature age and be assessed as being capable of successfully completing the course.

Course Duration
Part-time basis over three years

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBP067</td>
<td>PERFORM MICROBIOLOGICAL TESTS PERTAINING TO THE FOOD INDUSTRY</td>
<td>50</td>
</tr>
<tr>
<td>PMALTEST300A</td>
<td>PERFORM BASIC TESTS</td>
<td>60</td>
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<tr>
<td>VBP068</td>
<td>INTERPRET SAMPLING PLANS</td>
<td>20</td>
</tr>
<tr>
<td>VBP069</td>
<td>PERFORM STATISTICAL PROCESS CONTROL</td>
<td>20</td>
</tr>
<tr>
<td>PMALQUAL301B</td>
<td>APPLY CRITICAL CONTROL POINT REQUIREMENTS</td>
<td>40</td>
</tr>
<tr>
<td>FDFTECPR4A</td>
<td>PARTICIPATE IN PRODUCT RECALL</td>
<td>50</td>
</tr>
<tr>
<td>PMALTEST505B</td>
<td>CONDUCT SENSORY ANALYSIS</td>
<td>40</td>
</tr>
<tr>
<td>VBP070</td>
<td>APPLY WORKPLACE STATISTICS TO THE FOOD INDUSTRY</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units of Study

(a) MANAGEMENT UNITS

Choose any one (1) unit from the following units not covered in Certificate IV.

Note: Other Management Units from any endorsed training package may also be selected, depending on client and industry needs.

BSBFLM409A IMPLEMENT CONTINUOUS IMPROVEMENT                             50
BSBFLM403A MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS                       50
BSBCAN404A DEVELOP TEAMS AND INDIVIDUALS                                   30
BSBHR402A RECRUIT AND SELECT PERSONNEL                                    40
BSZ405 PLAN AND PROMOTE A TRAINING PROGRAM                                30

(b) GENERIC OPTIONAL UNITS

Select a minimum of 160 hours from the following units.

VBP071 APPLY AN UNDERSTANDING OF THE CANNING PROCESS                       40
VBP072 ANALYSE FOOD PACKAGING REQUIREMENTS                                 20
VBP052 APPLY BASIC PRINCIPLES OF PROCESS CONTROL                          40
VBP074 IDENTIFY THE BIOCHEMICAL PROPERTIES OF FOOD                        60
PMALR0200A WORK WITHIN A LABORATORY/FIELD WORKPLACE (INDUCTION)          50
VBP075 APPLY THE FUNDAMENTALS OF NUTRITION                                20
PMAUSUP390A USE STRUCTURED PROBLEM SOLVING TOOLS                          20
VBP076 APPLY AN UNDERSTANDING OF DAIRY PLANT MANAGEMENT ALL COMPETENCY UNITS REQUIRED TO COMPLETE THE CERTIFICATE IV 40
VBP077 APPLY AN UNDERSTANDING OF REFRIGERATION AND AIR CONDITIONING SYSTEMS 30
VBP078 APPLY DAIRY ENGINEERING SYSTEMS                                     40
BSBMKG501A EVALUATE MARKETING OPPORTUNITIES                               80

(c) SPECIALIST UNITS

Select a minimum of 80 hours from the following units not covered in Certificate IV:

VBP055 MANUFACTURE MEAT AND MEAT PRODUCTS                                  20
VBP056 MANUFACTURE DAIRY PRODUCTS                                          20
VBP057 PROCESS FRUIT AND VEGETABLES                                         20
VBP058 MANUFACTURE FISH AND SEAFOOD PRODUCTS                                20
VBP059 PROCESS AND HANDLE POULTRY AND EGG PRODUCTS                         20
VBP060 MANUFACTURE EDIBLE FATS AND OIL PRODUCTS                             20
VBP061 APPLY CONFECTIONERY TECHNOLOGY                                       20
VBP062 MANUFACTURE BEVERAGES PRODUCTS                                      20
VBP063 MANUFACTURE CEREAL PRODUCTS                                         20
VBP064 PROCESS NUTS, PULSES AND OTHER SEEDS                                20
FDFTECFA4A APPLY AN UNDERSTANDING OF FOOD ADDITIVES                       20
VBP065 APPLY AN UNDERSTANDING OF THE DAIRY INDUSTRY                        40
VBP066 PRODUCE MARKET MILK AND RELATED PRODUCTS                             50

(d) STREAMS UNITS

Choose any two (2) streams from the following:

Food Research and Development Stream (120 hours)

VBP079 PLAN AND MANAGE FOOD AND RELATED PRODUCT CONCEPT DEVELOPMENT        120

Food Analysis Stream (125 hours)

PMALTEST405A PERFORM FOOD TESTS                                           100
Unit Code | Hours
---|---
VBP096 | Food Engineering Stream (120 hours)  
VBP080 | APPL Y B A S I C P R IN C I P L E S O F F O O D E N G IN E E R I NG 30  
VBP082 | APPL Y H E A T A N D H E A T T R A N S F E R F U N D A M E N T A L S 30  
VBP083 | APPL Y P R IN C I P L E S O F C O N C E N T R A T I O N A N D D E H Y D R A T I O N 30  
Nutrition Stream (125 hours)  
Dairy Technology 2 (120 hours)  
VBP086 | P R O D U C E F R O Z E N D A I R Y P R O D U C T S 40  
VBP087 | P R O D U C E M I L K F A T P R O D U C T S 40  
Dairy Technology 3 (160 hours)  
VBP089 | P R O D U C E F E R M E N T E D D A I R Y P R O D U C T S 80  

GRADUATE CERTIFICATE IN CAREER COUNSELLING FOR ELITE ATHLETES (SPORT, CAREERS COUNSELLOR)(I)

Course Code: 21809VICTY

This is a part-time full-fee course.

Campus: Online.

Career Opportunities

Athlete Career Education Adviser, Career Counsellor.

Scope of Delivery

This is a flexible course, but is generally offered on a part-time basis over one year. The course is offered on-line through TAFEVC.

Course Objectives

The course aims to provide students with the knowledge and skills required to perform the role of career and education adviser to elite athletes. It is designed to provide an accredited training program for people to work with elite athletes on their career and education options.

Entry Requirements

To qualify for admission to the course applicants must possess a Bachelor Degree or Advanced Diploma in a related discipline, such as psychology, education, welfare or recreation, and demonstrate potential to undertake work at this level. Applicants are expected to be employed within the sports, dance or music industry or have access to significant work placement.

Where formal relevant qualifications are not held applicants must demonstrate to the satisfaction of the Head of Department a level of maturity, and an understanding of the industry sector and a commitment to work as a career and education adviser. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria

All applicants must complete a direct application form available from the Department. Selection into the course is based on prior experience, prior qualifications, interest and involvement in the industry.

Course Duration

The course is over 230 hours full-time or equivalent part-time basis.

Course Structure

Unit Code | Hours
---|---
VBBM542 | COUNSELLING FOUNDATIONS FOR WORKING IN A HIGH PERFORMANCE ENVIRONMENT 50  
VBBM543 | CAREER PLANNING FOR HIGH PERFORMERS 50  
VBBM544 | APPLY CAREER COUNSELLING PRINCIPLES AND PRACTICE 80  
VBBM546 | THE ELITE PERFORMANCE SPORT ENVIRONMENT 50

CERTIFICATE III IN SCIENCE

Course Code: 21857VICTY

Campus: Werribee and Footscray Nicholson Campuses.

Career Opportunities

When you graduate you will have developed knowledge and skills to enter a TAFE course or undertake VCE.

Scope of Delivery

Full-time or part-time.

Course Objective

This course provides general science training for people wishing to undertake further study in the science or health related fields at Certificate IV or Diploma level.

Entry Requirements

You must demonstrate to the satisfaction of the Head of School that you are capable of successfully completing the course.

Course Duration

Full-time basis over 555 nominal hours or part-time equivalent.
FACULTY OF WORKFORCE DEVELOPMENT

Course Structure

Unit Code   Hours
Core Units of Study
VPAU072 CONDUCT AND PRESENT SIMPLE SCIENTIFIC RESEARCH 20
PMLOHS302A PARTICIPATE IN LABORATORY/FIELD WORKPLACE SAFETY 40
VPAU073 USE A RANGE OF TECHNIQUES TO SOLVE MATHEMATICAL PROBLEMS 110
VBOU155 EVALUATE PATHWAY OPTIONS, DESIGN A LEARNING PLAN AND COMPILE A PORTFOLIO 10
VBOU157 ENGAGE WITH A RANGE OF COMPLEX TEXTS FOR LEARNING PURPOSES 25
VBOU161 CREATE A RANGE OF COMPLEX TEXTS FOR LEARNING PURPOSES 25

Stream Units
Students select 2 Streams from Chemistry, Biology and Physics and must complete 2 Units from the Chemistry Stream, 2 Units from the Physics Stream and 3 Units from the Biology Stream. Stream Units to be selected by the student, with the approval of the Head of School and/or Program Manager.

(i) Chemistry
Unit Code   Hours
VPAN082 ATOMIC STRUCTURE AND BONDING 50
VPAN083 STOICHIOMETRY AND SOLUTION CHEMISTRY 45
VPAN084 ORGANIC CHEMISTRY AND PROPERTIES OF MATERIALS 20

(ii) Physics
VPAN085 WAVES AND OPTICS 40
VPAN086 KINEMATICS 40
VPAU074 CONDUCT ROUTINE ELECTRICAL TESTS 40

(iii) Biology
Students must complete the Unit ‘Conduct Simple Activities in a Biological Science Laboratory’ plus 2 additional Stream Units.
VPAU075 CONDUCT SIMPLE ACTIVITIES IN A BIOLOGICAL SCIENCE LABORATORY 10
VPAN087 CELL BIOLOGY 30
VPAU076 CONDUCT SIMPLE DISSECTIONS 10
VPAN088 ANATOMY AND PHYSIOLOGY 30
HLTAP301A RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT 70

Elective Units
At least 2 Elective Units to be selected by the student, with the approval of the Head of Department.
PMLTEST303B PREPARE WORKING SOLUTIONS 50
PMLTEST303A PERFORM MICROSCOPIC EXAMINATION 40
PMLTEST300B PERFORM BASIC TESTS 60
VPN047 JOB SEEKING 30
ICAU1128A OPERATE A PERSONAL COMPUTER 30
ICAU1130A OPERATE A SPREADSHET APPLICATION 30
ICAU1131A OPERATE A DATABASE APPLICATION 40
ICAU2006A OPERATE COMPUTING PACKAGES 60
ICAU1133A SEND AND RETRIEVE INFORMATION USING WEB BROWSERS AND EMAIL 25
MEM12023A PERFORM ENGINEERING MEASUREMENTS 30
MEM12024A PERFORM COMPUTATIONS 30

CERTIFICATE IV IN SCIENCE (I)
Course Code: 21858VIC
Campus: Footscray Nicholson, Werribee.
Career Opportunities
The course aims to develop knowledge and skills of students wishing to undertake further study in a scientific field.
Scope of Delivery
The course is offered on a full-time basis.
Course Objective
The course provides general science training to a level where a student can enter and succeed in a TAFE science/technology course or an undergraduate course in a science or health services related field.
Enter Requirements
To qualify for admission to the course, applicants must have completed the Certificate III in Science 21857VIC.
Selection Procedures
Via VTAC. Applicants may be contacted to attend an interview and complete a numeracy/literacy assessment.
Course Duration
The course may be offered on a full-time basis over 510 hours after completing the Certificate III in Science.

Course Structure
To qualify for the Certificate IV in Science, students must satisfy the Certificate III in Science and complete additional units including: 2 core units, 2 additional units from each of the Biology and Chemistry Stream and 2 elective units not undertaken as part of Certificate III in Science.

i) Unit Code   Hours
Core Units of Study
VPAU077 APPLY MATHEMATICAL TECHNIQUES TO SCIENTIFIC CONTEXTS 50
FDFCORWCM2A PRESENT AND APPLY WORKPLACE INFORMATION 30

ii) a minimum of 2 units from 2 Science Streams
Stream Units of Study
Chemistry Stream
VPAAN082 ATOMIC STRUCTURE AND BONDING 50
CERTIFICATE III IN OCCUPATIONAL HEALTH AND SAFETY
Course Code: BSB30707

Campus: Werribee Campus.
Career Opportunities
Occupational Health and Safety assistant.

Scope of Delivery
Part-time, on campus.

Course Objective
This qualification reflects the role of skilled operators who apply a broad range of competencies in varied work contexts, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team. This qualification is for people whose main job is not dedicated to OHS but who take it on as a voluntary duty.

Entry Requirements
Applicants may have already completed Certificate II in Business (BSB20107) or other relevant qualification/s or provide evidence of competency in the majority of the units required for BSB20107 or other relevant qualification/s OR have some vocational experience.

Selection Procedures / Selection Criteria
You need to complete a Direct Application form and attend an interview.

Course Duration
1 year part-time.

Course Structure
To qualify for BSB30707 Certificate III in Occupational Health and Safety, participants must successfully complete a total of 12 units of study, 7 core units 5 elective units out of the 6 elective units.

Core Units of Study
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB0HS301B</td>
<td>20</td>
</tr>
<tr>
<td>BSB0HS302B</td>
<td>30</td>
</tr>
<tr>
<td>BSB0HS303B</td>
<td>30</td>
</tr>
<tr>
<td>BSB0HS304B</td>
<td>30</td>
</tr>
<tr>
<td>BSB0HS305B</td>
<td>30</td>
</tr>
<tr>
<td>BSB0HS306B</td>
<td>20</td>
</tr>
<tr>
<td>BSB0HS307B</td>
<td>25</td>
</tr>
</tbody>
</table>

Elective Units of study
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWRT301A</td>
<td>30</td>
</tr>
<tr>
<td>BSBWOR301A</td>
<td>30</td>
</tr>
<tr>
<td>BBSUS301A</td>
<td>40</td>
</tr>
<tr>
<td>BSB0US301A</td>
<td>35</td>
</tr>
<tr>
<td>BSBITU306A</td>
<td>80</td>
</tr>
<tr>
<td>BSBITU302A</td>
<td>20</td>
</tr>
</tbody>
</table>

CERTIFICATE IV IN OCCUPATIONAL HEALTH AND SAFETY
Course Code: BSB41407

Campus: Werribee Campus.
Career Opportunities
Occupational Health and Safety representative.

Scope of Delivery
Part-time, on campus.
Course Objective
This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others. This qualification would suit an OHS officer in a full-time dedicated role who works under the supervision of an OHS Coordinator or OHS Manager.

Entry Requirements
You must have had current or previous experience in an industrial setting and have an appreciation of Occupational Health and Safety in the workplace, or be assessed as being capable of successfully completing the course. Applicants must have completed Certificate III in Occupational Health and Safety (BSB30707) or other relevant Certificate III qualification or provide evidence of competency in the majority of the units required for BSB30707 or have extensive vocational experience in Occupational Health and Safety roles.

Selection Procedures / Selection Criteria
You need to complete a Direct Application form and attend an interview.

Course Duration
1 year part-time.

Course Structure
Students are required to complete a minimum of 6 core units and 3 elective units in accordance with the packaging rules specified in BSB07 Training Package (Refer to training Package Qualifications Framework).

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB0HS401B</td>
<td>CONTRIBUTE TO THE IMPLEMENTATION OF A SYSTEMATIC APPROACH</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>TO MANAGING OHS</td>
<td></td>
</tr>
<tr>
<td>BSB0HS402B</td>
<td>CONTRIBUTE TO THE IMPLEMENTATION OF THE OHS CONSULTATION</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>PROCESS</td>
<td></td>
</tr>
<tr>
<td>BSB0HS403B</td>
<td>IDENTIFY HAZARDS AND ASSESS OHS RISKS</td>
<td>60</td>
</tr>
<tr>
<td>BSB0HS404B</td>
<td>CONTRIBUTE TO THE IMPLEMENTATION OF STRATEGIES TO CONTROL</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>OHS RISK</td>
<td></td>
</tr>
<tr>
<td>BSB0HS405B</td>
<td>CONTRIBUTE TO THE IMPLEMENTATION OF EMERGENCY PROCEDURES</td>
<td>30</td>
</tr>
<tr>
<td>BSB0HS408A</td>
<td>ASSIST WITH COMPLIANCE WITH OHS AND OTHER RELEVANT LAWS</td>
<td>40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Elective Units of study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSCCM401A</td>
<td>MAKE A PRESENTATION</td>
<td>30</td>
</tr>
<tr>
<td>BSB0HS506B</td>
<td>MONITOR AND FACILITATE THE MANAGEMENT OF HAZARDS ASSOCIATED</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>WITH PLANT</td>
<td></td>
</tr>
<tr>
<td>BSBWRT401A</td>
<td>WRITE COMPLEX DOCUMENTS</td>
<td>50</td>
</tr>
</tbody>
</table>

CERTIFICATE IV IN OCCUPATIONAL HEALTH AND SAFETY
Course Code: BSB41604

Campus: Werribee Campus.

Career Opportunities
Occupational Health and Safety representative.

Scope of Delivery
Part-time, on campus.

Course Objective
The course provides for students wishing to pursue a career in Occupational Health and Safety and/or proceed to study in the same field at a higher level.

Entry Requirements
You must have had current or previous experience in an industrial setting and have an appreciation of Occupational Health and Safety in the workplace, or be or mature age and be assessed as being capable of successfully completing the course.

Selection Procedures / Selection Criteria
You need to complete a Direct Application form and attend an interview.

Course Duration
1 year part-time.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB0HS401A</td>
<td>40</td>
</tr>
<tr>
<td>BSB0HS402A</td>
<td>40</td>
</tr>
<tr>
<td>BSB0HS403A</td>
<td>40</td>
</tr>
<tr>
<td>BSB0HS404A</td>
<td>40</td>
</tr>
<tr>
<td>BSCCM421A</td>
<td>40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>At Least 1 of the following OHS Units:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB0HS405A</td>
</tr>
<tr>
<td>BSB0HS406A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Elective Units of study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSCCM402A</td>
<td>DEVELOP WORK PRIORITIES</td>
<td>30</td>
</tr>
<tr>
<td>BSCCM403A</td>
<td>ESTABLISH BUSINESS NETWORKS</td>
<td>50</td>
</tr>
<tr>
<td>BSCCM404A</td>
<td>DEVELOP TEAMS AND INDIVIDUALS</td>
<td>30</td>
</tr>
<tr>
<td>BSCCM405A</td>
<td>ANALYSE AND PRESENT RESEARCH INFORMATION</td>
<td>40</td>
</tr>
<tr>
<td>BSCCM406A</td>
<td>MAINTAIN BUSINESS TECHNOLOGY</td>
<td>40</td>
</tr>
<tr>
<td>BSCCM407A</td>
<td>COORDINATE BUSINESS RESOURCES</td>
<td>30</td>
</tr>
<tr>
<td>BSCCM408A</td>
<td>REPORT ON FINANCIAL ACTIVITY</td>
<td>30</td>
</tr>
<tr>
<td>BSCCM409A</td>
<td>PROMOTE PRODUCTS AND SERVICES</td>
<td>20</td>
</tr>
<tr>
<td>BSCCM410A</td>
<td>COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES</td>
<td>40</td>
</tr>
<tr>
<td>BSCCM412A</td>
<td>PROMOTE INNOVATION AND CHANGE</td>
<td>50</td>
</tr>
</tbody>
</table>
DIPLOMA OF OCCUPATIONAL HEALTH AND SAFETY
Course Code: BSB51307
Campus: Werribee Campus.
Career Opportunities
Occupational Health and Safety representative.
Scope of Delivery
Part-time, on campus.
Course Objective
This qualification reflects the role of individuals who coordinate and maintain the OHS program within an organisation. Individuals would possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and the work of others with safety responsibilities.
Entry Requirements
You must have had current or previous experience in an industrial setting and have an appreciation of Occupational Health and Safety in the workplace, or be a mature age and be assessed as being capable of successfully completing the course. Applicants must have successfully completed a Certificate IV in Occupational Health & Safety or demonstrated equivalence.
Selection Procedures / Selection Criteria
You need to complete a Direct Application form and attend an interview.
Course Duration
1 year part-time.
Course Structure
Applicants are required to complete a minimum of 5 core units and 3 elective units in accordance with the packaging rules specified in BSB07 Training Package (Refer to training Package Qualifications Framework).
Core Units of Study
Select a minimum of five units from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBOHS501B</td>
<td>50</td>
</tr>
<tr>
<td>BSBOHS502B</td>
<td>50</td>
</tr>
<tr>
<td>BSBOHS503B</td>
<td>40</td>
</tr>
<tr>
<td>BSBOHS504B</td>
<td>40</td>
</tr>
<tr>
<td>BSBOHS505B</td>
<td>60</td>
</tr>
</tbody>
</table>

Elective Units of study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBOHS406B</td>
<td>60</td>
</tr>
<tr>
<td>BSBOHS507B</td>
<td>40</td>
</tr>
<tr>
<td>BSBOHS508B</td>
<td>50</td>
</tr>
</tbody>
</table>

DIPLOMA IN OCCUPATIONAL HEALTH AND SAFETY
Course Code: BSB51604
Campus: Werribee Campus.
Career Opportunities
Occupational Health and Safety representative.
Scope of Delivery
Part-time, on campus.
Course Objective
The course provides for students wishing to pursue a career in Occupational Health and Safety and/or proceed to study in the same field at a higher level.
Entry Requirements
You must have had current or previous experience in an industrial setting and have an appreciation of Occupational Health and Safety in the workplace, or be or mature age and be assessed as being capable of successfully completing the course.

Selection Procedures / Selection Criteria
You need to complete a Direct Application form and attend an interview.

Course Duration
1 year part-time.

Course Structure
Pre-Requisite Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBOHS401A</td>
<td>CONTRIBUTE TO THE IMPLEMENTATION OF A SYSTEMATIC APPROACH TO MANAGING OHS</td>
</tr>
<tr>
<td>BSBOHS402A</td>
<td>CONTRIBUTE TO THE IMPLEMENTATION OF THE OHS CONSULTATION PROCESS</td>
</tr>
</tbody>
</table>

Unit Code   | Hours |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBOHS403A</td>
<td>IDENTIFY HAZARDS AND ASSESS OHS RISKS</td>
</tr>
<tr>
<td>BSBOHS404A</td>
<td>CONTRIBUTE TO THE IMPLEMENTATION OF STRATEGIES TO CONTROL OHS RISK</td>
</tr>
<tr>
<td>BSCMN421A</td>
<td>ASSIST WITH COMPLIANCE WITH OHS AND OTHER RELEVANT LAWS</td>
</tr>
</tbody>
</table>

At Least 1 of the following OHS Units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBOHS405A</td>
<td>CONTRIBUTE TO THE IMPLEMENTATION OF EMERGENCY PROCEDURES</td>
</tr>
<tr>
<td>BSBOHS406A</td>
<td>USE EQUIPMENT TO CONDUCT WORKPLACE MONITORING</td>
</tr>
</tbody>
</table>

Core Units of Study
Select a minimum of five units from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBOHS501A</td>
<td>PARTICIPATE IN THE COORDINATION AND MAINTENANCE OF A SYSTEMATIC APPROACH TO MANAGING OHS</td>
</tr>
<tr>
<td>BSBOHS502A</td>
<td>PARTICIPATE IN THE MANAGEMENT OF THE OHS INFORMATION AND DATA SYSTEMS</td>
</tr>
<tr>
<td>BSBOHS503A</td>
<td>ASSIST IN THE DESIGN AND DEVELOPMENT OF OHS PARTICIPATIVE ARRANGEMENTS</td>
</tr>
<tr>
<td>BSBOHS504A</td>
<td>APPLY PRINCIPLES OF OHS RISK MANAGEMENT</td>
</tr>
<tr>
<td>BSBOHS505A</td>
<td>MANAGE HAZARDS IN THE WORK ENVIRONMENT</td>
</tr>
<tr>
<td>BSBOHS506A</td>
<td>PARTICIPATE IN THE INVESTIGATION OF INCIDENTS</td>
</tr>
</tbody>
</table>

A minimum of three units from the Business Services Training Package or any other endorsed Training Package of which a minimum of two units must be from a Diploma qualification and one unit may be included from a Certificate IV or Advanced Diploma qualification.

NOTE: These three units may include the two OHS units listed below and/or the unit not chosen from the OHS units listed above. Units from other Training Packages must not duplicate units selected from the Business Services Training Package. All units selected must contribute to and combine to form a work outcome.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBOHS506A</td>
<td>MONITOR AND FACILITATE THE MANAGEMENT OF HAZARDS ASSOCIATED WITH PLANT</td>
</tr>
<tr>
<td>BSBOHS507A</td>
<td>FACILITATE THE APPLICATION OF PRINCIPLES OF OCCUPATIONAL HEALTH TO CONTROL OHS RISK</td>
</tr>
</tbody>
</table>

Elective Units of Study anticipated to be offered by Victoria University

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBOHS601B</td>
<td>DEVELOP A SYSTEMATIC APPROACH TO MANAGING OHS</td>
</tr>
<tr>
<td>BSBOHS603B</td>
<td>ANALYSE AND EVALUATE OHS RISK</td>
</tr>
<tr>
<td>BSBOHS604B</td>
<td>APPLY ERGONOMIC PRINCIPLES TO CONTROL OHS RISK</td>
</tr>
<tr>
<td>BSBOHS605B</td>
<td>APPLY OCCUPATIONAL HYGIENE PRINCIPLES TO CONTROL OHS RISK</td>
</tr>
</tbody>
</table>

ADVANCED DIPLOMA OF OCCUPATIONAL HEALTH AND SAFETY

Course Code: BSB60607

Campus: Werribee.

Career Opportunities
Occupational Health and Safety Manager.

Scope of Delivery
Part-Time, on campus.

Course Objective
This qualification reflects the role of individuals who analyse, design and execute judgements using wide-ranging technical, creative, conceptual or managerial competencies. Their knowledge base may be specialised or broad. These individuals are often accountable for group outcomes. This qualification would suit an OHS coordinator or manager in a full-time dedicated role who manages an OHS area with significant responsibility, budget and staff.

Entry Requirements
Candidates may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at advanced diploma level, including: after achieving the BSB51307 Diploma of Occupational Health and Safety or other relevant qualification/s OR providing evidence of competency in the majority of units required for the BSB51307 Diploma of Occupational Health and Safety or other relevant qualification/s OR with extensive vocational experience in planning, implementing and evaluating their own work and the work of others with safety responsibilities but without formal OHS qualifications.

Selection Procedures / Selection Criteria
You need to complete a Direct Application form and attend an interview.

Course Duration
1 year part-time.

Course Structure
Applicants are required to complete a minimum of 5 core units and 3 elective units in accordance with the packaging rules specified in BSB07 Training Package. (Refer to training Package Qualifications Framework).

Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBOHS601B</td>
<td>DEVELOP A SYSTEMATIC APPROACH TO MANAGING OHS</td>
</tr>
<tr>
<td>BSBOHS603B</td>
<td>ANALYSE AND EVALUATE OHS RISK</td>
</tr>
<tr>
<td>BSBOHS604B</td>
<td>APPLY ERGONOMIC PRINCIPLES TO CONTROL OHS RISK</td>
</tr>
<tr>
<td>BSBOHS605B</td>
<td>APPLY OCCUPATIONAL HYGIENE PRINCIPLES TO CONTROL OHS RISK</td>
</tr>
</tbody>
</table>
Unit Code   Hours
BSBOHS608B  CONDUCT AN OHS AUDIT  40

Elective Units of study
BSBOHS606B  DEVELOP AND IMPLEMENT CRISIS MANAGEMENT PROCESSES  50
BSBOHS609B  EVALUATE AN ORGANISATION’S OHS PERFORMANCE  35
BSBOHS507B  FACILITATE THE APPLICATION OF PRINCIPLES OF OCCUPATIONAL HEALTH TO CONTROL OHS RISK  40

ADVANCED DIPLOMA OF OCCUPATIONAL HEALTH AND SAFETY
Course Code: BSB61004 Advanced Diploma

Campus: Werribee.

Career Opportunities
Occupational Health and Safety representative.

Scope of Delivery
Part-time, on campus.

Course Objective
The course provides for students wishing to pursue a career in Occupational Health and Safety and/or proceed to study in the same field at a higher level.

Entry Requirements
You must have had current or previous experience in an industrial setting and have an appreciation of Occupational Health and Safety in the workplace, or be or mature age and be assessed as being capable of successfully completing the course.

Selection Procedures / Selection Criteria
You need to complete a Direct Application form and attend an interview.

Course Duration
1 year part-time.

Course Structure
Pre-Requisite Units of Study
Unit Code   Hours
BSBOHS501A  PARTICIPATE IN THE COORDINATION AND MAINTENANCE OF A SYSTEMATIC APPROACH TO MANAGING OHS  40
BSBOHS502A  PARTICIPATE IN THE MANAGEMENT OF THE OHS INFORMATION AND DATA SYSTEMS  40
BSBOHS504A  APPLY PRINCIPLES OF OHS RISK MANAGEMENT  30
BSBOHS505A  MANAGE HAZARDS IN THE WORK ENVIRONMENT  60
BSBOHS506A  MONITOR AND FACILITATE THE MANAGEMENT OF HAZARDS ASSOCIATED WITH PLANT  60

Core Units of Study
BSBOHS601A  DEVELOP A SYSTEMATIC APPROACH TO MANAGING OHS  40
BSBOHS602A  DEVELOP OHS INFORMATION AND DATA ANALYSIS AND REPORTING AND RECORDING PROCESSES  40
BSBOHS603A  ANALYSE AND EVALUATE OHS RISK  30
BSBOHS604A  APPLY ERGONOMIC PRINCIPLES TO CONTROL OHS RISK  60
BSBOHS605A  APPLY OCCUPATIONAL HYGIENE PRINCIPLES TO CONTROL OHS RISK  40
BSBOHS606A  DEVELOP AND IMPLEMENT CRISIS MANAGEMENT PROCESSES  40
BSBOHS607A  ADVISE ON APPLICATION OF SAFE DESIGN PRINCIPLES TO CONTROL OHS RISK  30
BSBOHS608A  CONDUCT AN OHS AUDIT  30
BSBOHS609A  EVALUATE AN ORGANISATION’S OHS PERFORMANCE  30

Units of Study
A minimum of three units of study from the Business Services Training Package or any other endorsed Training Package of which a minimum of two units must be from an Advanced Diploma qualification and one unit may be included from a Diploma qualification.

NOTE: These three units may be the units not yet chosen from the list of OHS units listed above.

Units of study from other Training Packages must not duplicate units selected from the Business Services Training Package. All units selected must contribute to and combine to form a work outcome.

CERTIFICATE I IN FOOD PROCESSING
Course Code: FDF10103

Offered to industry only

Campus: Industry.

Scope of Delivery
Full-time and Part Time.

Course Objective
This is an entry-level course designed for those employed or seeking employment as a base level production worker in a food processing plant.

Entry Requirements
To qualify for admission, applicants must demonstrate to the satisfaction of the Head of the 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
220 Nominal Hours.

Course Structure
Core Units
Unit Code   Hours
FDFCORWCM1A  COMMUNICATE WORKPLACE INFORMATION  20
FDFCORHS1A  FOLLOW WORK PROCEDURES TO MAINTAIN HEALTH AND SAFETY  40
FACULTY OF WORKFORCE DEVELOPMENT

UNIT CODE   HOURS
FDFCORFSY1A FOLLOW WORK PROCEDURES TO MAINTAIN FOOD SAFETY 20
FDFCORQAS1A FOLLOW WORK PROCEDURES TO MAINTAIN QUALITY 20

Elective Units
A minimum of four units, selected by the student with the approval of the Head of Department, from the relevant specialist and optional sets of units.

CERTIFICATE II IN FOOD PROCESSING
Course Code: FDF20103
Offered to industry only
Campus: Industry
Scope of Delivery
Full-time and Part Time.
Course Objective
This is an entry-level course for those employed or seeking employment as a production operator in a food processing plant.
Entry Requirements
To qualify for admission, applicants must demonstrate to the satisfaction of the Head of the 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
500 Nominal Hours.
Course Structure
Core Units
Unit Code   Hours
FDFCORWCM2A PRESENT AND APPLY WORKPLACE INFORMATION 30
FDFCORHS2A IMPLEMENT OCCUPATIONAL HEALTH AND SAFETY SYSTEMS 40
FDFCORQAS2A IMPLEMENT QUALITY SYSTEMS AND PROCEDURES 30
FDFCORFSY2A IMPLEMENT THE FOOD SAFETY PROGRAM AND PROCEDURES 30
FDFCORBM2A USE BASIC MATHEMATICAL CONCEPTS 20
Elective Units
A minimum of seven units, selected by the student, with the approval of the Head of Department, from the relevant specialist and optional sets of units.

CERTIFICATE III IN FOOD PROCESSING
Course Code: FDF30103
Campus: Industry
Scope of Delivery
Full-time and Part-time.
Course Objective
This course provides the knowledge and skills required of those employed or seeking employment as an advanced operator in a food processing plant.
Entry Requirements
To qualify for admission, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Course Duration
660 Nominal Hours.
Course Structure
Core Units
Unit Code   Hours
FDFCORHS3A MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 60
FDFCORQFS3A MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 100
FDFCORWCM2A PRESENT AND APPLY WORKPLACE INFORMATION 30
FDFCORBM2A USE BASIC MATHEMATICAL CONCEPTS 20
Elective Units
A minimum of nine units, selected by the student with the approval of the Head of Department, from the relevant specialist and optional sets of units.

CERTIFICATE III IN FOOD PROCESSING (RETAIL BAKING - BREAD)
Course Code: FDF30603
Offered to industry only
Campus: Industry
Scope of Delivery
Full Time and Part Time.
Course Objective
This course provides the necessary knowledge and skills to be employed as a baker in a retail baking environment for bread products only.
Entry Requirements
To qualify for admission, applicants generally must have completed VCE or equivalent and have an appreciation of food processing in the workplace, or be of mature age and be assessed as being capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Course Duration
6 months.

Course Structure
To be awarded a Certificate III in Food Processing (Retail Baking - Bread) competency must be achieved in a total of 12 units, consisting of 5 core units and 7 elective units.

Core Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDFCORHS3A</td>
<td>60</td>
</tr>
<tr>
<td>FDFCORQFS3A</td>
<td>100</td>
</tr>
<tr>
<td>FDFCORWCN2A</td>
<td>30</td>
</tr>
<tr>
<td>FDFCORBM2A</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units
A minimum of nine specialist units, selected by the student with the approval of the Head of School, from the relevant specialist and optional sets of units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDOPTMR1A</td>
<td>30</td>
</tr>
<tr>
<td>FDPBBDM3A</td>
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<tr>
<td>FDFRAB3A</td>
<td>80</td>
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<tr>
<td>FDFRBB2B</td>
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</tr>
<tr>
<td>FDFOPTPB3B</td>
<td>60</td>
</tr>
<tr>
<td>FDFRBM2B</td>
<td>30</td>
</tr>
<tr>
<td>FDFOPTBDZB</td>
<td>80</td>
</tr>
<tr>
<td>FDFRBOZ2B</td>
<td>20</td>
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<tr>
<td>FDFOPTSM2B</td>
<td>30</td>
</tr>
<tr>
<td>FDFZCSCS2A</td>
<td>30</td>
</tr>
<tr>
<td>FDFZPMMB2A</td>
<td>40</td>
</tr>
<tr>
<td>FDFZPRW1A</td>
<td>30</td>
</tr>
<tr>
<td>THIHGS03B</td>
<td>24</td>
</tr>
</tbody>
</table>

CERTIFICATE IV IN FOOD PROCESSING

Course Code: FDF40103

Industry only

Campus: Industry

Scope of Delivery
Full-time and Part Time.

Course Objective
The course provides the knowledge and skills required of those employed as production supervisors in a medium to large food processing enterprise.

Entry Requirements
To qualify for admission, applicants must demonstrate to the satisfaction of the Head of the 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
1090 Nominal Hours.

Course Structure
Core Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDFCORHS3A</td>
<td>60</td>
</tr>
<tr>
<td>FDFCORQFS3A</td>
<td>100</td>
</tr>
<tr>
<td>FDFCORWCN2A</td>
<td>30</td>
</tr>
<tr>
<td>FDFCORBM2A</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units
A minimum of seventeen units, selected by the student with the approval of the Head of Department, from the relevant specialist and optional sets of units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDFRAB3A</td>
<td>80</td>
</tr>
<tr>
<td>FDFRBM2B</td>
<td>30</td>
</tr>
<tr>
<td>FDFOPTMR1A</td>
<td>30</td>
</tr>
<tr>
<td>FDFPBBDM3A</td>
<td>80</td>
</tr>
<tr>
<td>FDFRAB3A</td>
<td>80</td>
</tr>
<tr>
<td>FDFRBB2B</td>
<td>40</td>
</tr>
<tr>
<td>FDFOPTPB3B</td>
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</tr>
<tr>
<td>FDFRBM2B</td>
<td>30</td>
</tr>
<tr>
<td>FDFOPTBDZB</td>
<td>80</td>
</tr>
<tr>
<td>FDFRBOZ2B</td>
<td>20</td>
</tr>
<tr>
<td>FDFOPTSM2B</td>
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</tr>
<tr>
<td>FDFZCSCS2A</td>
<td>30</td>
</tr>
<tr>
<td>FDFZPMMB2A</td>
<td>40</td>
</tr>
<tr>
<td>FDFZPRW1A</td>
<td>30</td>
</tr>
<tr>
<td>THIHGS03B</td>
<td>24</td>
</tr>
</tbody>
</table>

DIPLOMA OF FOOD PROCESSING

Course Code: FDF50103

Campus: On-site.

Career Opportunities
Production Manager.

Scope of Delivery
Industry.

Course Objectives
The course provides the knowledge and skills required of those employed as production managers in a medium to large food processing enterprise.

Entry Requirements
There are no formal requirements for entry into the course. Students will primarily be those currently employed in the food processing industry. However, people who hope to gain employment by improving their skill levels may also be considered in selecting course applicants.

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

Selection Procedures/Selection Criteria
Company nomination.
Course Duration
The course may be offered on a full-time basis over a minimum of 1530 nominal hours, or part-time equivalent.

Course Structure
The course consists of core, optional and specialist units.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDFCORHS3A</td>
<td>60</td>
</tr>
<tr>
<td>FDFCORBM2A</td>
<td>20</td>
</tr>
<tr>
<td>FDFCORQFS3A</td>
<td>100</td>
</tr>
<tr>
<td>FDFCORWCM2A</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective Units of Study
A minimum of twenty five units, selected by the student with the approval of the Head of Department, from the relevant specialist and optional sets of units. Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN MASSAGE THERAPY PRACTICE

Course Code: HLT40307

Campus: City King.

Career Opportunities
This qualification covers work for a massage therapist at a basic level. It provides skills in therapeutic and relaxation massage including basic health assessment and treatment. With this qualification, therapists can work in a clinic, aged care facility, health service, spa facility and in palliative care in a hospital or facility.

Scope of Delivery
The course is offered on a full-time basis only.

Course Objectives
The course is designed to develop workplace knowledge and skills in relaxation and therapeutic massage. This incorporates the planning, applying and performing basic health assessment necessary for massage treatments.

Entry Requirements
Successful completion of VCE/VCAL or equivalent.

Selection Procedure/Selection Criteria
Applicants are required to attend an interview. Successful completion of an introductory course in massage at Victoria University (Short Course Centre, telephone: (03) 9919 7920) or equivalent.

Course Duration
The course is offered on a full-time basis over 1 year.

Course Structure
A total of 15 units are required for this qualification, comprising of 10 common units and 5 specialisation units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSCCAN204A</td>
<td>15</td>
</tr>
<tr>
<td>HLTCOM404B</td>
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</tr>
<tr>
<td>HLTCOM405B</td>
<td>30</td>
</tr>
<tr>
<td>HLTCOM406B</td>
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</tr>
<tr>
<td>HLTCOM408B</td>
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<tr>
<td>HLFIA301B</td>
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<tr>
<td>HLTHIR301A</td>
<td>20</td>
</tr>
<tr>
<td>HLTIN301A</td>
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<tr>
<td>HLTAP401A</td>
<td>90</td>
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</tbody>
</table>

Specialisation Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTREM401B</td>
<td>20</td>
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<tr>
<td>HLTREM406B</td>
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<tr>
<td>HLTREM407B</td>
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<tr>
<td>HLTREM408B</td>
<td>20</td>
</tr>
<tr>
<td>HLTREM409B</td>
<td>100</td>
</tr>
</tbody>
</table>

DIPLOMA OF REMEDIAL MASSAGE (I)

Course Code: HLT50302 - Continuing Students Only

Campus: City King.

Career Opportunities
Join an association and work within a multidisciplinary setting work with Work Cover Clients and obtain Health Fund Rebate Status.

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

Course Objectives
The course provides the knowledge and skills required of massage therapist working in a multi disciplinary clinic, and give them the knowledge to assess injuries and their mechanisms. The areas covered in the Diploma of Remedial Massage HLT50302 are:

- Anatomy and Physiology;
- Musculoskeletal Anatomy I and II;
- Massage 1 - Relaxation;
- Massage 2 - Therapeutic;
- Massage 3 - Sports Massage;
- Massage 4 - Relaxation Clinic;
- Communications;
- Professional Skills/Ethics;
- Infection Control;
- Therapeutic Clinic;
- Biomechanics;
- Musculoskeletal Pathology;
- Physical Assessment 1 and 2;
- Lymphatic Drainage;
- Myofascial Tension Techniques;
- Trigger Point Therapy;
- Therapeutic and Sports Clinic;
- Exercise Physiology;
- Business Skills;
- Systemic Pathology;
- Acupressure;
- Research Project;
- Integrated Therapies;
- Remedial Clinic;
- Occupational Health & Safety.

Pre Requisites
Successful completion of an introductory course in massage at Victoria University (Short Course Centre, telephone: (03) 9919 7920) or equivalent.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of a program team member that they are capable of successfully completing the course.

Course Duration
The course is offered on a full-time basis over 18 months.

Course Structure
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTCOM2A</td>
<td>DEVELOP PROFESSIONAL EXPERTISE</td>
</tr>
<tr>
<td>HLTREM2A</td>
<td>PROVIDE REMEDIAL MASSAGE TREATMENT</td>
</tr>
<tr>
<td>HLTREM3A</td>
<td>PLAN THE REMEDIAL MASSAGE TREATMENT STRATEGY</td>
</tr>
<tr>
<td>HLTREM4A</td>
<td>APPLY REMEDIAL MASSAGE ASSESSMENT FRAMEWORK</td>
</tr>
<tr>
<td>HLTREM5A</td>
<td>PERFORM REMEDIAL MASSAGE HEALTH ASSESSMENT</td>
</tr>
<tr>
<td>BSBCMN204A</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
</tr>
<tr>
<td>HLTCOM4A</td>
<td>COMMUNICATE EFFECTIVELY WITH CLIENTS/PATIENTS</td>
</tr>
<tr>
<td>HLTCOM5A</td>
<td>ADMINISTER A PRACTICE</td>
</tr>
<tr>
<td>HLTCOM6A</td>
<td>MAKE REFERRALS TO OTHER HEALTH CARE PROFESSIONALS WHEN APPROPRIATE</td>
</tr>
<tr>
<td>HLFA2A</td>
<td>APPLY ADVANCED FIRST AID</td>
</tr>
<tr>
<td>HLTHIRIA</td>
<td>WORK EFFECTIVELY IN THE HEALTH INDUSTRY</td>
</tr>
<tr>
<td>HLHS1E1A</td>
<td>FOLLOW THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES</td>
</tr>
<tr>
<td>HLTHSE1A</td>
<td>COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES</td>
</tr>
<tr>
<td>HLTHREM1A</td>
<td>WORK WITHIN A MASSAGE FRAMEWORK</td>
</tr>
</tbody>
</table>

CERTIFICATE III IN LABORATORY SKILLS
Course Code: PML30104

Campus: Footscray Nicholson and Werribee Campuses.

Career Opportunities
Recognised industry base qualification for laboratory personnel. Pathway into science courses at Certificate IV or Diploma or Laboratory courses at Diploma level in TAFE.

Scope of Delivery
This course is offered on a full-time basis over six months or part-time equivalent.

Course Objective
To provide a broad and flexible package of competencies which meets the needs of laboratory assistants, instrument operators and similar personnel. To provide students with knowledge and skills in areas of mathematics, biology, chemistry, quality and occupational health & safety.

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

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
Lodgement of a timely application form, direct to the University. Applicants will be contacted to attend an interview and complete a numeracy literacy assessment.

Course Duration
This course may be offered on a full-time or part-time basis over 320-620 hours.
FACULTY OF WORKFORCE DEVELOPMENT

Course Structure
Core Units of Study
Unit of Study Code Nominal Hours

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLCOM300B</td>
<td>COMMUNICATE WITH OTHER PEOPLE</td>
</tr>
<tr>
<td>PMLOHS302A</td>
<td>PARTICIPATE IN LABORATORY/FIELD WORKPLACE SAFETY</td>
</tr>
<tr>
<td>PMLORG301A</td>
<td>PERFORM BIOLOGICAL PROCEDURES</td>
</tr>
<tr>
<td>PMLDATA200A</td>
<td>RECORD AND PRESENT DATA</td>
</tr>
<tr>
<td>PMLQUAL300B</td>
<td>CONTRIBUTE TO THE ACHIEVEMENT OF QUALITY OBJECTIVES</td>
</tr>
</tbody>
</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLORG200A</td>
<td>WORK WITHIN A LABORATORY/FIELD WORKPLACE (INDUCTION)</td>
</tr>
<tr>
<td>PMLSAMP200A</td>
<td>COLLECT ROUTINE SITE SAMPLES</td>
</tr>
<tr>
<td>PMLSAMP201A</td>
<td>HANDLE AND TRANSPORT SAMPLES OR EQUIPMENT</td>
</tr>
<tr>
<td>PMLTEST200A</td>
<td>CONDUCT ROUTINE SITE MEASUREMENTS</td>
</tr>
<tr>
<td>PMLMAIN300B</td>
<td>MAINTAIN THE LABORATORY FIT FOR PURPOSE</td>
</tr>
<tr>
<td>PMLOHS301B</td>
<td>WORK SAFELY WITH INSTRUMENTS THAT EMIT STANDAR D RADIATION</td>
</tr>
<tr>
<td>PMLQUAL301B</td>
<td>APPLY CRITICAL CONTROL POINT REQUIREMENTS</td>
</tr>
<tr>
<td>PMLSAMP302A</td>
<td>RECEIVE AND PREPARE SAMPLES FOR TESTING</td>
</tr>
<tr>
<td>PMLSCIG300B</td>
<td>OPERATE BASIC HANDBLLOWING EQUIPMENT</td>
</tr>
<tr>
<td>PMLSCIG301B</td>
<td>REPAIR GLASS APPARATUS USING SIMPLE GLASSBLOWING EQUIPMENT</td>
</tr>
<tr>
<td>PMLTEST300B</td>
<td>PERFORM BASIC TESTS</td>
</tr>
<tr>
<td>PMLTEST303B</td>
<td>PREPARE WORKING SOLUTIONS</td>
</tr>
<tr>
<td>PMLTEST304B</td>
<td>PREPARE CULTURE MEDIA</td>
</tr>
<tr>
<td>PMLTEST305B</td>
<td>PERFORM ASEXIC TECHNIQUES</td>
</tr>
<tr>
<td>PMLTEST306B</td>
<td>ASSIST WITH FIELDWORK</td>
</tr>
<tr>
<td>PMLTEST307B</td>
<td>PREPARE TRIAL BATCHES FOR EVALUATION</td>
</tr>
<tr>
<td>PMLTEST400A</td>
<td>PERFORM MICROSCOPIC EXAMINATION</td>
</tr>
<tr>
<td>PMLTEST401A</td>
<td>PERFORM HISTOLOGICAL PROCEDURES</td>
</tr>
<tr>
<td>PMLCAL400A</td>
<td>PERFORM STANDARD CALIBRATIONS</td>
</tr>
<tr>
<td>PMLDATA400A</td>
<td>PROCESS AND INTERPRET DATA</td>
</tr>
<tr>
<td>PMLMAIN400A</td>
<td>MAINTAIN AND CONTROL STOCKS</td>
</tr>
<tr>
<td>PMLOHS500A</td>
<td>MAINTAIN LABORATORY/FIELD WORKPLACE SAFETY</td>
</tr>
<tr>
<td>PMLGLO400A</td>
<td>PREPARE PRACTICAL SCIENCE CLASSES AND DEMONSTRATIONS</td>
</tr>
<tr>
<td>PMLQUAL400B</td>
<td>CONTRIBUTE TO THE ONGOING DEVELOPMENT OF HACCP PLANS</td>
</tr>
<tr>
<td>PMLQUAL401B</td>
<td>APPLY QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT PROCESSES</td>
</tr>
<tr>
<td>PMLSAMP400B</td>
<td>OBTAIN REPRESENTATIVE SAMPLES IN ACCORDANCE WITH SAMPLING PLAN</td>
</tr>
<tr>
<td>PMLSAMP401A</td>
<td>PREPARE MINERAL SAMPLES FOR ANALYSIS</td>
</tr>
<tr>
<td>PMLTEST402B</td>
<td>PREPARE, STANDARDISE AND USE SOLUTIONS</td>
</tr>
<tr>
<td>PMLTEST403B</td>
<td>ASSIST WITH GEOTECHNICAL SITE INVESTIGATIONS</td>
</tr>
<tr>
<td>PMLTEST404A</td>
<td>PERFORM CHEMICAL TESTS AND PROCEDURES</td>
</tr>
<tr>
<td>PMLTEST405A</td>
<td>PERFORM FOOD TESTS</td>
</tr>
<tr>
<td>PMLTEST406A</td>
<td>PERFORM PHYSICAL TESTS</td>
</tr>
<tr>
<td>PMLTEST407A</td>
<td>PERFORM BIOLOGICAL PROCEDURES</td>
</tr>
<tr>
<td>PMLTEST408A</td>
<td>UNDERTAKE ENVIRONMENTAL FIELD-BASED MONITORING</td>
</tr>
<tr>
<td>PMLTEST409A</td>
<td>CAPTURE AND MANAGE SCIENTIFIC IMAGES</td>
</tr>
<tr>
<td>PMLTEST410A</td>
<td>UNDERTAKE ENVIRONMENTAL FIELD-BASED, REMOTE-SENSING MONITORING</td>
</tr>
<tr>
<td>PMLTEST411A</td>
<td>PERFORM MECHANICAL TESTS</td>
</tr>
<tr>
<td>PMLTEST412A</td>
<td>PREPARE TISSUE AND CELL CULTURES</td>
</tr>
</tbody>
</table>

Students are required to complete five units of study plus seven elective units of study. These elective units must include a minimum of four (4) units from the PML 300 series, including at least one of the PML‘TEST300 or SCIG300’ series units, a maximum of two units from the PML 200 series; a maximum of two units from the PML 400 series; and a maximum of two relevant units from other endorsed Training Packages.

Units with pre-requisites.
Unit : Pre-requisite
PMLTEST405A : PMLTEST308A
PMLTEST407A : PMLTEST305B and PMLTEST308A
PMLTEST412A : PMLTEST305A

CERTIFICATE IV IN LABORATORY TECHNIQUES

Course Code: PML40104

Campus: Footscray Nicholson
Career Opportunities
Laboratory Assistant
Scope of Delivery
Full-time, Part-time, Flexible delivery.
Course Objective
Provides an accredited program at AQF level 4 for students wishing to pursue a career in Laboratory or Technical field and/or proceed to study in the same field at a higher level.
Entry Requirements
To qualify for admission to the course, applicants generally must have completed VCE with preference for Chemistry and Biology and have an appreciation of laboratory procedures in the workplace, or be or mature age and be assessed as being capable of successfully completing the course.
**Course Duration**
1 year Full-time.

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Units of Study</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PMLCOM300B</td>
<td>COMMUNICATE WITH OTHER PEOPLE</td>
<td>40</td>
</tr>
<tr>
<td>PMLDATA400A</td>
<td>PROCESS AND INTERPRET DATA</td>
<td>70</td>
</tr>
<tr>
<td>PMLDATA501B</td>
<td>USE LABORATORY APPLICATION SOFTWARE</td>
<td>60</td>
</tr>
<tr>
<td>PMLQUAL401B</td>
<td>APPLY QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT PROCESSES</td>
<td>80</td>
</tr>
<tr>
<td>PMLTEST300A</td>
<td>PERFORM BASIC TESTS</td>
<td>60</td>
</tr>
<tr>
<td>Elective Units of Study</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit Code</td>
<td>Nominal Hours</td>
<td></td>
</tr>
<tr>
<td>PMLMAIN300A</td>
<td>MAINTAIN THE LABORATORY FIT FOR PURPOSE</td>
<td>30</td>
</tr>
<tr>
<td>PMLOH5400A</td>
<td>MAINTAIN LABORATORY/FIELD WORKPLACE SAFETY</td>
<td>50</td>
</tr>
<tr>
<td>PMLORG300A</td>
<td>PERFORM BIOLOGICAL PROCEDURES</td>
<td>130</td>
</tr>
<tr>
<td>PMLCOM500B</td>
<td>PERFORM ASEPTIC TECHNIQUES</td>
<td>40</td>
</tr>
<tr>
<td>PMLTEST404A</td>
<td>PERFORM CHEMICAL TESTS AND PROCEDURES</td>
<td>100</td>
</tr>
<tr>
<td>PMLTEST402B</td>
<td>PREPARE, STANDARDISE AND USE SOLUTIONS</td>
<td>100</td>
</tr>
<tr>
<td>PMLTEST409A</td>
<td>CAPTURE AND MANAGE SCIENTIFIC IMAGES</td>
<td>40</td>
</tr>
<tr>
<td>PMLTEST308A</td>
<td>PERFORM MICROSCOPIC EXAMINATION</td>
<td>40</td>
</tr>
<tr>
<td>PMLTEST301A</td>
<td>PERFORM HISTOLOGICAL PROCEDURES</td>
<td>40</td>
</tr>
<tr>
<td>PMLCAL400A</td>
<td>PERFORM STANDARD CALIBRATIONS</td>
<td>50</td>
</tr>
</tbody>
</table>

**DIPLOMA OF LABORATORY TECHNOLOGY (I)**

Course Code: PMLS0104

**Campus:** Footscray Nicholson and Werribee (part-time) campuses.

**Career Opportunities**
This course is suitable for people seeking employment in a laboratory setting as Technical officers, laboratory technicians, analysts etc.

**Scope of Delivery**
Full-time, Part-time, Flexible delivery & Distance

**Course Objective**
The course aims to provide participants with the skills and knowledge required to work as laboratory technicians conducting complex tests in a biological, environmental or pathology science laboratory setting.

**Entry Requirements**
Successful completion of an approved course of study at Year 12 level or equivalent, with studies in English, Biology and preferably Chemistry or be mature age and assessed as being capable of successfully completing the course.

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

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

**Selection Procedures / Selection Criteria**
Non-Exit VCE: Lodgement of a timely Direct Application form, to the University. Applicants may be contacted to attend an interview and complete a numeracy/literacy assessment.

Exit VCE: Through VTAC.

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

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLCOM300B</td>
<td></td>
</tr>
<tr>
<td>PMLOH5400A</td>
<td></td>
</tr>
<tr>
<td>PMLORG301A</td>
<td></td>
</tr>
<tr>
<td>PMLCOM500B</td>
<td></td>
</tr>
<tr>
<td>PMLDATA400A</td>
<td></td>
</tr>
<tr>
<td>PMLDATA501B</td>
<td></td>
</tr>
<tr>
<td>PMLQUAL401B</td>
<td></td>
</tr>
<tr>
<td>PMLTEST402B</td>
<td></td>
</tr>
<tr>
<td>PMLTEST409A</td>
<td></td>
</tr>
<tr>
<td>PMLTEST308A</td>
<td></td>
</tr>
<tr>
<td>PMLTEST301A</td>
<td></td>
</tr>
<tr>
<td>PMLCAL400A</td>
<td></td>
</tr>
</tbody>
</table>

* = prerequisite PMLDATA400A - Process and interpret data

**Elective Units of Study**

Biological & Environmental Stream
Twelve elective units as listed in the Laboratory Operations Training Package PML04.

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLCOM300B</td>
<td></td>
</tr>
<tr>
<td>PMLDATA400A</td>
<td></td>
</tr>
<tr>
<td>PMLDATA501B</td>
<td></td>
</tr>
<tr>
<td>PMLQUAL401B</td>
<td></td>
</tr>
<tr>
<td>PMLTEST300A</td>
<td></td>
</tr>
<tr>
<td>PMLTEST401A</td>
<td></td>
</tr>
<tr>
<td>PMLTEST402A</td>
<td></td>
</tr>
<tr>
<td>PMLTEST404A</td>
<td></td>
</tr>
<tr>
<td>PMLTEST407A</td>
<td></td>
</tr>
<tr>
<td>Unit Code</td>
<td>Hours</td>
</tr>
<tr>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td>PMLTEST408A</td>
<td>80</td>
</tr>
<tr>
<td>*PMLTEST501B</td>
<td>140</td>
</tr>
<tr>
<td>*PMLTEST503B</td>
<td>150</td>
</tr>
<tr>
<td>*PMLTEST512A</td>
<td>100</td>
</tr>
<tr>
<td>*PMLTEST513A</td>
<td>120</td>
</tr>
<tr>
<td>*PMLTEST524A</td>
<td>150</td>
</tr>
</tbody>
</table>

**Biotechnology Stream**

Twelve elective units as listed in the Laboratory Operations Training Package PML04.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLTEST305B</td>
<td>40</td>
</tr>
<tr>
<td>PMLTEST308A</td>
<td>40</td>
</tr>
<tr>
<td>PMLTEST402B</td>
<td>100</td>
</tr>
<tr>
<td>PMLTEST404A</td>
<td>100</td>
</tr>
<tr>
<td>*PMLTEST407A</td>
<td>130</td>
</tr>
<tr>
<td>*PMLTEST412A</td>
<td>50</td>
</tr>
<tr>
<td>*PMLTEST413A</td>
<td>120</td>
</tr>
<tr>
<td>*PMLTEST501B</td>
<td>140</td>
</tr>
<tr>
<td>*PMLTEST512A</td>
<td>100</td>
</tr>
<tr>
<td>*PMLTEST513A</td>
<td>120</td>
</tr>
<tr>
<td>*PMLTEST517A</td>
<td></td>
</tr>
<tr>
<td>*PMLTEST518A</td>
<td></td>
</tr>
<tr>
<td>*PMLTEST524A</td>
<td>150</td>
</tr>
</tbody>
</table>

**Elective Units of study**

Twelve as listed in the Laboratory Operations Training Package PML04.

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**CERTIFICATE IV IN CONSERVATION AND LAND MANAGEMENT**

**Course Code:** RTD40102

**Campus:** Werribee Campus.

**Career Opportunities**

Pest management officer, park ranger or cultural officer.

**Scope of Delivery**

Full-time or part-time, on campus.

**Course Objectives**

The course aims to provide training to the level of leading hand or supervisor.

**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 through previous study, as in articulation, informal or formal learning or from work and/or life experience.

**Selection Procedures/Selection Criteria**

Direct entry and interview or VTAC application.

**Course Duration**

1 year full-time or part-time equivalent.

**Course Structure**

The structure of the course comprises twelve units of study from the following:

**Group A Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTD4020A</td>
<td>80</td>
</tr>
<tr>
<td>RTD4022A</td>
<td>100</td>
</tr>
<tr>
<td>RTD4504A</td>
<td>100</td>
</tr>
<tr>
<td>RTD4507A</td>
<td>120</td>
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</tbody>
</table>

**Group B Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSZ404A</td>
<td>30</td>
</tr>
<tr>
<td>RTC402A</td>
<td>60</td>
</tr>
<tr>
<td>RTD4403A</td>
<td>100</td>
</tr>
<tr>
<td>RTD4407A</td>
<td>60</td>
</tr>
<tr>
<td>THTPP025B</td>
<td>60</td>
</tr>
<tr>
<td>PUA00012A</td>
<td>20</td>
</tr>
</tbody>
</table>

**Group C Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RT5010A</td>
<td>120</td>
</tr>
<tr>
<td>RTD5502A</td>
<td>200</td>
</tr>
</tbody>
</table>

or

(i) any other relevant units of study at AQF level 3, 4, or 5 within the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002;

(ii) the relevant units of study at AQF level 3, 4, or 5 within any other nationally endorsed Training Package.

All units of study are selected by the student with the approval of the Head of Department. All Group A and Group B units of study are listed in the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002.
DIPLOMA OF CONSERVATION AND LAND MANAGEMENT
Course Code: RTD50102
Campus: Werribee.
Career Opportunities
Forest officer, public land pest manager, bushcare coordinator.
Scope of Delivery
Full-time or part-time, on campus.
Course Objectives
The course aims to provide training to the level of park manager.
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
Direct entry and interview or VTAC application.
Course Duration
Full-time or part-time equivalent over 1330-1450 hours.
Course Structure
The structure of the course is ten units (together totalling at least 1330 nominal hours) selected by the student, with the approval of the Head of Department, having regard to one of the following streams as detailed in the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002 —
(i) General Land Management
(ii) Conservation Earthworks
(iii) Indigenous Land Management
(iv) Lands, Parks and Wildlife
(v) Community Coordination and Facilitation
(vi) Weed Management
(vii) Vertebrate Pest Management
(viii) Natural Area Restoration and Management.

CERTIFICATE II IN ANIMAL STUDIES
Course Code: RUV20104
Campus: Werribee Campus.
Career Opportunities
Veterinary receptionist, Animal attendant.
Scope of Delivery
Part-time, on campus.
Course Objectives
This course provides general prevocational training for people who want to undertake work in the animal care industry.
Entry Requirements
To qualify for admission applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
Direct application. Applicants must have regular access to a veterinary clinic, either paid or voluntary.
Course Duration
9 months part-time one day per week. Minimum of 310 nominal hours
Course Structure
Unit Code   Hours
Core Units of Study
RUV2101A WORK IN THE ANIMAL CARE INDUSTRY 20
RUV2102A FOLLOW OHS PROCEDURES IN AN ANIMAL CARE ENVIRONMENT 40
RUV2103A ASSISTS WITH GENERAL ANIMAL CARE 80
RUV2104A PROVIDE FOOD AND WATER FOR ANIMALS 30
RUV2105A PARTICIPATE IN WORKPLACE COMMUNICATIONS 20
Elective Units of Study
A minimum of three units, selected by the student, with the approval of the head of department from:
Unit of Study Code Hours
RUV2106A ASSIST WITH FOOD PREPARATION 20
RUV2107A PROVIDE BASIC FIRST AID FOR ANIMALS 30
RUV2108A RESCUE ANIMALS AND APPLY BASIC ANIMAL CARE 30
RUV2401A PREPARE FOR AND CONDUCT A TOUR OR PRESENTATION 30
RUV2501A PROVIDE INFORMATION ON COMPANION ANIMALS, PRODUCTS AND SERVICES 60
RUV2601A CARRY OUT VETERINARY RECEPTION DUTIES 30
RUV2602A CARRY OUT DAILY CLINIC ROUTINES 40
RUV2603A ASSIST WITH SURGERY PREPARATIONS 40
RTC2704A PROVIDE BASIC FIRST AID 10
A minimum of two units, selected by the student, with the approval of the head of department relevant to the Animal Care and Management sector from:
• RUV04 Animal Care and Management Training Package; and/or
• Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualification Framework level 1, 2 or 3.

CERTIFICATE III IN ANIMAL TECHNOLOGY
Course Code: RUV30104
Campus: Werribee Campus.
Career Opportunities
Animal attendant, Animal carer.
Scope of Delivery
Part-time, on campus.
Course Objectives
This course aims to provide training for people operating at a junior or assistant level in the animal technology industry.
Entry Requirements
To qualify for admission applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
Direct application and interview.
Course Duration
9 months part-time.
Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLDATA300A</td>
<td>PROCESS AND RECORD DATA</td>
<td>70</td>
</tr>
<tr>
<td>PMLTEST305B</td>
<td>PERFORM ASEPTIC TECHNIQUES</td>
<td>40</td>
</tr>
<tr>
<td>RUV2104A</td>
<td>PROVIDE FOOD AND WATER FOR ANIMALS</td>
<td>30</td>
</tr>
<tr>
<td>RUV2105A</td>
<td>PARTICIPATE IN WORKPLACE COMMUNICATIONS</td>
<td>20</td>
</tr>
<tr>
<td>RUV3301A</td>
<td>CARRY OUT INSTITUTION CONTAINMENT AND EXCLUSION PROCEDURES</td>
<td>40</td>
</tr>
<tr>
<td>RUV3302A</td>
<td>CONDUCT EUTHANASIA OF RESEARCH ANIMALS</td>
<td>40</td>
</tr>
<tr>
<td>RUV3303A</td>
<td>MONITOR AND MAINTAIN ANIMALS HEALTH AND WELLBEING</td>
<td>50</td>
</tr>
<tr>
<td>RUV3304A</td>
<td>PROVIDE BEHAVIOURAL ENRICHMENT FOR RESEARCH ANIMALS</td>
<td>40</td>
</tr>
<tr>
<td>RUV3305A</td>
<td>CARRY OUT SIMPLE BREEDING PROCEDURES</td>
<td>30</td>
</tr>
<tr>
<td>RUV3306A</td>
<td>WORK WITHIN AN ANIMAL TECHNOLOGY INSTITUTION</td>
<td>50</td>
</tr>
<tr>
<td>RUV3307A</td>
<td>PREPARE FOR AND MONITOR ANAESTHESIA IN ANIMALS</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units of Study
A minimum of three units, selected by the student, with the approval of the head of department from:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLMAIN300B</td>
<td>MAINTAIN THE LABORATORY FIT FOR PURPOSE</td>
<td>30</td>
</tr>
<tr>
<td>PMLTEST300B</td>
<td>PERFORM BASIC TESTS</td>
<td>60</td>
</tr>
<tr>
<td>PMLTEST301B</td>
<td>PERFORM BIOLOGICAL LABORATORY PROCEDURES</td>
<td>80</td>
</tr>
<tr>
<td>PMLTEST302B</td>
<td>PREPARE WORKING SOLUTIONS</td>
<td>50</td>
</tr>
<tr>
<td>RTC3310A</td>
<td>OPERATE SPECIALISED MACHINERY AND EQUIPMENT</td>
<td>60</td>
</tr>
<tr>
<td>RUV2603A</td>
<td>ASSIST WITH SURGERY PREPARATIONS</td>
<td>40</td>
</tr>
</tbody>
</table>

or

Any other units of competency relevant to the Animal Care and management sector from:
• RUV04 Animal Care and Management Training Package; and/or
• Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualification Framework level 2, 3 or 4.

CERTIFICATE III IN COMPANION ANIMAL SERVICES
Course Code: RUV30304
Campus: Werribee Campus.
Career Opportunities
Animal carer, pet shop assistant.
Scope of Delivery
Part-time, on-campus.
Course Objectives
This course aims to provide training for people working as an assistant within a companion animal organisation.
Entry Requirements
To qualify for admission applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
Direct application and interview.
Course Duration
1 year part-time.
### Course Structure

**Unit Code**

**Core Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUV2101A</td>
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<tr>
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</table>

**Elective Units of Study**

A minimum of four units approved by the Head of Department from:

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

AND

A minimum of three units approved by the Head of Department, relevant to the Companion Animal sector from:

- RUV04 Animal Care and Management Training Package;
- Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualification Framework level 2, 3 or 4.

### CERTIFICATE IV IN ANIMAL CONTROL AND REGULATION

**Course Code:** RUV40104

**Campus:** Industry.

**Career Opportunities**

Animal control and regulation officer.

**Scope of Delivery**

Industry based. Part-time.

**Course Objective**

The Certificate IV in Animal Control and Regulation is the industry qualification for persons undertaking animal control and regulatory functions.

**Entry Requirements**

Current paid employment in the relevant industry. Students may be required to undertake an interview upon application for this course.

**Selection Procedures/Selection Criteria**

Direct application.

**Course Duration**

Two years part-time.

**Course Structure**

The course requires the completion of a total of 14 units of competency, 10 core units and 4 elective units.

**Core Units of Study**

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**Elective Units of Study**

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<td>LGAEHRR304A</td>
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</table>
CERTIFICATE IV IN VETERINARY NURSING

Course Code: RUV40404

Campus: Werribee Campus.

Career Opportunities
Veterinary Nurse

Scope of Delivery
Part-time.

Course Objective
This course provides training to the level required for people operating as veterinary nurses within veterinary clinics.

Entry Requirements
To qualify for admission applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Applicants must also have paid employment in a vet clinic for at least 2 days per week.

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

Selection Procedures/Selection Criteria
Direct applicant, applicants must be working in a veterinary clinic.

Course Duration
2 years part-time one day per week.

Course Structure
The course requires the completion of 21 units (comprising 18 and 3 electives).

Unit Code   Hours
Core Units of Study
RUV2101A WORK IN THE ANIMAL CARE INDUSTRY 20
RUV2102A FOLLOW OHS PROCEDURES IN AN ANIMAL CARE ENVIRONMENT 40
RUV2103A ASSISTS WITH GENERAL ANIMAL CARE 80
RUV2104A PROVIDE FOOD AND WATER FOR ANIMALS 30
RUV2105A PARTICIPATE IN WORKPLACE COMMUNICATIONS 20
RUV2601A CARRY OUT VETERINARY RECEPTION DUTIES 30
RUV2602A CARRY OUT DAILY CLINIC ROUTINES 40
RUV2603A ASSIST WITH SURGERY PREPARATIONS 40
RUV2604A CARRY OUT DAILY CLINIC ROUTINES 40
RUV4601A CARRY OUT SURGICAL NURSING ROUTINES 80
RUV4602A CARRY OUT MEDICAL NURSING ROUTINES 80
RUV4603A CARRY OUT VETERINARY DENTAL NURSING ROUTINES 40
RUV4604A CARRY OUT MEDICAL NURSING ROUTINES 40
RUV4605A CARRY OUT DENTAL NURSING ROUTINES 40
RUV4606A CARRY OUT VETERINARY DENTAL NURSING ROUTINES 40
RUV4607A CARRY OUT SURGICAL NURSING ROUTINES 80
RUV4608A CARRY OUT MEDICAL NURSING ROUTINES 80
RUV4609A CARRY OUT DENTAL NURSING ROUTINES 80
RUV4610A CARRY OUT VETERINARY DENTAL NURSING ROUTINES 40

Elective Units of Study
A minimum of three units, selected by the student, with the approval of the head of department from:

Unit Code   Hours
RUV4611A PREPARE, DELIVER AND REVIEW ANIMAL CARE EDUCATION PROGRAMS 50
RUV4612A COORDINATE CLINIC PROMOTIONAL ACTIVITIES 50
RUV4613A DEVELOP AND IMPLEMENT SPECIFIC CLINIC POLICIES 50

or

Any other units of competency relevant to the Veterinary Nursing sector from:
- RUV04 Animal Care and Management Training Package; and/or
- Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualifications Framework level 3, 4 or 5.

DIPLOMA OF ANIMAL TECHNOLOGY

Course Code: RUV50104

Campus: Werribee Campus.

Career Opportunities
Senior Technical Officer, Animal House Manager.

Scope of Delivery
Full-time and part-time.

Course Objective
This course provides training required for people operating at a senior or managerial level and undertaking animal technology functions within a scientific environment.

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

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

Selection Procedures/Selection Criteria
Applicants for full-time study should apply through VTAC, applicants for part-time study should submit a direct application.
Course Duration
This course is 3 years. The 1st year of study is full-time, while 2nd and 3rd years of study are part-time.

Course Structure

Unit Code   Hours
Core Units of Study
RUV2104A PROVIDE FOOD AND WATER FOR ANIMALS 30
RUV2105A PARTICIPATE IN WORKPLACE COMMUNICATIONS 20
RUV3301A CARRY OUT INSTITUTION CONTAINMENT AND EXCLUSION PROCEDURES 40
RUV3302A CONDUCT EUTHANASIA OF RESEARCH ANIMALS 40
RUV3303A MONITOR AND MAINTAIN ANIMALS HEALTH AND WELLBEING 50
RUV3304A PROVIDE BEHAVIOURAL ENRICHMENT FOR RESEARCH ANIMALS 40
RUV3305A CARRY OUT SIMPLE BREEDING PROCEDURES 30
RUV3306A WORK WITHIN AN ANIMAL TECHNOLOGY INSTITUTION 50
RUV3307A PREPARE FOR AND MONITOR ANAESTHESIA IN ANIMALS 40
RUV3301A CARRY OUT BREEDING PROCEDURES 40
RUV3302A CARRY OUT POST MORTEM EXAMINATION OF A RESEARCH ANIMAL 80

Unit Code   Hours
RUV5303A MANAGE NUTRITION OF RESEARCH ANIMALS 40
RUV5304A MANAGE COMPLIANCE IN ANIMAL TECHNOLOGY 20
RUV5305A MONITOR AND MAINTAIN THE HEALTH OF RESEARCH ANIMALS 80
RUV5306A PLAN AN ANIMAL TECHNOLOGY FACILITY 60
RUV5307A MANAGE LABORATORY PROCEDURES 100
RUV5308A ADMINISTER ANAESTHESIA AND PERFORM SURGERY ON ANIMALS FOR SCIENTIFIC PURPOSES 60
BSBSBM407A MANAGE A SMALL TEAM 40
PMLDATA300A PROCESS AND RECORD DATA 70
PMLTEST305A PERFORM ASEPTIC TECHNIQUES 40

Elective Units of study
A minimum of two units, selected by the student, with the approval of the Head of Department relevant to the Animal Technology sector from:
- RUV04 Animal Care and Management Training Package; and/or
- Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualifications Framework level 4, 5 or 6.

CERTIFICATE II IN COMMUNITY RECREATION

Course Code: SRC20206

Campus: Footscray Park Campus

Career Opportunities
An assistant in a community recreation setting

Scope of Delivery
Part-time; Flexible Delivery.

Course Objective
This qualification is designed for people wanting to work as an assistant in a community recreation setting.

Entry Requirements
There are no entry requirements for the course.

Course Duration
The course may be offered on a part-time basis over 1 year

Course Structure

Core Units of Study
All 5 units
Unit Code   Hours
BSBCMN202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES 20
SRXFAD001A PROVIDE FIRST AID 10
SRXGCS002A DEAL WITH CLIENT FEEDBACK 10
SRXINU001A DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY 10
SRXOHS001B FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10

Stream Units of Study
All 5 units
Unit Code   Hours
SOURCE002B APPLY THE PRINCIPLES OF COMMUNITY DEVELOPMENT TO COMMUNITY RECREATION WORK 15
SRCROI002B RESPOND TO CLIENTS AT RISK 15
SRCROI003B APPLY POINT OF SALE HANDLING PROCEDURES IN A RECREATION SETTING 10
SRCRAI001B ASSIST IN PREPARING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS 6
SRCRAI002B ASSIST IN CONDUCTING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS 8

Elective Units of study
Select five units from those specified in the SRS03 version 2 Training Package.

SCHOOL OF SPORT AND SCIENCE
CERTIFICATE III IN COMMUNITY RECREATION
Course Code: SRC30206
Campus: Footscray Park Campus.
Career Opportunities
Assistant Community Recreation Officer.
Scope of Delivery
This course is offered on a part-time basis.
Course Objective
This qualification is designed for people wanting to work as an assistant running a Community Recreation Centre programs.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.
Course Duration
The course is over one year part-time.
Course Structure
Co-requisite Units of Study
Unit Code   Hours
BSBCMN302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
BSBFM303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
ICAITU006C OPERATE COMPUTING PACKAGES 60
Unit Code   Hours
SRXAD002A PROVIDE ADVANCED FIRST AID RESPONSE 20
SRXGCT03A PROCESS CLIENT COMPLAINTS 20
SRXINS002A APPLY SPORT AND RECREATION LAW 10
SRXHOS001B FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10
SRXRKO01A UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10
Stream Units of Study
SRCAQU003B RESPOND TO AN AQUATIC EMERGENCY USING BASIC WATER RESCUE TECHNIQUES 10
SRCAQU006B SUPERVISE CLIENTS AT AN AQUATIC FACILITY OR ENVIRONMENT 15
SRCAQU007B RESPOND TO AN AQUATIC EMERGENCY USING ADVANCED WATER TECHNIQUES 15
SRXFAD001A PROVIDE FIRST AID 10
SRXFC001B MAINTAIN EQUIPMENT OF ACTIVITIES 5
SRXRRO001A FACILITATE A GROUP 8
SRXRE001B EDUCATE THE PUBLIC ON THE SAFE USE OF SPORT AND RECREATIONAL RESOURCE 12
SRXCR003B PROMOTE ACCESS, EQUITY AND DIVERSITY IN COMMUNITY RECREATION 20
SRXCR004B WORK WITH A BUDGET FOR A RECREATION INITIATIVE OR PROGRAM 10
SRXCA004B PLAN A SESSION OR PROGRAM FOR PARTICIPANTS 8
SRXRRO001A FACILITATE A GROUP 8
Additionally students must either complete or have completed associated pre-requisite units. Contact the School for details.
Specialisation Streams
A minimum of one Certificate IV in Sport and Recreation (SRC40106) specialist stream, selected by the student with the approval of the Head of School, drawn from the Outdoor Recreation Training Package SRC003 (V2.00), Australian National Training Authority, 2006:
• Amenity Horticulture;
• Events and Facilities;
• General Administration;
• Retail;
• Sales and Marketing.
Elective Units of study
Choose five elective units with a minimum of three units from the SRC03 (Version 2) Training Package endorsed by the Australian National Training Authority.

CERTIFICATE IV IN COMMUNITY RECREATION
Course Code: SRC40206
Campus: Footscray Park Campus
Career Opportunities
Community Recreation Officer.
Scope of Delivery
Part-Time
Course Objective
This qualification is designed for people wanting to work in a Community Recreation Centre, or organising Community Recreation programs.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.
Course Duration
Part time basis over 1 year.
Course Structure
Pre-requisites units of Study
All 5 units
Unit Code   Hours
SRXGCS001A CREATE A CLIENT RELATIONSHIP 10
SRXGCS002A DEAL WITH CLIENT FEEDBACK 10
### School of Sport and Science

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

#### Core Units of Study

All 9 units

- **BSBCM402A**: Develop Work Priorities
- **ICAITU006C**: Operate Computing Packages
- **SRXGST05A**: Coordinate Client Service Activities
- **SRXINU003A**: Analyse Participation Patterns in Specific Markets of the Leisure and Recreation Industry
- **SRXINU004A**: Promote Compliance with Laws and Legal Principles
- **SRXGDN001A**: Conduct Projects
- **SRXHOS002B**: Implement and Monitor the Organisation's Occupational Health and Safety Policies, Procedures and Programs
- **SRXRIK001A**: Undertake Risk Analysis of Activities

#### Stream Units of Study

All 7 units

- **SRCCRD007B**: Develop Recreation
- **SRCCRD005B**: Promote Access, Equity and Diversity in Community Recreation
- **SRCCRD008B**: Work Effectively with Government and Other Key Stakeholders
- **SRFFIT001B**: Provide Orientation to Clients Prior to Undertaking a Fitness Program
- **SRFFIT003B**: Undertake Client Induction and Screening
- **SRFFIT004B**: Develop Basic Fitness Programs
- **SRFFIT005B**: Apply Basic Exercise Science to Exercise Instruction
- **SRFFIT006B**: Use and Maintain Core Fitness Equipment
- **SRFFIT014A**: Provide Advice to Clients on the Application of Basic Anatomy and Physiology to Fitness Programs
- **SRFFIT015A**: Provide Nutrition Advice to Clients in Accordance with Recommended Guidelines
- **SRFGYM001B**: Instruct Fitness Activity Skills to a Client Using Fitness Equipment
- **SRFSPP002A**: Develop and Apply an Awareness of Specific Populations to Exercise Delivery
- **SRXGRO003A**: Provide Leadership to Groups

#### Elective Units of Study

Select eight units with a minimum of five units from sport and recreation training package SRS03 Version 2 Training Package.

---

**Certificate III in Fitness (I)**

**Course Code**: SRF30200

Please note this is a full fee course.

**Campus**: Footscray Park.

**Career Opportunities**

Fitness Instructor.

**Scope of Delivery**

Full-time; Part-time; Flexible Delivery

**Course Objective**

The course provides students with the practical skills and knowledge to become a registered Fitness Instructor.

**Entry Requirements**

There are no entry requirements for the course. For students undertaking the course as part of a traineeship, students must be employed.

**Course Duration**

Duration of the course is twelve months part time.

**Selection Procedures/Selection Criteria**

You must complete a direct application form available from the department. Selection will be based on interest/involvement in the fitness industry, previous education and/or qualifications and possible interview.
Specialisation Units of Study
Choose 1 specialisation unit from those listed: Aqua; Group Exercise; Gym Elective Units of study
Select four units from those specified in the SRS03 version 2 Training Package

CERTIFICATE IV IN FITNESS (I)
Course Code: SRF40206

Campus: Footscray Park Campus (TAFE Fees Apply).

Career Opportunities
When you graduate you will be qualified to work as a Personal Trainer, Aqua Trainer or a fitness specialist working with children or older adults.

Scope of Delivery
Full-time.

Course Objective
The course provides advanced training for those employed, or seeking employment as an Aerobic, Fitness or Aquatic Instructor.

Entry Requirements
You must have completed year 12 and/or be able to demonstrate to the satisfaction of the Head of School that you possess the necessary skills and knowledge to undertake formal study. You must have also completed Certificate III Fitness or equivalent.

Course Duration
This qualification is one semester full time (18 weeks).

Course Structure
Pre-requisite Units of Study for Core Units

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Pre-requisite Units of Study for stream units

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Core Units of Study

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Stream Units of Study

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Elective Units of Study

Students must complete 4 elective units selected by the student, in consultation with his/her employer, with the approval of the Head of School, having regard to the list of relevant units in the —

- Qualifications Framework for the National Fitness Industry Training Package SRS03 (Version 2.00);
- Victorian Purchase Guide, SRS03, Fitness Industry Training Package (Version 2.00); and
- Any other nationally endorsed Industry Training Package related to the industry.
DIPLOMA OF FITNESS (I)

Course Code: SRF50206

Campus: Footscray Park Campus (TAFE Fees Apply).

Career Opportunities
Fitness Specialist/ Manager of a Fitness Centre.

Scope of Delivery
Full-time.

Course Objective
The course provides advanced training for those employed, or seeking employment as an aerobic, fitness or aquatic instructor. It provides more detailed information regarding working with clients who have special needs and/or medical problems.

Entry Requirements
Successful completion of Certificate IV in Fitness SRF40206 or equivalent.

Course Duration
The course is one year full-time.

Selection Procedures/ Selection Criteria
All applicants must apply through VTAC. Selection will be based on interest/involvement in the fitness industry, previous education and/or qualifications and possible interview.

Course Structure
Pre-Requisite Units of Study
Pre-Requisite Units of Study for stream units

Unit Code   Hours
SRXOGN001A    CONDUCT PROJECTS 15
SRXOGN002B    IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS 22
SRXRXX001A    UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10
SRXRXX002A    APPLY SPORT AND RECREATION LAW 10
SRXOGN001B    FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10
SRFFIT001B    PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM 15
SRFFIT003B    UNDERTAKE CLIENT INDUCTION AND SCREENING 10
SRFFIT004B    DEVELOP BASIC FITNESS PROGRAMS 20
SRFFIT005B    APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION 15
SRFFIT006B    USE AND MAINTAIN CORE FITNESS INDUSTRY EQUIPMENT 10
SRFFIT014A    PROVIDE ADVICE TO CLIENTS ON THE APPLICATION OF BASIC ANATOMY AND PHYSIOLOGY TO FITNESS PROGRAMS 50
SRFFIT015A    PROVIDE NUTRITION ADVICE TO CLIENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES 50
SRGVM001B    INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT 20
SRGvr0003A    PROVIDE LEADERSHIP TO GROUPS 18
SRFFIT007B    UNDERTAKE RELEVANT EXERCISE PLANNING AND PROGRAMMING 20
SRFFIT008B    UTILISE A BROAD KNOWLEDGE OF EXERCISE SCIENCE IN EXERCISE PLANNING, PROGRAMMING AND INSTRUCTION 30
SRFFIT009B    UNDERTAKE POSTURAL APPRAISAL OF LOW RISK CLIENTS 20
SRFFIT010B    UTILISE A BROAD RANGE OF FITNESS EQUIPMENT 20
SRFFIT011B    PROVIDE EXERCISE FOR FITNESS INDUSTRY CLIENTS WITH SPECIAL REQUIREMENTS 20
SRFFIT012B    UTILISE AN UNDERSTANDING OF MOTIVATIONAL PSYCHOLOGY WITH FITNESS CLIENTS 20
SRFFIT013B    PROVIDE INFORMATION AND EXERCISE RELATED TO NUTRITION AND BODY COMPOSITION 20
SRFCHA001A    PLAN AND DELIVERY EXERCISE FOR CHILDREN AND YOUNG ADOLESCENTS 60

Core Units of Study
BSBADM502A    MANAGE MEETINGS 30
BSBFLM404A    LEAD WORK TEAMS 50
ICAITU126B    USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40
SRXGCSS07A    DETERMINE NEEDS OF CLIENT POPULATIONS 20
SRXINU004A    PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES 12
SRXINU005A    MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE 35
SRXGCSS07A    MANAGE PROJECTS 30
SRXOGN002B    ESTABLISH, MAINTAIN AND EVALUATE THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY SYSTEM 15
SRXRXX002A    MANAGE AN ORGANISATION'S RISK 20

Stream Units of Study
SRFAHN001A    MAKE REFSERRALS AND WORK COLLABORATIVELY WITH ALLIED HEALTH PROFESSIONALS WHERE APPROPRIATE 15
SRFAHN002A    RECEIVE AND RESPOND TO REHABILITATION REFERRALS FROM ALLIED HEALTH PROFESSIONALS 15
SRFFIT016A    APPLY INFORMATION FROM POSTURAL APPRAISALS TO PROGRAMMING FOR MODERATE RISK CLIENTS 60
SRFFIT017A    PROVIDE NUTRITION INFORMATION TO CLIENTS WITH SPECIFIC REQUIREMENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES 60
SRFFIT018A    APPLY ANATOMY AND PHYSIOLOGY TO FITNESS PROGRAMS FOR MODERATE RISK CLIENTS 80
SRFFSP001A    PROVIDE BODY COMPOSITION MANAGEMENT PROGRAMMING FOR MODERATE RISK CLIENTS 40
SRFFSP002A    PROVIDE INFORMATION ABOUT INJURY PREVENTION AND MANAGEMENT TO FITNESS CLIENTS 60
SRFFSP003A    PLAN AND DELIVER EXERCISE TO PROMOTE PHYSICAL AND PSYCHOLOGICAL WELL-BEING IN LOW TO MODERATE RISK CLIENTS 50
SRFFSP004A    PLAN AND DELIVER EXERCISE FOR MODERATE RISK CHILDREN AND YOUNG ADOLESCENTS 40
SRFFSP005A    PLAN AND DELIVER EXERCISE FOR PEOPLE WITH A DISABILITY 60
SRFFSP006A    PLAN AND DELIVER EXERCISE STRATEGIES FOR MUSCULOSKELETAL REHABILITATION 60
SRFFSP007A    PLAN AND DELIVER EXERCISE FOR MODERATE RISK CLIENTS WITH CARDIO—RESPIRATORY CONSIDERATIONS 60
SRFFSP008A    PLAN AND DELIVER EXERCISE FOR CLIENTS WITH MODERATE RISK OF METABOLIC SYNDROME 60
SRFFSP009A    PLAN AND DELIVER EXERCISE FOR CLIENTS WITH MUSCULOSKELETAL NEEDS 60
SRFFSP010A    PLAN AND DELIVER EXERCISE FOR LOW TO MODERATE RISK CLIENTS WITH NEUROLOGICAL IMPAIRMENT 60
Elective Units of study
Four elective units of study from any Training Package within the Sport and Recreation Industry (Community Recreation, Fitness, Outdoor Recreation, Sport) or from any other endorsed Training Package from any other industry. Any units selected must be relevant to the occupational outcome sought and should be appropriate to the Australian Qualifications Framework level.

CERTIFICATE II IN SPORT AND RECREATION
Course Code: SRO20106

Campus: Footscray Park Campus
Career Opportunities
Sports administrative assistant
Scope of Delivery
This course is only offered as a traineeship or as VET in schools.
Course Objective
This qualification facilitates the development of a range of knowledge and skills in the Sport and Recreation industry.
Entry Requirements
Applicants undertaking this qualification as a traineeship must be employed in the Sport and Recreation Industry.
Course Duration
The course may be offered on a part-time basis over 1 year (508 nominal hours). This course is also available as a traineeship.

Course Structure
Core Units of Study
All 5 units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tr>
<td>BSBCMN202A</td>
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<td>SROXNU001A</td>
<td>10</td>
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<tr>
<td>SROXHOS001B</td>
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</tbody>
</table>

Specialisation Streams
Choose 1 specialisation unit from:
- Amenity Horticulture;
- Hospitality;
- General Administration;
- Retail.

Elective Units of study
Select five units from those specified in the SRS03 version 2 Training Package.

CERTIFICATE II IN OUTDOOR RECREATION
Course Code: SRO20206

Campus: Footscray Park Campus
Career Opportunities
An assistant in an outdoor recreation setting
Scope of Delivery
Part-time; Flexible Delivery.
Course Objective
This qualification is designed for people wanting to work as an assistant in an outdoor recreation setting.
Entry Requirements
There are no entry requirements for the course.
Course Duration
The course may be offered on a part-time basis over 1 year

Course Structure
Core Units of Study
All 5 units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tr>
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<td>SROXHOS001B</td>
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Stream Units of Study
All 3 units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>SROODR001A</td>
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<tr>
<td>SROODR004A</td>
<td>15</td>
</tr>
<tr>
<td>SROODP001B</td>
<td>10</td>
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</tbody>
</table>

Specialisation Units of Study
Select two, one of which must be an activity specialisation from specialisation from those specified in the SRS03 version 2 Training Package: Abseiling - natural surface; Bushwalking; Canoeing; Caving; Climbing - artificial surface; Climbing - natural surface; Coaxswain - Engineering; Coaxswain - nautical knowledge; Cycling; Fishing; Kayaking; Off-highway motorcycling; Personal water craft - controlled conditions; Rafting - moving water; Sea kayaking; Skiing - downhill; Skiing - ski touring; Small boat handling; Snorkelling;
Snowboarding; Surfing; Trail horse riding; Yachting
General Specialisations - Community recreation; Disability - Orientation; Driving; Facility maintenance.
General Specialisation A
2 units from Certificate II qualifications within sport and recreation
General Specialisation B
2 units from Certificate III qualifications within Training Packages from other industries

CERTIFICATE III IN SPORT AND RECREATION
Course Code: SRO30106
Campus: Footscray Park Campus and Industry based.
Career Opportunities
Sports Administrator
Scope of Delivery
This course is offered as the academic component of a Sport and Recreation Traineeship.
Course Objective
This course aims to provide training for persons employed in the sport and recreation industry who's focus is on client services in sport and recreation marketing, facility management, retail, event organisation or assisting in activity/program leadership.
Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of School that they possess the necessary skills and knowledge to undertake formal study.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
Applicants would normally be employed as a Sport and Recreation trainee.
Course Duration
This course is 12 months full time.
Course Structure
Unit Code   Hours
Core Units of Study
BSBCMN302A   ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
BSBF1A303A   CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
ICAITUO06C   OPERATE COMPUTING PACKAGES 60
SRXFAD002A   PROVIDE ADVANCED FIRST AID RESPONSE 20
SRXGCS04A   MEET CLIENT NEEDS AND EXPECTATIONS 20
SRXGCST03A   PROCESS CLIENT COMPLAINTS 20
SRXINU002A   APPLY SPORT AND RECREATION LAW 10
SRXRXIK001A   UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10
SRXOHS001A   FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURES RELATED TO THE WORK BEING UNDERTAKEN IN ORDER TO ENSURE OWN SAFETY AND THAT OF OTHERS IN THE WORKPLACE 10
Additionally students must either complete or have completed associated pre-requisite units. Contact the Department for details.
Specialisation Streams
A minimum of one Certificate III in Sport and Recreation SRO20106 specialist stream, selected by the student with the approval of the Head of School, drawn from the Outdoor Recreation Training Package SRO03 (V2.00), Australian National Training Authority, 2007.
• Events and Facilities;
• Sales and Marketing;
• Amenity Horticulture;
• Hospitality;
• General Administration;
• Retail.
Elective Units of Study
A minimum of five units of study, selected by the student with the approval of the Head of School, at Australian Qualification Framework level II, III or IV having regard to relevant units of study listed in any Training Package endorsed by the Australian National Training Authority.

CERTIFICATE II IN OUTDOOR RECREATION
Course Code: SRO30206
Campus: Footscray Park Campus
Career Opportunities
Assistant Outdoor Recreation Officer
Scope of Delivery
Part-time; Flexible Delivery.
Course Objective
This qualification is designed for people wanting to work as an assistant running Outdoor Recreation Program.
Entry Requirements
There are no entry requirements for the course.
Course Duration
The course may be offered on a part-time basis over 6 months.
### Course Structure

**Unit Code** | **Core Units of Study** | **Hours**
--- | --- | ---
BSBCMN302A | ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT | 40
BSBFLM303A | CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS | 40
ICAITU006C | OPERATE COMPUTING PACKAGES | 60
SRXGAD002A | PROVIDE ADVANCED FIRST AID RESPONSE | 20
SRXGCS004A | MEET CLIENT NEEDS AND EXPECTATIONS | 20
SRXGCT003A | PROCESS CLIENT COMPLAINTS | 20
SRXHUU002A | APPLY SPORT AND RECREATION LAW | 10
SRXHSS010B | FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES | 10
SRXROI001A | UNDERTAKE RISK ANALYSIS OF ACTIVITIES | 10

**Stream Units of Study**

**Unit Code** | **Stream Units of Study** | **Hours**
--- | --- | ---
SROODR002A | PLAN OUTDOOR RECREATION ACTIVITIES | 10
SROODR005A | GUIDE OUTDOOR RECREATION SESSIONS | 20
SROOFS002B | PLAN FOR MINIMAL ENVIRONMENTAL IMPACT | 8
SROOFS003B | APPLY WEATHER INFORMATION | 15
SRXEMR001A | RESPOND TO EMERGENCY SITUATIONS | 18
SRXRDR001A | FACILITATE A GROUP | 8
SRXRDR002A | DEAL WITH CONFLICT | 10

**Specialisation Units of Study**
Select two, of which must be an activity specialisation from specialisation from those specified in the SRS03 version 2 Training Package: Abseiling - natural surface; Bushwalking; Canoeing; Caving; Climbing - artificial surface; Climbing - natural surface; Coxswain - Engineering; Coxswain - nautical knowledge; Cycling; Fishing; Kayaking; Off-highway motorcycling; Personal water craft - controlled conditions; Rafting - moving water; Sea kayaking; Skiing - downhill; Skiing - ski touring; Small boat handling; Snorkelling; Snowboarding; Surfing; Trail horse riding; Yachting

**General Specialisation A**
2 units from Certificate II qualifications within sport and recreation

Elective Units B
Select six units from those specified in the SRS03 Version 2 Training Package 2006.

### CERTIFICATE IV IN SPORT AND RECREATION

**Course Code:** SRO40106

**Campus:** Footscray Park Campus.

**Career Opportunities**
Sports Administration Officer.

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

**Course Objective**
This course provides training for persons working as administrative officers in the sport and recreation industry.

**Entry Requirements**
To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of School that they possess the necessary skills and knowledge to undertake formal study.

**Selection Procedure/Selection Criteria**
Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.

**Course Duration**
The course is over one year full-time or part-time equivalent.

**Course Structure**

**Unit Code** | **Course Structure** | **Hours**
--- | --- | ---
SRXGCS001A | CREATE A CLIENT RELATIONSHIP | 10
SRXGCS002A | DEAL WITH CLIENT FEEDBACK | 10
SRXHUU002A | APPLY SPORT AND RECREATION LAW | 10
SRXHSS010B | FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES | 10
BSBCMN303A | EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT | 20

**Core Units of Study**

BSBCMN402A | DEVELOP WORK PRIORITIES | 30
ICAITU006C | OPERATE COMPUTING PACKAGES | 60
SRXGCS006A | ADDRESS CLIENT NEEDS | 10
SRXGCT005A | COORDINATE CLIENT SERVICE ACTIVITIES | 20
SRXHUU003A | ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY | 20
SRXHUU004A | PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES | 12
SRXGNO001A | CONDUCT PROJECTS | 15
SRXGNO002B | IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS | 22
SRXROI001A | UNDERTAKE RISK ANALYSIS OF ACTIVITIES | 10

Additionally, students must either complete or have completed associated pre-requisite units. Contact the School for details.
Specialisation Streams
A minimum of one Certificate IV in Sport and Recreation (SRO40106) specialist stream, selected by the student with the approval of the Head of Department, drawn from the Outdoor Recreation Training Package SRO03 (V2.0), Australian National Training Authority, 2006:
- Amenity Horticulture;
- Events and Facilities;
- General Administration;
- Retail;
- Sales and Marketing.

Elective Units of study
A minimum of five units, selected by the student with the approval of the Head of School, at Australian Qualification Framework level III or IV, having regard to relevant units listed in the SRS03 (Version 2.0) Training Package endorsed by the Australian National Training Authority.

DIPLOMA OF SPORT AND RECREATION
Course Code: SRO50106

Campus: Footscray Park Campus.

Career Opportunities
Sports Administration Officer

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

Course Objectives
This course provides training for persons working as administrative managers in the sport and recreation industry with responsibility for marketing, conferences, client services co-ordination and event management.

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of School that they possess the necessary skills and knowledge to undertake formal study.

Selection Procedures/Selection Criteria
Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.

Course Duration
The course is over 12 months on a full-time basis or part-time equivalent.

Course Structure
Pre-requisites Units of Study

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<tr>
<td>SRXINO002A</td>
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</table>

Specialisation Streams
A minimum of one Diploma of Sport and Recreation SRO50106 specialist stream, selected by the student with the approval of the Head of School, drawn from the Outdoor Recreation Training Package SRO03 (V2.0), Australian National Training Authority, 2006.
- Facilities
- Finance
- General Administration
- Human Resources
- Marketing
- Recreation

Elective Units of study
A minimum of ten units, selected from those specified in the SRS03 (version 2.00) Training Package by the student with the approval of the Head of School, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority.
CERTIFICATE II IN SPORT (CAREER ORIENTATED PARTICIPATION)
Course Code: SRS20206
Campus: Footscray Park
Career Opportunities
Professional sportsperson
Scope of Delivery
Part-Time; Flexible Delivery.
Course Objective
This qualification is designed for athletes likely to make a career out of playing sport.
Entry Requirements
There are no entry requirements for the course. For students undertaking the course as part of a traineeship, students must be employed.
Course Duration
The course may be offered on a part-time basis over 1 year
Course Structure
Core Units of Study
All 5 units
Unit Code   Hours
BSBCMN202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES 20
SRXFAD001A PROVIDE FIRST AID 10
SRXGCS002A DEAL WITH CLIENT FEEDBACK 10
SRXINU001A DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY 10
SRXOHS001A FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10
Stream Units of Study
All 14 units
Specialisation Units of Study
Select one specialisation from those specified in the SRS03 version 2 Training Package: Australian Football; Canoeing; Cricket; Golf; Netball; Rugby League; Rugby Union; Touch
Elective Units of Study
Select seven units from those specified in the SRS03 version 2 Training Package.

CERTIFICATE III IN SPORT (CAREER ORIENTATED PARTICIPATION)
Course Code: SRS30206
Campus: Footscray Park
Career Opportunities
Professional sportsperson
Scope of Delivery
Part-Time.
Course Objective
This qualification is designed for athletes likely to make a career out of playing sport.
Entry Requirements
There are no entry requirements for the course. For students undertaking the course as part of a traineeship, students must be employed.
Course Duration
12 months part-time.
Course Structure
Unit Code   Hours
Core Units of Study
SRSCOP001B PREPARE FOR PUBLIC SPEAKING 10
SRSCOP002B PLAN FOR AND PARTICIPATE IN A MEDIA INTERVIEW 10
SRSCOP003B DEMONSTRATE PERSONAL IMAGE AND PRESENTATION SKILLS 5
SRSCOP004B DEVELOP NEGOTIATION SKILLS 10
SRSCOP005B DEMONSTRATE BASIC ASSERTIVE COMMUNICATION SKILLS 10
SRSCOP006B COMPLETE A TAX RETURN 10
SRSCOP007B DEVELOP FINANCIAL GOAL SETTING PLAN 10
SRSCOP008B PREPARE A PRE OR POST EVENT MEAL 15
SRSCOP009B COLLECT INFORMATION ON DRUGS IN SPORT 5
SRSCOP010B COLLECT INFORMATION ON STRESS MANAGEMENT 5
SRSCOP011B DEVELOP AN INTEGRATED TIME MANAGEMENT PLAN 10
SRSCOP012B DEVELOP A TRAVEL AND ACCOMMODATION PLAN 5
SRSCOP013B DEVELOP A CAREER GOAL SETTING PLAN 5
SRSCOP014B PREPARE TO STUDY 5
BSBCMN302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
BSBFLM303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
ICAITU006C OPERATE COMPUTING PACKAGES 60
SRXFAD002A PROVIDE ADVANCED FIRST AID RESPONSE 20
SRXGCS004A MEET CLIENT NEEDS AND EXPECTATIONS 20
SRXINU002A APPLY SPORT AND RECREATION LAW 10
SRXGCS004A MEET CLIENT NEEDS AND EXPECTATIONS 20
SRXOH5001A FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES RELATED TO THE WORK BEING UNDERTAKEN IN ORDER TO ENSURE OWN SAFETY AND THAT OF OTHERS IN THE WORKPLACE 10
Unit Code | Hours
--- | ---
SRXRIK001A | UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10

**Stream Units of Study**

SRSCP015B | PREPARE A PUBLIC SPEAKING PRESENTATION FOR INFORMATIVE, MOTIVATIONAL AND PERSUASIVE TALKS 5
SRSCP017B | DEVELOP SELF AWARENESS 5
SRSCP018B | DEVELOP ADVANCED ASSERTIVE COMMUNICATION SKILL 5
SRSCP019B | DEVELOP A SPONSORSHIP PROPOSAL 10
SRSCP020B | DEVELOP A PERSONAL FINANCIAL PLAN 5
SRSCP021B | COLLECT INFORMATION ON CONTRACTS 5
SRSCP022B | COLLECT INFORMATION ON ELITE ATHLETES 5
SRSCP023B | DESIGN AN ATHLETE’S DIET 10
SRSCP024B | PREPARE FOR AN OVERSEAS SPORTING EVENT 5
SRSCP025B | PREPARE FOR AN OVERSEAS SPORTING EVENT 5
SRSCP026B | PREPARE TO PARTICIPATE IN COMPETITION 10

**Specialisation Units of Study**

Choose one specialisation from those specified in the SRS03 version 2.00 Training Package: Australian Football; Canoeing; Cricket; Golf; Netball; Rugby League; Rugby Union

**Elective Units of Study**

Select seven units from those specified in the SRS03 Training Package

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**CERTIFICATE IV IN SPORT (DEVELOPMENT)**

**Course Code:** SRS40506

**Campus:** Footscray Park Campus.

**Career Opportunities**

When you graduate you will be qualified to be a Sports Coach, Sport Development Officer.

**Scope of Delivery**

This course is offered on a full-time basis.

**Course Objective**

This qualification is designed for people wanting to work as a sports development officer.

**Entry Requirements**

To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of School that they possess the necessary skills and knowledge to undertake formal study.

**Selection Procedures/Selection Criteria**

Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.

**Course Duration**

This course is 1 year full-time or part-time equivalent.

**Course Structure**

Pre-requisite Units of Study

**Unit Code** | **Hours**
--- | ---
SRXGS001A | CREATE A CLIENT RELATIONSHIP 10
SRXGS002A | DEAL WITH CLIENT FEEDBACK 10
BSBCM301A | EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT 20
SRXINU002A | APPLY SPORT AND RECREATION LAW 10
SRXOHS001B | FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIESAND PROCEDURES 10

Core Units of Study

BSBCM402A | DEVELOP WORK PRIORITIES 30
ICAITU006A | OPERATE COMPUTING PACKAGES 60
SRXGS003A | ADDRESS CLIENT NEEDS 10
SRXGCST05A | COORDINATE CLIENT SERVICE ACTIVITIES 20
SRXINU003A | ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY 20
SRXINU004A | PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES 12
SRXGS004A | CONDUCT PROJECTS 15
SRXOHS002B | IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS 22
SRXRIK001A | UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10

**Additional Notes**

Additionally students must either complete or have completed associated pre-requisite units. Contact the school for details.

**Stream Units of Study**

SRSCP001A | OPERATE IN ACCORD WITH ACCEPTED COACHING PRACTICES, STYLES AND LEGAL AND ETHICAL RESPONSIBILITIES 30
SRSCP002A | INCLUDE SPECIAL INTEREST GROUPS OR PEOPLE WITH SPECIAL NEEDS 15
SRSCP003A | IMPLEMENT THE FUNDAMENTAL PRINCIPLES OF SPORTS PSYCHOLOGY 15
SRSCP004A | PROVIDE INFORMATION ABOUT THE FUNDAMENTAL PRINCIPLES OF EATING FOR PEAK PERFORMANCE 15
SRSCGP001A | OPERATE IN ACCORD WITH ACCEPTED OFFICIATING PRACTICES, STYLES, LEGAL AND ETHICAL RESPONSIBILITIES TO MANAGE RISK 25
SRSCP002A | APPLY RULES AND REGULATIONS TO CONDUCT GAMES AND COMPETITIONS 15
SRSCP004A | APPLY SELF REFLECTION TECHNIQUES TO EVALUATE AND MODIFY OFFICIATING PERFORMANCE 15
SRSCP005A | RESOLVE CONFLICT RELATED TO OFFICIATING 15
SRSCP006A | DEVELOP A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS 20
SRSSF002A | IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID 30
SRXCAI004B | PLAN A SESSION OR PROGRAM FOR PARTICIPANTS 8
SRXCAI005B | CONDUCT A SPORT AND RECREATION SESSION FOR PARTICIPANTS 8
SRXCAI006B | ORGANISE A SPORT AND RECREATION PROGRAM 10
DIPLOMA OF SPORT (DEVELOPMENT) (I)

Course Code: SRS50506

Campus: Footscray Park Campus.

Career Opportunities
Sports coach, sports official, sports administrator

Scope of Delivery
This course is offered on a full-time basis over two years. The Certificate IV in Sport (Development) forms the first year of the course.

Course Objective
This course provides training for coaches and officials who wish to work in the sport industry doing a range of coaching and officiating and/or administrative duties.

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of School that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 5.

Selection Procedures/Selection Criteria
Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.

Course Duration
The course may be offered on a full-time basis over two years or part-time equivalent.

Course structure
Pre-requisite Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXGCS001A</td>
<td>CREATE A CLIENT RELATIONSHIP</td>
</tr>
<tr>
<td>SRXGCS002A</td>
<td>DEAL WITH CLIENT FEEDBACK</td>
</tr>
<tr>
<td>SRXGCS003A</td>
<td>DETERMINE NEEDS OF CLIENT POPULATIONS</td>
</tr>
<tr>
<td>SRXGCS004A</td>
<td>PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES</td>
</tr>
<tr>
<td>SRXGCS005A</td>
<td>MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE</td>
</tr>
<tr>
<td>SRXGCS006A</td>
<td>MANAGE PROJECTS</td>
</tr>
<tr>
<td>SRXH5050B</td>
<td>ENSURE OWN SAFETY AND THAT OF OTHERS IN THE WORKPLACE</td>
</tr>
<tr>
<td>SRXCAI003A</td>
<td>PROVIDE EQUIPMENT FOR ACTIVITIES</td>
</tr>
<tr>
<td>SRXCAI004A</td>
<td>PLAN A SESSION OR PROGRAM FOR PARTICIPANTS</td>
</tr>
<tr>
<td>SRXCAI005A</td>
<td>PROVIDE FIRST AID</td>
</tr>
<tr>
<td>SRXCAI006A</td>
<td>PROVIDE EQUIPMENT FOR ACTIVITIES</td>
</tr>
<tr>
<td>SRXCAI007A</td>
<td>PLAN A SESSION OR PROGRAM FOR PARTICIPANTS</td>
</tr>
<tr>
<td>SRXCAI008A</td>
<td>CONDUCT A SPORT AND RECREATION SESSION FOR PARTICIPANTS</td>
</tr>
</tbody>
</table>

Pre-requisite Units of Study for stream units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM502A</td>
<td>MANAGE MEETINGS</td>
</tr>
<tr>
<td>BSBFLM404A</td>
<td>LEAD WORK TEAMS</td>
</tr>
<tr>
<td>ICAITU12B</td>
<td>USE ADVANCED FEATURES OF COMPUTER APPLICATIONS</td>
</tr>
<tr>
<td>SRXGCS007A</td>
<td>DETERMINE NEEDS OF CLIENT POPULATIONS</td>
</tr>
<tr>
<td>SRXGCS008A</td>
<td>PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES</td>
</tr>
<tr>
<td>SRXGCS009A</td>
<td>MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE</td>
</tr>
<tr>
<td>SRXGCS010A</td>
<td>MANAGE PROJECTS</td>
</tr>
<tr>
<td>SRXH5050B</td>
<td>ENSURE OWN SAFETY AND THAT OF OTHERS IN THE WORKPLACE</td>
</tr>
<tr>
<td>SRXCAI003A</td>
<td>PROVIDE EQUIPMENT FOR ACTIVITIES</td>
</tr>
<tr>
<td>SRXCAI004A</td>
<td>PLAN A SESSION OR PROGRAM FOR PARTICIPANTS</td>
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<td>PROVIDE FIRST AID</td>
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</tr>
</tbody>
</table>

Stream Units of Study

All of the following stream units of study.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRSCP004A</td>
<td>PROVIDE INFORMATION ABOUT THE FUNDAMENTAL PRINCIPLES OF EATING FOR PEAK PERFORMANCE</td>
</tr>
<tr>
<td>SRSCP009A</td>
<td>WORK WITH OFFICIALS</td>
</tr>
<tr>
<td>SRSCP010A</td>
<td>PROVIDE INFORMATION REGARDING DRUGS IN SPORT ISSUES</td>
</tr>
<tr>
<td>SRSCP011A</td>
<td>SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF SPORTS PSYCHOLOGY</td>
</tr>
<tr>
<td>SRSCP012A</td>
<td>SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF EATING FOR PEAK PERFORMANCE</td>
</tr>
<tr>
<td>SRSCP013A</td>
<td>MONITOR COACH WELFARE</td>
</tr>
</tbody>
</table>
SRSCGP014A IMPLEMENT RECOVERY PROGRAMS 25
SRSOEP007A EVALUATE, ANALYSE AND MODIFY THE CONDUCT AND OUTCOMES OF OFFICIATING TO IMPROVE PERFORMANCE 15
SRSOEP008A MANAGE CONFLICT RELATED TO OFFICIATING 15
SRSOEP009A PLAN, IMPLEMENT AND EVALUATE A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS 20
SRSSPT003A IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID 30
SRXCAI008B PLAN AND PREPARE AN INDIVIDUALISED LONG-TERM TRAINING PROGRAM 20
SRXCAI009B CONDUCT, MONITOR AND ADJUST INDIVIDUALISED LONG-TERM TRAINING PROGRAMS 20
SRXCAI010B EVALUATE, ANALYSE AND MODIFY LONG-TERM AND/OR HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS 20
SRXGRO001A FACILITATE A GROUP 8
SRXGRO002A DEAL WITH CONFLICT 10

Elective Units of study
A minimum of nine Diploma units, selected by the student with the approval of the Head of School, from those specified in the SRS03 (version 2.00) Training Package from Sport & Recreation, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority.
### SUBJECTS

Below are subject details for courses offered by the School of Sport and Science in 2009.

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

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Title</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM502A</td>
<td>MANAGE MEETINGS</td>
<td>Content: Prepare for meetings; Conduct meetings; Follow up meetings.</td>
<td>30 Hours</td>
<td>Assessment: Assignment, presentation, written and practical tasks, case studies, research</td>
</tr>
<tr>
<td>BSBCMN201A</td>
<td>WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT</td>
<td>Content: Work within organisational requirements; Determine future work/career directions.</td>
<td>20 Hours</td>
<td>Assessment: As per accredited curriculum</td>
</tr>
<tr>
<td>BSBCMN202A</td>
<td>ORGANISE AND COMPLETE DAILY WORK ACTIVITIES</td>
<td>Content: Organise work schedule; Complete work tasks; review work performance.</td>
<td>20 Hours</td>
<td>Assessment: Assignment, presentation, written and practical tasks, case studies, research</td>
</tr>
<tr>
<td>BSBCMN203A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>Content: Gather, convey and receive information and ideas; Draft routine correspondence.</td>
<td>40 Hours</td>
<td>Assessment: Assignment, presentation, written and practical tasks, case studies, research</td>
</tr>
<tr>
<td>BSBCMN204A</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
<td>Content: Develop effective workplace relationships; Contribute to workgroup activities.</td>
<td>15 Hours</td>
<td>Assessment: Assignment, presentation, written and practical tasks, case studies, research</td>
</tr>
<tr>
<td>BSBCMN207A</td>
<td>PREPARE AND PROCESS FINANCIAL/BUSINESS DOCUMENTS</td>
<td>Content: Process petty cash transactions; Prepare and process banking documents; Reconcile invoices for payment to creditors; Prepare invoices for debtors.</td>
<td>40 Hours</td>
<td>Assessment: Assignment, presentation, written and practical tasks, case studies, research</td>
</tr>
<tr>
<td>BSBCMN210A</td>
<td>IMPLEMENT IMPROVED WORK PRACTICES</td>
<td>Content: Clarify ideas for communication; Solve routine work problems; participate in planning the introduction of change; support the implementation of change.</td>
<td>30 Hours</td>
<td>Assessment: Assignment, presentation, written and practical tasks, case studies, research</td>
</tr>
<tr>
<td>BSBCMN301A</td>
<td>EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT</td>
<td>Content: Model high standards of business practices; Influence individuals and groups positively; Make informed decisions.</td>
<td>20 Hours</td>
<td>Assessment: Assignment, presentation, written and practical tasks, case studies, research</td>
</tr>
<tr>
<td>BSBCMN302A</td>
<td>ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT</td>
<td>Content: Organise and complete own work schedule; Monitor own work performance; Develop and maintain own competence level.</td>
<td>40 Hours</td>
<td>Assessment: Presentation, written and practical tasks, case studies, research</td>
</tr>
<tr>
<td>BSBCMN303A</td>
<td>CONTRIBUTE TO THE EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>Content: Contribute to effective workplace relationship</td>
<td>20 Hours</td>
<td>Assessment: Assignment, presentation, written and practical tasks, case studies, research</td>
</tr>
<tr>
<td>BSBCMN304A</td>
<td>CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING</td>
<td>Content: Identify own learning needs for skill development; Undertake personal skill development; Monitor learning effectiveness.</td>
<td>30 Hours</td>
<td>Assessment: Assignment, presentation, written and practical tasks, case studies, research</td>
</tr>
<tr>
<td>BSBCMN305A</td>
<td>ORGANISE WORKPLACE INFORMATION</td>
<td>Content: Collect and assess information; Organise information; Review information needs.</td>
<td>30 Hours</td>
<td>Assessment: Class participation and attendance, problem solving sheets, working in small groups, class room exercises</td>
</tr>
<tr>
<td>BSBCMN312A</td>
<td>SUPPORT INNOVATION AND CHANGE</td>
<td>Content: Clarify ideas to improve work practices; Advise on innovative work practices; Support implementation of new work practices.</td>
<td>40 Hours</td>
<td>Assessment: Assignment, presentation, written and practical tasks, case studies, research</td>
</tr>
<tr>
<td>BSBCMN313A</td>
<td>MAINTAIN ENVIRONMENTAL PROCEDURES</td>
<td>Content: Maintain workplace procedures; Support continuous improvement; Maintain recording procedures</td>
<td>30 Hours</td>
<td>Assessment: Assignment, presentation, written and practical tasks, case studies, research</td>
</tr>
<tr>
<td>BSBCMN402A</td>
<td>DEVELOP WORK PRIORITIES</td>
<td>Content: Plan and complete own work schedule; Monitor own work performance; Coordinate professional development.</td>
<td>30 Hours</td>
<td>Assessment: Assignment, presentation, written and practical tasks, case studies, research</td>
</tr>
<tr>
<td>BSBCMN403A</td>
<td>ESTABLISH BUSINESS NETWORKS</td>
<td>Content: Develop and maintain business networks; Establish and maintain business relationships; Promote the organisation.</td>
<td>50 Hours</td>
<td>Assessment: Assignment, presentation, written and practical tasks, case studies, research</td>
</tr>
</tbody>
</table>
BSBCMN405A APPLY KNOWLEDGE OF OHS LEGISLATION IN THE WORKPLACE
Content: This unit describes the performance outcomes, skills and knowledge required to apply understanding of the occupational health and safety (OHS) legal framework in the workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBOHS302B PARTICIPATE EFFECTIVELY IN OHS COMMUNICATION AND CONSULTATIVE PROCESSES
Content: This unit describes the performance outcomes, skills and knowledge required to participate in workplace occupational health and safety (OHS) consultative processes. Consultative arrangements, also referred to as participative arrangements, inform those involved in OHS matters, seek their input and provide opportunity for stakeholders to participate in decisions that may impact on the OHS of the workplace.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBOHS303B CONTRIBUTE TO OHS HAZARD IDENTIFICATION AND RISK ASSESSMENT
Content: This unit describes the performance outcomes, skills and knowledge required to contribute to occupational health and safety (OHS) hazard identification and risk assessment to promote the maintenance of OHS in the workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBOHS304B CONTRIBUTE TO OHS HAZARD CONTROL
Content: This unit describes the performance outcomes, skills and knowledge required to contribute to controlling occupational health and safety (OHS) hazards in the workplace in order to maintain a healthy and safe workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBOHS305B CONTRIBUTE TO OHS ISSUE RESOLUTION
Content: This unit describes the performance outcomes, skills and knowledge required to contribute to the resolution of occupational health and safety (OHS) issues in the workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBOHS306B CONTRIBUTE TO IMPLEMENTING PREVENTION ACTIVITIES AND RESPONSE PROCEDURES
Content: This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of emergency prevention and response procedures. It includes determining relevant legislation and contributing to any actions to ensure compliance with occupational health and safety (OHS) legislation, codes and standards.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBOHS307B PARTICIPATE IN OHS INVESTIGATIONS
Content: This unit describes the performance outcomes, skills and knowledge required to participate in occupational health and safety (OHS) investigations. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards.
Nominal Hours: 25 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research
BSBOHS401B CONTRIBUTE TO THE IMPLEMENTATION OF A SYSTEMATIC APPROACH TO MANAGING OHS
Content: This unit describes the performance outcomes, skills and knowledge required to effectively contribute to the application of a systematic approach to managing occupational health and safety (OHS) to ensure that the workplace is, as far as is practicable, safe and without risks to the health of employees and others.
Nominal Hours: 50 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBOHS402B CONTRIBUTE TO THE IMPLEMENTATION OF THE OHS CONSULTATION PROCESS
Content: This unit describes the performance outcomes, skills and knowledge required to contribute to the promotion of consultative arrangements in the workplace by communicating, influencing and consulting as part of a systematic approach to managing occupational health and safety (OHS).
Nominal Hours: 50 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBOHS403A IDENTIFY HAZARDS AND ASSESS OHS RISKS
Content: This unit specifies the outcomes required to identify hazards and assess OHS risks in the workplace.
Nominal Hours: 60 Hours
Assessment: Competency based assessment

BSBOHS403B IDENTIFY HAZARDS AND ASSESS OHS RISKS
Content: This unit describes the performance outcomes, skills and knowledge required to identify hazards and to assess occupational health and safety (OHS) risks in the workplace.
Nominal Hours: 60 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBOHS404A CONTRIBUTE TO THE IMPLEMENTATION OF STRATEGIES TO CONTROL OHS RISK
Content: Develop options for risk control; Select appropriate options to control risks; Contribute to implementation of controls; Contribute to monitoring and evaluation of effectiveness of controls.
Nominal Hours: 40 Hours
Assessment: Class participation, attendance, report and comments, final report, observation

BSBOHS404B CONTRIBUTE TO THE IMPLEMENTATION OF STRATEGIES TO CONTROL OHS RISK
Content: This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of strategies to control occupational health and safety (OHS) risks.
Nominal Hours: 40 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBOHS405A CONTRIBUTE TO THE IMPLEMENTATION OF EMERGENCY PROCEDURES
Content: Identify potential emergencies; Identify options for initial response; Plan initial response procedures; Implement initial response procedures; Contribute to post event activities; Emergency response is monitored and deficiencies addressed.
Nominal Hours: 30 Hours
Assessment: Class participation and attendance, draft report and comments, final report, observation

BSBOHS405B CONTRIBUTE TO THE IMPLEMENTATION OF EMERGENCY PROCEDURES
Content: This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of planning and response procedures for emergencies.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBOHS406B USE EQUIPMENT TO CONDUCT WORKPLACE MONITORING
Content: This unit describes the performance outcomes, skills and knowledge required to identify hazards, and to assess and control risks in the work environment. It focuses on the knowledge, processes and techniques necessary to control specific hazards in the work environment.
Nominal Hours: 60 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBOHS408A ASSIST WITH COMPLIANCE WITH OHS AND OTHER RELEVANT LAWS
Content: This unit describes the performance outcomes required to apply an understanding of the legal and regulatory framework of OHS in order to provide advice regarding the OHS legislative responsibilities of an OHS practitioner, company director, manager, supervisor and employee.
Nominal Hours: 40 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBOHS501B PARTICIPATE IN THE COORDINATION AND MAINTENANCE OF A SYSTEMATIC APPROACH TO MANAGING OHS
Content: This unit describes the performance outcomes, skills and knowledge required to effectively participate in the coordination and maintenance of a systematic approach to managing occupational health and safety (OHS) in the workplace. It includes strategies, policies and procedures necessary to systematically manage OHS and its evaluation to ensure that the workplace is, as far as is practicable, safe and without risks to the health of employees and others.
Nominal Hours: 50 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBOHS502B PARTICIPATE IN THE MANAGEMENT OF THE OHS INFORMATION AND DATA SYSTEMS
Content: This unit describes the performance outcomes, skills and knowledge required to participate in the provision of information and performance data necessary to inform management and other stakeholders of occupational health and safety (OHS) issues and to measure and evaluate the management of OHS.
Nominal Hours: 50 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBOHS503B ASSIST IN THE DESIGN AND DEVELOPMENT OF OHS PARTICIPATIVE ARRANGEMENTS
Content: This unit describes the performance outcomes, skills and knowledge required to assist in designing and developing effective participative arrangements as an integral part of systematic approaches to managing occupational health and safety (OHS). This process will result in stakeholders having real opportunities to participate in OHS processes.
Nominal Hours: 40 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBOHS504B APPLY PRINCIPLES OF OHS RISK MANAGEMENT
Content: This unit describes the performance outcomes, skills and knowledge required to use a generic approach to identify hazards, and to assess and control occupational health and safety (OHS) risks. No licensing, legislative, regulatory or certification
requirements apply to this unit at the time of endorsement.
Nominal Hours: 40 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**BSOH5505B MANAGE HAZARDS IN THE WORK ENVIRONMENT**
Content: This unit describes the performance outcomes, skills and knowledge required to identify hazards, and to assess and control risks in the work environment. It focuses on the knowledge, processes and techniques necessary to control specific hazards in the work environment.
Nominal Hours: 60 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**BSOH5506B MONITOR AND FACILITATE THE MANAGEMENT OF HAZARDS ASSOCIATED WITH PLANT**
Content: This unit describes the performance outcomes, skills and knowledge required to effectively identify hazards, and to assess and control risks associated with plant and equipment, including mobile plant, machinery, electrical equipment, pressure vessels and plant affecting public safety.
Nominal Hours: 60 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**BSOH5507B FACILITATE THE APPLICATION OF PRINCIPLES OF OCCUPATIONAL HEALTH TO CONTROL OHS RISK**
Content: This unit describes the performance outcomes, skills and knowledge required to identify hazards, and to assess and control risks in the work environment. It focuses on the knowledge, processes and techniques necessary to control specific hazards in the work environment.
Nominal Hours: 40 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**BSOH5508A PARTICIPATE IN THE INVESTIGATION OF INCIDENTS**
Content: This unit describes the performance outcomes, skills and knowledge required to participate in the planning, conduct and reporting of investigations of incidents which have resulted in, or have a potential to result in, injury or damage. Situations may range from relatively minor through to major incidents.
Nominal Hours: 30 Hours
Assessment: Competency based assessments

**BSOH5508B PARTICIPATE IN WORKPLACE INVESTIGATIONS**
Content: This unit describes the performance outcomes, skills and knowledge required to identify hazards, and to assess and control risks in the work environment. It focuses on the knowledge, processes and techniques necessary to control specific hazards in the work environment.
Nominal Hours: 50 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**BSOH601B DEVELOP A SYSTEMATIC APPROACH TO MANAGING OHS**
Content: This unit describes the performance outcomes, skills and knowledge required to effectively design and develop a systematic approach to managing occupational health and safety (OHS), which covers the systems, documentation, strategies and plans necessary to manage OHS and its evaluation in the workplace.
Nominal Hours: 50 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**BSOH603B ANALYSE AND EVALUATE OHS RISK**
Content: This unit describes the performance outcomes, skills and knowledge required to conduct a formal risk assessment comprising analysis and evaluation of occupational health and safety (OHS) risk. It has been designed to be consistent with the Australian Standard, AS/NZS 4360: 2004 Risk management.
Nominal Hours: 40 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**BSOH604B APPLY ERGONOMIC PRINCIPLES TO CONTROL OHS RISK**
Content: This unit describes the performance outcomes, skills and knowledge required to apply ergonomic knowledge, principles and techniques to control occupational health and safety (OHS) risk.
Nominal Hours: 60 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**BSOH605B APPLY OCCUPATIONAL HYGIENE PRINCIPLES TO CONTROL OHS RISK**
Content: This unit describes the performance outcomes, skills and knowledge required to apply occupational hygiene knowledge and the techniques to control occupational health and safety (OHS) risk arising from health hazards at work.
Nominal Hours: 50 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**BSOH606B DEVELOP AND IMPLEMENT CRISIS MANAGEMENT PROCESSES**
Content: This unit describes the performance outcomes, skills and knowledge required to develop and implement the planning and management to prevent or mitigate the occupational health and safety (OHS) outcomes of a crisis. The focus is on the development of a number of management processes including emergency assessments, plans and preparation, analysis, monitoring, training and post incident support.
Nominal Hours: 40 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**BSOH608A CONDUCT AN OHS AUDIT**
Content: Plan an OHS audit; Develop an OHS audit plan; Develop an OHS audit tool; Gather information, data and OHS records; Undertake OHS audit activities; Report on the outcomes of the OHS audit.
Nominal Hours: 30 Hours
Assessment: Competency based assessments

**BSOH608B CONDUCT AN OHS AUDIT**
Content: This unit describes the performance outcomes, skills and knowledge required to conduct an internal or external occupational health and safety (OHS) audit that may or may not be part of certification against a recognised benchmark. It involves systematic examination against audit criteria to determine conformance with planned arrangements and the effectiveness of the organisation’s approaches to managing OHS.
Nominal Hours: 40 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**BSOH609B EVALUATE AN ORGANISATION’S OHS PERFORMANCE**
Content: This unit describes the performance outcomes, skills and knowledge required to make judgements as a consequence of an occupational health and safety (OHS) audit and to evaluate an organisation’s arrangements for identifying hazards, assessing and controlling risks, and monitoring and improving the effectiveness of the management of OHS and compliance against agreed benchmarks.
Nominal Hours: 35 Hours
BSBSUS301A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES
Content: This unit describes the performance outcomes, skills and knowledge required to effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness.
Nominal Hours: 40 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

FDFCORQAS2A IMPLEMENT QUALITY SYSTEMS AND PROCEDURES
Content: This is a Core unit. It covers the skills and knowledge required to apply quality principles and system requirements when carrying out work responsibilities where work involves the operation of packaging and/or processing equipment.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSXFM1501A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT
Content: Self management techniques; Prioritising; Professional competency.
Nominal Hours: 40 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

FDOPTMR1A MEASURE AND RECORD WORKPLACE INFORMATION
Content: This is an Optional unit. It covers the skills and knowledge required to use basic measuring equipment and devices, read and record results. This unit is appropriate where simple tests involve automated measuring devices.
Nominal Hours: 30 Hours
Assessment: In the workplace.

BSXFM1502A PROVIDE LEADERSHIP IN THE WORKPLACE
Content: Standards of management performance; Enterprise’s image; Influencing individuals and teams; Making informed decisions.
Nominal Hours: 40 Assessment: Assignment, presentation, written and practical tasks, case studies, research

FDFPBDM3A OPERATE A DOUGH MIXING PROCESS
Content: This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to mould dough to final shape, place dough up, operate, adjust and shut down the process used to make up dough. This includes selecting and mixing dough ingredients.
Nominal Hours: 80 Hours
Assessment: In the workplace.

BSXFM1506A MANAGE WORKPLACE INFORMATION
Content: Identify and source information needs; Collect, analyse and report information; Use management information systems; Prepare business plans/budgets; Prepare resource proposals.
Nominal Hours: 50 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

FDFRBB3A PRODUCE ARTISAN BREADS
Content: This is a Specialist unit developed for the retail baking sector. It covers the skills and knowledge required to plan and produce a range of artisan breads. This includes flat breads, national and regional breads.
Nominal Hours: 80 Hours
Assessment: In the workplace.

CHCADMIN5C WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION
Content: Complete workplace forms and documents; Store and maintain organisational information; Use and maintain equipment and machines; Manage inquiries in accordance with organisational policy and protocol.
Nominal Hours: 75 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

FDFRBB2B BAKE BREAD
Content: This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to bake bread in an in-store bakery or retail baking environment.
Nominal Hours: 40 Hours
Assessment: In the workplace.

CHCTC1A DELIVER A SERVICE CONSISTENT WITH THE ORGANISATION’S MISSION AND VALUES
Content: Operate within the mission and values of the organisation; Provide high quality counselling and support to clients
Nominal Hours: 60 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

FDFRBPB3B DIAGNOSE AND RESPOND TO PRODUCT AND PROCESS FAULT (BREAD)
Content: This is a Specialist unit. It builds on the problem solving skills developed in operational units and provides technical competencies to support problem solving relating to bread production. Identify causes of unacceptable product quality. Take corrective action according to workplace procedures.
Nominal Hours: 60 Hours
Assessment: In the workplace.

CUSADM03A MANAGE A PROJECT
Content: Determine scope of projects; Develop a plan for the limited project or section of the larger project; Administer and monitor project; Review project against plan.
Nominal Hours: 35 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

FDFRFM2B CONDUCT FINAL MOULD AND FINAL PROOF
Content: This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to mould dough to final shape, place dough in tins or on baking surfaces and conduct final proof in an in-store bakery or retail baking environment.
Nominal Hours: 30 Hours
Assessment: In the workplace.

FDFERBP2B PRODUCE BREAD DOUGH
Content: This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to produce a range of dough types including white, brown, wholemeal and grain doughs in an in-store bakery or retail baking environment.
Nominal Hours: 80 Hours
Assessment: In the workplace.
FDFBRBD2B RETARD DOUGH
Content: This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to retard and recover dough and other yeast-raised products in an in-store bakery or retail baking environment.
Nominal Hours: 20 Hours
Assessment: In the workplace.

FDFRBSM2B SCALE AND MOULD DOUGH FOR INTERMEDIATE PROOF
Content: This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to divide and shape dough in an in-store bakery or retail baking environment. It includes an intermediate proof stage.
Nominal Hours: 30 Hours
Assessment: In the workplace.

FDTECPPR4A PARTICIPATE IN PRODUCT RECALL
Content: Identify product recall situations; Participate in a product recall; Review processes to minimise the risk of recurrence.
Nominal Hours: 50 Hours
Assessment: Assessment is competency based

FDFZCSCS2A CLEAN AND SANITIZE EQUIPMENT
Content: This is a Specialist unit. It covers the purpose and effect of cleaning and sanitation and related procedures. This unit does not cover CIP (cleaning in place) processes. Where this is a required competency, select FDFZCSP2A Clean equipment in place. Basic cleaning and sanitation procedures are covered in operational units. This unit should be selected where the operator is primarily responsible for cleaning and/or where they require a more detailed knowledge of cleaning and sanitation processes to carry out cleaning responsibilities. This unit applies to both wet and dry cleaning methods.
Nominal Hours: 30 Hours
Assessment: In the workplace.

FDFZPMB2A OPERATE A MIXING/BLEN DING PROCESS
Content: This is a Specialist unit. It covers the skills and knowledge required to combine ingredients and additives in the correct quantities and sequence and to operate and shut down mixing and blending equipment to achieve the required mix characteristics. Mixes may include concentrated pre-mixes or bulk blends. The output of this process may be a product requiring further processing or for external use. This unit is appropriate to select where the mixing/blending process is a stand-alone process and involves an understanding of addition method and sequence. Where mixing is an in-line component of a larger process, this unit is not appropriate. Where the mixing process does not require a detailed understanding of sequencing or ingredient characteristics, the unit FDFZPMB1A Prepare basic mixes may be more appropriate.
Nominal Hours: 40 Hours
Assessment: In the workplace.

FDFZPRW1A PARTICIPATE EFFECTIVELY IN A WORKPLACE ENVIRONMENT
Content: This is a Specialist unit. It covers the skills and knowledge required to participate effectively in a workplace environment.
Nominal Hours: 30 Hours
Assessment: In the workplace.

HLT.COM2A DEVELOP PROFESSIONAL EXPERTISE
Content: Seek out and apply traditional, alternative and scientific information; Implement reflective learning practices; Contribute to the development of professional practices; Critically evaluate specific research.
Nominal Hours: 40 Hours
Assessment: Assignment, presentation, case studies, research

HLT.COM404B COMMUNICATE EFFECTIVELY WITH CLIENTS
Content: This unit covers the skills required by practitioners to establish and maintain effective communication with the client throughout all interactions and provide basic counselling as required and as appropriate to facilitate the treatment or health service being provided.
Nominal Hours: 30 Hours
Assessment: In this unit the Learning Guide incorporates 2 units. Sections of the printed learning resource must be completed in writing to demonstrate an understanding of the underpinning knowledge. These sections are reviewed by the teacher. Also a Practice Policy document is completed which incorporates the performance criteria as stated in the unit of studies for this unit and HLTREM301A. The Practice Policy document is a written assignment. This unit is a prerequisite for unit HLTREM406B. In the clinic units HLTREM 401B, 406B, 407B, 408B and 409B, students must also demonstrate their communication skills and be observed doing so by the supervising teacher.

HLT.COM405B ADMINISTER A PRACTICE
Content: This unit of competency describes the skills and knowledge required to provide administration for a clinical health practice according to the size and scale of the business.
Nominal Hours: 30 Hours
Assessment: The Learning Guide (see Required Reading) includes notes for class discussion and a Business Plan to be completed. The Business plan is the assessment tool and is used to assess knowledge on the administrative systems needed to run a business. It incorporates the performance criteria as stated in the unit of study and is a written assignment.

HLT.COM406B MAKE REFERRALS TO OTHER HEALTH CARE PROFESSIONALS WHEN APPROPRIATE
Content: This unit of competency describes the skills and knowledge required to arrange referrals to other health care professionals when required.
Nominal Hours: 40 Hours
Assessment: The assessment for this unit involves written testing of the students understanding of the need to refer, how to write referrals and the role of other health professionals in the referral process. Students must investigate in an assignment the role of the different health care professionals who they may use as a referral. Students also write a referral letter based on a massage treatment case study.

HLT.COM408B USE SPECIFIC HEALTH TERMINOLOGY TO COMMUNICATE EFFECTIVELY
Content: This unit covers the skills required to understand and respond to instructions, carry out routine tasks and communicate with a range of internal and external clients in a health care practice, using appropriate practice-specific health terminology.
Nominal Hours: 40 Hours
Assessment: Students have to demonstrate an appropriate use of language appropriate for working in a health environment specific to Massage in both written and verbal forms. Written tests will be used to assess the written language for practice-specific cases. Oral questioning will be used as a tool for students to demonstrate their oral spoken use of the medical language.

HLT.COM4A COMMUNICATE EFFECTIVELY WITH CLIENTS/ PATIENTS
Content: This unit covers the skills required by practitioners to establish and maintain effective communication with the client/patient throughout all interactions and provide basic counselling as required and as appropriate to facilitate the treatment.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation

HLT.COM5A ADMINISTER A PRACTICE
Content: Establish and maintain administrative systems; Conduct financial administration; Follow practice management strategies; Administer personnel management strategies.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation
FACULTY OF WORKFORCE DEVELOPMENT

HLTCOM6A MAKE REFERRALS TO OTHER HEALTH CARE PROFESSIONALS WHEN APPROPRIATE
Content: Formulate a referral plan for client/patients requiring further treatment; Interact with other health care professionals; Arrange a referral to an appropriate source for clients/patients with specific needs.
Nominal Hours: 40 Hours
Assessment: Assignment, presentation, case studies, field research

HLTHIRIA WORK EFFECTIVELY IN THE HEALTH INDUSTRY
Content: Work ethically; Demonstrate the importance of hygiene and infection control in the health industry; Participate in quality improvement activities; Take responsibility for personal skill development; Communicate effectively with colleagues and clients.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation

HLTHSEIA FOLLOW THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES
Content: Follow organisational procedures for hazard identification and risk control; Contribute to OHS in the workplace; Utilise and implement strategies as directed to prevent infection in the workplace; Utilise strategies to prevent work overload; Work in a safe manner; Utilise and implement strategies to prevent manual handling injuries.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, test

HLTINA COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES
Content: Collect, handle, store and manage clinical and other waste in accordance with organisational guidelines and waste management plans; Clean and disinfect equipment and surfaces; Maintain hygiene; Identify and respond to infection risks.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tests

HLTREM1A WORK WITHIN A MASSAGE FRAMEWORK
Content: This unit describes the skills required to work effectively within a massage framework.
Nominal Hours: 20 Hours
Assessment: Assignment, written and practical tests

HLTREM2A PROVIDE REMEDIAL MASSAGE TREATMENT
Content: This unit describes the skills required to administer client/patient remedial massage treatment according to the philosophy and practices of a remedial massage framework.
Nominal Hours: 380 Hours
Assessment: Assignment, presentation, written and practical tests, case studies, research

HLTREM3A PLAN THE REMEDIAL MASSAGE TREATMENT STRATEGY
Content: This unit describes the skills required to prepare for remedial massage treatment of clients/patients and negotiate a treatment management plan with them.
Nominal Hours: 40 Hours
Assessment: Assignment, presentation, written and practical tests, case studies, research

HLTREM401B WORK WITHIN A MASSAGE FRAMEWORK
Content: This unit of competency describes the skills and knowledge required to work effectively within a massage framework.
Nominal Hours: 20 Hours
Assessment: Students will show competency in this unit by practicing and then demonstrating their required knowledge and skills to the teacher. Teachers will use a checklist and identify skills and knowledge as the student demonstrates the learned massage techniques over the period of the unit. This unit will take place in a simulated work situation such as the student clinic. It will have a strong emphasis on the communication skills necessary for a Massage therapist as outlined in the co-requisite HLTRI301A. This unit will be delivered in conjunction with HLTEM409B.

HLTEM406B PROVIDE MASSAGE TREATMENT
Content: This unit of competency describes the skills and knowledge required to administer client basic massage treatment according to the philosophy and practices of a massage therapy framework.
Nominal Hours: 240 Hours
Assessment: This unit will be delivered split up into several units. One subunit will deal with the underpinning knowledge required in muscular nomenclature referred to a Musculoskeletal Anatomy. There will be several oral assessments where students must palpatate and explain the locations and actions of muscles. A written test will also be conducted. In addition to this, students will show competency by practicing and then demonstrating their required knowledge and skills to the teacher. Teachers will use a checklist and identify skills and knowledge as the student demonstrates massage therapy techniques over the period of the unit. This unit will take place in a simulated work situation such as the student clinic. It will have a strong emphasis on the communication skills necessary for a Massage therapist as outlined in the co-requisite HLTEM404B. In addition it is important that students understand the underpinning importance of infection control and risk control through OHS and First aid as demonstrated in the co-requisite requirements of HLTH301A, HLTHS300A and HLTHA301B. This unit will be delivered in conjunction with HLTEM409B.

HLTEM407B PLAN MASSAGE TREATMENT
Content: This unit of competency describes the skills and knowledge required to prepare clients for basic massage and negotiate treatment with them.
Nominal Hours: 20 Hours
Assessment: Students will show competency in this unit by practicing and then demonstrating their required knowledge and skills to the teacher. The skills and knowledge will be demonstrated in the pre-massage discussion with clients. Teachers will use a checklist and identify skills and knowledge as the student demonstrates them over the period of the unit. This unit will take place in a simulated work situation such as the student clinic. It will have a strong emphasis on the communication skills necessary for a Massage therapist as outlined in the co-requisite HLTEM404B. This unit will be delivered with HLTEM408B, 409B.

HLTEM408B APPLY MASSAGE ASSESSMENT FRAMEWORK
Content: This unit of competency describes the skills and knowledge required to interpret information gathered in the health assessment and make and review accurate assessment for basic massage treatment.
Nominal Hours: 20 Hours
Assessment: Students will show competency in this unit by practicing and then demonstrating their required knowledge and skills to the teacher. Teachers will use a checklist and identify skills and knowledge as the student demonstrates them over the period of the unit. This unit will take place in a simulated work situation such as the student clinic. It will have a strong emphasis on the communication skills necessary for a Massage therapist as outlined in the co-requisite HLTEM404B. In addition, this unit builds on the knowledge and skills gained from the prerequisite subjects HLTEM401B, basic massage treatments and HLTEM409B, performing a health assessment on clients. This unit will be delivered with HLTEM407B, 409B.

HLTEM409B PERFORM MASSAGE HEALTH ASSESSMENT
Content: This unit of competency describes the skills and knowledge required to observe the condition of the client and gather information relevant to the case in order to provide a basic massage.
Nominal Hours: 100 Hours
Assessment: Students will show competency in this unit by practicing and then demonstrating their required knowledge and skills to the teacher. The skills and knowledge will be demonstrated in the pre-massage discussion with clients. Teachers will use a checklist and identify skills and knowledge as the student demonstrates them over the period of the unit. This unit will take place in a simulated work situation such as the student clinic. It will have a strong emphasis on the communication skills necessary for a Massage therapist as outlined in the co-requisite HLTHIR301A and HLTEM401B. A knowledge of infection control measures is necessary as per the co-requisite HLTHIR301A. This unit will be delivered with HLTEM406B,
4076 ans 4088. Knowledge of HLTP401A will be applied in this unit.

**HLTREM4A APPLY REMEDIAL MASSAGE ASSESSMENT FRAMEWORK**
**Content:** This unit covers the skills required to interpret information gathered in the health assessment and make and review an accurate assessment over the course of remedial massage treatment.
**Nominal Hours:** 40 Hours
**Assessment:** Assignment, presentation, written and practical tests, case studies, research

**HLTREM5A PERFORM REMEDIAL MASSAGE HEALTH ASSESSMENT**
**Content:** This unit covers the skills required to observe the condition of the client/patient and gather information relevant to the case to enable correct assessment, planning and provision of a remedial massage.
**Nominal Hours:** 280 Hours
**Assessment:** Assignment, presentation, written and practical tests, case studies, research

**HLTREM6A PROVIDE THE MASSAGE TREATMENT**
**Content:** This unit describes the skills required to administer client/patient basic massage treatment according to the philosophy and practices of a massage therapy framework.
**Nominal Hours:** 340 Hours
**Assessment:** As per accredited curriculum

**HLTREM7A PLAN THE MASSAGE TREATMENT**
**Content:** This unit describes the skills required to prepare clients/patients for basic massage and negotiate treatment with them.
**Nominal Hours:** 20 Hours
**Assessment:** As per accredited curriculum

**ICAITU006C OPERATE COMPUTING PACKAGES**
**Content:** Prepare for program/activity; Establish effective communication; Assist the person with a disability to meet lifestyle and relationship needs through participation in a program/activity.
**Nominal Hours:** 60 Hours
**Assessment:** As per accredited curriculum

**LGAEHRR304A OPERATE AND MAINTAIN COUNCIL FACILITIES**
**Content:** This unit covers the general operation and maintenance of pound facilities.
**Nominal Hours:** 40 Hours
**Assessment:** Assignment

**MEM23002A APPLY CALCULUS IN ENGINEERING SITUATIONS**
**Content:** This unit covers applying concepts of calculus to engineering situations.
**Nominal Hours:** 80 Hours
**Assessment:** The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to solve engineering problems using the principles of differentiation; obtain first and second derivatives of algebraic, trigonometric, exponential and logarithmic functions; obtain integrals of algebraic, trigonometric and exponential functions; evaluating definite integrals; solve engineering problems using the principles of integration. The anticipated methods of assessment will be diagrams and models created by the learner; practical demonstration; records of teacher observations of learner’s activities, discussions and practical tasks; self-assessment sheets and online responses; written and verbal reports of investigations and problem-solving activities.

**NCS015 PRESENTING REPORTS**
**Content:** Materials research; Information analysis; Solution identification and development; Oral presentation delivery.

**Nominal Hours:** 20 Hours
**Assessment:** A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

**PMLC4000A PERFORM STANDARD CALIBRATIONS**
**Content:** This unit of competency covers the ability to calibrate test and measurement equipment without deviation in accordance with standard calibration procedures and documented test methods. These procedures/methods specify all associated reference standards, materials, equipment and methods to be used and the required parameters or quantities and ranges to be tested, including the criteria for rejection or approval.
**Nominal Hours:** 50 Hours
**Assessment:** Assignment, test, practical, log book

**PMLCOM500B PERFORM ASEPTIC TECHNIQUES**
**Content:** Assess the request for information and/or advice; Prepare response; Provide information and/or advice; Record details of the request and response.
**Nominal Hours:** 40 Hours
**Assessment:** Progress reports, resource file, diary/logbook/updated project plan, final report, oral presentation, review of ongoing performance

**PMLDATA200A RECORD AND PRESENT DATA**
**Content:** This unit of competency covers the ability to record and store data, perform basic calculations of scientific quantities and present information in tables and graphs. The unit requires personnel to solve predictable problems using clear information or known solutions. Where alternatives exist, they are limited or apparent.
**Nominal Hours:** 40 Hours
**Assessment:** Problem sheets, tests, observation of class work

**PMLDATA400A PROCESS AND INTERPRET DATA**
**Content:** This unit of competency covers the ability to retrieve data, evaluate formulae and perform scientific calculations, present and interpret information in tables and graphs and keep accurate records. The unit requires personnel to solve problems of limited complexity where the information may be less obvious, but not contradictory, and can be determined by direct reasoning.
**Nominal Hours:** 70 Hours
**Assessment:** Problem sheets, tests, observations of class work

**PMLMAIN300B MAINTAIN THE LABORATORY FIT FOR PURPOSE**
**Content:** This unit of competency covers the general cleaning of work surfaces, cleaning and storage of equipment and the monitoring of laboratory stocks under direct supervision.
**Nominal Hours:** 30 Hours
**Assessment:** Assessment is competency based

**PMLOHS302A PARTICIPATE IN LABORATORY/FIELD WORKPLACE SAFETY**
**Content:** The purpose of this module is to provide learners with basic knowledge of stoichiometry and solution chemistry.
**Nominal Hours:** 40 Hours
**Assessment:** The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to use the mole definition and formulate to solve problems derive balanced chemical equations for simple chemical reactions and apply stoichiometry to them explain solution formation and solubility solve concentration problems. The anticipated methods of assessment will be oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

**PMLOHS400A MAINTAIN LABORATORY/FIELD WORKPLACE SAFETY**
**Content:** This unit of competency covers the ability to monitor and maintain the occupational health and safety (OHS) and environmental programs within a work area where the person has some supervisory responsibility for others. Personnel will be able to participate in risk assessment and management processes, such as working...
with other staff to assess and manage risks associated with technical activities, coaching others in participating in OHS and environmental management issues, being a safety representative or participating in a safety committee. Their work is done in accordance with defined enterprise policies and procedures.

Nominal Hours: 50 Hours
Assessment: Activity sheets, presentations, tests, journal

PMLORG301A PERFORM BIOLOGICAL PROCEDURES
Content: This unit of competency covers the ability to plan and complete tasks individually or in a team context. The tasks involve established routines and procedures using allocated resources with access to readily available guidelines and advice. Work plans may need to be modified with supervisor agreement to suit changing conditions and priorities.
Nominal Hours: 40 Hours
Assessment: Assignment, diary, project report, teamwork analysis

PMLQUAL300B CONTRIBUTE TO THE ACHIEVEMENT OF QUALITY OBJECTIVES
Content: This unit of competency covers the development of a working knowledge of quality principles and their application in laboratory/field work.
Nominal Hours: 30 Hours
Assessment: Assessment is competency based

PMLQUAL301B APPLY CRITICAL CONTROL POINT REQUIREMENTS
Content: This unit of competency covers the ability to monitor critical, quality and regulatory control points related to a person’s work responsibilities. This unit of competency also covers support for ongoing improvement of the enterprise HACCP (Hazard Analysis and Critical Control Points) plan.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PMLQUAL401A APPLY QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT PROCESSES
Content: Satisfy quality system requirements in daily work; Analyse opportunities for corrective and/or optimisation action; Recommend corrective and/or optimisation actions Participate in the implementation of recommended action(s); Participate in the development of continuous improvement strategies.
Nominal Hours: 80 Hours
Assessment: Report, gathering and analysis of data, plan and presentation

PMLSAMP302A RECEIVE AND PREPARE SAMPLES FOR TESTING
Content: This unit of competency covers the ability to log samples, check sample documentation, schedule and prepare a range of samples for testing. All operations are performed in accordance with standard operating procedures (SOPs). This unit does not include testing, tissue processing or similar techniques.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

PMLTEST200A CONDUCT ROUTINE SITE MEASUREMENTS
Content: Prepare for measurement(s); Perform measurement(s); Finalise measurements; Maintain a safe work environment.
Nominal Hours: 30 Hours
Assessment: Classroom participation and submission of set activities, assignments, practical test, theory test

PMLTEST300B PERFORM BASIC TESTS
Content: This unit of competency covers the ability to perform tests using standard methods and with access to readily available advice. Personnel are required to demonstrate close attention to the accuracy and precision of measurements and the data obtained. In general, they do not calibrate equipment and make only limited adjustments to the controls. The unit of competency does not cover interpretation or analysis of results or troubleshooting equipment problems.
Nominal Hours: 60 Hours
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to interpret enterprise procedure or standard methods accurately, use safety information (for example, MSDSs) and perform procedures safely, check test equipment before use, complete all tests within required timeline without sacrificing safety, accuracy or quality, calculate, record and present results accurately and legibly, maintain security, integrity and traceability of all samples, data/results and documentation, clean and maintain equipment. The anticipated methods of assessment will be oral and written questioning, practical demonstration, research assignment, written report.

PMLTEST303B PREPARE WORKING SOLUTIONS
Content: This unit of competency covers the ability to prepare working solutions and to check that existing stocks are suitable for use. This unit assumes that calculations of quantities, choice of reagent grades and required dilutions will be specified by the supervisor.
Nominal Hours: 50 Hours
Assessment: Critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to use appropriate materials, equipment and procedures to prepare solutions, follow appropriate OHS (and hygiene, if appropriate) procedures, use all equipment safely, efficiently and in accordance with enterprise procedures, use enterprise procedures to calculate concentrations, identify solutions not fit for use, use titrations to determine the concentration of solutions, label, store and dispose of solutions appropriately, record and present data appropriately. The anticipated methods of assessment will be oral and written questioning, practical demonstration, research assignment, written report.

PMLTEST305A PERFORM ASEPSTIC TECHNIQUES
Content: Prepare for aseptic sampling or transfer; Transfer materials aseptically; Maintain work area and equipment to prevent cross-infection and contamination.
Nominal Hours: 40 Hours
Assessment: Practical, research assignment, questions, tests

PMLTEST305B PERFORM ASEPSTIC TECHNIQUES
Content: This unit of competency covers the ability to perform aseptic techniques to maintain the integrity of both the sample source and the sample. It applies to sampling techniques in tissue culture and to generic microbiological procedures. This unit of competency is applicable to laboratory assistants and technicians working in the field or laboratory in the biomedical, biology, food and beverage and environmental sectors of the industry.
Nominal Hours: 40 Hours
Assessment: Critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to perform consistently at the required standard the following: prevents cross contamination of sample source and sample, manipulates equipment to prevent contamination of culture medium during transfer, sterilises equipment as required to prevent cross contamination of work area, personnel and environment. The candidate must be able to follow defined OHS policies and procedures. The anticipated methods of assessment will be oral and written questioning, practical demonstration, research assignment, written report.

PMLTEST308A PERFORM MICROSCOPIC EXAMINATION
Content: This unit of competency covers the ability to prepare routine samples and examine them using a light microscope, standard methods and readily available advice. Personnel are required to set up microscopes for optimum resolution and observe, identify and report sample characteristics. The unit covers limited interpretation and analysis of results. Troubleshooting of equipment and procedures is not required.
Nominal Hours: 40 Hours
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to follow enterprise standards, procedures and practices, maintain personal safety and that of others, use personal protective clothing and other safety equipment correctly, minimise cross contamination and contamination of the laboratory and environment, minimise generation of aerosols as smears or films are prepared, set up the workbench and microscope ergonomically, set up, clean and use a light microscope to achieve optimum resolution of the specimen, perform cell counts on diluted and undiluted samples, perform basic cell measurements using grids, log and track samples through all steps from receiving a sample through to completion, of a procedure and reporting,
follow enterprise quality control procedures, correctly handle and store samples and reagents. The anticipated methods of assessment will be oral and written questioning, practical demonstration, research assignment, written report.

PMLTE5402B PREPARE, STANDARDISE AND USE SOLUTIONS

Content: This unit of competency covers the ability to prepare, standardise and use solutions to monitor the quality of prepared solutions.

Nominal Hours: 100 Hours

Assessment: tests, practical assessments, log book, practical reports

PMLTE5407A PERFORM BIOLOGICAL PROCEDURES

Content: This unit of competency covers the ability to interpret work requirements, prepare samples, conduct pre-use and calibration checks on equipment and perform routine biological procedures, including sample preparation. These procedures may involve several steps and are used to classify cell types, species and biologically active compounds by analysing their biological and chemical characteristics. This unit includes data processing, interpretation of results and troubleshooting obvious departures from standard procedures.

Nominal Hours: 130 Hours

Assessment: Classroom participation and submission of set activities, assignment, report and log book, tests

PMLTE5408A UNDERTAKE ENVIRONMENTAL FIELD-BASED MONITORING

Content: This unit of competency covers the ability to organise and undertake field monitoring programs that are primarily focused on the determination of physical and chemical parameters and/or observation and documentation of biological/ecological systems. It covers confirming the requirements of the monitoring activities, sampling, sample handling, physical and chemical monitoring and simple field-based analysis, data collection and recording. It also covers field camp maintenance and field safety. The unit covers gaining clearance for animal trapping, tagging, keeping or experimentation, but does not cover specific animal handling techniques. These tasks would only be performed under the guidance and supervision of a scientific officer.

Nominal Hours: 80 Hours

Assessment: Classroom participation and submission of set activities, practical report, assignments, practical tests, theory tests

PMLTE5501B PERFORM MICROBIOLOGICAL TESTS

Content: This unit of competency describes the ability of technical personnel to contribute to the culture, isolation and identification of micro-organisms for investigating the physiology and pathology of plants and animals; for monitoring the natural environment; and to assist in the production of foods, pharmaceutical goods and other manufactured materials.

Nominal Hours: 140 Hours

Assessment: As per accredited curriculum

PMLTE5503B PERFORM HISTOLOGICAL TESTS

Content: This unit of competency covers the ability to perform tests and procedures associated with processing and staining tissues for examination of tissue structure and abnormalities by pathologists and scientists to assist with disease diagnosis. The unit covers tests and procedures that are associated with anatomical pathology (including frozen sections), and may involve the use of automated processors and staining machines. The unit principally refers to techniques performed on human tissues, but many aspects may be relevant to animal and plant tissues.

Nominal Hours: 150 Hours

Assessment: As per accredited curriculum

PMLTE5506A APPLY SPECTROMETRIC TECHNIQUES

Content: Prepare samples; Perform analytical procedures; Report and communicate test results.

Nominal Hours: 200 Hours

Assessment: Assessment is competency based
As per accredited curriculum

**PUAC0012A LIAISE WITH MEDIA AT A LOCAL LEVEL**
Content: Liaise with media at a low level incident, provide information about local events.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**PUXEM001A PROVIDE EMERGENCY CARE**
Content: This unit covers competency for the provision of emergency care pending the arrival of appropriately qualified personnel.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

**RTC2704A PROVIDE BASIC FIRST AID**
Content: Assess the situation; Apply basic first aid techniques.
Nominal Hours: 10 Hours
Assessment: Students develop a portfolio of evidence used for assessment. This will include student demonstration, role play and short answer questions.

**RTC3310A OPERATE SPECIALISED MACHINERY AND EQUIPMENT**
Content: Select and prepare specialised machinery and equipment for use; Operate specialised machinery and equipment; Complete and report on specialised machinery and equipment operation.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**RTC4702A MINIMISE RISKS IN THE USE OF CHEMICALS**
Content: Developing, implementing and monitoring a risk control strategy in a workplace where chemicals are being handled and used. Legislation and regulations, develop and implement procedures to ensure minimum risk and the ability to carry out a risk assessment.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**RTC5011A COLLECT AND CLASSIFY PLANTS**
Content: Collecting and identifying plants using taxonomic keys. Collecting, preserving and identifying plant specimens. Herbarium collection techniques and ethics, botany, physical and biological habitat types, and plant nomenclature and taxonomy.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

**RTD4020A PLAN THE IMPLEMENTATION OF REVEGETATION WORKS**
RTD4020A PLAN THE IMPLEMENTATION OF REVEGETATION WORKS
Content: Planning and implementation of revegetation works for disturbed, degraded or remnant natural sites. Application of horticultural, natural science and environmental skills. Costing, estimating and basic budgeting skills.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

**RTD4402A DEFINE THE PEST PROBLEM IN A LOCAL AREA**
Content: Defining and analyse the pest problem in the local area, determine critical control points for management and document and collate the impacts of the pest. Knowledge of pest biology, land management processes, production processes, relevant legislative and regulatory requirements and environmental protection legislation.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

**RTD4403A DEVELOP A PEST MANAGEMENT ACTION PLAN**
Content: Developing an action plan for the management of target pests in a local area. Knowledge of relevant local, regional, State and national strategies, relevant legislative and regulatory requirements, environmental protection legislation, pest control methods and techniques, and sustainable land use principles.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

**RTD4407A INVESTIGATE A REPORTED PEST TREATMENT FAILURE**
Content: This competency standard covers the process of investigating cases of treatment failure as part of a program of pest management and control. Assess treatment failure and report on causes of failure, knowledge of pest treatment techniques, surveying population of pests, treatment characteristics and modes of action, basic statistical analysis and report preparation.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**RTD4504A MONITOR BIODIVERSITY**
Content: Monitor critical biological and physical factors to make corrective changes in a natural area. Develop monitoring techniques, prepare equipment and resources, monitor biodiversity and review data. Knowledge of ecology, plant and animal classification, monitoring systems for flora, fauna and micro-organism populations, threats to places of natural significance, accepted scientific processes.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

**RTD4507A PRODUCE MAPS FOR LAND MANAGEMENT PURPOSES**
Content: Preparation of maps by hand or using geographical information systems (GIS) for land management purposes. Knowledge of land management processes, relevant legislative and regulatory requirements, mapping principles, and the use of mapping software and hardware.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

**RTD5502A CONDUCT FIELD RESEARCH INTO NATURAL AND CULTURAL RESOURCES**
Content: Process of conducting field research into natural resource and cultural areas for resource management and related purposes. Development of a resource management plan. Identify stakeholders, develop a research approach, conduct field investigations, develop process for involving decision-makers and report on the field investigation. Knowledge of relevant legislation, charters, Codes of Practice relating to natural and cultural resource areas, ecology, geological and biological diversity, population dynamics and control approaches, accepted scientific processes and historical research processes, and links between Indigenous heritage and natural resources.
Nominal Hours: 200 Hours
Assessment: As per accredited curriculum

**RUV2101A WORK IN THE ANIMAL CARE INDUSTRY**
Content: Undertake an activity according to workplace requirements; Recognise animals in the workplace.
Nominal Hours: 20 Hours
Assessment: Tests, assignments, presentations

**RUV2102A FOLLOW OHS PROCEDURES IN AN ANIMAL CARE ENVIRONMENT**
Content: Follow workplace procedures for hazard identification and risk control; Observe safe practices during work operations; Work in a safe manner; Participate in maintaining a safe workplace.
Nominal Hours: 40 Hours
Assessment: Activity sheets, test, journal
RUHV2103A ASSISTS WITH GENERAL ANIMAL CARE
Content: Handle and check animal's general condition and health; Clean animal housing.
Nominal Hours: 80 Hours
Assessment: Revisions, practical tests, assignments

RUHV2104A PROVIDE FOOD AND WATER FOR ANIMALS
Content: Prepare for feeding; Feed and water animals; Complete the feeding and watering process.
Nominal Hours: 30 Hours
Assessment: Theory test, case studies, assignment, demonstration

RUHV2105A PARTICIPATE IN WORKPLACE COMMUNICATIONS
Content: Follow routine spoken messages; Perform workplace duties following routine written notices; Obtain and provide information in response to workplace requirements; Complete relevant work-related documents; Participate in workplace meetings and discussions.
Nominal Hours: 20 Hours
Assessment: Listening skills, workplace documents folio, teamwork, presentations

RUHV2106A ASSIST WITH FOOD PREPARATION
Content: This unit of competency covers the process of assisting with the preparation of food for animals, in particular bulk food items. One would be expected to assist with the preparation of food, check food orders and clean and store relevant equipment and materials.
Nominal Hours: 20 hours
Assessment: As per accredited curriculum

RUHV2107A PROVIDE BASIC FIRST AID FOR ANIMALS
Content: Assess the situation; Apply basic first aid and basic care.
Nominal Hours: 30 Hours
Assessment: Theory test, assignment, presentation, practical exercise

RUHV2108A RESCUE ANIMALS AND APPLY BASIC ANIMAL CARE
Content: This unit of competency covers the process of rescuing and restraining animals and providing basic animal care. It requires the demonstration of knowledge and skills to identify situations where assistance is required in the rescue of animals and the management of animal stress and injuries.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

RUHV2401A PREPARE FOR AND CONDUCT A TOUR OR PRESENTATION
Content: This unit of competency covers the process of preparing for a tour or presentation within a captive animal facility and conducting it to meet the needs of a wide range of audiences.
Nominal Hours: 30 hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

RUHV2501A PROVIDE INFORMATION ON COMPANION ANIMALS, PRODUCTS AND SERVICES
Content: This unit of competency covers the process of providing basic information to customers on companion animal training, grooming and/or breeding establishments, and on products and services in a range of companion animal settings.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

RUHV2601A CARRY OUT VETERINARY RECEPTION DUTIES
Content: Compile patient and client histories; Consult the duty veterinarian; Identify information requirements; Maintain clinic records.
Nominal Hours: 30 Hours
Assessment: Assignments, practical exercises, tests

RUHV2602A CARRY OUT DAILY CLINIC ROUTINES
Content: Maintain clinic hygiene; Carry out daily treatment of patients; Assist in stock control and clinic security.
Nominal Hours: 40 Hours
Assessment: Assignments, practical exercises, test

RUHV3101A CARRY OUT WORKPLACE OHS PROCEDURES
Content: Adapt OHS policies and procedures; Assist in workplace hazard identification and risk control; Observe safe practices during work operations; Participate in arrangements for maintaining the health and safety of all people in the workplace.
Nominal Hours: 50 Hours
Assessment: Activity sheets, presentations, tests, journal

RUHV3302A CONDUCT EUTHANASIA OF RESEARCH ANIMALS
Content: Prepare to conduct euthanasia of research animals; Carry out the euthanasia of animals; Complete the euthanasia of animals.
Nominal Hours: 40 Hours
Assessment: Theory test, assignment, practical exercises

RUHV3303A MONITOR AND MAINTAIN ANIMALS HEALTH AND WELLBEING
Content: Monitor and maintain the physical wellbeing of animals; Identify and act on signs of ill health in animals.
Nominal Hours: 80 Hours
Assessment: Theory tests, assignments, practical exercises

RUHV3305A CARRY OUT SIMPLE BREEDING PROCEDURES
Content: Select and prepare animals for breeding; Implement breeding procedures; Perform post-mating procedures.
Nominal Hours: 30 Hours
Assessment: Tests, Assignments

RUHV3306A WORK WITHIN AN ANIMAL TECHNOLOGY INSTITUTION
Content: Access and comply with relevant legislation and information; Work ethically with animals; Identify animals; Anticipate, recognise and respond to signs of distress or grief in self.
Nominal Hours: 50 Hours
Assessment: Tests, assignments, presentation

RUHV3401A REHABILITATE AND RELEASE NATIVE WILDLIFE
Content: Provide immediate care for rescued animals; Rehabilitate rescued animals; Release native animals to natural environment.
Nominal Hours: 50 Hours
Assessment: Competency based assessments

RUHV3411A CARE FOR YOUNG ANIMALS
Content: Identify and assist with animal care needs; Monitor health and nutrition requirements for young animals.
Nominal Hours: 30 Hours
Assessment: Assessment is competency based

RUHV3501A PROVIDE ADVICE ON COMPANION ANIMAL SELECTION AND GENERAL CARE
Content: Provide information and advice on companion animal selection; Advise on housing and environmental requirements; Advise on health and nutritional requirements; Advise on additional products and services; Complete transactions.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
**RU3502A PROVIDE ADVICE ON SELECTION AND CARE OF AQUATIC ANIMALS**

Content: Provide information and advice on aquatic animal selection; Advise on housing for selected species; Advise on aquatic support systems; Advise on health and nutritional requirements; Complete aquatic animal sales transactions.

Nominal Hours: 30 Hours

Assessment: As per accredited curriculum

**RU3503A WORK EFFECTIVELY IN THE ANIMAL COMPANION FIELD**

Content: Organise and complete daily work activities; Work ethically with companion animals; Communicate effectively with clients; Maintain companion animal records.

Nominal Hours: 40 Hours

Assessment: tests, assignments, presentations

**RU3504A MONITOR AND MAINTAIN HEALTH OF COMPANION ANIMALS**

Content: Follow effective personal health management practices; Monitor animal health needs; Administer animal treatments.

Nominal Hours: 60 Hours

Assessment: Classwork, tests, practical work, assignment

**RU3505A PROVIDE ENRICHMENT FOR COMPANION ANIMALS**

Content: Observe and record animal behaviour; Implement enrichment strategies; Record enrichment information.

Nominal Hours: 30 Hours

Assessment: Worksheets, assignments, tests

**RU3506A CAPTURE, HANDLE AND TRANSPORT COMPANION ANIMALS**

Content: Plan the capture and restraint of companion animals; Capture animals; Prepare animals for movement.

Nominal Hours: 30 Hours

Assessment: As per accredited curriculum

**RU3507A CARRY OUT COMPANION ANIMAL BREEDING PROCEDURES**

Content: Facilitate reproduction; Implement breeding procedures; Perform post-mating procedures.

Nominal Hours: 50 Hours

Assessment: Tests and assignments

**RU3509A MAINTAIN AQUASCAPES AND AQUATIC ANIMALS**

Content: Follow effective personal health management practices; Identify unhealthy aquatic animals; Sample, analyse and adjust aquascape water quality; Administer aquatic animal treatments.

Nominal Hours: 60 Hours

Assessment: Classroom participation and submission of set activities, assignment, practical work, practical reports

**RU4101A IMPLEMENT AND MONITOR THE ORGANISATION’S OHS PROGRAM**

Content: This unit of competency covers the process of implementing and monitoring the organisation’s occupational health and safety (OHS) program. It requires the ability to provide OHS information to the work group, identify hazards and assess and control risks. It also requires the ability to deal with emergencies and hazardous events and maintain relevant records.

Nominal Hours: 70 Hours

Assessment: Worksheet, Simulation.

**RU4201A COMPLY WITH ANIMAL CONTROL AND REGULATION REQUIREMENTS**

Content: Animal control and regulation sector and requires the ability to obtain information about the industry, participate in workplace teams and keep accurate records. It also requires the ability to identify legislative requirements within the animal control and regulation sector and apply them to day-to-day work activities.

Nominal Hours: 60 Hours

Assessment: Worksheet, case study.

**RU4202A ASSESS AND IMPOUND ANIMALS**

Content: Routine situations in an animal control and regulation environment. It requires the ability to assess a given situation and implement appropriate action to seize, handle and transport animals. Working within animal control and regulation also requires knowledge of relevant legislation and organisational policies and procedures.

Nominal Hours: 60 Hours

Assessment: Demonstration

**RU4203A IDENTIFY AND RESPOND TO ANIMAL BEHAVIOUR**

Content: This unit of competency covers the process of identifying animals and their behaviour in the context of an animal control and regulation environment during day-to-day activities. It requires an ability to recognise and identify animals and assess, interpret, anticipate and respond to the behaviour of an animal. It requires an appreciation of the owner — animal — environment triangle of effect that influences behavioural expressions. Working within animal control and regulation also requires knowledge of relevant legislation and organisational policies and procedures.

Nominal Hours: 60 Hours

Assessment: Demonstration, case study.

**RU4204A MANAGE CONFLICT SITUATIONS WITHIN ANIMAL CONTROL AND REGULATION ENVIRONMENT**

Content: This unit of competency covers the process of handling and resolving disputes and / or conflict situations that may arise in activities undertaken by personnel operating in an animal control and regulation environment. It requires the ability to communicate well with others through negotiation and mediation and to have an appreciation of highly emotional circumstances.

Nominal Hours: 30 Hours

Assessment: Worksheet, simulation.

**RU4205A EUTHANASE SICK, INJURED OR UNWANTED POUND ANIMALS**

Content: This unit of competency covers the process of euthanasing sick, injured or unwanted pound animals in a humane way that complies with safe operating practices and with ethical, welfare and legislative requirements. A person working at this level would be expected to conduct euthanasia of individual animals under predictable and controlled circumstances.

Nominal Hours: 20 Hours

Assessment: Demonstration, worksheet.

**RU4206A CARRY OUT POUND PROCEDURES**

Content: This unit of competency covers the process of providing appropriate management of impounded and surrendered animals including receiving animals, maintaining pound hygiene, providing the appropriate level of care for animals and discharging animals accordingly. It requires the ability to gather information on the animals received, process appropriate documentation and ensure that the pound and its facilities are clean and that hygiene is maintained. It also requires an ability to provide care for animals within the pound and assist in the preparation of animals for discharge. Working within animal control and regulation requires knowledge of relevant legislation and organisational policies and procedures.

Nominal Hours: 30 Hours
To be deemed competent you must be competent in all elements of tests, worksheet, workplace skills tests, assignment, case study, case report, practical exercises, class work, tests, assignments, presentation as per accredited curriculum.

RUV4207A CONDUCT COMMUNITY AWARENESS PROGRAMS
Content: This unit of competency covers the process of contributing to the development and improvement of community awareness programs as well as preparing, delivering and evaluating programs to increase community awareness on matters relating to animal control and regulation. It requires an ability to research information, prepare materials and deliver programs in order to meet the needs and expectations of the community.
Nominal Hours: 40 Hours
Assessment: Assignment

RUV4208A COORDINATE SEIZURE OF ANIMALS
Content: This unit of competency covers the process of coordinating a seizure plan and the seizing of animals that may be aggressive, dangerous, injured or large. It principally involves nonroutine situations involving aggressive dogs and livestock and requires the ability to assess a given situation, coordinate an appropriate action plan and seize the animals.
Nominal Hours: 30 Hours
Assessment: Simulation

RUV4209A PREPARE AND PRESENT ANIMAL CONTROL AND REGULATION CASE
Content: This unit of competency covers the process of conducting interviews, preparing evidence and presenting evidence for animal control and regulation cases. It requires the ability to interview and record statements from witnesses and suspects, collect information relating to the case, identify admissible evidence and prepare case briefs. It also requires an ability to prepare for case proceedings, present evidence and follow up on the outcomes of the proceedings. Working within animal control and regulation also requires knowledge of relevant legislation and organisational policies and procedures.
Nominal Hours: 80 Hours
Assessment: Case study.

RUV4510A PROVIDE COMPANION ANIMAL HYDRO-BATHING SERVICES
RUV4510A PROVIDE COMPANION ANIMAL HYDRO-BATHING SERVICES
Content: Assess bathing needs; Set-up mobile hydro-bath; Prepare to bath the animal; Clean and pack-up hydro-bath
Nominal Hours: 80 Hours
Assessment: To be deemed competent you must be competent in all elements of competency

RUV4601A COORDINATE PATIENT ADMISSION AND DISCHARGE
Content: Co-ordinate clinic admissions; Provide veterinary nursing care; Provide grief support to clients; Implement discharge procedures.
Nominal Hours: 40 Hours
Assessment: Observation of practical work, worksheets, assignment, test

RUV4602A APPLY RADIOGRAPH ROUTINES
Content: Prepare radiographic environment; Prepare radiographic equipment; Implement radiographic procedures; Carry out post-radiographic procedures.
Nominal Hours: 70 Hours
Assessment: Workplace assessment, assignments, worksheets, practical exercises, tests

RUV4604A PERFORM CLINIC OFFICE PROCEDURES
Content: Maintain veterinary supplies; Maintain clinic accounts; Process and prepare correspondence.
Nominal Hours: 30 Hours

RUV4605A CARRY OUT SURGICAL NURSING ROUTINES
Content: Prepare for surgical procedures; Provide support for surgical routines; Monitor patients and anaesthesia; Perform postoperative procedures.
Nominal Hours: 80 Hours
Assessment: tests, assessments, assignment

RUV4606A NURSE ANIMALS
Content: Identify patients and monitor clinical signs; Communicate with clients concerning hospitalised patients; Provide animal care in pain situations; Care for animals; Care for hospitalised animals.
Nominal Hours: 80 Hours
Assessment: Class work, log book, tests, practical and oral exams, assignment

RUV4607A CARRY OUT MEDICAL NURSING ROUTINES
Content: Prepare for and assist with medical procedures; Prepare for specific clinic routines.
Nominal Hours: 30 Hours
Assessment: Tests, worksheet, workplace skills

RUV4608A COORDINATE AND PERFORM THEATRE ROUTINES
Content: Prepare surgery schedules; Implement surgery preparations; Clean, maintain and store theatre instruments, equipment and supplies; Carry out postoperative theatre routines.
Nominal Hours: 40 Hours
Assessment: class work, tests, assignments, presentation

RUV4611A PREPARE, DELIVER AND REVIEW ANIMAL CARE EDUCATION PROGRAMS
Content: Communicate with local community groups; Prepare animal care education material; Deliver and review animal care education programs.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

RUV4612A COORDINATE CLINIC PROMOTIONAL ACTIVITIES
Content: Establish, market and implement promotional strategies; Promote clinic.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

RUV4613A DEVELOP AND IMPLEMENT SPECIFIC CLINIC POLICIES
Content: Prepare, develop and implement clinic policies; Communicate clinic policies to all personnel.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

RUV5301A CARRY OUT BREEDING PROCEDURES
Content: Select animals and prepare for breeding, Implement breeding procedures; Perform post-mating procedures; Name and record animals.
Nominal Hours: 40 Hours
Assessment: Assignment, worksheet, tests and project

RUV5302A CARRY OUT POST MORTEM EXAMINATION OF A RESEARCH ANIMAL
Content: Prepare to conduct the post-mortem examination; Carry out the post-mortem examination; Complete the post-mortem examination.
Nominal Hours: 80 Hours
Assessment: Tests, assignment, case study, case report, practical exercises

RUV5303A MANAGE NUTRITION OF RESEARCH ANIMALS
Content: Determine the nutritional requirements of research animals; Formulate and
modify effective feed regimes, diets and methods; evaluate feed regimes, diets and methods; manage feeding process.

**Nominal Hours:** 40 Hours
**Assessment:** Tests, assignments, presentations

**RUVS305A MONITOR AND MAINTAIN THE HEALTH OF RESEARCH ANIMALS**

**Content:** Monitor the health status of laboratory animals; investigate and recognise disease processes in research animals; treat, prevent and control disease in laboratory animals; identify the way in which disease processes may influence the design and outcome of experiments in laboratory animals.

**Nominal Hours:** 80 Hours
**Assessment:** Tests, assignment, case study, case report, practical exercises

**RUVS306A PLAN AN ANIMAL TECHNOLOGY FACILITY**

**Content:** Identify and document user requirements; plan accommodation for animals; develop the facility design and construction brief; monitor the design and construction of the facility.

**Nominal Hours:** 60 Hours
**Assessment:** Assignments, questions, simulation

**RUVS307A MANAGE LABORATORY PROCEDURES**

**Content:** Manage laboratory testing procedures; manage biological laboratory procedures; manage procedures for preparing working solutions; manage laboratory cleaning procedures.

**Nominal Hours:** 100 Hours
**Assessment:** Assignments, simulation, tests

**RUVS308A ADMINISTER ANAESTHESIA AND PERFORM SURGERY ON ANIMALS FOR SCIENTIFIC PURPOSES**

**Content:** Prepare facilities, equipment and personnel; prepare animals for anaesthesia and surgery for scientific purposes; induce, maintain and monitor anaesthesia in animals; perform basic surgery on animals; provide post-anaesthetic and post-operative care for animals; maintain facilities and equipment.

**Nominal Hours:** 60 Hours
**Assessment:** Theory tests, assignments, case studies, practical exercises

**SRCAQU003B RESPOND TO AN AQUATIC EMERGENCY USING BASIC WATER RESCUE TECHNIQUES**

**Content:** This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge to identify and evaluate an aquatic emergency and perform a basic water rescue. These situations will usually involve an individual response.

**Nominal Hours:** 10 Hours
**Assessment:** Assignment, presentation, written and practical tasks, case studies, research

**SRCAQU006B SUPERVISE CLIENTS AT AN AQUATIC FACILITY OR ENVIRONMENT**

**Content:** This unit has been developed for the Community Recreation Industry Training Package and covers the knowledge and skills to supervise clients at an aquatic recreation facility or environment to minimise risk.

**Nominal Hours:** 15 Hours
**Assessment:** Assignment, presentation, written and practical tasks, case studies, research

**SRCAQU007B RESPOND TO AN AQUATIC EMERGENCY USING ADVANCED WATER TECHNIQUES**

**Content:** This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge to identify and evaluate a major aquatic emergency and perform an advanced water rescue. These situations will usually involve a team response.

**Nominal Hours:** 15 Hours
**Assessment:** Assignment, presentation, written and practical tasks, case studies, research

**SRCRD002B APPLY THE PRINCIPLES OF COMMUNITY DEVELOPMENT TO COMMUNITY RECREATION WORK**

**Content:** Prepare to undertake work in community recreation; operate within a community development framework; meet duty of care and legal responsibilities; provide a non-discriminatory service; work within policies to meet client needs and organisation objectives.

**Nominal Hours:** 15 Hours
**Assessment:** As per accredited curriculum

**SRCRD003B PROMOTE ACCESS, EQUITY AND DIVERSITY IN COMMUNITY RECREATION**

**Content:** This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge required to apply the principles of equity and access in a community recreation work environment.

**Nominal Hours:** 20 Hours
**Assessment:** Assignment, presentation, written and practical tasks, case studies, research

**SRCRD007B DEVELOP RECREATION**

**Content:** This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge necessary for programming of recreation activities in a variety of community recreation settings.

**Nominal Hours:** 20 Hours
**Assessment:** Assignment, presentation, written and practical tasks, case studies, research

**SRCRD008B WORK EFFECTIVELY WITH GOVERNMENT AND OTHER KEY STAKEHOLDERS**

**Content:** This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge to develop an effective relationship with key personnel in government and other key agencies to assist with community recreation service delivery.

**Nominal Hours:** 20 Hours
**Assessment:** Assignment, presentation, written and practical tasks, case studies, research

**SRCR0001A ASSIST WITH RECREATION GAMES NOT REQUIRING EQUIPMENT**

**Content:** Collect information to organise recreation games; determine type and range of recreation games to be used; assist in making arrangements for recreation games; assist with the conduct of recreation games.

**Nominal Hours:** 10 Hours
**Assessment:** Assignment, presentation, written and practical tasks, case studies, research

**SRCR0002B RESPOND TO CLIENTS AT RISK**

**Content:** This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge required to respond to clients at risk in a community recreation environment.

**Nominal Hours:** 15 Hours
**Assessment:** Assignment, presentation, written and practical tasks, case studies, research

**SRCR0003A APPLY POINT OF SALE HANDLING PROCEDURES IN A RECREATION SETTING**

**Content:** Prepare for point of sale transactions; perform point of sale transactions; complete point of sale transactions; reconcile takings.

**Nominal Hours:** 10 Hours
**Assessment:** Assignment, presentation, written and practical tasks, case studies, research
SRCCRO003B APPLY POINT OF SALE HANDLING PROCEDURES IN A RECREATION SETTING
Content: Prepare for point of sale transactions; Perform point of sale transactions; Complete point of sale transactions; Reconcile takings.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRCCRO004B WORK WITH A BUDGET FOR A RECREATION INITIATIVE OR PROGRAM
Content: This unit has been developed for the Community Recreation Industry Training Package and covers the knowledge and skills required to disburse funds and to ensure all appropriate records are kept and statutory regulations and compliances are met for a community recreation activity, event or program.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRCCRO005B DEVELOP A BUDGET FOR A RECREATION INITIATIVE
Content: This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge required to respond effectively to volunteers in a recreation organisation or environment.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFAER001A PLAN AND INSTRUCT A GROUP EXERCISE CLASS
Content: Prepare an exercise to music tape; Plan a group exercise fitness class; Instruct a group exercise to music class; Motivate clients.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFAHNO001A MAKE REFERRALS AND WORK COLLABORATIVELY WITH ALLIED HEALTH PROFESSIONALS WHERE APPROPRIATE
Content: Communicating ideas and information; Collecting analysing and organising information; Planning and organising activities; Working with others and in teams; Using mathematical ideas and techniques; Solving problems; Using technology.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFAHNO002A RECEIVE AND RESPOND TO REHABILITATION REFERRALS FROM ALLIED HEALTH PROFESSIONALS
Content: Communicating ideas and information; Collecting analysing and organising information; Planning and organising activities; Working with others and in teams; Using mathematical ideas and techniques; Solving problems; Using technology.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFAQAO001A INSTRUCT WATER BASED FITNESS CLASSES FOR THE GENERAL POPULATION
Content: Develop a plan for a water based fitness class; Prepare for delivery of a water based fitness class; Display expertise in instructing water based classes, using equipment; Instruct a water based fitness class; Observe client performance during a water based fitness class; Analyse and improve the effectiveness and benefits of a water based fitness class.
Nominal Hours: 65 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFAQAO002B INSTRUCT WATER BASED ACTIVITIES FOR MODERATE RISK CLIENTS AND THOSE SPECIFIC FITNESS NEEDS
Content: This unit has been developed for the Fitness Industry Training Package and covers the knowledge and skills to develop a broader range of skills in water based fitness activities current and relevant to instruction in the general fitness industry and apply these skills to specific client groups, moderate risk clients, the use of specific equipment, or a specific workplace.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFCHA001A PLAN AND DELIVERY EXERCISE FOR CHILDREN AND YOUNG ADOLESCENTS
Content: Communicating ideas and information; Collecting analysing and organising information; Planning and organising activities; Working with others and in teams; Using mathematical ideas and techniques; Solving problems; Using technology.
Nominal Hours: 60 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFITTO01B PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM
Content: Establish rapport with client; Identify general client fitness requirements; Advise client on the benefits and procedures of fitness appraisal and exercise prescription; Deliver and process a basic health screening questionnaire.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFITTO02A APPLY BASIC EXERCISE SCIENCE TO FITNESS ACTIVITIES;
Content: Apply basic exercise science to fitness activities; Report on the fitness outcomes.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFITTO03A UNDERTAKE CLIENT INDUCTION AND SCREENING
Content: Conduct a pre-test screening procedure to identify whether a medical appointment should be recommended to clients; Determine the fitness goals and current physical activity patterns of clients; Motivate and encourage clients to adhere to exercise programs Conduct a basic fitness appraisal; Interpreted and apply the results of a basic fitness appraisal to the fitness program for a client; Motivate the client.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFITTO03B UNDERTAKE CLIENT INDUCTION AND SCREENING
Content: Conduct a pre-test screening procedure to identify whether a medical appointment should be recommended to clients; Determine the fitness goals and current physical activity patterns of clients; Motivate and encourage clients to adhere to exercise programs; Conduct a basic fitness appraisal; Interpreted and applied the results of a basic fitness appraisal to the fitness program for a client; Motivate the client.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFITTO04A DEVELOP BASIC FITNESS PROGRAMS
Content: Gather pre-programming information, including a client’s current fitness level; Develop a basic exercise plan of general activities suited to client’s needs, lifestyle and exercise preferences; Develop a fitness program for clients; Give clear and effective instruction ensuring effective services provision and vocal effectiveness;
Supervise fitness activities and fitness appraisals in a manner that makes the client feel at ease, safe and motivated; Review and adapt a client’s exercise program in accordance with their progress; Display an appropriate instructional style.

Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFIT004B DEVELOP BASIC FITNESS PROGRAMS
Content: Gather pre-programming information, including a client’s current fitness level; Develop a basic exercise plan of general activities suited to client’s needs, lifestyle and exercise preferences; Develop a fitness program for clients; Give clear and effective instruction ensuring effective services provision and vocal effectiveness; Supervise fitness activities in a manner that makes the client feel at ease, safe and motivated; Review and adapt a client’s exercise program in accordance with their progress; Display an appropriate instructional style.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFIT005A APPLY BASIC EXERCISE SCIENCE TO FITNESS INSTRUCTION
Content: Anatomical terminology and descriptions of the musculoskeletal structure of the body are used when instructing clients; Relate the functioning of the cardiorespiratory system to exercise instruction; Use a knowledge of the lever systems of the human body and resistance equipment to set safe and effective exercise intensities; Support fitness industry clients to adopt the fundamental principles of healthy eating; Demonstrate and apply an understanding of the factors that motivate people to commence and stay with a long term fitness program.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFIT005B APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION
Content: Anatomical terminology and descriptions of the musculoskeletal structure of the body are used when instructing clients; Relate the functioning of the cardiorespiratory system to exercise instruction; Apply a knowledge of the body’s energy systems to exercise instruction; Use a knowledge of the lever systems of the human body and resistance equipment to set safe and effective exercise intensities; Demonstrate and apply an understanding of the factors that motivate people to commence and stay with a long term fitness program.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFIT006A USE AND MAINTAIN CORE FITNESS INDUSTRY EQUIPMENT
Content: Conduct basic maintenance of equipment and facilities of a fitness centre; Assist clients in the safe operation of the major types of equipment used in a fitness centre.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFIT006B USE AND MAINTAIN CORE FITNESS INDUSTRY EQUIPMENT
Content: Conduct basic maintenance of equipment and facilities of a fitness centre; Assist clients in the safe operation of the major types of equipment used in a fitness centre.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFIT007A UNDERTAKE ADVANCED EXERCISE PLANNING AND PROGRAMMING
Content: Use the principles and variables of programming that underlie exercise planning; Use a structured approach to exercise planning; Write plan for specific fitness adaptations; Evaluate and modify an existing exercise plans for fitness industry clients.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFIT007B UNDERTAKE RELEVANT EXERCISE PLANNING AND PROGRAMMING
Content: Use the principles and variables of programming that underlie exercise planning; Use a structured approach to exercise planning; Write plan for specific fitness adaptations; Evaluate and modify an existing exercise plans for fitness industry clients.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFIT008A UTILISE A BROAD KNOWLEDGE OF EXERCISE SCIENCE IN EXERCISE PLANNING, PROGRAMMING AND INSTRUCTION
Content: Apply a knowledge of musculoskeletal anatomy to exercise planning, programming, and instruction; Apply related concepts and principles of mechanics to exercise; Apply related concepts of physiology to exercise; Use functional appraisals to monitor physiological adaptations to exercise.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFIT008B UTILISE A BROAD KNOWLEDGE OF EXERCISE SCIENCE IN EXERCISE PLANNING, PROGRAMMING AND INSTRUCTION
Content: This unit has been developed for the Fitness Industry Training Package and covers the knowledge and skills required to utilise a broad knowledge of exercise science principles in fitness training.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFIT009A UNDERTAKE POSTURAL SCREENING AND APPRAISAL
Content: Assess a clients range of joint motion; Analyse a clients static posture; Assess a client’s dynamic posture; Analyse a client performing isolation exercises; Analyse a client performing a compound exercise; Work as part of an allied health team.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFIT009B UNDERTAKE POSTURAL APPRAISAL OF LOW RISK CLIENTS
Content: Prepare clients for postural appraisal; Assess low risk client’s range of movement at relevant joints; Analyse low risk client’s static posture; Observe client’s dynamic posture whilst performing exercises and fitness activities; Deliver suitable exercises for clients with postural concerns with allied health professionals; Provide information to clients relating to posture; Work as part of an allied health team.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research
SRFFIT010A UTILISE A BROAD RANGE OF FITNESS EQUIPMENT
Content: Plan an arrangement of equipment within a fitness facility; Evaluate and select equipment for a fitness facility; Develop and conduct general maintenance procedures for a fitness facility; Demonstrate and instruct the use of cardio-vascular equipment; Demonstrate and instruct the use of free weight equipment; Demonstrate and instruct the use of innovative exercise equipment.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT010B UTILISE A BROAD RANGE OF FITNESS EQUIPMENT
Content: Plan an arrangement of equipment within a fitness facility; Evaluate and select equipment for a fitness facility; Develop and conduct general maintenance procedures for a fitness facility; Demonstrate and instruct the use of cardio-vascular equipment; Demonstrate and instruct the use of free weight equipment; Demonstrate and instruct the use of innovative exercise equipment.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT011B PROVIDE EXERCISE FOR FITNESS INDUSTRY CLIENTS WITH SPECIAL REQUIREMENTS
Content: Screen clients for health, medical or injury conditions; Apply exercise considerations and guidelines to clients with identified special requirements.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT012A. UTILISE AN UNDERSTANDING OF MOTIVATIONAL PSYCHOLOGY WITH FITNESS CLIENTS
Content: Implement motivational theory in fitness activities; Utilise motivational psychology; Demonstrate effective non verbal communication; Describe and demonstrate barriers to communication; Utilise arousal techniques to motivate clients.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT012B UTILISE AN UNDERSTANDING OF MOTIVATIONAL PSYCHOLOGY WITH FITNESS CLIENTS
Content: Implement motivational theory in fitness activities; Utilise motivational psychology; Demonstrate effective non verbal communication; Describe and demonstrate barriers to communication; Utilise arousal techniques to motivate clients.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT013B PROVIDE INFORMATION AND EXERCISE RELATED TO NUTRITION AND BODY COMPOSITION
Content: Explain the general principles of nutrition and health to clients; Estimate the body composition of clients; Develop and deliver an exercise plan and program designed to improve the body composition of low risk clients; Provide information about appropriate dietary modifications to reduce the level of body composition of low risk clients.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT014A PROVIDE ADVICE TO CLIENTS ON THE APPLICATION OF BASIC ANATOMY AND PHYSIOLOGY TO FITNESS PROGRAMS
Content: Apply a knowledge of the systems of the human body to movement and exercise; Apply an understanding of the structure and function of musculoskeletal system when providing information about fitness programs; Relate the structure and function of the cardiovascular system and respiratory system to fitness activities; Provide information about the structure and function of the digestive system; Apply knowledge of the structure and function of the nervous system to fitness activities.
Nominal Hours: 50 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT015A PROVIDE NUTRITION ADVICE TO CLIENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES
Content: Explain the relationship between nutrition, health and fitness to clients; Provide basic advice to clients about the fundamental principles of health eating; Provide nutritional information to clients regarding body composition management; Support fitness clients with body image issues; Refer client to allied health professionals or medical professional for further information or consultation.
Nominal Hours: 50 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT016A APPLY INFORMATION FROM POSTURAL APPRaisalS TO FITneSS ProgramS FOR MOSeRATe RISK CLIENTS
Content: Undertake client induction and screening for clients; Conduct postural appraisal tests to evaluate the clients mobility, stability, muscle strength and endurance; Observe and evaluate a client’s dynamic posture through observation of gait; Plan and design exercise programs for moderate risk clients with postural concerns, under the guidance of allied health professionals.
Nominal Hours: 60 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT017A PROVIDE NUTRITION INFORMATION TO CLIENTS WITH SPECIFIC REQUIREMENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES
Content: Collect information about the client’s current medical and nutritional status; Recognise clients with specific nutritional requirements; Determine the clients specific nutritional requirements; Provide nutritional information to clients with specific nutritional requirements, under the guidance of medical and allied health professionals; Develop and utilise a network of medical and allied health professionals to assist clients to implement a healthy eating plan.
Nominal Hours: 60 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT018A APPLY ANATOMY AND PHYSIOLOGY TO FITNESS PROGRAMS FOR MODERATE RISK CLIENTS
Content: Apply extensive knowledge of musculoskeletal anatomy and physiology to the prescription of exercise for moderate risk clients; Apply extensive knowledge of the anatomy and physiology of the cardiovascular system and respiratory system to the planning and delivering exercise programs for moderate risk clients; Relate the structure and function of the lymphatic system to exercise and exercise related injuries; Apply knowledge of the structure and function of the nervous system to exercise and fitness activities; Apply extensive knowledge of the anatomy and physiology of the endocrine system to the planning of exercise programs for moderate risk clients; Apply knowledge of the structure and function of the digestive system when providing advice about nutrition and body composition to moderate risk clients.
Nominal Hours: 80 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFSFP001A PROVIDE BODY COMPOSITION MANAGEMENT PROGRAMMING FOR MODERATE RISK CLIENTS
Content: Educate the client on the relationship between exercise, nutrition and body composition management; Conduct goals and needs analysis that is appropriate for body composition management; Plan a program to effectively manage body composition in clients; Deliver a program to effectively manage body composition in clients; Monitor and reassess client progress and modify if necessary.
Nominal Hours: 40 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFSP002A PROVIDE INFORMATION ABOUT INJURY PREVENTION AND MANAGEMENT TO FITNESS CLIENTS
Content: Apply a knowledge of musculoskeletal injuries to fitness activities; Identify common exercise related musculoskeletal injuries resulting from fitness activities, and the associated management methods; Develop and apply injury prevention strategies applicable to fitness activities; Assist with the management of common exercise related musculoskeletal injuries under the guidance of allied health professionals; Develop a network of medical and allied health professionals.
Nominal Hours: 60 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFSP003A PLAN AND DELIVER EXERCISE TO PROMOTE PHYSICAL AND PSYCHOLOGICAL WELL-BEING IN LOW TO MODERATE RISK CLIENTS
Content: Demonstrate an understanding of the role of physical activity in a healthy lifestyle and in preventing major causes of disease and disability among adults; Explain and apply current recommendations regarding the type and amount of physical activity to promote health and prevent disease; Apply basic principles of exercise prescription to instructing and leading exercise programs for individuals and groups; Evaluate an exercise program according to client progress; Demonstrate an ability to incorporate various exercise modes in exercise instruction and leadership; Ensure safety of low and moderate risk clients in exercise settings.
Nominal Hours: 50 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFSP004A PLAN AND DELIVER EXERCISE FOR MODERATE RISK CHILDREN AND YOUNG ADOLESCENTS
Content: Develop a consultative network of other fitness trainers, allied health professionals and medical advisors; Apply pre-screening and baseline assessment protocols and procedures to moderate risk children and young adolescents; Develop a plan for an exercise class for moderate risk children and young adolescents; Instruct an exercise class for moderate risk children and young adolescents; Review a range of exercise programs for moderate risk programs for moderate risk children and young adolescents.
Nominal Hours: 40 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFSP005A PLAN AND DELIVER EXERCISE FOR PEOPLE WITH A DISABILITY
Content: Receive client presenting with disabilities; Explain and apply knowledge about the cause and consequences of specific musculoskeletal impairments and the role of exercise in management of these conditions; Apply basic exercise prescription principles to selecting, leading and instructing exercise for clients with disabilities.
Nominal Hours: 60 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFSP006A PLAN AND DELIVER EXERCISE STRATEGIES FOR MUSCULOSKELETAL REHABILITATION
Content: Work within a network of allied health and medical professionals; Plan an exercise program to enhance the musculoskeletal rehabilitation; Instruct an appropriate exercise program to enhance musculoskeletal rehabilitation program; Reassess and if needed modify the rehabilitation program in consultation with an allied.
Nominal Hours: 60 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFSP008A PLAN AND DELIVER EXERCISE FOR CLIENTS WITH MODERATE RISK OF METABOLIC SYNDROME
Content: Demonstrate an understanding of risk factors contributing to and health implications of metabolic syndrome; Explain and apply knowledge about the role of exercise in preventing or managing metabolic syndrome; Apply basic principles of exercise prescription to selecting, leading and instructing exercise for clients with or moderate risk of metabolic syndrome; Evaluate an exercise program according to client progress; Demonstrate an ability to incorporate various modes of exercise as recommended for clients with or moderate risk of metabolic syndrome; Ensure safety of clients with or moderate risk of metabolic syndrome in exercise settings.
Nominal Hours: 60 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFSP009A PLAN AND DELIVER EXERCISE FOR MODERATE RISK CLIENTS WITH MUSCULOSKELETAL NEEDS
Content: Receive moderate risk client presenting with musculoskeletal needs; Explain and apply knowledge about the cause and consequences of specific musculoskeletal needs and the role of exercise in management of these conditions; Apply basic exercise prescription principles to exercise for clients with musculoskeletal needs in conjunction with allied health professionals; Ensure safety of clients in a variety of exercise settings; Modify and re-evaluate an exercise program for the moderate risk client in consultation with allied health professionals.
Nominal Hours: 60 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFSP010A PLAN AND DELIVER EXERCISE FOR LOW TO MODERATE RISK CLIENTS WITH NEUROLOGICAL IMPAIRMENT
Content: Explain and apply knowledge about the cause and consequences of specific neurological impairments and the role of exercise in management of these conditions; Apply basic exercise prescription principles to selecting, leading and instructing exercise for clients with neurological impairment; Apply and extend factors influencing exercise compliance to instruction and delivery of exercise for clients with neurological impairment; Evaluate an exercise program according to client progress; Ensure safety of clients with neurological impairment in a variety of exercise settings.
Nominal Hours: 60 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFYM001A INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT
Content: Use the principles and variables of fitness that underpin planning and programming for a range of fitness outcomes; Develop basic fitness plans for apparently healthy clients, after taking into account the client’s fitness targets, current fitness level, and history of injuries or illness; Write a range of basic programs for a range of fitness adaptations, based on a prepared fitness plan; Instruct a range of basic programs for clients; Supervise a resistance training gym; Monitor the progress of clients on a range of basic fitness programs, and modify the programs as required to give progressive improvements in fitness; Motivate clients.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFYM001B INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT
Content: Identify standard fitness exercises to meet a range of fitness outcomes when planning fitness activities and programs; Demonstrate the correct technique of executing standard fitness exercises to fitness clients; Instruct client to perform standard fitness exercises including the correct use of fitness equipment; Monitor clients while performing fitness activities and provide appropriate feedback.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research
SRFOLD001A PLAN AND DELIVER EXERCISE FOR OLDER ADULTS
Content: Work with a network of allied health and medical professionals; Develop fitness plans for older adults; Apply fitness assessment protocols and procedures to older adults; Apply older adult exercise guidelines to older adults; Modify exercises to incorporate the physical changes that occur with the ageing process when instructing older clients; Modify exercises to incorporate the social and psychological changes that occur with the ageing process when instructing older clients; Modify exercises to incorporate age related health conditions when planning exercise for older adults.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFOLD001B PLAN AND DELIVER EXERCISE FOR OLDER ADULTS
Content: This unit has been developed for the Fitness Industry Training Package and covers the knowledge, skills and attitudes necessary to plan and deliver exercise for older adults in consultation with an allied health professional or medical practitioner.
Nominal Hours: 40 Hours
Assessment: As per accrediting curriculum

SRFPT001A PLAN AND DELIVER PERSONAL TRAINING
Content: Establish a personal training client base; Explain the concept of personal training to clients; Prepare personal training exercise plans; Instruct clients using the different learning styles and instructional techniques; Improve client exercise adherence; Apply motivational and teaching skills to a long term client.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFSPP001A PLAN AND DELIVER ADVANCED EXERCISE TO SPECIFIC POPULATIONS
Content: Establish a specific population client base; Analyse the need to adapt a fitness program; Prepare session plans; Instruct clients; Explain to clients the factors affecting exercise adherence; Apply exercise guidelines to a special population; Work with a network of health and medical professionals; Motivate a specific population.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFSPP002A DEVELOP AND APPLY AN AWARENESS OF SPECIFIC POPULATIONS TO EXERCISE DELIVERY
Content: Identify specific population clients; Provide advice to specific population clients regarding exercise testing and participation; Provide modifications to the delivery of exercise techniques, exercise programs, fitness equipment and/or facilities for specific populations under the guidance of medical or allied health professionals; Work with a network of medical and allied health professionals to deliver exercise for special populations.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SROODR001A APPLY BASIC OUTDOOR RECREATION LOGISTICS
Content: This unit covers the basic knowledge and skills to plan and participate in supervised outdoor activities of limited duration in a team environment in situations where extreme environmental conditions are not likely to occur. This unit addresses the basic principles, knowledge and skills to plan general (non-activity-specific) requirements for participation in outdoor activities under supervision.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

SROODR002A PLAN OUTDOOR RECREATION ACTIVITIES
Content: This unit covers the knowledge and skills to independently plan and participate unsupervised in outdoor activities within a team environment in situations where extreme environmental conditions are not likely to occur. This unit addresses the basic principles, knowledge and skills to plan general (non-activity-specific) requirements for participation in outdoor recreation activities. Activity specific aspects of clothing and equipment selection are addressed in activity-specific units. This unit incorporates the unit SROODR001A Apply basic outdoor recreation logistics, and this should be taken into consideration when planning to meet pre and co-requisite requirements.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SROODR004A ASSIST IN CONDUCTING OUTDOOR RECREATION SESSIONS
Content: This unit covers the knowledge and skills required to assist in the planning, preparation and conduct of outdoor recreation sessions under direct supervision of a responsible person.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

SROODR005A GUIDE OUTDOOR RECREATION SESSIONS
Content: This unit covers the knowledge and skills required to plan and conduct a non-instructional outdoor activity session for clients. The activity session would be within a context of limited supervision, within clearly defined contexts, eg, site-specific situations, with the guide or leader conducting activities on programs and performing other associated tasks, acting according to clearly defined Standard Operating Procedures and the organization’s documented guidelines. Persons at this level may work as an assistant with a more experienced leader in potentially non-routine or more complex activities. Limited supervision includes working within clearly defined organisational procedures and policies with minimal on-site supervision, although restrictions may apply. Restrictions may be on the type of site, location or facility used, on the type of session conducted, on the number of clients, or on the conditions in which the session can be conducted, eg, environmental conditions, type of group.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SROOPS001B IMPLEMENT MINIMAL ENVIRONMENTAL IMPACT PRACTICES
Content: This unit covers the knowledge and skills required to ensure that practices are implemented to achieve minimal environmental impact whilst participating in outdoor activities under supervision.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

SROOPS002B PLAN FOR MINIMAL ENVIRONMENTAL IMPACT
Content: This unit covers the knowledge and skills required to plan outdoor activities to ensure that minimal environmental impact occurs. The planning requires consideration of the appropriate combination of an activity with a setting. This involves the learner making informed decisions about the selection of settings and the conduct of the activity during the planning phase.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

SROOPS003B APPLY WEATHER INFORMATION
Content: This unit covers the knowledge and skills required to access and interpret meteorological data in order to plan outdoor activities.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

SRSAFT016A DEVELOP THE ADVANCED SKILLS OF AUSTRALIAN FOOTBALL
Content: Analyze on advanced skill of Australian football; Undertake drills, activities and/or games to develop the advanced skills of Australian football; Perform the advanced skills of Australian football under match conditions; Review and adapt the
advanced skills in response to feedback.
Nominal Hours: 65 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSAFT017A DEVELOP THE ADVANCED TACTICS OF AUSTRALIAN FOOTBALL
Content: This unit covers the knowledge and skills required to participate in activities, games, discussions and other strategies to develop the advanced tactics of Australian football
Nominal Hours: 65 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCGP001A OPERATE IN ACCORD WITH ACCEPTED COACHING PRACTICES, STYLES AND LEGAL AND ETHICAL RESPONSIBILITIES
Content: Access ongoing coach education; Operate in accord with the legal responsibilities of a coach; Operate in accord with the ethical responsibilities of a coach; Address drugs in sport issues; Work with officials and support personnel; Perform common coaching styles; Develop a philosophy of coaching.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCGP002A INCLUDE SPECIAL INTEREST GROUPS OR PEOPLE WITH SPECIAL NEEDS
Content: Use preferred teaching methods and coaching/instructional styles to include special interest groups or people with special needs; Assess athlete’s readiness to acquire and perform the activity specific skill/s; Conduct skills, activities and games to teach or develop the skills of special interest groups or people with special needs; Review and adapt the teaching of a skill in response to feedback; Demonstrate an understanding of the specific needs of each athlete.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCGP003A IMPLEMENT THE FUNDAMENTAL PRINCIPLES OF SPORTS PSYCHOLOGY
Content: Present the fundamental principles of sports psychology to athletes; Implement strategies for using the fundamental principles of sports psychology.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCGP004A PROVIDE INFORMATION ABOUT THE FUNDAMENTAL PRINCIPLES OF EATING FOR PEAK PERFORMANCE
Content: Collect information regarding the basic principles of nutrition for performance; Present the basic principles of nutrition for performance to athlete/s; Implement strategies for using principles of nutrition for performance.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCGP009A WORK WITH OFFICIALS
Content: Develop strategies to promote effective working relationships with officials; Implement strategies to develop working relationships with officials; Evaluate the strategies and relationships with officials.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCGP010A PROVIDE INFORMATION REGARDING DRUGS IN SPORT ISSUES
Content: Collect information regarding relevant drugs in sport issues; Discuss relevant drugs in sport issues with athletes; Develop and implement strategies for dealing with drugs in sport issues.
Nominal Hours: 5 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCGP011A SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF SPORTS PSYCHOLOGY
Content: Inform athletes of the psychological approaches for peak sporting performance; Liaise with sports psychology support personnel to assist athletes; Assist athletes to implement psychological approaches to enhance peak performance; Evaluate the effect of psychological approaches on the performance of athletes.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCGP012A SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF EATING FOR PEAK PERFORMANCE
Content: Inform athletes of the nutritional requirements for peak sporting performance; Liaise with nutritional support personnel to assist athletes; Assist athletes to implement nutritional practices to enhance peak performance; Evaluate the effect of nutritional practices on the performance of athletes.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCGP013A MONITOR COACH WELFARE
Content: Develop a plan to address coach welfare; Implement plan to improve coach welfare; Evaluate strategies.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCGP014A IMPLEMENT RECOVERY PROGRAMS
Content: Present the principles of recovery, and recovery methods to athlete/s; Implement a recovery program using the principles of recovery, and recovery methods; Evaluate the effect of the recovery program on the performance of the athlete/s.
Nominal Hours: 25 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCGP015A ESTABLISH SELECTION POLICIES FOR ACTIVITIES
Content: Develop criteria for the selection team or group selectors, team or group officials and team or group members; Determine the rights of individuals within the activity selection process; Develop policies for the appointment of team or group selectors, team or group officials and team or group members.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCGP016A IMPLEMENT WATER-BASED TRAINING PROGRAMS
Content: Develop water-based training programs appropriate to the athlete/s and activity; Implement water-based training programs; Evaluate the effect of water-based training programs on the performance of an athlete/s.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research
SRSCGP017A IMPLEMENT A TALENT IDENTIFICATION PROGRAM
Content: Determine physical, physiological and tactical requirements; Implement testing and evaluation of athlete/s to determine suitability; Devisa and implement talent development programs to introduce identified athlete/s; Counsel athlete/s regarding their inclusion or non-inclusion in talent identification programs; Evaluate the effectiveness of the talent identification and talent development programs.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP001A PREPARE FOR PUBLIC SPEAKING
Content: Prepare for public speaking; Present a talk to a public forum.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP001B PREPARE FOR PUBLIC SPEAKING
Content: Prepare for public speaking; Present a talk to a public forum.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP002A PLAN FOR AND PARTICIPATE IN A MEDIA INTERVIEW
Content: Collect information to plan a media interview; Undertake a media interview.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP002B PLAN FOR AND PARTICIPATE IN A MEDIA INTERVIEW
Content: Collect information to plan a media interview; Undertake a media interview.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP003B DEMONSTRATE PERSONAL IMAGE AND PRESENTATION SKILLS
Content: Collect information on personal image and presentation techniques; Demonstrate personal image and presentation skills.
Nominal Hours: 5 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP004A DEVELOP NEGOTIATION SKILLS
Content: Collect information to develop a plan on how to negotiate to achieve an agreed outcome; Participate in a negotiation to an agreed outcome.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP004B DEVELOP NEGOTIATION SKILLS
Content: Collect information to develop a plan on how to negotiate to achieve an agreed outcome; Participate in a negotiation to an agreed outcome.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP005A DEMONSTRATE BASIC ASSERTIVE COMMUNICATION SKILLS
Content: Collect information to develop an interpersonal communication action plan; Demonstrate effective use of the key skills required for assertive communication.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP005B DEMONSTRATE BASIC ASSERTIVE COMMUNICATION SKILLS
Content: Collect information to develop an interpersonal communication action plan; Demonstrate effective use of the key skills required for assertive communication.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP006B COMPLETE A TAX RETURN
Content: Collect information on income taxation liabilities in order to complete a tax return; Complete a tax return.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP007B DEVELOP FINANCIAL GOAL SETTING PLAN
Content: Collect information to develop a personal budget; Develop a personal budget; Collect information to complete a bank reconciliation; Complete a bank reconciliation.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP008B PREPARE A PRE OR POST EVENT MEAL
Content: Collect information to plan a pre or post event meal; Prepare a pre or post event meal which meets nutritional requirements for a person participating in a sporting activity.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP009B COLLECT INFORMATION ON DRUGS IN SPORT
Content: Collect information on professional advice available on drugs in sport; Collect information on the major types of drugs available in Australian society; Collect information on the effects on the human body of the major drugs; Collect information on the ways in which the use of performance enhancing, weight control and other drugs are controlled in Australian society.
Nominal Hours: 5 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP010B COLLECT INFORMATION ON STRESS MANAGEMENT
Content: Collect information on the impact stress can have on performance; Collect information on ways of effectively managing stress.
Nominal Hours: 5 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP011B DEVELOP AN INTEGRATED TIME MANAGEMENT PLAN
Content: Collect information for the development of a time management plan; Demonstrate the skills necessary to develop an integrated time management plan.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP012B DEVELOP A TRAVEL AND ACCOMMODATION PLAN
Content: Determine appropriate travel and accommodation arrangements for a particular event; Make travel and accommodation bookings.
SRSCOP013A DEVELOP A CAREER GOAL SETTING PLAN
Content: Collect information to develop a career goal setting plan; Develop a career goal setting plan; Evaluate the plan.
Nominal Hours: 5 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP013B DEVELOP A CAREER GOAL SETTING PLAN
Content: Collect information to develop a career goal setting plan; Develop a career goal setting plan; Evaluate the plan.
Nominal Hours: 5 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP014B PREPARE TO STUDY
Content: Develop study skills.
Nominal Hours: 5 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP015A PREPARE A PUBLIC SPEAKING PRESENTATION FOR INFORMATIVE, MOTIVATIONAL
Content: Collect information on informative, motivational and persuasive; Prepare an action plan to enhance the speaker’s presence during a presentation; Demonstrate the ability to effectively establish rapport with an audience and manage a presentation.
Nominal Hours: 5 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP015B PREPARE A PUBLIC SPEAKING PRESENTATION FOR INFORMATIVE, MOTIVATIONAL AND PERSUASIVE TALKS
Content: Collect information on informative, motivational and persuasive talks; Prepare an action plan to enhance the speaker’s presence during a presentation; Demonstrate the ability to effectively establish rapport with an audience and manage a presentation.
Nominal Hours: 5 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP016A PREPARE FOR A MEDIA INTERVIEW
Content: Collect information on the benefits of working cooperatively with the media; Collect information on the effective handling of questions during interviews.
Nominal Hours: 5 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP017B DEVELOP SELF AWARENESS
Content: Collect information on the role self awareness plays in achieving personal goals; Collect information on the impact positive and negative self-concept have on performance.
Nominal Hours: 5 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP018A DEVELOP ADVANCED ASSERTIVE COMMUNICATION SKILLS
Content: Identify different behavioural styles; Develop an action plan for implementing active listening skills; Demonstrate effective use of active listening skills; Demonstrate an ability to successfully communicate with all styles of behaviour.
Nominal Hours: 5 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP018B DEVELOP ADVANCED ASSERTIVE COMMUNICATION SKILL
Content: Identify different behavioural styles; Develop an action plan for implementing active listening skills; Demonstrate effective use of active listening skills; Demonstrate an ability to successfully communicate with all styles of behaviour.
Nominal Hours: 5 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP019A DEVELOP A SPONSORSHIP PROPOSAL
Content: Collect information to prepare a sponsorship proposal; Research the background of potential sponsors; Develop a sponsorship proposal; Develop a plan for on going servicing of sponsors.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP019B DEVELOP A SPONSORSHIP PROPOSAL
Content: Collect information to prepare a sponsorship proposal; Research the background of potential sponsors; Develop a sponsorship proposal; Develop a plan for on going servicing of sponsors.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP020A DEVELOP A PERSONAL FINANCIAL PLAN
Content: Collect information to prepare a personal financial plan; Prepare a personal financial plan.
Nominal Hours: 5 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP020B DEVELOP A PERSONAL FINANCIAL PLAN
Content: Collect information to prepare a personal financial plan; Prepare a personal financial plan.
Nominal Hours: 5 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP021A COLLECT INFORMATION ON CONTRACTS
Content: Collect information on the function of a contract as it applies to an athlete and their sport
Nominal Hours: 5 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP021B COLLECT INFORMATION ON CONTRACTS
Content: Collect information on the function of a contract as it applies to an athlete and their sport.
Nominal Hours: 5 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP022A COLLECT INFORMATION ON ELITE ATHLETES
Content: Collect information on the characteristics of elite athletes
Nominal Hours: 5 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research
SRSCOP022B COLLECT INFORMATION ON ELITE ATHLETES
Content: Collect information on the characteristics of elite athletes.
Nominal Hours: 5 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP023B DESIGN AN ATHLETE’S DIET
Content: Collect information on the different dietary strategies for optimising an athlete’s body composition and sporting performance; Design a balanced diet that fulfils the training needs of an athlete; Design a diet for an athletes competition and recovery requirements.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP024A PREPARE FOR AN OVERSEAS SPORTING EVENT
Content: Prepare a travel plan and itinerary for an overseas sporting event; Collect information necessary to obtain appropriate documentation for meeting overseas travel requirements; Collect information on the major differences between Australia and the country of destination; Develop a strategic plan to minimise the impact of overseas travel on training and performance.
Nominal Hours: 5 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP024B PREPARE FOR AN OVERSEAS SPORTING EVENT
Content: Prepare a travel plan and itinerary for an overseas sporting event; Collect information necessary to obtain appropriate documentation for meeting overseas travel requirements; Collect information on the major differences between Australia and the country of destination; Develop a strategic plan to minimise the impact of overseas travel on training and performance.
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum

SRSCOP025B PREPARE FOR AN OVERSEAS SPORTING EVENT
Content: Prepare a goal setting plan; Collect information on how to mentally prepare to participate in competition.
Nominal Hours: 5 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP026A PREPARE TO PARTICIPATE IN COMPETITION
Content: Develop a time management plan; Evaluate the time management plan.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP026B PREPARE TO PARTICIPATE IN COMPETITION
Content: Develop a time management plan; Evaluate the time management plan.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSGLF008A TEACH AND/OR DEVELOP THE ADVANCED SKILLS OF GOLF
Content: Analyse an advanced skill of golf; Identify preferred teaching methods and coaching/teaching styles to develop the advanced skills of golf; Assess player’s readiness to acquire and perform the advanced skill/s of golf; Conduct drills, activities and/or games to teach or develop the advanced skills of golf; Review and adapt the teaching of an advanced skill in response to feedback.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSGLF009A APPLY THE ADVANCED TACTICS AND STRATEGIES OF PROFESSIONAL GOLF IN A COMPETITIVE SITUATION
Content: Assess player/s readiness to implement advanced tactics and strategies of golf; Pre-match/game/competition analysis and preparation; Pre-match/game/competition analysis and decision making; Past match/game/competition analysis and follow-up.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSGLF010A UNDERTAKE ADVANCED APPRAISAL AND ALTERATION OF EQUIPMENT IN GOLF
Content: Advanced appraisal golf equipment; Identify preferred equipment designs and fitting methods to enhance the advanced skills of golf; Identify acceptable methods of equipment repair and alteration; Assess suitability of equipment recommendation to player; Review and adapt the recommended equipment to the player.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSGLF011A PERFORM THE ADVANCED SKILLS, TACTICS AND STRATEGIES OF PROFESSIONAL GOLF IN A COMPETITIVE SITUATION
Content: Develop advanced skills and strategies of golf; Participate in a pre-match analysis and preparation session; Demonstrate ability to implement agreed strategies and game plans, and make decisions during the game; Participate in a post-match analysis and follow-up.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSGLF012A MANAGE THE FORMAT AND RESULTS OF GOLF COMPETITIONS AND TOURNAMENTS
Content: Establish criteria for participation in a specified competition; Plan and implement the format for a specified competition; Record and process the results of a specified competition.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSGLF013A DEVELOP AND MANAGE JUNIOR DEVELOPMENT PROGRAMS IN GOLF
Content: Establish criteria for participation in a specified competition; Plan and implement the format for a specified program.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSGLF014A MANAGE ON COURSE GOLF SHOP OPERATIONS
Content: Clarify pro shop’s objectives via golf club’s objectives; Prepare a marketing strategy; Manage pro shop’s merchandising; Manage pro shops on course golf operations; Manage organisation pricing policies; Monitor and review organisation merchandising plan.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSGOL011A DEVELOP THE ADVANCED SKILLS OF GOLF
Content: Undertake drills, activities and/or games to develop the advanced skills of golf; Perform the advanced skills of golf under competition conditions; Review and adapt advanced skills in response to feedback.
Nominal Hours: 45 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies,
research

**SRSGOL012A DEVELOP THE ADVANCED TACTICS AND STRATEGIES OF GOLF IN A**
Content: Assess player/s readiness to implement advanced tactics and strategies of golf; Perform pre-match/game/competition analysis and preparation; Perform in-match/game/competition analysis and decision making; Perform post-match/game/competition analysis and follow-up.
Nominal Hours: 45 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRSGOL013A INTERPRET AND APPLY THE RULES OF GOLF AT THE ADVANCED LEVEL**
Content: Assess conditions for a game; Observe a game and identify information on which to base fundamental decisions; Interpret and apply rules and etiquette in accord with the spirit of the game.
Nominal Hours: 45 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRSGOL014A PARTICIPATE IN CONDITIONING FOR GOLF**
Content: Identify physiology elements of golf; Identify and perform basic techniques to improve endurance; Identify and perform basic techniques to improve strength; Identify and perform basic techniques to improve power; Identify and perform basic techniques to improve flexibility.
Nominal Hours: 45 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRSNET011A DEVELOP THE ADVANCED SKILLS OF NETBALL**
Content: Analyse an advanced skill of netball; Undertake drills, activities and/or games to develop the advanced skills of netball; Perform the advanced skills of netball under match conditions; Review and adapt the advanced skills in response to feedback.
Nominal Hours: 65 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRSNET012A PERFORM THE ADVANCED TACTICS AND STRATEGIES OF NETBALL IN A**
Content: Develop advanced tactics and strategies of netball; Participate in a pre-match analysis and preparation session; Demonstrate ability to implement agreed strategies and game plans, and make decisions during the match; Participate in a post-match analysis and follow-up.
Nominal Hours: 55 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRSOGP001A OPERATE IN ACCORD WITH ACCEPTED OFFICIATING PRACTICES, STYLES, LEGAL AND ETHICAL RESPONSIBILITIES TO MANAGE RISK**
Content: Operate in accord with the legal responsibilities of an official; Operate in accord with the ethical responsibilities of an official; Operate in accord with the reporting procedures and tribunal processes.
Nominal Hours: 25 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRSOGP002A APPLY RULES AND REGULATIONS TO CONDUCT GAMES AND COMPETITIONS**
Content: Assess conditions; Observe the conduct of an activity; Identify information on which to base decisions.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRSOGP004A APPLY SELF REFLECTION TECHNIQUES TO EVALUATE AND MODIFY OFFICIATING PERFORMANCE**
Content: Prepare for a self reflection session; Conduct a self reflection session; Modify performance; Review performance; Review the self reflection process.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRSOGP005A RESOLVE CONFLICT RELATED TO OFFICIATING**
Content: Develop conflict resolution procedures in an activity context; Implement conflict resolution procedures in an activity context.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRSOGP006A DEVELOP A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS**
Content: Collect information to prepare a fitness program; Implement a fitness program; Liaise with other officials/advisers of officials.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRSOGP007A EVALUATE, ANALYSE AND MODIFY THE CONDUCT AND OUTCOMES OF OFFICIATING TO IMPROVE PERFORMANCE**
Content: Engage in a self reflection process; Establish and apply personal development objectives; Analyse and modify performance; Discuss outcomes of sessions with a mentor; Review the self reflection process.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRSOGP008A MANAGE CONFLICT RELATED TO OFFICIATING**
Content: Develop strategies to deal with conflict in sport events; Develop and implement conflict resolution procedures; Perform common officiating styles; Implement judicial procedures for activities; Evaluate the effectiveness of conflict resolution procedures.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRSOGP009A PLAN, IMPLEMENT AND EVALUATE A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS**
Content: Prepare a fitness and recovery program; Plement and manage the training and recovery program; Uate a fitness and recovery program.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRSRLG009A DEVELOP ADVANCED SKILLS OF RUGBY LEAGUE FOOTBALL**
Content: Analyse an advanced skills of rugby league; Undertake drills, activities and/or games to develop the advanced skills of rugby league; Perform the advanced skills of rugby league under match conditions; Review and adapt the advanced skills in response to feedback.
Nominal Hours: 65 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research
SRSSLG010A PERFORM THE ADVANCED TACTICS AND STRATEGIES OF RUGBY LEAGUE
Content: Develop advanced tactics and strategies of rugby league; Participate in a pre-match analysis and preparation session; Demonstrate ability to implement agreed strategies and game plans, and make decisions during the match; Participate in a post-match analysis and follow-up.
Nominal Hours: 65 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSRUN011A DEVELOP ADVANCED SKILLS OF RUGBY UNION
Content: Undertake drills, activities and/or games to develop the advanced skills of rugby union; Perform the advanced skills of rugby union under match conditions; Review and adapt the advanced skills in response to feedback.
Nominal Hours: 65 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSRUN012A PERFORM THE ADVANCED TACTICS AND STRATEGIES OF RUGBY UNION
Content: Develop advanced basic tactics and strategies of rugby union; Participate in a pre-match analysis and preparation session; Demonstrate ability to implement agreed strategies and game plans, and make decisions during the match; Participate in a post-match analysis and follow-up.
Nominal Hours: 55 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSSPT002A OPERATE IN ACCORD WITH THE ACCEPTED ROLES AND RESPONSIBILITIES OF A SPORTS TRAINER
Content: Adhere to accepted safety and privacy practices; Develop positive relationships with health care professionals; Identify continuing professional development options; Create a non-judgmental environment; Appreciate ethical issues; Handle, maintain and store equipment; Store equipment.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSSPT003A IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID
Content: Operate as a sports first aider; Prepare and implement an injury prevention program; Assist with warm-up, stretching and cool-down; Assist with fluid replacement; Follow defined sports first aid crisis management strategies; Follow defined sports first aid immediate injury management strategies.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSSPT005A CONDUCT BASIC WARM-UP, STRETCHING AND COOL-DOWN PROGRAMS
Content: Define the scope of warm-ups and cool-downs; Implement warm-up program; Implement cool-down program; Conduct stretching programs.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSSPT006A ASSIST WITH THE ONGOING MANAGEMENT OF SPORT INJURIES
Content: Assist health care professional to conduct, monitor and adjust ongoing injury management programs; Monitor minor or short term injuries or illnesses.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSSPT007A TAPE ANKLE, THUMB AND FINGERS
Content: Prepare for taping; Apply taping techniques; Remove tape; Implement self-care; Position for effective taping.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSSPT008A IMPLEMENT STRATEGIES FOR DEALING WITH MEDICAL CONDITIONS IN A SPORT SETTING
Content: Manage existing medical conditions; Recognise contraindications; Identify and address viral infections; Provide advice in relation to chronic conditions.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSSTR001A IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID
Content: Operate as a sports first aider; Prepare and implement an injury prevention program; Assist with warm-up stretching and cool-down; Assist with fluid replacement; Follow defined sport first aid crisis management strategies; Follow defined sports first aid immediate injury management strategies; Transport the injured athlete; Complete and process reports; Store and maintain equipment.
Nominal Hours: 25 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXADM014A MANAGE AND CO-ORDINATE PROJECTS
Prerequisite(s) SRXORG006A Conduct projects
Content: Plan project; Administer and monitor project; Evaluate project.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCAI001B ASSIST IN PREPARING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS
Content: Collect information to plan a session; Contribute suggestions towards planning for a session; Assist in making arrangements for a session.
Nominal Hours: 6 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCAI002A ASSIST IN CONDUCTING A SPORT AND RECREATION SESSION FOR CLIENTS;
Content: This unit covers the knowledge and skills to assist in the conduct and supervision of sessions within the sport and recreation industry
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

SRXCAI002B ASSIST IN CONDUCTING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS
Content: Assist in preparing participants; Help participants gain skills, techniques and knowledge; Assist in supervising participants; Assist preparing participants to end the session; Assist in the evaluation of the session
Nominal Hours: 8 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCAI003B PROVIDE EQUIPMENT FOR ACTIVITIES
Content: Issue equipment to the participant; Set up equipment; Take down equipment; Check in equipment; Store equipment
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research
SRXCA1004A PLAN A SPORT AND RECREATION SESSION FOR CLIENTS
Prerequisite(s): SRXOGEN02A Work effectively in a sport and recreation organisation; SRXOHSA01A Follow defined Occupational Health and Safety policy and procedures related to work being undertaken in order to ensure own safety and that of others in the workplace; SRXCA1001A Assist in preparing sport and recreation sessions for clients; SRXCA1003A Provide equipment for activities
Content: Collect information to plan a session; Produce a session plan; Resource a session.
Nominal Hours: 8 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCA1004B PLAN A SESSION OR PROGRAM FOR PARTICIPANTS
Content: Collect information to plan a session or program; Produce a session or program plan; Resource a session.
Nominal Hours: 8 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCA1005A CONDUCT A SPORT AND RECREATION SESSION FOR CLIENTS
Prerequisite(s): PUXEME001A Provide emergency care; SRXEME002A Participate in the control of minor emergencies; SRXCA1002A Assist in conducting sport and recreation sessions for clients
Content: Maintain client’s physical welfare; Maintain a positive social environment; Establish effective communication; Ensure client safety; Prepare clients to end the session; Evaluate the session.
Nominal Hours: 8 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCA1005B CONDUCT A SPORT AND RECREATION SESSION FOR PARTICIPANTS
Content: Maintain participant’s physical welfare; Maintain a positive social environment; Establish effective communication; Ensure participant safety; Prepare clients to end the session; Evaluate the session.
Nominal Hours: 8 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCA1006A ORGANISE A SPORT AND RECREATION PROGRAM
Content: Collect information to plan activities; Produce a plan for a program of sessions; Coordinate and allocate program resources
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCA1006B ORGANISE A SPORT AND RECREATION PROGRAM
Content: Collect information to plan activities; Produce a plan for a program of recreation sessions; Coordinate and allocate program resources.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCA1007A CONDUCT A SPORT AND RECREATION PROGRAM
Content: Coordinate resources; Conduct a program and monitor participant’s condition and performance; Adjust the program to meet new needs and circumstances; Conclude a program; Evaluate the effectiveness of a program of activities
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCA1007B CONDUCT A SPORT AND RECREATION PROGRAM
Content: Coordinate resources; Conduct a program and monitor participant’s condition and performance; Adjust the program to meet new needs and circumstances; Conclude a program; Evaluate the effectiveness of a program of activities.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCA1008B PLAN AND PREPARE AN INDIVIDUALISED LONG-TERM TRAINING PROGRAM
Content: Plan a long-term program; Apply common reasons for participation and discontinuation in activity to planning the long-term program; Plan for competitive/performance situations within the long-term program; Plan rehabilitation programs; Assist participants to cope with retirement from activity; Liaise with other coaches/instructors of participants; Develop selection procedures.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCA1009B CONDUCT, MONITOR AND ADJUST INDIVIDUALISED LONG-TERM TRAINING PROGRAMS
Content: Prepare the participant for involvement in a long-term training program; Implement a long-term program; Monitor participant during training sessions and competitions; Manage competitive/performance situations during the long-term program; Provide feedback to participants; Implement selection procedures; Implement and monitor rehabilitation programs.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCA1010B EVALUATE, ANALYSE AND MODIFY LONG-TERM AND/OR HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS
Content: Establish benchmarks prior to or early in the program; Undertake formative/ongoing evaluation; Obtain and evaluate information from other sources regarding participant progress; Define participants’ progress towards improved and/or high performance levels; Evaluate the program; Evaluate rehabilitation programs; Evaluate selection procedures; Establish personal development objectives through self-evaluation; Discuss outcomes of evaluation with participants and support personnel; Make program modifications.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCA1011B PLAN AND PREPARE FOR PARTICIPANTS TO MEET THE DEMANDS OF HIGH LEVEL PARTICIPATION
Content: Identify and evaluate the current demands of high level participation in the activity; Directly assess participants’ ability to meet the demands of high level participation; Assess participant’s ability to meet the demands of high level participation using other experts; Provide reports on assessments of participants; Identify performance objectives; Prioritise performance objectives; Promote and encourage commitment to enable clients to achieve performance objectives; Plan a participation program for participants
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCA1012B CONDUCT, MONITOR AND ADJUST HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS
Content: Prepare the participant for involvement in a long-term training program; Implement a long term program; Monitor participant during training sessions and competitions; Management performance situations during the program; Implement selection procedures; Implement and monitor rehabilitation programs.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research
SRXCL5002A DELIVER SERVICE TO CLIENTS
Content: Deliver service to clients; Respond to client complaints; Identify clients' special requirements
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

SRXCL5003A COORDINATE INTERACTION WITH CLIENTS
Content: Clarify specific needs of client; Provide information, advice and follow-up; Implement client service standards; Implement organisation policy regarding client complaints; Lead client service team; Communicate with management
Nominal Hours: 8 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCL5004A PROVIDE ADVICE IN ORDER TO MEET CURRENT AND ANTICIPATED CLIENT REQUIREMENTS
Content: Identify current client requirements; Provide information on current service provision and resource allocation with area of responsibility; Identify trends in client requirements
Nominal Hours: 7 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCM002A RECEIVE AND PASS ON INFORMATION TO FACILITATE EFFECTIVE ROUTINE COMMUNICATION
Content: Receive and relay messages; Respond to incoming telephone calls; make telephone calls; Draft simple correspondence
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCM003A COLLECT AND PROVIDE INFORMATION TO FACILITATE COMMUNICATION FLOW
Content: Respond to telephone, oral and written requests for information; Draft routine correspondence in response to a need or request
Nominal Hours: 7 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCM004A SOURCE AND PRESENT INFORMATION IN RESPONSE TO REQUESTS
Content: Receive and process a request for information; Identify information source; Extract information; Prepare to provide information; Compose and deliver verbal response; Compose written response
Nominal Hours: 7 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXEME001A REACT SAFELY IN AN EMERGENCY AND HELP PREVENT EMERGENCIES
Content: Prepare for emergency situations; Report emergencies; Reach safely to emergency signals and instructions; Evacuate from the endangered area; Correct or report problems that may lead to emergencies; Check, correct or report problems that may prevent emergencies from being safely handled
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXEME003A RESPOND TO EMERGENCY SITUATIONS
Content: Evaluate the emergency; Develop a plan of action; Control the emergency; Debrief the emergency
Nominal Hours: 8 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXEMR001A RESPOND TO EMERGENCY SITUATIONS
Content: This unit covers the knowledge and skills to recognise potential risks and emergency situations and to take action, within own area of responsibility and ability.
Nominal Hours: 18 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXEMR002A COORDINATE EMERGENCY RESPONSE
Content: This unit covers the knowledge and skills to coordinate a response to an emergency situation, in accordance with an organisation's policies and procedures.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXEVY001B CO-ORDINATE GUEST/DELEGATE REGISTRATIONS AT VENUE
Content: Plan registration process; Prepare for registration; Set-up registration area; Process registrations; Finalise registrations and produce materials
Nominal Hours: 12 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXFAC001A MAINTAIN EQUIPMENT FOR ACTIVITIES
Content: Perform routine equipment maintenance; Carry out equipment repairs; Store equipment to maintain a serviceable condition; Complete documentation
Nominal Hours: 5 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXFAC003A MAINTAIN EQUIPMENT FOR ACTIVITIES
Content: This unit covers the core skills and knowledge to undertake routine maintenance and minor repairs on sport and recreation equipment.
Nominal Hours: 5 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXFAC005A COORDINATE FACILITY AND EQUIPMENT ACQUISITION AND MAINTENANCE
Content: Establish maintenance systems; Research and plan for facility and equipment maintenance; Develop maintenance plan; Implement and monitor maintenance plan; Monitor on-site maintenance contacts and contractors; Supervise the storage of equipment; Contribute to the selection of equipment and facilities.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXFAD001A PROVIDE FIRST AID
Content: Assess the situation; Apply basic first aid techniques; Communicate details of the incident.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXFAD002A PROVIDE ADVANCED FIRST AID RESPONSE
Content: This unit deals with the provision of advanced first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance, and provision of support to other providers.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXGCS001A CREATE A CLIENT RELATIONSHIP
Content: Establish contact with clients; present a positive organisation image
Nominal Hours: 10 Hours
Assignment, presentation, written and practical tasks, case studies, research

SRXGCS004A MEET CLIENT NEEDS AND EXPECTATIONS
Content: This unit involves the skills and knowledge of handling negative feedback (complaints) from customers, whether formal or informal. Complaints may range from a simple customer dissatisfaction which can be resolved on the spot to scenarios where external bodies such as police are required, and vary in terms of severity, formality, source and documentation required. 
Nominal Hours: 20 hours 
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXGCS006A ADDRESS CLIENT NEEDS
Content: This unit involves the skills and knowledge of managing ongoing relationships with a client. Such relationships are of a more complex nature where the worker needs to explore with the client what outcomes are possible and may best promote satisfaction. It also requires the worker to familiar with a product/service that carries widerly and is capable of significant customisation. The nature of the service/product delivery needs to be explored/negotiated with the client. 
Nominal Hours: 10 Hours 
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXGCS001A CREATE A CLIENT RELATIONSHIP
Content: Establish contact with clients; Present a positive organisational image 
Nominal Hours: 10 Hours 
Assessment: As per accredited curriculum

SRXGCS002A DEAL WITH CLIENT FEEDBACK
Content: Handle client feedback; Record client feedback. 
Nominal Hours: 10 Hours 
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXGCS004A MEET CLIENT NEEDS AND EXPECTATIONS
Content: Establish contact with clients; Present a positive organisational image 
Nominal Hours: 10 Hours 
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXGCS006A ADDRESS CLIENT NEEDS
Content: Assist client to articulate needs; Satisfy complex client needs. 
Nominal Hours: 10 Hours 
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXGCS007A DETERMINE NEEDS OF CLIENT POPULATIONS
Content: Analyse needs of client populations; Plan and develop client service; Evaluate client service relationship. 
Nominal Hours: 20 Hours 
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXGCS003A PROCESS CLIENT COMPLAINTS
Content: This unit involves the skills and knowledge of handling negative feedback (complaints) from customers, whether formal or informal. Complaints may range from a simple customer dissatisfaction which can be resolved on the spot to scenarios where external bodies such as police are required, and vary in terms of severity, formality, source and documentation required. 
Nominal Hours: 20 hours 
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXGCS005A COORDINATE CLIENT SERVICE ACTIVITIES
Content: Contribute to quality client standards; Implement client services systems. 
Nominal Hours: 20 Hours 
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXGRG001A FACILITATE A GROUP
Content: Plan the establishment of a group; Monitor group formation; Develop group commitment and co-operation; Facilitate group processes; Manage and facilitate group performance. 
Nominal Hours: 8-12 Hours 
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXGRG002A DEAL WITH CONFLICT
Content: Identify conflict situations; Implement conflict resolution strategies; Use effective interpersonal skills. 
Nominal Hours: 10 Hours 
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXGRG003A PROVIDE LEADERSHIP TO GROUPS
Content: Demonstrate appropriate standards of performance; Influence individuals and groups; Make decisions; Facilitate group decision-making; Demonstrate appropriate leadership styles 
Nominal Hours: 18 Hours 
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXGRG001A FACILITATE A GROUP
Content: Plan the establishment of a group; Monitor group formation; Develop group commitment and co-operation; Facilitate group processes; Manage and facilitate group performance. 
Nominal Hours: 8 Hours 
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXGRG002A PROVIDE LEADERSHIP TO GROUPS
Content: Demonstrate appropriate standards of performance; Influence individuals and groups; Make decisions; Facilitate group decision-making; Demonstrate appropriate leadership styles 
Nominal Hours: 6 Hours 
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXHRM001A MANAGE VOLUNTEERS
Content: Research and document needs for volunteer involvement; Undertake volunteer recruitment; Maximise volunteer retention; Ensure a positive experience for volunteers. 
Nominal Hours: 20 Hours 
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXIND001A DEVELOP A KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY
Content: Research basic information about the recreation industry in Australia; Apply industry information; Update sport and recreation industry knowledge 
Nominal Hours: 10 Hours 
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXIND003A APPLY SPORT AND RECREATION LAW
Content: Identify laws applicable to the sport and recreation industry; Ensure compliance with legal requirements
Nominal Hours: 10 Hours  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRXIND004A ESTABLISH AND MAINTAIN AN EFFECTIVE INDUSTRY NETWORK**  
Content: Identify and maintain industry affiliations; Participate in industry events or activities; Maintain records of industry activities; Review appropriateness of industry networks  
Nominal Hours: 8 Hours  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRXIND005A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES**  
Content: Analyse the laws and legal principles which relate to the organisation; Analyse the implications of contracts on individuals and the organisation; Develop workplace systems to ensure compliance with legal requirements; Evaluate the effectiveness of workplace systems; Update legal knowledge.  
Nominal Hours: 12 Hours  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRXINU001A DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY**  
Content: Research basic information about the sport and recreation industry in Australia; Apply industry information; Update sport and recreation industry knowledge.  
Nominal Hours: 10 Hours  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRXINU002A APPLY SPORT AND RECREATION LAW**  
Content: This unit covers competencies required in identifying and applying laws which are relevant to the sport and recreation industry with application in the workplace.  
Nominal Hours: 10 Hours  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRXINU003A ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY**  
Content: Review and interpret the market for current leisure and recreation service delivery; Assess the basis for existing levels of interest by participants; Report outcomes on participation patterns analysis.  
Nominal Hours: 20 Hours  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRXINU004A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES**  
Content: Analyse the laws and legal principles which relate to the organisation; Analyse the implications of contracts on individuals and the organisation; Develop workplace systems to ensure compliance with legal requirements; Evaluate the effectiveness of workplace systems; Update legal knowledge.  
Nominal Hours: 12 Hours  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRXINU005A MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE**  
Content: Determine culture and education trends of current participation in a specific leisure and recreation service; Develop and implement culture and education strategies appealing to non-participants; Monitor and manage cultural and educational trends.  
Nominal Hours: 35 Hours  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRXINU006A FOSTER THE VALUES AND ETHOS OF THE PHENOMENON OF PLAY**  
Content: Evaluate the broader leisure and recreation market place; Seek and secure opportunities to foster the values and ethos of play; Promote the phenomenon of play in the community.  
Nominal Hours: 25 Hours  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRXINU007A MANAGE EVOLVING PATTERNS OF WORK TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE**  
Content: Determine evolving patterns of work impacting on participation in leisure and recreation services; Develop and implement strategies addressing patterns of work limiting accessibility to a specific leisure and recreation service; Iterate and manage trends in evolving patterns of work.  
Nominal Hours: 15 Hours  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRXMKT003A PROMOTE ORGANISATION’S ACTIVITIES**  
Content: Design and place advertisements; Obtain media coverage; Develop and maintain an industry network; Undertake educational activities; Create positive image through public relations; Evaluate promotion.  
Nominal Hours: 15 Hours  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRXMKT004A ANALYSE AND RESPOND TO CHANGING MARKETS**  
Content: Review external operating environment; Identify and evaluate competitors; Assess internal strengths; Forecast trends and developments; Recommend and implement improvements; Respond to change; Communicate internally and externally.  
Nominal Hours: 15 Hours  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRXOGN001A CONDUCT PROJECTS**  
Content: Plan and prepare for project; Implement and administer project; Coordinate project administration; Finalise and review project administration.  
Nominal Hours: 15 Hours  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRXOGN002A MANAGE PROJECTS**  
Content: Plan project; Administer and monitor project; Evaluate project.  
Nominal Hours: 30 Hours  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

**SRXOHS001B FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES**  
Content: Follow workplace procedures for hazard identification and risk control; Contribute to participative arrangements for the management of occupational health and safety.  
Nominal Hours: 10 Hours  
Assessment: As per accredited curriculum
As per accredited curriculum

**SRXOHS002A IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS AND MAINTAIN OCCUPATIONAL HEALTH AND SAFETY STANDARDS**

**Content:** Implement and Monitor the Organisation’s Occupational Health and Safety Policies, Procedures and Programs and Maintain Occupational Health and Safety Standards

**Nominal Hours:** 12 Hours

**Assessment:** As per accredited curriculum

**SRXOHS002B IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS**

**Content:** Provide information to the work group about occupational health and safety and the organisation’s occupational health and safety policies, procedures and programs; Implement and monitor participative arrangements for the management of occupational health and safety; Implement and monitor the organisation’s procedures for identifying hazards and assessing risks; Implement and monitor the organisation’s procedures for controlling risks; Implement the organisation’s procedures for dealing with hazardous events; Implement and monitor the organisation’s procedures for providing occupational health and safety training; Implement and monitor the organisation’s procedures for maintaining occupational health and safety records.

**Nominal Hours:** 22 Hours

**Assessment:** As per accredited curriculum

**SRXOHS003A COORDINATE WORK AND WORK PRIORITIES IN A SPORT AND RECREATION ORGANISATION**

**Content:** Set and coordinate work priorities to achieve team goals; make and record appointments and bookings for self and others; Implement personal work space policies; Develop and maintain professional competence

**Nominal Hours:** 8 Hours

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research

**SRXOHS004A PLAN, ALLOCATE AND EVALUATE WORK CARRIED OUT**

**Content:** Set and update work objectives for teams and individuals; Plan work activities and determine work methods to achieve objectives; provide feedback to teams and individuals on their performance

**Nominal Hours:** 10 Hours

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research

**SRXOHS005A PARTICIPATE IN THE MEETING PROCESS**

**Content:** Prepare for the meeting; Provide input to the meeting

**Nominal Hours:** 6 Hours

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research

**SRXORG006A CONDUCT PROJECTS**

**Content:** Plan and prepare for project; Implement and administer project; Coordinate project administration

**Nominal Hours:** 15 Hours

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research

**SRXORG007A DEVELOP TEAMS AND INDIVIDUALS TO ENHANCE PERFORMANCE**

**Prerequisite(s) SRTXEM005A Lead, manage and develop work teams**

**Content:** Develop and improve teams through planning and activities; Identify, review and improve development activities for individuals

**Nominal Hours:** 12 Hours

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research

**SRXRES001B EDUCATE THE PUBLIC ON THE SAFE USE OF SPORT AND RECREATIONAL RESOURCE**

**Content:** This unit covers the knowledge and skills to identify problems in relation to safe usage of a resource and to contribute to the development and presentation of information to the public to address the problems.

**Nominal Hours:** 12 Hours

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research

**SRXRIK001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES**

**Content:** Establish the context of the risk analysis; Identify risks associated with an activity; Conduct risk analysis of an activity; Undertake risk assessment of an activity; Treat risks associated with an activity; Monitor and review the risk management for an activity.

**Nominal Hours:** 10 Hours

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research

**SRXRIK002A MANAGE AN ORGANISATION’S RISK**

**Content:** Determine the organisation’s risk management context; Identify organisational risks; Conduct an analysis of organisational risks; Undertake assessment of organisational risk; Treat organisational risks; Implement the organisation’s risk management program; Monitor and evaluate the risk management program.

**Nominal Hours:** 20 Hours

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research

**SRXRI001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES**

**Content:** This unit provides basic knowledge and skills to apply a risk analysis process in the context of a recreation activity in accordance with an organisation’s risk management procedures.

**Nominal Hours:** 10 hours

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research

**SRXTCN001A ASSIST WITH ANALYSIS AND USE OF EMERGING TECHNOLOGY**

**Content:** Liaise with vendors, training providers and industry to determine technology to assist the organisation; Prepare and present reports as required by management; Apply new and advanced functions of upgraded technology to solve organisational problems.

**Nominal Hours:** 7 Hours

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research

**SRXTCE001A OPERATE A COMPUTER TO GAIN ACCESS TO AND RETRIEVE DATA USING**
SRXTEC002A OPERATE A COMPUTER AND PRINTER TO PRODUCE SIMPLE DOCUMENTS
Content: Create file; Produce document from written test using standard format; Edit information; Set printer for document requirements; Print document; Maintain printer; Save, exit and shutdown
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXTEC003A DESIGN, DEVELOP AND PRODUCE DOCUMENTS, REPORTS AND WORKSHEETS USING ADVANCED FUNCTIONS
Content: Identify document requirements; Establish document design and structure; Develop template or macros for document design; Produce documents; Save file and exit system
Nominal Hours: 8 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXTEC004A ASSIST WITH ANALYSIS AND USE OF EMERGING TECHNOLOGY
Content: Liaise with vendors, training providers and industry to determine technology to assist the organisation; Prepare and present reports as required by management; Apply new and advanced functions of upgraded technology to solve organisational problems
Nominal Hours: 7 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXTEM002A SUPPORT THE WORK OF A TEAM
Content: Contribute to team activities; Share knowledge and information; Contribute to the development of good practice of the team; Give and receive support to/from team members
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXTEM003A WORK AUTONOMOUSLY
Prerequisite(s): SRXTEM002A Support the work of a team
Content: Undertake work activities; Accept responsibilities; Set performance requirements; Maintain team performance; Act as a team leader as required; Contribute to team meetings; Respond to stress and conflict in the team.
Nominal Hours: 7 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXTEM004A DEAL WITH CONFLICT
Content: Identify conflict situations; Implement conflict resolution strategies; Use effective interpersonal skills
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXTEM005A LEAD, MANAGE AND DEVELOP WORK TEAMS
Content: Develop and maintain a team; Communicate objectives and required standards; manage and improve performance of teams and individuals; Support and participate in development activities; Provide leadership to individuals and teams; Manage difficulties to achieve positive outcomes; Create and maintain conditions for productive work
Nominal Hours: 12 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXTEM006A CREATE, MAINTAIN AND ENHANCE EFFECTIVE WORKING RELATIONSHIPS
Prerequisite(s): SRXTEM004A Deal with conflict; SRXTEM005A Lead, manage and develop work teams
Content: Establish and maintain the trust and support of one’s staff; Establish and maintain the trust and support of one’s immediate manager/supervisor; Establish and maintain relationships with colleagues; Identify and manage conflict; Implement disciplinary and grievance procedures; Counsel staff.
Nominal Hours: 8 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

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

VBB8223 INTRODUCTION TO THE INTERNET
Prerequisite(s): Basic Keyboard Skills, Basic Computer Skills.
Content: Access and retrieve information from the Internet; Participate in on-line discussions; Discuss the impact and future of the “Information Super Highway”.
Nominal Hours: 20 Hours
Assessment: Short answer, practical, assignments, class observation

VBD734 CELL BIOLOGY
Content: Identification of cell organelles, their structures and functions; Cellular life-supporting processes; Basic microscopy including specimen preparation, staining and sketching.
Nominal Hours: 40 Hours
Assessment: Reports, assignments, presentations, test

VBD740 MATHEMATICS 1
Content: Basic set notation, formulae and equations, polynomials; introduction to trigonometry, indices.
Nominal Hours: 50 Hours
Assessment: Assignment, tests, exam

VBD741 MATHEMATICS 2
Content: Angle Measurement and basic trigonometric graphs, functions and their graphs; exponents and basic logarithms, descriptive statistics.
Nominal Hours: 50 Hours
Assessment: Assignment, review tests, exam

VBD745 STUDY SKILLS
Content: Different learning styles, Learning environments, Learning strategies; Effective work planning, strategies to improve work planning; Benefits of developing efficient reading, listening and note taking skills; Strategies to develop efficient skills and gathering skills.
Nominal Hours: 20 Hours
Assessment: Journal exercises, study skills action plan, research task

VBD746 READING AND WRITING FOR SCIENCE
Content: Text, Skills to assist with reading and comprehending; Summarising skills, Flow chart; Written paragraph, Essay writing skills, Technical writing skills and strategies
Nominal Hours: 50 Hours
Assessment: Written assignments focused on learning outcomes
VBM049 INTRODUCTION TO SCIENCE
Content: The purpose of this module is to provide learners with an introduction into scientific experimentation, scientific method and development of scientific theories.
Nominal Hours: 20 Hours
Assessment: Observation, written and practical assessment

VBM050 OCCUPATIONAL HEALTH AND SAFETY
Content: To provide the learner with the knowledge to identify and understand the nature of hazards in a laboratory setting. Though the recognition of the hazardous nature of laboratory work learners are required to develop a personal sense of responsibility for safety.
Nominal Hours: 20 Hours
Assessment: Presentation, demonstration, class questions, journal, test

VBM051 STOICHIOMETRY & SOLUTION CHEMISTRY
Content: Mole definition; Balancing chemical equations including stoichiometry; Solution formation and solubility, Concentration calculations; Chemical safety.
Nominal Hours: 45 Hours
Assessment: Problem sheets, practical reports, tests

VBM052 IONIC THEORY
Content: Acid-base and redox theories, pH scale.
Nominal Hours: 45 Hours
Assessment: Problem sheets, practical reports, tests

VBM057 HUMAN ANATOMY & PHYSIOLOGY
Content: Physiological functions of the major anatomical features of human reproductive and selected body systems.
Nominal Hours: 40 Hours
Assessment: Practical reports, assignments, tests

VBM058 INTRODUCTION TO GENETICS
Content: Key elements of genetically-related phenomena including; DNA structure, function & replication, chromosomes, genes, protein synthesis, human karyotyping, sex determination and causes of mutation; Mendelian laws governing patterns of genetic inheritance.
Nominal Hours: 40 Hours
Assessment: Observation, written and oral questioning, test, presentation

VBM059 ECOLOGY
Content: Key principles underpinning issues of concern about any specific type of environment.
Nominal Hours: 40 Hours
Assessment: Observation, written and oral questioning, research project and reports, written and practical assessment

VBM060 INTRODUCTORY MATHEMATICS
Content: Fractions and decimals; Ratio; Proportions and percentage; Measurement and mensuration.
Nominal Hours: 60 Hours
Assessment: Assignments, review quizzes, tests, log book

VBM064 INTRODUCTION TO SCIENTIFIC COMPUTING
Content: Terminology; Modification of existing document; Equation editor; Manage files; Use printed manuals and on-line help.
Nominal Hours: 25 Hours
Assessment: Tests, assignments

VBN287 PERFORM MICROCHIP IMPLANTATION PROCEDURES FOR CATS AND DOGS
Content: This unit relates to the skills and knowledge required competently and aseptically to perform microchip implantation procedures on cats and dogs, with minimum discomfort to the animal, for identification and traceability purposes.
Nominal Hours: 16 Hours
Assessment: Written, practical (including a log of having implanted 15 microchips correctly, under supervision), verbal questioning.

VBP034 PROCESS AND INTERPRET PHYSICAL DATA PERTAINING TO THE FOOD INDUSTRY
Content: This unit builds on an understanding of physical science concepts relevant to the food industry. It deals with common units of measurement, formulae and related investigative and mathematical skills.
Nominal Hours: 70 Hours
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP035 PERFORM MICROBIOLOGICAL TECHNIQUES IN THE FOOD INDUSTRY
Content: This unit provides an introduction to food microbiology. It covers the skills and knowledge required to perform generic microbiological laboratory techniques.
Nominal Hours: 80 Hours
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP051 IDENTIFY SENSORY ANALYSIS FUNDAMENTALS
Content: This unit covers the skills and knowledge required to identify sensory evaluation techniques and to use appropriate terminology when describing the organoleptic properties of food.
Nominal Hours: 15 Hours
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP052 APPLY BASIC PRINCIPLES OF PROCESS CONTROL
Content: This unit covers the skills and knowledge required to apply various types of process control and control mechanisms available to production process
Nominal Hours: 40 Hours
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP057 PROCESS FRUIT AND VEGETABLES
Content: This unit covers the skills and knowledge required to apply the principles and concepts behind fruit and vegetable processing including preparation and stabilising shelf life.
Nominal Hours: 20 Hours
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP059 PROCESS AND HANDLE Poultry AND EGG PRODUCTS
Content: This unit provides the basic principles of poultry processing and manufacture of egg products. It covers the skills and knowledge required to identify poultry and processing and egg products manufacturing techniques.
Nominal Hours: 20 Hours
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP060 MANUFACTURE EDIBLE FATS AND OIL PRODUCTS
Content: This unit covers the skills and knowledge required to provide basic principles of edible fats and oils processing.
Nominal Hours: 20 Hours
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP061 APPLY CONFECTIONERY TECHNOLOGY
Content: This unit covers the skills and knowledge required to identify the principles and concepts behind sugar, its use as food and various processes associated with sugar product manufacture.
Nominal Hours: 20 Hours
Assessment: This will be assessed as follows: Practical 50% and test 50%.
VBP062 MANUFACTURE BEVERAGES PRODUCTS
Content: This unit covers the skills and knowledge required to identify the principles and concepts behind beverages, their use as food, and various processes associated with beverage products manufacture.
Nominal Hours: 20 Hours
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP063 MANUFACTURE CEREAL PRODUCTS
Content: This unit covers the skills and knowledge required to identify the principles and concepts behind cereals, their use as food and various processes associated with cereal product manufacture.
Nominal Hours: 20 Hours
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP067 PERFORM MICROBIOLOGICAL TESTS PERTAINING TO THE FOOD INDUSTRY
Content: This unit gives you the knowledge and skills to perform microbiological tests in the food industry.
Nominal Hours: 50 Hours
Assessment: Competency based

VBP068 INTERPRET SAMPLING PLANS
Content: This unit gives you the knowledge to interpret sampling plans.
Nominal Hours: 20 Hours
Assessment: This is assessed as practicals 50% and Test 50%

VBP069 PERFORM STATISTICAL PROCESS CONTROL
Content: This unit gives understanding on performing statistical process control.
Nominal Hours: 20 Hours
Assessment: Test

VBP070 APPLY WORKPLACE STATISTICS TO THE FOOD INDUSTRY
Content: This unit gives knowledge and understanding on applying statistics in the food industry.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBP072 ANALYSE FOOD PACKAGING REQUIREMENTS
Content: Units cover the skills and knowledge required to determine the application of the variety of packaging materials.
Nominal Hours: 20 Hours
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP073 DEMONSTRATE QUALITY MANAGEMENT PRACTICES
Content: This unit covers the skills and knowledge required to resolve workplace problems through the application of quality systems.
Nominal Hours: 30 Hours
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP074 IDENTIFY THE BIOCHEMICAL PROPERTIES OF FOOD
Content: Units cover the skills and knowledge required to use and handle biologically and industrially important biochemical substances.
Nominal Hours: 60 Hours
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP079 PLAN AND MANAGE FOOD AND RELATED PRODUCT CONCEPT DEVELOPMENT
Content: This unit covers the skill and knowledge required to determine the feasibility of a food product concept and development of concepts to the stage where objective judgments can be made regarding viability.
Nominal Hours: 120 Hours
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP086 PRODUCE FROZEN DAIRY PRODUCTS
Content: Units cover the skills and knowledge required to co-ordinate the preparation and manufacture of frozen milk and related products.
Nominal Hours: 40 Hours
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP087 PRODUCE MILK FAT PRODUCTS
Content: Units cover the skills and knowledge required to co-ordinate the preparation and manufacture of milk fat products.
Nominal Hours: 40 Hours
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP088 PRODUCE MILK AND RELATED PRODUCTS MANUFACTURED BY THE MEMBRANE SYSTEM
Content: Units cover the skills and knowledge required to co-ordinate the preparation and production of milk and related products manufactured by the membrane system.
Nominal Hours: 40 Hours
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBMQ542 COUNSELLING FOUNDATIONS FOR WORKING IN A HIGH PERFORMANCE ENVIRONMENT
Content: To provide the learners with the opportunity to develop an understanding of the philosophical basis of career education and its application when dealing with high performers. High performers refers to elite athletes, circus/theatrical performers, musicians, professional dancers and entertainers. Learners will develop an understanding of the counselling foundations to apply when exploring the various elements of the career and education field, as well as the necessary skills required to conduct an high performer's assessment.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBMQ543 CAREER PLANNING FOR HIGH PERFORMERS
Content: To provide the learners with the knowledge and skills required to apply a range of career planning techniques and theories. High performers refers to elite athletes, circus/theatrical performers, musicians, professional dancers and entertainers.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBMQ544 THE ELITE PERFORMANCE SPORT ENVIRONMENT
Content: To provide the learners with the broad-based knowledge and skills required to understand the elite performance environment in the sports sector. Learners will be required to examine and report on a range of support bodies as well as describe the requirements for elite performers involvement in these organisations.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBUQ546 APPLY CAREER COUNSELLING PRINCIPLES AND PRACTICE
Content: This unit enable learner to apply the knowledge and skills required to effectively design and apply the principles of career counselling.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VPAM082 ATOMIC STRUCTURE AND BONDING
Content: The purpose of this module is to provide learners with basic knowledge of atomic structure, bonding and the periodic table.
Nominal Hours: 50 Hours
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to use appropriate terminology to discuss classification and properties of matter, use the Bohr-Rutherford model of the atom to explain the structure of an atom, use knowledge of periodicity and bonding to explain the chemical and physical properties of common elements and compounds and derive systematic names and formulae for simple inorganic compounds. The anticipated methods of assessment will be, oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

VPAM083 STOICHIOMETRY AND SOLUTION CHEMISTRY
Content: The purpose of this module is to provide learners with basic knowledge of stoichiometry and solution chemistry.
Nominal Hours: 45 Hours
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to use the mole definition and formulae to solve problems derive balanced chemical equations for simple chemical reactions and apply stoichiometry to them explain solution formation and solubility solve concentration problems The anticipated methods of assessment will be, oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

VPAM084 ORGANIC CHEMISTRY AND PROPERTIES OF MATERIALS
Content: The purpose of this module is to provide learners with basic knowledge of organic chemistry.
Nominal Hours: 20 Hours
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to demonstrate knowledge of the structure and isomerism of organic molecules, name and draw simple organic molecules using IUPAC rules, explain the relationship between structure and properties of organic compounds, write balanced chemical equations to represent simple organic reactions. The anticipated methods of assessment will be, oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

VPAM085 WAVES AND OPTICS
Content: To provide the learner with knowledge of wave theory and the laws of optics.
Nominal Hours: 40 Hours
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to explain the differences between transverse and longitudinal wave types, including the motion of individual particles, and how to identify when two particles in a wave are in phase, explain the applications of the major bands of the electromagnetic spectrum, determine the path of a light ray, describe the formation of images by mirrors and lenses. The anticipated methods of assessment will be, oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

VPAM086 KINEMATICS
Content: The purpose of this module is to provide the learner with the knowledge and skills to describe the motion of an object.
Nominal Hours: 40 Hours
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to use kinematics terms to explain linear motion, explain the linear motion of an object, draw and interpret kinematics graphs, define vector and scalar quantities and calculate the displacement and velocity of an object in two dimensions. The anticipated methods of assessment will be, oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

VPAM087 CELL BIOLOGY
Content: To provide participants with the knowledge and skills to identify cell organelles and structures, state their functions and outline various cellular life-supporting processes.
Nominal Hours: 30 Hours
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has knowledge of Cell Theory, is able to use appropriate scientific terminology to describe and explain eukaryotic cells, cellular processes and the various stages of cellular reproduction. The anticipated methods of assessment will be, oral and written questioning, oral presentation using diagrams and other visual aids, review and analysis of written reports.

VPAM088 ANATOMY AND PHYSIOLOGY
Content: To provide students with the knowledge and skills to be able to identify and describe the physiological functions of the major anatomical features of selected body systems and to investigate diseases and treatments.
Nominal Hours: 30 Hours
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner can identify and describe the physiological functions of the major anatomical features of a minimum of three selected body systems and can investigate diseases and treatments of common diseases. The anticipated methods of assessment will be, oral and written questioning, oral presentation, written report.

VPAM089 CHEMICAL REACTIONS
Content: The purpose of this module is to provide learners with basic knowledge of chemical reactions so that they can explain acid-base and redox theory.
Nominal Hours: 45 Hours
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to use ionic equations to represent reactions involving ions in solution, use current theories to explain acid-base behaviour, explain the pH scale, use titration results to complete concentration problems, write ionic equations to represent redox reactions, explain the operation and uses of galvanic and electrolytic cells, explain the corrosion of steel and its prevention in terms of redox theory. The anticipated methods of assessment will be, oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

VPAM090 INTRODUCTORY GENETICS
Content: The purpose of this module is to provide learners with knowledge of the key elements of genetically-related phenomena including DNA structure, function and replication; chromosomes; and genes.
Nominal Hours: 40 Hours
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has knowledge of key aspects of genetics, is able to use appropriate scientific terminology to describe and present information on genetic processes, laws of inheritance, mutations and is able to present and discuss issues related to genetic engineering. Evidence requirements include the presentation of information in diagrammatic form as well as verbally and in writing. The anticipated methods of assessment will be, oral and written questioning, direct observation of verbal presentation/PPT presentations, review and analysis of logbook of practical work/investigations/research activities, direct observation of practical work and/or demonstrations.

VPAM091 ECOLOGY
Content: To provide students with the knowledge and skills to be able to recall and apply key principles underpinning issues of concern about any specific type of environment.
Nominal Hours: 30 Hours
Assessment: The anticipated methods of assessment will be research assignment, practical demonstration, oral presentation, written assessment.

VPAM092 CONDUCT AND PRESENT SIMPLE SCIENTIFIC RESEARCH
Content: The purpose of this unit is to provide learners with the knowledge and skills to undertake, analyse, and report on simple scientific experiments and investigations.
Nominal Hours: 20 Hours
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to perform a simple scientific (chemistry, physics or biology) experiment, record and analyse the results of the experiment, undertake a simple investigation of the impact of a scientific issue on society the environment or an individual, record and analyse the results of the investigation and present findings using appropriate scientific terminology.
The anticipated methods of assessment will be oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

VPAU073 USE A RANGE OF TECHNIQUES TO SOLVE MATHEMATICAL PROBLEMS
Content: The purpose of this unit is to provide learners with the knowledge and skills to use a range of specialist techniques and concepts to solve mathematical problems.
Nominal Hours: 110 Hours
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to apply a wide range of strategies and techniques to solve mathematical problems, demonstrate estimating skills to check calculations and reasonableness of outcomes, demonstrate estimating skills to check calculations and reasonableness of outcomes, and use mathematical symbolism, charts, diagrams and graphs as appropriate to convey mathematical thinking and processing. The anticipated methods of assessment will be, diagrams and models created by the learner, practical demonstration, records of teacher observations of learner’s activities, discussions and practical tasks, self-assessment sheets and online responses, written and verbal reports of investigations and problem-solving activities.

VPAU074 CONDUCT ROUTINE ELECTRICAL TESTS
Content: To provide participants with the knowledge and skills to identify cell organelles and structures, state their functions and outline various cellular life-supporting processes.
Nominal Hours: 40 Hours
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has knowledge of cell theory, is able to use appropriate scientific terminology to describe and explain eukaryotic cells, cellular processes and the various stages of cellular reproduction. The anticipated methods of assessment will be oral and written questioning, oral presentation using diagrams and other visual aids, review and analysis of written reports.

VPAU075 CONDUCT SIMPLE ACTIVITIES IN A BIOLOGICAL SCIENCE LABORATORY
Content: This unit covers the skills required to conduct simple activities in a biological science laboratory. It involves performing basic microscopy tasks, including specimen preparation, staining and scientific sketching.
Nominal Hours: 10 Hours
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to consistently safely and correctly operate monocular and stereo microscopes, produce correctly labelled and accurate scientific diagrams of slide specimens, prepare and stain plant and animal tissue specimens for microscopic examination according to demonstrated techniques. The anticipated methods of assessment will be: oral and written questioning - Oral presentation - Practical demonstration - Research assignment - Written report.

VPAU076 CONDUCT SIMPLE DISSECTIONS
Content: This unit covers the knowledge and skills to conduct simple dissections using material from available mammalian body systems.
Nominal Hours: 10 Hours
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to prepare for and perform a simple dissection safely, and record observations. The anticipated methods of assessment will be oral and written questioning, practical demonstration, log book of practical work.

VPAU077 APPLY MATHEMATICAL TECHNIQUES TO SCIENTIFIC CONTEXTS
Content: The purpose of this unit is to provide learners with knowledge and skills related to basic statistics, functions and their graphs, trigonometric graphs, exponents and logarithms and introductory calculus.
Nominal Hours: 50 Hours
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to apply a wide range of strategies and techniques to solve mathematical problems including: using unit circle definitions of trigonometric quantities, graphs of the three basic trigonometric functions and radian measure to solve mathematics problems, using simple algebraic functions and their graphs to solve mathematics problems, determining non-linear laws by transforming them into a linear form, solving problems involving exponential and logarithmic functions, collecting and processing numerical data to illustrate its statistical properties, demonstrate estimating skills to check calculations and reasonableness of outcomes, determine the law of conservation of energy, predict the position of the object in a given time, present data in a table, and determine the mass of an object using a balance.

VPAU078 APPLY DYNAMICS AND CONSERVATION PRINCIPLES
Content: This unit covers the knowledge and skills to apply dynamics and conservation principles to an object and/or system.
Nominal Hours: 50 Hours
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to demonstrate proportionality from Newton’s second law of motion, calculate using vectors the net force on an object when forces such as weight, friction and applied forces are acting, apply Newton’s second law to determine the mass, force or acceleration of an object, calculate the kinetic energy of an object given the mass and the velocity, apply the work-energy equation to determine the work or change in kinetic energy of an object, calculate gravitational potential energy given mass and height, demonstrate that the gain/loss in potential energy equals the loss/gain in kinetic energy when friction is negligible, calculate the transfer of energy to heat when friction cannot be neglected, apply the law of conservation of energy to determine relevant quantities, calculate the impulse on an object when a force is applied for a certain time, calculate the momentum of an object given the mass and the velocity, apply the impulse-momentum equation to determine relevant quantities in one-dimensional situations, apply the law of conservation of momentum to determine the mass or velocity of an object in a 1D collision, use levers to demonstrate the principle of moments, use appropriate S.I. units and convert where necessary, presenting data with the appropriate number of sig. figures, identify and discuss various methods of energy conservation. The anticipated methods of assessment will be oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

VPAU079 OPERATE SIMPLE ANALOGUE AND DIGITAL ELECTRONIC CIRCUITS
Content: This module provides students with knowledge and skills to assemble, analyse and explain the operation of simple analogue and digital electronic circuits.
Nominal Hours: 40 Hours
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to use a cathode ray oscilloscope to analyse an electrical signal assembly, use and analyse the operation of a DC CR series circuit, diodes and transistors in electronic circuits, a DC power supply, an adder, the SC JK and D flip flops as components of latches, counters and shift registers, a simple electronic circuit; assemble, use and analyse the logic levels in circuits made up of logic gates. The anticipated methods of assessment will be oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

VPAU080 CONDUCT ROUTINE WATER QUALITY TESTS
Content: This unit covers the skills and knowledge to conduct routine water quality tests.
Nominal Hours: 10 Hours
Assessment: The anticipated methods of assessment will be research assignment, practical demonstration, oral presentation, written assessment.
VPAU081 WORK MATHEMATICALLY WITH STATISTICS AND CALCULUS

Content: The purpose of this unit is to provide learners with knowledge and skills related to statistical relationships between bivariate data, the normal distribution, sets applied to problems, probability and differential calculus.

Nominal Hours: 50 Hours

Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to apply a wide range of strategies and techniques to solve mathematical problems including: determining the correlation coefficient and the equation of the regression line for bivariate data and making predictions from these, solving mathematics problems involving sets, using the properties of sets and equivalence, using probability theory to solve mathematics problems, solving analytical and applied probability distribution problems where the random variable is continuous and normally distributed, interpreting the concept of derivative graphically and as a rate of change (for polynomials only) and solving applied problems; demonstrate estimating skills to check calculations and reasonableness of outcomes and use mathematical symbolism, charts, diagrams and graphs as appropriate to convey mathematical thinking and processing; use mathematical symbolism, charts, diagrams and graphs as appropriate to convey mathematical thinking and processing; use a scientific calculator. The anticipated methods of assessment will be diagrams and models created by the learner; practical demonstration; records of teacher observations of learner’s activities, discussions and practical tasks; self-assessment sheets and online responses; written and verbal reports of investigations and problem-solving activities.
FACULTY DELIVERED

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

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

CERTIFICATE IV IN TRAINING AND ASSESSMENT

Course Code: TAA40104A

Course Location
City King Campus and Industry sites.

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

Scope of Delivery
Part-time.

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

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

Selection Procedures/Selection Criteria
Not applicable.

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

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

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

Unit Code   Hours
Core Units of Study
TAAENV401A WORK EFFECTIVELY IN VOCATIONAL EDUCATION AND TRAINING 10
TAAENV402A FOSTER AND PROMOTE AN INCLUSIVE LEARNING CULTURE 10
TAAENV403A ENSURE A HEALTHY AND SAFE LEARNING ENVIRONMENT 10
TAADES401A USE TRAINING PACKAGES TO MEET CLIENT NEEDS 20
TAADES402A DESIGN AND DEVELOP LEARNING PROGRAMS 40
TAADEL401A PLAN AND ORGANISE GROUP-BASED DELIVERY 20
TAADEL402A PLAN AND ORGANISE GROUP-BASED DELIVERY 40
TAADEL403A FACILITATE INDIVIDUAL LEARNING 15
TAADEL404A FACILITATE WORK-BASED LEARNING 15
TAAAS5401A PLAN AND ORGANISE ASSESSMENT 10
TAAAS5402A ASSESS COMPETENCE 15
TAAAS5403A DEVELOP ASSESSMENT TOOLS 30
TAAAS404A PARTICIPATE IN ASSESSMENT VALIDATION 20

Elective Units of study
Select 2 elective units from the list below. One of the two electives may be selected from the TAA50104 Diploma of Training and Assessment, or any other endorsed training package at Diploma or Certificate IV level.

BSBAUD402A PARTICIPATE IN A QUALITY AUDIT 40
BSBCM4004A DEVELOP TEAMS AND INDIVIDUALS 30
BSBCM4005A ANALYSE AND PRESENT RESEARCH INFORMATION 40
BSBCM4009A PROMOTE PRODUCTS AND SERVICES 20
BSRMKG406A BUILD CLIENT RELATIONSHIPS 50
TAAAS301A CONTRIBUTE TO ASSESSMENT 10
TAADELS01A PROVIDE TRAINING THROUGH INSTRUCTION AND DEMONSTRATION OF WORK SKILLS 40
TAADEL402A FACILITATE GROUP-BASED LEARNING 20
TAADE403A COORDINATE AND FACILITATE DISTANCE-BASED LEARNING 30
TAAENV404A DEVELOP INNOVATIVE IDEAS AT WORK 35
TAALNL401A ADDRESS LANGUAGE, LITERACY AND NUMERACY ISSUES WITHIN LEARNING AND ASSESSMENT PRACTICE 30
TAATAS401A MAINTAIN INFORMATION REQUIREMENTS OF TRAINING AND/OR ASSESSMENT ORGANIZATIONS 40

Option Two: Upgrade to the Certificate IV in Training and Assessment
This program is aimed at applicants who hold the BS40198 Certificate IV in Assessment and Workplace Training and would like to upgrade to TAA40104 Certificate IV in Training and Assessment. The program will be tailored to suit the individual.

Contact Diane Mahoney on 9919 7888 for more details of this course.
DIPLOMA OF EVENT MANAGEMENT (I)

Course Code: THT50202

Continuing Students only

Campus: Sunbury

Career Opportunities
Sports Conferences or Events Manager.

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

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

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

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of School that they possess the necessary skills and knowledge to undertake formal study.

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
After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the School for the most appropriate method for the intake and time of year)

Applicants must attend an information session for the course that they have applied; contact the School to find the date relevant for the intake that you are applying for

Attend a School selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills

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

Course Structure

Unit Code   Hours

Core Units of Study
BSBCM205A   USE BUSINESS TECHNOLOGY   30
BSBCM213A   PRODUCE SIMPLE WORDPROCESSED DOCUMENTS   60
THICOR01B   WORK WITH COLLEAGUES AND CUSTOMERS   20
THICOR02B   WORK IN A SOCIALLY DIVERSE ENVIRONMENT   20
THICOR03B   FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES   5
THICOR04B   DEAL WITH CONFLICT SITUATIONS   20
THICOR05B   ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS   60
THICOR06A   INTERPRET FINANCIAL INFORMATION   60
THICOR07B   COMMUNICATE ON THE TELEPHONE   10
THICOR08B   PERFORM OFFICE PROCEDURES   20
THICOR09B   MANAGE PROJECTS   60
THICOR10B   MONITOR WORK OPERATIONS   30
THICOR11B   IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES   30
THICOR12B   DEVELOP AND IMPLEMENT OPERATIONAL PLANS   50
THICOR13B   ESTABLISH AND MAINTAIN A SAFE AND SECURE WORKPLACE   30
THICOR14B   LEAD AND MANAGE PEOPLE   60
THICOR15B   MANAGE QUALITY CUSTOMER SERVICE   30
THICOR16B   MANAGE FINANCES WITHIN A BUDGET   30
THICOR17B   PREPARE AND MONITOR BUDGETS   30
THICOR18B   DEVELOP AND UPDATE THE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE   80
THICOR19B   COACH OTHERS IN JOB SKILLS   20

Stream Units of Study
THICOR20A   MANAGE RISK   60
THICOR21A   PROVIDE ON SITE EVENT MANAGEMENT SERVICES   60
THICOR22A   DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE   25
THICOR23A   DEVELOP AN EVENT CONCEPT   30
THICOR24A   SELECT EVENT VENUES AND SITES   35
THICOR25A   MANAGE EVENT CONTRACTORS   40
THICOR26A   ORGANISE AND MONITOR INFRASTRUCTURE FOR OUTDOOR EVENTS   40
THICOR27A   INTEGRATE TECHNOLOGY INTO THE EVENT MANAGEMENT PROCESS   60
THICOR28A   PLAN AND DEVELOP EVENT PROPOSALS AND BIDS   40
THICOR29A   DEVELOP CONFERENCE PROGRAMS   30
THICOR30A   DEVELOP AND IMPLEMENT SPONSORSHIP PLANS   30

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

Contact the School on 9919 8293
DIPLOMA OF EVENT MANAGEMENT (I)

Course Code: THTS0203

This course is delivered in 2 streams and has a focus on either Hospitality and Tourism industry or Sports and Recreation.

Campus: Sunbury (Hospitality and Tourism)
Footscray Park (Sports and Recreation)

Career Opportunities
Event organiser and/or manager.

Scope of Delivery
The course is delivered full-time only.

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

Entry Requirements
Applicants must have successfully completed Year 12 or equivalent.

Course Duration
 Hospitality and Tourism Stream: 18 months full time.
 Sports and Recreation Stream: 2 years full-time.

Course Structure
HOSPITALITY AND TOURISM STREAM:
This is a dual qualification. On completion of this course, students would have the advantage of qualifications in the Diploma of Event Management and the Diploma of Hospitality Management.

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>USE BUSINESS TECHNOLOGY BSCMN205A</td>
<td>30</td>
</tr>
<tr>
<td>PRODUCE SIMPLE WORDPROCESSED DOCUMENTS BSCMN213A</td>
<td>60</td>
</tr>
<tr>
<td>WORK WITH COLLEAGUES AND CUSTOMERS THHCOR01B</td>
<td>20</td>
</tr>
<tr>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT THHCOR02B</td>
<td>20</td>
</tr>
<tr>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES THHCOR03B</td>
<td>5</td>
</tr>
<tr>
<td>DEAL WITH CONFLICT SITUATIONS THHGEO3B</td>
<td>20</td>
</tr>
<tr>
<td>ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS THHGEO8B</td>
<td>60</td>
</tr>
<tr>
<td>INTERPRET FINANCIAL INFORMATION THHGFA06A</td>
<td>60</td>
</tr>
<tr>
<td>COMMUNICATE ON THE TELEPHONE THHGGA01B</td>
<td>10</td>
</tr>
<tr>
<td>PERFORM OFFICE PROCEDURES THHGGA02B</td>
<td>20</td>
</tr>
<tr>
<td>MANAGE PROJECTS THHGGA09B</td>
<td>60</td>
</tr>
<tr>
<td>MONITOR WORK OPERATIONS THHGE01B</td>
<td>30</td>
</tr>
<tr>
<td>IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES THHGE02B</td>
<td>30</td>
</tr>
<tr>
<td>DEVELOP AND IMPLEMENT OPERATIONAL PLANS THHGE03B</td>
<td>50</td>
</tr>
<tr>
<td>ESTABLISH AND MAINTAIN A SAFE AND SECURE WORKPLACE THHGE04B</td>
<td>30</td>
</tr>
<tr>
<td>LEAD AND MANAGE PEOPLE THHGE08B</td>
<td>60</td>
</tr>
<tr>
<td>MANAGE QUALITY CUSTOMER SERVICE THHGE11B</td>
<td>30</td>
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<tr>
<td>MANAGE FINANCES WITHIN A BUDGET THHGE13B</td>
<td>30</td>
</tr>
<tr>
<td>PREPARE AND MONITOR BUDGETS THHGE14B</td>
<td>30</td>
</tr>
<tr>
<td>DEVELOP AND UPDATE THE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE THHGER01B</td>
<td>80</td>
</tr>
<tr>
<td>COACH OTHERS IN JOB SKILLS THHGER01B</td>
<td>20</td>
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</table>

SPORTS AND RECREATION STREAM:
Pre-requisite Units of Study for Core Units

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLY SPORT AND RECREATION LAW SRXINU02A</td>
<td>10</td>
</tr>
<tr>
<td>CONDUCT PROJECTS SRXOGN001A</td>
<td>15</td>
</tr>
<tr>
<td>IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS SRXOHIS02B</td>
<td>22</td>
</tr>
<tr>
<td>UNDERTAKE RISK ANALYSIS OF ACTIVITIES SRXRIK001A</td>
<td>10</td>
</tr>
</tbody>
</table>

Pre-requisite Units of Study for Stream Units

<table>
<thead>
<tr>
<th>Elective Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MANAGE RISK THHGE22A</td>
<td>60</td>
</tr>
<tr>
<td>PROVIDE ON SITE EVENT MANAGEMENT SERVICES THTFNE02B</td>
<td>60</td>
</tr>
<tr>
<td>DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE THTFNE03A</td>
<td>25</td>
</tr>
<tr>
<td>DEVELOP AN EVENT CONCEPT THTFNE04A</td>
<td>30</td>
</tr>
<tr>
<td>SELECT EVENT VENUES AND SITES THTFNE05A</td>
<td>35</td>
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<tr>
<td>MANAGE EVENT CONTRACTORS THTFNE06A</td>
<td>40</td>
</tr>
<tr>
<td>ORGANISE AND MONITOR INFRASTRUCTURE FOR OUTDOOR EVENTS THTFNE07A</td>
<td>40</td>
</tr>
<tr>
<td>INTEGRATE TECHNOLOGY INTO THE EVENT MANAGEMENT PROCESS THTFNE08A</td>
<td>60</td>
</tr>
<tr>
<td>DEVELOP AND UPDATE KNOWLEDGE OF PROTOCOL THTFNE09A</td>
<td>25</td>
</tr>
<tr>
<td>PLAN AND DEVELOP EVENT PROPOSALS AND BIDS THTPDD08B</td>
<td>40</td>
</tr>
<tr>
<td>DEVELOP CONFERENCE PROGRAMS THTPDD09B</td>
<td>30</td>
</tr>
<tr>
<td>DEVELOP AND IMPLEMENT SPONSORSHIP PLANS THTPDD10B</td>
<td>30</td>
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</tbody>
</table>

At least seven units selected by the student, with the approval of the Head of School from any relevant nationally endorsed Training Package.
### Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSBADM502A</td>
<td>MANAGE MEETINGS</td>
<td>30</td>
</tr>
<tr>
<td>BSBMGT501A</td>
<td>MARKET SERVICES AND CONCEPTS TO INTERNAL CUSTOMERS</td>
<td>60</td>
</tr>
<tr>
<td>BSBMGT502A</td>
<td>MANAGE PEOPLE PERFORMANCE</td>
<td>60</td>
</tr>
<tr>
<td>BSBMGT507A</td>
<td>MANAGE ENVIRONMENTAL PERFORMANCE</td>
<td>40</td>
</tr>
<tr>
<td>SRTXCSS07A</td>
<td>DETERMINE NEEDS OF CLIENT POPULATIONS</td>
<td>20</td>
</tr>
<tr>
<td>SRTXINU004A</td>
<td>PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES</td>
<td>12</td>
</tr>
<tr>
<td>SRTXINU005A</td>
<td>MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE</td>
<td>35</td>
</tr>
<tr>
<td>SRTXINU006A</td>
<td>FOSTER THE VALUES AND ETHOS OF THE PHENOMENON OF PLAY</td>
<td>25</td>
</tr>
<tr>
<td>SRTXINU007A</td>
<td>MANAGE EVOLVING PATTERNS OF WORK TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE</td>
<td>15</td>
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<tr>
<td>SRTXOGN002A</td>
<td>MANAGE PROJECTS</td>
<td>30</td>
</tr>
<tr>
<td>SRTXOHS003B</td>
<td>ESTABLISH, MAINTAIN AND EVALUATE THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY SYSTEM</td>
<td>15</td>
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<tr>
<td>SRTXRKO02A</td>
<td>MANAGE AN ORGANISATION’S RISK</td>
<td>20</td>
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</tbody>
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### Stream Units of Study

<table>
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<tr>
<th>Unit Code</th>
<th>Unit Title</th>
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<tbody>
<tr>
<td>THTFME02B</td>
<td>PROVIDE ON SITE EVENT MANAGEMENT SERVICES</td>
<td>60</td>
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<tr>
<td>THTFME03A</td>
<td>DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE</td>
<td>25</td>
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<td>THTFME04A</td>
<td>DEVELOP AN EVENT CONCEPT</td>
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</table>

### Specialisation Units

Choose 8 units of study from those listed in the qualifications framework.

### Elective Units

Choose 8 units of study from any Diploma qualifications in the Sport and Recreation training package or any other training package.
SUBJECTS

Below are subject details for courses offered by Faculty Delivered in 2009.

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

THTFME09A DEVELOP AND UPDATE KNOWLEDGE OF PROTOCOL

Content: This unit deals with the skills and knowledge required to develop and apply knowledge of protocol to a range of tourism and hospitality related activities.

Nominal Hours: 25 Hours

Assessment: Tests, assignments, presentations
CONTINUING EDUCATION

SUBJECTS

Below are subject details for courses offered by Continuing Education in 2009.

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

ICAS4022B DETERMINE AND ACTION CLIENT COMPUTING PROBLEMS

Content: Determine client problem; Prioritise client problems; Refer problems where required; Carry out maintenance Prepare maintenance report; Confirm problem resolution.

Nominal Hours: 40 Hours

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

We acknowledge the Wurundjeri, Djaubong and Djaambukal people of the Kulin Nation who were the custodians of University land for many centuries. We acknowledge that the land on which we meet was the place of age-old ceremonies of celebration, initiation and renewal, and that the Kulin Nation people’s living culture has a unique role in the life of this region.

CAMPUSES AND SITES

City Flinders
City Queen (site)
City Ringwood
Footscray University
Footscray Park
Melton
Newport
St Albans
Sunbury
Sunshine
Werribee
Industrial Skills Training Centre PHONE: 03 9919 7600
Student Village PHONE: 03 9304 6300
Sunbury Hall PHONE: 03 9919 2450